

# Legislative Class Size

04/22/2026 6:28 am EDT

All LEAs, Charter Schools, Lab Schools, and the Regional Schools, regardless of class size exemption status should run the Legislative Class Size Report. Even if a PSU/school is exempt, every PSU must submit the required reports for all schools to meet federal reporting requirements.

## Setup Needed for LCS

1. Pull Out Scheduling (**ONLY if using**)
  - a. [Scheduling Resource Students | NC Department of Public Instruction](https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/scheduling-resource-students)  
(<https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/scheduling-resource-students>)
2. Combined Grade Level classes
  - a. [NC Legislative Class Size Collection | Infinite Campus](https://kb.infinitecampus.com/help/nc-legislative-class-size-collection#combined-and-pull-out-classes) (<https://kb.infinitecampus.com/help/nc-legislative-class-size-collection#combined-and-pull-out-classes>) (Combined and Pull-Out Classes Section)
3. Dual Language Immersion sections (*Scheduling & Courses > Courses > Section Information*)
  - a. Add the **Instructional Provider code 20: Dual Language Immersion** to **each section**, including any that are also combination or pull-out sections.

**Section Information** ☆

10502Z0-2 ELA Kindergarten Teacher: LINGLE, A

Save Delete

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**Section Editor**

<p>SectionID 4090</p> <p>*Section Number 2</p> <p>Max Students 24 (30)</p> <p>Room 302</p> <p>Hide Standards On Portal <input type="checkbox"/></p> <p>Online Learning (Override) ()</p> <p><b>Primary Teacher</b> LINGLE, Angela</p> <p>Term Type Override YL: Year Long</p> <p>Post Secondary Institution () Select a Value</p> <p>How Taken (01) ()</p>	<p>Teacher Display Name LINGLE, A</p> <p>Lunch Count <input type="checkbox"/> Milk Count <input type="checkbox"/> Adult Count <input type="checkbox"/></p> <p>Custom Count 1 <input type="checkbox"/> Custom Count 2 <input type="checkbox"/> Custom Count 3 <input type="checkbox"/></p> <p>Skinny Seq <input type="checkbox"/> Lunch <input type="checkbox"/> Homeroom <input type="checkbox"/></p> <p>Advisory <input type="checkbox"/> External LMS Exclude <input type="checkbox"/></p> <p><b>Instructional Provider ()</b> 20: Dual Language Immersion</p> <p>Delivery Mode (02) ()</p>
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- Modified by: Cozad, Amanda 07/28/2024 19:56

4. Only the **Primary Teacher, Teacher of Record (TOR)** and the **Secondary Lead Teacher (SLT)** roles will be used in the lead

teacher calculations of the Legislative Class Size (LCS) Report.

- a. If a role is not assigned to teachers in a section, the Primary Teacher without a role automatically defaults as the Primary or Lead Teacher on the section.
- b. A role is not required for Section Staff History unless an additional teacher also needs to be considered a lead teacher for LCS purposes.
- c. If no primary teacher exists, then staff added as a Teacher or as Section Staff will be considered as the lead teacher only if they have a role of Teacher of Record (TOR) or Secondary Lead Teacher (SLT).
- d. Multiple lead teachers can be represented in the LCS by having a primary teacher and staff attached to the teacher or section staff area. The staff attached to the teacher or section staff area must have the role of Teacher of Record (TOR) or Secondary Lead Teacher (SLT) in order to be considered as a lead teacher.

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## Reports to Verify

Review the reports below to ensure information is correct before submitting the information.

**Reporting > NC State Reporting > NC LCS Collection**

**Report Type: Class Size** (<https://kb.infinitecampus.com/help/k-3-and-4-8-class-size-lcs>)

- Snapshot Period: Choose the corresponding snapshot period from the dropdown list.
- Grade Level Grouping: K-13 will be the only option when choosing Fall and Spring snapshot periods
- Effective Date: The date will default to the date that corresponds with the selected Fall or Spring snapshot period. (Fall should display the last day of October and Spring should display the last day of February.)

