Text

Description automatically generated

**Master Schedule Collection / Instructional Personnel and Licensure Report**

**Layout for Tab-Delimited File**

**2023-2024**

# Header Record

*(Must include all records exactly as indicated)*

**SenderID**=<3-digit Division Number of division submitting file (leading zero must be included, i.e. 001)>

**CreateDate**=<current date in mm/dd/yyyy format>

**CreateTime**=<current time in hh:mm:ss format>

**EMAIL**=<sender’s e-mail address>

**~~**

**DATATYPE**=<MSC\_FALL>

*Data Types to use:*

* + **MSC\_FALL** for Fall submission
  + **MSC\_EOY** for the End-of-Year submission

~

# “A” Record

Fixed Length

| **Field Length** | **Field Name** | **Contents** | **FALL** | **EOY** |
| --- | --- | --- | --- | --- |
| 1 | Record Type | Constant=A | Y | Y |
| 8 | Data Collection Name | MSC\_IPAL | Y | Y |
| 1 | File Submission Type | Use:  1 for Fall submission  3 for End-of-Year submission. | Y | Y |
| 4 | Beginning School Year | Four-digit year for beginning of the school year | Y | Y |
| 3 | Division Number | Leading zero(s) must be included, i.e., 005 | Y | Y |
| 10 | Section Type | Use:  ACDEFIJK for ACDEFIJK Records submission (EOY only)  ABCDEFGIJK for ABCDEFGIJK Records submission (Fall only) | Y | Y |

# “B” Record

**Tab Delimited**

*27 Columns*

| **Field Length** | **Field Name** | **Contents** | **FALL** | **EOY** |
| --- | --- | --- | --- | --- |
| 1 | Record Type | Constant=B | Y | Blank cell |
| 20 | Local Provider ID | Locally defined identification number that must be unique within the division | Y | Blank Cell |
| 9 | Teacher/Administrator License Prefix | Blank or characters preceding the dash on the teacher’s license | Y | Blank Cell |
| 11 | Teacher/Administrator License Number | Blank or numbers after the dash on the teacher’s license | Y | Blank Cell |
| 9 | Social Security Number | Blank or Social Security Number of individual | Y | Blank Cell |
| 20 | First Name | First name of the individual | Y | Blank Cell |
| 20 | Middle Name | Middle name of the individual | Y | Blank Cell |
| 30 | Last Name | Last name of the individual | Y | Blank Cell |
| Blank Cell | Retired | Formerly Date of Birth | Blank Cell | Blank Cell |
| 1 | Ethnic Flag | Y=Yes, Hispanic/Latino  N=No, not Hispanic/Latino | Y |  |
| 2 | Race Code | Select from the list of valid state assigned Race Codes | Y |  |
| 1 | Gender | M=Male  F=Female  ~~N=Non-Binary~~ **A=Other** | Y |  |
| 4 | Full Time Equivalent (FTE) | Use x.xx reporting format; decimal is not implied | Y |  |
| 1 | Title I Funded Position | N=No  Y=Yes | Y |  |
| 1 | High-Quality Professional Development | N=No  Y=Yes | Y |  |
| Blank Cell | Retired | Formerly Division Teaching Experience | Blank Cell |  |
| Blank Cell | Retired | Formerly Virginia Teaching Experience | Blank Cell |  |
| Blank Cell | Retired | Formerly Years Teaching Experience | Blank Cell |  |
| 1 | First Year Teacher Flag | N=No  Y=Yes | Y |  |
| 2 | Division Teaching Experience | Whole number | Y |  |
| 2 | Total Years of Teaching Experience | Whole number | Y |  |
| 2 | Division Administrative Experience | Whole number | Y |  |
| 2 | Total Years of Administrative Experience | Whole number | Y |  |
| 2 | Division Pupil Personnel Experience | Whole number | Y |  |
| 2 | Total Years of Pupil Personnel Experience | Whole number | Y |  |
|  | Filler Field |  |  |  |
|  | Filler Field |  |  |  |

