

# **ODE EMIS MANUAL**

## **Section 4.2: Course Master (CN) Record**



**Version 5.0**  
June 13, 2017

## REVISION HISTORY

The revision history sections of the EMIS Manual provide a means for readers to easily navigate to the places where updates have occurred. Significant changes and updates are indicated through red text for additions and strike throughs for deletions. Minor changes—such as typos, formatting, and grammar corrections or updates—are not marked.

Version	Date	Effective Date (FY & Data Set)	Change #	Description
<u>5.0</u>	<u>6/13/17</u>	<u>FY17</u>	<u>42095</u>	<u>Added instructions for reporting Location IRN for preschool courses.</u>
4.0	6/17/16	FY16L	37330	Added Delivery Method CP.
4.0	6/17/16	FY16L	35175	College Credit Plus reporting instructions added.
4.0	6/17/16	FY16		Added Coming Changes section.
3.0	9/28/15	FY15L		Updated language to reflect shift from reporting periods to FY15 reporting.
3.0	9/28/15	FY15L	1063	Added VM Curriculum Code.
2.0	6/12/15	FY14K	937	Deleted references to 999370-General Education for preschool; replaced such references with 999270-Preschool General Education.
2.0	6/12/15	FY14K	1010	Removed references to unit funding.

## COMING CHANGES

The coming changes sections of the EMIS Manual provide a means to share with the field currently known information about upcoming changes. The final details of these changes have not all been determined at this time, however, those currently known are included here. Once all relevant details of the change(s) are known, the main text of the EMIS Manual section will be updated and the change(s) will be removed from this list.

*At this time, there are no additional FY17 EMIS changes known to impact the Course Master (CN) Record.*

Change #	Change Description

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## 4.2 COURSE MASTER (CN) RECORD

### ***Required Collection Requests***

The Course Master (CN) Record is to be reported for the Initial and Final Staff/Course Collections.

### ***General Guidelines***

A separate Course Master (CN) Record is required to be reported for each course being taught. Even if two or more subjects (i.e., reading and math) are taught by the same teacher to the same group of students, a separate Course Master (CN) Record is required to be reported for each subject taught (i.e., one record is submitted for reading and one for math).

The individual reported as the teacher of record for a course must be reported with at least one Staff Employment (CK) Record with position code 230 (Teacher), 108 (Principal Assignment), or 109 (Superintendent Assignment) with the appropriate teaching assignment area. For courses taught via Delivery Method CC, OL, or ET that are also Educational Options (YS), or a Delivery Method of IM, a position code of 202 (Counselor Assignment) may be reported as the teacher of record.

Preschool courses continue to be reported as self-contained courses. Therefore, only report one Course Master (CN) Record for each self-contained preschool class.

With the exception of postsecondary courses, it is necessary to associate a teacher or staff member with each course. Therefore a Staff Course (CU) Record is required for each course being taught.

During the Initial and Final Staff/Student (L) Collections, submit Student Course (GN), Staff Course (CU), and Course Master (CN) Records for all courses, including:

- Year-long courses (i.e., courses offered for the entire school year), and
- Any other courses offered during the school year, such as courses offered during the second semester only or courses that span five or six week periods.

Note that summer school courses are not reported to EMIS.

***Team Teaching.*** In a team teaching situation (more than one teacher teaching a course) create a single Course Master (CN) Record for the course in question. Create a Staff Course (CU) Record for *each* teacher.

***Supplemental Instruction Provided by a Remedial Specialist or a Tutor.*** The Position Code Element is reported with a 204 or 208 in this situation. If the tutor is providing supplemental instruction (teacher is not considered the “teacher of record” and does not assign the grade for the course), then no Course Master (CN) Record is required to be reported for the supplemental instruction.

***Educational Service Centers.*** ESCs, with the exception of preschool course data, are not required to report a Course Master (CN) Record for courses taught to students by staff employed by ESCs. It is the responsibility of the resident/educating district contracting with the ESC for a staff member to teach a course to report a Course Master (CN) Record for the contracted staff member.

**Contracted Staff.** When a resident/educating district is contracting with an ESC or another EMIS-reporting entity for a staff member to teach a course, the resident/educating district is responsible for reporting a Staff Course (CU) and a Course Master (CN) Record for each contracted staff member teaching a course.

**Exception to ESC Reporting Course Master.** In most cases, the ESC or other EMIS-reporting entity does not report a Course Master (CN) Record for the course being taught for the resident/educating district. However, if an ESC is providing preschool special education instruction or is allocated state funds for an Early Childhood Education program (formerly state funded Public Preschool), then the ESC (or other EMIS-reporting entity) is required to report a Staff Course (CU) and a Course Master (CN) Record for the preschool special education teacher and/or regular preschool teacher. The ESC is also required to report Student Course (GN) Records for the students enrolled in preschool special education. This is to ensure that preschool special education funding flows accurately.

