Explanation of Course Codes for KTS Data Exchange – As of November 21, 2016

Course codes are a critical element used with the KTS Data Exchange between technical schools and home high schools. As courses and sections are set up in the technical school databases, the KTS Data Exchange automated process adds identifiers to the course code and uploads each course to the KTS Course Catalog in the home high schools. Prefix and suffixes are added to the state course code to create a unique 13-digit number that identifies the technical school, course, period and section. Example:

**Technical school ID* + State Course Code + Course Indicator +
Technical School Period Number + Technical School Section Number**

09060112P0401

The above technical course code represents a course that is being taught at Caldwell County ATC, and is indicated by using the *Technical Center ID: **(09)**. The name of the course is Digital Literacy, and is indicated by the state course code **(060112)**. The course indicator will remain **(P)** unless the course used at the technical school is a duplicate course used for variable credit; in this case the course indicator would then change to **(X, A, B, C, D, or E)**. The period selected by the technical school is now indicated with two digits, numbers or letters. In the example above the period would be **(04)**. The section assigned by the technical school is the last group of numbers, and is indicated in the above example by **(01)**.

**Technical school principals are required to include the 13-digit code on their master schedules.

Additional Example:

Course Indicator
One Letter
(P, X, A, B, C, D, or E)

Technical Center ID
Two Digits
(81 - Christian CTC)

Technical School Section
Two Digits - numbers only
(21)

81060112X2A21

State Course Code
Six Digits
(060112 – Digital Literacy)

Technical School Period
Two Digits - numbers or letters
(2A)