# “C” Record

**Tab Delimited**

*21 Columns*

| **Field Length** | **Field Name** | **Contents** | **FALL** | **EOY** |
| --- | --- | --- | --- | --- |
| 1 | Record Type | Constant=C | Y | Y |
| 30 | Section ID | A locally defined number that identifies a class taught | Y | Y |
| 3 | Serving Division | Select from the list of education agency numbers (leading zero must be included, i.e., 001) | Y | Y |
| 4 | Serving School | Select from the list of Virginia school numbers | Y | Y |
| 5 | SCED Course Code | Select from the list of NCES-assigned numbers | Y | Y |
| Blank Cell | Retired | Formerly Course Identifier | Blank Cell | Blank Cell |
| 1 | SCED Course Level | **A=Adaptive Course (Requires reporting a DCT)** B=Basic or remedial **C=College Preparatory (i.e. AP, IB, Dual Enrollment, Cambridge, etc.)**  G=General or regular  E=Enriched or advanced (for elementary and middle school courses ONLY)  H=Honors (for high school courses)  X=No specified level of rigor **~~Blanks=AP/IB courses~~** | Y | Y |
| Blank Cell | Retired | Formerly Available Credit or Grade Span | Blank Cell | Blank Cell |
| 3 | SCED Sequence | Blank or “*part m of n*” | Y | Y |
| 5 | VA Extended Description | I=Level One Course  I-A=Level One Course – Condensed Version  II=Level Two Course  II-A=Level Two Course – Condensed Version  III=Level Three Course  IV=Level Four Course  V=Level Five Course  VI=Level Six Course  Gr6=Grade  Gr7=Grade  Gr8=Grade  6=Six Weeks Course  9=Nine Weeks (Quarter) Course  12=Twelve Weeks Course  18=Eighteen Weeks (Semester) Course  18-A=Eighteen Weeks (Semester) Course (A)  36=Thirty-Six Weeks (Year-Long) Course  2YI=First Year of Two-Year Course  2YII=Second Year of Two-Year Course  AC=App Creators  AR=Automation and Robotics  CS=Computer Science for Innovators and Makers  DM=Design and Modeling  EE=Energy and Environment  ES=Elementary School Level  FLES=Foreign Language Elementary School Course  FS=Flight and Space  GA=Green Architecture  MD=Medical Detectives  ME=Magic of Electrons  MS=Foreign Language Middle School Course  NCTE=Non-CTE Course  PreIB=Pre-International Baccalaureate Course  ST=Science and Technology  S=State Provided Curriculum  L=Locally Developed Curriculum  ENELE=English Elective  IE=Level 1 Course  IIE=Level 2 Course  IIIE-Level 3 Course  IVE=Level 4 Course  HL=High School Level  SL=Standard Level  ELEM=Elementary Level  TW=Technical Writing | Y | Y |
| 8 | Associated SOL Test Code | ~~120=Algebra I (2009)~~  220=Algebra I (2016)  ~~129=Plain English Algebra I~~  ~~120122=Algebra I/Algebra II~~  120221=Algebra I/Geometry  ~~122=Algebra II (2009)~~  222=Algebra II (2016)  161=Biology 261=Biology (2018)  161162=Biology/Chemistry  162=Chemistry  278=Civics and Economics  160=Earth Science  160161=Earth Science/Biology  160162=Earth Science/Chemistry  109=End Of Course English: Reading  209=End Of Course English: Reading (2017)  109112=End Of Course English: Reading and End Of Course English: Writing  209112=End of Course English (2017: Reading and End of Course English: Writing  112=End Of Course English: Writing  221=Geometry (2016) ~~121=Geometry (2009)~~  221122=Geometry/Algebra II  3203=Grade 3 English: Reading 3313=Grade 3 Reading CAT (online)  3223=Grade 3 Mathematics (paper)  3333=Grade 3 Mathematics CAT (online)  4204=Grade 4 English: Reading  4314=Grade 4 English: Reading CAT (online)  4224=Grade 4 Mathematics (paper)  4334=Grade 4 Mathematics CAT (online)  5205=Grade 5 Reading (2010)  5315=Grade 5 Reading CAT (online)  5225=Grade 5 Mathematics (paper)  **5264=Grade 5 Science**  5335=Grade 5 Mathematics CAT (online)  5264=Grade 5 Science (online)  6206=Grade 6 Reading (2010)  ~~6216=Grade 6 English: Reading CAT~~  6316=Grade 6 English: Reading CAT (online)  6226=Grade 6 Mathematics (paper)  6236=Grade 6 Mathematics CAT 6336=Grade 6 Mathematics CAT (online)  7207=Grade 7 Reading (2010)  ~~7217=Grade 7 English: Reading CAT~~  7317=Grade 7 English: Reading CAT (online)  7227=Grade 7 Mathematics (paper)  ~~7237=Grade 7 Mathematics CAT~~ 7337=Grade 7 Mathematics CAT (online)  8208=Grade 8 English: Reading  **82088111 Grade 8 English: Reading (2017) and Grade 8 English: Writing**  ~~82188111=Grade 8 English: Reading (2017) and Grade 8 English: Writing~~  83188111=Grade 8 English: Reading (2017) and Grade 8 English: Writing  8111=Grade 8 English: Writing  ~~8218=Grade 8 English: Reading CAT~~  8318=Grade 8 English: Reading CAT (online)  8228=Grade 8 Mathematics (2016) paper  ~~8238=Grade 8 Mathematics (2009) CAT~~  8338=Grade 8 Mathematics (2016) CAT (online)  8265=Grade 8 Science (online)  170=Virginia & US History  270=Virginia & US History (2008)  274=Virginia Studies  179=World Geography  172=World History & Geography 1500-Present  171=World History & Geography to 1500 | Blank Cell | Y |
| Blank Cell | Retired | Formerly VA State Course Code | Y | Y |
| 20 | Local Course Code | Locally defined | Y | Y |
| 50 | Local Course Title | Locally defined | Y | Y |
| 1 | Semester | 1=First Semester (including Quarter 1 and Quarter 2)  2=Second Semester (including Quarter 3 and Quarter 4)  3=Yearlong (includes Q1, Q2, Q3, and Q4)  4=Summer school session | Y | Y |
| 5 | Minutes Per Course | Enter total number of minutes the course is taught | Y | Y |
| 2 | MOP ID | ~~3=Apex Learning~~  4=BYU Independent Study  5=Chesterfield County Public Schools – CCPS Online  ~~8= Edmentum’s EdOptions Academy~~  9=Edison Learning, Inc.  10= Imagine Edgenuity  11=Florida Virtual School  13= Stride, Inc. K12  14=VHS Learning (The Virtual High School)  16=Accelerate Education  19=Imagine OdysseyWare Academy  20=Proximity Learning, Inc.  23=Pearson Connections Education  24=Middleton Academy (formerly Milburn Online)  28=Founders Education  30=Stride Learning Solutions  32=Nextide Academy  34=R.I.S.E. Hybrid Academy  35=My Virtual Academy  36=Greenway Academy  37=Hampton City FLEx  38=The Coding School  **39=ACCEL Online East**  **40=SchoolsPLP, LLC**  **41=Edmentum’s EdOptions Academy/Apex Learning** | Y | Y |
| 1 | Interdisciplinary Flag | Y=Yes, this is an interdisciplinary course  N=No, this is not an interdisciplinary course | Y | Y |
| Blank Cell | Blank Cell | Filler field | Y | Y |
| Blank Cell | Blank Cell | Filler field | Y | Y |
| Blank Cell | Blank Cell | Filler field | Y | Y |

