



TEACHING ASSIGNMENT INSTRUCTIONS

SELECT THE CLASS PROPERTIES:

- Subject Code
- Total Sections (Self-Contained Is 1 Section)
- Units (Number Of High School Credits Given)
- Semesters
- Schedule Type (Traditional Or Block)
- Title I
- Avid (Advancement Via Individual Determination)
- Lab (Not Learning Lab Or Resource Room)
- Adjunct (This Certified Teacher is Adjuncting This Subject)
- Pre-AP
- Head Start
- Honors
- Gifted & Talented

SELECT A CLASS TYPE:

- Single Grade
- Multiple Grade

SELECT A CLASS CATEGORY:

- | | | |
|---|---|----------------------------------|
| <ul style="list-style-type: none"> • General • Self-Contained • Alternative Program • Alternative Academy | <ul style="list-style-type: none"> • CCR Concepts • CCR Basics • Non-teaching Assignment | DO NOT
TRANSCRIPT
CONCEPTS |
|---|---|----------------------------------|

CHOOSE THE GRADE:

- | | | | |
|---|--|--|---|
| <ul style="list-style-type: none"> • Pre-Kindergarten • Transitional Kindergarten • Kindergarten • Transitional First Grade | <ul style="list-style-type: none"> • First Grade • Complete The Entries • Transitional Second Grade • Second Grade | <ul style="list-style-type: none"> • Transitional Third Grade • Third Grade • Transitional Fourth Grade • Fourth Grade | <ul style="list-style-type: none"> • Fifth Grade • Sixth Grade • Seventh Grade • Eighth Grade |
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CO-TEACHERS:

Enter The Six Digit Teacher Certification Number:

Co-Teacher Type: Alternative Education; Gifted & Talented; Title I; General Education; Special Education
Complete The Entries

TEACHER AIDES:

- Highlight the assistant's name
- Select the teacher aide type
- If the name is not on the list contact school personnel records.
- If the assistant is a volunteer, enter their name in the "volunteer" box.

DISTANCE LEARNING:

- Select the technology type.
- Enter the name of the sender/receiver select the sender type.
- Enter the name of the person monitoring the class.

HIGH SCHOOL CREDIT:

Middle school courses taken for high school credit must be taught by a teacher certified to teach the course and the course must be taught at the same rigor as the high school course. The course must be coded to the high school subject codes.

**Self-Contained Grade Code**

1012	Pre-K (Half Day)
1013	Pre-K (Full Day)
1021	Transitional Kindergarten (Half Day)
1022	Transitional Kindergarten (Full Day)
1023	Kindergarten (Half Day)
1024	Kindergarten (Full Day)
1041	Transitional First Grade (K To 1)
1051	First Grade
1042	Transitional Second Grade (1 To 2)
1052	Second Grade
1043	Transitional Third Grade (2 To 3)
1053	Third Grade
1044	Transitional Fourth Grade (3 To 4)
1054	Fourth Grade
1055	Fifth Grade
1056	Sixth Grade
1057	Seventh Grade
1058	Eighth Grade

Careers/Exploration

1354	Careers/Exploration
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Computer/Technology Education

1324	Computer/Technical Ed
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Career Tech Courses Business

8101	Business & Computer Technology (1/2 Credit) For Computer Technology
8169	Fundamentals Of Technology (Counts For Computer Technology Credit)
8254	Business Foundations

Career Tech Courses Agriculture Science

8001	Agricultural Exploration And Orientation (One Year Program)
8002	Agriscience Exploration And Orientation (1 Semester)
8003	Agriscience Exploration And Orientation (1 Quarter Year)
8004	Introduction To Agriscience

CareerTech Courses (STEM)

8801	Tech Engineering I (9 Weeks)
8802	Tech Engineering I (Semester)
8803	Tech Engineering I (1 Year)
8830	PLTW Gateway I (9 Weeks)

