



Louisiana Believes

# **Student Transcript System STS 2016 -2017**

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John White

State Superintendent of Education

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Web-only document.

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**DISCLAIMER**

This guide is accurate as of the last revision date and subsequent legislative acts and/or changes in the rules or programming may make some guidance obsolete. In the event there is any statement in this guide that is or can be interpreted to be contradictory to policy, bulletins or rules, the policy, bulletins or rules will prevail.

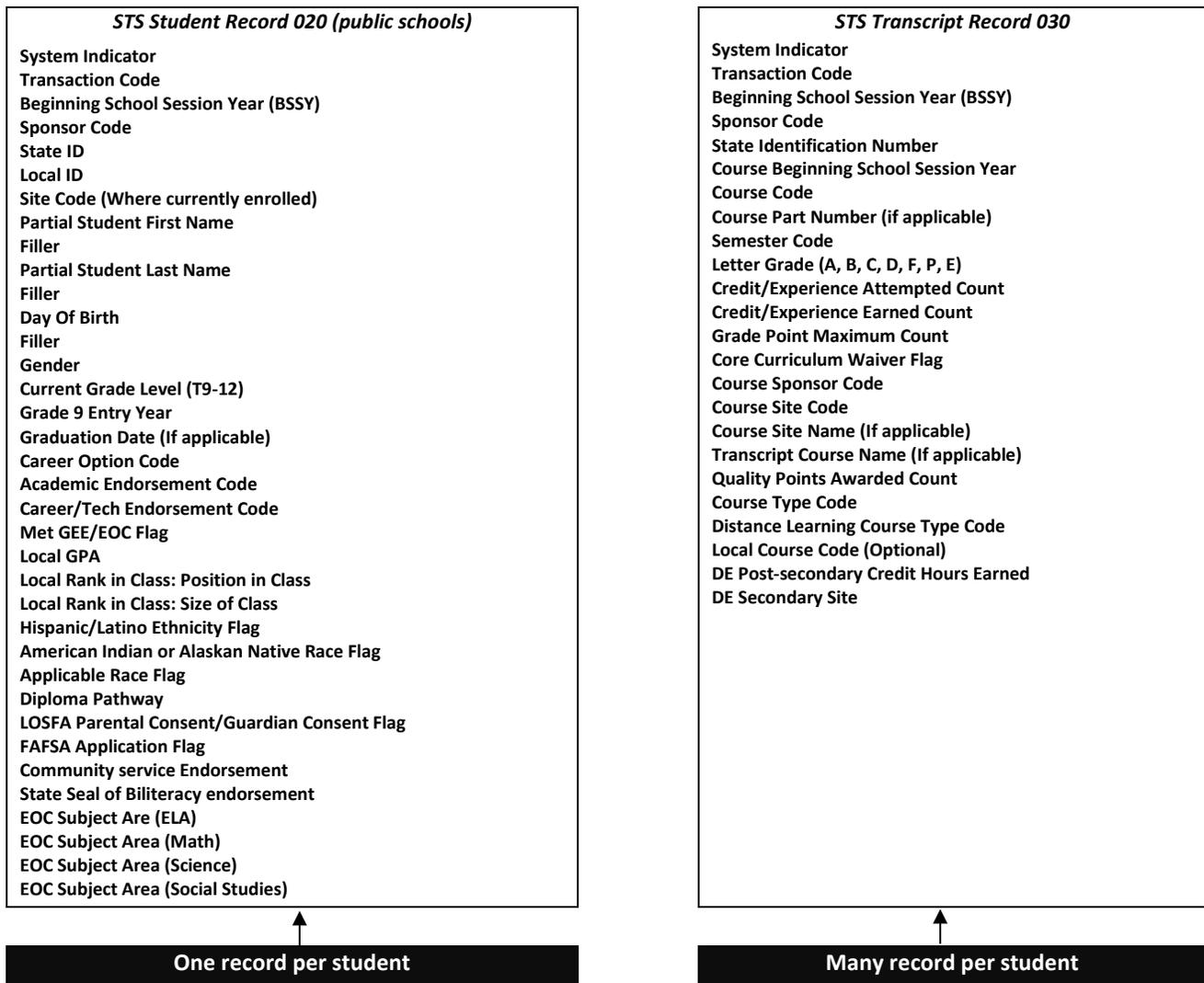
<b>STS TIMELINES</b>	
<b>STS School Year Rollover</b>	<b>Each Year on October 1</b>
<b>Board of Regents Harvests</b>	<b>February 15--</b> Complete 1 <sup>st</sup> semester transcripts including 7 <sup>th</sup> Semester/Early Graduates
	<b>June 15 Final--</b> Complete Regular semester transcripts including May Graduates
	<b>September 15—</b> Summer Semester transcripts and September Graduates
<b>End of Year Clean Up</b>	<b>Due by September 30th</b>

## STUDENT TRANSCRIPT SYSTEM (STS) OVERVIEW

The Student Transcript System (STS) enables school districts, along with charter schools, laboratory schools and nonpublic schools, to transmit student transcript data for the purposes of determining how students are tracking toward graduation requirements. STS also assists in determining eligibility for Taylor Opportunity Program for Students (TOPS). Colleges and universities use the information from STS for admission decisions and scholarship awards. The Department of Education uses the data in determining the Drop out Accumulation Index.

Schools or school systems that cannot submit files in batch may submit the data using online entry. Each student's complete set of high school classes (including those failed) is to be submitted in its entirety.

Student Transcript System (STS) Records consist of one **Student Record** per student and several **Transcript Records** per student, one for each class.



**Note:**

Records are linked by:  
BSSY; Sponsor Code; State ID

## **Transcript Records**

The Transcript Records should include all high school credits earned within the submitting entity; all transfer credit, correspondence courses, and any courses passed/earned through proficiency testing. Additionally, a transcript record must be submitted for any course that was waived for a student. The student's entire set of high school transcript records will be submitted each year and will supersede the set of records sent the previous year. This will ensure LDE has the most up-to-date and complete set of transcript records on every student. The final set of transcript records will be submitted upon completion of all graduation requirements.

Based upon the transcript records, the Louisiana Department of Education will calculate a student's Core GPA to determine progress toward Core 4, Basic Core, Core 4 with CTE, TOPS University, TOPS Tech Jumpstart Career Diploma, TOPS Tech Jumpstart Career Alternate Diploma and the applicable TOPS award: Opportunity, Performance and Honors, Tech Option 1, or Tech Option 2. The TOPS GPA will be based on all courses meeting the TOPS Curriculum requirements. The Core GPA will be based on a "best fit" model of core courses, all possible substitutions and courses that meet the areas of concentration when applicable. All possible configurations of courses and course substitutions are calculated, and the best combination will be used in each calculation. The Core Progress Screen is available online for checking the student's progress toward meeting the Core requirements for both the diploma and the award. This screen can also be used for viewing and checking the Core GPA for the diploma or the award. The calculations will be based on the courses meeting the curriculum requirements for the diploma or award.

Transcript records will consist of one record per course and will include all repeated courses. A transcript record must be submitted for all failed classes. Only submit records for final grades that are consistent with your school or district's policy (one final grade, two final "stand alone" semester grades, etc.).

All Regular, Honors, Gifted, Advanced Placement, International Baccalaureate, Special Education, and Talented courses should be identified by the Course Type Code added to the Course Code. Distance Learning Course Type Codes will be used for types of distance learning courses (01, 02, 03, 04, and 05). Dual Enrollment Type Codes will be used for types of dual enrollment courses (DE, DI or DA). See section on Data Elements for detailed description of the data elements to be included.

### **Students to Include**

All high school students from Louisiana public and nonpublic schools, independent charter, laboratory, and state schools taking any courses for credit should be submitted. Include students in middle school grade 08 and high school grades T9- 12.

### **The Transcript Year**

Transcript Records will be submitted each year for all high school students taking any course for credit. Each year a new, updated and complete set of transcript records will be submitted for each

high school student, superseding any previously submitted records for that student. The student's current LEA will submit the student's entire transcript record each year.

Upon a student's graduation, the Graduation Date is added to the transcript records and this will become the final complete set of transcripts for the student. Graduates will not be resubmitted the following year.

Non-graduate student records will be rolled-over into the next transcript year. This process will assist LEAs who make online entries. Only new and updated records will need to be submitted.

The Transcript Year will open October 1<sup>st</sup> and remain open until September 30<sup>th</sup> each year. LEAs can submit transcript records at any time during the year. Graduates should be submitted as early as possible after final grades are received. All transcript data for all students in grade 08 and T9-12 should be successfully transmitted throughout the transcript year.

## LINKS TO OTHER LDE SYSTEMS

### The Official Transcript System (OTS)

The Official Transcript System (OTS) will be used to access all official transcripts for Louisiana graduates. OTS electronically creates images which become the official high school transcripts. These transcripts are created using the data in the Student Transcript System. This process of creation requires that students: (1) Have completed the curriculum requirements (2) Have a graduation date (3) Have their GPA calculated (4) Have their school site certified (**public schools only**) (5) Passed GEE/EOC flag checked (**public schools only**). If a duplicate transcript record is created by making changes to a prior year graduate in STS, a version number will be added to the records. Contact LDE to delete the duplicate transcript from OTS. The website for the Official Transcript System is <https://obprod.doe.louisiana.gov/onbase>.

### The Sponsor Site System (SPS)

**Sponsor Code** and **Site Code** are different from **Course Sponsor Code** and **Course Site Code**. The Sponsor Code and the Site Code refer to where the student is currently enrolled; the Course Sponsor Code and Course Site Code indicate where the student took the course. Course Sponsor Code and Course Site Code may or may not be the same as Sponsor Code and Site Code.

It is very important that the **Course Site Code** and **Course Site Name** be entered correctly on all transfer credit. LOSFA will need this information to verify residency requirements for TOPS.

### Sponsor and Site Level Structure

The following section is included to explain the LDE system of Sponsor Codes and Site Codes:

All sponsors/Lead Education Agencies (LEAs) have been assigned a 3-digit Sponsor Code **Note:** the Sponsor is referred to as the LEA

The schools within the sponsor have been assigned a 6-digit Site Code which includes the sponsor code.

Some Sponsors have several schools see the example in table below:

Sponsor Code and Sponsor		Site Code and Site Name	
504	Lafayette Diocese	504014	Notre Dame High School
504	Lafayette Diocese	504019	Our Mother of Peace Elementary School
504	Lafayette Diocese	504020	Rayne Catholic Elementary School
504	Lafayette Diocese	504021	Redemptorist Catholic School
504	Lafayette Diocese	504028	St. Francis School
504	Lafayette Diocese	504035	St. Michael School
504	Lafayette Diocese	504049	Notre Dame Junior High School

Some schools are the only school under the Sponsor:

**Note:** In the case where one school falls under the sponsor, the School and the Sponsor may be the same. See the example in table below.

Sponsor Code and Sponsor		Site Code and Site Name	
734	Parkview Baptist	734001	Parkview Baptist School

**Note:** In the case where the chartering agency (CMO) is the sponsor, the School and the Sponsor may be different. See the example in table below.

Sponsor Code and Sponsor		Site Code and Site Name	
399	FirstLine Schools	399002	Arthur Ashe Charter School

## THE CURRICULUM SYSTEM (CUR)

**Course Code** and **Course Names** can be selected from the drop down menu within the online entry screens. The courses will be available according to an effective Beginning School Session Year. See Special Rules for Course Codes in APPENDIX F.

## DATA SUBMISSION TIMELINES

Although data may be submitted to STS throughout the year, there are three points at which it is important for an LEA to have transcript data as accurate and complete as possible. Mid-February is the deadline for submitting mid-year data (after fall semester). Graduate data must be submitted by mid-June. TOPS awards cannot be processed until a student's final high school transcript is received. Any additional transcript data from summer school should be submitted by mid-September. Transcripts for all students in grade 08 and T9-12 should be submitted at the time of each of these deadlines. The timeline, system specific due dates, and required activities for data collection can be found on the Benchmark Calendar posted on the [INSIGHT Portal](#).

Once final transcripts are successfully submitted and processed, and all STS reports (STSQ04, STSQ06, STSQ07 and STSQ08) have been reviewed by school and district officials, public school districts must logon and certify their graduate data is ready for evaluation by LOSFA.

## **LDE APPLICATION SYSTEMS ACCESS AND SECURITY**

### **Data Security**

Data security standards define specific requirements for managing and controlling access to all LDE Systems. Security goals require all personnel using the LDE Systems to have a unique user access code, hereafter referred to as a **User ID**. Each User ID is associated with a security profile that monitors and controls access using automated security software.

### **Security Coordinator**

Each Local Education Agencies (LEA) and Charter Managing Organizations (CMO) must identify an individual in the organization to function as the **Security Coordinator**. The Security Coordinator is responsible for granting authorized users access to the LDE Application Systems. They must be made aware of any changes in status for users (i.e. new users and users no longer needing access due to termination or job reassignment). Such updates are critical to the security of the LDE Application Systems.

Security issues that cannot be resolved by the Security Coordinator should be referred to the LDE Security Administrator by phoning the ITS Help Desk at 225-219-6900 or by submitting a request by e-mail to [SecurityDOE@la.gov](mailto:SecurityDOE@la.gov).

### **User Access Authorization**

Users requiring access to the LDE Application Systems must complete a Security Request Form and forward it to their Security Coordinator. Once their authorization has been verified, the appropriate User ID and security profile will be assigned which will determine what LDE Application System(s) a user has access to and specifically what functionality. These logon credentials will be communicated to users in confidence.

User IDs are not to be shared among users. Users will be held individually accountable for all system access and any violations recorded under their User ID. If revoked due to sign-on or resource access denials, the User ID may be reactivated and/or resumed only by the Security Coordinator after a review of the circumstances and a discussion with the user. User IDs may be revoked in any of the following circumstances:

- After five unsuccessful sign-on attempts
- After five resource access denials in one terminal session
- At the scheduled end of consulting or temporary labor engagements
- During their investigation of an actual or suspected security violation, if revocation is requested by management
- On management request and/or direction due to termination

## User IDs and Password Standards

User IDs assigned by the Security Coordinator consists of the letter “E” plus six characters. The first three numbers is the Sponsor Code.

In addition to a User ID, an **initial password** will be assigned. This initial password will be set to expire and to force a new password selection on the user’s first sign-on to the system. Users are required to maintain the confidentiality of their passwords and to change their password when they suspect that the privacy of their password may have been compromised.

Each user will be allowed to select their own password based on established password standards. Passwords must be of the following format:

- Minimum length: 8 characters
- Must contain **at least 3 of the 4** complexity categories as follows:
  - Upper case characters (A-Z)
  - Lower case characters (a-z)
  - Numeric digits (0-9)
  - Non-alphanumeric characters (e.g., %, &, \$)
- New passwords cannot be the same as any of the previous 5 passwords

## Resetting a Password Using the Password Reset System (PRS)

To change an initial password or to reset a forgotten or expired password, LDE has implemented a self-service password reset system called *PRS*. The PRS URL is <https://password.doe.louisiana.gov>. The PRS User Guide can be found at <https://password.doe.louisiana.gov/PRSHelp.pdf>.

## MINIMUM COMPUTER SYSTEM REQUIREMENTS

The following are the minimum computer system requirements to access the LDE Application Systems.

- **Hardware:** A PC connected to the Internet.
- **Browser:** LDE Application Systems are designed for **Internet Explorer**, Version 9.0 or lower.
- **Screen Resolution:** The optimum screen setting is 1024 x 768. If a lower resolution, such as 800 x 600 is used (not recommended), it will be necessary to scroll in order to see an entire page. To adjust your resolution, right-click on your desktop, click *Properties*, then *Settings*. Adjust the slider to a screen resolution of 1024 x 678 or higher, and then click OK.
- **Software:** WinZip, PKZip (PKZip is okay but WinZip is preferred); Compression reduces the file size and it will take less time to transfer the file.

## Screen Display Problems

Problems with screen display for the LDE Application Systems may be due to Security and Privacy settings or the incompatibility of newer Internet Explorer (IE) versions.

## Internet Explorer (IE) Options

If there are problems with the LDE Application Systems screen display, it may be due to the browser's pop-up blocker or security and privacy settings. Users should check the following *Internet Explorer* (IE) options:

- Go to Tools >> Internet Options >> Security>> Custom Level. Make sure the “Allow script-initiated windows without size or position constraints” option is enabled. Also, make sure the “Display mixed content” option is enabled.
- Go to Tools >> Internet Options >>Privacy >> Pop-Up Blocker Settings. Enter [leads.doe.louisiana.gov](https://leads.doe.louisiana.gov) in the “Address of Web site to allow” field.
- Go to Tools>>Pop Up Blocker Settings>>choose “Turn off Pop-up Blocker.”

## Internet Explorer (IE) Compatibility View

Compatibility View may be a solution for those IE users experiencing problems viewing LDE web pages. Problems rendering all or parts of a web page can occur when newer browsers try to display sites that are built with older programming components. For **IE versions 8 through 10**, users can enable compatibility view for a website by clicking the “Compatibility View” icon to the right of the address bar.

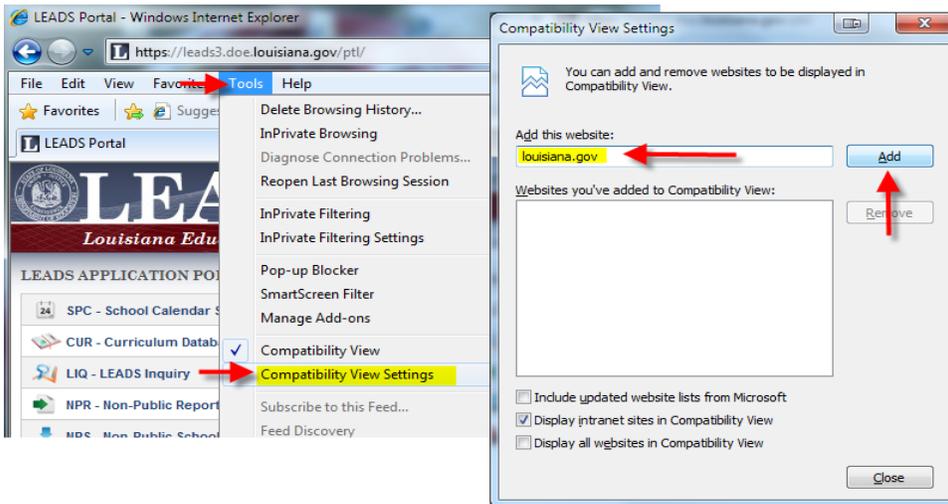


The browser should reload the page and begin displaying the page in compatibility view mode.

For **IE version 11**, Microsoft removed the Compatibility View button from the address bar but there is an alternate method to turn on compatibility for a website. (This process can also be used in IE8 thru IE10).

First, Click the “Tools” button on the menu bar, and then select the “Compatibility View Settings” option.

Then, in the text box under “Add this website”, enter Louisiana.gov and click the “Add” button. Finally, close the Compatibility View Settings dialog box and close IE 11. Restart IE.



## LDE LOGIN SCREEN

To access the LDE Application Systems, users must enter a **User ID** and **Password** on the LDE LOGIN SCREEN.



After access has been granted, users should then log into the INSIGHT Portal.

## INSIGHT Portal Login Screen

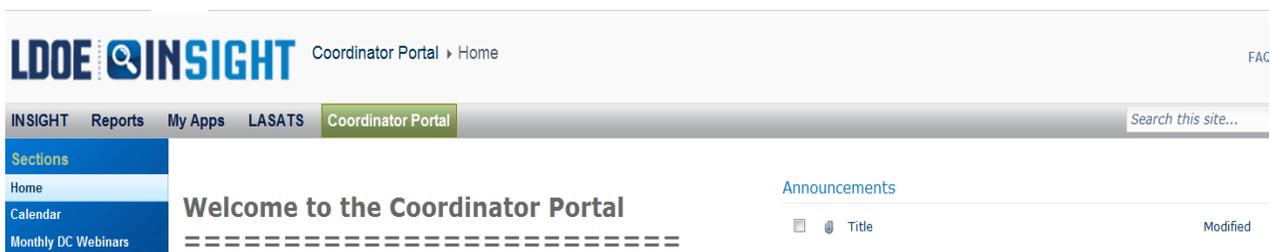
The INSIGHT Portal brings together data submitted by Louisiana School Districts (LEAs) and Charter Management Organization (CMOs), merges it with the data LDE collects from other sources, and presents it as one unified system for reporting and analysis.

