

**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

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# “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 submission3 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/LatinoN=No, not Hispanic/Latino | Y |  |
| 2 | Race Code | Select from the list of valid state assigned Race Codes | Y |  |
| 1 | Gender | M=MaleF=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=NoY=Yes | Y |  |
| 1 | High-Quality Professional Development | N=NoY=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=NoY=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 regularE=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 CourseI-A=Level One Course – Condensed VersionII=Level Two CourseII-A=Level Two Course – Condensed VersionIII=Level Three CourseIV=Level Four CourseV=Level Five CourseVI=Level Six CourseGr6=GradeGr7=GradeGr8=Grade6=Six Weeks Course9=Nine Weeks (Quarter) Course12=Twelve Weeks Course18=Eighteen Weeks (Semester) Course18-A=Eighteen Weeks (Semester) Course (A)36=Thirty-Six Weeks (Year-Long) Course2YI=First Year of Two-Year Course2YII=Second Year of Two-Year CourseAC=App CreatorsAR=Automation and RoboticsCS=Computer Science for Innovators and MakersDM=Design and ModelingEE=Energy and EnvironmentES=Elementary School LevelFLES=Foreign Language Elementary School CourseFS=Flight and SpaceGA=Green ArchitectureMD=Medical DetectivesME=Magic of ElectronsMS=Foreign Language Middle School CourseNCTE=Non-CTE CoursePreIB=Pre-International Baccalaureate CourseST=Science and TechnologyS=State Provided CurriculumL=Locally Developed CurriculumENELE=English ElectiveIE=Level 1 CourseIIE=Level 2 Course IIIE-Level 3 CourseIVE=Level 4 CourseHL=High School LevelSL=Standard LevelELEM=Elementary LevelTW=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=Biology261=Biology (2018)161162=Biology/Chemistry162=Chemistry278=Civics and Economics160=Earth Science160161=Earth Science/Biology160162=Earth Science/Chemistry109=End Of Course English: Reading209=End Of Course English: Reading (2017)109112=End Of Course English: Reading and End Of Course English: Writing209112=End of Course English (2017: Reading and End of Course English: Writing112=End Of Course English: Writing221=Geometry (2016)~~121=Geometry (2009)~~221122=Geometry/Algebra II3203=Grade 3 English: Reading3313=Grade 3 Reading CAT (online)3223=Grade 3 Mathematics (paper)3333=Grade 3 Mathematics CAT (online)4204=Grade 4 English: Reading4314=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 CAT6336=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: Writing8111=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 History270=Virginia & US History (2008)274=Virginia Studies179=World Geography172=World History & Geography 1500-Present171=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 Study5=Chesterfield County Public Schools – CCPS Online~~8= Edmentum’s EdOptions Academy~~9=Edison Learning, Inc.10= Imagine Edgenuity11=Florida Virtual School13= Stride, Inc. K1214=VHS Learning (The Virtual High School)16=Accelerate Education19=Imagine OdysseyWare Academy 20=Proximity Learning, Inc.23=Pearson Connections Education24=Middleton Academy (formerly Milburn Online)28=Founders Education30=Stride Learning Solutions32=Nextide Academy34=R.I.S.E. Hybrid Academy35=My Virtual Academy36=Greenway Academy37=Hampton City FLEx38=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 courseN=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 Record2=Other Teacher Whole Class Most of the Time3=Other Teacher Whole Class Some of the Time4=Other Teacher Few Students5=Long Term Substitute | Y | Y |
| 4 | Defined Class Type | Blank or 0112=Gifted Education1105=Reading Specialist3100=Mathematics Specialist5705=English as a Second Language (Elementary)5710=English as a Second Language (Secondary)7770=Special Education – Adapted Curriculum7775=Special Education – General Curriculum7800=Early Childhood Special Education (Ages 3-5)7805=Autism7810=Multiple Disabilities7815=Other Health Impairment7822=Intellectual Disability7848=Hearing Impairment7850=Visual Impairment7855=Deaf/Blind7857=Emotional Disturbance & Intellectual Disability7860=Specific Learning Disability & Intellectual Disability7863=Emotional Disturbance7865=Specific Learning Disabilities7868=Specific Learning Disability & Emotional Disturbance7871=Learning Disability, Emotional Disturbance & Intellectual Disability7873=Orthopedic Impairment7874=Traumatic Brain Injury7875=Speech/Language Impairment7880=Severe Disabilities7882=Non-Categorical K-2 Developmental Delay Ages 5-87884=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 School3=Division contract provider (on-line or not)4=Unlicensed individual (teacher, pupil personnel service provider, administrator)5=post-secondary institution7=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 orAny numeric value between 0 and 100A+, 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 reasonNP=Not Passed (should not be used in place of F)O=Outstanding\* P=PassedS=Satisfactory\* U=Unsatisfactory\* V=Very Good ProgressW=WithdrawalWF=Withdrawal FailingWP=Withdrawal Passing\* Limited to sections in elementary schools where a final grade is not awarded | Blank Cell | Y |
| 1 | Remote Course Indicator | Blank or1=Virtual Only: School sponsored/coordinated2=Virtual Only: Student coordinated3=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=NoY=Yes | Y | Y |
| 2 | Work-based Learning Code (All courses) | 1=Cooperative Education2=Registered Apprenticeship3=Internship4=Mentoring5=Job Shadowing6=Service Learning7=Clinical Experience8=Supervised Agriculture Experience9=Youth Registered Apprenticeship10=Externship11=School-based Enterprise12=Entrepreneurship13=Mentorship w/140 Contact Hours | Y | Y |
| 1 | Governor’s Academy Code | Blank orS=Governor’s STEM AcademyH=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=NoY=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 Provider8=Administrator10=Other Staff Not Connected to a Section | Y | Blank Cell |
| 4 | VA Assignment Code | 0025=Library Media Specialist – Elementary0097=Principal – Middle School0098=Assistant Principal – Middle School0099=Principal – Elementary0100=Assistant Principal – Elementary0101=Principal – Secondary0102=Assistant Principal – Secondary0103=Elementary Guidance0104=Secondary Guidance0105=Coordinator of Guidance0106=Middle School Guidance0108=Planning0109=Coordination0112=Gifted Education0120=Non-teaching Assignment0131=Library Media Specialist – Secondary0134=Audio-Visual Specialist (Non-librarian)0152=Materials Specialist (Non-librarian)0154=Athletic Director1105=Reading Specialist1199=Activity Sponsor2905=Mathematics Specialist for Elementary Education3100=Mathematics Specialist for Elementary and Middle Education5705=English as a Second Language (Elementary)5710=English as a Second Language (Secondary)7801=Department Chairperson – Special Education7885=Cooperative Office Education Coordination7900=School Psychologist7902=School Social Worker7910=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=NoY=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)> |