


Class Size Report

The Class Size Report helps identifying errors with FISH room numbers, class size/seats, assigned scheduling methods, and more.

The Class Size Report Set Up

The **Class Size Averages** cron job populates the FLORIDA_CLASSSIZE_COUNTS table that allows districts to create a district-wide report. Cron jobs are set up via Setup > [Scheduled Jobs](#).

Before running the Class Size Report, the Course Catalog must be set up via Scheduling > [Course Catalog](#), which must contain data for the **Core for Class Size** field. **Yes** must be selected in the **Core for Class Size** field in order for the Course to be pulled into the report.



4424 courses
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Displaying 1 through 100

	Course Number	Course Title	Date Added	Exclude from FTE	Core for Class Size	Core for Highly Qualified
-	MKA0092	(BUS OWNER) GEN MGR	05/06/2014	No	No	No
-	MKA0455	(E-COMM) CPT SPEC	05/06/2014	No	No	No
-	MKA0091	(ENT) GEN MANAGER	05/06/2014	No	No	No
-	MKA0096	(IMP/EXP) BILL CLERK	05/06/2014	No	No	No

Before running the Class Size Report, FISH data must be accurate as well. This can be reviewed via Setup > [Rooms](#).

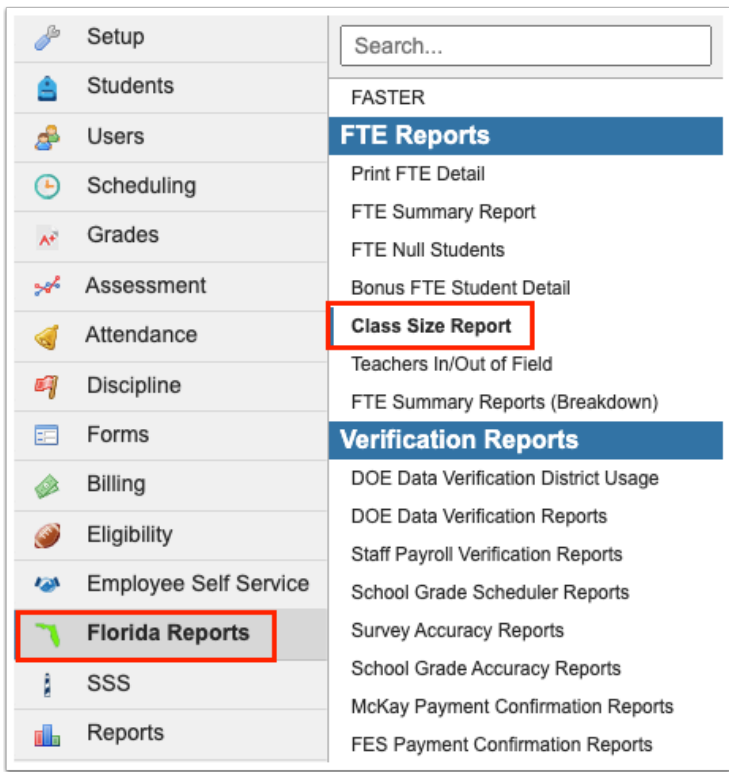
[Save](#)

 [Rooms](#) + 

Title	Short Name	Resource is a Room	Max Seats in the Room	Category	Room Description	Square Footage	Min Year	Max Year
- 00001A00001000011001	1 001		0	Rooms	-	-	N/A 	N/A 
- 00001A00001000011002	1 002		0	Rooms	-	-	N/A 	N/A 
- 00001A00001000011003	1 003		0	Rooms	-	-	N/A 	N/A 
- 00001A00001000011004	1 004		0	Rooms	-	-	N/A 	N/A 
- 00001A00001000011005	1 005		0	Rooms	-	-	N/A 	N/A 
- 00001A00001000011006	1 006		0	Rooms	-	-	N/A 	N/A 

