

SCHOOL ACTIVITY REPORT

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IV. SUMMARY OF CHANGES

7.47

OVERVIEW

Description

The **School Activity Reporting (SAR) System** provides essential information on the approximately 350,000 class activities that take place daily in all North Carolina public schools as well as the personnel responsible for the activities and the types of students involved. Records of each day's classes are obtained for the 180-day school term. These include course codes, teacher and assistant assignments, number and types of students involved, meeting frequency, class lengths, credits associated with each course, and personnel schedules from all schools.

The SAR is an extensive expansion of the paper-based Professional Personnel Activity Report (PPAR) previously completed each year by North Carolina's 60,000 school administrators and teachers. Since almost all SAR-related data elements are obtained from the Scheduling Module and other in-place databases of the North Carolina Student Information Management System (SIMS) school-level software, information is more comprehensive and accurate.

All personnel who are employed by the Public School System, who have direct student contact at a public school, in a classroom or non-classroom activity for which a state course code subject area or Personnel Assignment Type exists. Personnel social security numbers are validated at DPI against salary information collected in financial data systems. The system contains more than three million records for a school year.

Uses

The information from the SAR is used frequently to respond to diverse information requests from the legislature, the State Board of Education, program consultants, educators, government agencies, and many others. Some of its uses are to identify 1) the amount of time personnel spend in instructional vs. other activities, 2) the number of contact hours of instruction available to students in specific classes, 3) the teachers in specific curriculum areas for mailing labels, 4) the number of classes offered in specific curriculum areas, 5) the types of students enrolling in specific subject areas, and 6) the amount of time in FTE (Full Time Equivalency) an individual spends in a specific curriculum area. It is also used to monitor 1) compliance with class size and daily teacher load regulations, 2) in/out-of-field certification, and 3) personnel supply and demand.

The system that collects the SAR data is capable of interacting with other systems at DPI to enhance the usefulness of the data and, in many cases to avoid additional data collection efforts. Information collected through the SAR is available to the local education agencies (LEAs) for program planning and/or reporting requirements.

The application is written in COBOL and utilizes DB2 database management software, Easytrieve+ and VSAM file management utilities.

Scheduling Matrix Explanation

All schools must create a Master Schedule in order to identify when activities are being offered. This schedule is not prepared for every day of the school year, because the majority of activities in a school occur according to a regular pattern and that pattern repeats throughout the scheduling period. Therefore the Master Schedule reflects that repeating pattern (i.e. scheduling cycle).

If activities occur 1) at the same time, and 2) on every day throughout the scheduling period, only one pattern is needed to represent a school's scheduling cycle (i.e. the school has a one day cycle). But if activities occur irregularly, then multiple patterns are needed to represent a school's cycle (i.e. the school has a multiple day cycle).

In order to schedule a school's activities, these patterns are represented in the form of a timetable. The tool used by THE SIMS SCHOOL SYSTEM (SIMS) to create this timetable is a matrix with two components: days and periods (i.e. timetable days and timetable periods).

Timetable days are used to represent the number of patterns required to capture the changes in activity schedules from day to day (i.e. the number of days in the school's scheduling cycle). Although schools generally define either a one day or a five day cycle, the maximum number of timetable days allowed in SIMS is ten.

Timetable periods are used to represent activity changes during a school day (i.e. during one timetable day). They define the beginning and ending of activities, as well as the relationship of activities to each other during one timetable day. The number of timetable periods in a school day does not necessarily correspond to the number of activities occurring in a day. The maximum number of timetable periods allowed in SIMS is thirty-two.

The intersection on the matrix of a timetable day and a timetable period creates a block which is referred to as a **Matrix Entry**. A Matrix Entry is defined as follows: Timetable Day Number (01-10) + Timetable Period Number (01-32). Each matrix entry is assigned a number of minutes. The total number of matrix entries created in the matrix is the number of timetable periods times the number of timetable days in the scheduling cycle.

By combining these matrix entries, the pattern of an activity's schedule is represented. This pattern (i.e. matrix entries during which an activity occurs) is given a name - **Meeting Code**. Then all activities which occur according to the same pattern (i.e. during the same matrix entries) are assigned the same Meeting Code. Analysis of the meeting code reveals the length and frequency of occurrence of an activity.

A school's scheduling cycle generally does not change during the school year. Therefore once the matrix (i.e. the number of timetable days and timetable periods in the school's cycle) is defined for a year, it does not change. However, with each new semester, the pattern in which individual activities are offered (i.e. the meeting code) can change and the scheduling cycle can begin again before the last repeat of the cycle in the preceding semester was completed. Therefore the number of times that a particular timetable day repeats may vary from semester to semester.

While the school's scheduling matrix provides a convenient means of extracting data and reporting on it to DPI, there are some activities within a school that do not occur according to the basic scheduling cycle. Some of these activities are performed by the art teacher who comes every three weeks, the counselor who sees individual students within the school, the principals, the school nurse, and the reading specialist. These activities are non-matrix activities. They have a schedule of their own that does not conform to the school's regular scheduling cycle. A different approach is required to capture the data necessary to analyze them in the same way that matrix-based activities are analyzed at the state.

Note: Non-matrix activities have not been implemented in SIMS to date, although the design is included.

A non-matrix meeting code, similar to the Meeting Code used for matrix activities, is used to capture both the frequency of an activity and the block of time in which an activity occurs. This code is not defined as a combination of matrix entries as it is for matrix-based activities. It does not require a reference to a timetable day, because its frequency is represented by the code, not the timetable day. The code refers to a predefined block of time that has a specific frequency.

| | Day 01 | Day 02 | Day 03 | Day 04 | Day 05 |
|-----------|-----------------|-----------------|-----------------|-----------------|-----------------|
| Period 01 | 0101 Min: 55 | 0201 Min: 50 | 0301 Min: 55 | 0401 Min: 60 | 0501 Min: 55 |
| Period 02 | 0102 Min: 55 | 0202 Min: 50 | 0302 Min: 55 | 0402 Min: 60 | 0502 Min: 55 |
| Period 03 | 0103 Min: 55 | 0203 Min: 55 | 0303 Min: 55 | 0403 Min: 55 | 0503 Min: 55 |
| Period 04 | 0104 Min: 10 | 0204 Min: 10 | 0304 Min: 20 | 0404 Min: 20 | 0504 Min: 10 |
| Period 05 | 0105 Min: 05 | 0205 Min: 05 | 0305 Min: 10 | 0405 Min: 10 | 0505 Min: 05 |
| Period 06 | 0106 Min: 05 | 0206 Min: 05 | 0306 Min: 05 | 0406 Min: 05 | 0506 Min: 05 |
| Period 07 | 0107 Min: 55 | 0207 Min: 55 | 0307 Min: 55 | 0407 Min: 55 | 0507 Min: 55 |
| Period 08 | 0108 Min: 55 | 0208 Min: 55 | 0308 Min: 55 | 0408 Min: 55 | 0508 Min: 55 |
| Period 09 | 0109 Min: 55 | 0209 Min: 55 | 0309 Min: 55 | 0409 Min: 55 | 0509 Min: 55 |

Overview

| Meeting Code | Description | Matrix Entry Names |
|--------------|----------------|---|
| 01 | Period 1 | 0101 0201 0301 0401 0501 |
| 0102 | Period 1-2 | 0101 0102 0201 0202 0301 0302 0401 0402 0501 0502 |
| 0305 | Period 3-5 MWF | 0103 0104 0105 0303 0304 0305 0503 0504 0505 |

FILE SPECIFICATIONS

FILE DESCRIPTION:

File Name from LEA:

File Name from Charter School:

File Name at SIMS School:

File Contents:

SCHOOL DAYS RECORD

N.S.ASxx, where xx = school month

N_S_AS_xx, where xx = school month

NCDEADAY.BLD

A record for each school day in the current academic progress year for each calendar.

RECORD LAYOUT

| Field | | Description | Length | Begin | End | Format |
|--------------|---|----------------------|---------------|--------------|------------|---------------|
| 1 | + | LEA Code | 3 | 1 | 3 | X(3) |
| 2 | | School Code | 3 | 4 | 6 | X(3) |
| 3 | * | Calendar Code | 4 | 7 | 10 | X(4) |
| 4 | | Date of School Day | 8 | 11 | 18 | CCYYMMDD |
| 5 | | Timetable Day Number | 2 | 19 | 20 | 9(2) |
| TOTAL | | | 20 | | | |

+ The LEA Code does not appear in the record extracted by SIMS schools. Therefore, the total record length is actually 17 at the school. For non-Charter schools, it is added by COS. For Charter schools, it is added by TRDISK at the school.

* Not required at this time.

FIELD DEFINITIONS**1 LEA Code**

The code of the LEA reporting.

2 School Code

The code of the school reporting.

3 Calendar Code

Blank. Not required at this time.

4 Date of School Day

The date of the school day which is being reported in this record.

