Louisiana Believes

# Curriculum System (CUR) User Guide

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John White

State Superintendent of Education

DEPARTMENT of EDUCATION

Louisiana Believes

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## SYSTEM OVERVIEW

The purpose of the Curriculum System (CUR) is to identify classes and provide the link between teachers and students. Curriculum System (CUR) data are used for many purposes, including editing class codes in the Student Information System (SIS) and Profile of Educational Personnel System (PEP), calculating Instructional Minutes for classes, and verifying compliance with legislated requirements for minimum minutes and days of instruction (i.e. equivalent to 177 days of instruction x 360 instructional minutes per day). In addition, this data is used to produce vocational funding, highly qualified reports and class size reports.

Curriculum data includes Class Schedule Records which describe the classes in which the students are enrolled. These class schedules should be a reflection of your LEA's classes offered/planned for each semester within the entire school year (not just the first semester) as those classes were scheduled as of September 30.

## CURRICULUM SYSTEM DATABASE

A new Curriculum (CUR) database is created each year. This database is updated during the October 1 CLASS data collection period. Each LEA determines the method by which it creates and maintains the records containing its Curriculum data. In many cases, LEAs have a local system from which records can be extracted in the correct format for uploading student.

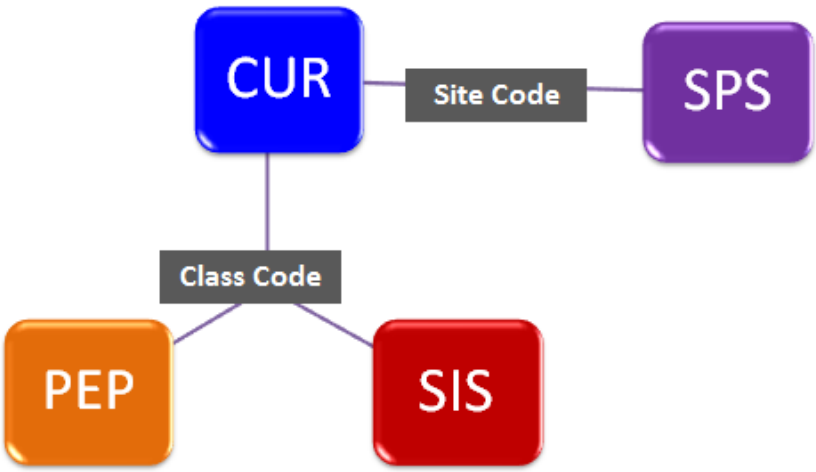
In reporting extracts of these data submitted to the LDOE, the data must be formatted using specific record layouts and data elements as described in APPENDIX B – RECORD LAYOUTS AND DATA ELEMENTS.

## LINK TO OTHER LDOE SYSTEMS

The **Curriculum System (CUR)** database is linked to the Student Information System (SIS) via the **Class Code**. For each class being taken by a student, the **SIS** database is updated with a *Class Schedule Record* containing a *Class Code*.

The **Curriculum System (CUR)** database is linked to the Profile of Educational Personnel (PEP) database by the **Class Code**. For each class being taught by a teacher, the **PEP** database is updated with a *Class Schedule Record* containing a *Class Code.*

Due to the linking of data between these systems, Data Coordinators must ensure complete, accurate and error-free submission of Curriculum (CUR) data prior to submitting the Student Information System (SIS) data and the Profile of Educational Personnel (PEP) data.




**CURRICULUM DATA REPORTING**

During the October 1 CLASS data collection period, the CUR database is updated with a *Class Schedule Record* containing a unique *Class Code* for each occurrence of a class at a site. If changes are made to a particular *Class Code* in CUR (e.g., delete the class, modify the class configuration) changes are being made, in effect, to student records in the SIS database and teacher records in the PEP database using that same *Class Code.* Such wide-ranging changes may or may not be what was intended, so Data Coordinators must be aware of the effect of changing a *Class Code*.

The Curriculum System (CUR) database contains records which describe classes in which the students are enrolled. These class schedules should be a reflection of your LEA's classes offered/planned for each semester within the entire school year (not just the first semester) as those classes were scheduled as of September 30. For the submitting LEA, this includes all classes students are attending taught by staff within the LEA or outside the submitting LEA. Classes taught outside the submitting LEA could include Career and Technical courses, dual enrollment classes and distance learning classes. Any class where students are enrolled should generate a class schedule record in the Curriculum (CUR) database.

Additionally, certain Special Education (SPED) student-teacher relationships must be submitted in the form of class schedule records. These Special Education Services will be described in a class schedule record formatted as if they were a class along with the appropriate *Course Code* and the *Special Education Classroom Setting Code.* If a Special Education teacher is providing a service to a student as part of the student's IEP requirements, a class schedule record will provide the data needed for analysis. See the Course Code Listing for a complete list of SPED services requiring CUR records.

**CUR Basic Record**

The Curriculum System (CUR) Database contains a **Basic Curriculum Record (Type 10).** This record will hereafter be referred to as the CUR Record.

## SPECIAL CONSIDERATIONS WHEN CREATING CURRICULUM DATA

### Pull-out classes

Pull-out classes should be reported on the student's SIS Class Schedule Record (110) unless they are not a part of a student's schedule (e.g., as needed classes.) In the event the teacher does not have a set class roster, a CUR Record and PEP Class Schedule Record (210) must be uploaded to report what the teacher is teaching.

### Classes taken in another LEA

If students attend classes at a location or Sponsor who does not submit CUR and PEP data to the state (e.g. Course Choice funded through the Supplemental Course Allocation), the student's home sponsor (LEA) is responsible for sending these records. The sending LEA will need to submit CUR Records, SIS Class Schedule Records (110), and PEP Class Schedule Records (210) for these classes. On the **Profile of Educational Personnel (PEP) Staff Record**, the PEP *Employee Status Code* will be used to indicate the type of instructor. Please refer to the *SIS User Guide* and *PEP User Guide* for additional information.

### Guidance for Regular Education Homebound Students

Regular education students receiving hospital home services will have SIS Enrollment Records (110) for the regular classes in which they are enrolled (i.e. the class where the grades are being sent back to the regular teacher). In addition, the teacher responsible for visiting the home/hospital and assisting the student should have a CUR Record for the home/hospital with the *Course Code* of 900016 [Hospital Homebound--Regular Education]. Thus, both the home/hospital teacher and the regular classroom(s) teacher(s) will have CUR Records for their respective assignments, and the child will have SIS Enrollment Records (110) for both the regular courses and the home/hospital course.

### Guidance for Special Education Homebound Students

Special Education students that are home/hospital bound will have a *Special Ed Classroom Setting Code* of 11 [home/hospital bound]. The appropriate special education *Course Cod*e should be used in the CUR Record. The student should have all applicable courses reported via the SIS Class Schedule Records (110) for the instruction that he or she is receiving in the home/hospital setting.

### Inclusion Teachers

Inclusion (Special Education) teachers will have a separate CUR Record Course Code 500099 [Academic Assistance], reported in the CUR database. Academic Assistance is not a core curriculum class and does not require a student count. Students in an inclusion class will have one SIS Class Schedule record (110) for the class they are taking, such as English, pointing to the regular education teacher. They may be assigned to the Applied Academic class as well, but this is optional. It is required that Districts show at least one Academic Assistance class for each inclusion teacher.

**Distance Learning Classes and Virtual Schools**

Distance Learning classes are not included in the Highly Qualified calculations. Districts will submit a PEP record for the facilitating teacher and a CUR Record for the class. The CUR Record will have a *Distance Learning Code.*

**Students not requiring class schedule records**

Grade Code 15 [infant] and 20 [pre-school] students are not required to have SIS Class Schedule Records (110) if they are only receiving SPED services like speech. Pre-school students in a pre-k class (perhaps with other grade 24 students) should have a SIS Class Schedule Record (110).

**In-School Disciplinary Programs**

Schools should use Course Code 000010 [Coordination and Supervision] for teachers assigned to In- School Disciplinary Programs. Students do not need to be explicitly assigned.

**The Incentive Center Course Code (400010)**

Schools should use the Incentive Center Course Code (4000010) if they wish to assign teachers, students and grades to courses not specified in CUR for elementary grades. Some common examples of when to use this course code are for classes in Citizenship, Handwriting, Spelling, and Conduct.

**Departmentalized Versus Self-Contained Elementary Classes and Weighting of 700010**

Whenever possible, Districts should send in departmentalized versions of their elementary classes. The core departmentalized elementary courses are: 120300 Language Arts, 120310 Reading, 150800 Science, 160300 Mathematics, and 220000 Social Studies

Use self-contained *Course Code 700010* if all of these subject areas are covered by a single teacher. Currently LDOE multiplies the 700010 course by a factor of 5, when calculating HQ (Highly Qualified) percentages, to represent these courses statistically at the same level as if they were departmentalized. However 2010-2011 will be the last year that is done. Starting in 2011-2012, that multiplier will be removed from the HQ calculation and classes will be weighted only once. The self- contained 700010 course should be sent 5 times to be equivalently represented.

**CURRICLUM DATA SUBMISSION AND TIMELINE**

Class Schedule data for the entire school year should be submitted to the Curriculum System (CUR) ONLY during October 1 CLASS data collection period. During this collection period, updates are also required to the Student Information System (SIS) and Profile of Educational Personnel (PEP).

Curriculum data must be submitted through file uploads or directly updated online. Each LEA determines the method by which it creates and maintains the records containing its Curriculum data. In reporting extracts of these data submitted to the LDOE, the data must follow the applicable record layouts as described in this guide.

Each time a file upload is made, if there are errors, error reports are generated which can be downloaded and/or saved to the computer. Error reports should to be examined promptly to ensure the submission was completed and the data was processed successfully. After making corrections, the data must be resubmitted for further processing. This process should be repeated until the submitted data are error free, accurate, and complete. **Only error-free records will be uploaded to the database.**

Prior to the closing of the October 1 CLASS data collection period, districts should view reports online or request reports for downloading and/or printing to verify their data is accurate and complete. As mentioned previously, during this collection period, updates are required to the Curriculum System (CUR), Student Information System (SIS) and Profile of Educational Personnel (PEP) and must be complete and accurate.

The timeline, system specific due dates, and required activities for data collection can be found on the Benchmark Calendar posted on the LDOE INSIGHT Coordinator Portal.

The following is the general data collection schedule for the Curriculum System (CUR) and other related systems.

<table>
<tr><th>Jul</th><th>Aug</th><th>Sep</th><th>Oct</th><th>Nov</th><th>Dec</th><th>Jan</th><th>Feb</th><th>Mar</th><th>Apr</th><th>May</th><th>Jun</th></tr>
<tr><td colspan="12">eScholar Uniq-ID, eScholar DirectMatch,<br>Special Education Reporting (SER), Sponsor Site (SPS), Compass (CIS)</td></tr>
<tr><td></td><td colspan="4">Oct 1 MFP/IDEA<br>SPC, SIS, HTS</td><td colspan="2">Feb 1 MFP<br>SPC, SIS,<br>HTS</td><td></td><td></td><td></td><td></td></tr>
<tr><td></td><td colspan="4">K-3 Assessment</td><td colspan="2"></td><td></td><td></td><td></td><td></td></tr>
<tr><td></td><td colspan="6">Oct 1 CLASS<br>SPC, SIS, HTS, CUR, PEP</td><td></td><td></td><td colspan="2">CVR<br>SIS, PEP, CUR</td><td></td></tr>
<tr><td></td><td colspan="3">TSDL Fall</td><td></td><td></td><td colspan="2">TSDL Spring</td><td></td><td></td><td></td><td></td></tr>
<tr><td colspan="4">STS End-Of-Year<br>(Prior Year)</td><td></td><td></td><td colspan="2">STS Mid-Year</td><td></td><td colspan="3">STS End-of-Year</td></tr>
<tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td colspan="4">SPC, SIS, HTS<br>End-Of-Year</td></tr>
<tr><td colspan="2">PEP End-Of-Year (Prior year)</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td colspan="3">PEP End-of-Year</td></tr>
<tr><td colspan="6">AFR End-Of-Year<br>(Prior Year)</td><td></td><td></td><td></td><td></td><td></td><td></td></tr>
<tr><td colspan="6">Dropout Corrections (SIS EOY Prior Year)</td><td></td><td></td><td></td><td></td><td></td><td></td></tr>
</table>

## LDOE SYSTEMS ACCESS AND SECURITY

Data security standards define specific requirements for managing and controlling access to all LDOE Systems. Security goals require all personnel using the LDOE Systems to have a unique user access code, hereafter referred to as a **User ID**. Each User ID is associated with a security profile that monitors and controls access using automated security software.

## SECURITY COORDINATOR

Each Local Education Agencies (LEA) and Charter Managing Organizations (CMO) must identify an individual in the organization to function as the **Security Coordinator**. The Security Coordinator is responsible for granting authorized users access to the LDOE Systems and for troubleshooting security issues for the LEA. The Security Coordinator must be made aware of any changes in status for users (i.e., new users and users no longer needing access due to termination or job reassignment). Such updates are critical to the security of the LDOE Systems.

For authorization access and security issues, users should first contact their local Security Coordinator. Security issues that cannot be resolved by the local Security Coordinator should be referred to SecurityDOE@la.gov.

## USER ACCESS AND AUTHORIZATION

Users requiring access to the LDOE Systems must contact their local Security Coordinator. Once their authorization has been verified, the appropriate User ID and security profile will be assigned which will determine what LDOE System(s) a user has access to and specifically what functionality. These logon credentials will be communicated to users in confidence.

User IDs are not to be shared among users. Users will be held individually accountable for all system access and any violations recorded under their User ID. If revoked due to sign-on or resource access denials, the User ID may be reactivated and/or resumed only by the Security Coordinator after a review of the circumstances and a discussion with the user. User IDs may be revoked in any of the following circumstances:

- After five unsuccessful sign-on attempts
- After five resource access denials in one terminal session
- At the scheduled end of consulting or temporary labor engagements
- During their investigation of an actual or suspected security violation, if revocation is requested by management
- On management request and/or direction due to termination

### Levels of User Access

There are 2 levels of user access to the Curriculum System (CUR):

- LEA View – Users can view and extract the data but cannot modify the data
- LEA Update – Users can view and extract the data, upload the data, modify the data online

### User IDs and Password Standards

User IDs assigned by the Security Coordinator consists of the letter “E” plus six characters. The first three numbers is the Sponsor Code.

In addition to a User ID, an **initial password** will be assigned. This initial password will be set to expire and to force a new password selection on the user‘s first sign-on to the system. Users are required to

maintain the confidentiality of their passwords and to change their password when they suspect that the privacy of their password may have been compromised.

Each user will be allowed to select their own password based on established password standards. Passwords must be of the following format:

- Minimum length: 8 characters
- Must contain **at least 3 of the 4** complexity categories as follows:
    - Upper case characters (A-Z)
    - Lower case characters (a-z)
    - Numeric digits (0-9)
    - Non-alphanumeric characters (e.g., %, &, $)
- New passwords cannot be the same as any of the previous 5 passwords

**Resetting a Password Using the Password Reset System (PRS)**

To change an initial password or to reset a forgotten or expired password, LDOE has implemented a self-service password reset system called *PRS*. The PRS URL is https://password.doe.louisiana.gov. The PRS User Guide can be found at https://password.doe.louisiana.gov/PRSHelp.pdf.

## MINIMUM COMPUTER SYSTEM REQUIREMENTS

The following are the minimum computer system requirements to access the LDOE Systems.

- **Hardware:** A PC connected to the Internet.
- **Browser:** LDOE Systems are designed for **Internet Explorer,** Version 9.0 or lower.
- **Screen Resolution:** The optimum screen setting is 1024 x 768. If a lower resolution, such as 800 x 600 is used (not recommended), it will be necessary to scroll in order to see an entire page. To adjust the resolution, right-click on the desktop, click *Properties*, then *Settings*. Adjust the slider to a screen resolution of 1024 x 678 or higher, and then click OK.
- **Software:** WinZip, PKZip (PKZip is okay but WinZip is preferred); Compression reduces the file size and it will take less time to transfer the file.

## SCREEN DISPLAY PROBLEMS

Problems with screen display for the LDOE Systems may be due to security and privacy settings or the incompatibility of newer Internet Explorer (IE) versions.

**Internet Explorer (IE) Options**

If there are problems with the LDOE Systems screen display, it may be due to the browser's pop-up blocker or security and privacy settings. Users should check the following *Internet Explorer* (IE) options:

- Go to Tools >> Internet Options >> Security>> Custom Level. Make sure the "Allow script-initiated windows without size or position constraints" option is enabled. Also, make sure the "Display mixed content" option is enabled.

- Go to Tools >> Internet Options >>Privacy >> Pop-Up Blocker Settings. Enter leads.doe.louisiana.gov in the "Address of Web site to allow" field.
- Go to Tools>>Pop Up Blocker Settings>>choose "Turn off Pop-up Blocker."

**Internet Explorer (IE) Compatibility View**

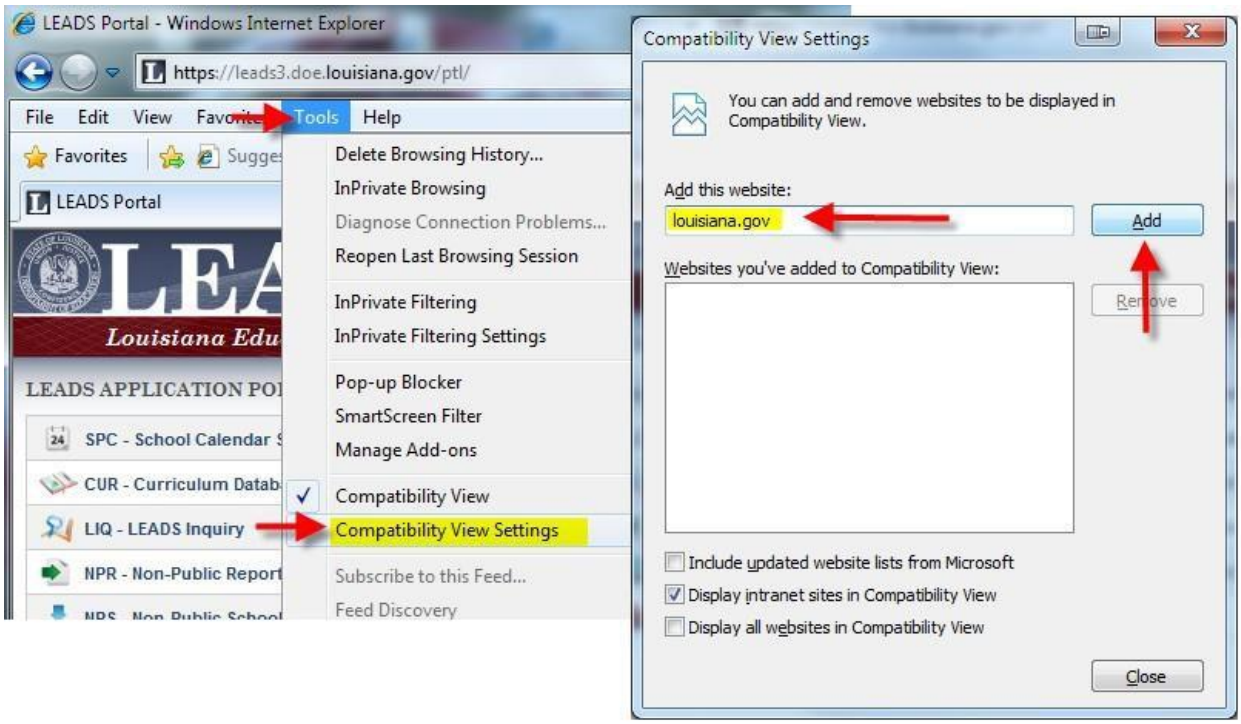
Compatibility View may be a solution for those IE users experiencing problems viewing LDOE web pages. Problems rendering all or parts of a web page can occur when newer browsers try to display sites that are built with older programming components. For **IE versions 8 through 10,** users can enable compatibility view for a website by clicking the "Compatibility View" icon to the right of the address bar.