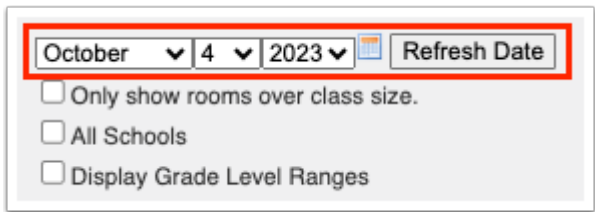
The Class Size Report

1. From the **Florida Reports** menu, click **Class Size Report**.



A screenshot of a software interface showing a sidebar menu on the left and a main content area on the right. The sidebar menu includes items like Setup, Students, Users, Scheduling, Grades, Assessment, Attendance, Discipline, Forms, Billing, Eligibility, Employee Self Service, Florida Reports, SSS, and Reports. The 'Florida Reports' item is highlighted with a red box. The main content area has a search bar at the top and a list of reports below. The 'FTE Reports' section is highlighted with a blue header, and the 'Class Size Report' is highlighted with a red box within this section. Other reports listed include Print FTE Detail, FTE Summary Report, FTE Null Students, Bonus FTE Student Detail, Teachers In/Out of Field, FTE Summary Reports (Breakdown), and a 'Verification Reports' section with various data verification and payroll reports.

2. Upon navigating to the Class Size Report, you first option is to set a Refresh Date. Select the month, day, and year from the provided pull-downs or click the **calendar** icon. Once set, click the **Refresh Date** button.



A screenshot of a date selection interface. It features three pull-down menus for month, day, and year, followed by a calendar icon. The entire date selection area is enclosed in a red box. Below the date selection, there are three checkboxes: 'Only show rooms over class size.', 'All Schools', and 'Display Grade Level Ranges'.



The report will pull data based on the active student enrollments and the active schedules based on the date selected. For example, if January 8, 2023 is selected as the first day of Quarter 3, data will pull for sections in Quarter 3 not Quarter 2 on student schedules.

3. Select the provided check box to limit the report to **Only show rooms over class size**. If over class size, the number will appear in red as shown in step 7.

October
4
2023
Refresh Date

☒ Only show rooms over class size.

☐ All Schools

☐ Display Grade Level Ranges

i Selecting the **Only show rooms over class size** check box displays the periods over class size and conflicting scheduling methods.

4. Data will only be pulled for the selected school, i.e. the school you are logged into via the school pull-down located in the header. If needed, to pull data for all schools, select the check box to display data for **All Schools**. If All Schools is selected, a School column is added to the report, as shown below.

October
4
2023
Refresh Date

☒ Only show rooms over class size.

☒ All Schools

☐ Display Grade Level Ranges

Elem School Average: 18.21
Middle School Average: 21.22
High School Average: 21.00

2676 rooms
Go to Page 1, 2, 3 Show All


Displaying 1 through 1000

Room	Room Num	School	Period 1 (01)	Period 1 (1)	Period 2 (2)	Period 2 (02)	Period 3 (03)	Period 3 (3)
00000O0000C	P-1	Elementary North -	20 S					
00000O0000C	P-2	Elementary North -	21 S					
00000O0000C	P-3	Elementary North -	21 S			21 S	21 S	
00000O0000C	P-4	Elementary North -	21 S					

5. Select the **Display Grade Level Ranges** check box to display the From/To grade ranges for each specified room/period combination.


☒ **Display Grade Level Ranges**

High School Average: 23.08

46 rooms 

Room	Room Num	Period 01 (01)	Period 02 (02)	Period 03 (03)
00036A0004	01-101			
00036A00041	01-103			
00036A0004	01-104		30 [09-12] S	
00036A00041	01-120			30 [09-12] S
00036A0004	01-200			
00036A00041	01-204	16 [09-12] S S	16 [09-12] S	17 [09-12] S

6. Click **Refresh Date**.

October ▼ 4 ▼ 2023 ▼ 

Refresh Date

☒ Only show rooms over class size.

☐ All Schools

☐ Display Grade Level Ranges

i If there are multiple grade levels linked to a period, as shown above, the class size number displayed is determined by the gradelevel with the most students. For example, if Period 02 contains students in Grade 08 and Grade 09, but there are more students in Grade 09, the class size will be considered 25.

Just below the reports filtering options, you are given class room size averages per high school, middle school, etc.