5 Timetable Day Number

The Timetable Day Number being reported (01-10). The maximum number of timetable days allowed in the scheduling cycle is ten.

FILE DESCRIPTION:

File Name from LEA:
 File Name from Charter School:
 File Name at SIMS School:
 File Contents:

SEMESTER RECORD

N.S.ATxx, where xx = school month
 N_S_ATxx, where xx = school month
 NCDEASEM.BLD
 A record for each calendar at the school.

RECORD LAYOUT

| Field | | Description | Length | Begin | End | Format |
|--------------|---|----------------------|-----------|-------|-----|----------------|
| 1 | + | LEA Code | 3 | 1 | 3 | X(3) |
| 2 | | School Code | 3 | 4 | 6 | X(3) |
| 3 | | Effective Date | 8 | 7 | 14 | CCYYMMDD |
| 4 | | Run Month | 2 | 15 | 16 | 9(2) |
| 5 | | Originate Code | 6 | 17 | 22 | X(6) |
| 6 | * | Calendar Code | 4 | 23 | 26 | X(4) |
| 7 | | Semester Start Dates | 64 | 27 | 90 | CCYYMMDD |
| TOTAL | | | 90 | | | |

+ The LEA Code does not appear in the record extracted by SIMS schools. Therefore, the total record length is actually 87 at the school. For non-Charter schools, it is added by COS. For Charter schools, it is added by TRDISK at the school.

* Not required at this time.

FIELD DEFINITIONS**1 LEA Code**

The code of the LEA reporting.

2 School Code

The code of the school reporting.

3 Effective Date

The date on which the record was produced.

4 Runmonth

The school month on which the information is based. Either the second month, "02", or the fifth month, "05".

5 Originate Code

The code which identifies the version of the software which produced the extract record. For non-SIMS, the originate code will be "CU".

6 Calendar Code

Blank. Not required at this time.

7 Semester Start Dates

The beginning dates for each of the school's semesters. A school can be configured with one to four semesters. Therefore, four dates may be present. Blank means undefined semester.

FILE DESCRIPTION:

File Name from LEA:

File Name from Charter School:

File Name at SIMS School:

File Contents:

MATRIX ENTRY RECORD

N.S.AOxx, where xx = school month

N_S_AOxx, where xx = school month

NCDEAENT.BLD

One record for each matrix entry defined in the timetable for each calendar.

RECORD LAYOUT

| Field | Description | Length | Begin | End | Format |
|--------------|------------------------------------|-----------|-------|-----|--------|
| 1 | + LEA Code | 3 | 1 | 3 | X(3) |
| 2 | School Code | 3 | 4 | 6 | X(3) |
| 3 | * Calendar Code | 4 | 7 | 10 | X(4) |
| 4 | Timetable Day Number | 2 | 11 | 12 | 9(2) |
| 5 | Timetable Period Number | 2 | 13 | 14 | 9(2) |
| 6 | * Start Time for Matrix Entry | 4 | 15 | 18 | HHMM |
| 7 | Number of Minutes for Matrix Entry | 3 | 19 | 21 | 9(3) |
| TOTAL | | 21 | | | |

+ The LEA Code does not appear in the record extracted by SIMS schools. Therefore, the total record length is actually 18 at the school. For non-Charter schools, it is added by COS. For Charter schools, it is added by TRDISK at the school.

* Not required at this time.

FIELD DEFINITIONS**1 LEA Code**

The code of the LEA reporting.

2 School Code

The code of the school reporting.

3 Calendar Code

Blank. Not required at this time.

4 Timetable Day Number

The number of the Timetable Day (01-10) in this Matrix Entry. Timetable days represent the number of days in the scheduling cycle. Although schools generally define either a one day or a five day cycle, the maximum number of timetable days allowed in the cycle is ten. See Overview for an explanation of Timetable Day.

5 Timetable Period Number

The number of the Timetable Period (01-32) in this Matrix Entry. Timetable Periods are used to reflect the beginning and ending of activities, as well as the relationship of activities to each other during one timetable day. The maximum number of timetable periods allowed is thirty-two. See Overview for an explanation of Timetable Period.

6 Start Time for Matrix Entry

Blank. Not required at this time.

7 Number of Minutes for Matrix Entry

The number of minutes for the Matrix Entry. A Matrix Entry is the block which is created on a matrix by the intersection of a day (timetable day) and a period (timetable period). The total number of matrix entries created is the number of timetable periods times the number of timetable days in the scheduling cycle. See Overview for an explanation of Matrix Entry.

FILE DESCRIPTION:

File Name from LEA:

File Name from Charter School:

File Name at SIMS School:

File Contents:

MATRIX MEETING CODE RECORD

N.S.APxx, where xx = school month

N_S_APxx, where xx = school month

NCDEAMET.BLD

One record for each 5 matrix entries for each meeting code defined.

RECORD LAYOUT

| Field | Description | Length | Begin | End | Format |
|--------------|---------------------|---------------|--------------|------------|---------------|
| 1 | + LEA Code | 3 | 1 | 3 | X(3) |
| 2 | School Code | 3 | 4 | 6 | X(3) |
| 4 | Matrix Meeting Code | 8 | 7 | 14 | X(8) |
| 3 | * Calendar Code | 4 | 15 | 18 | Blank |
| 5 | Matrix Entries | 20 | 19 | 38 | X(20) |
| TOTAL | | 38 | | | |

+ The LEA Code does not appear in the record extracted by SIMS schools. Therefore, the total record length is actually 35 at the school. For non-Charter schools, it is added by COS. For Charter schools, it is added by TRDISK at the school.

* Not required at this time.

FIELD DEFINITIONS**1 LEA Code**

The code of the LEA reporting.

2 School Code

The code of the school reporting.

3 Matrix Meeting Code

The school defined code that groups matrix entries (day numbers and period numbers) together to represent when an activity is occurring. See Overview for an explanation of Matrix Meeting Code.

4 Calendar Code

Blank. Not required at this time.

5 Matrix Entries

The Matrix Entries associated with the Matrix Meeting Code defined in this record. A Matrix Entry is defined as follows: Timetable Day Number (01-10) +Timetable Period Number (01-32).

Up to five matrix entries can be reported here (5 matrix entries x 4 bytes each). Multiple records may be needed to fully list all matrix entries that are associated with a particular Matrix Meeting code. Blank means an undefined matrix entry.

Note: The Timetable Day Number and Timetable Period Number must be defined in the Matrix Entry Record.

FILE DESCRIPTION:

File Name from LEA:
 File Name from Charter School:
 File Name at SIMS School:
 File Contents:

NON-MATRIX MEETING CODE RECORD*

*xx, where xx = school month
 *xx, where xx = school month

One or more records for each Non-Matrix Meeting Code defined. More than one record will be present if there are exceptions to the regular formula, or the activity meets irregularly.

Note: This record also serves as the Team Member Meeting Code.

RECORD LAYOUT

| Field | Description | Length | Begin | End | Format |
|--------------|--|---------------|--------------|------------|---------------|
| 1 | * LEA Code | 3 | 1 | 3 | X(3) |
| 2 | * School Code | 3 | 4 | 6 | X(3) |
| 3 | * Non-Matrix Meeting Code | 8 | 7 | 14 | X(8) |
| 4 | * Calendar Code | 4 | 15 | 18 | X(4) |
| 5 | * Start Date | 8 | 19 | 26 | CCYYMMDD |
| 6 | * End Date | 8 | 27 | 34 | CCYYMMDD |
| 7 | * Frequency Formula Code | 1 | 35 | 35 | 9 |
| 8 | * Frequency "N" in Frequency Formula | 2 | 36 | 37 | 9(2) |
| 9 | * Timetable day or week day "M" in Frequency Formula | 2 | 38 | 39 | 9(2) |
| 10 | * Starting Time | 4 | 40 | 43 | HHMM |
| 11 | * Number of Minutes | 3 | 44 | 46 | 9(3) |
| TOTAL | | 46 | | | |

* Not required at this time.

FIELD DEFINITIONS**1 LEA Code**

The code of the LEA reporting.

2 School Code

The code of the school reporting.

3 Non-Matrix Meeting Code

The unique code that defines a specific block of time.

4 Calendar Code

Blank. Not required at this time.

5 Start Date

Blank. Not required at this time.

6 End Date

Blank. Not required at this time.

7 Frequency Formula Code

- 1 - every N school days
- 2 - every Nth timetable day M
- 3 - every N calendar days
- 4 - every Nth week day M
- 5 - this date only

8 Frequency N in Frequency Formula

Blank. Not required at this time.

9 Timetable day or week day M in Frequency Formula Code

If Frequency Formula Code is 2, then the valid entry would be a day number 01 through 10.

If Frequency Formula Code is 4, then the valid entry would be one of the following:

- 00 - Sunday
- 01 - Monday
- 02 - Tuesday
- 03 - Wednesday
- 04 - Thursday
- 05 - Friday
- 06 - Saturday

Blank for Frequency codes 1, 3, or 5

10 Starting Time

Blank. Not required at this time.