The Security Coordinator can grant authorized users access to the INSIGHT Portal by adding LDS\_LEAS\_DATACOORD role under the Longitudinal Data Systems (LDS) in TAS.

To access the INSIGHT Portal, users must enter a **User ID** and **Password** on the INSIGHT Portal *login screen*.



The **Coordinator Portal** screen will be displayed. User Guides, announcements, notifications and other useful information is regularly posted on the Coordinator Portal.



Next, Select the **“My Apps”** tab

The screenshot displays the 'My Apps' section of the LDOE INSIGHT portal. The navigation bar at the top includes 'INSIGHT', 'Reports', 'My Apps', 'LASATS', and 'Coordinator Portal'. The left sidebar lists 'Lists', 'My Apps Calendar', 'Tasks', 'User Guides', and 'Resources', and features the Louisiana Department of Education seal. The main content area lists the following application systems:

- SPC - School Calendar System
- CUR - Curriculum Database
- LIQ - LEADS Inquiry
- LRS - LEADS Reporting System
- NPS - Non-Public Schools Data Collection
- OTS - Official Transcript System
- PEP - Profile of Educational Personnel
- TBL - Reference Tables
- SEE - Scholarships for Educ. Excellence
- SCS - School Choice Scholarships
- SER - Special Education Reporting
- SPS - Sponsor-Site
- SIS - Student Information System
- STS - Student Transcripts** (highlighted)
- TIA - Title I, Part A - October 1 Data Collection
- TID - Title I, Part D

All LDE Application Systems for which a user is authorized to access will be displayed.

### STS SYSTEM PERMISSION LEVELS

Some combination of the following permissions will be needed in working with STS data:

1. **Inquiry for STS data** (online inquiry of STS data)
2. **Update STS data** (online data entry to STS data)
3. **Update Certification of Graduates** (once graduates are submitted and verified, you must logon and certify the site indicating that the data is ready for use). Site Certification is at the LEA level only and should be done by the person in charge of submitting/entering the STS data for all sites.
4. **Update Site Level Security Table.** LEA person will maintain this table to limit site level User IDs to update for specific sites only. If site level USER IDs are not added to this table, they will be able to access and update any student in the LEA.

**5. Upload and Download STS**

**6. Site Level Download Capability.** Now available to all users. Allows Diocesan schools to view only the reports for their specific site.

**The security groups for STS are:**

<ul style="list-style-type: none"> <li>• LEAs and schools with inquiry only</li> <li>• LEAs with update</li> <li>• LEAs with update and upload</li> <li>• LEAs with update, upload, and grad cert</li> <li>• LEAs with "all"</li> </ul>	<ul style="list-style-type: none"> <li>• Schools with update</li> <li>• Schools with update and upload</li> </ul>	<ul style="list-style-type: none"> <li>• LOSFA with inquiry only</li> <li>• LOSFA with update (Core Tables only)</li> </ul>	<ul style="list-style-type: none"> <li>• LDE Data Management</li> <li>• Board of Regents' with inquiry only</li> </ul>
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**NOTE:** Do not put LEA level User IDs on this table. If LEA level User IDs are placed on this table, they will no longer have LEA level access. All LEA level User IDs already have site security for all sites.

To set up a USER ID for a public school, please contact the Security Coordinator at your central office. For nonpublic schools, please contact the Louisiana Office of Student Financial Assistance (OSFA) at 1-800-259-5626.

**NAVIGATING THE STS SYSTEM**

Detailed Student Transcript Data and Core Reference Tables showing which courses satisfy the various curriculum requirements can be viewed online. Each school should set up one staff member with security permission to access the following ***inquiry*** options from the STS navigation bar:

1. STUDENT & TRANSCRIPT DATA
2. CORE REFERENCE TABLES

**Inquiry of Student Transcript Data:**

**STUDENT OR TRANSCRIPT:** Each student’s complete set of transcript records that have been uploaded to STS is available for viewing. The student’s progress in meeting graduation requirements and the TOPS award requirements is also listed. The screen prints on the following pages demonstrate the steps for viewing this data.

Click **“Inquiry”** on the STS navigation bar.

1. Select **“Student Data”** from the drop-down menu.

The Student Transcript System (STS) is used by the Louisiana Department of Education (LDE) to collect high school transcripts from Louisiana's public and nonpublic schools. The LDE worked with the Louisiana Office of Student Financial Assistance (LOSFA), the Louisiana Board of Regents, and the Local Educational Agencies (LEAs) to develop the STS. The system was implemented at the beginning of the 2002-2003 school year.

The STS computes an overall Grade Point Average (GPA) for each student based on BESE and legislative guidelines, a core GPA based on the core curriculum requirements set forth by Louisiana's Taylor Opportunity Program for Students (TOPS), and a second core GPA based on the Core 4 and Basic Core requirements set forth by the Board of Regents. The STS data is used by LOSFA for determining students' TOPS eligibility, and by the Board of Regents for determining admissions and scholarship eligibility.

STS is also an integral component of the Official Transcript System (OTS), which creates official electronic high school transcripts. OTS will be used to access all official high school transcripts for Louisiana graduates. The transcript data in the Official Transcript System is derived directly from the Student Transcript System.

### 3. Search for the student by Student ID number, partial name or grade.

The screenshot shows the Student Transcript System interface. At the top, there is a navigation bar with links for Site List, Inquiry, Update, Upload, Reports, STS Administration, Home, and Help. Below this, the system displays the following information:

- Beginning School Session Year: 2014
- Sponsor: 040
- Site: 040003
- Rapides Parish
- Alexandria Senior High School

A search box is present with the text "Search:" and a yellow highlight. Below the search box, there is a table of search results. The table has five columns: State ID, Name, Birth Date, Gender, and Grade. The results are listed in a table with 20 rows, each representing a student record.

State ID	Name	Birth Date	Gender	Grade
<a href="#">1234567890</a>	A AEE	01/01/1754	F	10
<a href="#">2345678900</a>	B BEE	01/02/1754	M	12
<a href="#">3456789000</a>	C CEE	01/03/1754	F	09
<a href="#">4567890000</a>	D DEE	01/04/1754	F	09
<a href="#">5678900000</a>	E EEE	01/05/1754	M	12
<a href="#">6789000000</a>	F FEE	01/06/1754	F	10
<a href="#">7890000000</a>	G GEE	01/07/1754	M	11
<a href="#">8900000000</a>	H HEE	01/08/1754	F	09
<a href="#">9000000000</a>	I IEE	01/09/1754	M	12
<a href="#">9876543210</a>	J JEE	01/10/1754	M	12
<a href="#">8765432100</a>	K KEE	01/11/1754	M	12
<a href="#">7654321000</a>	L LEE	01/12/1754	F	11
<a href="#">6543210000</a>	M MEE	01/13/1754	F	10
<a href="#">5432100000</a>	N NEE	01/14/1754	F	09
<a href="#">4321000000</a>	O OEE	01/15/1754	M	T9
<a href="#">3210000000</a>	P PEE	01/16/1754	F	T9
<a href="#">2100000000</a>	Q QEE	01/17/1754	M	09
<a href="#">1000000000</a>	R REE	01/18/1754	M	11

4. Selecting a student by clicking on the State ID number will open up the student's full record. (The student information at the top of the screen and the transcript information at the bottom)

5. On the transcript portion of the screen click on the **Course Code** to view more detailed transcript data. To return to the Transcript screen at any time, click Transcript List from the menu bar.

Site List	Student List	Core Progress	APC Courses	Home	Help	10/13/2015 11:29 AM
BSSY: 2014	Sponsor: 040 Rapides Parish	Site: 040003 Alexandria Senior High School	Local ID #:	Grad Date:	Academic Endorsement:	Last Update: 8/27/2015
State ID #:	Birth Date: 11/10/1998	Parental Consent: No	Career/Tech Endorsement:	FileName:	Grade: 10	Grade 9 Entry BSSY: 2013
Gender: FEMALE	Ethnicity: Hispanic: <input checked="" type="radio"/> Y <input type="radio"/> N <input type="radio"/> Other	Race: Am Indian <input type="checkbox"/> Asian <input type="checkbox"/> Black <input type="checkbox"/> Pac Islander <input type="checkbox"/> White <input checked="" type="checkbox"/>	Local ID #:	Grad Date:	Academic Endorsement:	Anticipated Grad BSSY: 2016
Diploma Path: Core 4			Career Option:			Met GEE/EOC?:
						Local Rank:
						Local GPA:
						Overall GPA: 3.57

Course BSSY	Course Code	Course Name	Part Number	Letter Grade	Local Code
2013	<a href="#">040401</a>	INTRODUCTION TO BUSINESS COMPUTER APPLICATIONS		A	040401
2013	<a href="#">080403</a>	JOURNEY TO CAREERS (1 CREDIT)		A	080403
2013	<a href="#">120331</a>	ENGLISH I		A	120331
2013	<a href="#">150301</a>	BIOLOGY		B	150301
2013	<a href="#">160321</a>	ALGEBRA I		B	160321
2013	<a href="#">190105</a>	PHYSICAL EDUCATION I		A	190105
2013	<a href="#">190500</a>	HEALTH EDUCATION		A	190500
2013	<a href="#">220300</a>	WORLD GEOGRAPHY		A	220300
2014	<a href="#">030310</a>	BEGINNING CHOIR		A	030310

6. Select **Core Progress** and choose the desired calculation type to view core curricula data.

Note: If this screen is "greyed out" the core calculations have not completed and the reports cannot be generated (See Appendix A).

Site List	Student List	Core Progress	APC Courses	Home	Help	10/13/2015 11:29 AM
BSSY: 2014	Sponsor: 040 Rapides Parish	Site: 040003 Alexandria Senior High School	Local ID #:	Grad Date:	Academic Endorsement:	Last Update: 8/27/2015
State ID #:	Birth Date: 11/10/1998	Parental Consent: No	Career/Tech Endorsement:	FileName:	Grade: 10	Grade 9 Entry BSSY: 2013
Gender: FEMALE	Ethnicity: Hispanic: <input checked="" type="radio"/> Y <input type="radio"/> N <input type="radio"/> Other	Race: Am Indian <input type="checkbox"/> Asian <input type="checkbox"/> Black <input type="checkbox"/> Pac Islander <input type="checkbox"/> White <input checked="" type="checkbox"/>	Local ID #:	Grad Date:	Academic Endorsement:	Anticipated Grad BSSY: 2016
Diploma Path: Core 4			Career Option:			Met GEE/EOC?:
						Local Rank:
						Local GPA:
						Overall GPA: 3.57

Course BSSY	Course Code	Course Name	Part Number	Letter Grade	Local Code
2013	<a href="#">040401</a>	INTRODUCTION TO BUSINESS COMPUTER APPLICATIONS		A	040401
2013	<a href="#">080403</a>	JOURNEY TO CAREERS (1 CREDIT)		A	080403
2013	<a href="#">120331</a>	ENGLISH I		A	120331
2013	<a href="#">150301</a>	BIOLOGY		B	150301
2013	<a href="#">160321</a>	ALGEBRA I		B	160321
2013	<a href="#">190105</a>	PHYSICAL EDUCATION I		A	190105
2013	<a href="#">190500</a>	HEALTH EDUCATION		A	190500
2013	<a href="#">220300</a>	WORLD GEOGRAPHY		A	220300
2014	<a href="#">030310</a>	BEGINNING CHOIR		A	030310
2014	<a href="#">120332</a>	ENGLISH II		B	120332
2014	<a href="#">121001</a>	FRENCH I		B	121001
2014	<a href="#">150310</a>	ENVIRONMENTAL SCIENCE		A	150310
2014	<a href="#">160323</a>	GEOMETRY		C	160323

7. The Core Progress screen identifies the courses used to meet the required categories for completing the core curriculum, unmet categories, and shows the core GPA calculation.

http://transcript.doe.ky.gov/ - Louisville Department of Education - Student Transcript System - Windows Internet Explorer

**Student Transcript System**  
Core 4

Site List Student List Transcript List Core Progress APC Courses Home Help

BSSY: [-----] 2/22/2012 10:11 AM  
Last Update: 2/16/2012  
Grade: 12  
Grade 9 Entry BSSY: 2008  
Anticipated Grad BSSY: 2011  
Passed GEE?: Y  
Local Rank:  
Local GPA:  
Overall GPA: 3.31

Site: [-----] arish  
igh School Local ID #: [-----]  
State ID #: [-----] Grad Date: [-----]  
Birth Date: [-----] Academic Endorsement:  
Gender: [-----] Career/Tech Endorsement:  
Ethnicity: Hispanic:  Y  Am Indian  Asian  Black  Pac Islander  White   
Career Option: [-----]

20 Categories are required for Core 4 Award.  
2 Categories are needed to fulfill Core 4 requirements.  
Core GPA 3.33 = RELATIVE GRADE POINTS / CREDIT UNITS ALLOWED = 63.40/19.00 = 3.33

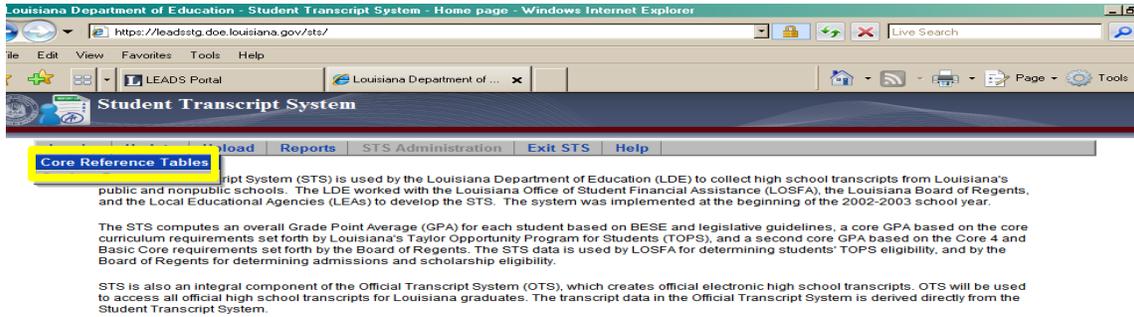
SITE HAS NOT BEEN CERTIFIED

Categories	Cal Req Met	Credit Units Req	Credit Units Allow	Course	Grade	Relative Grade Points
ENGLISH I	Y	1.00	1.00	ENGLISH I	A	4.00
ENGLISH II	Y	1.00	1.00	ENGLISH II	C	2.00
ENGLISH III	Y	1.00	1.00	ENGLISH III	A	4.00
ENGLISH IV	N	1.00	0.00			0.00
ALGEBRA I	Y	1.00	1.00	ALGEBRA I - PART 1	B	3.00
GEOMETRY	Y	1.00	1.00	GEOMETRY	B	3.00
ALGEBRA II	Y	1.00	1.00	ALGEBRA II	B	3.00
MATH - 4TH UNIT	Y	1.00	1.00	ADVANCED MATHEMATICS	B	3.00
BIOLOGY	Y	1.00	1.00	BIOLOGY	A	4.00
CHEMISTRY	Y	1.00	1.00	CHEMISTRY	B	3.00
SCIENCE - 3RD UNIT	Y	1.00	1.00	INTEGRATED SCIENCE I	A	4.00
SCIENCE - 4TH UNIT	N	1.00	0.00			0.00
CIVICS/PRE-ENTERPRISE	Y	1.00	1.00	CIVICS-1ST SEMESTER	B	3.00
AMERICAN HISTORY	Y	1.00	1.00	AMERICAN HISTORY	A	4.00
SOCIAL STUDIES - 3RD UNIT	Y	1.00	1.00	WORLD GEOGRAPHY	B	3.00
SOCIAL STUDIES - 4TH UNIT	Y	1.00	1.00	PRE-ENTERPRISE SYST.	B	3.00
HEALTH & PE	Y	0.00	0.00	JR. ROTC I	A	4.00
				JR. ROTC II	A	4.00
FOREIGN LANGUAGE (2ND UNIT)	Y	1.00	1.00	FRENCH I	C	2.00
ARTS	Y	1.00	1.00	FINEARTS SURVEY	A	4.00
<b>TOTALS</b>		<b>21.00</b>	<b>19.00</b>			<b>63.40</b>

## CORE REFERENCE TABLES

The specific courses able to fulfill each of the various Core Curriculum requirements are detailed in the Core Reference Tables. The tables contain core courses for each core category under the specific diploma pathways or the TOPS awards. Those courses that are available to fulfill core requirements will appear within specifically designated school session years, LEAs, or site codes.

### 1. Select **Inquiry** on the STS Navigation Bar and choose **Core Reference Tables**.



### 2. Select the **Curriculum** and **Category** to view the specific categories.



### 3. Select the **Category Type** to view the specific category type.

**Student Transcript System**  
Core Reference Tables Inquiry

Inquiry Update Upload Reports STS Administration Home Exit STS Help

BSSY: 2009

Select a Curricula Core Curricula: C4 CORE 4

Select a Category Core Category: 01 ENGLISH I

Select a Set Core Set: 001 ENGLISH I

Cat. Set BSSY: 1.00 2011

Sponsor:

Site:

Use buttons to select other Curricula, Categories and Sets.

Core Category Type Code	Core Category Description	Credit Units Required	Career Option Required?	Effective Graduation BSSY	Expiration Graduation BSSY
01	ENGLISH I	1.00		2011	
02	ENGLISH II	1.00		2011	
03	ENGLISH III	1.00		2011	
04	ENGLISH IV	1.00		2011	
05	ALGEBRA I	1.00		2011	
06	GEOMETRY	1.00		2011	

4. Click on the **Category Set Type Code** to view all the courses in this set.

**Student Transcript System**  
Core Reference Tables Inquiry

Inquiry Update Upload Reports STS Administration Home Exit STS Help

BSSY: 2009

Select a Curricula Core Curricula: C4 CORE 4

Select a Category Core Category: 05 ALGEBRA I

Select a Set Core Set: 001 ALGEBRA I

Cat. Set BSSY: 1.00 2011

Sponsor:

Site:

Use buttons to select other Curricula, Categories and Sets.

Category Set Type Code	Core Set Description	Course BSSY	Sponsor Code	Site Code	Credit Units Required	Effective Graduation BSSY	Expiration Graduation BSSY
001	ALGEBRA I				1.00	2011	
*** END OF LIST ***							

5. The available courses in the Set will display.

**Student Transcript System**  
Core Reference Tables Inquiry

Inquiry Update Upload Reports STS Administration Home Exit STS Help

BSSY: 2009

Select a Curricula Core Curricula: C4 CORE 4

Select a Category Core Category: 05 ALGEBRA I

Select a Set Core Set: 001 ALGEBRA I

Cat. Set BSSY: 1.00 2011

Sponsor:

Site:

Use buttons to select other Curricula, Categories and Sets.

Course Code	Course Description	Credit Units Required	Credit Units Allowed	Effective Graduation BSSY	Expiration Graduation BSSY
160321	ALGEBRA I	1.00	1.00	2011	
160331	APPLIED ALGEBRA I	1.00	1.00	2011	
160338	ALGEBRA I - PART II	1.00	1.00	2011	
*** END OF LIST ***					

## DATA SUBMISSION PROCESS

### Methods of Submission

Transcript Data can be submitted either by transmitting a batch file or by entering data online. For additional information regarding these methods, please refer to the “STS New User Training” PowerPoint located on the Louisiana Department of Education [INSIGHT Coordinator Portal](#). Access to the Coordinator Portal is available to all public schools. A user should sign in, go to “Systems” and click **STS** and locate the “STS New User Training”. Nonpublic schools can access the “STS New User Training” on the [LEADS Portal under the User Guides Link for Student Transcript](#). The presentations provide in-depth instruction for all aspects of data entry on the web-based version of STS.

### BATCH SUBMISSION PROCESS

The batch submission process involves extracting transcript data from an existing locally maintained database and creating a fixed-width text file to submit to LDE. The submitted file must be in the format described in this guide (See the section on Input Record Layout).

Submitting batch files is rarely a one-time event. Normally, a batch file is submitted, error reports are examined, corrections are made, and corrected data is then resubmitted in a new batch file. The process of submitting, checking error reports, correcting, and resubmitting can repeat itself several times until the data is finally completely error free and correct. The STS batch file will contain both record types: **Student Records** (student demographic information; one record per student) and **Transcript Records** (information on each course taken by the student; one record for every class taken).

