

# Legislative Class Size

04/17/2025 12:04 pm EDT

**The Legislative Class Size (LCS) Report is now in production and must be submitted by April 30, 2025.**



Charter Schools are not required to submit the LCS report.

## Setup Needed for LCS

1. Pull Out Scheduling (**ONLY if using**)
  - a. [Scheduling Resource Students | NC Department of Public Instruction](#)
  
2. Combined Grade Level classes
  - a. [NC Legislative Class Size Collection | Infinite Campus](#) (Combined and Pull-Out Classes Section)
  
3. Dual Language Immersion sections (*Scheduling & Courses > Courses > Section Information*)
  - a. Add the Instructional Provider of **20: Dual Language Immersion** for **EACH** section (all combination and pull-out sections also)

## Section Information ☆

10502Z0-2 ELA Kindergarten Teacher: LINGLE, A

 Save  Delete

**Section Editor**

SectionID  
4090

\*Section Number  
2

Max Students  
24 (30)

Room  
302

Hide Standards On Portal

Online Learning (Override)  
()

**Primary Teacher**  
LINGLE, Angela  
Term Type Override  
YL: Year Long

Post Secondary Institution ()  
Select a Value

How Taken (01)

Teacher Display Name  
LINGLE, A

Lunch Count  Milk Count  Adult Count

Custom Count 1  Custom Count 2  Custom Count 3

Skinny Seq  Lunch  Homeroom

Advisory  External LMS Exclude

Instructional Provider ()  
20: Dual Language Immersion

Delivery Mode (02)

- Modified by: Cozad, Amanda 07/28/2024 19:56

4. **ONLY** the Primary Teacher will count in the class size average calculation. No other teachers in section staff history will be included.

## Reports and Settings to Verify

*Reporting > NC State Reporting > NC LCS Collection*

### Report Type: Class Size

- Grade Level Grouping: K-3
- Violation Type: None Selected
- Exclude Cross-Site Data: Checked
- Snapshot Date: 02/28/2025

**Report Options**

Report Type \*  
Class Size

Grade Level Grouping \*  
K-3

Violation Type  
[Empty]

Only return classes with 0 students

Exclude Cross-Site Data

Snapshot Date \*  
02/28/2025

---

### Report Type: Class Size

- Grade Level Grouping: K-3
- Violation Type: [Over the Individual Class Size Maximum](#)
- Exclude Cross-Site Data: Checked
- Snapshot Date: 02/28/2025

**Report Options**

Report Type \*  
Class Size

Grade Level Grouping \*  
K-3

Violation Type  
Over the Individual Class Size Maximum

Exclude Cross-Site Data

Snapshot Date \*  
02/28/2025

---

### Report Type: Class Size

- Grade Level Grouping: K-3
- Violation Type: [Over the PSU-wide Maximum Average](#)
- Exclude Cross-Site Data: Checked
- Snapshot Date: 02/28/2025


**Report Options**

**Report Type \***  
Class Size ▼

**Grade Level Grouping \***  
K-3 ▼

**Violation Type**  
Over the PSU-wide Maximum Average ▼

**Exclude Cross-Site Data**

**Snapshot Date \***  
02/28/2025 

---

## Reports to Submit

### Report Type: [Class Size Average](#) (Any school that contains K-3)

- Grade Level Grouping: K-3
- Exclude Cross-Site Data: Checked
- Snapshot Date: 02/28/2025
- Snapshot Period: Spring


**Report Options**

Report Type \*  
Class Size Average ▼

Grade Level Grouping \*  
K-3 ▼

Only return classes with 0 students

Exclude Cross-Site Data

Snapshot Date \*  
02/28/2025 

Snapshot Period \*  
Spring ▼

### Report Type: Program Enhancement Teachers (All schools)

- Grade Level Grouping: K-13
- Exclude Cross-Site Data: Checked
- Snapshot Date: 02/28/2025
- Snapshot Period: Spring


**Report Options**

Report Type \*  
Program Enhancement Teachers ▼

Grade Level Grouping \*  
K-13 ▼

Only return classes with 0 students

Exclude Cross-Site Data

Snapshot Date \*  
02/28/2025 

Snapshot Period \*  
Spring ▼

If a school does not have the grade levels needed for submission, do not generate or submit.

Other Legislative Class Size data reports are also available for review. Please visit [NC Legislative Class Size Collection | Infinite Campus](#) for more information on all Legislative Class Size reports.

---

## NC LCS Collection Submission Verification Process

### *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

- a. Report Type = **Class Size Average**
- b. Grade Level Grouping = **K-3**
- c. If cross-site is enabled for your school, **check** the box to Exclude Cross-Site Data.
- d. **Uncheck** Only return classes with 0 students.
- e. Snapshot Date = **02/28/2025**
- f. Snapshot Period = **Spring**

**Report Options**

**Report Type \***  
 Class Size Average ▼

**Grade Level Grouping \***  
 K-3 ▼

**Only return classes with 0 students**

**Exclude Cross-Site Data**

**Snapshot Date \***  
 02/28/2025 📅

**Snapshot Period \***  
 Spring ▼

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

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

**Format Type**  
 HTML  
 CSV

**Queue Options**  
 High Priority  
 Keep Until I Delete

**Queue Start Date and Time \***  
 04/16/2025 3:11 PM 📅

---

**Batch Queue Results**

**Start Date** MM/DD/YYYY 📅    **End Date** MM/DD/YYYY 📅

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

🔍 1 1 - 1 of 1 items

Refresh

**1**

**Generate** Review Submit Verification

## Review the Report

1. Click the **Review** button to run the 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 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

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

## Submit Verification

1. Click **Submit Verification** of the reviewed report.
- 2.

**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 - 3 of 3 items

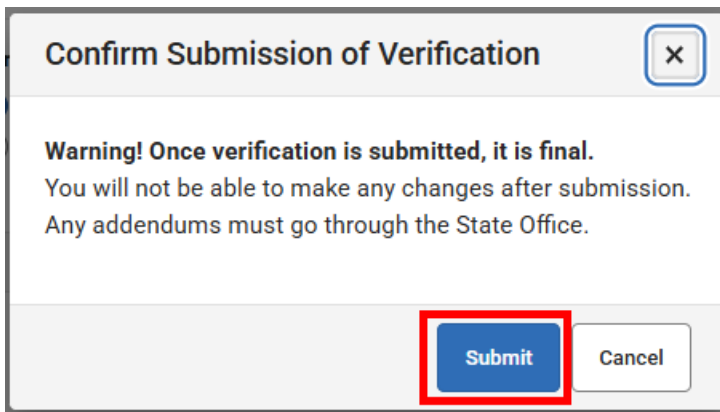
Refresh

3

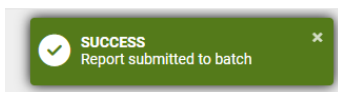
Generate Review Submit Verification

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





3. 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.



4. 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

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



**LCSPET Submit Records:1**

**SuccessMessage**  
LCS Program Enhancement Teachers Submitted

b. 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.

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



**Class Size Affidavit and Waiver Information can be found on the Student Accounting | NC DPI website.**