11 Number of Minutes

Blank. Not required at this time.

FILE DESCRIPTION:

File Name from LEA:
 File Name from Charter School:
 File Name at SIMS School:
 File Contents:

PERSONNEL DEMOGRAPHIC RECORD

N.S.ARxx, where xx = school month
 N_S_ARxx, where xx = school month
 NCDEAPER.BLD
 One record for each person in the school who is associated with any activity or assignment.

RECORD LAYOUT

| Field | Description | Length | Begin | End | Format |
|--------------|------------------------|---------------|--------------|------------|---------------------|
| 1 | + LEA Code | 3 | 1 | 3 | X(3) |
| 2 | School Code | 3 | 4 | 6 | X(3) |
| 4 | Social Security Number | 9 | 7 | 15 | 9(9) |
| 3 | Last Name | 20 | 16 | 35 | X(20) |
| 5 | First Name | 10 | 36 | 45 | X(10) |
| 6 | Middle Name | 14 | 46 | 59 | X(14) |
| 7 | SSN Verification | 20 | 60 | 79 | X(20) |
| 8 | Sex | 1 | 80 | 80 | X |
| 9 | Ethnic Origin | 4 | 81 | 84 | X(4) |
| 10 | Experience Status | 4 | 85 | 88 | X(4) Left Justified |
| TOTAL | | 88 | | | |

+ The LEA Code does not appear in the record extracted by SIMS schools. Therefore, the total record length is actually 85 at the school. For non-Charter schools, it is added by COS. For Charter schools, it is added by TRDISK at the school.

FIELD DEFINITIONS**1 LEA Code**

The code of the LEA reporting.

2 School Code

The code of the school reporting.

3 Social Security Number

The person's social security number.

4 Last Name

The person's last name.

5 First Name

The person's first name.

6 Middle Name

The person's middle name.

7 SSN Verification

The first position contains a code to indicate whether the Social Security Number has been verified against payroll records:

D = Valid

B = Invalid

C = Approved (Failed payroll validation; manual validation completed)

Blank = No verification performed

The last 19 positions are blank.

8 Sex

A code to indicate the sex of the person being reported. See Appendix S: Sex Codes for the valid codes.

9 Ethnic Origin

This code indicates the person's ethnicity. See Appendix E: Ethnic Codes for a list of the valid codes.

10 Experience Status

A code indicating the person's experience status. See Appendix E: Experience Status Codes for a list of the valid codes.

FILE DESCRIPTION:

File Name from LEA:

File Name from Charter School:

File Name at SIMS School:

File Contents:

ACTIVITY DIRECTORY RECORD

N.S.AMxx, where xx = school month

N_S_AMxx, where xx = school month

NCDEAACT.BLD

One record for each activity that is scheduled in the current school year.

RECORD LAYOUT - RECORD TYPE 1: Matrix Activity

| Field | Description | Length | Begin | End | Format |
|--------------|--|-----------|-------|-----|-----------|
| 1 | + LEA Code | 3 | 1 | 3 | X(3) |
| 2 | School Code | 3 | 4 | 6 | X(3) |
| 3 | Record Type | 1 | 7 | 7 | "1" |
| 4 | Internal Course Number | 8 | 8 | 15 | X(8) |
| 5 | Internal Course Title | 32 | 16 | 47 | X(32) |
| 6 | Number of Semesters | 1 | 48 | 48 | 9 |
| 7 | Partial Credit Flag | 1 | 49 | 49 | X |
| 8 | State Course Code Subject Area | 4 | 50 | 53 | 9(4) |
| 9 | State Course Code Academic Level | 1 | 54 | 54 | X |
| 10 | State Course Code Grade Level | 1 | 55 | 55 | X |
| 11 | State Course Code Length of Course | 1 | 56 | 56 | X |
| 12 | Course Location | 2 | 57 | 58 | X(2) |
| 13 | Filler | 3 | 59 | 61 | Blank |
| 14 | Credit Course Flag | 1 | 62 | 62 | X |
| 15 | Credits Per Semester Toward Graduation | 8 | 63 | 70 | 99999V999 |
| TOTAL | | 70 | | | |

+ The LEA Code does not appear in the record extracted by SIMS schools. Therefore, the total record length is actually 67 at the school. For non-Charter schools, it is added by COS. For Charter schools, it is added by TRDISK at the school.

FIELD DEFINITIONS**1 LEA Code**

The code of the LEA reporting.

2 School Code

The code of the school reporting.

3 Record Type

This record's type is equal to "1".

4 Internal Course Number

The unique number given to the activity by the school. It is unique only within the school.

5 Internal Course Title

The description of the activity given by the school.

6 Number of Semesters

The number of semesters required to get full credit for the activity (1-4).

7 Partial Credit Flag

An indicator (either "Y" or "N") that specifies whether a student must pass all of the course semesters in order to get any credit for the activity. If "Y", the student can earn the number of credits associated with the number of semesters passed. If "N", a student must complete all semesters in order to gain credit for the course.

8 State Course Code Subject Area

The first four digits of the state course code assigned to the activity. This code indicates the state defined subject area to which this activity most closely can be associated. See Appendix S: State Course Code - Subject Areas for a list of valid codes.

9 State Course Code Academic Level

The academic level for which the activity was designed, NOT the academic level of the students enrolled. See Appendix S: State Course Code - Academic Levels for a list of valid codes.

10 State Course Code Grade Level

The grade level(s) for which the course content is designed, NOT the grade level of the students enrolled. See Appendix S: State Course Code - Grade Levels for a list of valid codes.

11 State Course Code Length of Course

The length of time over which the activity occurs. See Appendix S: State Course Code Length of Course for a list of valid codes.

12 Course Location

A 2-character code indicating the location of the course. See Appendix C: Course Location.

13 Filler

Blank.

14 Credit Course Flag

An indicator (either "Y" or "N") that specifies whether a student earns credit toward graduation for this activity.

15 Credits per Semester Toward Graduation

The number of credits that a student earns per semester toward graduation for this activity.

RECORD LAYOUT - RECORD TYPE 2: Non-Matrix Activity*

| Field | Description | Length | Begin | End | Format |
|-------|--------------------------------------|-----------|-------|-----|-----------|
| 1 | * LEA Code | 3 | 1 | 3 | X(3) |
| 2 | * School Code | 3 | 4 | 6 | X(3) |
| 3 | * Record Type | 1 | 7 | 7 | "2" |
| 4 | * Non-Matrix Activity Code | 8 | 8 | 15 | X(8) |
| 5 | * Non-Matrix Activity Description | 32 | 16 | 47 | X(32) |
| 6 | * Filler | 1 | 48 | 48 | Blank |
| 7 | * Filler | 1 | 49 | 49 | Blank |
| 8 | State Course Code Subject Area | 4 | 50 | 53 | 9(4) |
| 9 | * State Course Code Academic Level | 1 | 54 | 54 | X |
| 10 | * State Course Code Grade Level | 1 | 55 | 55 | X |
| 11 | * State Course Code Length of Course | 1 | 56 | 56 | X |
| 12 | * Filler | 5 | 57 | 61 | Blank |
| 13 | * Credit Course Flag | 1 | 62 | 62 | X |
| 14 | * Credits Toward Graduation | 8 | 63 | 70 | 99999V999 |
| | TOTAL | 70 | | | |

* Not required at this time.

FILE DESCRIPTION:

File Name from LEA:
 File Name from Charter School:
 File Name at SIMS School:
 File Contents:

**MATRIX ACTIVITY ASSIGNMENT
 RECORD**

N.S.ANxx, where xx = school month
 N_S_ANxx, where xx = school month
 NCDEAMAT.BLD
 One record for each scheduled matrix activity.

RECORD LAYOUT

| Field | | Description | Length | Begin | End | Format |
|--------------|---|---|-----------|-------|-----|--------|
| 1 | + | LEA Code | 3 | 1 | 3 | X(3) |
| 2 | | School Code | 3 | 4 | 6 | X(3) |
| 3 | | Internal Course Number | 8 | 7 | 14 | X(8) |
| 4 | | Section Number | 2 | 15 | 16 | 9(2) |
| 5 | | Semester | 1 | 17 | 17 | 9 |
| 6 | | Matrix Meeting Code | 8 | 18 | 25 | X(8) |
| 7 | | Number of Teachers in Team | 1 | 26 | 26 | X |
| 8 | | Social Security Number | 9 | 27 | 35 | 9(9) |
| 9 | | Instructional Setting | 4 | 36 | 39 | X(4) |
| 10 | | Total Number of Students in Activity | 4 | 40 | 43 | 9(4) |
| 11 | * | Curriculum Type | 2 | 44 | 45 | X(2) |
| 12 | * | Delivery System | 2 | 46 | 47 | X(2) |
| TOTAL | | | 47 | | | |

+ The LEA Code does not appear in the record extracted by SIMS schools. Therefore, the total record length is actually 44 at the school. For non-Charter schools, it is added by COS. For Charter schools, it is added by TRDISK at the school.