### Batch Files Submissions Types

(Button selection on upload screen)

The **Batch Upload Screen** contains buttons on the screen that now determine the Type of Submission.

- A. “Delete all existing students” button selection “Yes”:  
Deletes all students for LEA; replaces with records in new file. If a student’s records contain error(s), the records will not be loaded. The error(s) will need to be corrected, and the student resubmitted.
- B. “Delete all existing students” button selection “No”:  
Deletes all records for students in the submitted file; replaces with records in new file. (If students have errors in new submission, and they already have transcripts on the database for the current year, their records will not be updated by the submission.)
- C. “Validate Only” button selection “Yes”:  
All records for students in the submitted file are tested for layout correctness before loading to the database. (Records will not be updated by this submission.)
- D. “Validate Only” button selection “No”:

When uploading to add records to the database this button should be set to “No”.

Batch files are fixed-width text; include carriage return and line feed for each record. Carriage Return and line feed are permitted to exceed record length by 2 bytes. The name of the file is not critical; the name should contain letters and numbers only, with no spaces. Avoid non-printable and special characters or symbols in the file name.

**WARNING:** While the File Upload is capable of processing multiple transmissions concurrently, the results of selecting a delete all students “Yes”, followed by a delete all student “No” cannot be guaranteed. It is highly recommended that one transmission be allowed to complete its processing prior to sending another file.

### **Input Record Edits**

Once batch files are submitted, they are processed in the order they are received in the most expeditious manner possible. When the file is processed, each record is checked for valid data. If an error is found, it is placed on an Error Report. See the section on **Input Record Edits** for a description of possible errors and their corresponding error numbers.

### **Error Reports**

Anytime a batch file is submitted, the submitter may view online the resulting Error Report by clicking the **View Errors** button on the file upload screen on the Student Transcript System.

Error Reports:

- Result from batch submissions only.
- Must be viewed after each batch submission.
- Contain a list of errors identified by an error number and a description of the error.
- Are created as PDF files. The Adobe Acrobat Reader (free software) is needed to view error reports. This software can be downloaded from the Adobe Website at: <http://www.adobe.com/products/acrobat/readstep2.html>

Full instructions on Uploading Batch Files and Viewing Error Reports can be found in the section of this guide titled “Sending and Receiving Files”.

### **STS Batch Files**

A batch file can contain one or many students. Each student will have several records. Normally, batch files will contain many students. Transcript Records are treated as “sets of records”- one set of records for each student.

If an error is found on any part of an individual student’s transcript record set, no part of that student’s transcript is updated on the LDE database by the submission. Other students continue to be processed, and if no errors are found, students with error-free records are updated (their record sets are added to the LDE database). In other words, each student’s transcript records are processed individually. Only error-free record sets are updated. If a global problem is found with

the batch file (e.g., wrong file format, wrong BSSY, incorrect sponsor code, etc.), none of the records in the file will be processed.

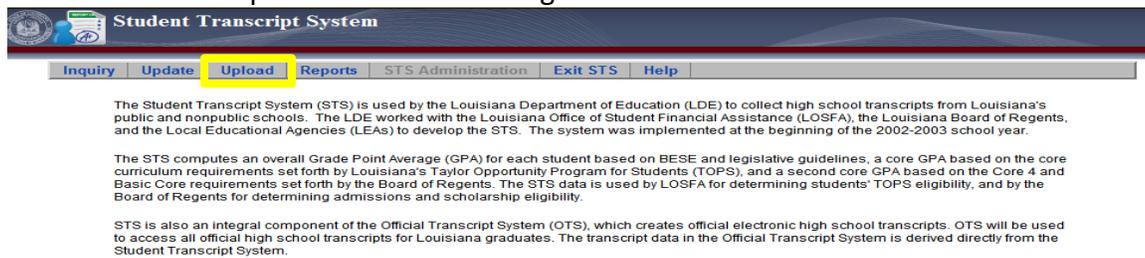
**For error-free record sets, note the following:** If the student had transcript records on the LDE database prior to the submission, those records will be deleted and replaced with the records in the transmission. If the student was not on the database prior to the submission, his records will be added. Again, only students with error-free records will be updated with the exception of records with a graduation date where the student does not meet graduation requirements. In this case, the graduation date will be removed from the record. The record will be uploaded to the database if otherwise error free for online/manual correction. See the section on **Batch Files** for a description of how records are updated depending on the type of batch file submitted.

### Batch Upload of Transcript Records

*(Sending and Receiving Data Files to the Department of Education)*

### SENDING DATA FILES VIA BATCH UPLOAD

1. Login to STS
2. Select **Student Transcripts**
3. Click "Upload" on the STS navigation bar.



4. Click one of the **buttons** for the type of submission. (**Do not** select "Delete all existing students" if uploading within a Diocese).



5. Click on **Browse** button to locate your file.



017 East Baton Rouge Parish

Beginning School Session Year: 2012

Delete all existing students?  No  Yes

Validate only?  No  Yes

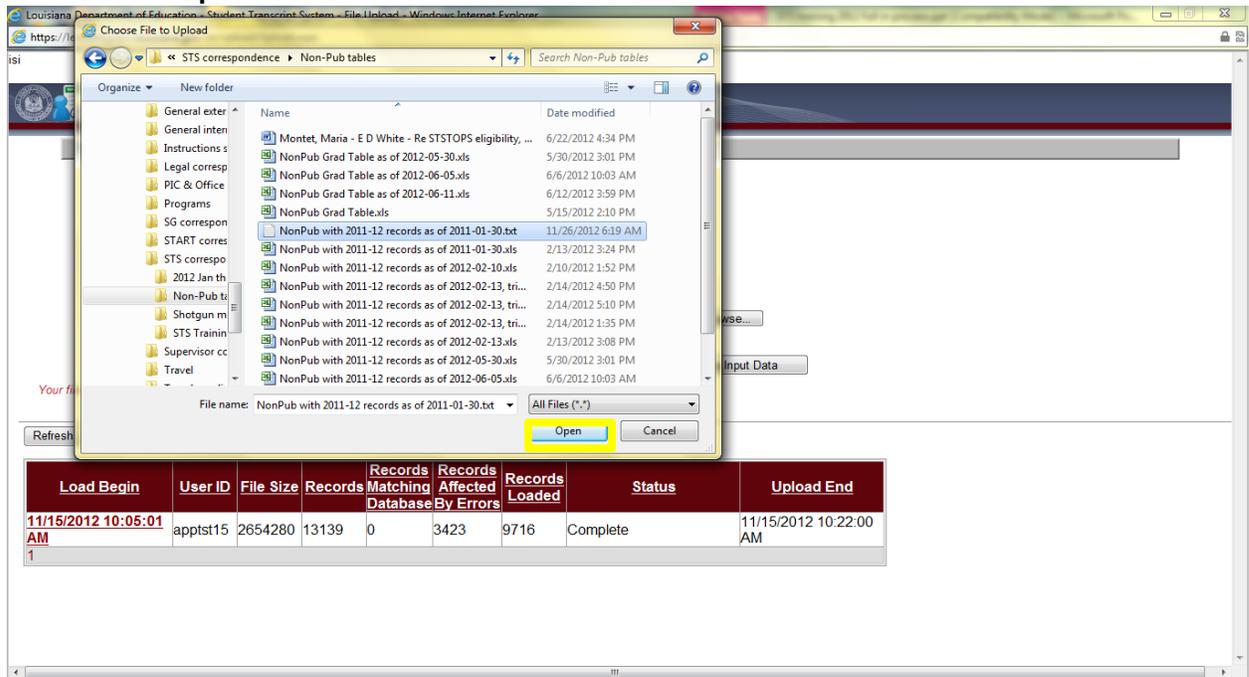
File to upload:

Refresh History

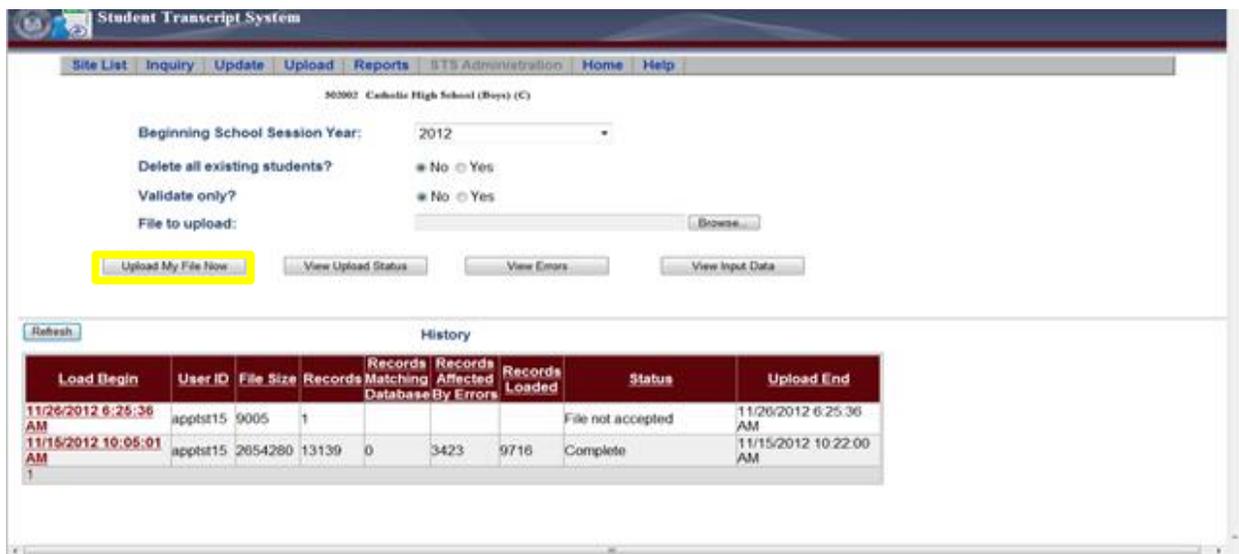
Load Begin	User ID	File Size	Records	Records Matching Database	Records Affected By Errors	Records Loaded	Status	Upload End
10/30/2012 12:29:13 PM	apptst10	10100	49	0	49	0	Complete	10/30/2012 12:29:15 PM
10/30/2012 10:33:25 AM	apptst10	10100	49	0	49	0	Complete	10/30/2012 10:33:28 AM
10/29/2012 8:58:51 AM	apptst10	10100	49	0	49	0	Complete	10/29/2012 9:45:44 AM

6. Locate your file. The type of files should be -All files (\*.\*)-.

7. Click the “Open” button.



8. Click the “Upload My File Now” button.



**History** will display the status of the upload. **File not Accepted** – Indicates that the file layout is incorrect, unknown errors or too many errors to process.

**Complete** - Indicates that the file was uploaded successfully. The number of records loaded and the number of records with errors will be displayed. The records with errors will not be loaded to the database after the errors have been corrected and reloaded.

- To view details of the upload, click the **Load Begin Date** to highlight the appropriate upload. Click **“View Upload Status”**, **“Error Report”**, or the **“Input Data”** file submitted.

Student Transcript System

Site List Inquiry Update Upload Reports STS Administration Home Help

30302 Catholic High School (Boys) (C)

Beginning School Session Year: 2012

Delete all existing students?  No  Yes

Validate only?  No  Yes

File to upload:

Refresh History

Load Begin	User ID	File Size	Records Matching Database	Records Affected By Errors	Records Loaded	Status	Upload End	
11/26/2012 5:29:26 AM	apptst15	9005	1			File not accepted	11/26/2012 6:25:36 AM	
11/15/2012 10:05:01 AM	apptst15	2854280	13139	0	3423	9716	Complete	11/15/2012 10:22:00 AM

## VIEWING ERRORS ON UPLOAD

- Click the date link under **Load Begin** to select the appropriate upload and then click the **“View Errors”** button.

Student Transcript System

Site List Inquiry Update Upload Reports STS Administration Home Help

017 East Baton Rouge Parish

Beginning School Session Year: 2012

Delete all existing students?  No  Yes

Validate only?  No  Yes

File to upload:

Refresh History

Load Begin	User ID	File Size	Records	Records Matching Database	Records Affected By Errors	Records Loaded	Status	Upload End
10/30/2012 12:29:13 PM	apptst10	10100	49	0	49	0	Complete	10/30/2012 12:29:15 PM
10/30/2012 10:33:25 AM	apptst10	10100	49	0	49	0	Complete	10/30/2012 10:33:28 AM
10/29/2012 8:58:51 AM	apptst10	10100	49	0	49	0	Complete	10/29/2012 9:45:44 AM
10/26/2012 10:32:08 AM	apptst10	10100	49	0	49	0	Complete	10/26/2012 10:32:15 AM
10/26/2012 9:25:28 AM	apptst10	10100	49	0	49	0	Complete	10/26/2012 9:40:38 AM
10/26/2012 9:23:23								10/26/2012 9:25:05

**Note:** If zero errors are returned and the record has not loaded to STS. The record contains an unexpected error. Verify the layout is correct and ensure the correct data are within each position of the layout.

2. Click the **Record Number** of the error to view the line in the input record associated with the error in **"Field in Error"**.

Record Number	Record Type	Site Code	Student ID	Field in Error	Data in Error	Error Message
34	030	017001	435895513	051 Course Site Code	017666	321 INVALID COURSE SITE CODE

3. Look for the underline in the view to pinpoint the location of the error and the **data in error**.

Record Number	System Indicator	Transaction Code	Begin School Year	Session Year	Sponsor Code	Student ID Number	Rest of Record	Error Message
1	STS	030	2012	017		137058	017008Irene	
2	STS	030	2012	017		2010122501131A050050400		NO17017083
3	STS	030	2012	017		2010160323222A050050400		NO17017083
4	STS	030	2012	017		20101603233131B050050400		NO17017083
5	STS	030	2012	017		2010122501132A050050400		NO17017083
6	STS	030	2012	017		2011120331222B050050500		NO17017008
7	STS	030	2012	017		2012160346131C050050500		NO17017008
8	STS	030	2012	017		2011060306131A050050400		NO17017008
9	STS	030	2012	017		2011150401131A050050400		NO17017008
10	STS	030	2012	017		201116032222A050050400		NO17017008
11	STS	030	2012	017		2011160322131A050050400		NO17017008
12	STS	030	2012	017		2011150401222A050050400		NO17017008
13	STS	030	2012	017		2009160321232A050050400		NO17017083
14	STS	030	2012	017		2009160321131A050050400		NO17017083
15	STS	030	2012	017		2011122502151A050050400		NO17017008
16	STS	030	2012	017		2012180106131A050050400		NO17017008
17	STS	030	2012	017		2012150700131B050050500		NO17017008
18	STS	030	2012	017		2012120332131B050050500		NO17017008
19	STS	030	2012	017		2012121601131A050050400		NO17017008
20	STS	030	2012	017		2011220300222A050050400		NO17017008

4. In addition, an error report displaying all errors in the upload can be viewed. The error report can also be displayed by site or exported in a text delimited file for export to other applications.

Record Number	Record Type	Site Code	Student ID	Field in Error	Data in Error	Error Message
34	030	01700	051	Course Site Code	017666	321 INVALID COURSE SITE CODE

Mask Student ID Numbers on Report

5. The error files and reports help users correct errors in uploads. The error code can be referenced in the Error Codes and Messages Section of the user guide, where directions on correcting the data can be found.

6. If records with graduation dates do not meet all of the graduation requirements they will appear in the error report with the specific error identified. (For example: Met GEE/EOC blank)

Record Number	Record Type	Site Code	Student ID	Field in Error	Data in Error	Error Message
34	030	01700	051	Course Site Code	017666	321 INVALID COURSE SITE CODE

7. The graduation date will be removed from the student record and the records will be uploaded to the database. The students will also appear in the Override Report and online verification and updating will be required. (See the Section on Overrides Process on P.38)

The screenshot shows the 'Student Transcript System' interface. At the top, there are navigation tabs: Site List, Inquiry, Update, Upload, Reports, STS Administration, Home, and Help. Below this, the user is logged in as '052 St. Tammany Parish'. There are several form fields: 'Beginning School Session Year' set to 2014, 'Delete all existing students?' with radio buttons for No (selected) and Yes, and 'Validate only?' also with radio buttons for No (selected) and Yes. There are two 'Browse...' buttons for file uploads. Below the forms are buttons for 'Upload My File Now', 'View Upload Status', 'View Errors', 'View Input Data', and 'Override Report'. A 'Refresh' button is located above a 'History' table.

Load Begin	User ID	File Size	Records	Records Matching Database	Records Affected By Errors	Records Loaded	Status	Upload End
1/13/2015 1:18:54 PM	apptst17	18788	93	0	0	93	Complete	1/13/2015 1:19:00 PM
1/13/2015 1:14:04 PM	apptst17	7880	39	0	0	39	Complete	1/13/2015 1:14:06 PM
1/13/2015 1:11:40 PM	apptst17	7880	39	0	0	39	Complete	1/13/2015 1:12:59 PM
1/13/2015 1:10:43 PM	apptst17	7880	39	0	0	39	Complete	1/13/2015 1:10:46 PM
1/13/2015 1:09:36 PM	apptst17	7880	39	0	0	39	Complete	1/13/2015 1:09:39 PM
1/13/2015 1:05:37 PM	apptst17	7880	39	0	0	39	Complete	1/13/2015 1:06:18 PM

Record Number	Record Type	Site Code	Student ID	Field in Error	Data in Error	Error Message
34	030	01700	051	Course Site Code	017666	321 INVALID COURSE SITE CODE

## ONLINE ENTRY PROCESS

An alternate method of submitting a student's transcript records is by online entry. Each student's demographic information (Student Record) is entered once on the top part of the online entry screen. The various transcript records for the student are then entered on the bottom part of the online entry screen. This method can also be used to edit student transcripts or other student information.

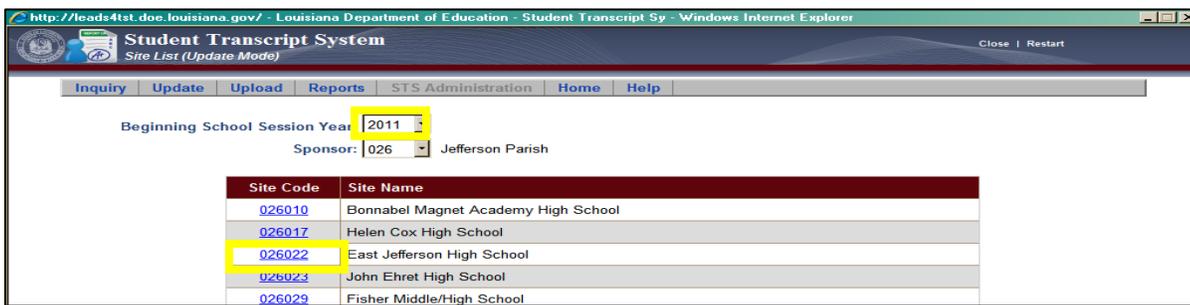
## Adding a New Student

1. Login to STS
2. Select **Student Transcripts**
3. Click **Update**. Choose "**Student or Transcript**" from the Navigation Bar at the top of the page. The Update function is used to add a new student, add transcript records, update an existing student's records, or delete a student.

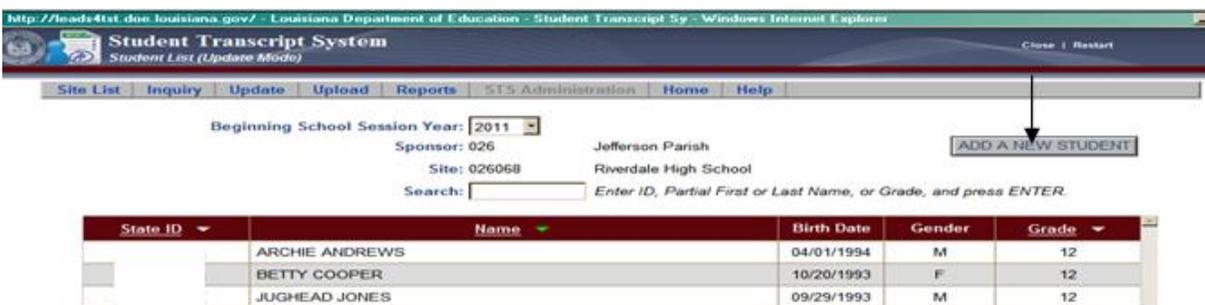


4. Select desired Beginning School Session Year from the drop-down box.
5. Click on appropriate Site Code.

**NOTE:** This screen will appear only to those with LEA level access, such as an STS Coordinator. The Student List will directly appear to those users that have Site level only access.



