Kansas Course Code Management System (KCCMS) 2012-2013
Import File Specifications (From Districts to KSDE)
Detail Record Layout (Pipe-Delimited File)

Detail Record Layout (KCCMS Import File)					
Field Ref#	**Field Name**	**Required /Optional**	**Maximum Length**	**Format Details**	**Comments/Values**
C1	Organization Identification Number	Required	5	Alphanumeric	For **Public School Districts**, the unique number that has been assigned to the district by the state. Example: D0437 For **Private Schools**, the unique number that has been assigned to the school by the state. Example: 8565
C2	Local Subject Area	Required	100	Alphanumeric	The general content area under which this course would fall, as designated by the school district. Example: MATH
C3	Local Subject Area Code	Required	2	Alphanumeric.	The code assigned to the subject by the local district. Example: 03
C4	Local Course Identifier	Required	50	Alphanumeric.	The identifier designated by the local district for the course. Example: Algebra I or 1234
C5	Local Course Title	Required	100	Alphanumeric.	The title designated by the local district for the course. Example: Introduction to Algebra
C6	Local Course Descriptor	Required	2000	Alphanumeric.	The description provided by the local district for the course. **Carriage returns and linefeeds should not be included in the value and will cause errors if included.**
C7	Course Level	Required	1	Alphanumeric.	The level associated with the course offered. Valid values are: **B** = Basic/Remedial – A course focusing primarily on skills development, including literacy in language, mathematics, and the physical and social sciences. These courses typically meet the state's or district's expectations of scope and difficulty for mastery of the content. **G** = General – A course providing instruction in a given subject area that focuses primarily on general concepts appropriate for the grade level. General courses typically meet the state's or district's expectations of scope and difficulty for mastery of the content. **E** = Enriched/Advanced – A course that augments the content and/or rigor of a general course, but does not carry an honors designation. **H** = Honors – An advanced level course designed for students who have earned honors status according to educational requirements. These courses typically include additional content not found in general courses, and are formally designated as honors courses. **X** = No specified level for rigor. The notion of "rigor" may not be appropriate for some courses at the elementary or middle school levels; survey or interest courses that expose students to a variety of subjects are examples.
C8	Credits	Optional	4	Numeric	The number of credits a student earns for completing the course. Valid range: 0.00 – 9.99 Example: 1.00

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Field Ref#	**Field Name**	**Required /Optional**	**Maximum Length**	**Format Details**	**Comments/Values**
C9	Sequence	Optional	1	Numeric	The Sequence field combined with "C10, Sequence Total" describes the manner in which school systems may "break up" increasingly difficult or more complex course information. The sequence represents the part of the total. Valid range: 1-9
C10	Sequence Total	Optional	1	Numeric	The total number of classes offered in a series of classes. See "C9" Sequence. Valid range: 1-9
C11	Grade Level	Optional	2	Alphanumeric	The grade level or primary instructional level of a course in a school or an educational institution during a given academic session. Valid values are: 00 = Special Education Infant/Toddler 01 = 3-Yr-Old Preschooler 02 = 4-Yr-Old Preschooler 03 = 5-Yr-Old Preschooler 04 = Four-Year-Old At-Risk 05 = Kindergarten 06 = First Grade 07 = Second Grade 08 = Third Grade 09 = Fourth Grade 10 = Fifth Grade 11 = Sixth Grade 12 = Seventh Grade 13 = Eighth Grade 14 = Ninth Grade 15 = Tenth Grade 16 = Eleventh Grade 17 = Twelfth Grade Note: For M = Self-contained Multi Grade classrooms (C13 Delivery Type), the grade level to select would be for the lowest grade.
C12	Targeted Program	Required	1	Alpha	This is an indicator that the course is funded specifically for the benefit of the subgroup indicated (e.g. SPED, ESOL) and the majority of students in the course are members of the subgroup. In some instances, other students may also participate in the course. Valid values are: **G** = General, the default value, means this course is not funded by any program **S** = Special Education **E** = ESOL **M** = Migrant **A** = At-Risk

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C13	Delivery Type	Required	1	Alpha	The primary mode of delivery used for the course. Valid values are: **V** = Virtual – The course is taken online with a single student or with other students. **D** = Distance Learning – The course is by a teacher on record is in a classroom but the student(s) are in a different classroom (e.g. Channel 1 on T.V. IDL = Inter-Active Distance Learning). **G** = General, The default value for secondary schools, The course is taught by a teacher who is in a classroom with students. **M** = Self-contained Multi Grade, This course is taught to more than one grade level (e.g. 2nd and 3rd grades or 4th and 5th grades). **S** = Self-contained Single Grade, This course is taught to only one grade level (e.g. 1st Grade or 4th grade).
C14	College/Career	Optional	1	Alpha	An indicator of whether the course is approved by the state for CTE credit or dual credit. CTE program/pathways are organized around specific knowledge and skills and based on a group of occupations. They are a coherent, articulated sequence of rigorous academic and career related courses, commencing in eighth or ninth grade and leading to an associate degree, an industry-recognized certificate or licensure, and/or a baccalaureate degree. Valid values are: **N** = Not dual credit. The default value **D** = Dual credit (college/high school) **T** = CTE NOT part of an approved Program or Pathway. **R** = CTE dual credit course NOT part of an approved Program or Pathway. **F** = CTE credit in an approved and funded program/pathway for which a student receives only high school credit **X** =CTE credit in an approved but unfunded program/pathway for which a student receives only high school credit **C** = CTE credit in an approved and funded program/pathway for which a student receives college credit **L** = CTE Credit NOT funded in an approved program/pathway and college credit. **E** = CTE Exploratory course NOT funded in an approved program/pathway (for both 7th and 8th grade only)
C15	KSDE Use Only	Optional	1	Alpha	All inputted values in this field will be ignored by KSDE.