8831	PLTW Gateway I (Semester)
8832	PLTW Gateway I (1 Year)
8835	PLTW Gateway II (9 Weeks)
8836	PLTW Gateway II (Semester)
8837	PLTW Gateway II (1 Year)
8838	PLTW Gateway III (9 Weeks)
8839	PLTW Gateway III (Semester)
8840	PLTW Gateway III (1 Year)
8841	Tech Engineering II (9 Weeks)
8842	Tech Engineering II (Semester)
8843	Tech Engineering II (1 Year)
8844	Tech Engineering III (9 Weeks)
8845	TE Technology Systems Tech Engineering III (Semester)
8846	TE Technology Systems Tech Engineering III (1 Year)

English As Second Language

1313	English As Second Language
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Family And Consumer Science

1165	Family And Consumer Science
1167	Life Management
1168	Teen Ecology
1169	Personal Development

Careertech Courses

8411	Tween Life
8412	Investigate Facs
8438	Investigate Facs 30
8439	Investigate Facs 60
8440	Tween Life 30
8441	Tween Life 60
8456	Tween Life With Financial Literacy

Fine Arts

1173	Art
1183	General Music
1184	Music Appreciation
1186	Dance
1187	Vocal Music
1189	Drama (Not For High School Credit)
1195	Band
1196	Music History

Health/Nutrition

1343	Health/Nutrition
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Humanities

1207	Humanities
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Keyboarding

1335	Keyboarding
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Language Arts

1114	Language Arts
1115	Spelling/Vocabulary
1116	Title I Language Arts

Library Science

1145	Library Science
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Mathematics

2204	Mathematics
2217	Pre-Algebra
2227	Algebra I (Not For High School Credit)
2230	Geometry (Not For High School Credit)
2231	Title I Math
2232	Combined Geometry (Not For High School Credit)
2234	Math Remediation

Newspaper/Yearbook

1155	Newspaper/Yearbook
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Personal Financial Literacy

1451	Personal Financial Literacy
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Physical Education

1363	Physical Education
1370	Competitive Athletics

Reading

1132	Reading
1134	Remediation Reading
1139	Title I Reading

Science

2254	General Science
2266	6th Grade Science
2276	7th Grade Science
2286	8th Grade Science

Social Studies

2303	Civics
2304	Social Studies
2315	World Studies
2316	Geography (Not For High School Credit)
2325	United States History (Not For High School Credit)
2357	History of Religion
2367	Oklahoma History (Not For High School Credit)

Speech (Not Speech Therapy)

1125	Speech (Not For High School Credit)
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Technology Education/Industrial Arts

1224 Technology Education/
Industrial Arts

World Languages

*If Given For High School Credit Use
The High School Subject Codes.*

2122 French
2127 Italian
2132 Spanish
2142 German
2147 Japanese
2152 Latin
2162 Russian
2172 Chinese
2182 Native American Language
2192 American Sign Language

Additional Subject Codes

1383 Leap – Grades 5-8
(Leadership Education
Achievement Program)
1384 Academic Achievement
1385 Character Education
1386 Communication Skills
1387 Academic Team

*Do Not Use These Subject Codes
With Finance.*

Nonteaching Subject Codes

1910 In-School Suspension
1920 Counselor
1930 Librarian
1940 Nurse
1950 Superintendent
1951 Principal/Nonteaching
1952 Principal/Teaching
1953 Director/ Coordinator
1954 Instructional Coach
1955 Athletic Director
1956 Dean Of Students
1960 Psychologist
1970 Speech Pathologist (Masters
Degree)
1973 Speech Pathologist
(Bachelors Degree)
1971 Occupational Therapy
1972 Physical Therapy
1980 Psychometrist

Title I

1388 Title I Resource Teacher
*These Teachers Must Have Student
Counts And Are Not The Teacher Of
Record.*

*If The Title I Teacher Is The Teacher
Or Record, Select Subject Matter
For The Teaching Assignment.*

These Instructional Coaches Must Be Highly Qualified

1138 Title I Reading Instructional
Coach
2213 Title I Math Instructional
Coach

**Instructional Coaches Are Teacher
Trainers And Do Not Have Student
Counts.**