6. To add a new student, click the Add a New Student button. To edit an existing student's record, type his/her state ID or name into the Search box and press



Enter. Then select his/her state ID from the list that appears.

State ID	Name	Birth Date	Gender	Grade
1234567890	A AEE	01/01/1754	F	10
2345678900	B BEE	01/02/1754	M	12
3456789000	C CEE	01/03/1754	F	09

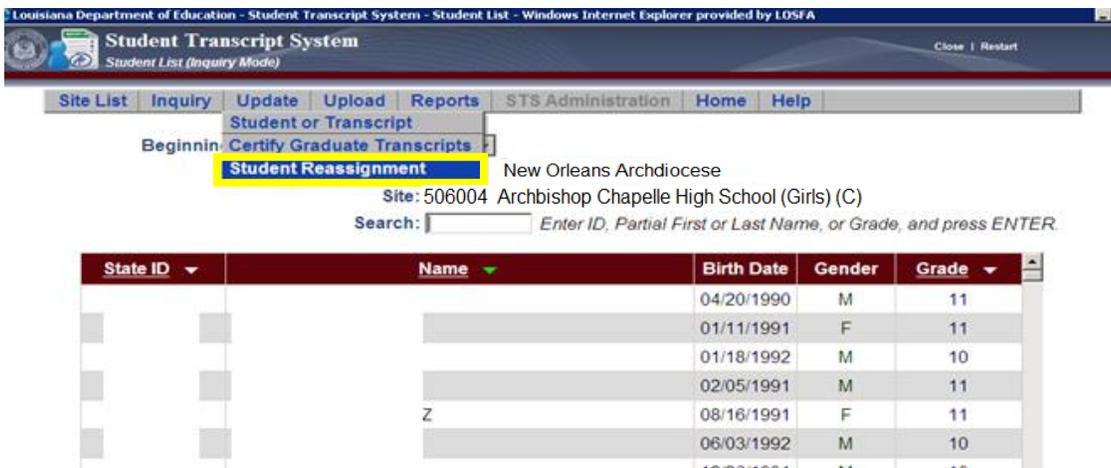
7. Enter or update the student data into the top section and transcript data on the bottom section. Click Submit when finished.

**Reassigning a Student (Nonpublic Schools only)**

Student reassignment can only be used by nonpublic schools to reassign a student from another nonpublic school. This change was made due to the removal of the non-personally identifiable information on public school student’s records.

If the student is coming to a non-pubic school from a public school the **Add a New Student** feature on page 27 should be used.

1. To reassign a student from another nonpublic school select **Update** then **Student Reassignment**.



2. Choose the BSSY for the last year student attended a Louisiana school, type the sponsor\* and press enter. Choose the site from which to copy the student and enter the student’s state ID.

*\*If the sponsor code is not known, click the Sponsor List button.*

Student Transcript System  
Student Reassignment

Close | Restart

Site List Inquiry Update Upload Reports STS Administration Home Help

11/18/2011 12:45:12 PM

Beginning School Session Year: 2011

Copy From Sponsor: 503

Copy From Site:

State ID Number: 123456789 Local ID Number:

Please enter BSSY, Current Sponsor and State ID, then press SUBMIT

Name:

Birth Date: Ethnicity: Gender:

Grade 9 Entry BSSY: Grad Date: Grade:

New Sponsor: 506 New Orleans Archdiocese

Select New Site: 506004 Archbishop Chapelle High School (Girls) (C)

3. Ensure the New Sponsor and New Site are correct and click Submit.

**NOTE:** If the student is reassigned from another LEA, the data will be **copied**. If the reassignment is within the same LEA, the data will be **moved**. Also, if the student is not found in the current year, try selecting prior year.

### Changing Prior Year Data

Should you need to correct either demographic or transcript information in a student's transcript record from a previous year, send an email to the LDE Student Transcript Data Manager to request that a special collection period be opened to allow access to the previous year's data. Once the period is opened, you can make changes to the requested information, **including state identification numbers**, by deleting the incorrect data and entering the corrections. Note: Public Schools ensure the change has been made in the eScholar Unique ID system and in the local Student Information System prior to requesting access to update STS.

To correct student demographic/or transcript data, Click the **Update button on the STS navigation bar and select the Student or Transcript** function and select the student by clicking the student's State ID. Remove the Graduation Date from a student's record, press the "Submit button, make the changes to either the student record or the transcript record and add the graduation date back to the student's record, press the "Submit" button. A message will be generated indicating the record has been updated.

To correct a state ID, select the student and press the **"Change State ID"** button. Type the correct state ID in the Change State ID field and press the **"Change State ID"** button again. The new State ID will appear on the student record along with a "Record Updated" message. (*Nonpublic Schools Only*) Public schools will make the change to the State ID in the Unique ID System and reupload to STS to refresh the eScholar to STS matching process.

**Note:** Don't forget to recertify sites as appropriate if the changes to your previous year's data involved graduates. *\*Public Schools Only*

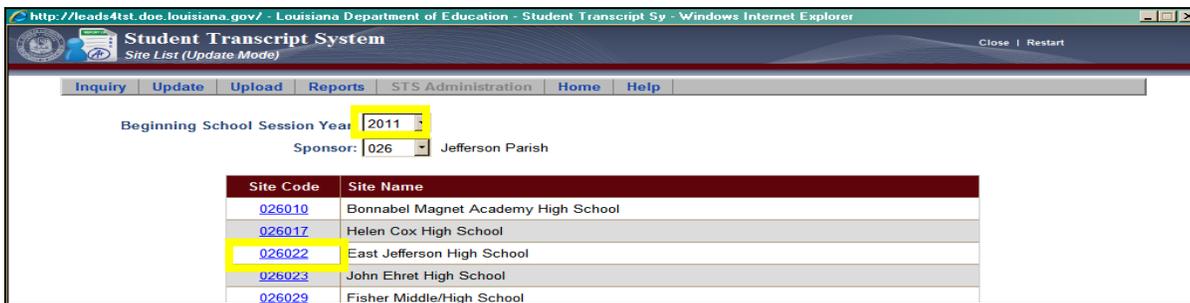
## Deleting a Student

1. Login to STS
2. Select **Student Transcripts**
3. Click **Update**. Choose "**Student or Transcript**" from the Navigation Bar at the top of the page. The Update function is used to add a new student, add transcript records, update an existing student's records, or delete a student.



4. Select desired Beginning School Session Year from the drop-down box.
5. Click on appropriate Site Code on the **Site List (Update Mode)** screen.

**NOTE:** This screen will appear only to those with LEA level access, such as an STS Coordinator. The Student List will directly appear to those users that have Site level only access.



6. Click the State ID of the student on the **Student List (Update Mode)** screen
7. Scroll to the bottom of the screen and click the **Delete Student** button.

2016	<a href="#">120333</a>	ENGLISH III	A	100300
2016	<a href="#">160322</a>	ALGEBRA II	A	312000
2016	<a href="#">190500</a>	HEALTH EDUCATION	A	935000
** End of Transcript List **				

[View Official Transcript Status](#)

8. Click OK to delete the student and his/her transcript records.

# READING A TRANSCRIPT RECORD

**Student Transcript System**  
Transcript Data

Student List | Transcript List | Core Progress | APC Courses

BSSY: 2011  
Sponsor: 502 Baton Rouge Diocese  
Site: Catholic High School (Boys) (C)  
State ID #: Local ID #: 85501183  
Birth Date: 12/01/1993 Grad Date: 5/19/2012  
Gender: MALE Academic Endorsement:  
Ethnicity: Hispanic: Y N Race: Am Indian Black Pac Islander White  
Career Option:

Grade: 12  
Grade 9 Entry BSSY: 2008  
Anticipated Grad BSSY: 2011  
Passed GEE?:  
Local Rank:  
Local GPA: 2.66  
Overall GPA: 2.66

Maximum number of quality points a student could have earned, On a grading scale 4.0 of 5.0

Number of points actually earned on the grading system given.

Maximum number of credits a student could have earned

Number of credits student actually earned

Grade Point Max: 4.00  
Qual. Pts. Awrd Cnt: 3.00  
Credit Attempted: 0.50  
Credit Earned: 0.50  
Core Cur. Waiver: N  
Local Course Cd: 000205  
DE PostSec CreditHrs: 0.00  
DE Secondary Site:

Waiver of Core Curriculum requirement

If course was taken for college credit, indicates number of college credit hours earned

If course was taken for college credit, will be high school code

Location where course was taken. IF taken for college credit, will be college codes

If filled, indicates that the course was taken online or by correspondence

Designates the section of the year in which the course in this record was

Designates which section of the course this record is for.

BSSY when the course was taken.

Course Beg. Year: 2008 Course: 030501 ART1  
Letter Grade: B  
Course Part Number: 1  
Semester: S1 - 1ST SEMESTER  
Course Type Cd: RG - REGULAR  
Dis. Lrn. Type Cd:  
Course Sponsor: 502 Baton Rouge Diocese  
Course Site: 502002 Catholic High School (Boys) (C)  
Course Site Name:  
Transcpt Crs Name: ART1

TRANSCRIPT RECORD 1 of 57

# READING CORE PROGRESS SCREENS

English III was taken, but the category is not filled because the class was failed

The "Course" column names the specific courses which have been used to fill "Categories".

Algebra I has a failed semester but the category is filled because that semester was retaken and passed

Categories which have not been filled are in **BOLD** print and marked "N".

Courses which have separate semester or block grades show both grades; even when a course is retaken for a passing grade, all grades are shown. Courses which have only a final grade show only one grade

Some courses allow substitutions, but that course can only count for credit in one place.

The grade points for the Foreign Language category are normally calculated using the grades from both semesters of both classes. Here, they were calculated using only the grades from the Spanish II class – the "P" has no grade points so it isn't used in the calculation.

Categories	Cat Req Met	Credit Units Req	Credit Units Allow	Course	Grade	Relative Grade
ENGLISH I	Y	1.00	1.00	ENGLISH I	B, C	
ENGLISH II	Y	1.00	1.00	ENGLISH II	D, D	
<b>ENGLISH III</b>	<b>N</b>	1.00	1.00	ENGLISH III	F, F	
<b>ENGLISH IV</b>	<b>N</b>	1.00	0.00			0.00
ALGEBRA I	Y	1.00	1.00	ALGEBRA I	B, F, D	2.00
<b>ALGEBRA II</b>	<b>N</b>	1.00	0.50	ALGEBRA II	B	1.50
<b>1ST UNIT MATH ELECTIVES</b>	<b>N</b>	1.00	1.00	GEOMETRY	C, F	1.00
BIOLOGY	Y	1.00	1.00	BIOLOGY	D, C	1.50
<b>CHEMISTRY</b>	<b>N</b>	1.00	0.50	CHEMISTRY	C	1.00
1ST UNIT SCIENCE ELECTIVE	Y	1.00	1.00	PHYSICAL SCIENCE	D, D	1.00
<b>UNITED STATES HISTORY</b>	<b>N</b>	1.00	0.00			0.00
1ST UNIT SOCIAL STUDIES E	Y	1.00	1.00	WORLD GEOGRAPHY	C, C	2.00
<b>CIVICS/FREE ENTERPRISE</b>	<b>N</b>	1.00	0.50	CIVICS-1st SEMESTER	D	0.50
FINE ARTS SURVEY	Y	1.00	1.00	WORLD HISTORY	A, B	3.50
FOREIGN LANGUAGE	Y	2.00	1.00	SPANISH I SPANISH II	P C, B	2.50
COMPUTER SCIENCE	Y	0.50	0.50	US HISTORY	D, F	0.25
<b>ADDITIONAL MATH/SCIENCE</b>	<b>N</b>	1.00	0.00			0.00
<b>TOTALS</b>		<b>17.50</b>	<b>12.00</b>			<b>20.25</b>

## CURRENT DIPLOMA PATHWAYS

STS requires the submission of a diploma pathway. This can be submitted via batch upload (position 145 on the student record) or online entry (drop-down selection on the student record).

Core progress will be calculated only for the pathway submitted. To view other core progress reports, change the diploma pathway and refresh the screen by exiting the student record.

### Diploma Path (position 145 on the 020 student record)

Diploma Path Code	Diploma Path Name	Use	Career Option Code
C4	Core 4	Ends with the graduates of 2016-17	No career option code needed
C5	Basic Core	Ends with the graduates of 2016-17	Career option code required
C6	Core 4 with CTE	Ends with the graduates of 2016-17	Career option code required
TU	TOPS University	Use beginning with the graduates of 2017-18	No career option code needed
CA	Jumpstart TOPS Tech Career Diploma	Use beginning with the graduates of 2017-18	Career option code required <ul style="list-style-type: none"> <li>- can use for Act 833 students with an IEP</li> <li>- Alternate means of EOC assessment and alternate credentials may be used for the Act 833 students</li> </ul>
L1 (LAA1)	Jumpstart TOP Tech Career Diploma	Use beginning with graduates of 2017-18	No career option code required <ul style="list-style-type: none"> <li>- Use only for students assessed on LAA1</li> <li>- Alternate means of EOC assessment and no credential requirement for the LAA1 students</li> </ul>
CD	Historical Career Diploma/older graduates	Use for retro Act 833 through 2016-17 or for older grads under the 23 credit requirement	Career option code is CDV for older grads and for retro Act 833
ND	Not Declared	Use only prior to end of 10th grade	No career option code needed

**CURRENT TOPS AWARDS**

**Taylor Opportunity Program for Students Grant (TOPS)**

<b>Award Code</b>	<b>Award Name (See the <a href="#">LOSFA</a> website for details and qualifications)</b>
<b>R1</b>	<b>TOPS Opportunity, Performance and Honors Award</b>
	<p><b>TOPS Honors Award</b> - minimum 3.0 GPA, 19.0 Core Units, minimum ACT score of 27, must enroll full-time, be a U.S. Citizen and meet the TOPS Louisiana Residency requirements</p> <p><b>TOPS Performance Award</b> - minimum 3.0 GPA, 19.0 Core Units, minimum ACT score of 23, must enroll full-time, be a U.S. Citizen and meet the TOPS Louisiana Residency requirements</p> <p><b>TOPS Opportunity Award</b> - minimum 2.5 GPA, 19.0 Core Units, minimum ACT score of 20, must enroll full-time, be a U.S. Citizen and meet the TOPS Louisiana Residency requirements</p>
<b>T1</b>	<b>TOPS Tech Award Option 1 Core Curriculum</b>
	<b>TOPS Tech Award</b> - minimum 2.5 GPA, 17.0 tech units for option 1, 19.0 tech units for option 2, minimum ACT score of 17, must enroll full-time, be a U.S. Citizen and meet the TOPS Louisiana Residency requirements
<b>T2</b>	<b>TOPS Tech Award Option 2 Core Curriculum</b>
	<b>TOPS Tech Award</b> - minimum 2.5 GPA, 17.0 tech units for option 1, 19.0 tech units for option 2, minimum ACT score of 17, must enroll full-time, be a U.S. Citizen and meet the TOPS Louisiana Residency requirements

## STS REPORTS

### STSQ04: TOPS Summary Report

This is a summary of each student's progress based on various calculations. It shows the Overall GPA, the TOPS GPA (R1, T1 & T2), Core 4 and Basic Core and Core 4 with CTE. For each calculation, there are two components: (1) the Core GPA for the particular calculation and (2) a Y or N, indicating whether or not the student has completed all core requirements. Each of these components is independent from the other. Having a "Y" under any of the TOPS awards does not mean a student has been approved for that particular award; it only means all core courses have been completed. These core courses must be passed with a grade of D or better.

This report includes TOPS GPA for each core curriculum and a core curriculum completion indicator. It is an excellent tool for identifying the existence of transcript errors on 12th grade students after final grades have been added.

### STSQ06: TOPS Detail Report

This is a detailed report listing the courses the student has completed that are allowed in each category for calculating the various core curricula. It also indicates by Y or N whether or not the courses meet the category requirements. The student's core curricula GPA, as well as the Overall GPA, is given along with other pertinent information. This same information is available from the STS online system under "Core Progress" in the **Student Data Inquiry** mode. Please bear in mind when viewing this report that until all core curricula categories are satisfied, the calculation may or may not utilize an existing transcript record. **If a course will increase the GPA, then it is used. If the GPA stays the same or is decreased, then the course will not be factored into the calculation.** Please do not confuse this report with the Board of Regents extract file that is provided to colleges and universities. The BOR file contains a student's **COMPLETE** transcript record.

This report provides the same data as the TOPS Core Progress Screen in STS Inquiry. Lists courses selected by STS for each TOPS Core Curriculum Category and shows Core categories which have not been completed are shown in Bold. It is also an excellent to distribute to parents at the beginning of the senior year.

### STSQ07: Student Level Transcript Detail Report

This is a list of all transcript records that have been submitted for a student, one or two pages per student. This report is arranged in rows and provides pertinent information about each course in the student's transcript records. This same information can also be obtained from the STS online system by clicking a student's State ID in the **Student Data Inquiry** mode.

This report is a complete listing of each student's transcript records. It can be used to ensure accuracy of data entry by comparing to the student's cum card. It will be accepted by most colleges as a transcript prior to the creation of the Official High School Transcript

### **STSQ08: Course Part Number Edit Report**

This report identifies possible **Course Part Number** problems that could cause a student eligible for a specific core curriculum to appear ineligible. The conditions identified in this report are not errors per se; the data has been loaded onto the database as if no problem exists. However, an incorrect **Course Part Number** may result in a student not receiving full credit for a course and can cause serious problems with GPA calculations.

There are 4 conditions that will cause a student to appear on the report:

#### **Condition 1:** No Part Number for Possible Split Course

**This is by far the most serious problem that can occur with the Course Part Number.** If a one-unit course is reported as 2 half-unit records without the Course Part Numbers, only the half-unit record with the higher grade will be loaded during the TOPS calculation and this could prevent a student from satisfying a TOPS category. The Course Part Number was developed specifically for schools that report stand-alone half-unit grades. Course Part Numbers should be used only when one-unit courses are reported as two half-unit records.

#### Conditions for this warning message:

- Student has 2 records with the same Course Code, and Course Part Numbers are missing.
- Credit Attempted is .5 on both records, and neither of the grades is an F.

**Note:** This message also appears if a single record has been submitted as a half-unit and has no part number. This results in a very large STSQ08 report following the submission of 7<sup>th</sup> semester grades. If you intend to submit a full one-unit course (Y1) at the end of the school year for students on the report, then you need not concern yourself further. Those students will be removed from the report at that time.

The two following messages are indications of incorrect use of the Course Part Number, but are not as serious as Condition 1. Please use Course Part Numbers only when a one-unit course is split into 2 half-unit records.

#### **Condition 2:** Part # 1 Exists, No Part # 2 for Course

#### **Condition 3:** Part # 2 Exists, No Part # 1 for Course

**Condition 4:** Credit should be .5 when Part # number is being used. Even if both courses submitted have part numbers, this message appears whenever the parts are submitted for anything other than .5 credit.

This report should be checked after each data submission. It identifies potential Course Part Number problems.

### **STSQ11: Overall GPA Report**

This report of each student's Overall GPA from a given school session is based on the extract file provided to the Board of Regents for ranking students. Arranged by sponsor, site and grade level, its major components are **Overall GPA**, **Class Rank** and **Grad Class Rank**. The Overall GPA is calculated like the TOPS GPA, but it includes all courses. Both the Class Rank and Grad Class Rank columns show the student's rank number, the class size and the percent. Class Rank Number is a positive integer assigned to each student based on a comparison of the student's Overall GPA with those of all students in the class. Students with equal GPAs are assigned the same Class Rank Number, and this will result in gaps in the numbering sequence. Class Rank Size is the number of students in a grade for a given school year and is based on the transcript data submitted for each grade placement. Class Rank Percent shows how a student ranks using percentiles. **Class Rank** data pertains to all students in grades T9 through 12, but **Grad Class Rank** shows data only for those students in grade 12 whose graduation date has been entered into the Student Transcript System.

This report shows the rankings, overall GPA graduation date and site certification date (if applicable) that will be provided to the Board of Regents. It should be ran at prior to each harvest deadline to ensure accuracy of data being shared with the Board of Regents.

