

# **Level 2 Report Explanation: Teacher Licensure Course Status Report**

This document replaces the Course Invalid Certification Report Explanation and the HQT Report Explanation. The purpose of this report explanation is to assist EMIS Coordinators in reviewing the Teacher Licensure Course Status Report.



Revised: December 19, 2017

## REVISION HISTORY

The revisions to this document are listed in the table below.

<b>Date</b>	<b>Description</b>
12/19/17	Expanded the Error Detection and Correction section.
12/19/17	Provided definitions for more report fields.
12/19/17	Added Result Code TL0010.
11/17/17	Updated report explanation to reflect change from Invalid Cert Report and HQT Report to new combined Teacher Licensure Course Status Report.

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## FUNCTION AND PURPOSE

This report replaces the Course Invalid Certification Report and the HQT Report. The Teacher Licensure Course (TLC) Status Report displays *all* Course Master (CN) Records reported and whether the staff member assigned is validly credentialed to teach the course. This report also displays whether core courses meet HQT. The purpose of this report explanation is to assist EMIS Coordinators in reviewing the Teacher Licensure Course Status Report.

All courses reported to EMIS will appear on the TLC Status Report. Each row is classified as Fatal, Critical, Warning, or Informational. Fatal rows are those in which the teacher is not properly certified to teach the course. In these instances, the HQT Flag is also set to N. Result codes and descriptions and severity code explanations are included later in this report explanation.

Districts should report data that accurately reflect what is occurring in a building/district. These data are and can be used for a variety of reasons. For instance, these data are currently used for state report cards, as well as certain funding at both the state and federal levels. These data are also used within ODE to evaluate current programs and processes and to guide the creation of new programs and processes.

If this report explanation—in concert with the EMIS Manual—does not answer your questions or help you to resolve your issues with the TLC Status Report, then the normal path to getting help with EMIS reporting should be followed. The first point of contact should be the EMIS coordinator, followed by the Information Technology Center (who will contact the EMIS helpdesk when necessary), and finally ODE EMIS directly.

The sections below list the data that appears on this report, the data calculated for this report, and information regarding the processing of the TLC Status Report.

## PROCESS DESCRIPTION

The Student Course (GN) Records for each course are aggregated by State Equivalent Grade Level (FD090) and Disability Condition (FD130). A disability type indicator code is set for each course based on the aggregate disability conditions for the students in the course.

Course Master (CN) Records and Staff Course (CU) Records are used to identify which staff member is assigned to each course.

For each course, data regarding the teacher's currently valid credentials is extracted from the CORE database and compared with the course data (Staff Course (CU), Student Course (GN), and Course Master (CN) Records), and the student data (Student Attributes–Effective Date (FD) Record) to determine whether the staff member is appropriately credentialed to teach the subject matter, the student population, and the grade level(s) of the students scheduled into the course.

If the report shows a match between the course information, the staff information, and the ODE certification data, then the teacher is properly credentialed to teach the course and the Proper Certification Flag is set to Y. If no match occurs, then the teacher is not properly credentialed to teach the course and the Proper Certification Flag is set to N.

## TEACHER EVALUATED

Where there is only one teacher reported for a course, that is the teacher who will appear on the TLC Status Report. Where there is more than one teacher reported for a course, a determination must be made of which teacher to consider.

The amount of time the teacher was with the course is considered first. If one teacher has a greater percentage of time with the course than any other, then that is the teacher who will appear. If there are multiple teachers that match the greatest percentage of time with the course, the report will list the first one found with a proper cert flag of Y. If in this case no teacher is found with a proper cert flag of Y, then the first teacher found for the course will appear on the report.

## REPORT

### COLLECTIONS AND RECORDS

The data for the TLC Status Report is taken from the Initial Staff/Course (L), Beginning of Year Student (S), SOES Beginning of Year Student (S), Midyear Student (S), and SOES End of Year Student (S) Collections. Data from the following records appear on or are used for the TLC Status Report.

- Contractor Staff Employment (CJ) Record
- Course Master (CN) Record
- Grade Schedule (DL) Record
- Staff Course (CU) Record
- Staff Demographic (CI) Record
- Staff Employment (CK) Record
- Student Attributes–Effective Date (FD) Record
- Student Course (GN) Record

The credential information used for this report is taken from the CORE database. This information is available to you through the CORE Educator Profile. Organization type is taken from the Ohio Educational Directory System (OEDS). From these records and sources, the following data is used in processing and creating the TLC Status Report.

