



Guidance for Correcting Course Codes

Accomplishing accurate Median Student Growth Percentiles (MSGP) requires the coordinated effort of district and school administrators working as a team. Use this process to achieve correct course codes and to develop a protocol used to validate course codes in Infinite Campus on a yearly basis.

Additional guidance documents are located on the [MSGP web page](#). They include [Median Student Growth Percentile User Guide](#), [Median Student Growth Percentiles FAQ](#), and [MSGP Course Codes](#).

Person responsible for course code maintenance (usually a district responsibility)

➤ Step 1

Run the *Teacher Course Check* report for the current year in Infinite Campus.

- **QRC:** [Teacher Course Check](#) **Path:** KY State Reporting > KDE Reports

The purpose of this report is to help with auditing Median Student Growth Percentile (MSGP) courses.

➤ Step 2

Review with or send the report to the person responsible for maintaining course codes.

➤ Step 3

Using the [MSGP Course Code](#) list, identify inaccurate course codes and correct them. If needed, coordinate work with the person responsible for maintaining course codes. Refer to the [Data Standard on Course Codes](#) for instructions on updating this information.

➤ Step 4

Verify that all changes are correct. Run the *Teacher Course Check* report again to verify that course changes are aligned appropriately for correct MSGP calculations.

➤ Step 5

Communicate course code changes to the appropriate personnel. This may include the following personnel roles:

- Person responsible for scheduling at the school level
- School and/or district KSIS poc
- Course Code poc

Helpful Hints:

Use these steps to establish a protocol for maintaining course codes related to MSGP.

- Run *Missing or Invalid State Codes* report to identify issues with local courses' alignment to state course codes.
 - **Path:** KY State Reporting > KDE Reports
This report finds active courses in instructional periods with missing or invalid state course codes.
- Use the *Staff History* report to verify section staff and co-teachers are assigned to courses appropriately. This is helpful for troubleshooting why a teacher did not receive an MSGP rating and should have.
 - **Path:** Scheduling > Reports
This report lists primary teachers, teachers, and section staff assigned to a course section.