* Not required at this time.

FIELD DEFINITIONS**1 LEA Code**

The code of the LEA reporting.

2 School Code

The code of the school reporting.

3 Internal Course Number

The unique number given to the activity by the school. It is unique only within the school.

4 Section Number

The number (01-99) associated with a course number that identifies a unique occurrence of the course or a class meeting. Each section number represents a different group of students taking the same course.

5 Semester

The semester (1-4) in which the unique occurrence of the course (course number/section number) is taught

6 Matrix Meeting Code

The school defined code that groups matrix entries (day numbers and period numbers) together to represent when an activity is occurring. See Overview for an explanation of Matrix Meeting Code.

7 Number of Teachers in Team

The number of teachers (1-9) in the team of teachers who are assigned to the activity. This field should be blank if the activity is NOT team taught.

8 Social Security Number

The person's social security number. This field should be blank if the activity IS team taught.

9 Instructional Setting

The instructional setting in which this activity occurs. The valid codes are as follows:

| <u>Code</u> | <u>Description</u> |
|-------------|--|
| B999 | Blocked set number |
| D999 | Departmentalized set number* (not required at this time) |
| S999 | Self-contained set number |
| Blank | Interpreted based on state course code |

10 Total Number of Students in Activity

The number of students involved in this occurrence of the activity.

11 Curriculum Type

Not required at this time.

12 **Delivery System**

Not required at this time.

FILE DESCRIPTION:

File Name from LEA:
 File Name from Charter School:
 File Name at SIMS School:
 File Contents:

**NON-MATRIX ACTIVITY
 ASSIGNMENT RECORD***

*xx, where xx = school month
 *xx, where xx = school month
 *
 One record for each non-matrix activity.

RECORD LAYOUT

| Field | Description | Length | Begin | End | Format |
|--------------|--|---------------|--------------|------------|---------------|
| 1 | * LEA Code | 3 | 1 | 3 | X(3) |
| 2 | * School Code | 3 | 4 | 6 | X(3) |
| 3 | * Non-Matrix Activity Code | 8 | 7 | 14 | X(8) |
| 4 | * Occurrence Number (01-99) | 2 | 15 | 16 | 9(2) |
| 5 | * Non-Matrix Meeting Code | 8 | 17 | 24 | X(8) |
| 6 | * Number of Teachers in Team | 1 | 25 | 25 | 9 |
| 7 | * Social Security Number | 9 | 26 | 34 | 9(9) |
| 8 | * Total Number of Students in Activity | 4 | 35 | 38 | 9(4) |
| 9 | * Curriculum Type | 2 | 39 | 40 | X(2) |
| 10 | * Delivery System | 2 | 41 | 42 | X(2) |
| TOTAL | | 42 | | | |

* Not required at this time.

FILE DESCRIPTION:

File Name from LEA:
 File Name from Charter School:
 File Name at SIMS School:
 File Contents:

**TEAM MEMBER ACTIVITY
 ASSIGNMENT RECORD**

N.S.AVxx, where xx = school month
 N_S_AVxx, where xx = school month
 NCDEATEM.BLD
 One record for each member of a team assigned to an activity which is team taught.

RECORD LAYOUT - RECORD TYPE 1: Assignment to a Matrix Activity

| Field | Description | Length | Begin | End | Format |
|--------------|----------------------------|---------------|--------------|------------|---------------|
| 1 | + LEA Code | 3 | 1 | 3 | X(3) |
| 2 | School Code | 3 | 4 | 6 | X(3) |
| 4 | Social Security Number | 9 | 7 | 15 | 9(9) |
| 3 | Record Type | 1 | 16 | 16 | "1" |
| 5 | Internal Course Number | 8 | 17 | 24 | X(8) |
| 6 | Section Number | 2 | 25 | 26 | 9(2) |
| 7 | Semester | 1 | 27 | 27 | 9 |
| 8 | * Team Member Meeting Code | 8 | 28 | 35 | Blank |
| TOTAL | | 35 | | | |

+ The LEA Code does not appear in the record extracted by SIMS schools. Therefore, the total record length is actually 32 at the school. For non-Charter schools, it is added by COS. For Charter schools, it is added by TRDISK at the school.

* Not required at this time.

FIELD DEFINITIONS**1 LEA Code**

The code of the LEA reporting.

2 School Code

The code of the school reporting.

3 Social Security Number

The social security number of the person assigned to this team activity.

4 Record Type

This record's type is equal to "1".

5 Internal Course Number

The unique number given to the activity by the school. It is unique only within the school.

6 Section Number

The number (01-99) associated with a course number that identifies a unique occurrence of the course or a class meeting. Each section number represents a different group of students taking the same course.

7 Semester

The semester (1-4) in which the unique occurrence of the course (course number/section number) is taught

8 Team Member Meeting Code

The Team Member Meeting Code is defined by the Non-Matrix Meeting Code record. It indicates the portion of the activity's schedule that applies to this particular team member. This field should be blank for teams in which all members are equally responsible for the activity each time it meets.

Currently blank. Assumes that all team members are equally responsible for the activity each time it meets.

RECORD LAYOUT - RECORD TYPE 2: Assignment to a Non-Matrix Activity*

| Field | Description | Length | Begin | End | Format |
|--------------|---------------------------|---------------|--------------|------------|---------------|
| 1 * | LEA Code | 3 | 1 | 3 | X(3) |
| 2 * | School Code | 3 | 4 | 6 | X(3) |
| 3 * | Social Security Number | 9 | 7 | 15 | 9(9) |
| 4 * | Record Type | 1 | 16 | 16 | "2" |
| 5 * | Non-Matrix Activity Code | 8 | 17 | 24 | X(8) |
| 6 * | Occurrence Number (01-99) | 2 | 25 | 26 | 9(2) |
| 7 * | Team Member Meeting Code | 8 | 27 | 34 | X(8) |
| 8 * | Filler | 1 | 35 | 35 | Blank |
| TOTAL | | 35 | | | |

FILE DESCRIPTION:

File Name from LEA:
 File Name from Charter School:
 File Name at SIMS School:
 File Contents:

STUDENT COUNT RECORD

N.S.AUxx, where xx = school month
 N_S_AUxx, where xx = school month
 NCDEACNT.BLD
 One record for every student count set for each activity. A count set is a set of 46 student count fields each of which has an arbitrary meaning.

RECORD LAYOUT - COUNT SET TYPE M1

| Field | Description | Length | Begin | End | Format |
|-------|---|--------|-------|-----|--------|
| 1 | + LEA Code | 3 | 1 | 3 | X(3) |
| 2 | School Code | 3 | 4 | 6 | X(3) |
| 3 | Count Set Type | 2 | 7 | 8 | "M1" |
| 4 | Internal Course Number | 8 | 9 | 16 | X(8) |
| 5 | Section Number | 2 | 17 | 18 | 9(2) |
| 6 | Semester | 1 | 19 | 19 | 9 |
| 7 | Grade Level of Students in Activity | 4 | 20 | 23 | X(4) |
| 8 | American Indian Females | 4 | 24 | 27 | 9(4) |
| 9 | American Indian Males | 4 | 28 | 31 | 9(4) |
| 10 | Asian Females | 4 | 32 | 35 | 9(4) |
| 11 | Asian Males | 4 | 36 | 39 | 9(4) |
| 12 | Black Females | 4 | 40 | 43 | 9(4) |
| 13 | Black Males | 4 | 44 | 47 | 9(4) |
| 14 | Hispanic Females | 4 | 48 | 51 | 9(4) |
| 15 | Hispanic Males | 4 | 52 | 55 | 9(4) |
| 16 | White Females | 4 | 56 | 59 | 9(4) |
| 17 | White Males | 4 | 60 | 63 | 9(4) |
| 18 | Multi-Racial Females | 4 | 64 | 67 | 9(4) |
| 19 | Multi-Racial Males | 4 | 68 | 71 | 9(4) |
| 20 | Filler | 4 | 72 | 75 | X(4) |
| 21 | Filler | 4 | 76 | 79 | X(4) |
| 22 | Filler | 4 | 80 | 83 | X(4) |
| 23 | Filler | 4 | 84 | 87 | X(4) |
| 24 | Non-Exceptional Children | 4 | 88 | 91 | 9(4) |
| 25 | Academically Gifted in Reading and Math | 4 | 92 | 95 | 9(4) |
| 26 | Autistic | 4 | 96 | 99 | 9(4) |
| 27 | Deaf-Blind | 4 | 100 | 103 | 9(4) |
| 28 | Emotionally Disabled. | 4 | 104 | 107 | 9(4) |
| 29 | Intellectual Disability (Mild) | 4 | 108 | 111 | 9(4) |
| 30 | Hearing Impaired | 4 | 112 | 115 | 9(4) |
| 31 | Specific Learning Disabled | 4 | 116 | 119 | 9(4) |
| 32 | Multi-handicapped | 4 | 120 | 123 | 9(4) |
| 33 | Other Health Impaired | 4 | 124 | 127 | 9(4) |
| 34 | Orthopedically Impaired | 4 | 128 | 131 | 9(4) |
| 35 | Developmentally Delayed | 4 | 132 | 135 | 9(4) |
| 36 | Pregnant | 4 | 136 | 139 | 9(4) |
| 37 | Speech-Language Impaired | 4 | 140 | 143 | 9(4) |