# “D” Record

**Tab Delimited**

*14 Columns*

| **Field Length** | **Field Name** | **Contents** | **FALL** | **EOY** |
| --- | --- | --- | --- | --- |
| 1 | Record Type | Constant=D | Y | Y |
| 30 | Section ID | A locally defined number that identifies a class taught | Y | Y |
| 3 | Serving Division | Select from the list of education agency numbers (leading zero must be included, i.e. 001) | Y | Y |
| 4 | Serving School | Select from the list of Virginia school numbers | Y | Y |
| 9 | Teacher/Administrator License Prefix | Blank or characters preceding the dash on the teacher’s license | Y | Y |
| 11 | Teacher/Administrator License Number | Blank or numbers after the dash on the teacher’s license | Y | Y |
| 20 | Local Provider ID | Locally defined identification number that must be unique within the division | Y | Y |
| 1 | Teacher Role Code | 1=Teacher of Record  2=Other Teacher Whole Class Most of the Time  3=Other Teacher Whole Class Some of the Time  4=Other Teacher Few Students  5=Long Term Substitute | Y | Y |
| 4 | Defined Class Type | Blank or  0112=Gifted Education  1105=Reading Specialist  3100=Mathematics Specialist  5705=English as a Second Language (Elementary)  5710=English as a Second Language (Secondary)  7770=Special Education – Adapted Curriculum  7775=Special Education – General Curriculum  7800=Early Childhood Special Education (Ages 3-5)  7805=Autism  7810=Multiple Disabilities  7815=Other Health Impairment  7822=Intellectual Disability  7848=Hearing Impairment  7850=Visual Impairment  7855=Deaf/Blind  7857=Emotional Disturbance & Intellectual Disability  7860=Specific Learning Disability & Intellectual Disability  7863=Emotional Disturbance  7865=Specific Learning Disabilities  7868=Specific Learning Disability & Emotional Disturbance  7871=Learning Disability, Emotional Disturbance & Intellectual Disability  7873=Orthopedic Impairment  7874=Traumatic Brain Injury  7875=Speech/Language Impairment  7880=Severe Disabilities  7882=Non-Categorical K-2 Developmental Delay Ages 5-8  7884=Developmental Delay | Y | Y |
| Blank Cell | Retired | Formerly Highly Qualified Code | Blank Cell | Blank Cell |
| Blank Cell | Retired | Formerly Flexibility Criteria Flag | Blank Cell | Blank Cell |
| Blank Cell | Blank Cell | Filler field | Y | Y |
| Blank Cell | Blank Cell | Filler field | Y | Y |
| Blank Cell | Blank Cell | Filler field | Y | Y |