The browser should reload the page and begin displaying the page in compatibility view mode.

For **IE version 11,** Microsoft removed the Compatibility View button from the address bar but there is an alternate method to turn on compatibility for a website. (This process can also be used in IE8 thru IE10).

First, Click the "Tools" button on the menu bar, and then select the "Compatibility View Settings" option.

Then, in the text box under "Add this website", enter *Louisiana.gov* and click the "Add" button. Finally, close the Compatibility View Settings dialog box and close IE 11. Restart IE.




**LDOE Login Screen**

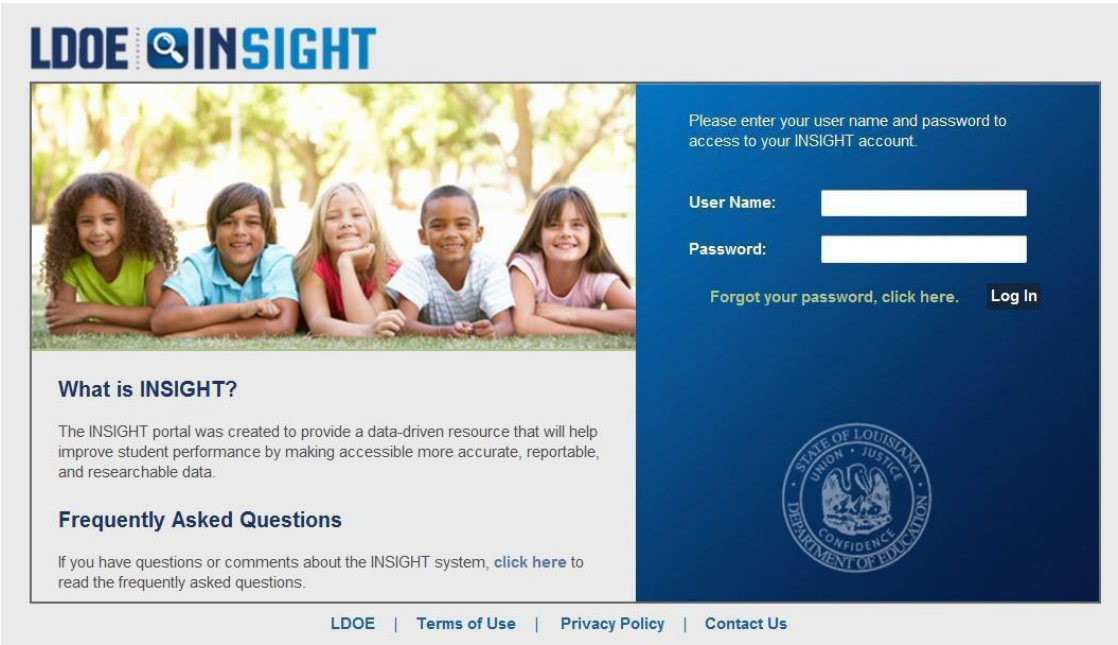
To access the LDOE Systems, users must enter a **User ID** and **Password** on the LDOE Login Screen.

After access has been granted, users can then log into the LDOE INSIGHT Portal.

**LDOE INSIGHT Portal Login Screen**

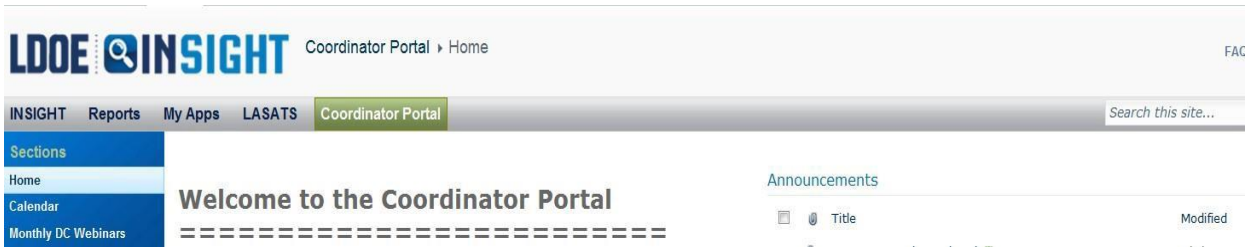
The LDOE INSIGHT Portal brings together data submitted by Louisiana School Districts (LEAs) and Charter Management Organization (CMOs), merges it with the data LDOE collects from other sources, and presents it as one unified system for reporting and analysis.

To access the LDOE INSIGHT Portal, users must enter a **User ID** and **Password** on the LDOE INSIGHT Portal ***login screen***.




The Security Coordinator can grant authorized users access to the LDOE INSIGHT Coordinator Portal by adding LDS_LEAS_DATACOORD role under the Longitudinal Data Systems (LDS) in TAS.

The ***Coordinator Portal*** screen will be displayed when the link is selected. User Guides, announcements, notifications and other useful information is regularly posted on the Coordinator Portal.



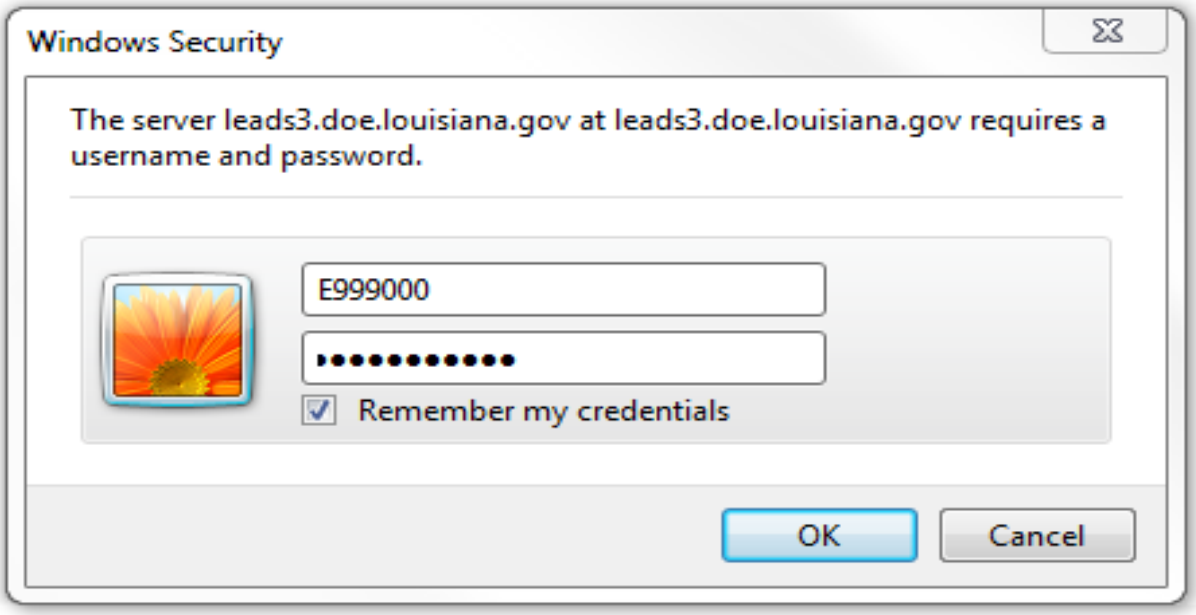
Next, select the "**My Apps**" tab

All LDOE Systems for which a user is authorized to access will be displayed.

Select the **CUR – Curriculum Database** link to access the LDOE system.

**LDOE LEADS Login Screen**

Users also have the ability to access LDOE Application Systems directly through the LEADS Portal at https://leads3.doe.louisiana.gov/ptl/.



**CURRICULUM SYSTEM (CUR) FEATURES**

The Curriculum System (CUR) home page or main screen is displayed after a successful login. The following sections describe features of the system.

The following features which can be accessed through the ***Class Schedule*** tab in the Curriculum System (CUR):

VIEW – View Class Schedule records that are currently in the CUR database.

UPDATE – Update Class Schedule records that are currently in the CUR database.

UPLOAD – Upload Class Schedule records to the CUR database.

REPORT – Create reports of Class Schedule records contained in the CUR database.

EXPORT – Create extract files of Class schedule records from the CUR database in text format.

DELETE – Delete Class Schedule records from the CUR database.

**VIEW Class Schedule Records**

To view all class schedule records in the CUR database after a successful login:

(A) Select the ***Class Schedule*** tab on the homepage.

(B) Select the ***View*** subtab.

(C) The View screen will be displayed along with the **Sponsor** *(see Figure 1)***.**

(1) Choose the *Beginning School Session Year* (*e.g. 2016 for the 2016-17 school year*).

(2) Choose the *Processing Period (e.g. Oct. 1 CLASS).*

(3) Choose the *Site* from the Dropdown list of all sites valid for LEA.

- If a site has no classes entered into the database, the following message will appear: **No classes found for this site**
- In the display section of the screen, classes for the selected site will appear. The display section will only list a portion of the classes found. Located at the bottom of the display is the number of display pages for the site. The ellipse (…) means that there are more pages to be viewed.

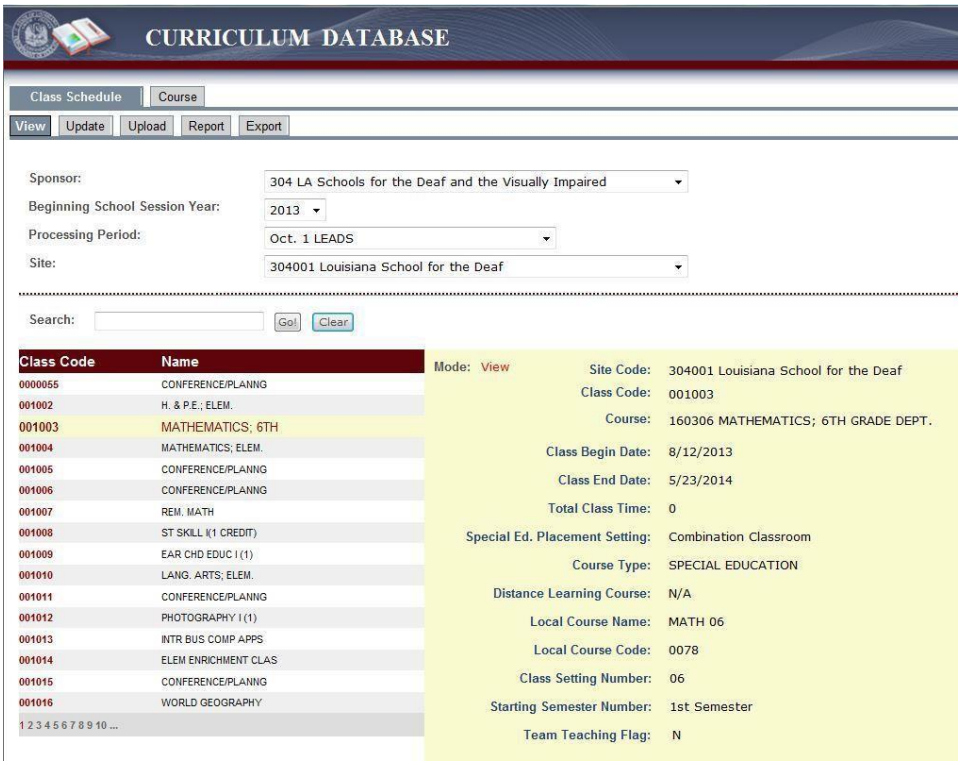
**1 2 3 4 5 6 7 8 9 10 …**

(4) Districts can use the Search Field to search the CUR database for specific classes by class code or name. A user can search on any part or all of the code or name.

(5) A list of the all Class Codes associated with the selected site will be displayed.

(6) Clicking on a class code will display all CUR information associated with that Class Code *(see Figure 1).*

*Figure 1 – View Class Schedule Screen*



**UPLOAD Class Schedule Records**

To view all CUR records uploaded to the database after a successful login:

(A) Select the ***Class Schedule*** tab on the homepage.

(B) Select the ***Upload*** subtab.

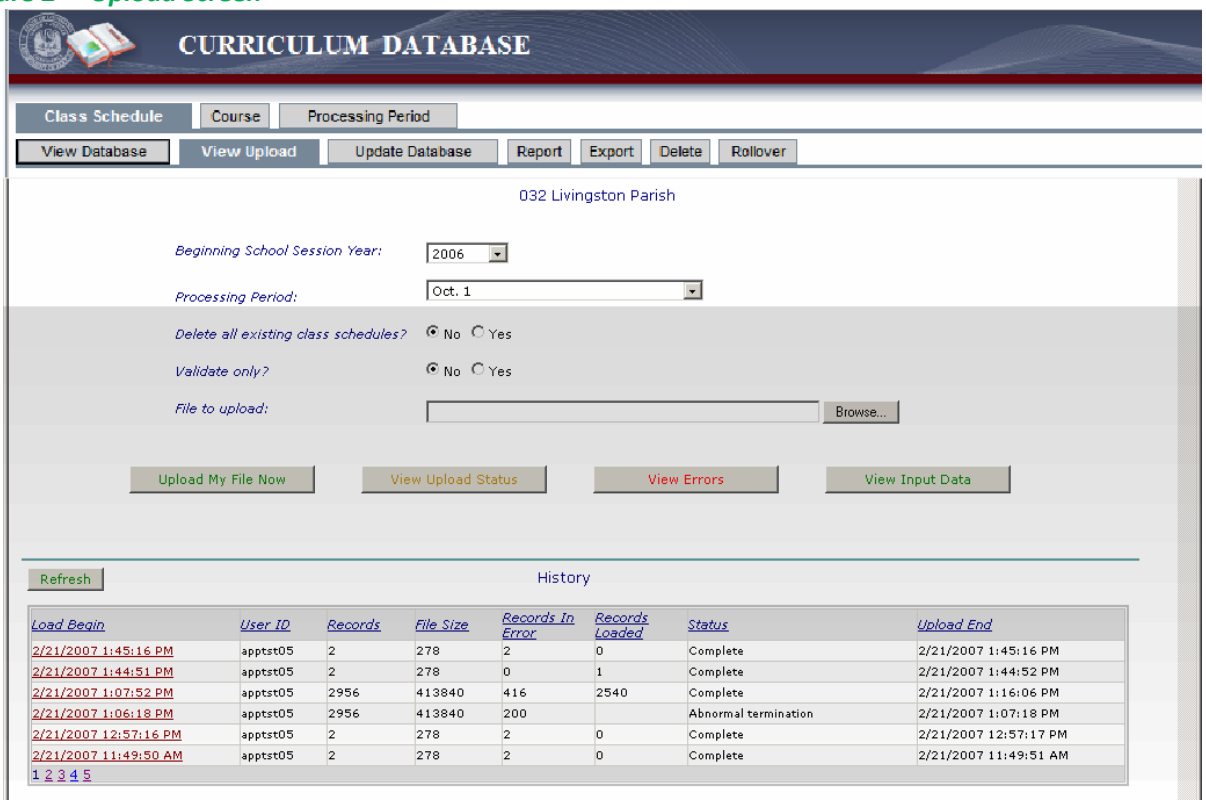
(C) The Upload screen will be displayed along with the **Sponsor** *(see Figure 2)***.**

(1) Choose the *Beginning School Session Year* (*e.g., 2016 for the 2016-17 school year*).

(2) Choose the *Processing Period (e.g., Oct. 1 CLASS).*

(3) Click ***Browse*** to locate the calendar file. The file must be a *txt* or *zip* (preferred format).

***Figure 2 – Upload Screen***




(4) Once the file name is displayed in the ***File to Upload*** field, click ***Upload My File Now***. Once the file is uploaded, a message will be displayed to indicate the file has been received.

Your data has been received and is being processed. Click the 'View Upload Status' button to monitor progress. Click the 'View Errors' button to view your error report.

(5) To track the file upload status, under the column heading *Load Begin,* click on the date and time of the upload file, then click ***View Upload Status*** *(see Figure 3)***.** Under the column heading *Status* a progression of the file upload; *Validating; Loading;* and finally *Complete* will be

displayed. Other possible status codes are *Abnormal Termination, Cancellation Requested, Cancelled or Timed Out.*

(6) Click ***Refresh*** to see the status of the file upload (*see Figure 3*).

***Figure 3 – Upload Status Screen***

(7) The fields displayed on the Upload Status Screen are as follows:

- ***User***: The user id that submitted the CUR file
- ***Beginning School Session Year****:* Year for which the data was submitted
- ***Processing Period Cd***: Processing Period for which the data was submitted
- ***Sponsor***: Submitting Sponsor
- ***Begin Date/Time***: Date and time data was submitted
- ***End Date/Time***: Date and time submission completed or aborted
- ***File Size (bytes)***: Total size of file submitted
- ***Total Records***: Total number of records submitted
- ***Records Copied to Holding***: Total number of records copied for validation
- ***Records Matching Database***: Records submitted matching records already on the database
- ***Records Validated***: Number of records that passed edits (validated)
- ***Records in Error:*** Number of records containing 1 or more errors
- ***Total Errors Found:*** Total number of errors found (a record may contain multiple errors)
- ***Records Loaded to Database***: Number of records added to database. Match records are not added to database
- ***Records Deleted from Database***: Number of records deleted from database
- ***Status***: Final status of submission.