October 4 2023 Refresh Date

☒ Only show rooms over class size.
☒ All Schools
☒ Display Grade Level Ranges

Elem School Average: 18.21
 Middle School Average: 21.22
 High School Average: 21.00

2676 rooms
 Go to Page 1, 2, 3 Show All
 Displaying 1 through 1000

Room	Room Num	School	Period 1 (01)	Period 1 (1)	Period 2 (2)	Period 2 (02)	Period 3 (03)	Period 3 (3)	Period 4 (04)
00000O000000	P-1	Elementary North -	20 [PK-03] S						20 [PK-03] S

In order to comprehend the Class Size Report, it is important to review the legend provided in the upper right corner of the screen.

October 4 2023 Refresh Date

☒ Only show rooms over class size.
☒ All Schools
☒ Display Grade Level Ranges

Elem School Average: 18.21
 Middle School Average: 21.22
 High School Average: 21.00

2676 rooms
 Go to Page 1, 2, 3 Show All
 Displaying 1 through 1000

☐ Self-contained
☐ Block Scheduling
☐ Ind or Small Group Instruction
☐ Multi Classroom or Pod

☐ Alt Week Schedule
☐ Co-teaching
☐ In class 1-on-1
☐ Wheel Class

Filter Search 20

Room	Room Num	School	Period 1 (01)	Period 1 (1)	Period 2 (2)	Period 2 (02)	Period 3 (03)	Period 3 (3)	Period 4 (04)	Period 4 (4)	Period 5 (5)	Period 5 (05)	Period 6 (6)	Period 6 (06)	Period 7 (7)	Period 7 (07)	Period 8 (8)	Period 8 (08)	Period 9 (09)	Period 10 (10)	Period 11 (11)	Period 12 (12)	Period 13 (13)	Period 14 (14)
00000O000000	P-1	Elementary North -	20 [PK-03] S						20 [PK-03] S			20 [PK-03] S		20 [PK-03] S										
00000O000000	P-2	Elementary North -	21 [PK-03] S						21 [PK-03] S			21 [PK-03] S		21 [PK-03] S										

S: Self-contained: Adding the number of students in the sections in the same the same period together.

B: Block Scheduling: Adding the number of students in the sections in the same room the same period together.

G: Ind or Small Group Instruction: Adding the number of students in the sections in the same room the same period together.

M: Multi Classroom or Pod: Adding the number of students in the sections in the same room the same period together and dividing by 2 (or the number of M's).


A: Alt Week Schedule: Adding the number of students in the sections in the same room the same period together.


C: Co-teaching: Taking the number of students in the section divided by the sum of (teacher + co-teachers).

W: Wheel Class: Adding the number of students in the sections in the same room the same period together.

I (In class 1-on-1): Taking the number of students in the S section and adding half the number of students in the I section.

In viewing the Class Size Report, you will see the Room (FISH) number, the Room Num (short room name/number given), and each Period.


34 rooms 

Filter Search 

Room	Room Num	Period 01 (01)	Period 02 (02)	Period 03 (03)	Period 04 (04)	Period 05 (05)	Period 06 (06)
00036A000	01-101					33 [09-12] S	
00036A000	01-103						27 [09-12] S
00036A0004	01-104		30 [09-12] S				
00036A0004	01-120			30 [09-12] S			
00036A0004	01-200				32 [09-12] S		

You will see a box displayed for each Room number (FISH) and Period. If there are multiple sections scheduled the same period of the day, multiple boxes containing scheduling methods will be displayed. This provides a visual to easily identify incorrect combinations of scheduling methods.

Room	Room Num	School	Period 00 (00)	Period 02 (02)	Period 01 (01)	Evening (E)	Period 03 (03)	Period 04 (04)
00002A000	15-213	High School - 0031 (HS)		28 [09-12] S	26 [09-12] S		26 [09-12] S	
00002A0000	16-501	High School - 0031 (HS)						31 [09-12] S
00002A000	17-603	High School - 0031 (HS)		29 [09-12] S S	29 [09-12] S S S		26 [09-12] S	

-  If sections do not appear check the following areas:
1. [Course Catalog](#)
 2. Ensure the section is not excluded from FTE via Scheduling > [Courses & Sections](#) > [Florida](#) tab > Exclude from FTE.
 3. Review the **Scheduling Method** and ensure that **G - Individual or Small Group Instruction** is not selected (Scheduling > [Courses & Sections](#) > [Florida](#) tab).