*Table 1. Submitted Data Used in Creating the TLC Status Report*

Element Name	Record Field #	Record/Source
Building Name		OEDS
Course End Date	CN290	Course Master Record
Course Enrollment End Date	GN170	Student Course Record
Course Enrollment Start Date	GN160	Student Course Record
Course Start Date	CN280	Course Master Record
Curriculum Code	CN310	Course Master Record
Delivery Method	CN320	Course Master Record
Disability Condition	FD130	Student Attributes-Effective Date Record
Education Level	CI100	Staff Demographic Record
Educational Option	CN330	Course Master Record
Employee ID	CI050	Staff Demographic Record
First Day of School	DL080	Grade Schedule Record
First Name	CI290	Staff Demographic Record
Highly Qualified Teacher	CU100	Staff Course Record
Last Day of School	DL090	Grade Schedule Record

Element Name	Record Field #	Record/Source
Last Name	CI310	Staff Demographic Record
Local Classroom Code	CN060	Course Master Record
	CU060	Staff Course Record
	GN080	Student Course Record
Location IRN	CN110	Course Master Record
Middle Name	CI300	Staff Demographic Record
Staff Course End Date	CU080	Staff Course Record
Staff Course Start Date	CU070	Staff Course Record
State Equivalent Grade Level	FD090	Student Attributes-Effective Date Record
Student Population	CN340	Course Master Record
Subject Code	CN050	Course Master Record
Type of Appointment	CK150	Staff Employment Record

## LAYOUT AND FIELDS

The TLC Status Report is a Level 2 Report in the Data Collector. The report name is (TLCS-001) *Teacher Licensure Course Status*. As with other Level 2 reports, it is possible to view the entire report or portions of the report by Severity Code. The reports are sorted by Severity Code, Location IRN, Last Name, First Name, Subject Code, and then Local Classroom Code. The Severity Code order is Fatal, Critical, Warning, and then Informational.

Collection Request / Report Name	LEA	Fatal	Critical	Warn	Info	Total	Category
▼ Initial Staff and Course Collection (FY18) (2018L1STR)							
(TLCS-001) Teacher Licensure Course Status	Liberty Center_000222	0	1	6	141	148	Staff
<a href="#">Generate a single.zip file for all reports</a>   <a href="#">Export report information to a .csv file</a>							

Given the number of fields appearing on this report, a complete picture is not provided in this report explanation. Only the first 15 columns appear in the table below; however, all fields are listed out below the table, with explanations or definitions provided as warranted.

Rpt Dest IRN	Loc IRN	Location Name	Severity Code	Subject Code	Subject Descr	Tchr State ID	Last Name	First Name	Middle Name	Local Classrm Code	Result Code	Result Code Descr	Proper Cert Flag	HQT Flag
123456	123456	Hogwarts	I	199999	Potions	HW1234567	Snap	Severus	Riddle	0987ZYX6W	TL0005	Course	Y	Y

**RPT DEST IRN (Report Destination IRN).** This is the IRN to which the report has been sent.

**LOC IRN (Location IRN).** This is the building in which the course is located.

**LOCATION NAME.** This is the name of the building in which the course is located.

**SEVERITY CODE.** Every row on the report will be assigned a Severity Code. The codes and their descriptions are as follows.

Severity	Description
F	Fatal
C	Critical
W	Warning
I	Informational

**SUBJECT CODE.** The currently valid subject codes can be found in EMIS Manual Section 4.7.

**SUBJECT DESCR (Subject Description).** The subject descriptions can be found in EMIS Manual Section 4.7.

**TCHR STATE ID (Teacher State ID).**

**LAST NAME.**

**FIRST NAME.**

**MIDDLE NAME.**

**LOCAL CLASSRM CODE.** Each course in a district must have a unique Local Classroom Code. Be sure the same code is entered the same way on the Course Master (CN), Staff Course (CU), and Student Course (GN) Records.

**RESULT CODE.** Every row on the report will be assigned a Result Code.

**RESULT CODE DESCR (Result Code Description).** The Result Code Descriptions indicate why the Proper Cert Flag has been set to either “Y” or “N”. These Descriptions also indicate why the HQT Flag has been set to “Y” or “N” or left blank.