# “E” Record

**Tab Delimited**

*4 Columns*

| **Field Length** | **Field Name** | **Contents** | **FALL** | **EOY** |
| --- | --- | --- | --- | --- |
| 1 | Record Type | Constant=E | Y | Y |
| 20 | Local Provider ID | Locally defined identification number that must be unique within the division | Y | Y |
| 50 | Provider Name | Name of specific private school, contracting company or unlicensed individual | Y | Y |
| 1 | Provider Description | 1=Unlicensed individual from an Institution selected through a Comprehensive Services Act placement or a Private Special Education School  3=Division contract provider (on-line or not)  4=Unlicensed individual (teacher, pupil personnel service provider, administrator)  5=post-secondary institution  7=Other/Unknown | Y | Y |

# “F” Record

**Tab Delimited**

*14 Columns*

| **Field Length** | **Field Name** | **Contents** | **FALL** | **EOY** |
| --- | --- | --- | --- | --- |
| 1 | Record Type | Constant=F | Y | Y |
| 30 | Section ID | A locally defined number that identifies a class taught | Y | Y |
| 20 | Local Provider ID | Locally defined identification number that must be unique within the division | Y | Y |
| 10 | State Testing ID | State Testing Identifier as assigned to student | Y | Y |
| 12 | Local Student ID | Locally defined | Y | Y |
| 3 | Final Grade | Blank or  Any numeric value between 0 and 100  A+, A, A-,  B+, B, B-,  C+, C, C-,  D+, D, D-,  E=Meets or exceeds expectations\*  F = Failed,  G=Good\*  GLP=Grade level promoted\*  GLR=Grade level retained\*  I=Improving, but not satisfactory\*  N=Does not meet expectations\*  NG=No grade awarded regardless of reason  NP=Not Passed (should not be used in place of F)  O=Outstanding\*  P=Passed  S=Satisfactory\*  U=Unsatisfactory\*  V=Very Good Progress  W=Withdrawal  WF=Withdrawal Failing  WP=Withdrawal Passing  \* Limited to sections in elementary schools where a final grade is not awarded | Blank Cell | Y |
| 1 | Remote Course Indicator | Blank or  1=Virtual Only: School sponsored/coordinated  2=Virtual Only: Student coordinated  3=Blended Learning: A combination of remote and in-person learning (also referred to as hybrid)  4=Remote Learning that is NOT virtual | Y | Y |
| 1 | Dual Enrollment Flag | N=No  Y=Yes | Y | Y |
| 2 | Work-based Learning Code (All courses) | 1=Cooperative Education  2=Registered Apprenticeship  3=Internship  4=Mentoring  5=Job Shadowing  6=Service Learning  7=Clinical Experience  8=Supervised Agriculture Experience  9=Youth Registered Apprenticeship  10=Externship  11=School-based Enterprise  12=Entrepreneurship  13=Mentorship w/140 Contact Hours | Y | Y |
| 1 | Governor’s Academy Code | Blank or  S=Governor’s STEM Academy  H=Governor’s Health Academy | Y | Y |
| **3** | **Responsible Division** | **Select from the list of education agency numbers (leading zero must be included, i.e. 001)** | **Y** | **Y** |
| 1 | Credit Awarded Flag | N=No  Y=Yes |  | Y |
| **1** | **At Least 50% ~~Course~~ Section Enrollment Flag** | **N=No**  **Y=Yes** |  | **Y** |
| Blank Cell | Blank Cell | Filler field | Y | Y |

