

**Custom Report: School Profile Courses** – The purpose of this report is to provide information on courses offered in the programs of Health and Physical Education (HPE), Career and Technical Education (CTE), Visual and Performing Arts (VPA), and World Languages (WL). The School Profile Report includes a summary of this course information. This report cannot be run for school years earlier than 2017-2018. This report includes Grade 14 students, but they are not included in the School Profile Report. The [State Course Codes List](#) has the state codes by category and grade level that are reported. **This report is intended for internal use only; this report contains sensitive data and must be handled appropriately.**

**Selection Criteria:** Use the Campus toolbar to select Year and School name; this report cannot be run for school years earlier than 2017-2018. Choose “All Schools” to get results for all schools in one report. Choose Detail Report for student level data. Choose Aggregate report for the count of students taking each course state code.

**KDE Contact:** [Caryn Davidson](#), Office of Teaching and Learning

**Tool Search:** School Profile Courses

*NOTE: Users must be granted access by the local KSIS administrator before they see this report.*

**Report Sample:** The report will be generated in Excel format.

The Detail Report returns the details for each section of a course taken by a student including the course category, local course number, local course name and primary teacher information. *Instructional Time* is intentionally left blank. The *ERROR- Data Quality Messages* column will populate when a student is outside of the grade level for the course.

Sch Year	Dist Number	Dist Name	Sch Number	Sch Name	Course Category	State Course Code	State Course Name	Local Course Number	Local Course Name	Section Number
20232024	341	Lincoln County	095	LINCOLN COUNTY HIGH SCHOOL	CTE	170502	Acute Care Basic Skills	18170502P0120	Acute Care Basic Skills	1
20232024	341	Lincoln County	095	LINCOLN COUNTY HIGH SCHOOL	CTE	113602	Advanced Game Development and Publishing	31113602P0110	Adv Game Develop & Publishing	1
20232024	341	Lincoln County	095	LINCOLN COUNTY HIGH SCHOOL	CTE	113602	Advanced Game Development and Publishing	31113602P0110	Adv Game Develop & Publishing	1

Section Number	Teacher License #	Teacher Name	Teaching Method	Instructional Setting	Instructional Time	ERROR - Data Quality Messages	Grade	SSID	Student Last Name	Student First Name
1	111111111	LastName, FirstName	Direct Instruction	Onsite Classroom			G11	1234567890	LastName1	FirstName1
1	222222222	LastName2, FirstName2		Onsite Classroom			G11	2345678901	LastName2	FirstName2
1	333333333	LastName3, FirstName 3		Onsite Classroom			G12	3456789012	LastName3	FirstName3

The Aggregate Report returns unduplicated student counts per qualifying course based on the state code by grade level and the course category. If a student is taking multiple courses that use the same course state code, the report will count the student once. Grade 14 student counts are not included on the School Profile Report.

Sch Year	Dist Number	Dist Name	Sch Number	Sch Name	Course Category	State Course Code	State Course Name	Total Students	P	K	G1	G2	G3	G4	G5	G6	G7	G8	G9	G10	G11	G12	G14
20172018	999	District	999	School	HPE	703071	K-3 Primary Physical Education	243	0	68	53	53	69	0	0	0	0	0	0	0	0	0	0
20172018	999	District	999	School	HPE	703072	4-5 Intermediate P.E	65	0	0	0	0	0	65	0	0	0	0	0	0	0	0	0
20172018	999	District	999	School	VPA	703020	Elementary Hist & Appr	308	0	68	53	53	69	65	0	0	0	0	0	0	0	0	0

### Suggested report uses:

Review this data to understand what courses were included in the School Profile Report.

- This report includes Grade 14 students, but they are not included in the School Profile Report.
- Filter Detail report on *Teacher License #* column for blanks. Add the teacher’s EPBS Number to License Number on the District Employment tab per Section B of [Census, Teacher Information data standard](#).
- To verify the total number of teachers reported per program area, filter Detail report on *Course Category* for each value. Count the number of unique teacher names including no name. Review the names of the primary teachers for accuracy.
- Filter Detail report on *ERROR – Data Quality Messages* to each value, review to determine if data quality issues exist. “Warning: one or more students outside of recommended grade level for the state code.” may indicate that the course state code is incorrect. If middle school students are taking a course for high school credit, then the warning is expected. However, if elementary students are in a course intended for high school, the state code is probably wrong. The [State Course Codes List](#) has the state codes by category and grade level.