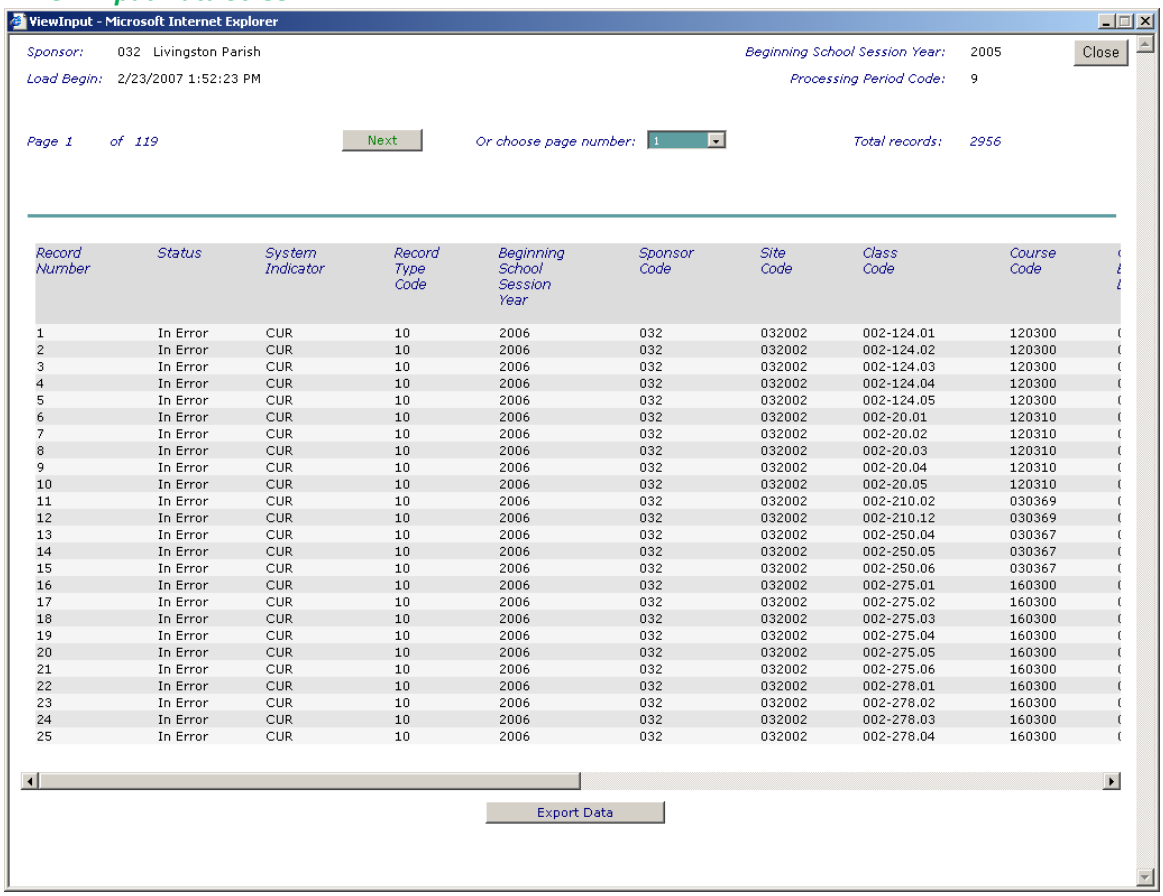
(8) To Cancel a Request: On the History section (lower part of the screen), select an upload that is running by clicking the ***Load Begin date-time***. The cancel button will appear in the upper right corner of the History section of the screen. Click the *cancel button*.

(9) To Restart a Request: On the History section, select a canceled or timed-out upload. The restart button appears. Click the ***restart button***.

(10) Click ***View Input*** at any time during the process to view the input file and the actual records that were in error (*see Figure 4).*

(11) The use can also export the input file (txt format) by clicking ***Export Data*** and saving the file.

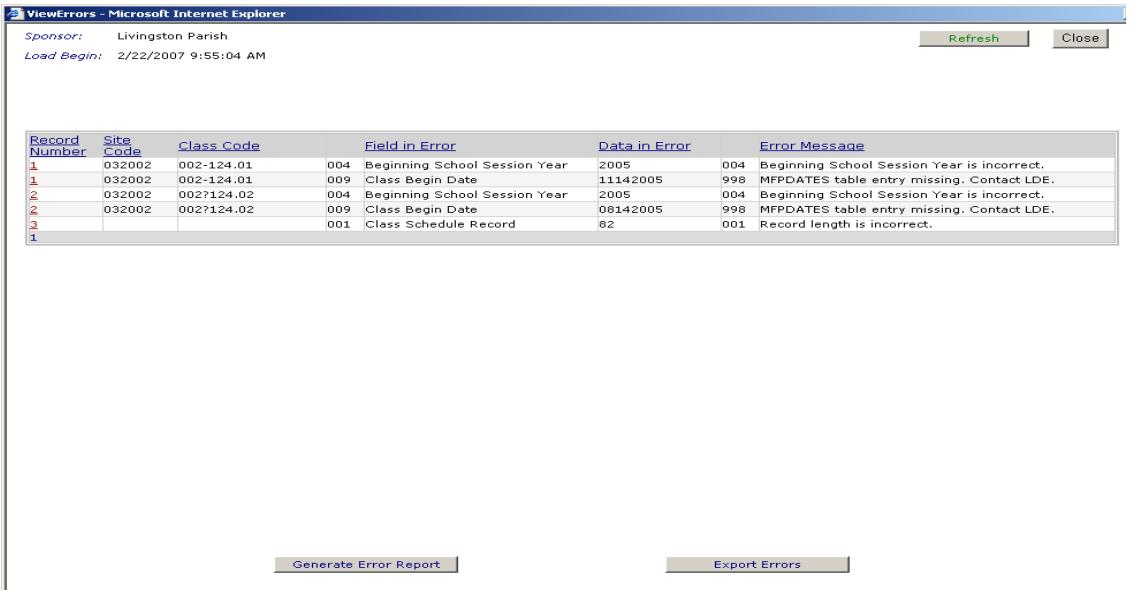
***Figure 4 - View Input Data Screen***




| Record Number | Status | System Indicator | Record Type Code | Beginning School Session Year | Sponsor Code | Site Code | Class Code | Course Code |
|---|---|---|---|---|---|---|---|---|
| 1 | In Error | CUR | 10 | 2006 | 032 | 032002 | 002-124.01 | 120300 |
| 2 | In Error | CUR | 10 | 2006 | 032 | 032002 | 002-124.02 | 120300 |
| 3 | In Error | CUR | 10 | 2006 | 032 | 032002 | 002-124.03 | 120300 |
| 4 | In Error | CUR | 10 | 2006 | 032 | 032002 | 002-124.04 | 120300 |
| 5 | In Error | CUR | 10 | 2006 | 032 | 032002 | 002-124.05 | 120300 |
| 6 | In Error | CUR | 10 | 2006 | 032 | 032002 | 002-20.01 | 120310 |
| 7 | In Error | CUR | 10 | 2006 | 032 | 032002 | 002-20.02 | 120310 |
| 8 | In Error | CUR | 10 | 2006 | 032 | 032002 | 002-20.03 | 120310 |
| 9 | In Error | CUR | 10 | 2006 | 032 | 032002 | 002-20.04 | 120310 |
| 10 | In Error | CUR | 10 | 2006 | 032 | 032002 | 002-20.05 | 120310 |
| 11 | In Error | CUR | 10 | 2006 | 032 | 032002 | 002-210.02 | 030369 |
| 12 | In Error | CUR | 10 | 2006 | 032 | 032002 | 002-210.12 | 030369 |
| 13 | In Error | CUR | 10 | 2006 | 032 | 032002 | 002-250.04 | 030367 |
| 14 | In Error | CUR | 10 | 2006 | 032 | 032002 | 002-250.05 | 030367 |
| 15 | In Error | CUR | 10 | 2006 | 032 | 032002 | 002-250.06 | 030367 |
| 16 | In Error | CUR | 10 | 2006 | 032 | 032002 | 002-275.01 | 160300 |
| 17 | In Error | CUR | 10 | 2006 | 032 | 032002 | 002-275.02 | 160300 |
| 18 | In Error | CUR | 10 | 2006 | 032 | 032002 | 002-275.03 | 160300 |
| 19 | In Error | CUR | 10 | 2006 | 032 | 032002 | 002-275.04 | 160300 |
| 20 | In Error | CUR | 10 | 2006 | 032 | 032002 | 002-275.05 | 160300 |
| 21 | In Error | CUR | 10 | 2006 | 032 | 032002 | 002-275.06 | 160300 |
| 22 | In Error | CUR | 10 | 2006 | 032 | 032002 | 002-278.01 | 160300 |
| 23 | In Error | CUR | 10 | 2006 | 032 | 032002 | 002-278.02 | 160300 |
| 24 | In Error | CUR | 10 | 2006 | 032 | 032002 | 002-278.03 | 160300 |
| 25 | In Error | CUR | 10 | 2006 | 032 | 032002 | 002-278.04 | 160300 |

(12) Once the upload is **Complete,** if there are errors listed under the column heading *Records in Error,* click on the date and time of the upload file and click ***View Errors*** to view the errors *(see Figure 5)*.

***Figure 5 – View Errors Screen***




| Record Number | Site Code | Class Code | | Field in Error | Data in Error | | Error Message |
|---|---|---|---|---|---|---|---|
| 1 | 032002 | 002-124.01 | 004 | Beginning School Session Year | 2005 | 004 | Beginning School Session Year is incorrect. |
| 1 | 032002 | 002-124.01 | 009 | Class Begin Date | 11142005 | 998 | MFPDATES table entry missing. Contact LDE. |
| 2 | 032002 | 002?124.02 | 004 | Beginning School Session Year | 2005 | 004 | Beginning School Session Year is incorrect. |
| 2 | 032002 | 002?124.02 | 009 | Class Begin Date | 08142005 | 998 | MFPDATES table entry missing. Contact LDE. |
| 3 | | | 001 | Class Schedule Record | 82 | 001 | Record length is incorrect. |
| 1 | | | | | | | |

- From this screen, select ***Generate Error Report*** to generate an error report to be printed or ***Export Errors*** to export the errors to a txt file.
- If the number is clicked in the *Record Number* column, the actual input records will be displayed at the top of the screen with the field in error underlined.

**Create Upload Error Report Download File**

This is a comma-delimited text file in record number sequence which provides details about record errors encountered during file uploads. The file can be created during the UPLOAD feature by selecting ***View Errors*** and then selecting ***Generate Error Report.*** The report can be used to correct the errors in CUR upload data files.

**Create Upload Error Report Extract File**

This is a comma-delimited text file of the input data that was uploaded. The file can be created during the UPLOAD feature by selecting ***View Errors*** and then selecting ***Export Errors***. The file can be used to review and correct CUR upload data files.

**UPDATE Classes Schedule Records**

To update, create or add class schedule records to the CUR database after a successful login:

(A) Select the ***Class Schedule*** tab on the homepage.

(B) Select the ***Update Database*** subtab.

(C) The Update screen will be displayed along with the **Sponsor** *(see Figure 6).*

(1) Choose the *Beginning School Session Year* (*e.g., 2016 for the 2016-17 school year*).

(2) Choose the *Processing Period (e.g., Oct. 1 CLASS).*

(3) Choose the *Site* from the Dropdown list of all sites valid for LEA.

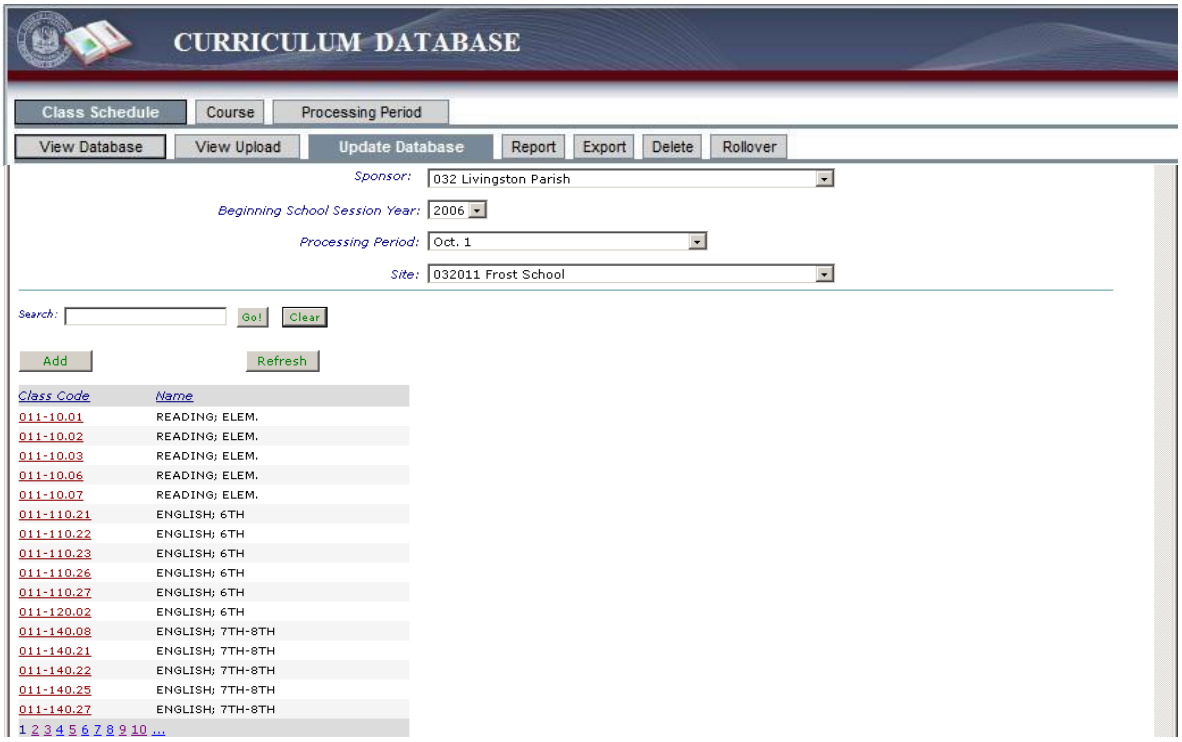
- To update records currently on the database for specific classes by class code or name, a user can search on any part or all of the code or name.
- If a site has no classes entered into the database, the following message will appear: **No classes found for this site**
- In the display section of the screen, classes for the selected site will appear. The display section will only list a portion of the classes found. Located at the bottom of the display is the number of display pages for the site. The ellipse (…) means that there are more pages to be viewed.

**1 2 3 4 5 6 7 8 9 10 …** .

(4) Use the *Search* Field to search the CUR database for specific classes by class code or name. A user can search on any part or all of the code or name.

(5) A list of the all Class Codes associated with the selected site will be displayed.

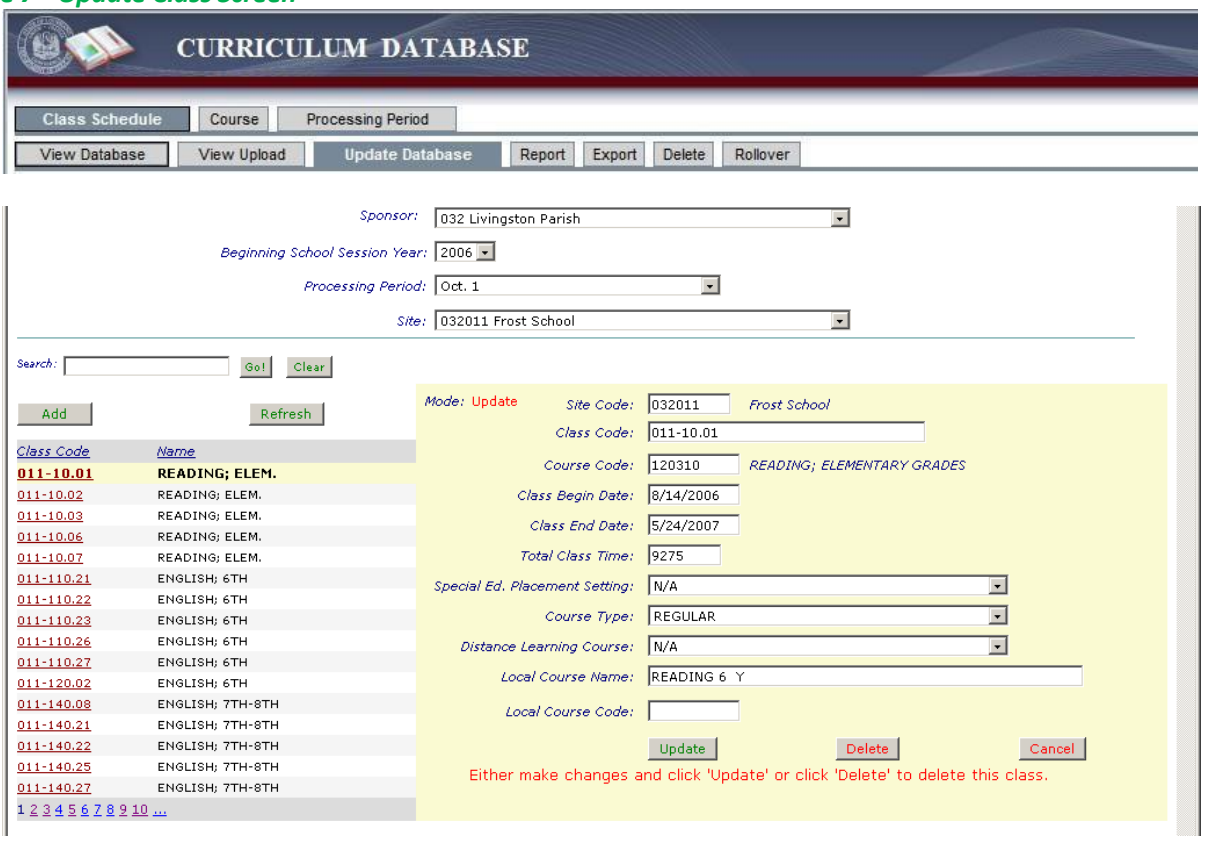
***Figure 6 – Update Screen***




(6) By clicking on a Class Code, all information associated with that Class Code will be displayed.

(7) Clicking ***Add*** will display all fields (except Site Code) (see *Figure 7)*.

***Figure 7 - Update Class Screen***




(8) Most fields displayed on the Update screen (area in Yellow) can be updated. Some fields contain dropdown lists and only those items in the dropdown list can be selected.