### **STSQ12: TOPS Reference Tables Report**

**This report lists the requirements of each core curricula for any given year and shows the types (R1, T1, T2, C4, C5, C6, CA, TU, L1), categories, sets and courses. It can be run for a specific Beginning School Session Year or core curricula type.**

### **STSQ13: Selected Data Element Report**

This report lists by LEA and site for any given year those students that have in their transcript record any of the following five data elements: (1) Academic or Career/Tech Endorsement (2) Dual Enrollment Course (3) Advanced Placement Course (4) Credit Recovery Course (5) Career Option Code. **NOTE:** Only one data element at a time may be selected. (When the data element Dual Enrollment is selected DE and DI courses will be displayed with in the report where applicable. When the data element Advanced Placement is selected AP and DA courses will be displayed within the report where applicable.)

## CERTIFICATION OF GRADUATES

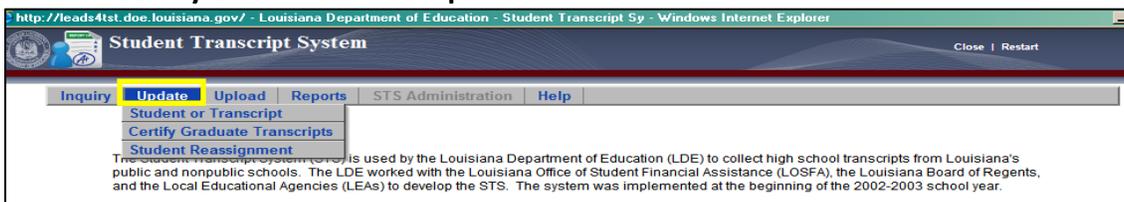
When seniors have completed all graduation requirements (final grades are calculated) and all other graduation requirements are met (for public schools, passed Graduate Exit Exam or met EOC requirements), the date of graduation should be entered in the graduation date field located on the Student Record. The graduation date must be the date of the student's graduation ceremony or the date on which all graduation requirements were actually met, i.e., completion of summer school or EOC met. The students EOC individual scores will determine whether the requirements for EOC have been met or not.

**NOTE:** The Graduation Date in **STS** differs from the Exit Date in **SIS**, which is the last day of the regular school session for graduates.

In addition to adding the graduation date in STS, graduate data must be “**certified**” as complete and ready for use by OSFA in awarding TOPS scholarships. To certify, logon to the LEADS portal and go to the Student Transcript System. Select the **Certify Graduate Transcripts** option from the **Update** function. Certification is at the site level and should be done only after graduation dates are submitted and verified as complete and correct. **Each site must be certified separately and must be recertified** whenever any graduate data at the site is updated/changed. **Certification is required for public schools only .**

### Certification Process:

1. Login to STS.
2. Submit complete Transcript Data for graduates, supplying graduation date.
3. Check error reports for successful transmission.
4. Verify accuracy of graduate data on LDE system by viewing online or downloaded reports.
5. Make sure the Met GEE/EOC flag is Y (*Yes for Public Schools Only*)
6. Click **Update** on the STS navigation bar.
7. Click **Certify Graduate Transcripts**



8. Select the **BSSY** (Only the current year will be available unless a prior period has been requested).
9. Click the **Certify** button to the left of the Site Name under **Action**.

Student Transcript System  
LEA Graduate Certification

Close | Restart

Site List | Inquiry | Update | Upload | Reports | STS Administration | Home | Help

2/16/2012 10:59 AM

Beginning School Session Year: 2011  
Sponsor Code: 026 Jefferson Parish

Action	Site Code	Site Name	Certification Date
Certify	026068	Riverdale High School	
Certify	026080	West Jefferson High School	

10. Look for the message indicating that a site has been certified.

11. Check for the certification date to verify the site has been certified.

If it becomes necessary to quickly un-certify a site due to the submission of incorrect data, use the “Un-certify” button on the LEA Graduate Certification screen.

It is vital that the LEA makes sure submitted graduates are certified and that they are recertified, by site, any time graduate data for that site is changed or updated. Graduates will be eligible for TOPS awards only if the submitting LEA has certified them. Site Certification is also the process for moving transcript data over to the Official Transcript System (OTS).

**NOTE:** Only public LEAs are required to certify graduate data.

### Verifying transcripts have been moved to the Official Transcript System

1. Click the “View Official Transcript Status” link found on the bottom of the Transcript List Screen of a Student’s record.

2014	121001	FRENCH I	2	A	
2014	150401	CHEMISTRY	1	A	
2014	150401	CHEMISTRY	2	A	
2014	160222	ALGEBRA II	1	A	
2014	160322	ALGEBRA II	2	A	
2014	190108	PHYSICAL EDUCATION II	1	A	
2014	190500	HEALTH EDUCATION		A	
2014	220501	CIVICS-1st SEMESTER	1	A	
2014	220504	CIVICS-2nd SEMESTER	2	A	
2015	050603	PUBLICATIONS I (YEARBOOK)	1	A	
2015	050603	PUBLICATIONS I (YEARBOOK)	2	A	
2015	051102	SPEECH II	1	A	
2015	120325	English III: AP English Language & Composition	1	A	
2015	120325	English III: AP English Language & Composition	2	A	
2015	120334	ENGLISH IV	1	C	
2015	120334	ENGLISH IV	2	A	
2015	121002	FRENCH II	1	A	
2015	121002	FRENCH II	2	A	
2015	150700	PHYSICS	1	A	
2015	150700	PHYSICS	2	A	
2015	160502	Pre-Calculus: DE- CMAT 1233 or (CMAT 1213 & 1223) Alg & Trig	1	A	
2015	160502	Pre-Calculus: DE- CMAT 1233 or (CMAT 1213 & 1223) Alg & Trig	2	A	
2015	220095	SOC. STUD ELECTIVE IV-LOCALLY-INITIATED SOC STUD ELECTIVE	2	A	
2015	220401	WORLD HISTORY	1	B	
2015	220401	WORLD HISTORY	2	A	
2015	220403	U. S. HISTORY	1	A	
2015	220403	U. S. HISTORY	2	A	
** End of Transcript List **					
<a href="#">View Official Transcript Status</a>					

2. Current OTS Rejection Reason will list the reason for any transcript with the Rejection StatusCd “R” . The Rejection StatusCd, Status Reason and Status Date will display under the **Official Transcript History**

3. An unofficial transcript can be viewed in draft form by clicking the **Generate Unofficial Transcript** button.

BSSY: 2015  
 Sponsor: 052  
 StudIdNum: 4142689525

**Current OTS Rejection Reasons**

OTS Rejection Reasons
The Site must be Graduate Certified

**Official Transcript History**

BSSY	LEA	StatusCd	Status Reason	Status Date
2015	052	R	The Site must be Graduate Certified	8/26/2016 11:40:00 AM

**Draft Transcript**

Generate Unofficial Transcript
--------------------------------

**OTS Status Codes**

Status Cd	Status Reason	Status Description
Q	In OTS Queue	This is the first status until an error is found or the transcript is successfully rendered in OTS. The status will change from 'Q' to either 'S' or 'R'. This status can take several minutes and may require a screen refresh.
S	Successfully sent to OTS	If the status shows 'S' the transcript should be found in OTS with a new version number if the transcript was updated or without a version number if this is the first time the record is being created in OTS.
R	Rejected by OTS	If the status shows 'R' the transcript was not created to OTS and the rejection reason will be listed. The reason will include graduation requirements not met, site not certified, Met GEE/EOC flag incorrect or missing, etc. Make the corrections to the transcript record in STS and recertify the site to update from the status 'R' to 'Q' and eventually 'S'.

## DATA ELEMENTS

Things to keep in mind:

- Which elements are always required?
- Which elements are required as applicable?
- Which values are valid within the particular field?

The **Course Part Number** is particularly important. This data element is only used when a one-unit course is reported as two separate half-unit records. If the course is not reported as two separate half-unit records, leave this field blank. In cases where a one-unit course is reported as two records, each with half-unit credit, the Course Part Number is used by the program calculating core curricula requirements to combine the half-unit courses and to recognize the student has completed a full unit in the course. Without the Course Part Number, the two parts are treated as a repeated course, and only the record with the highest letter grade is recognized (half-unit). Again, Course Part Number applies only when a one-unit course is reported as two half-unit records.

If **Letter Grade** is “P” or “E” then **Course Part Number** must be blank. Records with **Letter Grade of “P” or “E”** must be submitted as whole records; they cannot be split into two parts.

For **Letter grade “P”** If course was taken for 0.05 credits, the Quality Points Awarded Count is the same as if it were taken for 1.0 credit.

If the **Letter grade** is “E” the Quality Points Awarded Count, Credit/Experience Earned and Credit/Experience Attempted must be zero and the Core Curriculum Waiver must be “Y”.

Rules or formats for data entry differ between **Batch File** and **Online Entry**. For example, the format for dates in batch is **MMDDYYYY or DD**, but for online entry, dates must be entered as **MM/DD/YYYY** with the slashes for nonpublic schools and **DD** only for public schools. The format for Credit/Experience Attempted and Credit/Experience Earned Count has an implied decimal in batch; for online entry, the decimal point must be used.

All alphanumeric data must be submitted in batch as uppercase, except **Student Name, Course Site Name, Transcript Course Name**, and **Local Identification Number**, which can be submitted as either uppercase or lowercase. The student name, Course Site Name, and Transcript Course Name will be converted to uppercase by LDE upon processing.

Certain fields have dropdown selection menus available. Data Elements with dropdown lists in online entry include: Grade, Ethnicity, Gender, Career Option, Letter Grade, Semester, Course Type Code, and Distance Learning Code. Additionally, the Course Code, Course Sponsor and Course Site data elements have “pop-up” selection menus.

To facilitate online entry, STS automatically populates several data elements with some of the most commonly entered values such as 4.00 for Grade Point Max, 1.00 for Credit/Experience Attempted and Credit/Experience Earned, “RG” for Course Type Code, etc.

## APPENDIX A: RECORD LAYOUTS

### NON PUBLIC SCHOOLS BATCH UPLOAD

Note: Data Elements are listed in order of appearance for the Student Record, and Transcript Record. *Note: Types A= (Alphanumeric) N= (Numeric)*

(Date Record Last Modified: 09/29/2015)

STS Student (Student data Record) Record: 020					
Start Position	Data Element	Length	Types	Decimal Places	Description
1	System Indicator	3	A	0	Must be "STS".
4	Transaction Code	3	A	0	Must be "020".
7	Beginning School Session Year (BSSY)	4	N	0	The beginning year of the school session of data submission. For example, "2012" for the 2012-2013 school session.
11	Sponsor Code	3	A	0	Sponsor (LEA) code of district submitting transcript data via STS.
14	State Identification Number (NP)	9	N	0	Social Security Number if available for nonpublic schools. Otherwise, temporary number assigned according to LDE guidelines.
23	Local Identification Number	9	A	0	Required. LEA-assigned student ID must be unique by student and must not match SSN.
32	Site Code	6	A	0	Site code where the student is currently enrolled when transcript data is submitted.
38	Student First Name	15	A	0	Student's legal first name.
53	Student Middle Name	15	A	0	Student's legal middle name.
68	Student Last Name	20	A	0	Student's legal last name.
88	Student Suffix Name	3	A	0	Student's legal suffix name.
91	Birth Date (input)	8	N	0	MMDDYYYY. Date that appears on the student's birth certificate.
99	Ethnic Code	1	A	0	The most applicable race or ethnic group to which a student belongs. Code values: 1 (AmInd/Alas) 2 (Asian/Isla) 3 (Black) 4 (Hispanic) or 5 (White).
100	Sex Code	1	A	0	"M" Male or "F" Female
101	Grade Placement Code	2	A	0	The grade placement code represents the Student's grade level for the school year. Two digit grade placement codes T9-12 accepted only.
103	Grade 9 Entry Year	4	N	0	YYYY Beginning School Session Year in which the student entered grade 9. For example, "2012" for the 2012-2013 school year. If the student's grade placement code is T9, this date will be the following school year.

### STS Student (Student data Record) Record: 020 (con't)

Start Position	Data Element	Length	Types	Decimal Places	Description
107	Graduation Date	8	A	0	MMDDYYYY Date the student's graduation took or will take place. The date must fall between 9/1 and 8/31 of the current Beginning School Session Year in order to match the OSFA Annual Academic Year. Leave blank if student did not graduate. Enter only after all graduation requirements are met.
115	Career Option Code	3	A	0	Identifies the career option of a student that corresponds to the Area of Concentration <b>or Jumpstart Pathway for the chosen Diploma Pathway</b> . Leave blank if not applicable.
118	Academic Endorsement Code	2	A	0	If the student received academic endorsement fill in, otherwise blank; required when applicable.
120	Career/Tech Endorsement Code	2	A	0	If the student received academic endorsement <b>or Jumpstart credential/certification</b> fill in, otherwise blank; required when applicable.
122	Met GEE/EOC Flag	1	A	0	"Y" if student met graduation requirements for GEE or EOC, or "E" if student is exempt. Required for all public school students assigned a Graduation Date. Non-public schools may leave this data element blank.
123	Local GPA	8	A	0	Optional; locally defined
131	Local Rank in Class: Position in Class	4	A	0	Student's rank placement within grade level (pad with leading zeros); optional; if not used, leave blank.
135	Local Rank in Class: Size of Class	4	N	0	Size of class for student's grade level (pad with leading zeros); optional; if not used, leave blank.
139	Hispanic/Latino Ethnicity Flag	1	N	0	Y if Hispanic; N if not
140	American Indian or Alaskan Native Race Flag	1	A	0	Y if American Indian; N if not
141	Asian Race Flag	1	A	0	Y if Asian; N if not
142	Black or African American Race Flag	1	A	0	Y if African American; N if not
143	Native Hawaiian or Other Pacific Islander Race Flag	1	A	0	Y if Pacific Islander; N if not
144	White Race Flag	1	A	0	Y if White; N if not
145	Diploma Pathway	2	A	0	The diploma the student is working towards completing; required; if undeclared enter ND. (C4, C5, C6, CA, TU, L1, CD, ND)
147	LOSFA/BOR Parental/Guardian Consent Flag	1	A	0	Parental/Guardian Consent on file for the current school year (public schools). Y, if Yes; N if No); Parental/Guardian consent given Y, Yes; N, if Non Consent form on file (nonpublic schools)
148	Filler-01	53	A	0	Leave blank (spaces).

**Transcript (Student Transcript data Record)**

**Record: 030**

<b>Start Position</b>	<b>Data Element</b>	<b>Length</b>	<b>Types</b>	<b>Decimal Places</b>	<b>Description</b>
1	System Indicator	3	A	0	Must be "STS"
4	Transaction Code	3	A	0	Must be "030"
7	Beginning School Session Year (BSSY)	4	N	0	The beginning year of the school session of data submission. For example, "2012" for the 2012-2013 school session.
11	Sponsor Code	3	A	0	Sponsor (LEA) code of district submitting transcript data via STS.
14	State Identification Number	9	N	0	Social Security Number if available. Otherwise, temporary number assigned according to LDE guidelines.
23	Course Beginning School Session Year	4	N	0	Beginning School Session Year in which the course was taken. For example, "2012" for 2012-2013 school year.
27	Course Code	6	A	0	Valid Course Code of the course in which the student was enrolled.
33	Course Part Number	1	A	0	Distinguishes first half of course from second half of course in which student was enrolled. Required for LEAs that report 1.0 unit courses as two .5 unit courses. Use 1 for the first part and 2 for the second part. Leave blank if not applicable.
34	Semester Code	2	A	0	Semester Code of the semester in which the student was enrolled in the course (B1, B2, B3, B4, C1, C2, S1, S2, Z1, Z2, Y1).
36	Letter Grade Code	1	A	0	Letter grade assigned to a student for a course. Must be A, B, C, D, F, P (Pass) or E (Exempt).
37	Credit/Experience Attempted Count	3	N	2	Credit/Experience attempted by the student for the course, reported with implied decimals. For example, 0.5 would be reported as 050 in the batch record.
40	Credit/Experience Earned Count	3	N	2	Credit/Experience Earned Count – Credit/Experience earned by the student for the course, reported with implied decimals. For example, 0.50 would be reported as 050 in the batch record.
43	Grade Point Maximum Count	3	N	2	Maximum grade points that can be earned for the course/class (4.00, 5.00, etc.); i.e., the number of quality point that would be awarded for letter grade A (has implied decimal; i.e., "4.00" submitted as "400" in the batch record).
46	Filler-01	1	A	0	Leave blank (spaces).
47	Core Curriculum Waiver Flag	1	A	0	"Y" if student was exempted from a course, otherwise "N".

**Transcript (Student Transcript data Record)**

**Record: 030**

<b>Start Position</b>	<b>Data Element</b>	<b>Length</b>	<b>Types</b>	<b>Decimal Places</b>	<b>Description</b>
48	Course Sponsor Code	3	A	0	Sponsor Code of the LEA in which the student took the course. Must be supplied for all courses taken in Louisiana, otherwise leave blank.  If position 166 (Course Type Code) is "DE", this field must contain the Post-secondary Sponsor code instead of the LEA Sponsor code.
51	Course Site Code	6	A	0	Site code of the school in which the student took the course. Must be supplied for all courses taken in Louisiana, otherwise leave blank.  If position 166 (Course Type Code) is "DE", this field must contain the Post-secondary Site code instead of the LEA Site code.
57	Course Site Name	46	A	0	Name of school in which the student took the course. Used for transfer credit only. Required if Course Site Code not, supplied, otherwise optional.
103	Transcript Course Name	60	A	0	Name of the course in which the student was enrolled. Enter only if different from the LDE course description for transcript printing only, otherwise leave blank.
163	Quality Points Awarded Count	3	N	2	The amount of quality points awarded for the letter grade given for the course (has implied decimal; i.e., "3.00" submitted as "300" in batch).
166	Course Type Code	2	A	0	Code to identify type of Course. RG - Regular HR - Honors GT - Gifted AP - Advanced Placement IB - International Baccalaureate SE - Special Education TA – Talented DE – Dual Enrollment DA - Dual Enrollment and AP DI - Dual Enrollment and IB
168	Distance Learning Course Type Code	2	A	1	Code to identify type of distance learning course. Leave blank if not applicable.  01 - Local LEA Provided Online Courses 02 - Distance Learning Satellite courses 03 - Other Distance Learning 04- Course Choice/Supplemental Course Providers 05-Dropout Recovery Program Providers
170	Local Course Code	6	A	0	Optional – LEA assigned course code

**Transcript (Student Transcript data Record)**

**Record: 030**

<b>Start Position</b>	<b>Data Element</b>	<b>Length</b>	<b>Types</b>	<b>Decimal Places</b>	<b>Description</b>
176	Dual Enrollment Post-secondary Credit Hours Earned	4	A	2	If position 166 (Course Sponsor Code) is designated "DE", DA or DI, this field must be populated with the Dual Enrollment Post-secondary credit hours earned by the DE course. Otherwise, populated with blank (spaces). This field has an implied decimal, i.e., "4.00" submitted as "0400" in batch.
180	Dual Enrollment Secondary Site	6	A	0	If position 166 (Course Sponsor Code) is designated "DE", DA or DI, this field must be populated with the Site code of the high school in which the student was enrolled when the course was taken. Otherwise, populated with blank (spaces).
186	Filler-15	15	A	0	Leave blank (spaces). Field not required.