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Field Ref#	Field Name	Required /Optional	Maximum Length	Format Details	Comments/Values
C16	State Subject Area Code	Optional	2	Numeric	The state subject area code associated with the course. Valid values are:

State Subject Area Code	Subject Area	Education Level
01	English Language and Literature	High School
02	Mathematics	High School
03	Life and Physical Sciences	High School
04	Social Sciences and History	High School
05	Fine and Performing Arts	High School
06	World Language and Literature	High School
07	Religious Education and Theology	High School
08	Physical, Health, and Safety Education	High School
09	Military Science	High School
10	Computer and Information Sciences	High School
11	Communications and Audio/Visual Technology	High School
12	Business and Marketing	High School
13	Manufacturing	High School
14	Health Care Sciences	High School
15	Public, Protective, and Government Service	High School
16	Hospitality and Tourism	High School
17	Architecture and Construction	High School
18	Agriculture, Food, and Natural Resources	High School
19	Human Services	High School
20	Transportation, Distribution and Logistics	High School
21	Engineering and Technology	High School
22	Miscellaneous	High School
30	Art, AV Technology, and Communications Cluster	High School
31	Information Technology Cluster	High School
32	Business Management and Administration Cluster	High School
33	Finance Cluster	High School
34	Hospitality and Tourism Cluster	High School
35	Marketing Cluster	High School
36	Health Sciences Cluster	High School

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C16	State Subject Area Code	Optional	2	Numeric	

State Subject Area Code	Subject Area	Education Level
37	Agriculture, Food, and Natural Resources Cluster	High School
38	Architecture and Construction Cluster	High School
39	Manufacturing Cluster	High School
40	Transportation, Distribution, and Logistics Cluster	High School
41	Science, Technology, Engineering, and Mathematics Cluster	High School
42	Education and Training Cluster	High School
43	Government and Public Administration Cluster	High School
44	Law, Public Safety, and Security Cluster	High School
45	Human Services Cluster	High School
51	English Language and Literature	Middle School/Jr. High
52	Mathematics	Middle School/Jr. High
53	Life and Physical Sciences	Middle School/Jr. High
54	Social Sciences and History	Middle School/Jr. High
55	Fine and Performing Arts	Middle School/Jr. High
56	World Language and Literature	Middle School/Jr. High
57	Religious Education and Theology	Middle School/Jr. High
58	Physical, Health, and Safety Education	Middle School/Jr. High
59	Military Science	Middle School/Jr. High
60	Computer and Information Science	Middle School/Jr. High

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Field Ref#	Field Name	Required /Optional	Maximum Length	Format Details	Comments/Values
C16	State Subject Area Code	Optional	2	Numeric	

State Subject Area Code	Subject Area	Education Level
61	Communications and Audio/Visual Technology	Middle School/Jr. High
62	Business and Marketing	Middle School/Jr. High
63	Manufacturing	Middle School/Jr. High
64	Health Care Sciences	Middle School/Jr. High
65	Public, Protective, and Government Service	Middle School/Jr. High
66	Hospitality and Tourism	Middle School/Jr. High
67	Architecture and Construction	Middle School/Jr. High
68	Agriculture, Food, and Natural Resources	Middle School/Jr. High
69	Human Services	Middle School/Jr. High
70	Transportation, Distribution and Logistics	Middle School/Jr. High
71	Engineering and Technology	Middle School/Jr. High
72	Miscellaneous	Middle School/Jr. High
80	Elementary Self-Contained	Elementary
81	English Language and Literature	Elementary
82	Mathematics	Elementary
83	Life and Physical Sciences	Elementary
84	Social Sciences and History	Elementary
85	Fine and Performing Arts	Elementary
86	World Language and Literature	Elementary
87	Religious Education and Theology	Elementary
88	Physical, Health, and Safety Education	Elementary
89	Early Childhood	Elementary
90	Computer and Information Science	Elementary
92	Miscellaneous	Elementary

C17	State Course Identifier	Optional	3	Numeric	The appropriate state course number which corresponds to the local course identifier. Refer to “C4” Local Course Identifier. Example: 058
C18	Effective Date	Optional	10	Alphanumeric	mm/dd/yyyy format. If date isn’t specified, default to 07/01/YYYY where YYYY = current school year. For example 07/01/2011.
C19	Expiration Date	Optional	10	Alphanumeric	mm/dd/yyyy format

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Revision History

Version	Author	Date	Comments
v1.00	John Price	04/03/2012	Copied 2011-2012 file format over to 2012-2013.
v1.00	John Price	04/27/2012	Changed C15 Pending to C15 KSDE Use Only.