(9) Once the fields are updated or added, either update/add the record by clicking the **Update/Add** button or cancel the update/add by clicking the **Cancel** button. When canceled, all data will return to what was originally in the record

(10) If invalid data (i.e. invalid Course Code number) has been entered, when attempting to update the record, an error will appear and the invalid data will be highlighted in red. If all data is valid, a message stating that the record was updated will be displayed.

(11) If the complete record is to be deleted from the database, click the **Delete** button. After clicking this button, click it again to confirm the deletion of the record from the database.

(12) The Search field will allow user to search for particular class codes by code or name. A user can search on any part or all of the code or name. The Class Code is the code that was assigned by the LEA. The name is the State Course Code that is associated with the class.

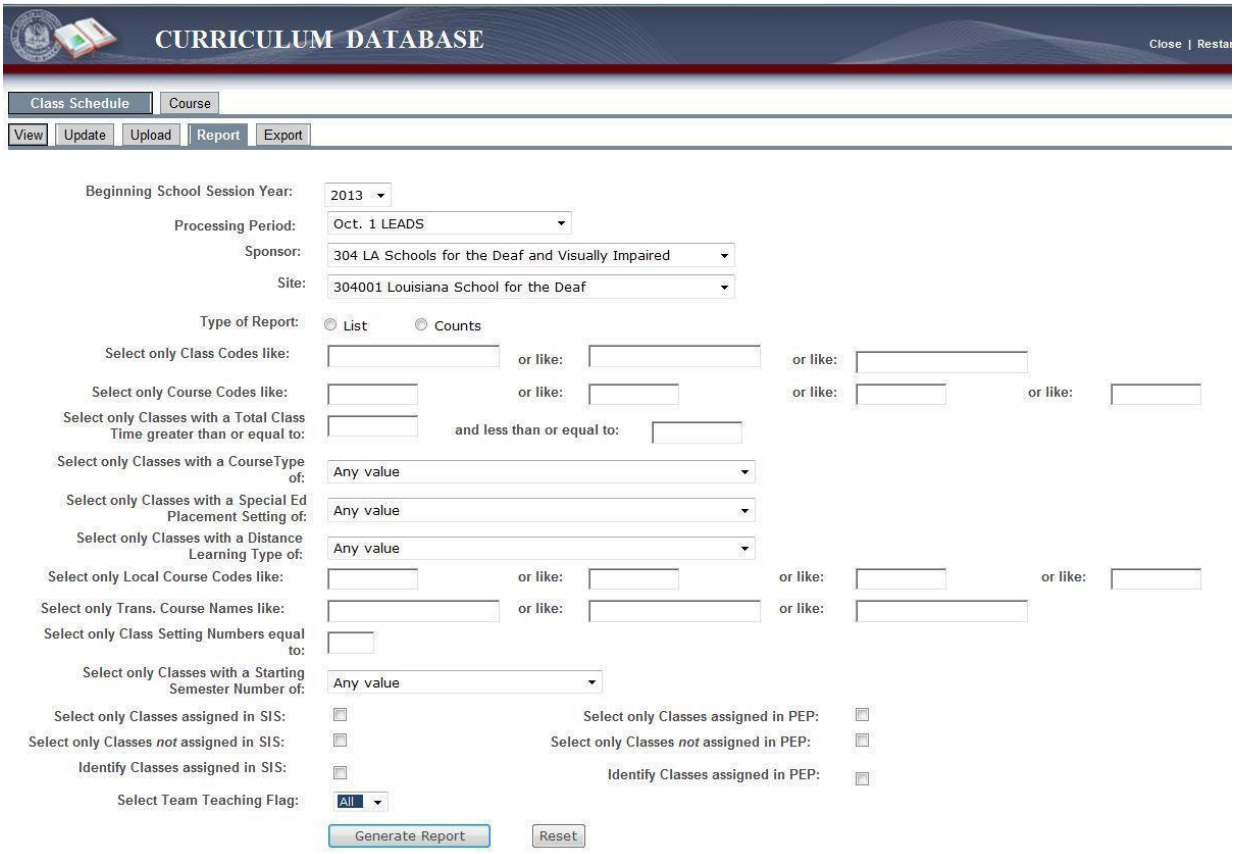
**Note:** All online updates are subject to the same edits as that of batch submissions and must be error-free in order for the record to be updated. The Site Code and Class Code fields cannot be updated. If the Site Code is incorrect, the record will have to be deleted and recreated in the correct site. If the Class Code is incorrect, the record will also have to be deleted and then recreated for the site.

**REPORT Class Schedule Records**

To create CUR reports of data contained in the CUR Database after a successful login:

(A) Select the ***Class Schedule*** tab on the homepage.
(B) Select the ***Report*** subtab
(C) The Report *screen* will be displayed along with the **Sponsor** *(see Figure 8)***.**
  (1) Choose the *Beginning School Session Year* (e.g. *2016* for the 2016-17 school year)
  (2) Choose the *Processing Period (e.g. Oct. 1 CLASS)*
  (3) Choose the *Site*
  (4) Choose the *Type of Report*
    - List
    - Counts – If Site is "All", only Counts report can be generated.
  (5) The remaining fields are used to set certain criteria that can be used for reporting. Multiple criteria may be selected. Select the criteria (*See (7) Criteria List below*).
  (6) Click ***Generate Report***.

***Figure 8 Report Screen***




(7) Criteria List:
*(a) Select only Class Codes Like:* Select a string that is contained in the unique class codes assigned to the site. Up to 3 strings can be entered.

(b) *Select only Course Codes Like:* Select a string that is contained in the course codes assigned to each class at the site. Up to 4 strings can be entered.

(c) *Select only Classes with a Total Class time Greater than or equal to:* Select a range of Total Class Time to report.

(d) *Select only Classes with a Course Type of:* From the pull down list, select a course type to report.

(e) *Select only Classes with a Special Ed Placement Setting of:* From the pull down list, select a Placement Setting to report.

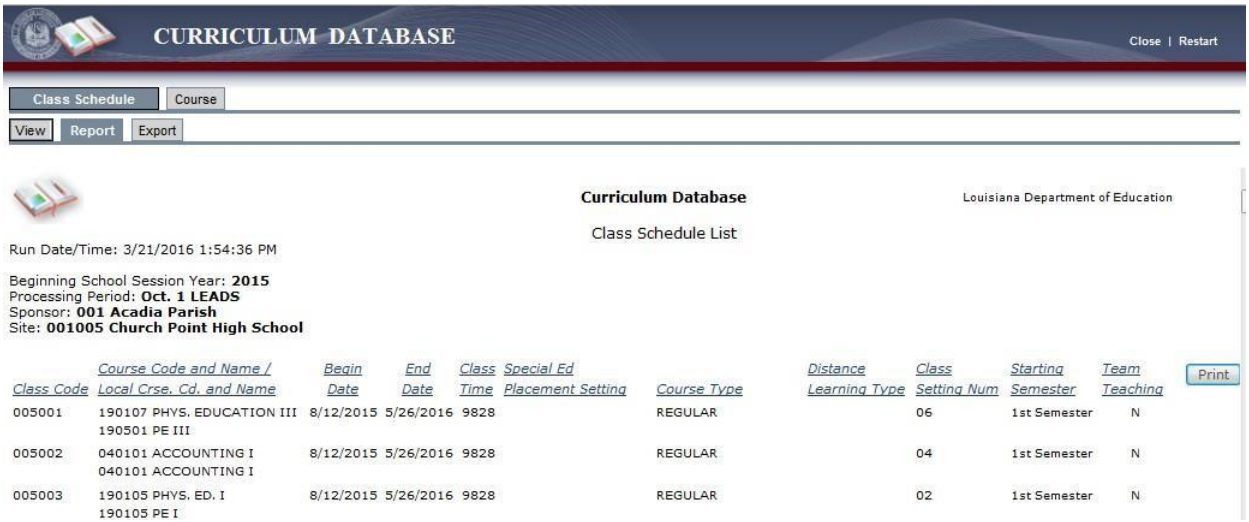
(f) *Select only Classes with a Distance Learning Type of:* From the pull down list, select the Distance Learning Type to report.

- *Select only Local Course Codes Like:* Select a string that is contained in the Local Course Codes assigned to each class at the site. Up to 4 strings can be entered.
- *Select only Trans. Course Names Like:* Select a string that is contained in the Trans. Course Names assigned to each class at the site. Up to 3 strings can be entered.
- *Select only Classes assigned in SIS:* Check the box if only classes that have students assigned in SIS are to be reported.
- *Select only Classes **not** assigned in SIS:* Check the box if only classes that have no students assigned in SIS are to be reported.
- *Identify Classes assigned in SIS:* All classes will be shown, those assigned will be identified.
- *Select only Classes assigned in PEP:* Check the box if only classes that have a teacher assigned in PEP are to be reported.
- *Select only Classes **not** assigned in PEP:* Check the box if only classes that have no teacher assigned in PEP are to be reported.
- *Identify Classes assigned in PEP:* All classes will be shown, those assigned will be identified.

## Class Schedule List Report

This is a list of the Class Codes data by Site Code. This report can be created during the REPORT feature by selecting the ***Type of Report = List*.**

*EXAMPLE: Class Schedule List Report*



CURRICULUM DATABASE

Close | Restart

Class Schedule | Course

View | Report | Export

**Curriculum Database**

Class Schedule List

Louisiana Department of Education

Run Date/Time: 3/21/2016 1:54:36 PM

Beginning School Session Year: **2015**
Processing Period: **Oct. 1 LEADS**
Sponsor: **001 Acadia Parish**
Site: **001005 Church Point High School**

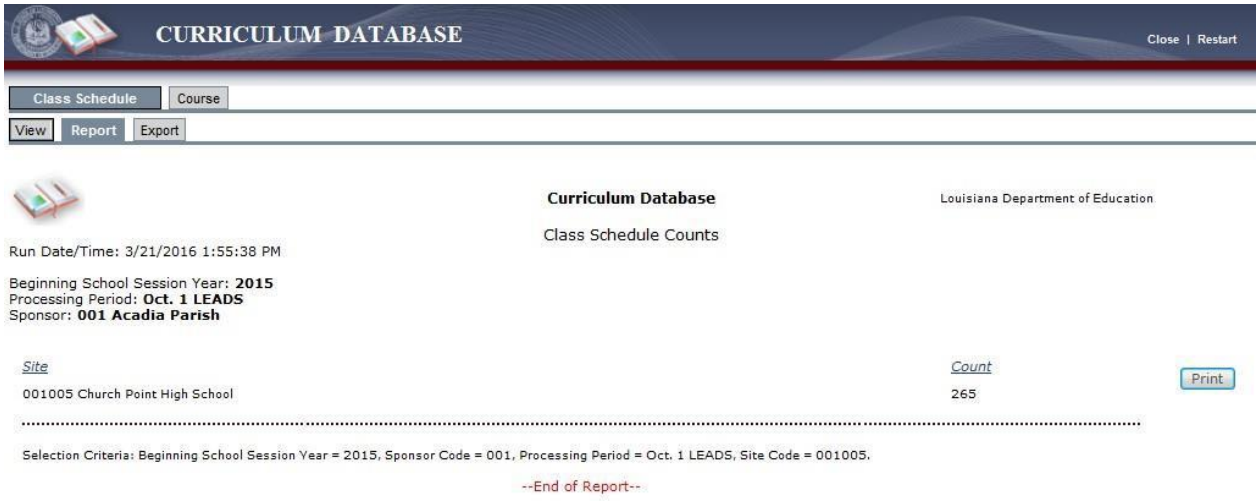
Print

| Class Code | Course Code and Name / Local Crse. Cd. and Name | Begin Date | End Date | Class Time | Special Ed Placement Setting | Course Type | Distance Learning Type | Class Setting Num | Starting Semester | Team Teaching |
|---|---|---|---|---|---|---|---|---|---|---|
| 005001 | 190107 PHYS. EDUCATION III<br>190501 PE III | 8/12/2015 | 5/26/2016 | 9828 | | REGULAR | | 06 | 1st Semester | N |
| 005002 | 040101 ACCOUNTING I<br>040101 ACCOUNTING I | 8/12/2015 | 5/26/2016 | 9828 | | REGULAR | | 04 | 1st Semester | N |
| 005003 | 190105 PHYS. ED. I<br>190105 PE I | 8/12/2015 | 5/26/2016 | 9828 | | REGULAR | | 02 | 1st Semester | N |

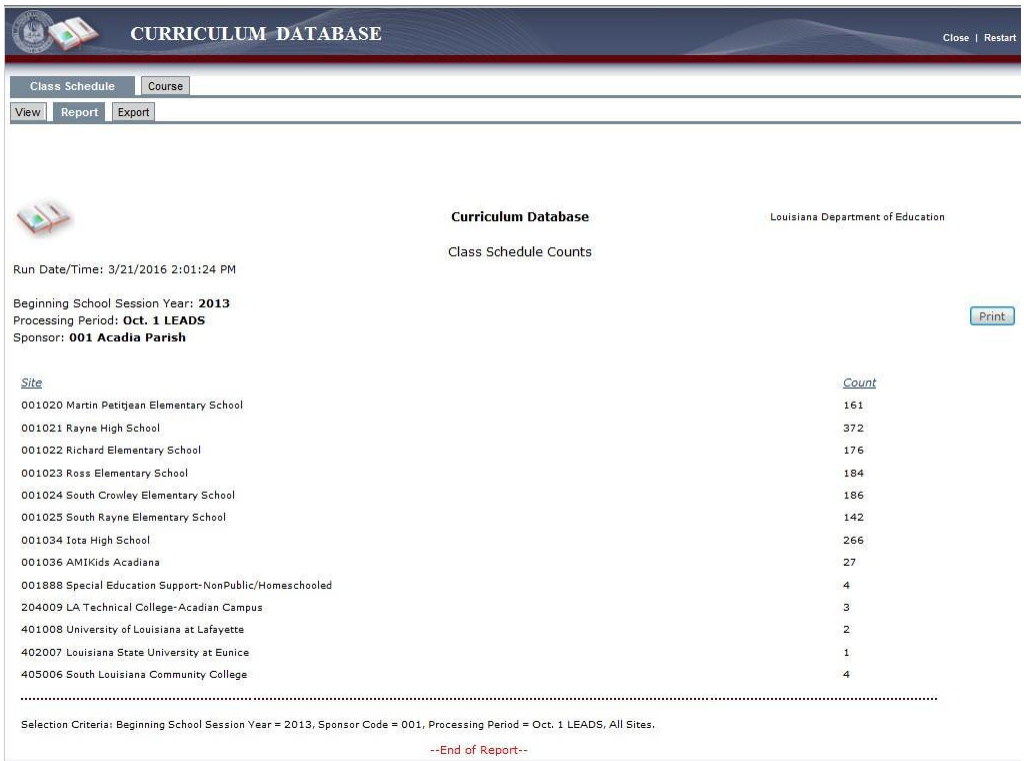
## Class Schedule Count Report

This is a count of the class schedules by Site Code. This report can be created during the REPORT feature by selecting the ***Type of Report = Count***.

*EXAMPLE: Class Schedule Count Report (By specific site)*




*EXAMPLE: Class Schedule Count Report (ALL sites)*



## EXPORT Class Schedule Records

To export data from the CUR database in text format:

(A) Select the ***Class Schedule*** tab from the homepage.
(B) Select the ***Export*** subtab.
(C) The Export screen will be displayed along with the **Sponsor** *(see Figure 9)***.**
  (1) Choose the *Beginning School Session Year* (*e.g. 2016* for the 2016-17 school year).
  (2) Choose the *Processing Period (e.g. Oct. 1 CLASS).*
  (3) The data will be in Comma-Separated format with text qualified by double quotes (“ “) or Fixed-Width format and can easily be converted into other formats (i.e. Excel).

***Figure 9 Export Class Schedules Screen***

## Class Schedule Comma-Separated Extract File

This extract file is in comma-delimited text file format. This extract file can be created during the EXPORT feature by selecting the ***Comma-Separated Format***.

*EXAMPLE: CommaSeparatedClassSchedule.txt*


```
"Beginning School Session Year","Processing Period Code","Sponsor Code","Site Code","Class Code","Course Code","Class Begin Date","Class End Date","Total Class Time Count","Special Ed. Placement Setting Code","Course Type Code","Distance Learning Type Code","Trans. Course Name","Local Course Code","Abbreviated Course Name","Class Setting Number","Starting Semester Number","Team Teaching Flag"
"2013","2","001","001001","001002","120311","8/14/2013","5/29/2014","9882","  ","RG","  ","READING 8","000113","READING; 6TH-8TH","01","1","Y"
"2013","2","001","001001","001003","500099","8/14/2013","5/29/2014","0","09","SE","  ","ACA RESOURCE","500981","ACAD ASSIST (N/C)","05","1","Y"
"2013","2","001","001001","001005","120378","8/14/2013","5/29/2014","9882","  ","RG","  ","LANG ARTS 8","208000","ENGLISH; 7TH-8TH","04","1","Y"
"2013","2","001","001001","001006","030300","8/14/2013","5/29/2014","9882","  ","RG","  ","BAND BEGINNER","          ","BEGINNING BAND","01","1","Y"
"2013","2","001","001001","001009","400097","8/14/2013","5/29/2014","9882","  ","RG","  ","ENRICHMENT 7","000707","GEN. EXP. ELEC.","01","1","Y"
"2013","2","001","001001","001012","120378","8/14/2013","5/29/2014","9882","  ","RG","  ","LANG ARTS 8","208000","ENGLISH; 7TH-8TH","04","1","Y"
"2013","2","001","001001","001013","120311","8/14/2013","5/29/2014","9882","  ","RG","  ","READING 8","000113","READING; 6TH-8TH","05","1","Y"
```

### Class Schedule Fixed-Width Extract File

This extract file is in fixed-width text file format. This extract file can be created during the EXPORT feature by selecting the ***Fixed-Width Format***.