**Reporting Course Master (CN) Records – Preschool Courses**

Preschool courses are to be reported as self-contained courses. Do not report a separate Course Master (CN) Record for each subject (i.e., reading, math, writing, etc.) the students are taking. The following self-contained course code options are valid for reporting on the Course Master (CN) Record. See Section 4.7 Subject Codes for a complete description of the courses.

180050	Early Education (Ages 0-2)
180108	Preschool: preschool program in a self-contained classroom, this includes course related to ECE, Federal Head Start, and other local programs.
180280	Title I Preschool: A preschool program funded with Title I funds.
196095	Early Education of the Handicapped (for children below 6)

**Preschool Special Education Courses.** A center-based preschool special education class is to be reported with a 196095 in the Subject Code Element and a D8 or DP in the Student Population Element. All students scheduled into the class are to be scheduled with the local classroom code that matches the value reported on the Staff Course (CU) Record for the special education teacher. The following students may also be scheduled into a class with a subject code of 196095.

- A regular or typically-developing peer in the same class as preschoolers with disabilities. These children are taught by the preschool special education teacher and are scheduled with the same local classroom code of the preschool special education teacher found on that staff member’s Staff Course (CU) Record.

Do not report course records for a preschool special education teacher who only provides itinerant services (and is not also teaching a center-based class) to students.

For itinerant teachers, only a Staff Demographic (CI) and a Staff Employment (CK) Record are required to be reported.

**Exceptions to Reporting Staff Course and Course Master for Itinerant Teachers.** If a teacher provides preschool itinerant services and also teaches a center-based special education preschool class (also known as a ‘combination teacher’), then it is necessary to report a Staff Course (CU) and Course

Master (CN) Record for the center-based class which he/she is teaching. However, only those students who are receiving center-based services are to be scheduled into the class. A student who is receiving only itinerant services (and not receiving preschool special education center-based services) is not to be scheduled into the center-based class.

ESCs that provide preschool special education instruction are required to report a Staff Course (CU) and Course Master (CN) Record.

**Regular Preschool Courses.** A teacher who is teaching a regular preschool class (non-special ed class) is reported with a position code of 230 and an assignment area of 999270 Preschool General Education. He/she is to have one Staff Course (CU) Record attached to each preschool Course Master class he/she is teaching. The Subject Code Element is to be reported with the appropriate “180xxx” code, and the Student Population Element is reported as “PR”. See Section 4.7 for descriptions of the 180xxx preschool subject codes.

It is possible that a preschool teacher may be teaching two separate preschool courses such as a special education course in the AM and an Early Childhood Education course in the PM. In this case, two Staff Course (CU) and two Course Master (CN) Records, one with “196095” and one with “180108”, are to be reported in the Subject Code Element. Two Staff Employment (CK) Records are to be reported, each with position code 230. One record will have assignment area 999270 Preschool General Education and the other will have assignment area 999412 Preschool Special Education.

**Reporting the Location IRN.** A Location IRN is required to be completed for all preschool courses reported. Report the IRN where the course is being taught. For example, if the Early Childhood Education Course is taught at a Head Start or Community Action Organization, report the IRN of the Head Start or Community Action Organization. For a complete list of IRNs, please check the Ohio Educational Directory System (OEDS) on ODE’s website.

### **Reporting Course Master (CN) Records – Kindergarten**

A separate Course Master (CN) Record is required to be submitted for each course/subject taught to kindergarten students. This includes reporting a separate record for each subject/course taught to the same group of students. Each Course Master (CN) Record reported for a kindergarten course is to be reported with the appropriate Curriculum, Delivery Method, Educational Option, and Student Population Element options.

### **Reporting Course Master (CN) Records – Grades 1-12**

A separate Course Master (CN) Record is required to be submitted for each course. This includes reporting a separate record for each course which is taught to the same group of students.

#### **Example 1.**

##### **Teaching several courses to the same group of students**

If a teacher is teaching seven courses to the same group of students, then seven Course Master (CN) Records, each with a unique local classroom code, are to be reported, each with a matching Staff Course (CU) Record for that teacher, one record for each course.

**Regular Instruction.** Regular education courses for students in grades 1-12 are reported with the Student Population Element option as “RG”. These are courses that are primarily designed to provide regular instruction to a group of students. Postsecondary courses are reported as “PS” or “PI” in the Curriculum Element.

**Students with Disabilities.** Courses primarily designed for students with disability conditions require a separate Course Master (CN) Record to be reported for each course. The appropriate option is to be reported in the Subject Code Element (see Section 4.7 for a complete list of options). Report the “SE” or “SP” option in the Student Population Element only for courses that were primarily designed for students with disabilities or if the majority of the students are students with disabilities.

A Course Master (CN) Record is not required to be reported when a student with a disability condition is either pulled out of the regular classroom to receive special education services or is receiving supplemental instruction within the regular classroom (i.e., tutoring, speech and language therapy, etc.). This includes services provided by staff reported with the “212 – Supplemental Service Teaching Assignment (special education)” option in the Position Code Element. Only position code 230 with assignment area 999414 can be used to report a “teacher of record” for students with a disability condition.

