

**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
- ◆ Title I
- ◆ AVID (Advancement via Individual Determination)
- ◆ Lab (Not Learning Lab or Resource Lab)
- ◆ Adjunct (This Certified Teacher is Adjuncting this Subject)
- ◆ Pre-AP
- ◆ Head Start
- ◆ Honors / Gifted and Talented

**SELECT THE CLASS TYPE**

- ◆ Single Grade
- ◆ Multiple Grades

**SELECT A CLASS CATEGORY**

- |                       |                           |   |
|-----------------------|---------------------------|---|
| ◆ General             | ◆ CCR Concepts            | <b>DO NOT<br/>TRANSCRIPT<br/>CONCEPTS</b> |
| ◆ Self - Contained    | ◆ CCR Basics              |   |
| ◆ Alternative Program | ◆ Non-Teaching Assignment |   |
| ◆ Alternative Academy |                           |   |

**CHOOSE THE GRADE**

- |                             |                             |                 |
|-----------------------------|-----------------------------|-----------------|
| ◆ Pre-Kindergarten          | ◆ Second Grade              | ◆ Fifth Grade   |
| ◆ Kindergarten              | ◆ Transitional Third Grade  | ◆ Sixth Grade   |
| ◆ Transitional First Grade  | ◆ Third Grade               | ◆ Seventh Grade |
| ◆ First Grade               | ◆ Transitional Fourth Grade | ◆ Eighth Grade  |
| ◆ Transitional Second Grade | ◆ Fourth Grade              |                 |

**CO-TEACHERS**

Enter the six-digit Teacher Certification Number:

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

**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 Code!

<b>Self Contained Grade Code</b>		<b>Career Tech (Agriculture Science Courses)</b>	<b>Health / Nutrition</b>
1012	Pre-K (half day)		1343 Health / Nutrition
1013	Pre -K (full day)	8001 Agriculture Exploration and Orientation	
1021	Transitional Kindergarten (half day)		<b>Humanities</b>
1022	Transitional Kindergarten (full day)	<b>Career Tech (STEM Courses)</b>	1207 Humanities
1023	Kindergarten (half day)	8801 Tech Engineering 6th Grade	<b>Keyboarding</b>
1024	Kindergarten (full day)	8830 PLTW Gateway 6th Grade	1335 Keyboarding
1041	Transitional First Grade (K to 1)	8835 PLTW Gateway 7th Grade	
1051	First Grade	8838 PLTW Gateway 8th Grade	<b>Language Arts</b>
1042	Transitional Second Grade (1 to 2)	8841 Tech Engineering 7th Grade	1114 Language Arts
1052	Second Grade	8844 Tech Engineering 8th Grade	1115 Spelling / Vocabulary
1043	Transitional Third Grade (2 to 3)	8867 TE Computer Science Discoveries	1116 Title I Language Arts
1053	Third Grade	8945 Technical Applications I	<b>Library Science</b>
1044	Transitional Fourth Grade (3 to 4)	8946 Technical Applications II	1145 Library Science
1054	Fourth Grade	8947 Technical Applications III	
1055	Fifth Grade	<b>English as Second Language</b>	<b>Mathematics</b>
1056	Sixth Grade	1313 English as Second Language	2204 Mathematics
1057	Seventh Grade		2217 Pre-Algebra
1058	Eighth Grade	<b>Family and Consumer Science</b>	2227 Algebra I (not for HS credit)
		1165 Family and Consumer Science	2230 Geometry (not for HS credit)
		1167 Life Management	2231 Title I Math
		1168 Teen Ecology	2232 Combined Geometry (not for HS credit)
		1169 Personal Development	2234 Math Remediation
<b>Careers / Exploration</b>		<b>Career Tech (FACS Courses)</b>	<b>Newspaper / Yearbook</b>
1354	Careers / Exploration	8411 Tween Life	1155 Newspaper / Yearbook
		8412 Investigative Facs	
<b>Computer / Technology Education</b>		8415 FACS Basics	<b>Personal Financial Literacy</b>
1320	PK-2 Computer Science	8434 FACS Basics A	1451 Personal Financial Literacy
1323	3-5 Computer Science	8435 FACS Basics B	
1326	6-7 Computer Science	8438 Investigative Facs 30	<b>Physical Education</b>
1328	Exploring Computer Science (8)	8439 Investigative Facs 60	1363 Physical Education
1324	Computer / Technical Ed	8440 Tween Life 30	1370 Competitive Athletics
1336	Computer / Tech Literacy	8441 Tween Life 60	
1337	Computer Applications		<b>Reading</b>
		<b>Financial Literacy</b>	1132 Reading
8101*	<i>Business &amp; Computer Technology (Counts for 1/2 Unit of Computer Technology Credit)</i>	8456 Tween Life with Financial Literacy	1134 Remediation Reading
8169	Fundamentals of Technology (Counts for Computer Technology Credit)	<b>Fine Arts</b>	1139 Title I Reading
8254	Business Foundations	1173 Art	<b>Science</b>
8255	Internet of Things Fundamentals (Counts for Computer Technology Credit)	1183 General Music	2254 General Science
8256	Cybersecurity Basics (Counts for Computer Technology Credit)	1184 Music Appreciation	2266 6th Grade Science
		1186 Dance	2276 7th Grade Science
		1187 Vocal Music	2286 8th Grade Science
		1189 Drama (not for HS Credit)	
		1195 Band	<b>Social Studies</b>
		1196 Music History	2303 Civics
			2304 Social Studies
			2315 World Studies

revised 6/18

\* Courses are for 1/2 Unit of Credit

**Social Studies**

2316 Geography (not for HS Credit)  
 2325 US History (not for HS Credit)  
 2357 History of Religion  
 2367 OK History (not for HS Credit)

*Title I teachers must have student counts  
 and are NOT the teachers of record*

**Title I**

1388 Title I Resource Teacher  
*If the Title I teacher is the teacher of  
 record, select the subject matter for the  
 for the teaching assignment*

**Speech**

1125 Speech (not for HS Credit)

**Instructional Coaches****Technology Education / Industrial Arts**

1224 Technology Education / Industrial Arts

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

**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

*Instructional Coaches are Teacher Trainers  
 and do NOT have student counts*

**Additional Subject Codes**

1383 LEAP (leadership education  
 achievement program) Grades 5-8  
 1384 Academic Achievement  
 1385 Character Education  
 1386 Communication Skills  
 1387 Academic Team

***Do not use these codes with Finance***

**Non-Teaching Subject Codes**

1910 In-School Suspension  
 1920 Counselor  
 1930 Librarian  
 1940 Nurse  
 1950 Superintendent  
 1951 Principal / Non-teaching  
 1952 Principal / Teaching  
 1953 Director / Coordinator  
 1954 Instructional Coach  
 1955 Athletic Director  
 1956 Dean of Students  
 1960 Psychologist  
 1970 Speech Pathologist (masters deg.)  
 1971 Occupational Therapist  
 1972 Physical Therapist  
 1973 Speech Pathologist (bachelors deg.)  
 1980 Psychometrist