

Why School Districts Should Maintain Accurate and Current Roster/SCED Code Information

Roster/State/SCED code information is collected by the Department of Public Instruction and reported to the U.S. Department of Education. The central purpose for reporting these data is to provide an accurate and up-to-date picture of the discipline-specific learning opportunities offered PK-12 students in every state. Collectively, these data from provide a picture of what the nation's children are learning.

Local school districts can also analyze their Roster/State/SCED code information to determine students' access to, and success with, the learning portrayed in a specific course or their success across any curricular course sequence. Having accurate and current local Roster/State/SCED code information is also essential if every Wisconsin high school student is to access a world-class public education through the Direct Admit Wisconsin program.

With respect to the Direct Admit Wisconsin program, if your school has a course that was not included on the approved college prep math course list, and you believe it should be, please begin by reviewing the [Wisconsin Standards for Mathematics](#) and the [Universities of Wisconsin College Readiness in Mathematics Statement](#).

You can ensure your Roster/State/SCED codes are accurate and current by doing the following:

1. The [Courses](#) webpage has Excel spreadsheets of Roster/State/SCED codes. The spreadsheet has the following columns:

a. School Year	h. CTE Cluster
b. Roster Code	i. CTE Department
c. Course Title	j. AP/IB Program
d. Subject Area	k. World Language
e. Course Description	l. Arts Category
f. Rigor Level	m. SCED Code
g. CTE Course	n. Course Status
2. Schools should create data teams to review their course data, which includes Roster/State/SCED codes. Selection of Roster/State/SCED codes is completed by a

district process, of their choice. DPI highly encourages schools to include subject matter teachers, to fully understand what is being taught in the course.

3. Each school has a person assigned to WISEdata Portal and can run an export called Courses to review all the Roster/State/SCED codes for each course of the current reporting year. Each Student Information System (SIS) also has instructions to create a report of Roster/State/SCED codes being used.
4. Schools should identify who creates courses in the course master and ensure that data element updates are made to courses each year. This includes updates to Roster/State/SCED codes. It is also important that school data teams document the roles and responsibilities of their members. This will help answer questions about how the data was selected, submitted, and reliability.
5. Cloning course masters each year should also include double checking Roster/State/SCED codes. As this data is being used for Direct Admit and state/federal reporting to DPI.
6. The National Center for Education Statistics (NCES) create SCED codes to normalize course data across the country. It is very normal for a handful of Roster/State/SCED codes to be added and deprecate each year.
7. Each Roster/State/SCED code has a Course Description. Some Student Information Systems embed the Roster/State/SCED codes and descriptions into their course setup for users. However, teachers will need to use the [Courses](#) download to see all the Roster/State/SCED codes.
8. Mathematics courses are Subject Areas: 02 Mathematics in the [Courses](#) download.
9. Filter the [Courses](#) download to see Course Status will help see current Roster/State/SCED codes for a reporting year. Filter Course Status for "N/A" will remove deprecated (which means retired).
10. AP/IB courses have very specific Roster/State/SCED codes. Use column "AP/IB Program" to remove "N/A" and see just the codes that apply. AP/IB are programs that teachers have to have approved by College Board or International Baccalaureate to be able to teach the course. Any student can take an AP course, without taking an AP course.
11. Dual Enrollment courses can use any Roster/State/SCED code that applies. The college credit would be reflected on the students' college transcript and high school local course name. (DPI has other data elements for dual enrollment for state reporting).

Choice/Private schools should refer to the [Courses](#) webpage and your SIS documentation to identify where to enter in the appropriate math course codes.