Legislative Class Size (LCS)

06/19/2025 8:06 am EDT

Legislative Class Size

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

> ℹ️ **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
      (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-leglslative-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 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)

Teacher Display Name
LINGLE, A

Lunch Count   Milk Count   Adult Count
☐   ☐   ☐

Custom Count   Custom Count   Custom Count
1   2   3
☐   ☐   ☐

Room
302

Skinny Seq   Lunch   Homeroom
1   ☐

Hide Standards On Portal
☐

Advisory   External LMS Exclude
☐   ☐

Online Learning (Override)
   ()

Primary Teacher

LINGLE, Angela

Term Type Override
YL: Year Long

Post Secondary Institution ()
Select a Value

Instructional Provider ()
20: Dual Language Immersion

How Taken (01)

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 (https://kb.infinitecampus.com/help/k-3-and-4-8-class-size-lcs)

- 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
▼

Only return classes with 0 students
☐

Exclude Cross-Site Data
☑

Snapshot Date *
02/28/2025 📅

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

- Grade Level Grouping: K-3

- Violation Type: Over the Individual Class Size Maximum (https://kb.infinitecampus.com/help/k-3-class-size-violations-lcs)

- 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 (https://kb.infinitecampus.com/help/k-3-and-4-8-class-size-lcs)

- Grade Level Grouping: K-3

- Violation Type: Over the PSU-wide Maximum Average (https://kb.infinitecampus.com/help/k-3-class-size-violations-lcs)

- 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 (https://kb.infinitecampus.com/help/k-3-and-4-8-class-size-average-lcs) **(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 (https://kb.infinitecampus.com/help/program-enhancement-teachers-lcs) **(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 (https://kb.infinitecampus.com/help/nc-leglslative-class-size-collection) 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   [ON]

   [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.

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    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

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 - 1 of 1 items

Refresh

1

[Generate] [Review] [Submit Verification]

Review the Report

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

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.

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 <u>does not</u> indicate a successful submission of the report.
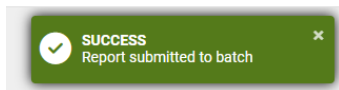
4. Once Submit Verification is clicked another batch file will be created. There should be 3 total reports generated for the complete process.

Batch Queue Results

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 >

Click to verify report submission

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

|◄ ◄ 1 2 ► ►| 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.

LCSCSA Submit Records:1

SuccessMessage
LCS Class Size Average Submitted

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.

Batch Queue Results

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

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	>

|◄ ◄ 1 **2** 3 4 ► ►| 4 - 6 of 12 items

Refresh

ℹ **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.**