*EXAMPLE: FixedWidthClassSchedule.txt*

```
CUR102013001001001001002    1203110814201305292014009882  RG  READING 8                  000113011Y
CUR102013001001001001003    500099081420130529201400000009SE  ACA RESOURCE               500981051Y
CUR102013001001001001005    1203780814201305292014009882  RG  LANG ARTS 8                208000041Y
CUR102013001001001001006    0303000814201305292014009882  RG  BAND BEGINNER                   011Y
CUR102013001001001001009    4000970814201305292014009882  RG  ENRICHMENT 7               000707011Y
CUR102013001001001001012    1203780814201305292014009882  RG  LANG ARTS 8                208000041Y
CUR102013001001001001013    1203110814201305292014009882  RG  READING 8                  000113051Y
```

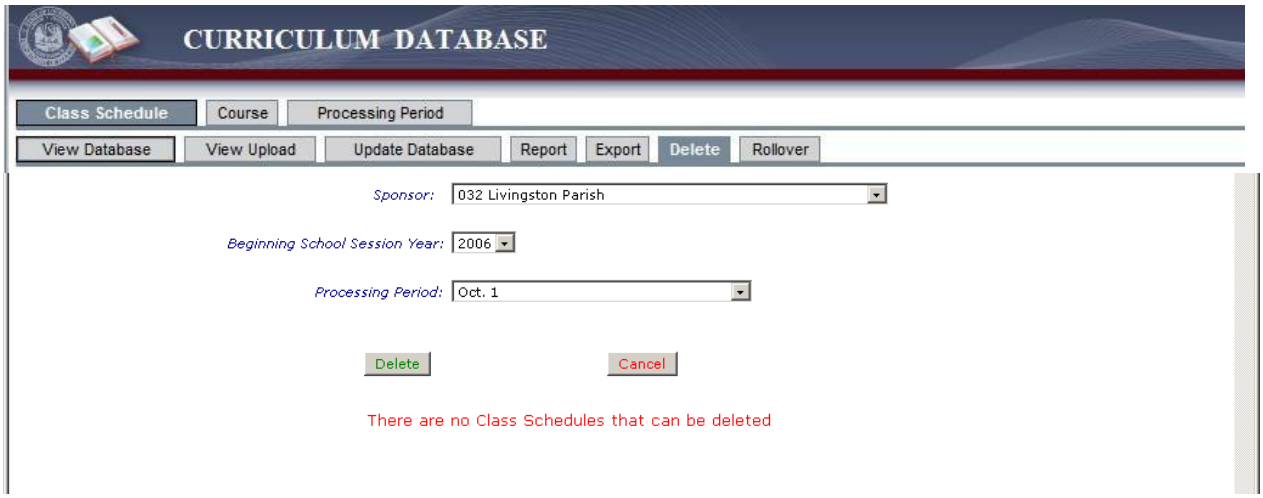
### DELETE Class Schedule Records

This feature is used to delete "orphaned" CUR records. These are class records that have not been assigned in the Profile of Educational Personnel (PEP) system or the Student Information System (SIS).

To delete records from the CUR database after a successful login:

(A) Select the ***Class Schedule*** tab from the homepage
(B) ) ) Select the ***Delete*** subtab.
(C) The Delete screen will be displayed along with the **Sponsor** *(see Figure 10)***.**
  (1) Choose the *Beginning School Session Year* (*e.g. 2016* for the 2016-17 school year).
  (2) Choose the *Processing Period (e.g. Oct. 1 CLASS).*

***Figure 10 – Delete Screen***



**Course information is loaded into the Curriculum System (CUR) by LDOE.**

The following features which can be accessed through the ***Course*** tab in the Curriculum System (CUR):

VIEW – View information about Course Codes loaded into the CUR database by LDOE.

REPORT – Create reports of Course Code information currently in the CUR database.

UPDATE – Upload Course Code information into the CUR database (RESTRICTED TO LDOE)

EXPORT – Create extract files of Course Codes from the CUR database in text format.

**VIEW Course Records**

Course data is preloaded into the Curriculum System (CUR) by LDOE personnel. LEAs are only able to view the Course Data.

To view information about LDOE course codes after a successful login:

(A) Select the ***Course*** tab on the homepage.

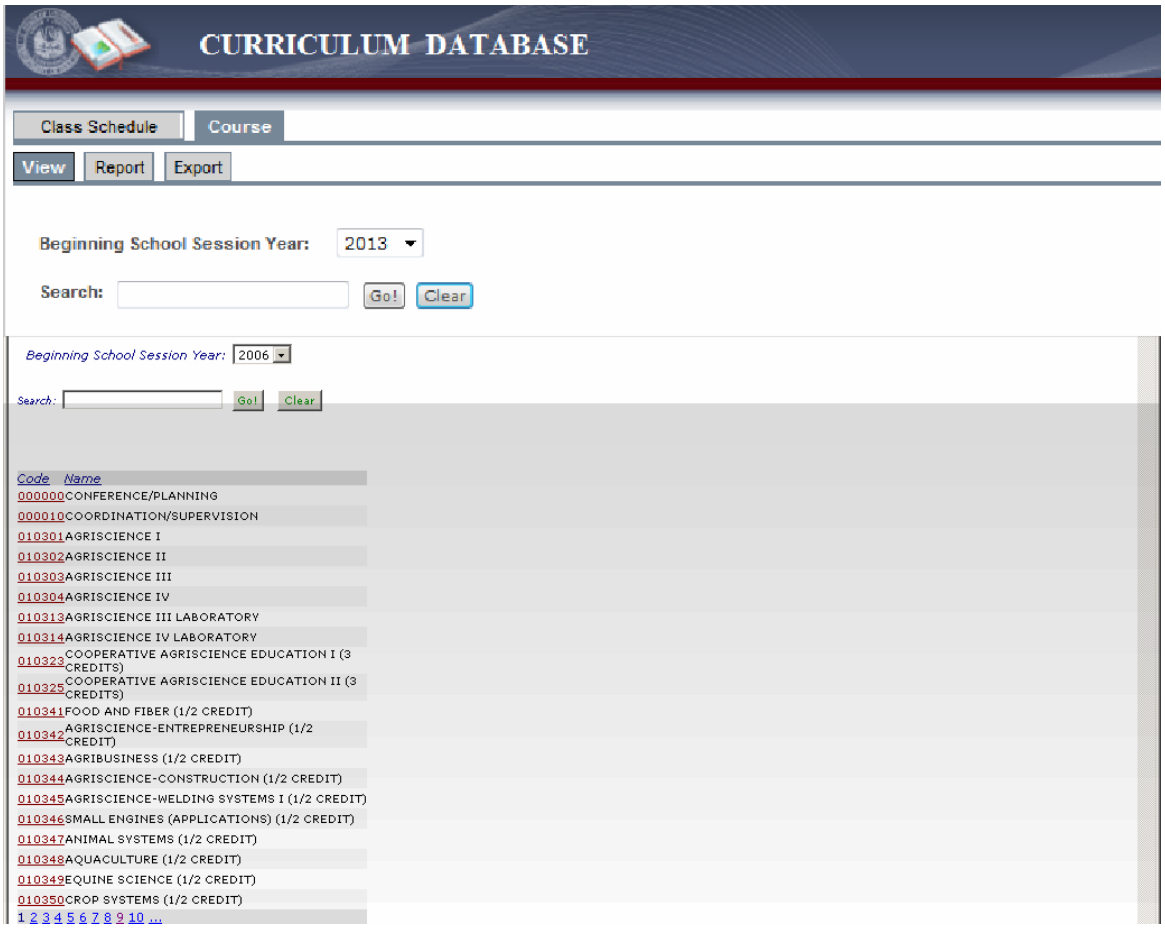
(B) ) ) Select the ***View*** subtab to view the Course Code list.

(C) The Course View Selection *screen* will be displayed along with the **Sponsor** *(see Figure 11)***.**

(1) Choose the *Beginning School Session Year* (*e.g. 2016* for the 2016-17 school year).

(2) A list of the all Course Code and Course Names for the BSSY will be displayed.

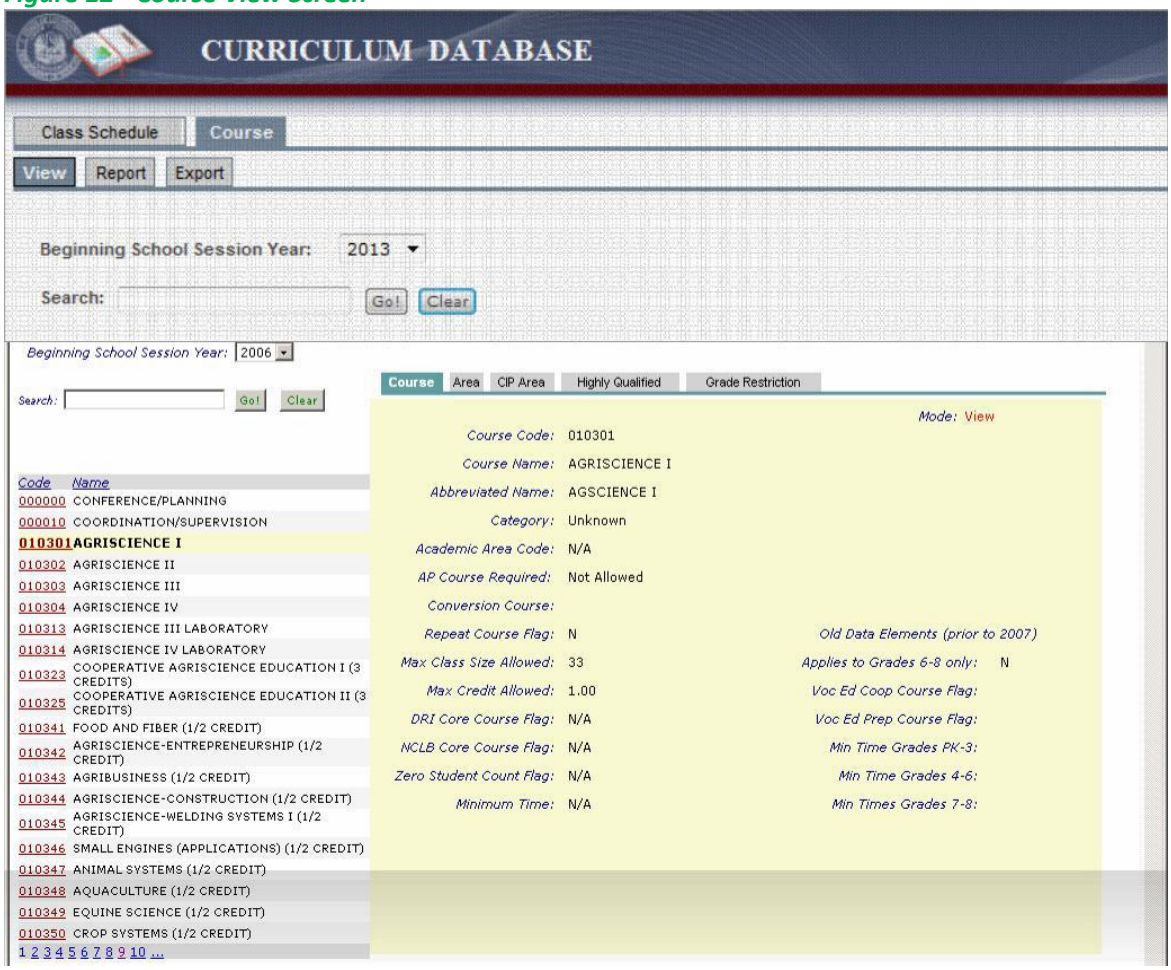
***Figure 11 Course View Selection Screen***



(3) Click on a Course Code in the ***Code*** Column and the following screen will appear *(See Figure 12)*. The screen lists all the information associated with the course. The screen contains 5 separate tabs contained in the view area:

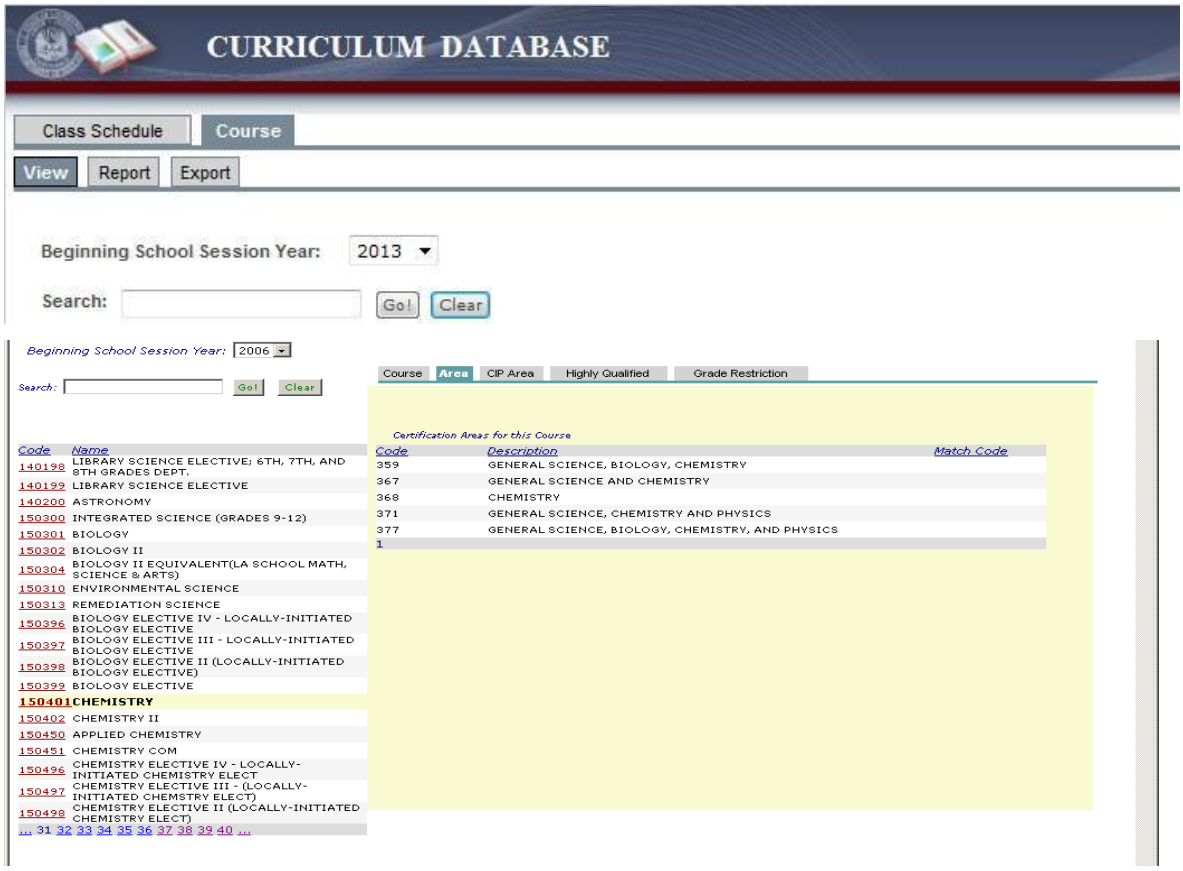
(a) **Course:** Lists all the basic information assigned to the course.

***Figure 12 - Course View Screen***



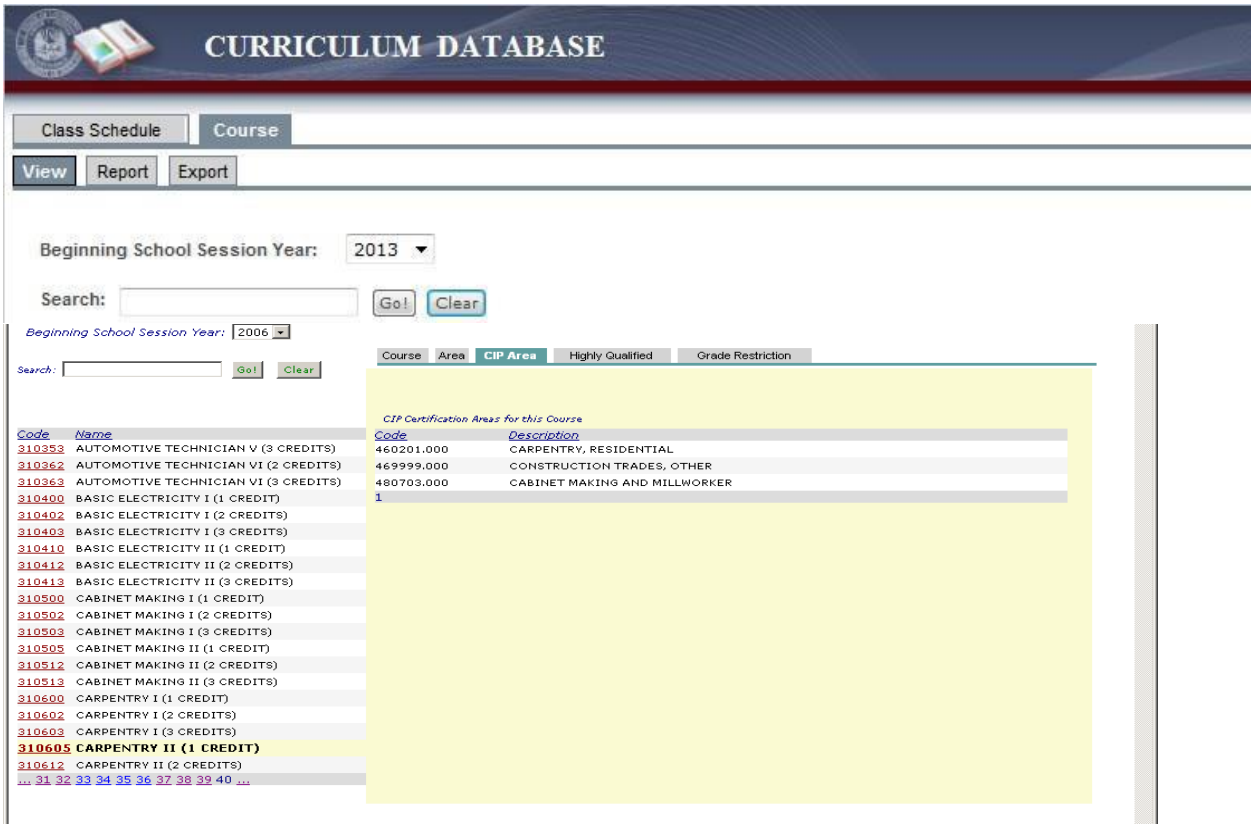
(b) **Area**: Lists all Areas of Certification that are valid for the course (*see Figure 13).*