## APPENDIX A: RECORD LAYOUTS

### PUBLIC SCHOOLS BATCH UPLOAD

Note: Data Elements are listed in order of appearance for the Student Record, and Transcript Record. *Note: Types A= (Alphanumeric) N= (Numeric)*

STS Student (Student data Record)					
Record: 020					
Start Position	Data Element	Length	Type	Description	Requirement
1	System Indicator	3	A	Must be "STS.	Required
4	Transaction Code	3	A	Must be "020".	Required
7	Beginning School Session Year (BSSY)	4	N	The beginning year of the school session of data submission. For example, "2012" for the 2012-2013 school session.	Required
11	Sponsor Code	3	A	Sponsor (LEA) code of district submitting transcript data via STS.	Required
14	Student's Unique ID	10	N	Unique ID as it exists in the UID system.	Required
24	Local Identification Number	9	A	LEA-assigned student ID must be unique by student and must not match SSN or UID.	Required
33	Site Code	6	A	Site code where the student is currently enrolled when transcript data is submitted.	Required
39	Partial Student First Name	1	A	First character of student's first name.	Required
40	Filler	28	A	Leave blank (spaces).	Blank
68	Partial Student Last Name	3	A	First three characters of student's last name.	Required
71	Filler	22	A	Leave blank (spaces).	Blank
93	Day of Birth	2	N	DD. Day the student was born as appears on the student's birth certificate.	Required
95	Filler	5	A	Leave blank (spaces).	Blank
100	Sex Code	1	A	"M" Male or "F" Female	Required
101	Grade Placement Code	2	A	The grade placement code represents the Student's grade level for the school year. Two digit grade placement codes 08 or T9-12 accepted only. (Include 08 grade in high schools with 8 <sup>th</sup> grade otherwise use <a href="#">Middle School Record Layout</a> ).	Required

**STS Student (Student data Record)**

**Record: 020**

103	Grade 9 Entry Year	4	N	YYYY Beginning School Session Year in which the student entered grade 9. For example, "2012" for the 2012-2013 school year. If the student's grade placement code is T9, this date will be the following school year. <b>Note:</b> If the student's grade placement code is 08 the Grade 9 Entry Year should be blank.	Required if applicable
107	Graduation Date	8	A	MMDDYYYY Date the student's graduation took or will take place. The date must fall between 9/1 and 8/31 of the current Beginning School Session Year in order to match the OSFA Annual Academic Year. Leave blank if student did not graduate. Enter only after all graduation requirements are met.	Required if applicable
115	Career Option Code	3	A	Identifies the career option of a student and corresponds to the Area of Concentration or Jumpstart Pathway in the TOPS Core Reference Tables. Leave blank if not applicable.	Required if applicable
118	Academic Endorsement Code	2	A	If the student received academic endorsement fill in, otherwise blank; required when applicable.	Required if applicable
120	Career/Tech Endorsement Code	2	A	If the student received academic endorsement <b>or</b> Jumpstart credential/certification fill in, otherwise blank; required when applicable. (B1,B2,J1,J2,J3,J4)	Required if applicable
122	Met Assessment Requirements for Graduation (Met GEE/EOC) Flag	1	A	Indicator of whether or not the student took or met the assessment requirements for graduation. Required for all public school students assigned a Graduation Date. One of the following values should be used: <ul style="list-style-type: none"> <li>• "Y" if student passed all assessments required for graduation (including the LAA1 and is marked as eligible in SER)</li> <li>• "A" if student is applying Act 833 (marked eligible in SER) and met one or more of the assessment requirements for a diploma through alternate means</li> <li>• "G" if student participated in the LAA1 assessment as marked in SER and met the requirements by achieving exceeds or meets on the LAA1 assessment or meets the components through a portfolio of student achievement (growth portfolio).</li> <li>• "E" if student is exempt from all requirements</li> <li>• Null if not all requirements have been met</li> <li>•</li> </ul> If "Y" the Subject areas in positions 153-156 must be blank. Non-public schools may leave this data element blank.	Required if applicable

**STS Student (Student data Record)**  
**Record: 020**

123	Local GPA	8	A	Required; locally defined	Optional
131	Local Rank in Class: Position in Class	4	N	Student's rank placement within grade level (pad with leading zeros); optional; if not used, leave blank.	Optional
135	Local Rank in Class: Size of Class	4	N	Size of class for student's grade level (pad with leading zeros); optional; if not used, leave blank.	Optional
139	Hispanic/Latino Ethnicity Flag	1	N	Y if Hispanic; N if not	Required
140	American Indian or Alaskan Native Race Flag	1	A	Y if American Indian; N if not	Required
141	Asian Race Flag	1	A	Y if Asian; N if not	Required
142	Black or African American Race Flag	1	A	Y if African American; N if not	Required
143	Native Hawaiian or Other Pacific Islander Race Flag	1	A	Y if Pacific Islander; N if not	Required
144	White Race Flag	1	A	Y if White; N if not	Required
145	Diploma Pathway	2	A	The diploma the student is working towards completing; required for 11 <sup>th</sup> and 12 <sup>th</sup> graders. Options include: <ul style="list-style-type: none"> <li>• C4 – Core 4 pathway – discontinue use after graduates of 2016-17</li> <li>• C5 – Basic Core pathway - discontinue use after graduates of 2016-17</li> <li>• C6 – Core 4 with CTE - discontinue use after graduates of 2016-17</li> <li>• CA – TOPS Tech Jumpstart Career Diploma – begin use for graduates of 2017-18</li> <li>• L1 – TOPS Tech Jumpstart Career Diploma alternate pathway for students assessed on LAA1 – begin use for graduates of 2014 and thereafter</li> <li>• TU – TOPS University Diploma – begin use for graduates of 2017-18</li> <li>• ND – Not declared – use for students prior to the end of 10<sup>th</sup> grade before declaring a pathway</li> <li>• CD – Historical career diploma/older graduates</li> </ul>	Required
147	LOSFA Parental/Guardian Consent Flag	1	A	Parental/Guardian Consent on file (Y, if Yes; N if No)	Required
148	FAFSA Application Flag	1	A	Indicates whether a FAFSA application has been completed by the student. If completed Y, Yes; W, if Waived. Blank if No (non-graduates). Required for graduates. (Optional in 2016-17 additional fields required in 2017-18)	Required if applicable
149	Community Service Endorsement	2	A	If the student received community service endorsement for documented community service hours fill in, otherwise blank; required when applicable. (C1)	Optional

**STS Student (Student data Record)**

**Record: 020**

151	State Seal of Bi-literacy Endorsement	2	A	<p>If the student received the State Seal of Bi-literacy endorsement for competency in a foreign language fill in, otherwise blank; required when applicable. (D1,D2,D3,D4,D5,D6)</p> <p>D1 AP course(test score 3 or higher) D2 1 IB course (test score 4 or higher) D3 DOE-approved equivalent summative test D4 4 units in World Language/7 units or more in world language immersion D5 Internationally-benchmarked language exam (DELFT, DELE, ACTFL) D6 Primary Language w/Early Advanced on ELDA; OE-approved equivalent summative test</p>	Optional
153	EOC Subject Area (ELA)	1	A	<p>This field is left blank for all students except those identified in SER as Act 833 eligible or assessed on the LAA1 who also did not meet the ELA EOC assessment requirement for graduation. One of the following values should be used:</p> <ul style="list-style-type: none"> <li>• “P” if the EOC subject area assessment for ELA was passed or student achieved “exceeds Standards” or “Meets Standards” on the LAA1 assessment</li> <li>• “A” if student is Act 833 eligible and met the ELA assessment requirement using alternate means</li> <li>• “G” if a student was assessed on the LAA1 and used a growth portfolio to meet the ELA assessment requirement</li> <li>• Null if not applicable or requirement not met</li> </ul>	Required if applicable
154	EOC Subject Area (Math)	1	A	<p>This field is left blank for all students except those identified in SER as Act 833 eligible or assessed on the LAA1 who also did not meet the math EOC assessment requirement for graduation. One of the following values should be used:</p> <ul style="list-style-type: none"> <li>• “P” if the EOC subject area assessment for math was passed or student achieved “exceeds Standards” or “Meets Standards” on the LAA1 assessment</li> <li>• “A” if student is Act 833 eligible and met the math assessment requirement using alternate means</li> <li>• “G” if a student was assessed on the LAA1 and used a growth portfolio to meet the math assessment requirement</li> <li>• Null if not applicable or requirement not met</li> </ul>	Required if applicable

**STS Student (Student data Record)**

**Record: 020**

155	EOC Subject Area (Science)	1	A	<p>This field is left blank for all students except those identified in SER as Act 833 eligible and using an alternate means to meet the science EOC assessment requirement for graduation. One of the following values should be used:</p> <ul style="list-style-type: none"> <li>• “P” if the EOC subject area assessment for science was passed</li> <li>• “A” if student is Act 833 eligible and met the science assessment requirement using alternate means</li> <li>• Null if not applicable or requirement not met</li> </ul> <p>Not required for students assessed on the LAA1</p>	Required if applicable
156	EOC Subject Area (Social Studies)	1	A	<p>This field is left blank for all students except those identified in SER as Act 833 eligible and using an alternate means to meet the science EOC assessment requirement for graduation.</p> <ul style="list-style-type: none"> <li>• “P” if the EOC subject area assessment for social studies was passed</li> <li>• “A” if student is Act 833 eligible and met the social studies assessment requirement using alternate means</li> <li>• Null if not applicable or requirement not met</li> </ul> <p>Not required for students assessed on the LAA1</p>	Required if applicable

**STS Transcript (Transcript data Record)**

**Record: 030**

<b>Start Position</b>	<b>Data Element</b>	<b>Length</b>	<b>Type</b>	<b>Decimal Places</b>	<b>Description</b>	<b>Requirement</b>
1	System Indicator	3	A	0	Must be "STS"	Required
4	Transaction Code	3	A	0	Must be "030"	Required
7	Beginning School Session Year (BSSY)	4	N	0	The beginning year of the school session of data submission. For example, "2012" for the 2012-2013 school session.	Required
11	Sponsor Code	3	A	0	Sponsor (LEA) code of district submitting transcript data via STS.	Required
14	Student's Unique ID	10	N	0	Unique ID as it exists in the UID system.	Required
24	Course Beginning School Session Year	4	N	0	Beginning School Session Year in which the course was taken. For example, "2012" for 2012-2013 school year.	Required
28	Course Code	6	A	0	Valid Course Code of the course in which the student was enrolled.	Required
34	Course Part Number	1	A	0	Distinguishes first half of course from second half of course in which student was enrolled. Required for LEAs that report 1.0 unit courses as two .5 unit courses. Use 1 for the first part and 2 for the second part. Leave blank if not applicable.	Required
35	Semester Code	2	A	0	Semester Code of the semester in which the student was enrolled in the course (B1, B2, B3, B4, C1, C2, S1, S2, Z1, Z2, Y1).	Required
37	Letter Grade Code	1	A	0	Letter grade assigned to a student for a course. Must be A, B, C, D, F, P (Pass) or E (Exempt).	Required
38	Credit/Experience Attempted Count	3	N	2	Credit/Experience attempted by the student for the course, reported with implied decimals. For example, 0.5 would be reported as 050 in the batch record.	Required
41	Credit/Experience Earned Count	3	N	2	Credit/Experience Earned Count – Credit/Experience earned by the student for the course, reported with implied decimals. For example, 0.50 would be reported as 050 in the batch record.	Required
44	Grade Point Maximum Count	3	N	2	Maximum grade points that can be earned for the course/class (4.00, 5.00, etc.); i.e., the number of quality point that would be awarded for letter grade A (has implied decimal; i.e., "4.00" submitted as "400" in the batch record).	Required

**STS Transcript (Transcript data Record)**

**Record: 030**

47	Core Curriculum Waiver Flag	1	A	0	"Y" if student was exempted from a course, otherwise "N".	Optional
48	Course Sponsor Code	3	A	0	Sponsor Code of the LEA in which the student took the course. Must be supplied for all courses taken in Louisiana, otherwise leave blank.  If position 166 (Course Type Code) is "DE", this field must contain the Post-secondary Sponsor code instead of the LEA Sponsor code.	Required
51	Course Site Code	6	A	0	Site code of the school in which the student took the course. Must be supplied for all courses taken in Louisiana, otherwise leave blank.  If position 166 (Course Type Code) is "DE", this field must contain the Post-secondary Site code instead of the LEA Site code.	Required if LA course
57	Course Site Name	46	A	0	Name of school in which the student took the course. Used for transfer credit only. Required if Course Site Code not, supplied, otherwise optional.	Required if Course Site Code is blank
103	Transcript Course Name	60	A	0	Name of the course in which the student was enrolled. Enter only if different from the LDE course description for transcript printing only, otherwise leave blank.	Optional
163	Quality Points Awarded Count	3	N	2	The amount of quality points awarded for the letter grade given for the course (has implied decimal; i.e., "3.00" submitted as "300" in batch).	Required
166	Course Type Code	2	A	0	Code to identify type of Course.  RG - Regular HR - Honors GT - Gifted AP - Advanced Placement IB - International Baccalaureate SE - Special Education TA - Talented DE - Dual Enrollment DA - Dual Enrollment and AP DI - Dual Enrollment and IB	Required

## STS Transcript (Transcript data Record)

Record: 030

168	Distance Learning Course Type Code	2	A	1	Code to identify type of distance learning course. Leave blank if not applicable.  01 - Local LEA Provided Online Courses 02 - Distance Learning Satellite courses 03 - Other Distance Learning 04- Course Choice/Supplemental Course Providers 05-Dropout Recovery Program Providers	If applicable
170	Local Course Code	6	A	0	Optional – LEA assigned course code	Optional
176	Dual Enrollment Post-secondary Credit Hours Earned	4	A	2	If position 166 (Course Sponsor Code) is designated “DE”, DA or DI, this field must be populated with the Dual Enrollment Post-secondary credit hours earned by the DE course. Otherwise, populated with blank (spaces). This field has an implied decimal, i.e., “4.00” submitted as “0400’ in batch.	If applicable
180	Dual Enrollment Secondary Site	6	A	0	If position 166 (Course Sponsor Code) is designated “DE”, DA or DI, this field must be populated with the Site code of the high school in which the student was enrolled when the course was taken. Otherwise, populated with blank (spaces).	If applicable
186	Filler	15	A	0	Leave blank (spaces). Field not required.	Blank

*Note: Types A= (Alphanumeric) N= Numeric)*

## MIDDLE SCHOOL UPLOADS

The record Layouts below highlight changes related to the 020 Student record and the 030 record regarding Middle School Uploads. (**Note:** Record length and elements are the same as public school high school uploads). (Students with Grade Placement Code 08 only)

**RECORD LAYOUT:** (020) Student Record – changes are highlighted yellow.

RECORD LAYOUT: (020) Student Record					
Start Position	Data Element	Length	Type	Description	Requirement
1	System Indicator	3	A	Must be "STS".	Required
4	Transaction Code	3	A	Must be "020".	Required
7	Beginning School Session Year (BSSY)	4	N	The beginning year of the school session of data submission. For example, "2012" for the 2012-2013 school session.	Required
11	Sponsor Code	3	A	Sponsor (LEA) code of district submitting transcript data via STS.	Required
14	Student's Unique ID	10	N	Unique ID as it exists in the UID system.	Required
24	Local Identification Number	9	A	LEA-assigned student ID must be unique by student and must not match SSN or UID.	Required
33	Site Code	6	A	Site code where the student is currently enrolled when transcript data is submitted.	Required
39	Partial Student First Name	1	A	First character of student's first name.	Required
40	Filler	28	A	Leave blank (spaces).	Blank
68	Partial Student Last Name	3	A	First three characters of student's last name.	Required
71	Filler	22	A	Leave blank (spaces).	Blank
93	Day of Birth	2	N	DD. Day the student was born as appears on the student's birth certificate.	Required
95	Filler	5	A	Leave blank (spaces).	Blank
100	Sex Code	1	A	"M" Male or "F" Female	Required
101	Grade Placement Code	2	A	The grade placement code represents the Student's grade level for the school year. Two digit grade placement codes 08 (Middle schools) T9-12 (High schools) accepted only.	Required
103	Grade 9 Entry Year	4	N	YYYY Beginning School Session Year in which the student entered grade 9. For example, "2012" for the 2012-2013 school year. If the student's grade placement code is T9, this date will be the following school year. <b>This field is required for grades T9-12 only.</b> Leave blank (spaces).	Required if applicable
107	Graduation Date	8	A	MMDDYYYY Date the student's graduation took or will take place. The date must fall between 9/1 and 8/31 of the current Beginning School Session Year in order to match the OSFA Annual Academic Year. Leave blank if student did not graduate. Enter only after all graduation requirements are met.	Required if applicable

**RECORD LAYOUT: (020) Student Record**

Start Position	Data Element	Length	Type	Description	Requirement
115	Career Option Code	3	A	Identifies the career option of a student and corresponds to the Area of Concentration <b>or Jumpstart Pathway</b> in the TOPS Core Reference Tables. Leave blank if not applicable or if student is in grade 08.	Required if applicable
118	Academic Endorsement Code	2	A	If the student received academic endorsement fill in, otherwise blank; required when applicable. This field is utilized for students in grades T9-12 only.	Required if applicable
120	Career/Tech Endorsement Code	2	A	If the student received academic endorsement <b>or Jumpstart credential/certification</b> fill in, otherwise blank; required when applicable. (B1,B2,J1,J2,J3,J4) This field is utilized for students in grades T9-12 only.	Required if applicable
122	Met Assessment Requirements for Graduation (Met GEE/EOC) Flag	1	A	Indicator of whether or not the student met the assessment requirements for graduation. Required for all public school students assigned a Graduation Date. One of the following values should be used: <ul style="list-style-type: none"> <li>• “Y” if student passed all assessments required for graduation</li> <li>• “A” if student is Act 833 (indicated in SER) eligible and met one or more of the assessment requirements for a diploma through <b>alternate means</b></li> <li>• “G” if student was assessed on the LAA1 (indicated in SER) and met one or more of the assessment requirements for a diploma with a student <b>growth portfolio</b></li> <li>• “E” if student is exempt from all requirements</li> <li>•</li> <li>• Null if not all requirements have been met</li> </ul> Non-public schools may leave this data element blank. This field is utilized for students in grades T9-12 only.	Required if applicable
123	Local GPA	8	A	Optional; locally defined	Optional
131	Local Rank in Class: Position in Class	4	N	Student’s rank placement within grade level (pad with leading zeros); optional; if not used, leave blank. This field is utilized for students in grades T9-12 only.	Optional
135	Local Rank in Class: Size of Class	4	N	Size of class for student’s grade level (pad with leading zeros); optional; if not used, leave blank. This field is utilized for students in grades T9-12 only.	Optional
139	Hispanic/Latino Ethnicity Flag	1	N	Y if Hispanic; N if not	Required
140	American Indian or Alaskan Native Race Flag	1	A	Y if American Indian; N if not	Required
141	Asian Race Flag	1	A	Y if Asian; N if not	Required

**RECORD LAYOUT: (020) Student Record**

Start Position	Data Element	Length	Type	Description	Requirement
142	Black or African American Race Flag	1	A	Y if African American; N if not	Required
143	Native Hawaiian or Other Pacific Islander Race Flag	1	A	Y if Pacific Islander; N if not	Required
144	White Race Flag	1	A	Y if White; N if not	Required
145	Diploma Pathway	2	A	<p>The diploma the student is working towards completing; required for 11<sup>th</sup> and 12<sup>th</sup> graders. Options include:</p> <ul style="list-style-type: none"> <li>• C4 – Core 4 pathway – discontinue use after graduates of 2016-17</li> <li>• C5 – Basic Core pathway - discontinue use after graduates of 2016-17</li> <li>• C6 – Core 4 with CTE - discontinue use after graduates of 2016-17</li> <li>• CA – TOPS Tech Jumpstart Career Diploma – begin use for graduates of 2017-18</li> <li>• L1 – TOPS Tech Jumpstart Career Diploma alternate pathway for students assessed on LAA1 – begin use for graduates of 2014 and thereafter</li> <li>• TU – TOPS University Diploma – begin use for graduates of 2017-18</li> <li>• ND – Not declared – use for students prior to the end of 10<sup>th</sup> grade before declaring a pathway</li> <li>• CD – Historical career diploma/older graduates</li> </ul> <p>This field is required for grades T9-12 only and blank or ND for middle school grade 08.</p>	Required if applicable
147	LOSFA Parental/Guardian Consent Flag	1	A	Parental/Guardian Consent on file (Y, if Yes; N if No.	Required
148	FASFA Application	1	A	Indicates whether a FASFA application has been completed by the student. If completed Y, Yes; W, if Waived. Blank if No (non-graduates). Required for high school graduates.	Required if applicable
149	Community Service Endorsement	2	A	<p>If the student received community service endorsement for documented community service hours fill in, otherwise blank; required when applicable. (C1)</p> <p>This field is utilized for students in grades T9-12 only.</p>	Optional
151	State Seal of Bi-literacy Endorsement	2	A	<p>If the student received the State Seal of Bi-literacy endorsement for competency in a foreign language fill in, otherwise blank; required when applicable. (D1,D2,D3,D4,D5,D6)</p> <p>D1 AP course(test score 3 or higher)</p>	Optional