**Report Options**

Report Type \*  
Class Size

Snapshot Period \*  
Fall  
No Snapshot (Unofficial)  
Fall  
Spring

Grade Level Grouping (Required)  
K-13

Effective Date (Required)  
10/31/2025

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**Report Type: Class Size Violations** (<https://kb.infinitecampus.com/help/k-3-class-size-violations-lcs>)


- Snapshot Period: The dropdown will display No Snapshot (Unofficial)
- Grade Level Grouping: **K-3**
- Violation Type: **Over the Individual Class Size Maximum** (<https://kb.infinitecampus.com/help/k-3-class-size-violations-lcs#violation-types>)
- Snapshot Date: Enter the last day of October for Fall LCS and the last day of February for Spring LCS

**Report Type (Required)**  
Class Size Violations ▼

**Snapshot Period(Required)**  
No Snapshot (Unofficial) ▼

**Grade Level Grouping (Required)**  
K-3 ▼

**Violation Type (Required)**  
Over the Individual Class Size M... ▼

**Effective Date (Required)**  
10/31/2025 

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**Report Type: Class Size Violations** (<https://kb.infinitecampus.com/help/k-3-class-size-violations-lcs>)


- Snapshot Period: The dropdown will display No Snapshot (Unofficial)
- Grade Level Grouping: **K-3**
- Violation Type: **Over the PSU-wide Maximum Average** (<https://kb.infinitecampus.com/help/k-3-class-size-violations-lcs#violation-types>)
- Snapshot Date: Enter the last day of October for Fall LCS and the last day of February for Spring LCS

**Report Type (Required)**  
Class Size Violations ▼

**Snapshot Period(Required)**  
No Snapshot (Unofficial) ▼

**Grade Level Grouping (Required)**  
K-3 ▼

**Violation Type (Required)**  
Over the PSU-wide Maximum A... ▼

**Effective Date (Required)**  
10/31/2025 

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**Report Type: Class Size Average** (<https://kb.infinitecampus.com/help/k-3-and-4-8-class-size-average-lcs>)

- Snapshot Period: Choose the corresponding snapshot period from the dropdown list.
  - Grade Level Grouping: **K-3**
  - Snapshot Date: The date will default to the date that corresponds with the selected Fall or Spring snapshot period. (Fall should display the last day of October and Spring should display the last day of February).
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Report Type \*

Class Size Average

Snapshot Period \*

No Snapshot (Unofficial)

No Snapshot (Unofficial)

Fall

Spring

Grade Level Grouping (Required)

K-3

Only return classes with 0 students

Effective Date (Required)

10/31/2025

## Report Type: Program Enhancement Teachers (<https://kb.infinitecampus.com/help/program-enhancement-teachers-lcs>)

- Snapshot Period: Choose the corresponding snapshot period from the dropdown list.
- Grade Level Grouping: **K-13**
- Only return classes with 0 students: Check this to see those sections with 0 students or leave unchecked to see all sections.
- Snapshot Date: The date will default to the date that corresponds with the selected Fall or Spring snapshot period. (Fall should display the last day of October and Spring should display the last day of February).

Report Type \*

Program Enhancement Teachers

Snapshot Period \*

No Snapshot (Unofficial)

No Snapshot (Unofficial)

Fall

Spring

Grade Level Grouping (Required)

K-3

Only return classes with 0 students

Effective Date (Required)

10/31/2025

## Reports to Submit

The following reports must be submitted by Generating, Reviewing and Submitting Verification.

**Report Type: Class Size** (<https://kb.infinitecampus.com/help/k-13-legislative-class-size>) **(Any school that contains K-13)**

- Snapshot Period: Choose the corresponding snapshot period from the dropdown list.
- Grade Level Grouping: **K-13**
- Snapshot Date: The date will default to the date that corresponds with the selected Fall or Spring snapshot period. (Fall should display the last day of October and Spring should display the last day of February.)

