

# Glossary of Terms

**Active Register:** The active register is the current register. School and class registers can fluctuate as principals and school-based personnel make changes to student schedules or audit the school's overall register. For this reason it is very important to note the day on which any register data is reported. This report is based on a snapshot of the active register on January 28, 2015. For High Schools that organize their year into semesters, the report captures the core course classes and registers for the end of the first term. For High Schools that are not organized into semesters, the report captures a snapshot of the current term as of February 9, 2015.

**Automate The Schools (ATS):** Automate the Schools (ATS) is a school-based administrative system that standardizes and automates the collection and reporting of data for all students in the New York City Public Schools.

**Bridge Class:** A bridge class spans grade levels. This analysis does not include any class that spans more than one grade in grades K-8, unless the class is designated as a self-contained special education class.

**Child Assistance Program (CAP):** This system tracks the process students go through when referred for possible special education services.

**Integrated Co-Teaching (Formerly Collaborative Team Teaching or CTT):** Integrated Co-Teaching (ICT) ensures that students with disabilities are educated alongside age-appropriate peers in a general education setting. ICT classes consist of one general education teacher and one special education teacher, providing a reduced student/ teacher ratio. Co-teachers provide individual attention to students and together they plan and prepare lessons, activities, and projects that take into account the learning differences among all students in the class.

- In grades K-8 ICT official classes are those identified as such by the CAP class code in the Child Assistance Program (CAP) data system.
- For high school class size data, in addition to classes identified by the schools programmed as ICT, the reports also indicate where sections are assumed to be ICT. Two sections of the same core subject are assumed to be one co-teaching class where a) both sections have matching schedules (they meet in the same day, period, and room), b) one section has primarily students with a recommendation for ICT in that core subject in their Individualized Education Plan (IEP) entered into SESIS and one section has primarily students with no recommendation for ICT or Self Contained services, c) together at most 40 percent of the students have recommendations for ICT, and d) the combined enrollment is fewer than 34.

**Core Course:** Every course entered into STARS (Student Transcript and Academic Reporting System) has a "course code" that indicates the course of study. This report only includes English, math, science and social studies classes where the first two letters match the chart below.

List of course code starting letters included in Average Class Size report:

Code prefix	Subject	Description in Report
EC	Communications	Other English
EE	Core English Language Arts	MS English Core or English 9-12 as per table below
EJ	Journalism	Other English
EL	Literature	Other English
EQ	Other English	Other English
ES	ESL	Other English
EW	Writing	Other English
HB	Behavioral Sciences	Other Social Studies
HE	Economics	Economics
HF	Government and Economics	Other Social Studies
HG	Global History	Global History
HL	Law	Other Social Studies
HP	Geography	Other Social Studies
HQ	Other Social Studies	Other Social Studies
HR	History of " _ "	Other Social Studies
HS	Core Social Studies	MS Social Studies Core
HT	Other Government	Other Social Studies
HU	United States History	United States History Accelerated
HV	Participation in Government	Participation in Government
MC	Calculus	Other Math
ME	Integrated Algebra	Integrated Algebra
MG	Geometry	Geometry
MK	Technology	Other Math
MM	Core Math	MS Math Core
MP	Pre-calculus	Other Math
MQ	Other Math	Other Math
MR	Algebra 2/Trigonometry	Algebra 2/Trig
MS	Statistics	Other Math
SB	Biology	Other Science
SC	Chemistry	Chemistry
SD	Other Physical Sciences	Other Physical Sciences
SE	Earth Science	Other Science
SF	Forensics	Other Science
SG	Agriculture	Other Science
SH	Health Science	Other Science
SK	Technology	Other Science
SL	Living Environment	Living Environment
SP	Physics	Physics
SQ	Other Science	Other Science
SR	Astronomy	Other Science
SS	Core Science	MS Science Core

Code prefix	Subject	Description in Report
<b>SW</b>	Other Life Sciences	Other Science

For HS English, the first five letters of the course code are used to differentiate English 9, 10, 11, or 12 based on the table below:

Course	Annualized Courses	Semester Courses	Trimester Courses	Cycle Courses
<b>English 9</b>	EEN41	EES81	EETC1	EEFG1
		EES82	EETC2	EEFG2
			EETC3	EEFG3
				EEFG4
<b>English 10</b>	EEN42	EES83	EETC4	EEFG5
		EES84	EETC5	EEFG6
			EETC6	EEFG7
				EEFG8
<b>English 11</b>	EEN43	EES85	EETC7	EEFG9
		EES86	EETC8	EEFGA
			EETC9	EEFGB
				EEFGC
<b>English 12</b>	EEN44	EES87	EETCA	EEFGD
		EES88	EETCB	EEFGE
			EETCC	EEFGF
				EEFGG

**Galaxy:** Galaxy is a web-based DOE system for human resources and budgeting at the school level.

**General Education (GE):** General education classes are those classes not coded as special education, integrated co-teaching, or gifted and talented.

**Gifted and Talented (G&T):** G&T classes are identified as:

- Classes in grades K-5 where students have been placed through the DOE's G&T screening process
- Courses in grades 6-8 defined as accelerated, or courses that have been approved as high school preparatory courses through the High School Preparatory Course Certification (HSPCC) process. Middle school accelerated courses are high school credit-bearing courses offered to grade 8 students. HSPCC courses are those determined by the NYC DOE, through quantitative and qualitative evaluation, to build high school readiness skills. All schools with middle grades have the opportunity to submit course offerings to the DOE for approval as HSPCC courses.

**Pupil Teacher Ratio (PTR):** The ratio of students not recommended for full time Self Contained classes to teachers that do not teach Self Contained Classes. The number of students is based on an audited

register from October 31, 2014. The number of teachers is based on a snapshot each school's table of organization in Galaxy (the Departments' online staffing and budgeting system) as of January 28, 2015.

**School Code:** Every school in the system can be identified by its 4-digit code. The first letter of the school code signifies the borough in which the school is located (M = Manhattan, X = Bronx, R = Staten Island, K = Brooklyn and Q = Queens). The final three digits are unique within borough.

**Self-contained Special Education:** Self-contained special education classrooms, are those with IEP defining specific student/teacher/paraprofessional ratios. The ratio of students to teachers and paraprofessionals (Service Category) is denoted as 12:1, 12:1:1, etc. In grades K-8 ICT official classes are those identified as such by the CAP class code in the Child Assistance Program (CAP) data system.

**Service Category:** See Self-contained Special Education

**SEIS (Special Education Student Information System).** This system supports users in completing special education workflow processes from referral through IEP development.

**STARS (Student Transcript and Academic Reporting System):** This system provides for data entry and processing of student scheduling, grade reporting and transcripts. This system allows for the reporting of class size by course and section.