

1 EDUCATION AND WORKFORCE DEVELOPMENT CABINET

2 Kentucky Board of Education

3 Kentucky Department of Education

4 (Amendment)

5 704 KAR 3:540. Uniform academic course codes.

6 RELATES TO: KRS 156.557, 156.800(7), 161.740

7 STATUTORY AUTHORITY: KRS 156.070, 156.160

8 NECESSITY, FUNCTION, AND CONFORMITY: KRS 156.070(1) gives the Kentucky Board
9 of Education the management and control of the common schools. KRS 156.160(1) requires the
10 Kentucky Board of Education to promulgate administrative regulations for the courses of study
11 that are administered in the common schools. This administrative regulation establishes a
12 uniform system of coding academic courses in schools and districts through the student
13 information system. A uniform course code is required to create accurate data regarding courses
14 offered that is utilized by schools, districts, the Department of Education, the Educational
15 Professional Standards Board and the Office of Education Accountability.

16 Section 1. Maintenance of Uniform Academic Course Codes. The Kentucky Department of
17 Education shall maintain a system for uniform academic course codes and all course codes,
18 course titles, and course descriptions shall be identified. The Kentucky Department of Education
19 shall annually audit uniform academic course codes to identify courses for revision, addition, and
20 deletion. The Commissioner of Education shall approve any changes to uniform academic course
21 codes and may publish updated course information in an appropriate and useful format.

22 Section 2. Uniform Academic Course Code Requirements. (1) Local districts and schools shall
23 use uniform academic course codes, [~~listed and described in the Academic Course Code List,~~] to

1 classify all courses offered in each school when reporting to the Kentucky Department of
2 Education.

3 (2) Reporting to the Kentucky Department of Education shall include the listing and linking of
4 uniform academic courses~~[if the listing of academic courses is required]~~.

5 Section ~~3~~^[2]. District and School Course Descriptions. The linking of local district and school
6 codes to the uniform academic course codes shall be performed by district and school staff using
7 the student information system.

8 Section ~~4~~^[3]. Annual District and School Audits. The Kentucky Department of Education shall
9 annually audit and report the use or misuse of uniform academic course codes by districts and
10 schools.

11 ~~[Section 4. Incorporation by Reference. (1) "Academic Course Code List", April 2010, is~~
12 ~~incorporated by reference.~~

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14 ~~the Office of Teaching and Learning, 18th Floor, Capital Plaza Tower, 500 Mero Street,~~
15 ~~Frankfort, Kentucky 40601, Monday through Friday, 8 a.m. through 4:30 p.m. (36 Kyero. 2260;~~
16 ~~Am. 37 Kyero. 60; eff. 7-12-2010.)]~~