Report Type \*  
Class Size

Snapshot Period \*  
Fall  
No Snapshot (Unofficial)  
Fall  
Spring

Grade Level Grouping (Required)  
K-13

Effective Date (Required)  
10/31/2025

**Report Type: Class Size Average** (<https://kb.infinitecampus.com/help/k-3-and-4-8-class-size-average-lcs>) **(Any school that contains K-3)**

- Snapshot Period: Choose the corresponding snapshot period from the dropdown list.
- Grade Level Grouping: **K-3**
- Snapshot Date: The date will default to the date that corresponds with the selected Fall or Spring snapshot period. (Fall should display the last day of October and Spring should display the last day of February.)

Report Type \*  
Class Size Average

Snapshot Period \*  
No Snapshot (Unofficial)  
No Snapshot (Unofficial)  
Fall  
Spring

Grade Level Grouping (Required)

Only return classes with 0 students

Effective Date (Required)

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## Report Type: Program Enhancement Teachers (<https://kb.infinitecampus.com/help/program-enhancement-teachers-lcs>) (All Schools)

- Snapshot Period: Choose the corresponding snapshot period from the dropdown list.
- Grade Level Grouping: **K-13**
- Only return classes with 0 students: Check this to see those sections with 0 students or leave unchecked to see all sections.
- Snapshot Date: The date will default to the date that corresponds with the selected Fall or Spring snapshot period. (Fall should display the last day of October and Spring should display the last day of February).

Report Type \*

Snapshot Period \*

Grade Level Grouping (Required)

Only return classes with 0 students

Effective Date (Required)



**If a school does not have any grade levels in the grade level grouping for a report, submission is not necessary for that report type.**

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## NC LCS Collection Submission Verification Process

Once the above reports have been reviewed the Class Size, Class Size Average and Program Enhancement Teacher reports should be generated, reviewed and submitted to the state.

**Reporting > NC State Reporting > NC LCS Collection**

Complete the following steps in the exact order below to submit the NC LCS Collection. All steps must be completed by the same person using the same login.

1. [Generate the Report](#)
2. [Review the Report](#)
3. [Submit Verification](#)

## Generate the Report

### 1. Setup: **Select School & Calendar**

**Set Up**

Search Calendars Show Active Year Only

Find Schools & Calendars

Expand All Collapse All

24-25

School Name

### 2. Report Options: Select the corresponding report to generate, **Class Size, Class Size Average, Program Enhancement Teacher.**

- a. Snapshot Period: Choose the corresponding **snapshot period** from the dropdown list.
- b. Grade Level Grouping: Choose the corresponding grade level grouping based on the report option selected above; **K-3** or **K-13**.
- c. Snapshot Date: The date will default to the date that corresponds with the selected Fall or Spring snapshot period. (Fall should display the last day of October and Spring should display the last day of February).

**Report Type \***

Class Size Average

**Snapshot Period \***

No Snapshot (Unofficial)

No Snapshot (Unofficial)

Fall

Spring

**Grade Level Grouping (Required)**

K-3

Only return classes with 0 students

**Effective Date (Required)**

10/31/2025

3. Select **Generate Now** or **Submit to Batch Queue** and choose the **HTML** or **CSV** format type.
4. Click **Generate**.

5. If Submit to Batch was selected, select **Completed** to see the report, otherwise the report should follow your browser settings when opening.

**Output Options**

**Report Processing**

Generate Now

Submit to Batch Queue

**Queue Options**

High Priority

Keep Until I Delete

**Queue Start Date and Time \***

04/16/2025 3:11 PM

**Format Type**

HTML

CSV

**Batch Queue Results**

**Start Date** **End Date**

MM/DD/YYYY MM/DD/YYYY

Report Title	Queued Time ↓	Status
K3ClassSizeAverage_02282025_spring	04/16/2025 3:24:12 PM	COMPLETED

1 - 1 of 1 items

Refresh

1

Generate Review Submit Verification

## Review the Report

- Click the **Review** button to run the report.