+ The LEA Code does not appear in the record extracted by SIMS schools. Therefore, the total record length is actually 204 at the school. For non-Charter schools, it is added by COS. For Charter schools, it is added by TRDISK at the school.

| Field | Description | Length | Begin | End | Format |
|--------------|---|------------|-------|-----|--------|
| 38 | Intellectual Disability (Severe) Handicapped | 4 | 144 | 147 | 9(4) |
| 39 | Traumatic Brain Injured | 4 | 148 | 151 | 9(4) |
| 40 | Intellectual Disability (Moderate) | 4 | 152 | 155 | 9(4) |
| 41 | Visually Impaired | 4 | 156 | 159 | 9(4) |
| 42 | Deafness | 4 | 160 | 163 | X(4) |
| 43 | Filler | 4 | 164 | 167 | X(4) |
| 44 | Member-Extended Day-Calendar 1 | 4 | 168 | 171 | 9(4) |
| 45 | Member-Standard Day-Calendar 1 | 4 | 172 | 175 | 9(4) |
| 46 | Visitor-Extended Day-Calendar 1 | 4 | 176 | 179 | 9(4) |
| 47 | Visitor-Standard Day-Calendar 1 | 4 | 180 | 183 | 9(4) |
| 48 | Filler | 4 | 184 | 187 | X(4) |
| 49 | Academically Gifted in Reading Only | 4 | 188 | 191 | X(4) |
| 50 | Academically Gifted in Math Only | 4 | 192 | 195 | X(4) |
| 51 | Filler | 4 | 196 | 199 | X(4) |
| 52 | Filler | 4 | 200 | 203 | X(4) |
| 53 | Filler | 4 | 204 | 207 | X(4) |
| TOTAL | | 207 | | | |

+ The LEA Code does not appear in the record extracted by SIMS schools. Therefore, the total record length is actually 204 at the school. For non-Charter schools, it is added by COS. For Charter schools, it is added by TRDISK at the school.

FIELD DEFINITIONS**1 LEA Code**

The code of the LEA reporting.

2 School Code

The code of the school reporting.

3 Count Set Type

This record's count set type is equal to "M1".

M9 - Matrix based activity count set (e.g. M1, M2, ... M9)

N9 - Non-matrix based activity count set (e.g. N1, N2, ... N9)

Note: The only count set defined currently is M1.

4 Internal Course Number

The unique number given to the activity by the school. It is unique only within the school.

5 Section Number

The number (01-99) associated with a course number that identifies a unique occurrence of the course or a class meeting. Each section number represents a different group of students taking the same course..

6 Semester

The semester (1-4) in which the unique occurrence of the course (course number/section number) is taught.

7 Grade Level of Students in Activity

The grade level of the students represented in the count set

The last two positions are spaces. It is not a grade range. Each grade level is represented in a separate record. See Appendix G : Grade Levels for a list of the valid codes.

Field Definitions 8 through 53 are used to indicate the number of students based on sex/ethnicity, exceptionality and membership category for a particular grade level. Fields with no students are zero filled.

8 American Indian Females**9 American Indian Males****10 Asian Females****11 Asian Males****12 Black Females****13 Black Males****14 Hispanic Females**

- 15 **Hispanic Males**
- 16 **White Females**
- 17 **White Males**
- 18 **Multi-Racial Females**
- 19 **Multi-Racial Males**
- 20 **Filler - Blank.**
- 21 **Filler - Blank.**
- 22 **Filler - Blank.**
- 23 **Filler - Blank.**
- 24 **Non-Exceptional Children**
- 25 **Academically Gifted in both Reading and Math**
- 26 **Autistic**
- 27 **Deaf-Blind**
- 28 **Emotionally Disabled**
- 29 **Intellectual Disability (Mild)**
- 30 **Hearing Impaired**
- 31 **Specific Learning Disabled**
- 32 **Multi-handicapped**
- 33 **Other Health Impaired**
- 34 **Orthopedically Impaired**
- 35 **Developmentally Delayed**
- 36 **Pregnant**
- 37 **Speech-Language Impaired**
- 38 **Intellectual Disability (Severe)**
- 39 **Traumatic Brain Injured**
- 40 **Intellectual Disability (Moderate)**
- 41 **Visually Impaired**

- 42 **Deafness**
- 43 **Filler** - Blank.
- 44 **Member-Extended Day - Calendar 1**
- 45 **Member-Standard Day -Calendar 1**
- 46 **Visitor-Extended Day - Calendar 1**
- 47 **Visitor-Standard Day - Calendar 1**
- 48 **Filler** - Blank.
- 49 Academically Gifted in Reading Only
- 50 Academically Gifted in Math Only
- 51 **Filler** - Blank.
- 52 **Filler** - Blank.
- 53 **Filler** - Blank.

FILE DESCRIPTION:

File Name from LEA:
 File Name from Charter School:
 File Name at SIMS School:
 File Contents:

**MISCELLANEOUS ACTIVITY
ASSIGNMENT RECORD**

N.S.AQxx, where xx = school month
 N_S_AQxx, where xx = school month
 NCDEAMIS.BLD

One record for each miscellaneous activity assignment. Miscellaneous Activity Assignments include those which do not conform to the Matrix & Non-Matrix Activity Records. One record exists for each of the following:

1. each person assigned to an individual
2. each person assigned to a matrix activity
3. each person assigned to a non-matrix activity
4. each person assigned to a miscellaneous activity.

RECORD LAYOUT - RECORD TYPE 1: Assignment to an Individual

| Field | Description | Length | Begin | End | Format |
|--------------|---|-----------|-------|-----|--------|
| 1 | + LEA Code | 3 | 1 | 3 | X(3) |
| 2 | School Code | 3 | 4 | 6 | X(3) |
| 3 | Record Type | 1 | 7 | 7 | "1" |
| 4 | Social Security Number | 9 | 8 | 16 | 9(9) |
| 5 | Other Individual's Social Security Number | 9 | 17 | 25 | 9(9) |
| 6 | Assignment Type | 2 | 26 | 27 | X(2) |
| 7 | Minutes Assigned | 4 | 28 | 31 | 9(3) |
| 8 | Filler | 6 | 32 | 38 | X(7) |
| TOTAL | | 37 | | | |

+ The LEA Code does not appear in the record extracted by SIMS schools. Therefore, the total record length is actually 34 at the school. For non-Charter schools, it is added by COS. For Charter schools, it is added by TRDISK at the school.

FIELD DEFINITIONS**1 LEA Code**

The code of the LEA reporting.

2 School Code

The code of the school reporting.

3 Record Type

This record's type is equal to "1".

4 Social Security Number

The social security number of the person assigned to an individual.

5 Other Individual's Social Security Number

The social security number of the individual to whom the person is assigned.

6 Assignment Type

The valid assignment types are:

TA - Teacher Assistant

ME - Mentor Teacher

7 Minutes Assigned

The average number of minutes spent with this individual *during the regular instructional day* on a typical day.

8 Filler

Blank.

RECORD TYPE 2: Assignment to a Matrix Activity**RECORD LAYOUT**

| Field | | Description | Length | Begin | End | Format |
|--------------|---|------------------------|---------------|--------------|------------|---------------|
| 1 | + | LEA Code | 3 | 1 | 3 | X(3) |
| 2 | | School Code | 3 | 4 | 6 | X(3) |
| 3 | | Record Type | 1 | 7 | 7 | "2" |
| 4 | | Social Security Number | 9 | 8 | 16 | 9(9) |
| 5 | | Internal Course Number | 8 | 17 | 24 | X(8) |
| 6 | | Section Number | 2 | 25 | 26 | 9(2) |
| 7 | | Semester | 1 | 27 | 27 | 9 |
| 8 | | Assignment Type | 2 | 28 | 29 | X(2) |
| 9 | | Filler | 8 | 30 | 37 | X(8) |
| TOTAL | | | 37 | | | |

+ The LEA Code does not appear in the record extracted by SIMS schools. Therefore, the total record length is actually 34 at the school. For non-Charter schools, it is added by COS. For Charter schools, it is added by TRDISK at the school.

FIELD DEFINITIONS**1 LEA Code**

The code of the LEA reporting.

2 School Code

The code of the school reporting.

3 Record Type

This record's type is equal to "2".

4 Social Security Number

The social security number of the person assigned to the matrix activity.