**Gifted Students.** Gifted courses taught to gifted students in grades K-12 are required to be reported separately. A Course Master (CN) Record is required for each subject in which the student receives instruction. If a student receives seven subjects, then a unique local classroom code is required to be reported on each Course Master (CN) Record for each of the seven courses.

Report a “Gx” option for the Student Population Element only for courses that were primarily designed for gifted students and the instructor is credentialed in gifted education. However, if the course is a regular education course or is taught by a teacher who is not credentialed in gifted education, then report the “RG” option in the Student Population Element and if appropriate report the applicable 205xxx program(s) for the served gifted students.

If the Gifted Intervention Specialist is the “teacher of record” for the gifted course, report one Course Master (CN) Record for each course. Report one of the “Gx” gifted options in the Student Population Element. However, no Course Master (CN) Record is required for a Gifted Intervention Specialist who provides supplemental gifted programs and services to students. In the case of supplemental instruction, report the applicable 206xxx program code(s) with the Employee ID of the Gifted Intervention Specialist for the served gifted students.

A Course Master (CN) Record is required to be reported with the appropriate subject code and “GA” gifted option in the Student Population Element for education in the arts delivered by a trained arts instructor. These include gifted students who are receiving instruction or participating in activities that are directed by a teacher or visiting instructor trained in the arts areas of dance, visual arts, drama/theater, or music.

### **Reporting Course Master (CN) Records - Home Instruction**

**Students Without Disabilities.** A student without disabilities receiving home instruction from a tutor is reported as though he/she is scheduled into his/her courses at school. He/she should be reported in his/her regular classes, or the normal course he/she would be taking if he/she was physically in school and

a Delivery Method Element option of “HI” would not be reported. A separate Course Master (CN) Record is not reported.

***Students With Disabilities.*** A student with a disability receiving home instruction is to be reported with a Delivery Method Element option of “HI”, a Student Population Element option of “SE” or “SP,” and the appropriate subject code in the Subject Code Element of the Course Master (CN) Record connected to the Staff Course (CU) Record for the special education teacher. In general, this refers to students who are individually served at their place of residence by a special education teacher. A “teacher of record” is to be reported with a position code of 230 with assignment area 999414.

### ***Students with Disabilities – Basic Living Skills***

There are subject codes that identify courses for severely handicapped students who require instruction in basic living skills. For these students, report the Student Population Element option as “SE” or “SP” and the appropriate “196xxx” subject code for the Subject Code Element of the Course Master.

### ***Reporting Course Master (CN) Records – Educational Options***

Educational options include courses that are taught for credit toward graduation through the use of an educational option delivery method (i.e., correspondence courses/on-line learning, interactive distance learning, educational travel, independent study, etc.).

If the course will be offered for credit toward graduation and delivered through an educational option delivery method, report a Course Master (CN) Record with the appropriate options in the Subject Code, Curriculum, Delivery Method, and Student Population Elements. The Educational Option Element would always be reported as “YS”. A credentialed staff member at the district identified as the “teacher of record” is to be identified for these courses. This individual is responsible for reviewing the instructional plan, providing or supervising instruction, and evaluating student performance. The district must report a Staff Course (CU) and associated Course Master (CN) Record with a credentialed staff member at the district identified as the “teacher of record”. The teacher located at the remote site should *not* be reported to EMIS.

An instructional plan that is based on individual student needs must be developed and should include the following:

- instructional objectives that align with the local district’s curriculum requirements
- an outline that specifies instructional activities, materials, and learning environments
- a description of the criteria and methods for assessing student performance

Credit for approved educational options shall be assigned according to student performance relative to stated objectives of the educational option and in accordance with local board policy and established procedures.

### ***Reporting Course Master (CN) Records – Technology Courses***

The Ohio technology academic content standards address a broad range of technology experiences with application in computer and multimedia literacy, information literacy, and technological literacy in order to provide a fully articulated program of technology study that enables students to achieve the No Child Left Behind 8th Grade Technology Literacy Goal.



Computer and Multimedia Literacy (29xxxx subject codes) includes the ability to appropriately use hardware, software applications, multimedia tools, and other electronic technology. It harnesses the use of educational technology tools for productivity, communication, research, and problem-solving. Instruction is most effective when integrated with curricular components of other academic content areas.

Information Literacy (20xxxx subject codes) is the acquisition, interpretation, and dissemination of information. Information literacy focuses on effective methods for locating, evaluating, using, and generating information. Technology-based information literacy skills encompass the use of library resources, the Internet, and other electronic information sources for research and knowledge building. Instruction is most effective when integrated with curricular components of other academic content areas.

Technological Literacy (10xxxx subject codes) addresses the abilities needed to participate in a technological world. It is the intersection of mathematics, science, and technology. It specifies unique knowledge, devices, and capabilities used to solve problems. It identifies career connections between technology and the world of work. Technological literacy includes technology education and pre-engineering concepts.