**RECORD LAYOUT: (020) Student Record**

Start Position	Data Element	Length	Type	Description	Requirement
				D2 1 IB course (test score 4 or higher) D3 DOE-approved equivalent summative test D4 4 units in World Language/7 units or more in world language immersion D5 Internationally-benchmarked language exam (DELF, DELE, ACTFL) D6 Primary Language w/Early Advanced on ELDA; DOE-approved equivalent summative test This field is utilized for students in grades T9-12 only.	
153	EOC Subject Area (ELA)	1	A	This field is left blank for all students except those identified in SER as <b>Act 833 eligible</b> or assessed on the <b>LAA1</b> who also did not meet the ELA EOC assessment requirement for graduation. One of the following values should be used: <ul style="list-style-type: none"> <li>• “P” if the EOC subject area assessment for ELA was passed</li> <li>• “A” if student is Act 833 eligible and met the ELA assessment requirement using <b>alternate means</b></li> <li>• “G” if a student was assessed on the LAA1 and used a <b>growth portfolio</b> to meet the ELA assessment requirement</li> <li>• Null if not applicable or requirement not met</li> </ul> This field is utilized for students in grades T9-12 only.	Required if applicable
154	EOC Subject Area (Math)	1	A	This field is left blank for all students except those identified in SER as <b>Act 833 eligible</b> or assessed on the <b>LAA1</b> who also did not meet the math EOC assessment requirement for graduation. One of the following values should be used: <ul style="list-style-type: none"> <li>• “P” if the EOC subject area assessment for math was passed</li> <li>• “A” if student is Act 833 eligible and met the math assessment requirement using <b>alternate means</b></li> <li>• “G” if a student was assessed on the LAA1 and used a <b>growth portfolio</b> to meet the math assessment requirement</li> <li>• Null if not applicable or requirement not met</li> </ul> This field is utilized for students in grades T9-12 only.	Required if applicable
155	EOC Subject Area (Science)	1	A	This field is left blank for all students except those identified in SER as <b>Act 833 eligible</b> who also did not meet the science EOC assessment requirement for graduation. One of the following values should be used: <ul style="list-style-type: none"> <li>• “P” if the EOC subject area assessment</li> </ul>	Required if applicable

**RECORD LAYOUT: (020) Student Record**

Start Position	Data Element	Length	Type	Description	Requirement
				for science was passed <ul style="list-style-type: none"> <li>• “A” if student is Act 833 eligible and met the science assessment requirement using <b>alternate means</b></li> <li>• Null if not applicable or requirement not met</li> </ul> Not required for students assessed on the LAA1 This field is utilized for students in grades T9-12 only.	
156	EOC Subject Area (Social Studies)	1	A	This field is left blank for all students except those identified in SER as <b>Act 833 eligible</b> who also did not meet the social studies EOC assessment requirement for graduation. One of the following values should be used: <ul style="list-style-type: none"> <li>• “P” if the EOC subject area assessment for social studies was passed</li> <li>• “A” if student is Act 833 eligible and met the social studies assessment requirement using <b>alternate means</b></li> <li>• Null if not applicable or requirement not met</li> </ul> Not required for students assessed on the LAA1 This field is utilized for students in grades T9-12 only.	Required if applicable

The **030 record** regarding **Middle School Uploads** is the same as the 030 record for the High School Uploads including the record length and elements. (**Note:** Only courses for high school credit should be uploaded for students in grade 08. Upload a complete transcript with all courses taken in middle school for students in grade 8).

<b>RECORD LAYOUT: (030) Transcript Record</b>						
<b>Start Position</b>	<b>Data Element</b>	<b>Length</b>	<b>Type</b>	<b>Decimal Places</b>	<b>Description</b>	<b>Requirement</b>
1	System Indicator	3	A	0	Must be "STS"	Required
4	Transaction Code	3	A	0	Must be "030"	Required
7	Beginning School Session Year (BSSY)	4	N	0	The beginning year of the school session of data submission. For example, "2012" for the 2012-2013 school session.	Required
11	Sponsor Code	3	A	0	Sponsor (LEA) code of district submitting transcript data via STS.	Required
14	Student's Unique ID	10	N	0	Unique ID as it exists in the UID system.	Required
24	Course Beginning School Session Year	4	N	0	Beginning School Session Year in which the course was taken. For example, "2012" for 2012-2013 school year.	Required
28	Course Code	6	A	0	Valid Course Code of the course in which the student was enrolled.	Required
34	Course Part Number	1	A	0	Distinguishes first half of course from second half of course in which student was enrolled. Required for LEAs that report 1.0 unit courses as two .5 unit courses. Use 1 for the first part and 2 for the second part. Leave blank if not applicable.	Required
35	Semester Code	2	A	0	Semester Code of the semester in which the student was enrolled in the course (B1, B2, B3, B4, C1, C2, S1, S2, Z1, Z2, Y1).	Required
37	Letter Grade Code	1	A	0	Letter grade assigned to a student for a course. Must be A B, C, D, F, P (Pass) or E (Exempt).	Required
38	Credit/Experience Attempted Count	3	N	2	Credit/Experience attempted by the student for the course, reported with implied decimals. For example, 0.5 would be reported as 050 in the batch record.	Required
41	Credit/Experience Earned Count	3	N	2	Credit/Experience Earned Count – Credit/Experience earned by the student for the course, reported with implied decimals. For example, 0.50 would be reported as 050 in the batch record.	Required
44	Grade Point Maximum Count	3	N	2	Maximum grade points that can be earned for the course/class (4.00, 5.00, etc.); i.e., the number of quality point that would be awarded for letter grade A (has implied decimal; i.e., "4.00" submitted as	Required

**RECORD LAYOUT: (030) Transcript Record**

Start Position	Data Element	Length	Type	Decimal Places	Description	Requirement
					"400" in the batch record).	
47	Core Curriculum Waiver Flag	1	A	0	"Y" if student was exempted from a course, otherwise "N".	Optional
48	Course Sponsor Code	3	A	0	Sponsor Code of the LEA in which the student took the course. Must be supplied for all courses taken in Louisiana, otherwise leave blank.  If position 166 (Course Type Code) is "DE", this field must contain the Post-secondary Sponsor code instead of the LEA Sponsor code.	Required
51	Course Site Code	6	A	0	Site code of the school in which the student took the course. Must be supplied for all courses taken in Louisiana, otherwise leave blank.  If position 166 (Course Type Code) is "DE", this field must contain the Post-secondary Site code instead of the LEA Site code.	Required if LA course
57	Course Site Name	46	A	0	Name of school in which the student took the course. Used for transfer credit only. Required if Course Site Code not, supplied, otherwise optional.	Required if Course Site Code is blank
103	Transcript Course Name	60	A	0	Name of the course in which the student was enrolled. Enter only if different from the LDE course description for transcript printing only, otherwise leave blank.	Optional
163	Quality Points Awarded Count	3	N	2	The amount of quality points awarded for the letter grade given for the course (has implied decimal; i.e., "3.00" submitted as "300" in batch).	Required
166	Course Type Code	2	A	0	Code to identify type of Course.  RG - Regular HR - Honors GT - Gifted AP - Advanced Placement IB - International Baccalaureate SE - Special Education TA - Talented DE - Dual Enrollment DA - Dual Enrollment and AP DI - Dual Enrollment and IB	Required

**RECORD LAYOUT: (030) Transcript Record**

168	Distance Learning Course Type Code	2	A	1	Code to identify type of distance learning course. Leave blank if not applicable.  01 - Local LEA Provided Online Courses 02 - Distance Learning Satellite courses 03 - Other Distance Learning 04- Course Choice/Supplemental Course Providers 05-Dropout Recovery Program Providers	If applicable
170	Local Course Code	6	A	0	Optional – LEA assigned course code	Optional
176	Dual Enrollment Post-secondary Credit Hours Earned	4	A	2	If position 166 (Course Sponsor Code) is designated “DE”, DA or DI, this field must be populated with the Dual Enrollment Post-secondary credit hours earned by the DE course. Otherwise, populated with blank (spaces). This field has an implied decimal, i.e., “4.00” submitted as “0400’ in batch.	If applicable
180	Dual Enrollment Secondary Site	6	A	0	If position 166 (Course Sponsor Code) is designated “DE”, DA or DI, this field must be populated with the Site code of the high school in which the student was enrolled when the course was taken. Otherwise, populated with blank (spaces).	If applicable
186	Filler	15	A	0	Leave blank (spaces). Field not required.	Blank

*Note: Types A= (Alphanumeric) N= (Numeric)*

## APPENDIX B: DATA ELEMENTS REQUIREMENTS FOR NON PUBLIC SCHOOLS

The section provides a description of the technical specifications for the data to be collected and reported in each data field within the Student Transcript System.

Below are the elements listed in order of appearance on the **020 STUDENT RECORD**

<b>Start Position</b>	<b>Data Element</b>
1	<a href="#"><u>System Indicator</u></a>
4	<a href="#"><u>Transaction Code</u></a>
7	<a href="#"><u>Beginning School Session Year (BSSY)</u></a>
11	<a href="#"><u>Sponsor Code</u></a>
14	<a href="#"><u>State Identification Number</u></a>
23	<a href="#"><u>Local Identification Number</u></a>
32	<a href="#"><u>Site Code</u></a>
38	<a href="#"><u>Student First Name</u></a>
53	<a href="#"><u>Student Middle Name</u></a>
68	<a href="#"><u>Student Last Name</u></a>
88	<a href="#"><u>Student Suffix Name</u></a>
91	<a href="#"><u>Birth Date</u></a>
99	<a href="#"><u>Ethnic Code</u></a>
100	<a href="#"><u>Sex Code</u></a>
101	<a href="#"><u>Grade Placement Code</u></a>
103	<a href="#"><u>Grade 9 Entry Year</u></a>
107	<a href="#"><u>Graduation Date</u></a>
115	<a href="#"><u>Career Option Code</u></a>
118	<a href="#"><u>Academic Endorsement Code</u></a>
120	<a href="#"><u>Career/Tech Endorsement Code</u></a>
122	<a href="#"><u>Met GEE/EOC Flag</u></a>
123	<a href="#"><u>Local GPA</u></a>
131	<a href="#"><u>Local Rank in Class: Position in Class</u></a>
135	<a href="#"><u>Local Rank in Class: Size of Class</u></a>
139	<a href="#"><u>Hispanic/Latino Ethnicity Flag</u></a>
140	<a href="#"><u>American Indian or Alaskan Native Race Flag</u></a>
141	<a href="#"><u>Asian Race Flag</u></a>
142	<a href="#"><u>Black or African American Race Flag</u></a>
143	<a href="#"><u>Native Hawaiian or Other Pacific Islander Race Flag</u></a>
144	<a href="#"><u>White Race Flag</u></a>
145	<a href="#"><u>Diploma Pathway</u></a>
147	<a href="#"><u>LOSFA Parental/Guardian Consent Flag</u></a>
148	Filler-01

DATA ELEMENT: System Indicator	
<b>LENGTH:</b> 3	<b>FORMAT:</b> Must be submitted uppercase
<b>TYPE:</b> Alphanumeric	<b>POSITION:</b> 1
<b>Required</b>	Required on all STS records
<p><b>DEFINITION:</b></p> <p>Must be “<b>STS</b>” for Student Transcript System</p> <p><b>Note:</b> Only applies to batch submission</p>	
DATA ELEMENT: Transaction Code	
<b>LENGTH:</b> 3	<b>FORMAT:</b>
<b>TYPE:</b> Alphanumeric	<b>POSITION:</b> 4
<b>Required:</b> Required on all STS records	
<p><b>DEFINITION:</b></p> <p><b>020</b> = STS Student Record  <b>030</b> = STS Transcript Record</p> <p>Indicates the type of record.</p> <p><b>Note:</b> Only applies to batch submission. Both record types are included in a single fixed-width text file for submission.</p>	

DATA ELEMENT: Beginning School Session Year (BSSY)	
<b>LENGTH:</b> 4	<b>FORMAT:</b>
<b>TYPE:</b> Numeric	<b>POSITION:</b> 7
<b>Required:</b> Required on all STS records	
<p><b>DEFINITION:</b></p> <p>Format: YYYY</p> <p>The beginning year of a given school session. For example, 2012 is the beginning school session year for school session 2012-2013.</p> <p>This is the BSSY of the year when the data are submitted. All records in the file will have the</p>	
DATA ELEMENT: Sponsor Code	
<b>LENGTH:</b> 3	<b>FORMAT:</b>
<b>TYPE:</b> Alphanumeric	<b>POSITION:</b> 11
<b>Required</b>	Required on all STS records
<p><b>DEFINITION:</b></p> <p>Sponsor (LEA) Code is the 3-digit code assigned by the Department of Education.</p> <p>This will be the student’s current sponsor, or the sponsor from which they graduated.</p>	

<b>DATA ELEMENT: State Identification Number</b>	
<b>LENGTH:</b> 9	<b>FORMAT:</b>
<b>TYPE:</b> Numeric	<b>POSITION:</b> 14 (on Student and Transcript Records)
<b>Required:</b> Required on all STS records	
<p><b>DEFINITION:</b></p> <p>The student's <b>Social Security Number</b>. It is strongly recommended the student's correct Social Security Number is used in order to match TOPS award applications and college admission applications.</p> <p>SSN - Nonpublic Schools only.</p>	
<b>DATA ELEMENT: Local Identification Number</b>	
<b>LENGTH:</b> 9	<b>FORMAT:</b>
<b>TYPE:</b> Numeric	<b>POSITION:</b> 23
<b>Required:</b> Required	
<p><b>DEFINITION:</b></p> <p>LEA-assigned Local ID must be unique by student within the LEA or school and must not match SSN or UID.</p>	

<b>DATA ELEMENT: Site Code</b>	
<b>LENGTH:</b> 6	<b>FORMAT:</b>
<b>TYPE:</b> Alphanumeric	<b>POSITION:</b> 32
<b>Required:</b> Required on Student Record (020 Record)	
<b>DEFINITION:</b>  The 6 digit code assigned to each school by LDE. The first three digits will always match the Sponsor Code.  This will be the student's current site, or the site from which he/she graduated.	
<b>DATA ELEMENT: Student First Name</b>	
<b>LENGTH:</b> See below	<b>FORMAT:</b> See below
<b>TYPE:</b> Alphanumeric	<b>POSITION:</b> 38
<b>Required:</b> See below	
<b>DEFINITION:</b>  Student's legal first name as it appears on the student's birth certificate.  Length: First Name = 15 Required	

<b>DATA ELEMENT: Student's Middle Name</b>	
<b>LENGTH:</b> See below	<b>FORMAT:</b> See below
<b>TYPE:</b> Alphanumeric	<b>POSITION:</b> 53
<b>Required:</b> See below	
<b>DEFINITION:</b> Student's legal middle name as it appears on the student's birth certificate.  Length: Middle Name = 15 Optional	
<b>DATA ELEMENT: Student's Last Name</b>	
<b>LENGTH:</b> See below	<b>FORMAT:</b> See below
<b>TYPE:</b> Alphanumeric	<b>POSITION:</b> 53
<b>Required:</b> See below	
<b>DEFINITION:</b> Student's legal last name as it appears on the student's birth certificate.  Length: Last Name = 20 Required	

DATA ELEMENT: Student Suffix Name	
<b>LENGTH:</b> See below	<b>FORMAT:</b> See below
<b>TYPE:</b> Alphanumeric	<b>POSITION:</b> 53
<b>Required:</b> See below	
<b>DEFINITION:</b> Student's legal suffix name.  Length: Suffix Name = 3 Optional	
DATA ELEMENT: Birth Date	
<b>LENGTH:</b> 8	<b>FORMAT:</b> See below
<b>TYPE:</b> Numeric	<b>POSITION:</b> 91
<b>Required:</b> Required on Student Record (020 Record)	
<b>DEFINITION:</b> Date the student was born as appears on the student's birth certificate.  <b>Nonpublic Schools:</b> Format for <b>Batch</b> files: <b>MMDDYYYY</b> Format for <b>Online</b> entry: <b>MM/DD/YYYY</b>	

DATA ELEMENT: Ethnic Code	
LENGTH: 1	FORMAT:
TYPE: Alphanumeric	POSITION:99
<b>Required:</b> Required on Student Record (020 Record) if the BSSY is 2009-2010 or earlier	
<b>DEFINITION:</b> The most applicable race or ethnic group to which the student belongs.  1 = American Indian or Alaskan Native 2 = Asian or Pacific Islander 3 = Black 4 = Hispanic 5 = White	
DATA ELEMENT: Gender (Sex) Code	
LENGTH: 1	FORMAT:
TYPE: Alphanumeric	POSITION: 100
<b>Required:</b> Required on Student Record (020 Record)	
<b>DEFINITION:</b>  M = Male F = Female  <b>Note:</b> A “drop-down” selection list is available in Online Entry; click on the appropriate gender.	

DATA ELEMENT: Grade Placement Code	
<b>LENGTH:</b> 2	<b>FORMAT:</b>
<b>TYPE:</b> Alphanumeric	<b>POSITION:</b> 101
<b>Required:</b> Required on Student Record (020 Record) if the BSSY is 2009-2010 or earlier	
<p><b>DEFINITION:</b> Student’s grade placement for the submission year. Must be T9, 09, 10, 11, or 12 for High school transcripts and grade 08 for Middle School transcripts.</p> <p><b>High School Grades</b></p> <p><b>T9</b> = Transitional 9<sup>th</sup> grade  <b>09</b> = 9<sup>th</sup> grade  <b>10</b> = 10<sup>th</sup> grade  <b>11</b> = 11<sup>th</sup> grade  <b>12</b> = 12<sup>th</sup> grade</p>	
DATA ELEMENT: Grade 9 Entry Year	
<b>LENGTH:</b> 4	<b>FORMAT:</b> YYYY
<b>TYPE:</b> Numeric	<b>POSITION:</b> 103
<b>Required:</b> Required on Student Record (020 Record)	
<p><b>DEFINITION:</b></p> <p>Beginning School Session Year when the student entered the 9<sup>th</sup> grade. This date is the following school year for students with grade placement code T9 and blank for students in grade 08 (<b>public school use</b>).</p>	

<b>DATA ELEMENT: Graduation Date</b>	
<b>LENGTH:</b> 8	<b>FORMAT:</b> See below
<b>TYPE:</b> Alphanumeric	<b>POSITION:</b> 107
<b>Required:</b> If applicable (graduates only)	
<b>DEFINITION:</b>  Indicates that the student has successfully completed all graduation requirements. Format for batch files: MMDDYYYY Format for Online entry: MM/DD/YYYY  Date a student graduated or will graduate. Enter only after all graduation requirements are met, and use the actual date of graduation. This date may not be more than two weeks into the future and must fall between 9/1 and 8/31 of the current Beginning School Session Year in order to match the OSFA Annual Academic Year. Leave blank if student did not graduate. Will be removed upon batch upload if student does not meet graduation requirements and an override or data correction will be required if CU < 24.  Format: Format for batch files: MMDDYYYY Format for Online entry: MM/DD/YYYY	

DATA ELEMENT: Career Option Code	
<b>LENGTH:</b> 3	<b>FORMAT:</b>
<b>TYPE:</b> Alphanumeric	<b>POSITION:</b> 115
<p><b>Required: If applicable (Core 4 w/CTE, Basic Core , TOPS Tech Career Diplomas or Historical Career Diploma students only) Otherwise leave blank.</b></p>	
<p><b>DEFINITION:</b></p> <p>Identifies the career option of a student and corresponds to the Area of Concentration or Jumpstart Pathway in the TOPS Core Reference Tables for specific diploma pathways.</p> <p>A01- P06 (See Appendix: Areas of Concentration) <i>Expires with graduates of 2016-17</i>            R01, S01, etc. (See Appendix: Jumpstart Career Pathways) <i>Begins with graduates of 2017-18</i></p> <p><b>Note:</b> A “drop-down” selection list is available in Online Entry; click on the appropriate Career Option Code.</p>	

<b>DATA ELEMENT: Academic Endorsement</b>	
<b>LENGTH:</b> 2	<b>FORMAT:</b> see below
<b>TYPE:</b> Alphanumeric	<b>POSITION:</b> 118
<b>Required:</b> If applicable	
<b>DEFINITION:</b> Academic Endorsement: Code identifies type of academic endorsement (Leave blank if not applicable).  A1 =Academic Endorsement with senior project A2 = Academic Endorsement with 1 unit AP course A3 = Academic Endorsement with 1 IB course A4 = Academic Endorsement with 3 units non-remedial articulated college credit in core area  Leave this field blank if no Academic Endorsement is earned. At this time, not applicable to non-public schools.  Note: A “drop-down” selection list is available in Online Entry; click on the appropriate Academic Endorsement Code. A student can earn both academic and career/tech endorsements. Value placed in field must be a valid one, and this field must be blank if the graduation date is blank. Graduation date must be on the record for this endorsement.	