Result Code	Result Code Description	Severity Code
TL0001	Course is Properly Certified and course is HQT (HQT Flag set to Y)	I
TL0002	Course is Properly Certified and HQT reported/calculated as Not a Core Course or Not Evaluated (I) (HQT Flag set to blank)	I
TL0003	Course is Properly Certified and HQT reported as Not HQT (N) (HQT Flag set to N)	W
TL0004	Course is Properly Certified but incorrectly reported as Not a Core Course or Not Evaluated (I) (HQT Flag set to N)	C
TL0005	Course is Not Properly Certified as no students scheduled into the course (HQT Flag set to N)	C
TL0006	Course is Not Properly Certified as no current valid credential or incorrect student population (HQT Flag set to N)	F
TL0007	Course is Not Properly Certified as substitute credential is not valid as the teacher of record in a traditional district (HQT Flag set to N)	F
TL0008	Course is Not Properly Certified as Org IRNs are not matching (HQT Flag set to N)	F
TL0009	Course is Not Properly Certified as students enrolled are outside the grade range for the relevant credential (HQT Flag set to N)	F
TL0010	Course is Not Properly Certified as no Staff Course Record reported (HQT Flag set to N)	F

**PROPER CERT FLAG.** This is a Yes/No flag that indicates whether a teacher is properly credentialed for the subject of the course, the ages of the students in the course, and the student population in the course.

**HQT FLAG.** This is a Yes/No flag that indicates whether a teacher of a core course meets the Highly Qualified Teacher definition. The HQT Flag is set based on the Calculated HQT Code. If the Calculated HQT Code is “N”, then the HQT Flag will be “N”. If the Calculated HQT Code is “I”, then the HQT Flag will not be set. If the Calculated HQT Code is “1”–“9”, then the HQT Flag will be “Y”. This flag indicates whether the course meets HQT. Note that this flag is not set for non-core courses and core courses that are not evaluated.

**CALC HQT CODE (Calculated HQT Code).** In most instances, the Calculated HQT Code will match the Reported HQT Code. However, there are some instances where these two codes will not match. The Calculated HQT is what will be included in any measures.

When a district reports an “I” for a core course that should be evaluated for HQT, the Calculated HQT Code will be “N”.

When the district reports something other than an “I” for a course that is not evaluated for HQT, the Calculated HQT Code will be “I”.

**CALC HQT IRN (Calculated HQT IRN).** In most cases this will match the Reported HQT IRN. However, in some instances it will not.

If the HQT IRN has been reported as “\*\*\*\*\*”, then the Calculated HQT IRN will be set to match the Location IRN on the Course Master (CN) Record.

If the HQT IRN is not a valid public school (if, for example, the HQT IRN reported is that of a university), then the Calculated HQT IRN will be set to match the Location IRN on the Course Master (CN) Record.

**LEA IRN.** The IRN of the district reporting the course.

**CRCULM CODE (Curriculum Code).** See EMIS Manual Section 4.2 Course Master (CN) Record for a list of these codes with their descriptions.

**DLVR METHOD CODE (Delivery Method Code).** See EMIS Manual Section 4.2 Course Master (CN) Record for a list of these codes with their descriptions.

**EDUC OPTION CODE (Educational Option Code).** See EMIS Manual Section 4.2 Course Master (CN) Record for a list of these codes with their descriptions.

**STDNT POP CODE (Student Population Code).** See EMIS Manual Section 4.2 Course Master (CN) Record for a list of these codes with their descriptions.

**STDNT COUNT (Student Count).** There is one column for each grade level, from prekindergarten through grade 23. This is simply a sum of students enrolled in the course by their reported state equivalent grade level.

**DISAB STDNT COUNT (Disabled Student Count).** This is the total number of students enrolled in the course who currently have a disability condition.

**TOTAL DISAB PCT (Total Disabled Percentage).** This is the percent of students enrolled in the course who have a disability condition.

**CRED COURSE DISAB IND CODE (Credential Course Disability Type Indicator Code).** This code indicates the percentage of students with disabilities who are enrolled in the class.

**CRED COURSE DISAB IND DESCR (Credential Course Disability Type Indicator Description).** The following table indicates the Disability Type Indicator that is derived from the Student Population element and a count of students registered for the course by the disability condition from the data reported in the Student Attributes–Effective Date (FD) Record.



Disability Type Indicator	Description
A	Student Population of DP or SP. More than 50% of the students in the course must have a disability condition. Of these students, more than 50% must have a disability condition of 1 (Multiple Disabilities-Other than Deaf-Blind), 2 (Deaf-Blindness), or 3 (Deafness-Hearing Impaired); can be all 3s or some combination of these three disability conditions. For Student Population, the Check Type Code (see below) is S.
B	Student Population of DP or SP. More than 50% of the students in the course must have a disability condition. Of these students, more than 50% must have a disability condition of 1 (Multiple Disabilities-Other than Deaf-Blind), 2 (Deaf-Blindness), or 4 (Visual Impairments); can be all 4s or some combination of these three disability conditions. For Student Population, the Check Type Code (see below) is S.
C	Student Population of D8 or SE. More than 50% of the students enrolled in the course must have a disability condition, and the course cannot fit into codes A or B. For Student Population, the Check Type Code (see below) is S.
D	Student Population of DP, D8, SE, or SP. 50% or fewer of the students enrolled in the course have a disability condition. For Student Population, the Check Type Code (see below) is R.
E	Student Population of GA or GE. For Student Population, the Check Type Code (see below) is S.
Z	Student Population of PR or RG. For Student Population, the Check Type Code (see below) is R.