***Reporting Course Master (CN) Records - Educational Service Personnel (ESP)***

Report a Course Master (CN) Record with the appropriate 02XXXX, 08XXXX, or 12XXXX option in the Subject Code Element for art, music, and PE courses taught in grades 9-12. The Position Code Element on the Staff Employment Record is to be reported with the 230 option for these ESP personnel teaching in grades 9-12. Student Course (GN) Records for students enrolled in these classes in grades 9-12 are required to be reported.

A Course Master is required to be reported with the appropriate art, music, or PE subject code for courses taught in grades K-8. ODE does not require that districts enroll K-8 students in art, music, or PE courses unless their specific software packages require students to be enrolled. If a teacher is hired to meet the ESP ratio requirement and meets the criteria listed above, then report the teacher with position code 230 in the Position Code Element and the appropriate assignment area code, indicating the subject he/she teaches:

- 999050 Art Education - K-8
- 999570 Music Education - K-8
- 999418 Physical Education - K-8

For additional information about ESP staff members see the Educational Service Personnel section of the Staff Employment (CK) Record.

***Course Master Data Elements***

The following portion of this section discusses each of the data elements within the Course Master (CN) Record. The elements are organized alphabetically.

 ***Course Level Element***

Record Field Number	CN080
Definition	The level of the course.

**Valid Options**

- \* Not applicable
- 1 I
- 2 II
- 3 III
- 4 IV
- 5 V
- 6 Advanced course
- 7 Intervention

**Reporting Instructions.** Generally, districts are going to report the “\*” option for most courses.

Options “1” through “7” provide distinctions between courses that have identical course codes as defined by the Department and/or are usually taken in a series and are prerequisites for one another. Course levels will most likely be used only for the foreign language courses; however, districts may choose to report course levels for local purposes.

Course levels are no longer required for all CTE courses; however, districts may choose to report course levels for CTE courses at a local level.

Course level designations are not to be used to distinguish between groups of students in the same grade level taking the same subjects.

 **Course End Date Element**

Record Field Number	CN290
Definition	Last scheduled day of a course.

**Valid Options**

- CCYYMMDD Year, Month, Day (value must be within current fiscal year: July 1 - June 30)

**Reporting Instructions.** Reported dates must be valid dates (i.e., reporting 20150132 would cause a Course Master (CN) Record to fatal) and must be within the current fiscal year (20140701 to 20150630 for FY15).

For course master dates, the ending date of the school calendar period may be used for courses that span all the weeks of the calendar period even if the last actual day of the specific course is before the final day of the calendar period. For example, a course that meets on Tuesdays during a semester that ends on a Friday may use the Friday date in the Course End Date Element even though the last class session was three days prior. If, however, the Tuesday-only course had ended a week earlier (10 days before the end of the semester), the actual end date would be used, since the course did not span all weeks of the semester.

For courses spanning beyond this school year, report the last day of school for the course end date (CN290). For example, a course that spans from 9/17/10 to 10/19/11 should be reported with a course master in FY11 with course end date of the last day of school. The FY12 Course Master (CN) Record would be reported having a course end date of 10/19/11.

 **Course Start Date Element**

Record Field Number	CN280
Definition	First scheduled day of a course.

**Valid Options**

CCYYMMDD      Year, Month, Day (value must be within current fiscal year: July 1 - June 30)

**Reporting Instructions.** Reported dates must be valid dates (i.e., reporting 20150132 would cause a Course Master (CN) Record to fatal) and must be within the current fiscal year (20140701 to 20150630 for FY15).

For course master dates, the starting date of the school calendar period may be used for courses that span all the weeks of the calendar period even if the first day of the specific course is after the first day of the calendar period. For example, a course that meets on Tuesdays during a semester that starts on a Monday may use the Monday date in the Course Start Date Element even though the first class session was the next day. If, however, the Tuesday-only course had started a week later (8 days after the start of the semester), the actual start date would be used, since the course did not span all weeks of the semester.

For courses that started in a prior school year, use the first day of school of the current school year as the course start date (CN280). For example, a course that spans from 9/17/10 to 10/19/11 should be reported with a course master in FY11 with a start date of 9/17/10. The FY12 Course Master (CN) Record would be reported having a start date of the first day school.

 **Credit Flexibility Element**

Record Field Number	CN350
Definition	Identifies whether the course is customized and developed in collaboration with school officials within the scope of the district board-approved credit flexibility policy that provides opportunities for students to earn credits in non-traditional ways.

**Valid Options**

N      No, the course is not a Credit Flexibility Course (default)  
 R      Yes, the course is a Credit Flexibility Course used for credit recovery work  
 Y      Yes, the course is a Credit Flexibility Course not used for credit recovery work

**Reporting Instructions.** Credit recovery refers to making up credits that a student was not successful in earning in a prior attempt(s). For more detailed information on Credit Flexibility, search for “Credit Flexibility” on [www.education.ohio.gov](http://www.education.ohio.gov).