5 Internal Course Number

The unique number given to the activity by the school. It is unique only within the school.

6 Section Number

The number (01-99) associated with a course number that identifies a unique occurrence of the course or a class meeting . Each section number represents a different group of students taking the same course.)

7 Semester

The semester (1-4) in which the unique occurrence of the course (course number/section number) is taught.

8 Assignment Type

The valid assignment type codes are as follows:

| <u>Code</u> | <u>Description</u> |
|-------------|--------------------|
| CT | EC Co-Teacher |
| DO | Dare Officer |
| FA | Facilitator |
| SA | Supervising Adult |
| TA | Teacher Assistant |
| TT | Team Teacher |

9 Filler

Blank.

RECORD TYPE 3: Assignment to a Non-Matrix Activity***RECORD LAYOUT**

| Field | | Description | Length | Begin | End | Format |
|--------------|---|---------------------------|---------------|--------------|------------|---------------|
| 1 | * | LEA Code | 3 | 1 | 3 | X(3) |
| 2 | * | School Code | 3 | 4 | 6 | X(3) |
| 3 | * | Record Type | 1 | 7 | 7 | "3" |
| 4 | * | Social Security Number | 9 | 8 | 16 | 9(9) |
| 5 | * | Non-Matrix Activity Code | 8 | 17 | 24 | X(8) |
| 6 | * | Occurrence Number (01-99) | 2 | 25 | 26 | 9(2) |
| 7 | * | Assignment Type | 2 | 27 | 28 | X(2) |
| 8 | * | Filler | 9 | 29 | 37 | X(9) |
| | | TOTAL | 37 | | | |

RECORD TYPE 4: Assignment to a Miscellaneous Activity**RECORD LAYOUT**

| Field | Description | Length | Begin | End | Format |
|--------------|----------------------------------|---------------|--------------|------------|---------------|
| 1 | + LEA Code | 3 | 1 | 3 | X(3) |
| 2 | School Code | 3 | 4 | 6 | X(3) |
| 3 | Record Type | 1 | 7 | 7 | "4" |
| 4 | Social Security Number | 9 | 8 | 16 | 9(9) |
| 5 | State Course Code Subject Area | 4 | 17 | 20 | 9(4) |
| 6 | State Course Code Academic Level | 1 | 21 | 21 | 9 |
| 7 | State Course Code Grade Level | 1 | 22 | 22 | X |
| 8 | State Course Code Length | 1 | 23 | 23 | X |
| 9 | Number of Students | 5 | 24 | 28 | 9(5) |
| 10 | Assignment Type | 2 | 29 | 30 | X(2) |
| 11 | Number of Minutes Assigned | 3 | 31 | 34 | 9(4) |
| 12 | Filler | 3 | 35 | 37 | X(3) |
| TOTAL | | 37 | | | |

+ The LEA Code does not appear in the record extracted by SIMS schools. Therefore, the total record length is actually 34 at the school. For non-Charter schools, it is added by COS. For Charter schools, it is added by TRDISK at the school.

FIELD DEFINITIONS**1 LEA Code**

The code of the LEA reporting.

2 School Code

The code of the school reporting.

3 Record Type

This record's type is equal to "4".

4 Social Security Number

The social security number of the person assigned to the matrix activity.

5 State Course Code - Subject Area

This code indicates the state defined subject area to which this activity most closely can be associated. The subject area must be greater than or equal to 9900 for this record. See Appendix S: State Course Code - Subject Area for a list of valid codes.

6 State Course Code - Academic Level

The academic level must always be "9", Non-Classroom.

7 State Course Code - Grade Level

The grade level(s) for which the course content is designed, not necessarily the grade level of the students enrolled. See Appendix S: State Course Code - Grade Levels for a list of valid codes.

8 State Course Code - Length of Course

The length of time over which the activity occurs. See Appendix S: State Course Code-Length of Course for a list of valid codes.

9 Number of Students

The number of students for an activity is only required for state subject code 9950, Vocational CO-OP Coordinator. This field should be blank for all other state subject codes.

10 Assignment Type

The assignment type is "NC", Non-Classroom.

11 Number of Minutes Assigned

The average number of minutes spent in the activity on a typical day.

12 Filler

Blank.

REPORT SAMPLE

R119-1
12/10/97

SCHOOL ACTIVITY REPORT - PERSONNEL SUMMARY
CAROLINA HIGH SCHOOL 999-333
AS OF 12/10/97

(Release 6.38v12) Page 1

=====
Name: DOT GREENE (GRED: DOT GREENE) SSN: 333-66-9999
Ethnic: WHITE NOT HISPANIC ORIGIN Experience Status: EMPLOYED IN THIS UNIT LAST YR Sex: FEMALE
=====

You are scheduled to teach the following:

| Course | Subject Area | Academic Level | Grade Level | Course Length | Sem | Sec | Class Set | Meeting Code | Student Grade Levels | Total |
|-------------------|-----------------|------------------|-------------|---------------|--------|----------------|-----------|----------------|-------------------------------|----------------|
| 101+ Honor Eng 10 | 1022 ENGLISH II | ADV/HONORS/GIFT | 10TH | SEMES | 1 | 01 02 | | 01 03 | 10 10 | 21 16 |
| 102+ Acd Eng 10 | 1022 ENGLISH II | STANDARD VERSION | 10TH | SEMES | 2 | 02 03 04 | | 01 03 02 | 09 10 09 10 11 09 10 11 | 16 19 23 |
| 103+ English 10 | 1022 ENGLISH II | REMEDIAL | 10TH | SEMES | 1 | 01 | | 02 | 09 10 | 19 |
| 96+ Acd Eng 9A | 1021 ENGLISH I | STANDARD VERSION | GRD 9 | SEMES | 1 | 07 | | 04 | 09 | 19 |
| 9996+ TA | 9981 STUDY HALL | NON-CLASS ACTI. | HS | SEMES | 1 2 | 46 11 | | 04 04 | 12 | 1 0 |

You are assigned to the following classes:
SUPERVISING ADULT FOR Alt School (CRS 0001+, SEC 01, SEM 1)

You are assigned to the following class sets:
NONE.

You are assigned to the following miscellaneous activities: (minutes spent on a typical day)
LUNCHROOM DUTY/LUNCH FOR 30 MINUTES PLANNING FOR 45 MINUTES

You are assigned to the following personnel: (minutes spent on a typical day):
NONE.

The following personnel have assignments with you: (minutes spent on a typical day)
NONE.

Your scheduled teaching sessions meet on the following days:

| Meeting Code | Days | Minutes | Meeting Code | Days | Minutes | Meeting Code | Days | Minutes |
|--------------|------|---------|--------------|------|---------|--------------|------|---------|
| 01 | | 90 | 02 | | 90 | 03 | | 90 |
| 04 | | 90 | | | | | | |

=====
End of Teacher: GRED

R119-4
12/10/97

SCHOOL ACTIVITY REPORT - PERSONNEL SUMMARY
CAROLINA HIGH SCHOOL 999-333
AS OF 12/10/97

(SAMPLE COPY)

Page 2

Classes at this school meet on the following days:

| Meeting Code | Days | Minutes | Meeting Code | Days | Minutes | Meeting Code | Days | Minutes |
|--------------|------|---------|--------------|------|---------|--------------|------|---------|
| 01 | | 90 | 02 | | 90 | 03 | | 90 |
| 0304 | | 180 | 04 | | 90 | 06 | | 180 |
| 07 | | 180 | ALL | | 360 | NOAM | | 270 |
| NOPM | | 270 | | | | | | |

*** End of Report ***

R119-1
12/10/97

SCHOOL ACTIVITY REPORT - ACTIVITIES WITH SCHEDULES
CAROLINA HIGH SCHOOL 999-333

1997/98 Page 1
(Release 6.38v12)

EFF DATE : 12/10/97 GRED : DOT GREENE (DOT GREENE) SSN : 333-66-9999 SEM : 1
ETHNIC CODE : WHITE NOT HISPANIC ORIGIN SEX : FEMALE EXPERIENCE STATUS : EMPLOYED IN THIS UNIT LAST YR

ORDERED BY SEMESTER WITHIN PERSONNEL CODE

| | Mon.- | Fri. |
|----|---------------------|------|
| P1 | 101+ 01 90 21 | P1 |
| P2 | 103+ 01 90 19 | P2 |
| P3 | 101+ 02 90 16 | P3 |
| P4 | 96+ 07 90 19 | P4 |

| TITLES | | | |
|----------------|-------------------|-----------------|----------------|
| ACTIVITY TITLE | ACTIVITY TITLE | ACTIVITY TITLE | ACTIVITY TITLE |
| 9996+ TA | 101+ Honor Eng 10 | 103+ English 10 | 96+ Acd Eng 9A |

...continued

R119-2
12/10/97

SCHOOL ACTIVITY REPORT - ACTIVITIES WITH SCHEDULES
CAROLINA HIGH SCHOOL 999-333

1997/98 Page 2
(SAMPLE COPY)

