

# Add or Change Class Information - CMOD

## Add/Change Class Information (CMOD)

Before students can be admitted to a school, official classes need to be in existence to place the admits into. If you do not have official classes or you need to add additional classes, you will use the CMOD function to add/change official classes.

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PROFILE 01-M-015      New York City Public Schools      08-21-09 12:50:56
CMOD0100      Current Class Data Add / Change Screen      02072-EFINNEG
==>

                SCHOOL NUM: 015

CLASS CODE: ____      BILINGUAL:      (Y/N)      SAR/LTA:      (Y/N)      FUNDING:
                                     (PRE-K ONLY)

TEACHER ID:                LAST NM:                FIRST:
  ADVISOR:                LAST NM:                FIRST:
ADDL STAFF:      TYPE:      LAST NM:                FIRST:
ADDL STAFF:      TYPE:      LAST NM:                FIRST:

CLASS NAME:
CLASS DESC:
GRADES:
GRADE LEVEL:
ATTENDANCE TAKEN (1 OR 2 TIMES PER DAY):      LANGUAGE TAUGHT:
NUMBER OF STUDENTS - ALLOWED:      ACTUAL:      GIFTED/TALENTED:
                                     PHYSICAL LOCATION:

OPT NUMBER:      PRINTING LOC:      ROOM NUMBER:      CAP CLASS:
Enter a valid class code - then press RIGHT CTRL/RED ENTER
F1/Help      F2/      F3/Quit-return      F4/Lookup      F5/      F6/
F7/      F8/      F9/Refresh      F10/      F11/      F12/Exit
    
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This screen enables the user to add new official classes to the school, or to update information about existing official classes. Basic information must be completed for each new class:

Item	Description
Class Code	usually 3-characters (Alpha, numeric)
Bilingual (Y/N)	must be completed. If you put a Y in this field you will have to enter the language code in the Language Taught: filed.
SAR/LTA:	If this is an SAR/LTA class (that is, a class for students who are Long Team Absent) set this to Y, else make it N.
Teacher ID:	<p>The Teacher ID can no longer be entered directly into this field. In order to select a teacher, information can be found by entering part of the last name with an asterisk * in the LAST NAME: field and pressing F5/SEARCH. This will return any teacher matching those letters. You then tab to the correct person and press F2. This will fill in the correct Teacher ID:, Last and First names .</p> <ul style="list-style-type: none"> <li>The names that appear on the F5/SEARCH page come from the school's Table of Organization. If the name is not there, have that staff member added to the Table of Organization in Galaxy.</li> </ul>
Advisor	and Additional Staff. In these fields you can enter the Advisor and Additional Staff names. There is a Look Up (F4) for Additional Staff Type.
Class Name	This is a free form field where you can enter any meaningful name for the class. This name will appear in the RACL report.

Class Description:	(optional) This is another free form field where you can enter additional information i.e. Team Teaching
Grades	These fields contain the grade codes for students who can be associated with this class. Generally you only put one grade code. However, team teaching needs one General Ed grade code and one Special Ed Grade code. When you are creating an SAR class you may want to put more than one grade code. Remember, only students with these grade codes can be admitted to this class. For Special Ed classes, the grade code should describe the type of service offered by this class. If you press F4 in this field you will see all of the grade codes available at your school. For a self contained special ed class you should pick the code that best describes the service of the class. That is, SE 1R, etc. See the <a href="#">Special Ed Section</a> below for more information about special ed grade codes.
Grade Level	You must enter the grade level or levels for any self contained special education class.
Language Taught	This field must be contain the language code for any class flagged as bilingual
Attendance Taken:	should be "1" if you taking only AM attendance or 2 if you intend to take AM and PM attendance.
Gifted/Talented:	Put a Y in this field if this is a gifted/talented class
Number of Students -Allowed	Enter the number that you want displayed for the number of students allowed.
Actual	This is a display only field to show the actual number of students attached to this class.
Physical Location	This is the building location code of the building where this class is located. If a school has classes in various locations, you must select the correct location.
OPT Number:	Obtain the OPT number from the Office of Pupil Transportation, if unsure.
PRINTING LOC:	Generally this is the school's roster printer. Usually you put the DBN of the school. If this class is in a different building and you wanted to print the attendance roster for this class at that location, you would identify that location here. Before you can do that, however, you must contact your ASL to set up the additional location.
Room Number:	This is number that you want to use for this class.
CAP Class:	This must be completed if this is a class that with Special Ed Grade Codes. See the <a href="#">Special Ed Section</a> below for more information.