 **CTE College Credit Element**

Record Field Number	CN300
Definition	Indicates if a career-technical course provides an opportunity for students to earn college credit.

**Valid Options**

N      No, the course is not a CTE College Credit Course (default)  
 Y      Yes, the course is a CTE College Credit Course

**Reporting Instructions.** This element is only reported with a non-default value for Career Technical courses that meet the definition of this element and some type of formal agreement exists between the district and the college that indicates the course is eligible for college credit (e.g., dual/concurrent enrollment, articulated credit, Career-Technical Credit Transfer (CT2)). The value in this element will be used in the calculation of one of the performance measures for CTE programs related to courses that earn both high school and college credit.

 **Curriculum Element**

Record Field Number	CN310
Definition	The curriculum source/model/program for a specific course.

**Valid Options**

- AP     Advanced Placement**  
Used to designate a class that follows the current Advanced Placement syllabus.
- IA     International Baccalaureate AB INITO**
- IH     International Baccalaureate Higher Level**
- IS     International Baccalaureate Standard Level**
- OC     Expert Contracted from Outside Company/Organization for Credit Flex**  
Course is taught by a content area expert who is employed by an outside company or organization that is providing the instructor under contract or memorandum of understanding to a school district as part of a Personalized Learning Experience under a Student Credit Flexibility Plan.
- OT     Curriculum Not Specifically Covered By Another Option**
- PI     Postsecondary Instructor**  
Course is taught by a college or university faculty member who is not directly employed by the school district for the teaching of the course and the course is not being funded through the College Credit Plus program.
- PS     College Credit Plus (CCP)**
- VA     Career Technical Education Applied Academic**  
Used to designate a class as a high school academic class that is integral to the career field workforce development program and which only enrolls students who are enrolled in a career field workforce development program (VC, VN, VP or VT).

With a few exceptions, this curriculum value can be reported with most high school mathematics (11xxxx), science (13xxxx), English/language arts (05xxxx) and social studies (15xxxx) courses.

Below is a list of high school courses which should not have this curriculum value reported as they do not qualify for funding. These courses are remedial/intervention in nature. These courses are to prepare students to retake test(s) or to take high school level courses.

- 050014 – Intervention English
- 050119 – Intervention Reading

- 111950 – Intervention Mathematics
- 110190 – Transition to High School Mathematics
- 132900 – Intervention Science
- 150400 – Intervention Social Studies

This curriculum value is NOT TO BE USED for Career Based Intervention (CBI) academic courses.

For purposes of weighted career-technical funding, the length of scheduled instruction of these classes may not exceed 54% of a career field workforce development program.

- VB Career Technical Education Applied Academic Advanced Placement**  
Used to designate a Career Technical Education Applied Academic class that follows the current Advanced Placement syllabus.
- VC Career Technical Education Cooperative Program Anchor**  
Establishes a class as an anchor class. Anchor classes define the class that will be used to determine program enrollment either as an independent class or for a set of connected classes. Use this code with cooperative programs only. Cooperative programs are those requiring all students to be involved in PAID work-site based instruction. A teacher may teach more than one anchor class IF individual classes are taught with separate and generally unique student enrollment. All VC classes MUST be connected with at least one V3 class in the Career-Technical Education Correlated Class Record.
- VM Career Technical Education Middle Grade Course**  
Establishes a class as a middle grade Career-Technical Education class. Middle grade CTE courses are 30-120 hour introductory level courses linked to business, industry, and labor that ensure a seamless pathway from middle school to college and careers. CTE middle grade courses may be offered for any pathway with an approved CTE-26 on file. VM courses do not count towards a student's CTE concentrator status and students in VM courses are not subject to CTE technical testing. See the CTE Program Matrix for a complete list of Subject Codes that may be used in conjunction with the VM Curriculum Code.
- VN Career Technical Education Non-Cooperative Based Anchor**  
Establishes a class as an anchor class. Anchor classes define the class that will be used to determine program enrollment either as an independent class or for a set of connected classes. Use this code with all non-cooperative based programs (i.e., all students are not involved in paid work-site based instruction). A teacher may teach more than one anchor class if individual classes are taught with separate and generally unique student enrollment.
- VO Career Technical Education Not Specifically Covered by Another CTE Option**  
Instruction designed specifically to serve CTE students. A career-technical program that cannot be described by one of the other Vx curriculum values. This curriculum does not qualify for career-technical weighted funding.

- VP Career Technical Education Tech Prep Cooperative Program Anchor**  
 Establishes a class as an anchor class. Anchor classes define the class that will be used to determine program enrollment either as an independent class or for a set of connected classes. Use this code with cooperative tech prep programs only. Cooperative programs are those requiring all students to be involved in PAID work-site based instruction. A teacher may teach more than one anchor class if individual classes are taught with separate and generally unique student enrollment. All VP classes **MUST** be connected with at least one V3 class in the Career-Technical Education Correlated Class Record.
- VT Career Technical Education Tech Prep Non-Cooperative Based Anchor**  
 Establishes a class as Tech Prep. This curriculum value defines the anchor class that will be used to determine Tech Prep program enrollment either as an independent class or for a set of connected classes. Tech Prep is a high school and college career path linked to business, industry and labor that ensures a specified seamless pathway from high school to college to careers meeting Ohio’s technological employment needs.