EFF DATE : 12/10/97 GRED : DOT GREENE (DOT GREENE) SSN : 333-66-9999 SEM : 2
ETHNIC CODE : WHITE NOT HISPANIC ORIGIN SEX : FEMALE EXPERIENCE STATUS : EMPLOYED IN THIS UNIT LAST YR

ORDERED BY SEMESTER WITHIN PERSONNEL CODE

| | Mon.-Fri. |
|----|------------------------|
| P1 | 102+ 02 90 16 P1 |
| P2 | 102+ 04 90 23 P2 |
| P3 | 102+ 03 90 19 P3 |
| P4 | 9996+ 11 90 0 P4 |

| TITLES | | | |
|-----------------|----------------|----------------|----------------|
| ACTIVITY TITLE | ACTIVITY TITLE | ACTIVITY TITLE | ACTIVITY TITLE |
| 102+ Acd Eng 10 | 9996+ TA | | |

*** End of Report ***

R119-7
12/10/97

SCHOOL ACTIVITY REPORT - ACTIVITY SUMMARY
CAROLINA HIGH SCHOOL 999-333

1997/98 Page 1
(SAMPLE COPY)

EFF DATE : 12/10/97 GRED : DOT GREENE (DOT GREENE) SSN : 333-66-9999 SEM : 1
ETHNIC CODE : WHITE NOT HISPANIC ORIGIN SEX : FEMALE EXPERIENCE STATUS : EMPLOYED IN THIS UNIT LAST YR

----- ACTIVITIES WITH SCHEDULES -----

----- MASTER SCHEDULE ACTIVITIES -----

| COURSE | SEC | SEM | STATE CODE | MEETING CODE | INSTR SETT | CREDITS/ SEMESTER | PERSONNEL ASSOC WITH COURSE | ASSG TYPE | ----- STUDENT COUNT SETS ----- | | | | | | | | | | | | | | |
|--------------|-----|-----|------------|--------------|------------|-------------------|-----------------------------|-----------|--------------------------------|------|------|------|------|------|------|------|------|--|--|--|--|--|--|
| 101+ | 01 | 1 | 10225AS | 01 | | 1.0 | | | GRD | TOTL | FAMI | MAMI | FASI | MASI | FBLC | MBLC | FHIS | | | | | | |
| Honor Eng 10 | | | ENGLISH II | | | | | | 10 | 21 | 0 | 0 | 0 | 0 | 1 | 0 | 1 | | | | | | |
| | | | | | | | | | MHIS | FWHT | MWHT | FMUL | MMUL | AG | AU | | | | | | | | |
| | | | | | | | | | 0 | 14 | 5 | 0 | 0 | 0 | 0 | 0 | | | | | | | |
| | | | | | | | | | DB | EH | EM | HI | LD | MU | OH | | | | | | | | |
| | | | | | | | | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | | | | | | |
| | | | | | | | | | OI | PD | PG | SI | SP | TB | TM | | | | | | | | |
| | | | | | | | | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | | | | | | |
| | | | | | | | | | VI | MST1 | MED1 | VST1 | VED1 | | | | | | | | | | |
| | | | | | | | | | 0 | 21 | 0 | 0 | 0 | 0 | | | | | | | | | |
| | | | | | | | | | TOTAL | 21 | | | | | | | | | | | | | |
| 101+ | 02 | 1 | 10225AS | 03 | | 1.0 | | | GRD | TOTL | FAMI | MAMI | FASI | MASI | FBLC | MBLC | FHIS | | | | | | |
| Honor Eng 10 | | | ENGLISH II | | | | | | 10 | 16 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | | | | | | |
| | | | | | | | | | MHIS | FWHT | MWHT | FMUL | MMUL | AG | AU | | | | | | | | |
| | | | | | | | | | 0 | 11 | 4 | 0 | 0 | 0 | 0 | 0 | | | | | | | |
| | | | | | | | | | DB | EH | EM | HI | LD | MU | OH | | | | | | | | |
| | | | | | | | | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | | | | | | |
| | | | | | | | | | OI | PD | PG | SI | SP | TB | TM | | | | | | | | |
| | | | | | | | | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | | | | | | |
| | | | | | | | | | VI | MST1 | MED1 | VST1 | VED1 | | | | | | | | | | |
| | | | | | | | | | 0 | 16 | 0 | 0 | 0 | 0 | | | | | | | | | |
| | | | | | | | | | TOTAL | 16 | | | | | | | | | | | | | |
| 103+ | 01 | 1 | 10221AS | 02 | | 1.0 | | | GRD | TOTL | FAMI | MAMI | FASI | MASI | FBLC | MBLC | FHIS | | | | | | |
| English 10 | | | ENGLISH I | | | | | | 09 | 9 | 0 | 0 | 0 | 0 | 2 | 0 | 0 | | | | | | |
| | | | | | | | | | MHIS | FWHT | MWHT | FMUL | MMUL | AG | AU | | | | | | | | |
| | | | | | | | | | 0 | 2 | 5 | 0 | 0 | 0 | 0 | 0 | | | | | | | |
| | | | | | | | | | DB | EH | EM | HI | LD | MU | OH | | | | | | | | |
| | | | | | | | | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | | | | | | |
| | | | | | | | | | OI | PD | PG | SI | SP | TB | TM | | | | | | | | |
| | | | | | | | | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | | | | | | |
| | | | | | | | | | VI | MST1 | MED1 | VST1 | VED1 | | | | | | | | | | |
| | | | | | | | | | 0 | 9 | 0 | 0 | 0 | | | | | | | | | | |
| | | | | | | | | | GRD | TOTL | FAMI | MAMI | FASI | MASI | FBLC | MBLC | FHIS | | | | | | |
| | | | | | | | | | 10 | 10 | 0 | 0 | 0 | 0 | 2 | 2 | 0 | | | | | | |
| | | | | | | | | | MHIS | FWHT | MWHT | FMUL | MMUL | AG | AU | | | | | | | | |
| | | | | | | | | | 0 | 3 | 3 | 0 | 0 | 0 | 0 | 0 | | | | | | | |
| | | | | | | | | | DB | EH | EM | HI | LD | MU | OH | | | | | | | | |
| | | | | | | | | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | | | | | | |
| | | | | | | | | | OI | PD | PG | SI | SP | TB | TM | | | | | | | | |
| | | | | | | | | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | | | | | | |
| | | | | | | | | | VI | MST1 | MED1 | VST1 | VED1 | | | | | | | | | | |
| | | | | | | | | | 0 | 10 | 0 | 0 | 0 | | | | | | | | | | |
| | | | | | | | | | TOTAL | 19 | | | | | | | | | | | | | |
| 96+ | 07 | 1 | 102129S | 04 | | 1.0 | | | GRD | TOTL | FAMI | MAMI | FASI | MASI | FBLC | MBLC | FHIS | | | | | | |
| Acad Eng 9A | | | ENGLISH I | | | | | | 09 | 19 | 0 | 0 | 0 | 0 | 2 | 2 | 0 | | | | | | |
| | | | | | | | | | MHIS | FWHT | MWHT | FMUL | MMUL | AG | AU | | | | | | | | |
| | | | | | | | | | 0 | 9 | 6 | 0 | 0 | 0 | 0 | 0 | | | | | | | |
| | | | | | | | | | DB | EH | EM | HI | LD | MU | OH | | | | | | | | |
| | | | | | | | | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | | | | | | |
| | | | | | | | | | OI | PD | PG | SI | SP | TB | TM | | | | | | | | |
| | | | | | | | | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | | | | | | |
| | | | | | | | | | VI | MST1 | MED1 | VST1 | VED1 | | | | | | | | | | |
| | | | | | | | | | 0 | 19 | 0 | 0 | 0 | | | | | | | | | | |
| | | | | | | | | | TOTAL | 19 | | | | | | | | | | | | | |

...continued

R119-8
12/10/97

SCHOOL ACTIVITY REPORT - ACTIVITY SUMMARY
CAROLINA HIGH SCHOOL 999-333

1997/98 Page 2
(SAMPLE COPY)

EFF DATE : 12/10/97 GRED : DOT GREENE (DOT GREENE) SSN : 333-66-9999 SEM : 1
ETHNIC CODE : WHITE NOT HISPANIC ORIGIN SEX : FEMALE EXPERIENCE STATUS : EMPLOYED IN THIS UNIT LAST YR

