

How to Complete the Course Definition Tab

Overview of the Course Definition Tab

To ensure accurate data, the Course Definition tab must be completed. Teachers listed in the Course Definition tab either do not have a course assigned in the Comprehensive Education Data and Research System (CEDARS) or are assigned a generic course code that is not aligned with their teaching endorsement(s). To address these issues, complete the actions below.

Instructions

1. Select the Course Definition Tab

Click on the Course Definition tab located to the right of this tab.

2. Subject Areas/Teacher Roles Dropdown

For each teacher listed, select the **“Subject Areas/Teacher Roles”** dropdown, then mark the subject area(s) taught or appropriate teacher role. Click the save icon after making your selection.

3. Reporting Error Dropdown

If the listed educator has not taught during the current school year, select the **“Reporting Error”** dropdown. Mark the appropriate checkbox and click the save icon.

4. S-275 Edits

If the listed educator is not serving as a teacher but instead as an administrator or Educational Staff Associate (ESA) (e.g., school behavior analyst, school counselor, school nurse, school occupational therapist, school orientation and mobility specialist, school physical therapist, school psychologist, school social worker, and/or school speech language pathologist/audiologist), the S-275 must be corrected to remove the teacher duty code.



Note

Any teachers listed in the Course Definition tab who do not have a checkbox marked will automatically be in the out-of-field (OTF) count and/or limited certificate (LMC) count. For further information on the actions needed for OTF and LMC teachers such as school board approval or a plan of support, please contact the [Professional Educator Standards Board](#).

If the selected checkbox does not align with the educator's endorsement(s), the educator will be included in the LEA's Out-of-Field Teaching (OTF) count. If the educator holds a limited certificate (LMC), the educator will be included in the LEA's LMC count.

Additional Information

If you are unable to view the Course Definition tab and/or Substitute Teacher Data Collection tab, have your District Data Security Manager to remove your school-level permissions for the following EDS application: **Annual CTE Student Enrollment Review (P210 Voc)**. If the issue persists, email eds.support@k12.wa.us for further assistance.

Resources

- Instructions for completing the tab are available in the EEDC section of the [Educator Data Sharing web page](#), including:
 - [How to Access the EEDC in EDS](#)
 - [How to Complete the Course Definition Tab](#) (video)
 - [How to Reduce the Number of Teachers Displayed in the Course Definition Tab](#) (video)
- The **Resource tab** in the EEDC tool provides materials and contact information from multiple OSPI offices to support LEA staff with specialized guidance and technical assistance.
- The **Educator Data, Research and Development team** provides technical assistance related to EEDC application access, data, and functionality. Office Hours are available on Mondays and Thursdays; see the full schedule on the [Educator Data Office Hours](#) webpage.

Contacts

Educator Data, Research and Development EducatorData@k12.wa.us