***Figure 13 Course Area View Screen***



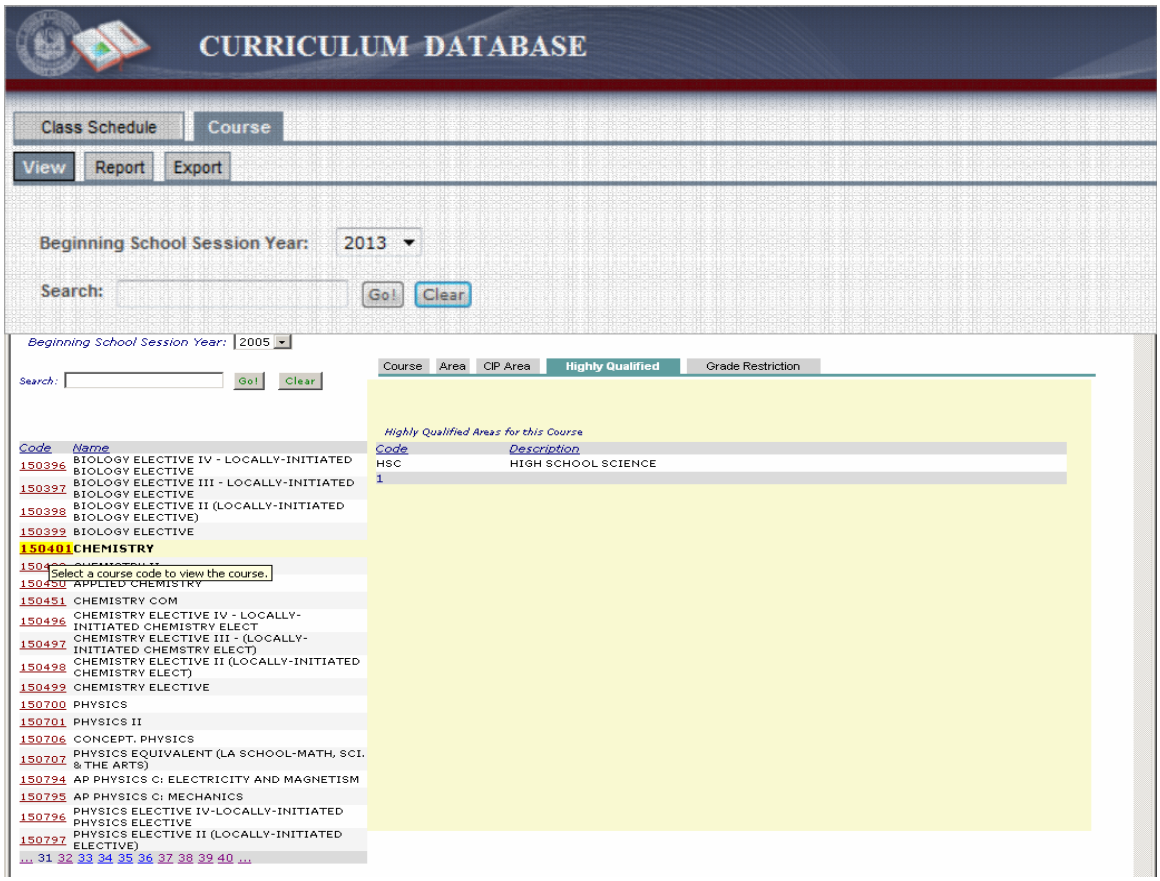
(b) **CIP Area:** Lists all CIP Areas of Certification that are valid for the course *(see Figure 14).*

***Figure 14 Course CIP Area Screen***



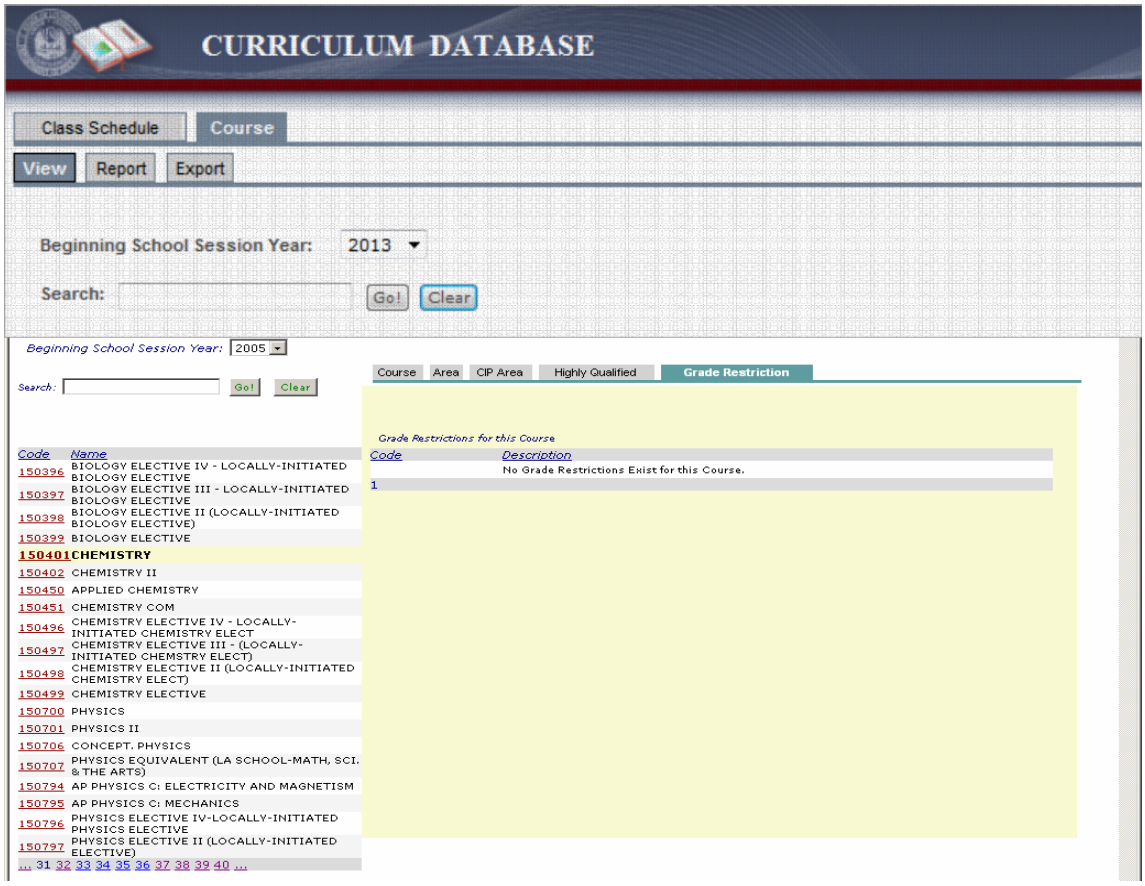
(c) **Highly Qualified:** Lists the Highly Qualified flags associated with each course *(see Figure 15).*

***Figure 15 Course Highly Qualified View Screen***



**d) Grade Restriction:** Lists the grades associated with the course *(see Figure 16).*

*Figure 16 Course Grade Restriction View Screen*



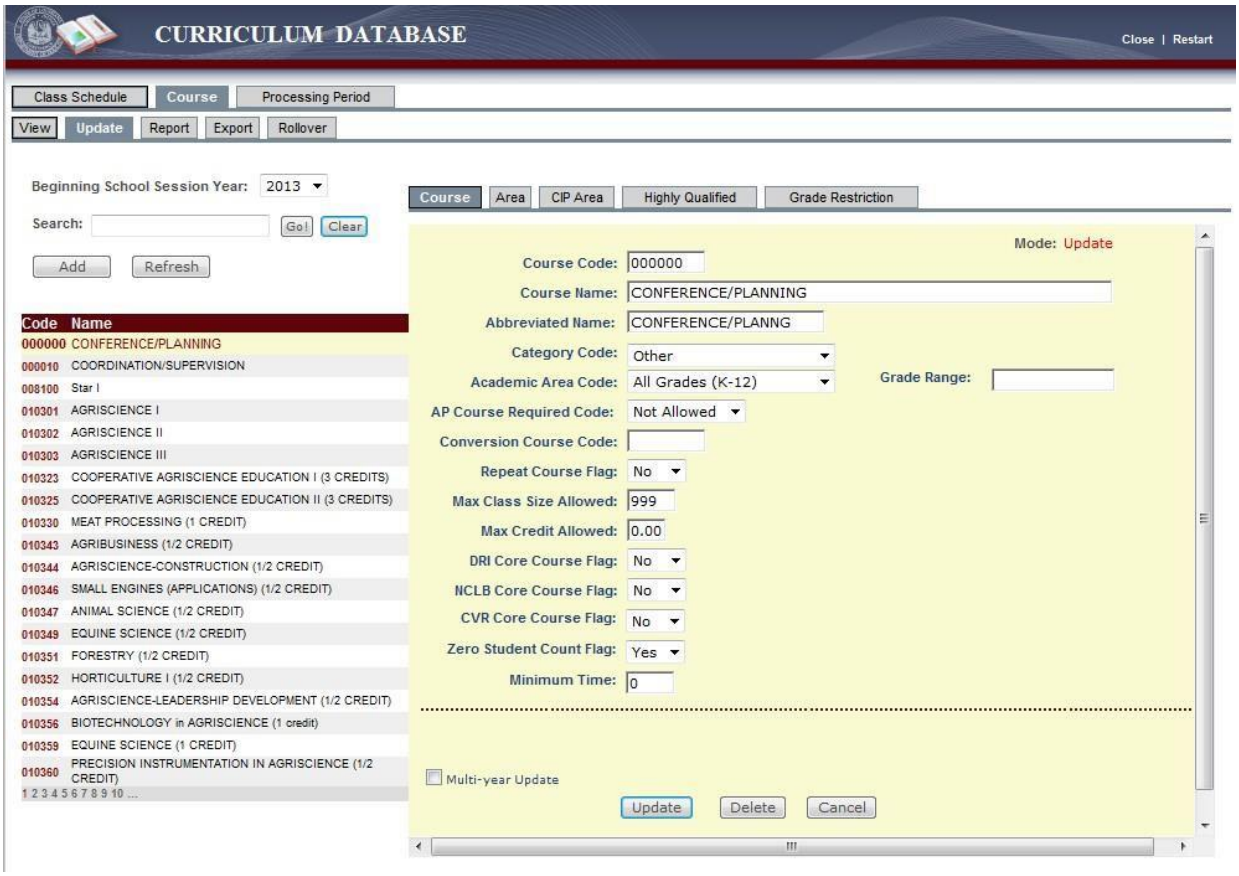
**UPDATE Course Records (Restricted to LDOE staff only)**

To update, create or add course records to the CUR database after a successful login:

(A) Select the ***Course*** tab.
(B) Select the ***Update*** subtab.
(C) The Update Course Selection screen will be displayed *(see Figure 17).*
  (1) Choose the *Beginning School Session Year* (*e.g. 2016* for the 2016-17 school year).
    - To update records currently on the database for specific courses by course code or name, a user can search on any part or all of the code or name.
    - If no courses have been entered into the database, the following message will appear: **No courses found for this site**
    - The display section will only list a portion of the courses. Located at the bottom of the display is the number of display pages for the site. The ellipse (…) means that there are more pages to be viewed.

      **1 2 3 4 5 6 7 8 9 10 …**
  (2) A list of the all Courses will be displayed.
  (3) The user can Update or Delete the Course information.

***Figure 17 Course Update Screen***



**REPORT Course Records**

To view reports of LDOE course code information after a successful login:

(A) Select the ***Course*** tab.

(B)Select the ***Report*** subtab to generate a *Course Code Report.*

(1) Choose the *Beginning School Session Year* (*e.g. 2016* for the 2016-17 school year).

(2) Choose the *Course Category Code* from the Dropdown list of codes that can be reported.

(3) Select the Report Type

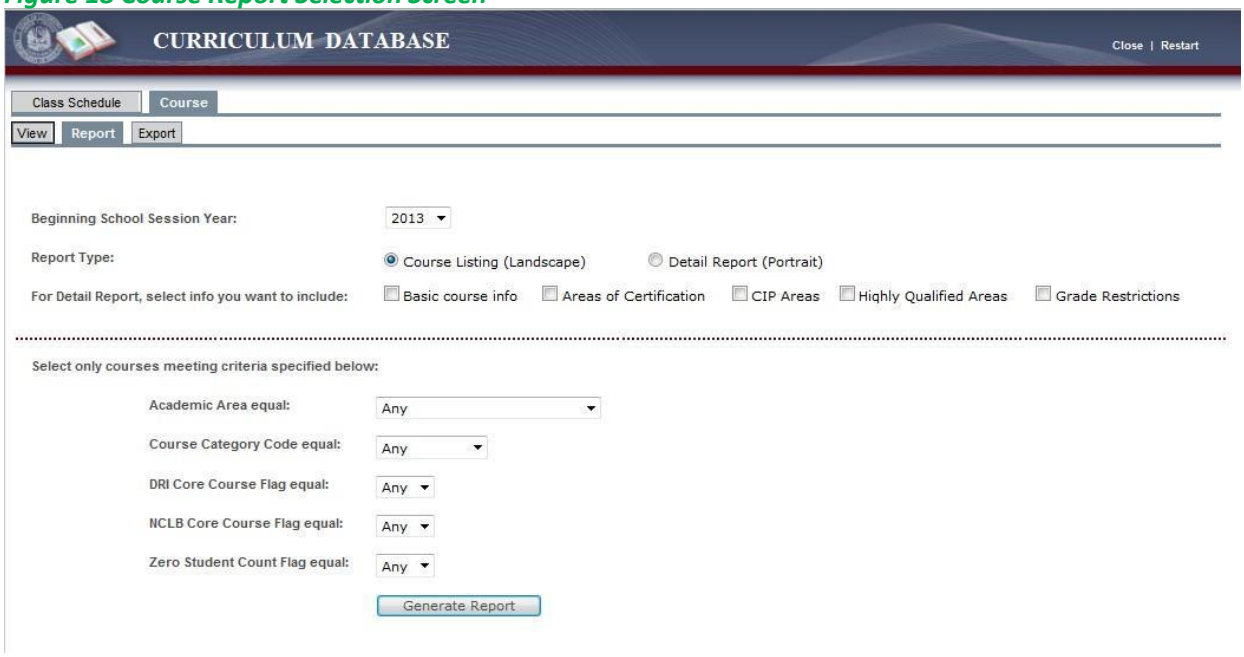
(a) Course Listing – Generate a complete listing in Landscape format.

(d) Detail Report – Generates a report based on the criteria below:

- *Basic Course info*
- *Areas*
- *CIP Areas*
- *Highly Qualified Areas*
- *Grade Restrictions*

(4) A list of the all Course Codes and Course Names for the BSSY will be displayed (*see Figure 18).*

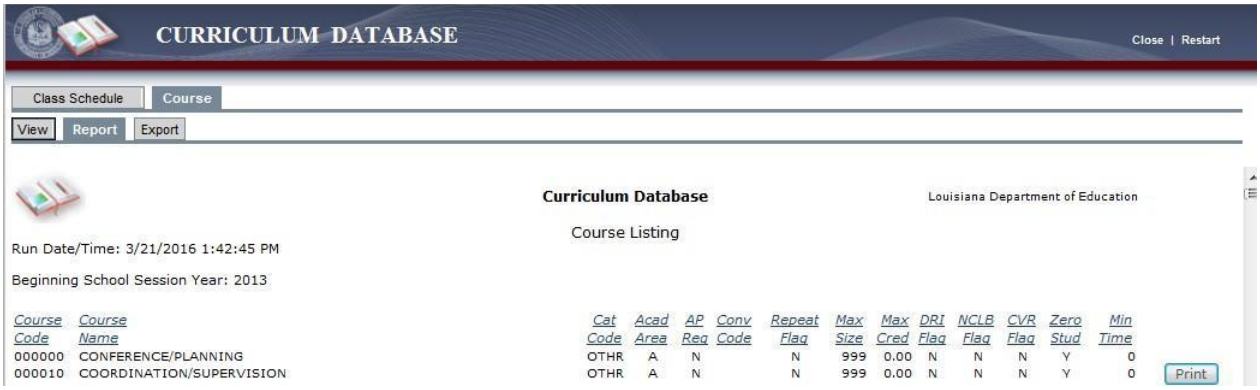
***Figure 18 Course Report Selection Screen***



## Course Listing Report

This is a listing of all courses by Course Code. This report can be created during the Create Course REPORTS feature by selecting the *Report Type = Course Listing*.

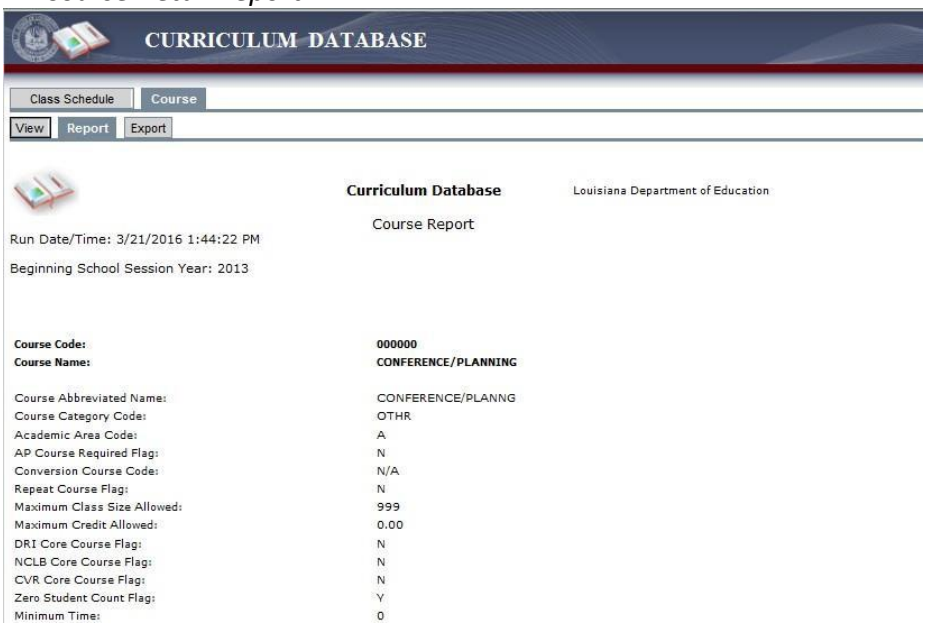
*EXAMPLE: Course Listing Report*




## Course Detail Report

This is a listing of all courses by Course Code. This report can be created during the REPORTS feature by selecting the *Report Type = Detail Report* and selecting the details to include (Basic course info, Areas of Certification, CIP Areas, Highly Qualified Areas, or Grade Restrictions) and the Criteria (*Academic Area, Course Category Code, DRI Core Course Flag, NCLB Core Course Flag, and Zero Student Count Flag*).

*EXAMPLE: Course Detail Report*



## EXPORT Course Records

To export LDOE course codes in text format ***View Errors*** after a successful login:

(A) Select the ***Course*** tab on the homepage.
(B) ) ) Select the ***Export*** subtab.
(1) Choose the *Beginning School Session Year* (*e.g. 2016* for the 2016-17 school year)
(2) Choose the *Course Category Code* from the Dropdown list of codes that can be reported.
(3) Select the *Course Category Code*: Dropdown box containing all course category codes that can be reported.

