



Guiding Principles

for using course code 909999 School Defined Course

The state course code 909999 School Defined Course should be used in situations where a current course code does not exist and there are no existing Kentucky Academic Standards aligned to the course.

Local Boards of Education should approve the use of a district's use of the state course code 909999 School Defined Course *before* a district begins utilizing it within Infinite Campus.

When setting the course up in Infinite Campus, an appropriate LEAD Content Area should be selected to connect the course to teacher certifications.

909999 should **not** be used for:

- Courses aligned with standards from content areas; the content area course codes should be utilized.
 - I.e. Independent Study Biology should be coded under Biology.
- Courses labeled with the title of a class that is an already existing course code; the correct course code for the title should be utilized.
 - I.e. Study Skills should be coded under the course code for Study Skills.
- Courses that offer opportunities for office aides and other school aide positions for students; these positions should utilize the teacher/office aide course code.
- Courses that are being offered as dual credit unless there is truly no other existing state course code that aligns to the description of the dual credit course. Please keep in mind that a dual credit course must be both a high school and postsecondary course.
- Courses that are adviser/advisee in nature; these courses have existing course codes and should be coded appropriately.
- Courses labeled as internships, apprenticeships, or cooperative education opportunities; the correct course code from the Office of Career and Technical Education should be utilized. If the course code does not exist under the OCTE, local boards of education can approve the use of internships, apprenticeships, and cooperative education opportunities under the course code of 909999.
- Courses that provide social and/or vocational opportunities for students identified as receiving special education services. There are identified course codes for classes that offer these opportunities and they should be utilized correctly.