# “G” Record

**Tab Delimited**

*14 Columns*

| **Field Length** | **Field Name** | **Contents** | **FALL** | **EOY** |
| --- | --- | --- | --- | --- |
| 1 | Record Type | Constant=G | Y | Blank Cell |
| 20 | Local Provider ID | Locally defined identification number that must be unique within the division | Y | Blank Cell |
| 3 | Serving Division | Select from the list of education agency numbers (leading zero must be included, i.e. 001) | Y | Blank Cell |
| 4 | Serving School | Select from the list of Virginia school numbers | Y | Blank Cell |
| 9 | Teacher/Administrator License Prefix | Blank or characters preceding the dash on the teacher’s license | Y | Blank Cell |
| 11 | Teacher/Administrator License Number | Blank or numbers after the dash on the teacher’s license | Y | Blank Cell |
| 2 | Teacher Role Code | 7=Pupil Personnel Service Provider  8=Administrator  10=Other Staff Not Connected to a Section | Y | Blank Cell |
| 4 | VA Assignment Code | 0025=Library Media Specialist – Elementary  0097=Principal – Middle School  0098=Assistant Principal – Middle School  0099=Principal – Elementary  0100=Assistant Principal – Elementary  0101=Principal – Secondary  0102=Assistant Principal – Secondary  0103=Elementary Guidance  0104=Secondary Guidance  0105=Coordinator of Guidance  0106=Middle School Guidance  0108=Planning  0109=Coordination  0112=Gifted Education  0120=Non-teaching Assignment  0131=Library Media Specialist – Secondary  0134=Audio-Visual Specialist (Non-librarian)  0152=Materials Specialist (Non-librarian)  0154=Athletic Director  1105=Reading Specialist  1199=Activity Sponsor  2905=Mathematics Specialist for Elementary Education  3100=Mathematics Specialist for Elementary and Middle Education  5705=English as a Second Language (Elementary)  5710=English as a Second Language (Secondary)  7801=Department Chairperson – Special Education  7885=Cooperative Office Education Coordination  7900=School Psychologist  7902=School Social Worker  7910=Education Consultant Clinics | Y | Blank Cell |
| Blank Cell | Retired | Formerly Division Administrative Experience | Y | Blank Cell |
| Blank Cell | Retired | Formerly Virginia Administrative Experience | Y | Blank Cell |
| Blank Cell | Retired | Formerly Years Administrative Experience | Y | Blank Cell |
| B1nk Cell | First Year Administrator Flag | N=No  Y=Yes | Y | Blank Cell |
| Blank Cell | Blank Cell | Filler field | Y | Blank Cell |
| Blank Cell | Blank Cell | Filler field | Y | Blank Cell |

# “I” Record

**Tab Delimited**

*5 Columns*

| **Field Length** | **Field Name** | **Contents** | **FALL** | **EOY** |
| --- | --- | --- | --- | --- |
| 1 | Record Type | Constant=I | Blank Cell | Blank Cell |
| 3 | Serving Division | Select from the list of education agency numbers (leading zero must be included, i.e., 001) | Y | Y |
| 4 | Serving School | Select from the list of Virginia school numbers | Y | Y |
| 30 | Section ID | A locally defined number that identifies a class taught; Section ID should be the highest level taught during the section. If no sequence, use the section with the most students. | Y | Y |
| 30 | Connected Section ID | A locally defined number that identifies a class taught; Connected Section should be the lowest level taught during that section. If no sequence, use the section with the least students. | Y | Y |

# “J” Record

**Tab Delimited**

*6 Columns*

| **Field Length** | **Field Name** | **Contents** | **FALL** | **EOY** |
| --- | --- | --- | --- | --- |
| 1 | Record Type | Constant=J | Blank Cell | Blank Cell |
| 3 | Serving Division | Select from the list of education agency numbers (leading zero must be included, i.e., 001) | Y | Y |
| 4 | Serving School | Select from the list of Virginia school numbers | Y | Y |
| 20 | Local Provider ID | Locally defined identification number that must be unique within the division | Y | Y |
| 2 | Number of Students in Co-op Program | Number of Co-op students overseen by the Local Provider during the school year | Y | Y |
| 2 | Minutes in Co-op Period | Average length in Minutes of the Teacher’s Co-op Periods | Y | Y |

E

# “K” Record

**Tab Delimited**

*6 Columns*

| **Field Length** | **Field Name** | **Contents** | **FALL** | **EOY** |
| --- | --- | --- | --- | --- |
| 1 | Record Type | Constant=K | Blank Cell | Blank Cell |
| 3 | Serving Division | Select from the list of education agency numbers (leading zero must be included, i.e., 001) | Y | Y |
| 4 | Serving School | Select from the list of Virginia school numbers | Y | Y |
| 30 | Section ID | A locally defined number that identifies a class taught; Section ID should be in the C Record | Y | Y |
| 30 | Connected Section ID | A locally defined number that identifies a class taught; Connected Section should be in the C Record. Should not be the same as the Primary Section ID | Y | Y |
| 50 | Interdisciplinary Course Title | The course title where two different SCED codes are combined to create one course. | Y | Y |

| Trailer Record |
| --- |
| RecordCount=<number of A, B, C, D, E, F, G, I, J, and K records included in this file (A record plus all B, C, D, E, F, G, I, J, and K records)> |