



## Center for Educational Performance and Information

### Registry of Educational Personnel Calculating the Number of Core Academic Classes Taught

The following instructions have been provided by the Office of Professional Preparation Services, Michigan Department of Education. These instructions provide guidance on how to report classes for elementary, middle and high school teachers.

**The core academic subject areas for the Fall 2009 REP Submission include the following:**

000BX Language Arts  
000BA English  
000BT Reading

000FI Polish  
000FJ Hebrew  
000FL Japanese  
000FR Chinese  
000FY Arabic

000RX Social Studies  
000CA Economics  
000CB Geography  
000CC History  
000CD Political Science

000DX Science  
000DA Biology  
000DC Chemistry  
000DE Physics  
000DH Geology-Earth Science  
000DO Astronomy  
000DI Integrated Science  
000DP Physical Science  
000EX Mathematics

000FA French  
000FB German  
000FC Greek  
000FD Latin  
000FE Russian  
000FF Spanish  
000FG Other Word Languages  
000FH Italian

000JX Music Education  
000LX Visual Art  
000LT Theatre/Performance  
000MH Dance

000ZG Elementary Education (Kindergarten through 5th grade [K-5] all subjects, K-8 self-contained)  
000ZZ Alternative Education (Self-contained classroom)

Bilingual teachers whose assignment is a core academic subject area such as YA0EX (Math instruction in a Bilingual French Program).

00192 Speech/Language Impaired Classroom – All Subjects  
00197 Special education class where all students are assessed by alternate achievement standards (Mi-Access)

**Resource program teacher:** For the purposes of the REP reporting, a resource program teacher is defined as one who provides resources and support to special education students. If the teacher is providing direct instruction of the core academic subjects, districts are to report the core academic subject areas.

**Trimester classes:** Report the number of classes taught in the first trimester in the fall submission of the REP. Report the second and third trimester classes in the end-of-year REP submission. When reporting trimester classes in the Fall 2009 REP submission, districts are to count each core academic class separately. For example:

- If a teacher is assigned to one English class in the fall semester, report "1" for the number of classes taught.
- If a teacher is assigned to one English class in the second and third semesters, report "2" for the number of classes taught.
- If a teacher is assigned to 10 or more classes, report the assignment in two parts. The FTE and number of classes taught must be different in each portion of the split. If a teacher has 10 classes of English with a 1.0 FTE, a district could report "6" classes with 0.6 FTE in one assignment and "4" classes with 0.4 FTE in another assignment.
- For teachers assigned to elementary education the count remains "1" for the number of classes taught for the fall and EOY REP submissions.

(Source: Office of Professional Preparation Services, Michigan Department of Education.)

**Self-contained classroom:** A classroom is considered to be a self-contained classroom when one teacher provides instruction to the same group of students for the majority (more than 50 percent) of the instructional day.

**K-5 elementary certified teachers in K-5 assignments should each be counted as teaching ONE (1) class.**

**Teachers who may also be counted as teaching ONE (1) class:**

- Itinerant ELEMENTARY teachers providing reading, art, music, physical education, etc., at the elementary level (regardless of the number of buildings in which they serve). If the district reports multiple assignments and buildings in the REP for an individual teacher, report one (1) class for each building. For example, if a music teacher's assignment is reported separately in four buildings, report a "1" for the number of classes taught for each separate building assignment.
- Special education teachers providing instruction in self-contained classroom settings at the elementary level.
- Alternative education teachers providing instruction in self-contained classroom settings at the elementary level.
- Kindergarten teachers assigned to morning and/or afternoon classes.
- Teachers in grades 6, 7 or 8 in self-contained classroom settings.

**Middle school and high school teachers providing instruction in departmentalized classroom settings are to be counted BY CLASS for each semester taught.** If a teacher teaches more than one section of a class, each section should be counted separately. See the examples below:

1) A 7-12 mathematics teacher teaching these classes:

<u>Classes Taught</u>	<u>Report</u>	
• Algebra I (2 classes)	2 classes	
• Algebra II (2 classes)	2 classes	
• Freshman math (1 class)	1 class	
• Calculus (1 class)	1 class	<b>Report 6 classes</b>

2) A K-12 music teacher who teaches the following classes:

• Junior high band (1 class)		
• Music appreciation (1 class)		
• Junior high choir (1 class)		
• High school band (1 class)		
• High school choir (1 class)		<b>Report 5 classes</b>

3) A special education teacher assigned to a resource program and two math classes:

- Math (2 classes) **Report 2 classes**
  - Report the appropriate assignment codes for the resource position.
- 4) A middle or secondary special education teacher providing direct instruction in core academic subject area classes to various special education populations:
- History (1 class)
  - Math (2 classes)
  - Science (1 class)
  - Language arts (1 classes) **Report 5 classes**
- 5) A teacher teaching biology for the second and third trimester:
- Biology (5 classes each trimester) **Report 10 classes**
    - Refer to the Trimester section (page one) for further information about reporting assignments with more than 10 classes.
- 6) Teachers using "block" or "flex" scheduling should be reported with the maximum number of sections for the core subjects they teach on any given day. Note: The number of classes reported may exceed the actual number of sections taught in a single instructional day.
- Monday:  
4 sections of math, 1 section of English
  - Tuesday:  
3 sections of math, 2 sections of English
  - Wednesday:  
2 sections of math, 3 sections of English
  - Thursday:  
1 section of math, 3 sections of English
  - Friday:  
4 sections of math, 1 section of English
- Report 4 math and 3 English = 7 classes**

For specific questions regarding the number of classes taught, please contact the Office of Professional Preparation Services, Michigan Department of Education at 517-373-3310, or Krista Ried via e-mail at [riedk@michigan.gov](mailto:riedk@michigan.gov).

Please note the following:

- Changes that have been made to this document since the previous submission are noted in Arial Font with a dashed underline, or by a ~~strikethrough~~.