**Batch Queue Results**

**Start Date** **End Date**

MM/DD/YYYY MM/DD/YYYY

Report Title	Queued Time ↓	Status
K3ClassSizeAverage_02282025_spring	04/16/2025 3:59:44 PM	COMPLETED
K3ClassSizeAverage_02282025_spring	04/16/2025 3:24:12 PM	COMPLETED

1 - 2 of 2 items

Refresh

2



Generate Review Submit Verification

- A new report will be populated in the Batch Queue.
  - Select **Completed** to see the report. The information should match the previous report that was completed in the above steps.

## Submit Verification

- Click **Submit Verification** of the reviewed report.

**Batch Queue Results**

Start Date: MM/DD/YYYY  End Date: MM/DD/YYYY 

Report Title	Queued Time ↓	Status
K3ClassSizeAverage_02282025_spring	04/16/2025 4:08:14 PM	QUEUED
K3ClassSizeAverage_02282025_spring	04/16/2025 3:59:44 PM	COMPLETED >
K3ClassSizeAverage_02282025_spring	04/16/2025 3:24:12 PM	COMPLETED >

◀ ◁ 1 ▷ ▶ ▶▶ 1 - 3 of 3 items

Refresh

3

Generate Review **Submit Verification**

- Click **Submit** to confirm the submission on the following screen.

**Confirm Submission of Verification** ✕

**Warning! Once verification is submitted, it is final.**  
 You will not be able to make any changes after submission.  
 Any addendums must go through the State Office.

Submit
Cancel

- A green pop-up message in the upper right corner will state "Success". This message indicates the batch process was successfully completed only. This does not indicate a successful submission of the report.

✓ **SUCCESS**  
Report submitted to batch
✕

- Once Submit Verification is clicked another batch file will be created. There should be 3 total reports generated for the complete process.

**Batch Queue Results**

Start Date: MM/DD/YYYY End Date: MM/DD/YYYY

Click to verify report submission

Report Title	Queued Time ↓	Status
K3ClassSizeAverage_02282025_spring	04/16/2025 4:20:34 PM	COMPLETED >
K3ClassSizeAverage_02282025_spring	04/16/2025 4:08:14 PM	COMPLETED >
K3ClassSizeAverage_02282025_spring	04/16/2025 3:59:44 PM	COMPLETED >

1 - 3 of 4 items

Refresh

Generate Review Submit Verification

- Select **Completed** on the final report to check for errors or completion.
- If the report is submitted successfully, you will see the below message.

**LCSCSA Submit Records:1**

**SuccessMessage**  
LCS Class Size Average Submitted

**LCSPET Submit Records:1**

**SuccessMessage**  
LCS Program Enhancement Teachers Submitted

- If the Review Step is skipped, you will see the below message (please perform the Review Step):

**LCSCSA Submit Records:1**

**ErrorMessage**  
Error: You are attempting to submit a report that has already been finalized.

**Note:** If the report batch shows Status = Error, submitting to the batch queue failed. Perform the action again.

The screenshot shows a table with the following data:

Report Title	Queued Time ↓	Status
PMRSummary	10/18/2024 12:02:30 PM	ERROR
PMRSummary	10/18/2024 9:56:38 AM	COMPLETED >
PMRSummary	10/18/2024 9:52:53 AM	COMPLETED >

4 - 6 of 12 items

Refresh

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**Repeat the Generate, Review and Submit process for the Class Size, Class Size Average and Program Enhancement Teacher reports.**



**Class Size Affidavit and Waiver Information can be found on the Student Accounting | NC DPI**  
(<https://www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services/student-accounting#Forms-1395>) **website.**

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