



## PI-1202 Grade Level Guidance

This document provides some general information for the “Grade Level” data element.

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### Grade Level Definition:

This is all grade levels for which this assignment is performed. These data represent the grade levels of the assignment being taught, not the grade levels of the students. Grade Level is *required* for positions 51, 52, 53, 54, 80, 83 and 84.

- Default to the school's grade range when position is 51 or 52.
- Default to the district's grade range when working school equals zeros or position is 80 or 83.
- Position/assignment code combination 53/0050(Teacher/Elementary-All Subjects) is not valid if grade levels checked are 07 or above, and the school is a middle, junior high, or high school
- Position/assignment code combination 53/0050(Teacher/Elementary-All Subjects) is not valid if grade levels checked are 09 or above, and the school is a PK-12 school.
- Position/assignment code combination 53/0050(Teacher/Elementary-All Subjects) is invalid if reported with greater than four grades. A warning will be issued if 53/0050 is reported with three or four grades.
- Position/assignment code combination 53/0808(Teacher/Early Childhood Special Education) is invalid if reported with any grades greater than KG.

### Examples:

If the employee teaches 6th, 7th and 8th grade English, report the grades as 06, 07 and 08.

If the employee teaches 9th grade biology to 9th, 10th and 11th grade students, select grade 09.

If the employee has an elementary special education assignment, the grades may be reported as grades 01, 02, 03, 04, 05, even if there are no students in a particular grade(s).

Note: If grade levels checked are grade 7 or above, and the working school is a middle, junior high or high school, then assignment code 0050 is invalid