Only those students in a State approved Tech Prep Program (reported as a VT curriculum value will be counted toward Tech Prep Enrollment and be included in Tech Prep Accountability.
- V3 Career Technical Education Related/Correlated**  
 Designates a class as a career-technical education course. Use with all career-technical classes not identified as an anchor class (see VC, VN, VP or VT). Must be connected with an anchor class (VC, VN, VP or VT) in the Career-Technical Education Correlated Class Records. This curriculum type is used for career field workforce development courses when part of a career field workforce development program and for academic courses when a part of a Career Based Intervention (CBI) program. The curriculum value is also used to designate GRADS (090194, 090193, or 090192) instructional support time.
- V9 Career Technical Education Contract Program**  
 Used to designate a career-technical program that is contracted to a source outside the school district’s realm. Limited availability - must be approved.

**International Baccalaureate Curriculum Values.** These curriculum values are for use with subject codes based on the International Baccalaureate curriculum published by the International Baccalaureate Organization ([www.ibo.org](http://www.ibo.org)). As such, they should only be reported by schools approved by IBO.

See Section 4.7 Subject Codes for a full list of International Baccalaureate Subject Codes (32xxxx). The following Curriculum Element options may only be used with Subject Codes in the 32xxxx series.

- IS International Baccalaureate Standard Level
- IH International Baccalaureate Higher Level
- IA International Baccalaureate AB INITO (Used only with IB Second Language Codes)

**☀ Delivery Method Element**

Record Field Number	CN320
Definition	Identifies the means by which instruction is provided/communicated to the student(s) in the course.

**Valid Options**

- CC Correspondence Course**  
Instruction between a pupil and an instructor by mail.
- CI Computer as Instructor**  
Instruction provided by a computer with no instruction of any kind provided by a teacher, either in person or from a remote location. Any teacher monitoring a student in this course would not be involved in adapting or modifying lessons and/or clarifying subject content. A teacher monitoring a student receiving instruction via this delivery method may assign the grade for the course provided the assignments and/or evaluations are scored by the computer program.
- CP Career Tech College Credit Plus Course**  
Instruction delivered at district with instructor provided by the college/university or with district’s own instructor.
- ET Educational Travel**  
An educational activity involving travel in accordance with local board policy under the direction of a person approved by the board and parent.
- FF Face To Face Classroom Instruction**  
Instruction where the teacher and students are face to face in the same physical location.
- HI Home Instruction**  
Instruction at a student’s residence delivered by a school staff member.
- ID Interactive Distance Learning**  
Instruction where the course is provided via interactive video with a teacher at a remote site.
- IS Independent Study**  
An educational activity involving advanced or in-depth work by an individual pupil under the direction of a certified member of the school staff.
- IM Internship/Mentorship**  
Obtaining credit via use of a formalized agreement working under the direction of a third party mentor/artisan with oversight provided by a credentialed educator.
- OL Online**  
Instruction between a pupil and an instructor by electronic media other than interactive video.
- TO Test Out**  
Earning credit by examination(s) under a Credit Flexibility plan.
- OT Other Delivery Method Not Specifically Covered By Another Option**

**Reporting Instructions.** When reporting TO-Test Out, the Credit Flexibility element must be reported with an option other than ‘N’.

 **Educational Option Element**

Record Field Number	CN330
Definition	Identifies the Educational Option status for a course per Ohio Administrative Code 3301-35-06 (G).

**Valid Options**

- NO Not an Educational Option Course
- YS Course is an Educational Option Course

 **High School Credit Element**

Record Field Number	CN200
Definition	The amount of high school credit allowed for the course.

**Valid Options**

0.00 – 9.99

**Reporting Instructions.** Report for courses offered for high school credit, whether at the middle or high school level.

This is a three-digit field allowing for two decimal places. Report the amount of credit to be allowed for the given course, for example, 1.00 or 0.50.

 **Language Used in Teaching Course Element**

Record Field Number	CN220
Definition	The language(s) used by the teacher when presenting to students.

**Valid Options**

- E English
- N Native language only
- B English & native language

**Reporting Instructions.** “Native language” refers to the native language of the student(s), not the teacher.

 **Length of Scheduled Instruction Element**

Record Field Number	CN100
Definition	Hours per year that a teacher spends in instruction for the course/subject.

**Valid Options**

0000 – 1260

**Reporting Instructions.** Calculate the number of hours per school year that the teacher instructs on the subject/course reported on this record.