## Completed CMOD Screen

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PROFILE 01-M-123          New York City Public Schools          09-14-09 10:46:11
CMOD0100          Current Class Data Add / Change Screen          01412-EFINNEG
==>

          SCHOOL NUM: 123

CLASS CODE: 202          BILINGUAL: N (Y/N)          SAR/LTA: N (Y/N)          FUNDING: _
                                     (PRE-K ONLY)

TEACHER ID: 0234567          LAST NM: NICHOLS          FIRST: MARIANE
ADVISOR:          LAST NM:          FIRST:
ADDL STAFF: 0345678 TYPE: A LAST NM: BRUSTMAN          FIRST: LEONARD
ADDL STAFF:          TYPE: _ LAST NM:          FIRST:

CLASS NAME: SECOND GRADE__
CLASS DESC: SECOND GRADE_____
GRADES: 129 120          _          _          _          _
GRADE LEVEL: _          _          _          LANGUAGE TAUGHT: _
ATTENDANCE TAKEN (1 OR 2 TIMES PER DAY): 1          GIFTED/TALENTED: _
NUMBER OF STUDENTS - ALLOWED: 25_          ACTUAL: 20          PHYSICAL LOCATION: M123

OPT NUMBER: _____          PRINTING LOC: 01M123          ROOM NUMBER: 208_          CAP CLASS: T03
Make changes to this data as required
F1/Help          F2/Save          F3/Quit-return          F4/Lookup          F5/Search          F6/
F7/          F8/          F9/Refresh          F10/          F11/          F12/Exit

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## Special Ed CAP CLASS Codes

\*What Grade Code Should I Use?\* Generally the grade code should describe the service provide by this class. Before you can pick a grade code it must be added to your Table 110. Table 110 lists all of the approved grades for your school. If you are missing a grade you must request that it be added by completing the Request to Add a Grade Code found on ATS Function [RQSA](#). Once you have the correct codes in your 110 Table, you can select the code by pressing F4.

For self contained classes you would usually only have one grade code. And this code would communicate to the rest of the DOE the type of class. Just by looking at the code we would know if this was a Self Contained class or a Team Teaching Class; if there were two teachers or just one; if the ratio of students was 12 students to one teacher or 15. All of this information is communicated by the code selected. All of the students in a self contained class would have this same code attached to them. Then, just by looking at the student's grade code, we could see if what type of special service this student was receiving.

### Recommended or Receiving?

The question sometimes comes up about how to code a student who is recommended to be in a class with a maximum of 15 students and one teacher, but who is actually in a class that has been set up as a 12 to 1 class. Should I add the 15:1 grade code to the class or should I change the grade code of the student.

Currently, the rule is to change the grade code of the student to match the service that he/she is receiving. That way by comparing the recommended service from CAP to the grade code, we can see students who are receiving more or less service than recommended.

### What CAP Class Code to Choose?

Entering the correct CAP Class may seem confusing at first, but it is not really that complicated. For most schools, the CAP Class codes will begin with E or T. That is, E01, E02, etc. or T01, T02, etc. The E codes are for Self Contained Classes and the T codes are for Team Teaching. On the Elementary and Middle school levels you should not have two classes with the same CAP Class code. High Schools can enter the same code for more than one class.

