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To help districts determine which standardized codes apply, OPI has created a K 12 Course Code Mapping Tool. The tool enables districts to map their local course codes to the K 12 Course Codes. This is an optional tool for districts to use to facilitate the mapping process. Again, districts do not need to replace their local course codes, but they must map them to the K 12 Course codes.

With the mapping tool, districts can save their work and make revisions as needed over the first several months of the school year. Mappings are saved to a spreadsheet and may be imported into the district's local Student Information System or may be manually entered.

Districts must complete the process prior to the submission of the Master Schedule information in Fall 2013. Here is the link to the mapping tool:

<http://data.opi.mt.gov/ncescoursecodemappingtool/>

Link to the user guide:

<http://www.opi.mt.gov/pdf/SchoolStaffing/NCESCCMUserGuide.pdf>

<http://opi.mt.gov/GetAnswers/questions/444/>