Co-Teachers	History	Florida	Vocational/WDIS	Inclusion
103 - 9-12 Basic FEFP Number <input checked="" type="checkbox"/> Exclude from FTE A - Academic dual enrollment Dual Enrollment Indicator N/A Course Flag 3 N - No Reading Intervention Component ZZZ - Not Applicable Online Course Provider Gifted	44 District of Instruction Exclude from FASTER Z - Not Applicable Dual Enrollment Institution Type N/A Course Flag 4 PMRN Blended Learning Course Course Term Semester Content	C908 School of Instruction 09 - Other Facility operated by other agency Facility Type Primary Instructor I - Certified/Licensed in field being taught Cert/Licensure/Qual Status Pull-out Z - N/A. This is not a virtual course Location of Student	250 Class Minutes Weekly N/A Distance Learning N/A Course Flag 1 Y - Highly Qualified Highly Qualified Z - Not Applicable Team Teacher Training No EOC Exam EOC Exam Term	<div style="border: 2px solid red; padding: 2px;"> G - Individual or Small Gr </div> Scheduling Method N - Not an Online Course Online Course N/A Course Flag 2 NCLB Title III N/A Virtual Instruction Provider N/A ELL Instructional Model

i The report is based on FISH numbers. If there are errors in room numbers or with FISH numbers, this report will not properly display. Please refer to the Teacher Course tab of the [DOE Data Verification Reports](#) for FISH errors.

Search	
English Language Learners Information	
Exceptional Student	
Fed/State Indicator	
Prior School / Attendance	
SESIR	
Student Course Schedule	
Student Demographic	
Student Discipline	
Teacher Course	0 errors (100%) 20 'Facility Type' code must be in the range 00 to 20. (<i>Reject</i>) 0 errors (100%) 23 'Certification/Licensure/Qualification Status' code must be A, B, H, I, O, M, S, N, V or P. (<i>Reject</i>) 0 errors (100%) 26 If 'Survey Period Code' is 2 or 3, then the first five positions and positions 7-16 of 'Classroom Identification (FISH) Number' must be numeric. Positions 17-21 may be alpha or numeric. If position 6 is O, positions 17-21 may be symbols. If 'Survey Period Code' is 1 or 4, then each position of the 'Classroom Identification (FISH) Number' must contain one of the following: blank (space), Z or zero. (<i>Reject</i>) 0 errors (100%) 27 If 'Survey Period Code' is 2 or 3, then position 6 of the 'Classroom Identification (FISH) Number' must be A, B, C, F, O or S. (<i>Reject</i>) 0 errors (100%) 28 If 'Survey Period Code' is 2 or 3, then 'Scheduling Method' must be A, B, C, G, I, M, S or W. If 'Survey Period Code' is 1 or 4, then 'Scheduling Method' must be Z. (<i>Reject</i>) 0 errors (100%) 29 If 'Survey Period Code' is 2 or 3 and if position 6 of the 'Classroom Identification (FISH) Number' is O, then 'Facility Type' must not be 00. 'Survey Period Code' is 2 or 3 and if position 6 of the 'Classroom Identification (FISH) number' is C, then 'Facility Type' must be 19 (<i>Reject</i>)
Transportation	

7. Click the boxed scheduling method indicator to open the course in [Courses & Sections](#). From here, you can review Seats in the course, or select the Florida tab and correct the Scheduling Method.

		Period 1 (01)	Period 2 (02)	Period 3 (03)	Period 4 (04)
			24 S		23 S
		21 S	20 S		

ECON FIN LIT 2102335: Period 1 - S2 - 001 - [List Students in this Section](#) [List Unfilled Requests in this Section](#) [Search](#) [Copy](#) [Delete](#) [Save](#)

Teacher: (5000) Room: 1 205 Display Room: Optional Period: 1 Meeting Days: MTWHF Marking Period: S2 **25 Seats** SPED Seats: - Short Name: 001 Semesters: Course History Term