A full year course (Semester Code Element of “3”) may not exceed 1,260 hours. A course offered on a semester basis (Semester Code Element of “1” or “2”) may not exceed 630 hours.



Report the amount of time an elementary music, art, and/or PE teacher spends in a building.

The time scheduled in labs for non-career-technical courses such as chemistry should be included.

The minimum length for a non-Credit Flexibility course is 9 hours; only a Credit Flexibility course can be less than 9 hours.

 **Local Classroom Code Element**

Record Field Number	CN060
Definition	The code used by the local school district that uniquely identifies a specific classroom (i.e., period and section) within a district.

**Valid Options**

Alphanumeric code

**Reporting Instructions.** A classroom is defined per period and building for K-12 courses. The local classroom code is completely defined by the resident/educating district. A student scheduled into a class/course is to be reported with the same local classroom code on his/her Student Course (GN) Record as the local classroom code reported on his/her teacher’s Staff Course (CU) Record and the Course Master (CN) Record for that course.

If a coding system does not exist at a building or district, the resident/educating district is responsible for creating a code that uniquely identifies each classroom. A resident/educating district may create the local classroom code using any method. However, this code is only a unique identifier of specific classes within a district. When this information reaches ODE, it only differentiates one body (classroom) of students from another. ODE will not extract period, section, building, course, or teacher from this element. Such information is obtained from other elements reported on the Staff Course (CU) and Course Master (CN) Records.

The local classroom code must refer to the same class in the Initial and Final Staff/Course (L) Collections.

If a classroom is eliminated during the year, then no other classroom can use this unique identifier for the Final Staff/Course (L) Collection.

New local classroom codes may be reported during the Final Staff/Course (L) Collection to identify classes added after the Initial Staff/Course (L) Collection.

Local classroom codes can be changed for succeeding school years.

 **Location IRN Element**

Record Field Number	CN110
Definition	The IRN of building where the course is held.

**Valid Options**

Six-digit IRN  
999999

**Reporting Instructions.** In general, the IRN of the physical location where the course is being held is to be reported. The following examples illustrate cases that may deviate from the general case.

**College Credit Plus Courses.** For a College Credit Plus (CCP) course, report the IRN of the post-secondary institution that is giving credit for the course.

For information on Post-Secondary Institution IRNs, search for the institution in OEDS-R on the ODE website.

**Joint Vocational School District Satellite Courses.** For JVSD satellite course, the location IRN is used for funding purposes; therefore, when a JVSD reports a satellite course, the JVSD will always use the location IRN corresponding to the location where the course is being held.

**Preschool Courses.** For all preschool courses report the IRN of the physical location of the course, even if the physical location is in another district building, ESC, or private entity.

**Rental or “Borrowed” Space.** In the case where an EMIS-reporting entity rents or “borrows” space from another organization (such as another district, ESC, or private entity) to house a course taught by its own staff, the EMIS-reporting entity would use the IRN for one of its own buildings (or its district IRN) as the location IRN on the Course Master.

For example, if a high school holds a course in a neighboring office complex, then the course master for this course would use the high school building’s IRN as the Location IRN. Likewise, if district A rents or borrows space in a building in district B for a course for A’s students, then district A would report the course as taking place in one of their own buildings (this could include the district’s IRN as a location IRN).

**Student Attending Courses at non-EMIS Entity.** If a district sends a student to attend a course in a space that cannot be considered as the district’s space and the staff teaching the course is provided by a non-EMIS reporting entity, the district should report 999999 in the Location IRN Element. This is the only time that 999999 can be reported in the Location IRN Element.

 **Semester Code Element**

Record Field Number	CN090
Definition	The length of time, in weeks or semesters, that the course is taught.

**Valid Options**

- 1 1st semester only
- 2 2nd semester only
- 3 All year
- 4 12 weeks
- 5 9 weeks
- 6 6 weeks
- 8 Other

**Reporting Instructions.** For Credit Flexibility courses, report accordingly per the Credit Flexibility Plan for the student, otherwise use ‘8’.

**☀ Student Population Element**

Record Field Number	CN340
Definition	Identifies the attributes of the group of students for which the course is intended.

**Valid Options**

- DP Preschool Special Education Hearing/Visual**  
Center-based course for preschool students with disabilities, structured to specifically instruct students with hearing and/or visual impairments.
- D8 Preschool Special Education**  
Center-based course for preschool students with disabilities.
- GA Gifted Education In Arts Delivered By Trained Arts Instructor K-12**  
Course specifically for students identified as gifted and related to the gifted identification arts areas of dance, visual arts, drama/theater, and/or music.
- GE Gifted Education K-12**  
Course specifically for students identified as gifted and with a Gifted Intervention Specialist as the teacher of record.
- PR Preschool General Education**  
Center-based course for preschool students without disabilities.
- RG Regular/General Students K-12**  
No specific student attributes reflected in the other options for this element apply to the group of students intended to take this course.
- SE Special Education K-12**  
Course specifically for students with disabilities.
- SP Special Education K-12 Hearing/Visual**  
Course specifically for students with disabilities, structured to specifically instruct students with hearing and/or visual impairments.

