

Statewide Standard Course Codes

Purpose:

The purpose of the Statewide Standard Course Codes file is to capture and verify the mapping of the district’s local course code to a statewide standard course code in the currently selected school year.

Dependencies:

No dependency

Record Expectation:

In the Statewide Standard Course Code file the LEA should submit 1 record per local course per LEA for any local course taught by a district employee in the currently selected school year.

Special Consideration:


The statewide standard course code file needs to be a tab delimited file which is loaded into the Statewide Course Code system.

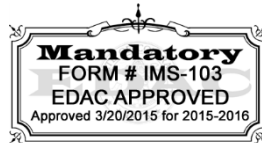
Use Summary: (Fields from this file are used in the following CDE Collections which require LEA/AU effort):

[Teacher Student Data Link](#)

 - Indicates Primary Key

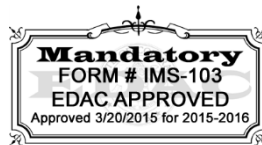
*** Indicates required**
NOTE: ZERO-FILL ALL NON-APPLICABLE FIELDS
Header row is optional on your file

Name of Field	Max Field Length	Text Start Position	Text End Position	TAB order	Excel Column	Examples	Remarks
 Local Course Identifier*	100	N/A	N/A	1	N/A	1 st grade reading	Must be unique. If no course code, the course title can be used
Local Course Title*	100	N/A	N/A	2	N/A	Introduction to	Carriage returns and



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Name of Field	Max Field Length	Text Start Position	Text End Position	TAB order	Excel Column	Examples	Remarks
						Algebra	linefeeds should not be included in the value and will cause errors if included.
Local Course Descriptor	2000	N/A	N/A	3	N/A	Introduction to Algebra teaches you algebraic symbolism, systems of equations, graphing, problem solving, and probability and statistics.	Optional
Course Level*	1	N/A	N/A	4	N/A	G	
Credits/Grade Span*	4	N/A	N/A	5	N/A	1.00 for credits or PPKG for grade span	Multi-use field. Contains either course credit or grade span when credits are not available
Sequence	1	N/A	N/A	6	N/A	1	Optional
Sequence Total	1	N/A	N/A	7	N/A	1	Optional



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Name of Field	Max Field Length	Text Start Position	Text End Position	TAB order	Excel Column	Examples	Remarks
State Course Code	30	N/A	N/A	8	N/A	05152,05153	SCED Code
Optional Sort Field 1	20	N/A	N/A	9	N/A	Math	Optional
Optional Sort Field 2	20	N/A	N/A	10	N/A	High School	Optional

BACKGROUND INFORMATION

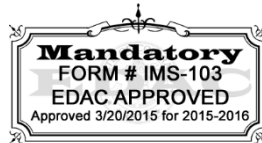
Local Course Identifier – A unique code assigned by the district for the course.

Local Course Title – The Local Course Title designated by the local district for the course.

Note: If there is no difference from the title and the Local Course Identifier, then repeat the value from the Local Course Identifier.

Local Course Descriptor – 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..

Course Level– The level associated with the course offered.



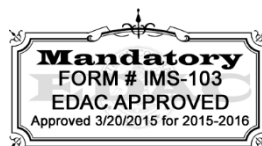
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B	Basic/Remedial – A course focusing primarily on skills development, including literacy in language, mathematics, and the physical and social sciences. These courses typically meet the state’s or district’s expectations of scope and difficulty for mastery of the content.
C	College - A course that is designed to be credit-bearing at a postsecondary institution.
E	Enriched or Advanced - A course that augments the content and/or rigor of a general course, but does not carry an honors designation.
G	General (DEFAULT) – 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.
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. (Note: These courses are NOT designated as Advanced Placement or International Baccalaureate. Those courses have a unique State Course Code because they have specific curriculums designated by their organization. Typically AP/IB courses are designated as General for mapping purposes since they have a unique/special course code that already designates their level of rigor.)
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.

Credits/Grade Span – This is a multiuse field. This field may contain either credits in Carnegie Units or a Grade Span representing the grades appropriate for the course. A description of each value is given below.

Credit - The length of the course in terms of Carnegie Units. A one year course that meets daily for approximately 50 minutes to 1 hour equals 1.00 Carnegie Unit Credit. Base all calculations on 1 hour for 1 year. Therefore, a semester long course that meets for approximately 1 hour equals 0.50 Carnegie Unit Credit. (Note: system requires credits entered as 4 characters. Example: 1.00 or 0.50)

Grade Span - Grade Span for which the course is appropriate. The span is represented as a four-character code with no decimals. Each grade level from 1 to 12 is represented as two-digit code (01, 02, ..., 11, 12). KG – Kindergarten, PK –Pre-Kindergarten. Examples: PK08



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would indicate Pre-Kindergarten to 8th grade.

Sequence– The Sequence field combined with “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.

Sequence Total – The total number of classes offered in a series of classes. Used in conjunction with “Sequence”

State Course Code – The appropriate state course number which corresponds to the local course identifier. Refer to Colorado SSCC Codes and match as many as possible with the corresponding SSCC Code. Separate multiple values with commas. Please see the following link for a list of the statewide standard course codes: <http://www.cde.state.co.us/datapipeline/faq-sced>

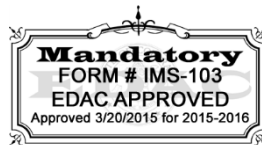
Sequence Total – The total number of classes offered in a series of classes. Used in conjunction with “Sequence”

Optional Sort Field 1– Optional sort field which is available for district use. Some recommended values are: school code, school name, grade level, school level, department name, subject area

Optional Sort Field 2– Optional sort field which is available for district use. Some recommended values are: school code, school name, grade level, school level, department name, subject area

Document Changes

Date	Description of change	Reason for change	Elements affected
5/6/2015	Document creation		
1/27/2016	Updated document to include	Transition to SCED version 3.0	Course Level



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	new class rigor levels		
2/10/2016	Change typo on header row to indicate the header row is optional	Mistake in the documentation	No elements affected (Header row)