***Figure 19 Course Export Screen***

## Basic Course Data Extract File

This is an extract file of Basic Course Data. This extract file can be created during the EXPORT feature by selecting ***Basic Course Data.***

*EXAMPLE: CourseDownload.txt*

"Beginning School Session Year","Course Code","Course Name","Course Abbr Name","Course Category Code","Academic Area Code","AP Course Required Code","Conversion Course Code","Repeat Course Flag","Max Class Size Allowed Count","Max Credit Allowed Count","DRI Core Course Flag","CVR Core Course Flag","NCLB Core Course Flag","Zero Student Count Flag","Minimum Time Count","Applies to Grades 6 to 8 Only Flag","Voc Ed Coop Course Flag","Voc Ed Prep Course Flag","Min Time Grades PK to 3 Count","Min Times Grades 4 to 6 Count","Min Times Grades 7 to 8 Count","Zero Student Count Flag","Minimum Time Count"
"2013","000000","CONFERENCE/PLANNING","CONFERENCE/PLANNG","OTHR","A","N","","N","999","0.00","N","N","N","Y","0","","","","-1","-1","-1","Y","0" "2013","000010","COORDINATION/SUPERVISION","COORDINATION/SUPERVI","OTHR","A","N","","N","999","0.00","N","N","N","Y","0","","","","-1","-1","- 1","Y","0"
"2013","008100","Star I","STAR I","OTHR","S","O","","N","33","1.00","N","N","N","N","0","","","","-1","-1","-1","N","0"
"2013","010301","AGRISCIENCE I","AGSCIENCE I","AGRI","V","N","","N","33","1.00","N","N","Y","N","0","","","","-1","-1","-1","N","0"
"2013","010302","AGRISCIENCE II","AGSCIENCE II","AGRI","V","N","","N","33","1.00","N","N","Y","N","0","","","","-1","-1","-1","N","0"
"2013","010303","AGRISCIENCE III","AGSCIENCE III","AGRI","V","N","","N","33","1.00","N","N","N","N","0","","","","-1","-1","-1","N","0"
"2013","010323","COOPERATIVE AGRISCIENCE EDUCATION I (3 CREDITS)","CAE I (3 CREDITS)","AGRI","V","N","","N","33","3.00","N","N","N","N","0","","","","-1","-1","-1","N","0"
"2013","010325","COOPERATIVE AGRISCIENCE EDUCATION II (3 CREDITS)","CAE II (3 CREDITS)","AGRI","V","N","","N","33","3.00","N","N","N","N","0","","","","-1","-1","-1","N","0"

### Course Areas of Certification Extract File

This is an extract file of Areas of Certification. This extract file can be created during the EXPORT feature by selecting ***Areas of Certification***.

*EXAMPLE: AreasofCertDownload.txt*

```
"Beginning School Session Year","Course Code","Course Name","Cert Area Code","Cert Area Match Code","Cert Area Description"
"2013","010301","AGRISCIENCE I","301"," ","AGRICULTURE 6-12"
"2013","010301","AGRISCIENCE I","303"," ","VOCATIONAL AGRICULTURE 6-12"
"2013","010302","AGRISCIENCE II","301"," ","AGRICULTURE 6-12"
"2013","010302","AGRISCIENCE II","303"," ","VOCATIONAL AGRICULTURE 6-12"
"2013","010303","AGRISCIENCE III","301"," ","AGRICULTURE 6-12"
"2013","010303","AGRISCIENCE III","303"," ","VOCATIONAL AGRICULTURE 6-12"
```

### Course CIP Areas of Certification Extract File

This is an extract file of CIP Areas of Certification. This extract file can be created during the EXPORT feature by selecting ***CIP***.

*EXAMPLE: CipAreasofCertDownload.txt*

```
"Beginning School Session Year","Course Code","Course Name","CIP Cert Area Code","CIP Cert Area Description"
"2013","040502","LODGING MANAGEMENT I (1 CREDIT)","080901.000","HOSPITALITY AND RECREATION MARKETING, OPERATIONS, GENERAL"
"2013","040502","LODGING MANAGEMENT I (1 CREDIT)","080902.000","HOTEL/MOTEL SERVICES MARKETING OPERATIONS"
"2013","040502","LODGING MANAGEMENT I (1 CREDIT)","081104.000","TOURISM PROMOTION OPERATIONS"
"2013","040502","LODGING MANAGEMENT I (1 CREDIT)","081105.000","HOTEL/MOTEL SERVICES MARKETING OPERATIONS AIRLINE AND AGENCY
PROCEDURES"
"2013","040503","LODGING MANAGEMENT I (2 CREDITS)","080901.000","HOSPITALITY AND RECREATION MARKETING, OPERATIONS, GENERAL"
"2013","040503","LODGING MANAGEMENT I (2 CREDITS)","080902.000","HOTEL/MOTEL SERVICES MARKETING OPERATIONS"
"2013","040503","LODGING MANAGEMENT I (2 CREDITS)","081104.000","TOURISM PROMOTION OPERATIONS"
```

### Course Highly Qualified Extract File

This is an extract file of *Highly Qualified* teachers. This extract file can be created during the EXPORT feature by selecting ***Highly Qualified***.

*EXAMPLE: HighlyQualifiedDownload.txt*

```
"Beginning School Session Year","Course Code","Course Name","Highly Qualified Code","Highly Qualified Description"
"2013","010301","AGRISCIENCE I","HSC","HIGH SCHOOL SCIENCE"
"2013","010302","AGRISCIENCE II","HSC","HIGH SCHOOL SCIENCE"
"2013","010474","CASE (CURRICULUM for AGRI and SC ED) PLANT SCIENCE (1 CR)","HSC","HIGH SCHOOL SCIENCE"
"2013","030300","BEGINNING BAND","HA ","HIGH SCHOOL ART"
"2013","030301","INTERMEDIATE BAND","HA ","HIGH SCHOOL ART"
"2013","030302","ADVANCED BAND","HA ","HIGH SCHOOL ART"
"2013","030303","WIND ENSEMBLE","HA ","HIGH SCHOOL ART"
"2013","030304","JAZZ ENSEMBLE","HA ","HIGH SCHOOL ART"
"2013","030305","STRING ENSEMBLE","HA ","HIGH SCHOOL ART"
```

**Course Grade Restrictions Extract File**

This is an extract file of courses with grade restrictions. This extract file can be created during the EXPORT feature by selecting *Grade Restrictions*.

*EXAMPLE: GradeRestrictions.txt*

```
"Beginning School Session Year","Course Code","Course Name","Grade Code","Grade Description"
"2013","010330","MEAT PROCESSING (1 CREDIT)","09","NINTH"
"2013","010330","MEAT PROCESSING (1 CREDIT)","10","TENTH"
"2013","010330","MEAT PROCESSING (1 CREDIT)","11","ELEVENTH"
"2013","010330","MEAT PROCESSING (1 CREDIT)","12","TWELFTH"
"2013","010390","VETERINARY ASSISTANT (1 CREDIT)","09","NINTH"
"2013","010390","VETERINARY ASSISTANT (1 CREDIT)","10","TENTH"
"2013","010390","VETERINARY ASSISTANT (1 CREDIT)","11","ELEVENTH"
"2013","010390","VETERINARY ASSISTANT (1 CREDIT)","12","TWELFTH"
```

A Course Code Listing is posted on the LDOE INSIGHT Coordinator Portal (under Announcements to the right).

## APPENDIX A - FREQUENTLY ASKED QUESTIONS

| SUBJECT: TIMELINES |
|---|
| **QUESTION:** How often does Curriculum System (CUR) data need to be reported? |
| **RESPONSE:** CUR data should only be reported during the October 1 CLASS data collection period (processing period 2). Curriculum System (CUR) class data must be complete, accurate and error free prior to submitting student data to the Student Information System (SIS) and teacher data to the Profile of Educational Personnel (PEP) system. |
| **SUBJECT: DISTANCE LEARNING** |
| **QUESTION:** We have classes that are coded U14 Course Choice, but have a *No Student Error.* How do I correct this? |
| **RESPONSE**: Remove the *Class records* for the Post-Secondary Institutions from CUR. The Post-Secondary Classes entered do not have a SIS or PEP match and would cause a discrepancy on the *Data Integrity Class Report*. The Post-Secondary information will be identified on the CUR record as Dual Enrollment and also be needed on the STS Student's Transcript record. It is not needed in SIS or PEP.<br><br>The *Class Record* is the link between the three systems: PEP, CUR and SIS. The *Class record* in SIS has the students enrolled in one of the *secondary institutions.* The *Class record* in PEP has the Class that the teacher is assigned to as the *secondary institution*. The *Class record* in CUR should be for the *secondary institution* and not the Post-Secondary Institution |
| **QUESTION:** We have classes that are coded U14 Course Choice, but have an *Orphaned CUR record error.* How do I correct this error? |
| **RESPONSE**: In CUR, show that the courses are being taught at the Post-Secondary site and not at the high school. If classes were previously listed as being taught at the high school, delete the Orphan CUR records for these classes at the high school. |
| **QUESTION:** Our October 1 data reflects students at our high school taking courses provided by a distance learning provider. The students taking these classes do not have class schedule records due to the associated teachers not being reflected in PEP and their classes not being shown in CUR. |
| **RESPONSE**: Use a distance learning code on the CUR Course records for these courses and then submit the class schedules to SIS. Class schedules must be submitted. Using a distance learning code will bypass the teacher requirement |

## APPENDIX B - RECORD LAYOUTS & DATA ELEMENTS

| RECORD LAYOUT: CUR Record (*Type 10)* | | | | | |
|---|---|---|---|---|---|
| Starting Position | Name | Length | Type | Description | Requirement |
| 1 | System Indicator | 3 | X | Must always be "**CUR**" | Required |
| 4 | Class Schedule Record Type | 2 | X | Must always be "**10**" | Required |
| 6 | Beginning of School Session Year (BSSY) | 4 | N | The beginning year of the school session (e.g. 2016 for the 2016-2017 school year) | Required |
| 10 | Sponsor Code | 3 | N | Sponsor (LEA) Code Assigned by LDOE. Sponsor codes must match the submitting Sponsor Code. | Required |
| 13 | Site Code | 6 | N | Code assigned by LDOE.<br>Site Code or School where the students are attending the class. Must be a valid and open site on the Sponsor System (SPS) database<br>Site Codes are not required to be sites within the submitting Sponsor. For example, a Site Code in another LEA can be submitted whenever students are attending classes at those sites. | Required |
| 19 | Class Code | 20 | X | Code assigned by the LEA. Must uniquely identify each class taught at a school/site. | Required |
| 39 | Course Code | 6 | X | State Course Code number assigned by LDOE from the Course Code Table | Required |
| 45 | Class Begin Date | 8 | N | Date on which the class begins. Format is MMDDYYYY | Required |
| 53 | Class End Date | 8 | N | Date on which the class ends. Format is MMDDYYYY | Required |
| 61 | Total Class Time Count | 6 | N | Total number of class time in minutes for the entire year. | Optional |
| 67 | Special Education Classroom Setting Code | 2 | X | Instructional setting of classroom. Applies only to Special Education classes. | Optional |
| 69 | Course Type Code | 2 | X | Code which identifies the type of course. | Required |

| | | | | | |
|---|---|---|---|---|---|
| 71 | Distance Learning Course Type Code | 2 | X | Code identifying the type of Distance Learning Course. Must be blank if not applicable. | Optional |
| 73 | Local Course Name (Transcript Course Name) | 60 | X | Optional description of a local course code used by the LEA. Must be blank if not applicable. | Optional |
| 133 | Local Course Code | 6 | X | Optional code used by the LEA to identify a class | Optional |
| 139 | Class Setting Number | 2 | X | Valid code range 01-99 assigned to each class starting time for a teacher for a given starting semester number. | Required |
| 141 | Starting Semester Number | 1 | N | Semester in which a class starts. Can be 1-4. | Required |
| 142 | Team Teaching Flag | 1 | X | Identifies a course being taught by multiple teachers. Must by "Y" or "N". | Required |

**Total Length = 142** **N – Numeric** (right justified, padded with zeroes) **X – Alphanumeric** (left justified, padded with spaces)

| **DATA ELEMENT:** ***Beginning of School Session Year*** | |
|---|---|
| **LENGTH:** 4 | **FORMAT:** Alphanumeric |
| **DEFINITION:**<br><br>The beginning year of the school session year (e.g. *2016* for the 2016-2017 school year) | |
| **RECORD LAYOUT(S) and POSITION(S):**<br><br>CUR Record, Position 6. | |

| **DATA ELEMENT:** ***Class Begin Date*** | |
|---|---|
| **LENGTH:** 8 | **FORMAT:** Numeric |
| **DEFINITION:**<br><br>Date the class begins.<br><br>It is possible for a class to begin before the start of the regular school session for a site.<br><br>*For example: If a class is off-site, the Class Begin Date could be before the start of the year for the enrolled site of the student.*<br><br>This date is not edited against SPC.<br><br>If SIS Class Schedule Records (110) are already on the SIS database, CUR records are linked to existing SIS Class Schedule Records (110) by Site Code and Class Code. | |
| **RECORD LAYOUT(S) and POSITION(S):**<br><br>CUR Record, Position 45. | |

| **DATA ELEMENT:** ***Class Code*** | |
|---|---|
| **LENGTH:** 20 | **FORMAT:** Alphanumeric |
| **DEFINITION:**<br><br>Uniquely identifies each class taught at a school. Class codes do not have to be unique across the LEA, but must match the *Class Code* on the SIS Class Schedule Record (110) and the PEP Class Schedule (210) record.<br><br>Class Code is a mixture of spaces and printable alpha-numeric characters, left or right justified. Every space is significant. Class Code in CUR must match exactly with the Class Code on the Student Information System (SIS) Class Schedule record and the Profile of Educational Personnel (PEP) records. | |
| **RECORD LAYOUT(S) and POSITION(S):**<br><br>CUR Record, Position 195. | |

| **DATA ELEMENT:** ***Class End Date*** | |
|---|---|
| **LENGTH:** 8 | **FORMAT:** Numeric |
| **DEFINITION:**<br><br>The last day of class or, in other words, the last date students are present. | |
| **RECORD LAYOUT(S) and POSITION(S):**<br><br>CUR Record, Position 53. | |

| **DATA ELEMENT:** ***Class Setting Number*** | |
|---|---|
| **LENGTH:** 2 | **FORMAT:** Numeric |

**DEFINITION:**

A sequential number starting with 01 assigned to each class starting time for a teacher for a given starting semester number. This number should be the same for classes occurring at the same time and semester for a given teacher. When the *Class Code* and *Course Codes* are different but when the students are actually being taught at the same time these codes will allow the classes to be linked together. This code will be used to determine a true class size count even when multiple courses are being taught at the same time by the same teacher. (e.g. A teacher teaches Algebra I and Geometry to two sets of students during the same time slot).

**Valid codes are 01 – 99.**

Note 1: This is a required field and may not be left blank.

Note 2: This code was going to be a single digit called the "period code" but was expanded to 2 digits to accommodate class assignments larger than 9. These situations occur primarily with non-core curriculum like PE and Art teachers which may have shorter periods, so the PE or Art teacher has time with every student. Period code was renamed so as not be confused with a student's "class period" which will not be the same as a teacher's class setting number in more complex rotating, block, or AB type scheduling arrangements.

Note 3: This field is only required for classes occurring simultaneously. Some vendors have reported that it will be easier to number just the simultaneous classes, while others have reported it will be easiest just to number all the classes. Also note, numbers may be skipped if choosing to number each hour of the day a teacher teaches a unique "setting" and some of the periods are open for lunch, free periods, professional development, etc.

**RECORD LAYOUT(S) and POSITION(S):**

CUR Record, Position 139.

| **DATA ELEMENT:** ***Class Schedule Record Type*** | |
|---|---|
| **LENGTH:** 2 | **FORMAT:** Numeric |
| **DEFINITION:**<br><br>CUR Record Type. Must always be “10” | |
| **RECORD LAYOUT(S) and POSITION(S):**<br><br>CUR Record, Position 4. | |

| **DATA ELEMENT:** ***Course Code*** | |
|---|---|
| **LENGTH:** 6 | **FORMAT:** Numeric |
| **DEFINITION:**<br><br>Assigned by LDOE is a valid course from the LDOE Course Code Table. | |
| **RECORD LAYOUT(S) and POSITION(S):**<br><br>CUR Record, Position 39. | |

| **DATA ELEMENT:** ***Course Type Code*** | |
|---|---|
| **LENGTH:** 2 | **FORMAT:** Alphanumeric |

**DEFINITION:**

Code which identifies the type of course.

**RG**—Regular **HR**—
Honors **SE**—Special
Education **GT**—Gifted
**AP**—Advanced Placement **IB**—
International Baccalaureate
**TA**—Talented
**DE**—Dual Enrollment
**DA**—Dual Enrollment / Advance Placement (AP)
**DI**—Dual Enrollment / International Baccalaureate (IB)

Required on every CUR record and must be upper case.

When Course Category is "SPD" must be TA [Talented], GT [Gifted & Talented] or SE [Special Education].

Refer to the current Course Code Listing on the LDOE INSIGHT Coordinator Portal for detail information about all LDOE courses.