**RPTD HQT CODE (Reported HQT Code).** This is the option (N or 1-9) reported by the district for this teacher for this course. See the HQT Toolkit on the Department’s website for information on the definition of a Highly Qualified Teacher. See EMIS Manual Section 4.3 Staff Course (CU) Record for information on reporting the Highly Qualified Teacher Element.

**RPTD HQT IRN (Reported HQT IRN).** This is the HQT IRN as reported by the district and indicates the building or district where the course will be included for HQT calculations. See EMIS Manual Section 4.3 Staff Course (CU) Record for information on how to report this IRN.

**CHECK TYPE CODE.** Before the TLC Status Report process can be run, one of five check type codes must be added to each Course Master (CN) Record. To determine which check type code applies to a particular course, the Educational Option, the Student Population, the Delivery Method, and the Curriculum Code are considered.

Once it is determined which type of check is required for the course, one of the following five codes is added to the Course Master (CN) Record and the TLC Status process is run.

Check Type	Description
A	Any Cert Check. This applies, for instance, to courses that are reported with a “Y” for Educational Option. As any credentialed teacher is valid for such a course, the check type for these courses is “A”.
C	Community School Check. Community school teachers are first evaluated with the checks for regular public districts. If these checks produce an “N” for the Proper Cert Flag, then the course is marked as a check type of “C” and the community school checks are run (generally, any credentialed teacher—including a long-term substitute—can validly teach a course).
N	No Check Required. This code is used when no certification check is required. Examples of courses that would be check type “N” are those with a Curriculum Code of OC, PI, or PS.
R	Regular Check. This check type makes up the majority of the checks. These are courses that, for example, are not educational options, are not taught to special student populations, are taught face to face, and have curriculum code(s) such as AP, IA, or OT.

Check Type	Description
S	Special Situation Check. This check type is used for courses with Student Populations of DP, D8, GA, GE, SE, or SP that are not educational options.

**PRVDR IRN (Provider IRN).** In contracted staff situations, this is the IRN of the EMIS-reporting entity from which the staff member has been contracted. In all other instances, this IRN will appear as “\*\*\*\*\*”. See EMIS Manual Section 4.3 Staff Course (CU) Record for information on reporting this IRN. See EMIS Manual Section 3.2 Reporting Contracted Staff for information on reporting contracted staff.

**ERR SEV NUM (Error Severity Number).** This value is for technical purposes only and does not have an impact on any report values. It is used for separating data into different severity counts.

## ERROR DETECTION AND CORRECTION

If courses are being marked with an Proper Cert Flag of N and you do not think they should be (or a flag of Y when you think it should be N) there could be a coding error. Things to check include:

- ✓ Check the subject code (course) being taught. Is the subject code reported the one most closely aligned with the content of the course?
- ✓ Are the Type of Appointment and Education Level entered correctly?
- ✓ Does the Employee ID begin with a Z? The letter Z is appended to the Employee ID when there is no matching ID in the CORE database. For ZIDs, we cannot connect a teacher to a credential and therefore the course will be marked with a Proper Cert Flag of N.
- ✓ Are the Student Population, Delivery Method, Educational Option, and Curriculum Code all reported correctly?
- ✓ Are students enrolled in the course? If the report shows no students in the course, then the Proper Cert Flag is set to N.
- ✓ Is the staff person licensed to teach the grade levels of the students enrolled in the course? More than 50% of the students in the class must fall within the grade levels on the teacher’s credential.
- ✓ Is the correct Grade Level entered for students enrolled in the course? The TLC Status Report looks to the most recent FD Record for both the Disability Condition and the State Equivalent Grade Level for each student.
- ✓ Does the teacher have the correct teaching field on their credential to teach the course? The Certification and Licensure Search and the Certification and Licensure Dictionary are both resources that can be used to determine which teaching fields can properly teach each subject code. (Use the search box on any ODE webpage to find either the Search or the Dictionary.)
- ✓ Does the teacher hold only a substitute credential? Except in community schools, substitute credentials are never appropriate for the teacher of record. In community schools, long-term substitute licenses are appropriate for general education courses. Special education courses must be taught by appropriately licensed teachers. Short-term substitute licenses are never valid.
- ✓ If the teacher has a license in CORE, is it currently valid or is it expired? Is the relevant teaching field currently valid or is it expired? Is there a “Valid In” IRN on the license and if there is, does it match the reporting IRN?