**☀ Subject Area for Credit Element**

Record Field Number	CN210
Definition	The subject for courses offered in which high school credit toward graduation is being applied, whether at middle school or high school level.

**Valid Options**

- \*\*\* Not applicable – course does not qualify for high school credit toward graduation.
- BUS Business
- CTA Career-Technical
- ENG English
- FAR Fine Arts (including dance, drama, music and visual arts)
- FLR Foreign Language
- HEC Family and Consumer Sciences (non-career-technical)
- HTH Health
- JTC JROTC - Junior Reserve Officer Training Corps

- MTA Mathematics - Algebra II or Equivalent units
- MTO Mathematics units Other than Algebra II or Equivalent
- PHE Physical Education
- SOG Social Studies- American Government units
- SOH Social Studies- American History units
- SOO Social Studies units Other than American History & Government
- SCA Science - Advanced Science units
- SCL Science - Life Science units
- SCO Science units Other than Physical, Life, or Advanced Science
- SCP Science - Physical Science units
- TEC Technology Education/Computer Science
- ELE Elective – Option reported for courses that are not aligned with the academic content standards and for which credit toward meeting legislated graduation requirements is awarded. These courses may be included in district programs and can be used toward elective graduation requirements based on local district determination.

**Reporting Instructions.** Report the most specific option that would apply. For example, if a student takes a business course as an elective report the ‘BUS’ option instead of the ‘ELE’ option since the ‘BUS’ option is more specific.

 **Subject Code Element**

Record Field Number	CN050
Definition	The subject of the course being reported.

**Valid Options**

Valid six-character code

**Reporting Instructions.** A complete list of subject code options and descriptions is found in Section 4.7 Subject Codes.

There is no requirement that the subject codes used in student scheduling software be the same as the subject codes provided by Section 4.7. However, a crosswalk should be available by the software vendors to map the district-defined codes to the codes in Section 4.7 before data submission to the designated ITCs.

If a course being offered at the district does not exactly match one of the options found in Section 4.7, select the code that represents the subject definition most closely related to the course offered at the district. Not every subject title will fit precisely into the list found in Section 4.7; therefore the best match should be used.

Academic subject codes that may be reported for career-technical instruction include mathematics, English/language arts, science and social studies. Courses must be integral to the workforce development career-technical program (excluding foundation courses), limited to courses enrolling workforce development students only, and in compliance with the state academic standards for the grade level.

In general, if a special education student is placed by the school district in an employment situation for high school credit, then this employment is required to be supervised by the work/study coordinator. The subject code on the Course Master (CN) Record and the assignment area on the Staff Employment (CK) Record must reflect this. If the staff member providing employment supervision as part of the course of study for the student with a disability condition is the special education classroom teacher, then report the “300010 – Career Exploration” option in the Subject Code Element and option “SE” or “SP” for the Student Population Element.

***Defining a Unique Record***

Each EMIS record has specific fields that must be unique on each row of data reported to ODE. For the Course Master (CN) Record, the following field must be unique.

Required Fields	Number
Local Classroom Code	CN060

## 4.2 COURSE MASTER (CN) RECORD FILE LAYOUT

Number	Position	Name	PIC/Size
	1-8	Filler	PIC 9(8)
CN010	9-10	Sort Type	PIC X(2)
		Always "CN"	
	11	Filler	PIC X
CN020	12-15	Fiscal Year, e.g., 2010 (CCYY)	PIC X(4)
CN030	16	Data Set	PIC X
		L – Staff/Course	
CN040	17-22	District IRN	PIC X(6)
CN050	23-28	Subject Code	PIC X(6)
CN060	29-48	Local Classroom Code	PIC X(20)
	49-57	Filler	PIC X(9)
CN080	58	Course Level	PIC X
CN090	59	Semester Code	PIC X
CN100	60-63	Length of Scheduled Instruction	PIC 9(4)
CN110	64-69	Location IRN Number	PIC X(6)
	70-72	Filler	PIC X(3)
	73-78	Filler	PIC X(6)
	79-93	Filler	PIC X(15)
CN200	94-96	High School Credit	PIC 9V99
CN210	97-99	Subject Area for Credit	PIC X(3)
CN220	100	Language Used in Teaching Course	PIC X
	102	Filler	PIC X(2)
	103	Filler	PIC X
	104-109	Filler	PIC X(6)
CN280	110-117	Course Start Date CCYYMMDD	PIC 9(8)
CN290	118-125	Course End Date CCYYMMDD	PIC 9(8)
CN300	126	CTE College Credit	PIC X(1)
CN310	127-128	Curriculum	PIC X(2)
CN320	129-130	Delivery Method	PIC X(2)
CN330	131-132	Educational Option	PIC X(2)
CN340	133-134	Student Population	PIC X(2)
CN350	135	Credit Flexibility Code	PIC X