If you put the cursor in the CAP Class field and press F4 you will see the table below. It may seem confusing at first, but most schools will be using only a few of these many choices.

#### How to understand and use the table below:

- On the left is a Special Ed grade code. The first one in the list is a First Grade Team Teaching code. (119)
- Under Description there are three groups.
  - The first two group ins are for regular Special Ed classes. T01 to T79
  - The second two groups are for SAR Classes. T81 to T89
  - The third group is for Bilingual Classes. T91 to T99.
- Therefore, if you were creating your second Team Teaching class that was not Bilingual and was not an SAR Class you would put T02. Presumably, you have already used T01 for your first class.
- If this had been a Bilingual Team Teaching Class you would have used a number between T91 and T99;
- If it had been an SAR class you would use T81 through T89.

#### What about Self Contained Classes?

- Self Contained Grade codes work the same as Team Teaching. You look up the special ed grade code for the class and then pick from one of the three groups.
- Grade Level is mandatory for Self Contained Classes. You must enter at least one level and can enter up to three. These fields will be used by Placement to determine placement in this class.
- If this were a 951 - SE 1R 12:1 Elementary class, you would use E01 to E15 for a regular class, E81 to E89 for an SAR class and E91 to E99 for a Bilingual class. The class codes are arranged in three sections for each grade code. The first section is for Non Bilingual, Non SAR classes; the second group are the SAR class codes; and the third group are the Bilingual class codes.
- Again, your first 12:1 class should be E01, your second should be E02.

\*Table of CAP Class to Grade Codes\*

CODE	DESCRIPTION
119	T01-T79 T81-T89 T91-T99
129	T01-T79 T81-T89 T91-T99
139	T01-T79 T81-T89 T91-T99
149	T01-T79 T81-T89 T91-T99
159	T01-T79 T81-T89 T91-T99
169	T01-T79 T81-T89 T91-T99
179	T01-T79 T81-T89 T91-T99
189	T01-T79 T81-T89 T91-T99
199	T01-T79 T81-T89 T91-T99
209	T01-T79 T81-T89 T91-T99
219	T01-T79 T81-T89 T91-T99
229	T01-T79 T81-T89 T91-T99
319	T01-T79 T81-T89 T91-T99
329	S26-S26 S26-S26 S26-S26
339	S26-S26 S26-S26 S26-S26
359	SG6-SG6 SG6-SG6 SG6-SG6
751	K01-K10 K81-K89 K91-K99
752	U01-U10 U81-U89 U91-U99
753	V01-V79 V81-V89 V91-V99
754	X01-X10 X81-X89 X91-X99
761	K31-K40 K81-K89 K91-K99
762	U01-U10 U81-U89 U91-U99
763	V01-V79 V81-V89 V91-V99
764	X01-X10 X81-X89 X91-X99
771	K31-K40 K81-K89 K91-K99
931	101-179 181-189 191
932	201-230 281-289 291
933	001-079 081-089 093
934	231-250 281-289 294
935	251-279 281-289 295
936	401-409 401-409 491
937	401-409 401-409 491
938	601-609 681-689 691
941	101-179 181-189 191
942	201-230 281-289 291
943	001-079 081-089 093
945	251-279 281-289 295
946	401-409 401-409 491
947	401-409 401-409 491
948	601-609 681-689 691
951	E01-E15 E81-E89 E91-E99
953	E31-E40 E81-E89 E91-E99
954	E41-E50 E81-E89 E91-E99
955	E51-E60 E81-E89 E91-E99
956	E61-E70 E81-E89 E91-E99
961	E01-E15 E81-E89 E91-E99
962	E16-E30 E81-E89 E91-E99
963	E31-E40 E81-E89 E91-E99
964	E41-E50 E81-E89 E91-E99
965	E51-E60 E81-E89 E91-E99
966	E61-E70 E81-E89 E91-E99