----- ACTIVITIES WITH SCHEDULES -----

----- MASTER SCHEDULE ACTIVITIES -----

| COURSE | SEC | SEM | STATE CODE | MEETING CODE | INSTR SETT | CREDITS/ SEMESTER | PERSONNEL ASSOC WITH COURSE | ASSG TYPE | ----- STUDENT COUNT SETS ----- | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|--------|-----|-----|------------|--------------|------------|-------------------|-----------------------------|-----------|--------------------------------|------|------|------|------|------|------|------|------|------|------|------|------|------|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|------|------|------|------|---|---|---|--|--|--|
| | | | | | | | | | GRD | TOTL | FAMI | MAMI | FASI | MASI | FBLC | MBLC | FHIS | MHIS | FWHT | MWHT | FMUL | MMUL | AG | AU | DB | EH | EM | HI | LD | MU | OH | OI | PD | PG | SI | SP | TB | TM | VI | MST1 | MED1 | VST1 | VED1 | | | | | | |
| 9996+ | 46 | 1 | 99819XS | 04 | | 0.5 | | | 12 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | | |
| TA | | | STUDY HALL | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | ----- | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | TOTAL | 1 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

----- MASTER SCHEDULE - ASSIGNED ACTIVITIES -----

| COURSE | SEC | SEM | STATE CODE | MEETING CODE | INSTR SETT | TOTL STUD | ASSG TYPE |
|------------|-----|-----|------------------|--------------|------------|-----------|----------------------|
| 0001+ | 01 | 1 | 00012XS | ALL | | 0 | SA SUPERVISING ADULT |
| Alt School | | | INDIV CURRICULUM | | | | |

...continued

R119-11

SCHOOL ACTIVITY REPORT - ACTIVITY SUMMARY

1997/98 Page 5

EFF DATE : 12/10/97 GRED : DOT GREENE (DOT GREENE) SSN : 333-66-9999
 ETHNIC CODE : WHITE NOT HISPANIC ORIGIN SEX : FEMALE EXPERIENCE STATUS : EMPLOYED IN THIS UNIT LAST YR

----- MISCELLANEOUS ASSIGNED ACTIVITIES -----

| PERSONNEL | ASSIGNMENT TYPE | MINUTES | NUM OF |
|-----------|---------------------------------------|---------|--------|
| 99809XY | PLANNING NC NON-CLASSROOM | 45 | 0 |
| 99839XY | LUNCHROOM DUTY/LUNCH NC NON-CLASSROOM | 30 | 0 0 |

PERSONNEL ASSIGNMENT TYPE MINUTES

----- INDIVIDUAL ASSIGNED ACTIVITIES TO YOU -----
 PERSONNEL ASSIGNMENT TYPE MINUTES

No Activities

R119-20
12/10/97

SCHOOL ACTIVITY REPORT - SCHOOL POPULATION
CAROLINA HIGH SCHOOL 999-333
AS OF 12/10/97

(SAMPLE COPY)

Page 1

SEMESTER: 1

| --- State Subject Area --- | Academic Level | Num Sec | Total | ----- Males ----- | | | | | | ----- Females ----- | | | | | | --Exceptional-- | | |
|----------------------------|------------------|------------|-------|-------------------|------|------|------|-------|------|---------------------|------|------|------|-------|------|-----------------|----|----|
| | | | | Amin | Asia | Blck | Hisp | White | Mult | Amin | Asia | Blck | Hisp | White | Mult | Handi | PG | AG |
| 0001 INDIV CURRICULUM | STANDARD VERSION | 1 | 14 | 0 | 0 | 1 | 0 | 7 | 1 | 0 | 0 | 0 | 0 | 5 | 0 | 0 | 0 | 0 |
| | T O T A L | 1 | 14 | 0 | 0 | 1 | 0 | 7 | 1 | 0 | 0 | 0 | 0 | 5 | 0 | 0 | 0 | 0 |
| 1021 ENGLISH I | STANDARD VERSION | 1 | 19 | 0 | 0 | 2 | 0 | 6 | 0 | 0 | 0 | 2 | 0 | 9 | 0 | 0 | 0 | 0 |
| | T O T A L | 1 | 19 | 0 | 0 | 2 | 0 | 6 | 0 | 0 | 0 | 2 | 0 | 9 | 0 | 0 | 0 | 0 |
| 1022 ENGLISH II | REMEDIAL | 1 | 19 | 0 | 0 | 2 | 0 | 8 | 0 | 0 | 0 | 4 | 0 | 5 | 0 | 0 | 0 | 0 |
| | ADV/HONORS/GIFT | 2 | 37 | 1 | 0 | 0 | 0 | 9 | 0 | 0 | 0 | 1 | 1 | 25 | 0 | 0 | 0 | 0 |
| | T O T A L | 3 | 56 | 1 | 0 | 2 | 0 | 17 | 0 | 0 | 0 | 5 | 1 | 30 | 0 | 0 | 0 | 0 |
| 1031 JOURNALISM I | STANDARD VERSION | 2 | 35 | 0 | 0 | 4 | 0 | 8 | 0 | 0 | 0 | 2 | 1 | 20 | 0 | 1 | 0 | 0 |
| | T O T A L | 2 | 35 | 0 | 0 | 4 | 0 | 8 | 0 | 0 | 0 | 2 | 1 | 20 | 0 | 1 | 0 | 0 |
| 1032 JOURNALISM II | STANDARD VERSION | 1 | 20 | 0 | 0 | 0 | 0 | 7 | 0 | 0 | 0 | 2 | 1 | 10 | 0 | 0 | 0 | 0 |
| | T O T A L | 1 | 20 | 0 | 0 | 0 | 0 | 7 | 0 | 0 | 0 | 2 | 1 | 10 | 0 | 0 | 0 | 0 |
| 9981 STUDY HALL | NON-CLASS ACTI. | 2 | 2 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 |
| | T O T A L | 2 | 2 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 |

...continued

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SCHOOL ACTIVITY REPORT - SCHOOL POPULATION

Page 2

AS OF 12/10/97

SEMESTER: 2

| --- State Subject Area | ---- Academic Level | Num | | ----- Males ----- | | | | | | | ----- Females ----- | | | --Exceptional-- | | |
|------------------------|---------------------|-----|-------|-------------------|------|------|------|------|------|-------|---------------------|----|----|-----------------|---|---|
| | | Sec | Total | Blck | Hisp | Mult | Amin | Asia | Hisp | White | Handi | PG | AG | | | |
| 0001 INDIV CURRICULUM | STANDARD VERSION | 1 | 14 | 0 | | | | | | | 0 | 0 | | 0 | 0 | |
| | T O T A L | 1 | 14 | 0 | 0 | 1 | 0 | 7 | 1 | 0 | 0 | 0 | 0 | 5 | 0 | 0 |
| | | | | 0 | 0 | 2 | 1 | 30 | 0 | 0 | 0 | 4 | 0 | 21 | 0 | 0 |
| | T O T A L | 3 | 58 | 0 | 0 | 2 | 1 | 30 | 0 | 0 | 4 | 0 | 21 | 0 | 0 | 0 |
| 1024 ENGLISH IV | REMEDIAL | 1 | 17 | 0 | | | | | | 0 | 0 | 1 | 0 | 5 | 0 | 0 |
| | | | | 0 | 0 | 2 | 0 | 9 | 0 | 0 | 0 | 0 | 0 | 5 | 0 | 0 |
| | | | | 0 | 0 | 2 | 0 | 8 | 0 | 0 | 1 | 0 | 5 | 0 | 2 | 0 |
| 1031 JOURNALISM I | STANDARD VERSION | 1 | 16 | 0 | | | | | | 0 | 0 | 1 | 0 | 5 | 0 | 0 |
| | | | | 0 | 0 | 2 | 0 | 8 | 0 | 0 | 0 | 0 | 5 | 0 | 0 | 0 |
| | | | | 0 | 0 | 2 | 0 | 8 | 0 | 0 | 0 | 0 | 5 | 0 | 0 | 0 |
| 1032 JOURNALISM II | STANDARD VERSION | 1 | 20 | 0 | | | | | | 0 | 0 | 1 | 0 | 11 | 0 | 0 |
| | | | | 0 | 0 | 2 | 1 | 5 | 0 | 0 | 0 | 0 | 11 | 0 | 0 | 0 |
| | | | | 0 | 0 | 2 | 1 | 5 | 0 | 0 | 0 | 0 | 11 | 0 | 0 | 0 |
| 9981 STUDY HALL | NON-CLASS ACTI. | 1 | 1 | 0 | | | | | | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | | | 1 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

*** End of Report ***

R119-22
12/10/97

SCHOOL ACTIVITY REPORT - ERROR REPORT
CAROLINA HIGH SCHOOL 999-333
AS OF 12/10/97

(SAMPLE COPY)

Page 1

The most recent Database Auditor report is dated 02/18/97
No errors were found at that time.

*** End of Report ***

SUMMARY OF CHANGES

SUMMARY OF CHANGES

1998-99 Release NC6.39v2 (August 1998)

I. File Specifications – Activity Directory Record, Record Type 1

- A. Course Location field added.

1997-98 Release NC6.38v12 (November 1997)

I. Documentation

- A. Included more complete Report Sample.

1995-96 Release NC6.36 (August 1995)

I. File Specifications - Student Count Sets

- A. Male and Female fields added for the Multi-Racial ethnic code.