



Registry of Educational Personnel

Calculating the Number of Core Academic Classes Taught

Last Updated: July 2014

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 REP Submission include the following:

000BX Language Arts
000BA English
000BT Reading
000FR Chinese 000FY Arabic

000FI Polish
000FJ Hebrew
000FL Japanese

000RX Social Studies
000CA Economics
000CB Geography
000CC History
000CD Political Science
000DO Astronomy
000FA French
000FB German
000FC Greek
000FD Latin
000FE Russian
000FF Spanish
000FG Other World Languages
000FH Italian

000DX Science
000DA Biology
000DC Chemistry
000DE Physics
000DH Geology-Earth Science

000DI Integrated Science
000DP Physical Science
000EX Mathematics

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

000ZG Elementary Education (Kindergarten through 5th grade all subjects, K-8 self-contained)

000ZZ Alternative Education (Self-contained classroom)

Bilingual teachers whose assignment is a core academic subject area such as YAOEX (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 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 REP submission, districts are to count each core academic class separately. Note: If a district's second trimester begins prior to the close of the Fall REP Submission (first business day in December), report all staff members employed on the official Date of Count for the Fall Submission.

For example:

- If a teacher is assigned to one English class in the fall trimester, report "1" for the number of classes taught.
- If a teacher is assigned to one English class in the second and third trimesters, 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 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 class.

Teachers who may also be counted as teaching one 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 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	Report 6 classes

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)	Report 5 classes

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

Math (2 classes)	Report 2 classes
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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 class)	Report 5 classes

5) A teacher teaching biology for the second and third trimester:

Biology (5 classes each trimester)	Report 10 classes
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Refer to the Trimester section (page one) for further information about reporting assignments with 10 or more 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.

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Monday: 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 email at riedk@michigan.gov.