Takes Attendance: ☒ Graded: ☒ Affects GPA: ☒ None Gender Restriction: ☒ Grade Level(s): blank for all gradelevels Unweighted Standards Grading Scale: ☒ Unweighted Standards Grading Scale: ☒ Default Grading Posting Scheme: ☒ Standard District Calendar: ☒ None Choose Parent Section: ☒

Co-Teachers: [103 - 9-12 Basic](#) History: [FEFP Number](#) Florida: [District of Instruction](#) Vocational/WDIS: [School of Instruction](#) Inclusion: [250 Class Minutes Weekly](#) **S - Self-contained** Scheduling Method: [N - Not an Online Course](#)

Exclude from FTE: ☒ Exclude from FASTER: ☒ 09 - Other Facility operated by other agency: [Facility Type](#) N/A Distance Learning: [Online Course](#)

If a period is over the set class size, the number will be displayed in red.

Room	Room Num	School	Period 00 (00)	Period 02 (02)	Period 01 (01)	Evening (E)	Period 03 (03)	Period 04 (04)	Period 05 (05)	Period 06 (06)	Period 07 (07)
00002A0000	99-176	High School - 0031 (HS)							28 [09-12] S	28 [09-12] S	29 [09-12] S
00002A0000	99-286	High School - 0031 (HS)		27 [09-12] S							

8. If a yellow yield symbol is displayed, there is invalid data (combination of scheduling methods), which will cause the records to be rejected. You can hover over the symbol to see the error.

Room	Room Num	School	Period 00 (00)	Period 02 (02)	Period 01 (01)	Evening (E)	Period 03 (03)	Period 04 (04)	Period 05 (05)
00002A0000	99-127	High School - 0031 (HS)			3 [09-12] T T M S M				
00002A0000	99-176	High School - 0031 (HS)							


Can't mix scheduling method M & S in the same period

Additional Features

Click the **floppy disk** icon to export the listed data to an Excel spreadsheet.

☒ **Display Grade Level Ranges**

High School Average: 23.08

34 rooms 

Room	Room Num
00036A000	01-101


You can sort data by clicking on any of the headers. Click once for ascending results; click twice for descending results. In the image shown, Period 01 was clicked twice, which brings the highest seat numbers to the top of the list.

Room	Room Num	Period 01 (01)	Period 02 (02)	Period 03 (03)
00036A0004	99-T-14	34 [09-12] S S		
00036A0004	01-304	34 [09-12] S	29 [09-12] S	36 [09-12] S
00036A0004	01-315	32 [09-12] S		27 [09-12] S
00036A0004	99-T-03	30 [09-12] S		29 [09-12] S







To make the list full screen, click on the **expansion** icon (four arrows) next to the Search text box. Once in full screen mode, click the icon again to exit full screen.

Filter

Search





If looking for specific information housed within the resulting data, type the information in the **Search** text box provided and press **Enter**.

1 room 		Filter <input type="text" value="Search"/>				Filter <input type="text" value="01304"/>		
Room	Room Num	Period 01 (01)	Period 02 (02)	Period 03 (03)	Period 04 (04)	Period 05 (05)	Period 06 (06)	Relevance
00036A00	01-304	34 [09-12] 	29 [09-12] 	36 [09-12] 				

Click the **Filter** button to add Filter Rules to the report. Start by adding one rule, such as Room Num Contains 101, as shown in the image. The first pull-down is the listed columns. The second pull-down is the rule, such as contains, equal, starts with, etc. Then enter the information you'd like to filter by in the text box.


High School Average: 23.08

FILTER RULES

Room Num  Contains  101

Add Rule Clear Rules

Run Filter




1 room 



Filter

Room	Room Num	Period 01 (01)	Period 02 (02)	Period 03 (03)	Period 04 (04)	Period 05 (05)	Period 06 (06)
00036A000	01-101					33 [09-12] 	

- Click the **Add Rule** link to add an additional filter.
- You can clear the filter by clicking the **Clear Rules** link.
- To remove just one rule/filter, click **Remove** next to each listed filter.

FILTER RULES

Remove Room Num  Contains  101 AND 

Remove Period 01 (01)  Greater Than 

Run Filter

Add Rule Clear Rules

- Select AND or OR from the corresponding pull-down to determine how filters are applied when using more than one.