**RECORD LAYOUT(S) and POSITION(S):**

CUR Record, Position 69.

| **DATA ELEMENT:** ***Distance Learning Course Type Code*** | |
|---|---|
| **LENGTH:** 2 | **FORMAT:** Alphanumeric |
| **DEFINITION:**<br><br>Code which identifies Distance Learning type courses.<br><br>**1** – Louisiana Virtual School Courses<br>**2** – 8g Satellite Courses<br>**3** – Other Distance Learning<br>**4** – Course Choice<br>**5** – Dropout Recovery Program<br><br>Note: Must be blank for non-distance learning courses. | |
| **RECORD LAYOUT(S) and POSITION(S):**<br><br>CUR Record, Position 71. | |

| **DATA ELEMENT:** ***Local Course Code*** | |
|---|---|
| **LENGTH:** 6 | **FORMAT:** Alphanumeric |
| **DEFINITION:**<br><br>Optional code used by the LEA to identify a class<br><br>This is an optional field and may be left blank. | |
| **RECORD LAYOUT(S) and POSITION(S):**<br><br>CUR Record, Position 133. | |

| **DATA ELEMENT:** ***Local Course Name (Transcript Course Name)*** | |
|---|---|
| **LENGTH:** 6 | **FORMAT:** Alphanumeric |
| **DEFINITION:**<br><br>Optional description used by the LEA to identify a class<br><br>This is an optional field and may be left blank.<br><br>Local Course Code is also known as the Transcript Course Name and should correlate to the STS Transcript Course Name, although there is currently no edit on this field against STS. This field will appear on some class level reports as well as the Curriculum Inquiry web based system. | |
| **RECORD LAYOUT(S) and POSITION(S):**<br><br>CUR Record, Position 73. | |

DATA ELEMENT: *Local Educational Agency (LEA)*

**LENGTH:** 3 | **FORMAT:** Alphanumeric

**DEFINITION:**

LDOE assigned codes that define independent, education departments, or schools. Same as the submitting Sponsor.

| | | | | | |
|---|---|---|---|---|---|
| **001** | Acadia Parish | 058 | Vernon Parish | W1A | JCFA-East |
| **002** | Allen Parish | 059 | Washington Parish | W1B | Advantage Charter Academy |
| **003** | Ascension Parish | 060 | Webster Parish | W1D | JCFA Lafayette |
| **004** | Assumption Parish | 061 | West Baton Rouge Parish | W2B | Willow Charter Academy |
| **005** | Avoyelles Parish | 062 | West Carroll Parish | W31 | Dr Martin Luther King Charter School for Sci/Tech |
| **006** | Beauregard Parish | 063 | West Feliciana Parish | W32 | Joseph A Craig Charter School |
| **007** | Bienville Parish | 064 | Winn Parish | W33 | Lincoln Preparatory School: A TMCF Collegiate Acad |
| **008** | Bossier Parish | 065 | City of Monroe School District | W37 | Greater Grace Charter Academy Inc |
| **009** | Caddo Parish | 066 | City of Bogalusa School District | W3B | Iberville Charter Academy |
| **010** | Calcasieu Parish | 067 | Zachary Community School District | W4A | Delta Charter Group |
| **011** | Caldwell Parish | 068 | City of Baker School District | W4B | Lake Charles College Prep |
| **012** | Cameron Parish | 069 | Central Community School District | W5B | Northeast Claiborne Charter |
| **013** | Catahoula Parish | 101 | Special School District | W6B | Acadiana Renaissance Charter Academy |
| **014** | Claiborne Parish | 300 | New Beginnings Schools Foundation | W7A | Louisiana Key Academy |
| **015** | Concordia Parish | 302 | Louisiana School for Math Science & the Arts | W7B | Lafayette Charter Foundation |
| **016** | DeSoto Parish | 304 | LA Schools for the Deaf and Visually Impaired | W8A | Impact Charter Elementary |
| **017** | East Baton Rouge Parish | 306 | Louisiana Special Education Center | WAG | Louisiana Virtual Charter Academy |
| **018** | East Carroll Parish | 318 | LSU Laboratory School | WAK | Southwest Louisiana Charter Academy |
| **019** | East Feliciana Parish | 319 | Southern University Lab School | WAL | JS Clark Leadership Academy |
| **020** | Evangeline Parish | 321 | New Vision Learning Academy | WAQ | Baton Rouge University Prep Elementary |
| **021** | Franklin Parish | 329 | V. B. Glencoe Charter School | WAU | GEO Prep Academy of Greater Baton Rouge |
| **022** | Grant Parish | 331 | International School of Louisiana | WAV | Democracy Prep Louisiana Charter School |
| **023** | Iberia Parish | 333 | Avoyelles Public Charter School | WAZ | Audubon Charter School |
| **024** | Iberville Parish | 334 | New Orleans Center for Creative Arts | WA7 | Capitol High School |
| **025** | Jackson Parish | 336 | Delhi Charter School | WBA | Einstein Charter School at Village De L'Est |
| **026** | Jefferson Parish | 337 | Belle Chasse Academy, Inc. | WBB | Benjamin Franklin High School |
| **027** | Jefferson Davis Parish | 340 | The MAX Charter School | WBC | Alice M Harte Elementary Charter School |
| **028** | Lafayette Parish | 341 | D'Arbonne Woods Charter School | WBD | Edna Karr High School |
| **029** | Lafourche Parish | 343 | Community School for Apprenticeship Learning, Inc. | WBE | Lusher Charter School |
| **030** | LaSalle Parish | 344 | Voices for International Business & Education | WBF | Eleanor McMain Secondary School |
| **031** | Lincoln Parish | 345 | University View Academy, Inc. (FRM LA Connections) | WBG | Robert Russa Moton Charter School |
| **032** | Livingston Parish | 346 | Lake Charles Charter Academy Foundation, Inc. | WBH | Lake Forest Elementary Charter School |
| **033** | Madison Parish | 347 | Lycee Francais de la Nouvelle-Orleans | WBI | New Orleans Charter Science and Mathematics HS |
| **034** | Morehouse Parish | 348 | New Orleans Military & Maritime Academy | WBJ | ENCORE Academy |
| **035** | Natchitoches Parish | 360 | Educators for Quality Alternatives | WBK | Bricolage Academy |
| **036** | Orleans Parish | 363 | Crescent City Schools | WBL | Wilson Charter School |
| **037** | Ouachita Parish | 364 | Community Leaders Advocating Student Success | WBM | Einstein Charter High School at Sarah Towles Reed |
| **038** | Plaquemines Parish | 368 | Morris Jeff Community School | WBN | Einstein Charter Middle Sch at Sarah Towles Reed |
| **039** | Pointe Coupee Parish | 369 | ReNEW-Reinventing Education Inc. | WBO | Einstein Charter at Sherwood Forest |
| **040** | Rapides Parish | 373 | Arise Academy | WBP | McDonogh 42 Charter School |
| **041** | Red River Parish | 374 | Success Preparatory Academy | WBQ | New Harmony High Institute |
| **042** | Richland Parish | 381 | Akili Academy of New Orleans | WBR | Athlos Academy of Jefferson Parish |
| **043** | Sabine Parish | 382 | Collegiate Academies | WBT | Audobon Charter School-Gentilly |
| **044** | St. Bernard Parish | 385 | New Orleans College Preparatory Academies | WBU | Rosenwald Collegiate Academy |
| **045** | St. Charles Parish | 389 | Pelican Educational Foundation | WBV | Dwight D. Eisenhower Charter School |
| **046** | St. Helena Parish | 390 | Dryades YMCA | WBW | Living School |
| **047** | St. James Parish | 393 | Choice Foundation | WBX | GEO Next Generation High School |
| **048** | St. John the Baptist Parish | 395 | Algiers Charter Schools Association (ACSA) | WBY | Red River Charter School |
| **049** | St. Landry Parish | 396 | Recovery School District-LDE | WBZ | McDonogh 35 Senior High School |
| **050** | St. Martin Parish | 397 | Institute for Academic Excellence | WC2 | Opportunities Academy |
| **051** | St. Mary Parish | 398 | Knowledge is Power Program (KIPP) N.O. | WC3 | IDEA Oscar Dunn |
| **052** | St. Tammany Parish | 399 | FirstLine Schools, Inc. | WJ5 | Collegiate Baton Rouge |
| **053** | Tangipahoa Parish | 3A5 | Better Choice Foundation | WZ8 | GEO Prep Mid-City of Greater Baton Rouge |
| **054** | Tensas Parish | 3AP | Redesign Schools Louisiana, Inc. | | |
| **055** | Terrebonne Parish | 3C1 | Thrive Academy | | |
| **056** | Union Parish | A02 | Office of Juvenile Justice | | |
| 057 | Vermilion Parish | W18 | Noble Minds | | |

**RECORD LAYOUT(S) and POSITION(S):** CUR Record, Position 10

| **DATA ELEMENT:** *Site Code* | |
|---|---|
| **LENGTH:** 6 | **FORMAT:** Alphanumeric |
| **DEFINITION:**<br><br>Code assigned by LDOE. The Site Code or School where the students are attending the class.<br><br>Must be a valid and open site on the Sponsor System (SPS) database<br><br>If Distance Learning Code is 04[Course Choice], the Site Code must be for a valid Course Choice provider. | |
| **RECORD LAYOUT(S) and POSITION(S):**<br><br>CUR Record, Position 13. | |

| **DATA ELEMENT:** ***Special Education Classroom Setting Code*** | |
|---|---|
| **LENGTH:** 2 | **FORMAT:** Alphanumeric |

**DEFINITION:**

Instructional setting of a Special Education Classroom.

Required when Course Type is SE [Special Education].

Optional field when Course Type is TA [Talented] or GT [Gifted & Talented].

**1** – Adapted Physical Education
**2** – Combination Classroom
**4** – Itinerant Resource
**5** – Resource Center (Gifted or Talented)
**6** – Resource Room
**07** – Self-Contained
**08** – Speech Therapy
**9** – Self-Contained Departmentalized
**10** – Regular Education with Supplementary Aids / Services
**11** – Hospital/Homebound-Itinerant
**12** – Hospital–One Site
**13** – Pre-School Intervention-in Home
**14** – Pre-School Intervention-in School/Center
**15** – Infant/Toddler-Center Based
**16** – Infant/Toddler-Natural Environment

**RECORD LAYOUT(S) and POSITION(S):**

CUR Record, Position 67.

| **DATA ELEMENT:** ***Starting Semester Number*** | |
|---|---|
| **LENGTH:** 1 | **FORMAT:** Numeric |
| **DEFINITION:**<br><br>Semester during which a class starts. If the school year is broken into more than one semester and the class spans more than one semester, enter the semester when the class starts. | |
| **RECORD LAYOUT(S) and POSITION(S):**<br><br>Basic Calendar (Type 10), Position 121 | |

| **DATA ELEMENT:** ***System Indicator*** | |
|---|---|
| **LENGTH:** 3 | **FORMAT:** Alphanumeric |
| **DEFINITION:**<br><br>The name of the System. Must always be "**CUR**" | |
| **RECORD LAYOUT(S) and POSITION(S):**<br><br>CUR Record, Position 4 | |

| **DATA ELEMENT:** ***Team Teaching Flag*** | |
|---|---|
| **LENGTH:** 1 | **FORMAT:** Alphanumeric |
| **DEFINITION:**<br><br>Identifies a course as being taught by multiple teachers. Must be "Y" or " N". | |
| **RECORD LAYOUT(S) and POSITION(S):**<br><br>CUR Record, Position 142 | |

| **DATA ELEMENT:** ***Total Class Time Count*** | |
|---|---|
| **LENGTH:** 6 | **FORMAT:** Numeric |
| **DEFINITION:**<br><br>Total number of minutes of class time for the entire year.<br><br>Cannot be greater than 480 minutes (Class End Date – Class Begin Date + 1)<br><br>Can be “000000” for some classes.<br><br>For Special Education Services where the time between the teacher and student varies from one student to the next, enter zero minutes (“000000”). | |
| **RECORD LAYOUT(S) and POSITION(S):**<br><br>CUR Record, Position 61 | |

## APPENDIX C – ERROR CODES & MESSAGES

The following error code definitions describe error messages that may be received after processing data for the Curriculum (CUR) System. These messages are designed to facilitate the correction of errors before data are resubmitted.

| ERROR CODE | ERROR MESSAGE | CAUSE | SOLUTION |
|---|---|---|---|
| **001** | **RECORD LENGTH IS INCORRECT** | Each record must be 138 characters long | Update the records in error. Pad with blanks if needed. |
| **002** | **SYSTEM INDICATOR IS INCORRECT. MUST BE "CUR"** | The System Indicator on the record is not "CUR". | Update the *System Indicator* field to "CUR" on each record. |
| **003** | **RECORD TYPE IS INCORRECT. MUST BE "10"** | The Record Type on the record is not "10". | Update the *Record Type* field to "10" on each record. |
| **004** | **BEGINNING SCHOOL SESSION YEAR IS INCORRECT.** | Beginning School Session Year must be a four-digit year corresponding to the year in which the school session begins. | Correct the *Beginning School Session Year* field. |
| **005** | **SPONSOR CODE IS INCORRECT** | Sponsor Code must be the submitting Sponsor. | Correct the *Sponsor Code* field. |
| **006** | **SITE CODE IS INCORRECT** | Site Code must be a valid and open LDOE assigned Site Code. | Verify the *Site Cod*e one ach CUR record. Change the *Site Code* to a valid code from the Sponsor Site System (SPC) |
| **007** | **CLASS CODE IS BLANK** | Class Code cannot be blank Class Code in CUR must match exactly with the Class Code on the SIS and PEP records. | *Class Code* in CUR must match exactly with the Class Code on the SIS and PEP records. |

| ERROR CODE | ERROR MESSAGE | CAUSE | SOLUTION |
|---|---|---|---|
| **008** | **CODE IS INCORRECT** | Course Code is not a valid LDOE-assigned course code. | Correct the *Course Code* field. |
| **009** | **CLASS BEGIN DATE IS INCORRECT** | Class Begin Date is not a valid date | Date must be in MMDDYYYY format. |
| **010** | **CLASS BEGIN DATE INCORRECT BASED ON SIS** | Class Begin Date is greater than or equal to a student's Exit Date in SIS, which student has exited on or before the Oct 1 MFP date. | Make sure *Class Begin Date* is less than the *Exit Date*. |
| **011** | **CLASS END DATE IS INCORRECT** | Class End Date must be a valid date | Date must be in MMDDYYYY format |
| **012** | **CLASS END DATE < CLASS BEGIN DATE** | Class End Date is less than Class Begin Date. | Change the *Class End Date* or *Class Begin Date* so the Class End Date is greater than the Class Begin Date. |
| **013** | **CLASS END DATE INCORRECT BASED ON PEP** | Class End Date is less than a teacher's Employment Begin Date. | Change the Class End Date so it is less than teacher's Employment Begin Date |
| **014** | **TOTAL CLASS TIME COUNT IS INCORRECT** | Total Class Time Count is the number of minutes for the entire year | Total Class Time Count must be a number equal to or greater than zero and less than or equal to [(Class End Date-Class Begin Date+1) * 480]. |
| **015** | **DOES NOT AGREE WITH BEGIN AND END DATES** | Total Class Time Count must be less than or equal to[(Class End Date – Class Begin Date + 1) * 480] | Correct the Total Class time using the above formula. |

| ERROR CODE | ERROR MESSAGE | CAUSE | SOLUTION |
|---|---|---|---|
| **016** | **PLACEMENT SETTING CODE IS INCORRECT** | SPED Education Placement Setting Code must be a valid setting code or blank if not a Special Education Course | Make sure that the class is Special Education Course (*Course Type Code* = SE) or that the field is blank for non-Special Education courses. |
| **017** | **COURSE TYPE IS INCORRECT** | Course Type Code must be RG, HR, SE, GT, AP, IB, or TA. | Change *Course Type Code* to a valid code. |
| **018** | **INCORRECT BASED ON PLACEMENT SETTING CODE** | When Special Education Classroom Setting Code exists, Course Type Code must be TA, GT, or SE. | Change *Course Type Code* to TA, GT, or SE or remove the *Special Education Classroom Setting Code* from the record. |
| **019** | **DISTANCE LEARNING CODE IS INCORRECT** | Distance Learning Course Type Code must be a valid code (01, 02, 03, 04, or 05) | Correct the *Distance Learning Code.* |
| **020** | **INCORRECT USE OF AP COURSE TYPE CODE** | Course Code is not eligible to be classified as AP. | Either remove the AP *Course Type Code* or change *Course Code* to one that is eligible to be an AP course. |
| **021** | **COURSE TYPE CODE MUST BE AP** | Course Code is an AP-only classified course. | Either add the AP *Course Type Code* or change *Course Code* to one that is not an AP-only classified course. |
| **022** | **CLASS END DATE IS INCORRECT BASED ON SIS** | Class End Date is less than Entry Date on SIS. | Correct the *Class End Date* to be greater than Entry Date on SIS. |

| ERROR CODE | ERROR MESSAGE | CAUSE | SOLUTION |
|---|---|---|---|
| **023** | **SPONSOR OF SITE CODE NOT = TO USER SPONSOR** | Except for LEA series 200 and 400, only sites from the LEA's sponsor may be loaded to CUR | If students are taking a course in another LEA, use the class and site code the other LEA has defined for the class. |
| **024** | **CLASS BEGIN DT IS LESS THAN 7/1 OF SCHOOL SESSION** | Classes should not be created that begin prior to 7/1 of current year, even if the class is part of a "year round" school. | Verify the correct year is being sent. If the class belongs to a "year round" school, start the class no earlier than 7/1 of current school year. |
| **025** | **CLASS END DT IS GREATER THAN 7/1 OF SCHOOL SESSION +1** | Classes should not be created that end after 7/1 of current year +1--even if the class is part of a "year round" school. | Verify the correct year is being sent. If the class belongs to a "year round" school, end the class no later than 6/30 of current school year +1. |
| **026** | **CLASS SETTING NUMBER IS INCORRECT** | Class Setting Number was blank or did not fall within the range of 01 – 99. | Correct the *Class Setting number.* |
| **027** | **STARTING SEMESTER NUMBER IS INCORRECT** | Starting Semester Number was blank or did not fall within the range of 1 – 4. | *Starting Semester Number* is required for files starting in 2010-2011. Make sure to send a starting semester number for the CUR record and that the value being sent is 1, 2, 3 or 4. |
| **028** | **TEAM TEACHING MUST = Y OR N** | Team Teaching Flag was blank or was not = Y or N | Correct the *Team Teaching Flag*. |
| **029** | **DISTANCE LEARNING 04 REQUIRED FOR THIS SITE** | Distance Learning Course Type Code="04" is required for this Course Choice Provider site. | Correct the *Distance Learning Course Type Code.* |

| ERROR CODE | ERROR MESSAGE | CAUSE | SOLUTION |
|---|---|---|---|
| **030** | **DISTANCE LEARNING 04 NOT ALLOWED FOR THIS SITE** | Distance Learning Course Type Code="04" is only allowed for Course Choice Provider sites. | Correct the *Distance Learning Course Type Code.* |
| **031** | **DISTANCE LEARNING 05 REQUIRED FOR THIS SITE** | Distance Learning Course Type Code="05" is required for this Dropout Recovery Program site. | Correct the *Distance Learning Course Type Code*. |
| **032** | **DISTANCE LEARNING 05 NOT ALLOWED FOR THIS SITE** | Distance Learning Course Type Code="05" is only allowed for Dropout Recovery Program sites. | Correct the *Distance Learning Course Type Code.* |
| **998** | **MFPDATES TABLE ENTRY MISSING** | A date entry needs to be in the MFPDATES Table for the LEA. | Contact the LDOE Data Management at SystemSupport@la.gov |
| **999** | **DATABASE IO ERROR** | Problem exists in the CUR Database | Contact the LDOE Data Management at SystemSupport@la.gov |

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