DATA ELEMENT: Career/Tech Endorsement	
<b>LENGTH:</b> 2	<b>FORMAT:</b> see below
<b>TYPE:</b> Alphanumeric	<b>POSITION:</b> 120
<b>Required:</b> If applicable (graduates only)	
<b>DEFINITION:</b>  <b>Career/Tech Endorsement:</b> Code identifies type of Career/Tech endorsement (Leave blank if not applicable).  <b>B1</b> = Career/Tech Endorsement with BESE approved industry-based certificate <b>B2</b> = Career/Tech Endorsement with 3 college hours in career tech area that articulate to post-secondary institution <b>(Public School Use)</b> <b>J1</b> =Basic Credential <b>J2</b> =Regional Credential <b>J3</b> =Advanced Credential <b>J4</b> = Alternate Credential (Act 833 Only)  Leave this field blank if no Career/Tech Endorsement is earned. At this time, not applicable to Nonpublic schools.  Note: A “drop-down” selection list is available in Online Entry; click on the appropriate Career/Tech Endorsement Code. A student can earn both academic and career/tech endorsements. Value placed in field must be a valid one, and this field must be blank if the graduation date is blank. Graduation date must be on the record for this endorsement.	

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<b>DATA ELEMENT: Met GEE/EOC Flag</b>	
<b>LENGTH:</b> 1	<b>FORMAT:</b>
<b>TYPE:</b> Alphanumeric	<b>POSITION:</b> 122
<b>Required:</b> If applicable	
<b>DEFINITION:</b>  Non-public schools may leave this data element blank.	
<b>DATA ELEMENT: Local GPA</b>	
<b>LENGTH:</b> 8	<b>FORMAT:</b> See below
<b>TYPE:</b> Alphanumeric	<b>POSITION:</b> 123
<b>Required:</b> Required	
<b>DEFINITION:</b>  This is an 8-byte text field. To facilitate school systems' different numbering schemes for local GPA, we will simply print whatever is supplied on the student's transcript. This data element is locally defined.	

<b>DATA ELEMENT: Local Rank in Class: Position in Class</b>	
<b>LENGTH:</b> 4	<b>FORMAT:</b> Optional
<b>TYPE:</b> Numeric	<b>POSITION:</b> 131
<b>Required:</b> Optional	
<b>DEFINITION:</b>  <b>Local Rank in Class: Position in Class.</b> Optional.  Optional; must be spaces if not used. If used, must pad with zeros (numeric field). Indicates the rank of students within their grade level and is locally defined.  <b>Note:</b> If specified, Rank in Class must be $\geq 1$ . For example, a student cannot be ranked 0 out of 50.	
<b>DATA ELEMENT: Local Rank in Class: Size of Class</b>	
<b>LENGTH:</b> 4	<b>FORMAT:</b> Optional
<b>TYPE:</b> Alphanumeric	<b>POSITION:</b> 135
<b>Required:</b> Optional	
<b>DEFINITION:</b>  Optional; must be spaces if not used. If used, must pad with zeros (numeric field). Indicates the number of students in a student's grade level and is locally defined.	

<b>DATA ELEMENT: Hispanic/Latino Ethnicity Flag</b>	
<b>LENGTH:</b> 1	<b>FORMAT:</b>
<b>TYPE:</b> Alphanumeric	<b>POSITION:</b> 139
<b>Required:</b> Required on Student Record (020 record)	
<b>DEFINITION:</b>  Indicates that a student’s ethnicity is Hispanic/Latino. Submit a “Y” if the ethnicity is Hispanic/Latino or an “N” if not.	
<b>DATA ELEMENT: American Indian or Alaskan Native Race Flag</b>	
<b>LENGTH:</b> 1	<b>FORMAT:</b> Must be uppercase
<b>TYPE:</b> Alphanumeric	<b>POSITION:</b> 140
<b>Required:</b> Required on Student Record (020 record)	
<b>DEFINITION:</b>  Indicates that a student’s race is American Indian or Alaskan Native. Submit a “Y” if the race is American Indian or Alaskan Native or an “N” if not.	

<b>DATA ELEMENT: Asian Race Flag</b>	
<b>LENGTH:</b> 1	<b>FORMAT:</b> Must be uppercase
<b>TYPE:</b> Alphanumeric	<b>POSITION:</b> 141
<b>Required:</b> Required on Student Record (020 record)	
<b>DEFINITION:</b> Indicates that a student's race is Asian. Submit a "Y" if the race is Asian or an "N" if not.	
<b>DATA ELEMENT: Black or African-American Race Flag</b>	
<b>LENGTH:</b> 1	<b>FORMAT:</b> Must be uppercase
<b>TYPE:</b> Alphanumeric	<b>POSITION:</b> 142
<b>Required:</b> Required on Student Record (020 record)	
<b>DEFINITION:</b> Indicates that a student's race is Black or African-American. Submit a "Y" if the race is Black or African-American or an "N" if not.	

<b>DATA ELEMENT: Native Hawaiian or Other Pacific Islander Race Flag</b>	
<b>LENGTH:</b> 1	<b>FORMAT:</b> Must be uppercase
<b>TYPE:</b> Alphanumeric	<b>POSITION:</b> 143
<b>Required:</b> Required on Student Record (020 record)	
<b>DEFINITION:</b>  Indicates that a student's race is Native Hawaiian or Other Pacific Islander. Submit a "Y" if the race is Native Hawaiian or Other Pacific Islander or an "N" if not.	
<b>DATA ELEMENT: White Race Flag</b>	
<b>LENGTH:</b> 1	<b>FORMAT:</b> Must be uppercase
<b>TYPE:</b> Alphanumeric	<b>POSITION:</b> 144
<b>Required:</b> Required on Student Record (020 record)	
<b>DEFINITION:</b>  Indicates that a student's race is White. Submit a "Y" if the race is White or an "N" if not.	

DATA ELEMENT: Diploma Pathway	
<b>LENGTH:</b> 2	<b>FORMAT:</b> See below
<b>TYPE:</b> Alphanumeric	<b>POSITION:</b> 145
<b>Required:</b> Required on Student Record (020 record)	
<p><b>DEFINITION:</b></p> <p>Indicates the diploma pathway that the student is pursuing.</p> <ul style="list-style-type: none"> <li><b>C4</b> – Core 4 pathway – discontinue use after graduates of 2016-17</li> <li><b>C5</b> – Basic Core pathway - discontinue use after graduates of 2016-17</li> <li><b>C6</b> – Core 4 with CTE - discontinue use after graduates of 2016-17</li> <li><b>TU</b> – TOPS University Diploma – begin use for graduates of 2017-18</li> <li><b>CD</b> – Historical career diploma/older graduates</li> <li><b>ND</b> – Not declared – use for students prior to the April 1st of 10<sup>th</sup> grade before declaring a pathway</li> </ul>	
DATA ELEMENT: LOSFA/BOR Parental/Guardian Consent Flag	
<b>LENGTH:</b> 1	<b>FORMAT:</b> See below
<b>TYPE:</b> Alphanumeric	<b>POSITION:</b> 147
<b>Required:</b> Required on Student Record (020 record)	
<p><b>DEFINITION:</b></p> <p>Indicates Parental/Guardian consent given Y, Yes; N, if Non-Consent form is filed. If blank STS will convert to “N” No.</p> <p>Nonpublic school will have implied consent for each student and should send a ‘Y’ in this field unless the student “Opts” out.</p>	

## APPENDIX B: DATA ELEMENTS REQUIREMENTS FOR [PUBLIC SCHOOLS](#)

The section provides a description of the technical specifications for the data to be collected and reported in each data field within the Student Transcript System.

Below are the elements listed in order of appearance on the [020 STUDENT RECORD](#)

Start Position	Data Element	Start Position	Data Element
1	<a href="#">System Indicator</a>	123	<a href="#">Local GPA</a>
4	<a href="#">Transaction Code</a>	131	<a href="#">Local Rank in Class: Position in Class</a>
7	<a href="#">Beginning School Session Year (BSSY)</a>	135	<a href="#">Local Rank in Class: Size of Class</a>
11	<a href="#">Sponsor Code</a>	139	<a href="#">Hispanic/Latino Ethnicity Flag</a>
14	<a href="#">Student Unique ID</a>	140	<a href="#">American Indian or Alaskan Native Race Flag</a>
24	<a href="#">Local Identification Number</a>	141	<a href="#">Asian Race Flag</a>
33	<a href="#">Site Code</a>	142	<a href="#">Black or African American Race Flag</a>
39	<a href="#">Partial Student's First Name</a>	143	<a href="#">Native Hawaiian or Other Pacific Islander Race Flag</a>
40	<a href="#">Filler</a>	144	<a href="#">White Race Flag</a>
68	<a href="#">Partial Student's Last Name</a>	145	<a href="#">Diploma Pathway</a>
71	<a href="#">Filler</a>	147	<a href="#">LOSFA Parental/Guardian Consent Flag</a>
93	<a href="#">Day of Birth</a>	148	<a href="#">Filler-01</a>
95	<a href="#">Filler</a>	149	<a href="#">Community Service Endorsement</a>
100	<a href="#">Sex Code</a>	151	<a href="#">State Seal of Bi-literacy Endorsement</a>
101	<a href="#">Grade Placement Code</a>	153	<a href="#">EOC Subject Area (ELA)</a>
103	<a href="#">Grade 9 Entry Year</a>	154	<a href="#">EOC Subject Area (Math)</a>
107	<a href="#">Graduation Date</a>	155	<a href="#">EOC Subject Area (Science)</a>
115	<a href="#">Career Option Code</a>	156	<a href="#">EOC Subject Area (Social Studies)</a>
118	<a href="#">Academic Endorsement Code</a>		
120	<a href="#">Career/Tech Endorsement Code</a>		
122	<a href="#">Met GEE/EOC Flag</a>		

The elements on the following pages are in order of appearance on the [020 STUDENT RECORD](#)

**020 RECORD (Public Schools)**

<b>DATA ELEMENT: System Indicator</b>	
<b>LENGTH:</b> 3	<b>FORMAT:</b> Must be submitted uppercase
<b>TYPE:</b> Alphanumeric	<b>POSITION:</b> 1
<b>Required</b>	Required on all STS records
<b>DEFINITION:</b> Must be "STS" for Student Transcript System  <b>Note:</b> Only applies to batch submission	

DATA ELEMENT: Transaction Code	
<b>LENGTH:</b> 3	<b>FORMAT:</b>
<b>TYPE:</b> Alphanumeric	<b>POSITION:</b> 4
<b>Required:</b> Required on all STS records	
<b>DEFINITION:</b>  020 = STS Student Record 030 = STS Transcript Record  Indicates the type of record.  <b>Note:</b> Only applies to batch submission. Both record types are included in a single fixed-width	
DATA ELEMENT: Beginning School Session Year (BSSY)	
<b>LENGTH:</b> 4	<b>FORMAT:</b>
<b>TYPE:</b> Numeric	<b>POSITION:</b> 7
<b>Required:</b> Required on all STS records	
<b>DEFINITION:</b>  Format: YYYY  The beginning year of a given school session. For example, 2012 is the beginning school session year for school session 2012-2013.  This is the BSSY of the year when the data are submitted. All records in the file will have the	

<b>DATA ELEMENT: Sponsor Code</b>	
<b>LENGTH:</b> 3	<b>FORMAT:</b> Must be submitted uppercase
<b>TYPE:</b> Alphanumeric	<b>POSITION:</b> 11
<b>Required</b>	Required on all STS records
<b>DEFINITION:</b> Sponsor (LEA) Code is the 3-digit code assigned by the Department of Education.  This will be the student's current sponsor, or the sponsor (LEA) from which the student graduated.	
<b>DATA ELEMENT: State Identification Number</b>	
<b>LENGTH:</b> 10	<b>FORMAT:</b>
<b>TYPE:</b> Numeric	<b>POSITION:</b> 14 (on Student and Transcript Records)
<b>Required:</b> Required on all STS records	
<b>DEFINITION:</b> The student's Unique ID as it exists in the eScholar UID system.	

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DATA ELEMENT: Local Identification Number	
<b>LENGTH:</b> 9	<b>FORMAT:</b> Must be submitted uppercase
<b>TYPE:</b> Alphanumeric	<b>POSITION:</b> 24
<b>Required:</b> Required	
<p><b>DEFINITION:</b></p> <p>LEA-assigned student ID must be unique by student within the LEA and must not match SSN or eScholar UID.</p>	
DATA ELEMENT: Site Code	
<b>LENGTH:</b> 6	<b>FORMAT:</b> 4
<b>TYPE:</b> Alphanumeric	<b>POSITION:</b> 33
<b>Required:</b> Required on Student Record (020 Record)	
<p><b>DEFINITION:</b></p> <p>The 6 digit code assigned to each school by LDE. The first three digits will always match the Sponsor Code.</p> <p>The Site code where the student is currently enrolled when transcript data is submitted or the site from which he/she graduated.</p>	

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DATA ELEMENT: Partial Student First Name	
<b>LENGTH:</b> 1	<b>FORMAT:</b>
<b>TYPE:</b> Alphanumeric	<b>POSITION:</b> 39
<b>Required:</b> Required	
<b>DEFINITION:</b> First character of student's first name, must match the data stored in the eScholar Unique ID System.	
DATA ELEMENT: Filler	
<b>LENGTH:</b> 28	<b>FORMAT:</b>
<b>TYPE:</b> Alphanumeric	<b>POSITION:</b> 40
<b>Required:</b> Blank	
<b>DEFINITION:</b> Leave blank (spaces).	

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DATA ELEMENT: Partial Student Last Name	
<b>LENGTH:</b> 3	<b>FORMAT:</b>
<b>TYPE:</b> Alphanumeric	<b>POSITION:</b> 68
<b>Required:</b> Required	
<b>DEFINITION:</b> First three characters of student's last name, must match the data stored in the eScholar Unique ID System.	
DATA ELEMENT: Filler	
<b>LENGTH:</b> 22	<b>FORMAT:</b>
<b>TYPE:</b> Alphanumeric	<b>POSITION:</b> 71
<b>Required:</b> Blank	
<b>DEFINITION:</b> Leave blank (spaces).	

DATA ELEMENT: Day of Birth	
<b>LENGTH:</b> 2	<b>FORMAT:</b> DD
<b>TYPE:</b> Alphanumeric	<b>POSITION:</b> 93
<b>Required:</b> Required on Student Record (020 Record)	
<b>DEFINITION:</b> Day the student was born as appears on the student's birth certificate, must match the data stored in the eScholar Unique ID System.	
DATA ELEMENT: Filler	
<b>LENGTH:</b> 4	<b>FORMAT:</b>
<b>TYPE:</b> Alphanumeric	<b>POSITION:</b> 95
<b>Required:</b> Blank	
<b>DEFINITION:</b> Leave blank (spaces).	

DATA ELEMENT: Ethnic Code	
LENGTH: 1	FORMAT:
TYPE: Alphanumeric	POSITION:99
<b>Required: Required on Student Record (020 Record) if the BSSY is 2009-2010 or earlier</b>	
<b>DEFINITION:</b>  The most applicable race or ethnic group to which the student belongs, must match the data stored in the eScholar Unique ID System.  <b>1</b> = American Indian or Alaskan Native <b>2</b> = Asian or Pacific Islander <b>3</b> = Black <b>4</b> = Hispanic <b>5</b> = White  <b>Note:</b> Submission of this element will not be required commencing with the 2010-2011 school year. However, if data from 2009-2010 or earlier is updated, it will be necessary to submit the Ethnic Code.	

**DATA ELEMENT: Gender (Sex) Code**

<b>LENGTH:</b> 1	<b>FORMAT:</b>
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<b>TYPE:</b> Alphanumeric	<b>POSITION:</b> 100
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**Required:** Required on Student Record (020 Record)

**DEFINITION:**

**M** = Male  
**F** = Female

**Note:** A “drop-down” selection list is available in Online Entry; click on the appropriate gender, must match the data stored in the eScholar Unique ID System.

**DATA ELEMENT: Grade Placement Code**

<b>LENGTH:</b> 2	<b>FORMAT:</b>
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<b>TYPE:</b> Alphanumeric	<b>POSITION:</b> 101
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**Required:** Required on Student Record (020 Record)

**DEFINITION:**

Student’s grade placement for the submission year. Must be 08, T9, 09, 10, 11, or 12. Two digit grade placement codes 08 or T9-12 accepted only.

**08 = 8th grade (include with high school, if grade level exists, otherwise upload to the middle school)**  
**T9 = Transitional 9<sup>th</sup> grade**  
**09 = 9<sup>th</sup> grade**  
**10 = 10<sup>th</sup> grade**  
**11 = 11<sup>th</sup> grade**  
**12 = 12<sup>th</sup> grade**

**Note:** A “drop-down” selection list is available in Online Entry; click on the appropriate grade level.

DATA ELEMENT: Grade 9 Entry Year	
<b>LENGTH:</b> 4	<b>FORMAT:</b> YYYY
<b>TYPE:</b> Numeric	<b>POSITION:</b> 103
<b>Required:</b> Required on Student Record (020 Record)	
<p><b>DEFINITION:</b></p> <p>Beginning School Session Year in which the student entered grade 9. For example, “2012” for the 2012-2013 school year. If the student’s grade placement code is T9, this date will be the following school year. If the student’s grade placement code is 08 the Grade 9 Entry Year should be blank (spaces).</p>	
DATA ELEMENT: Graduation Date	
<b>LENGTH:</b> 8	<b>FORMAT:</b> See below
<b>TYPE:</b> Alphanumeric	<b>POSITION:</b> 107
<b>Required:</b> If applicable (graduates only)	
<p><b>DEFINITION:</b></p> <p>Indicates that the student has successfully completed all graduation requirements.            Format for batch files: MMDDYYYY            Format for Online entry: MM/DD/YYYY</p> <p>Date a student graduated or will graduate. Enter only after all graduation requirements are met, and use the actual date of graduation. This date may not be more than two weeks into the future and must fall between 9/1 and 8/31 of the current Beginning School Session Year in order to match the OSFA Annual Academic Year. Leave blank if student did not graduate. Will be removed upon batch upload if student does not meet graduation requirements and an override will be required if CU &lt; 24.</p> <p>Format:            Format for batch files: MMDDYYYY            Format for Online entry: MM/DD/YYYY</p>	

DATA ELEMENT: Career Option Code	
<b>LENGTH:</b> 3	<b>FORMAT:</b>
<b>TYPE:</b> Alphanumeric	<b>POSITION:</b> 115
<b>Required: If applicable (Core 4 w/CTE, Basic Core, TOPS Tech University, Career Diploma students only)</b>	
<b>DEFINITION:</b>  <b>Optional field: (Should be entered with Basic Core (C5), Core 4 with CTE students (C6), TOPS Tech Career Diploma (CA) or Historical Career Diploma (CD)</b>  Identifies the career option of a student and corresponds to the Area of Concentration or Jumpstart Pathway in the TOPS Core Reference Tables. Leave blank if not applicable.  <b>A01- P06</b> (See Appendix: Areas of Concentration) <b>R01 – T09</b> (See Jumpstart Career Pathways and Code Matrix) <b>CDV</b> (Historical Career Diploma Older Graduates and Overrides that have been verified (Act 833)  <b>Note:</b> A “drop-down” selection list is available in Online Entry; click on the appropriate Career Option Code.	

<b>DATA ELEMENT: Academic Endorsement</b>	
<b>LENGTH:</b> 2	<b>FORMAT:</b> see below
<b>TYPE:</b> Alphanumeric	<b>POSITION:</b> 118
<b>Required:</b> If applicable	
<b>DEFINITION:</b> Academic Endorsement: Code identifies type of academic endorsement (Leave blank if not applicable).  A1 – Academic Endorsement with senior project A2 – Academic Endorsement with 1 unit AP course A3 – Academic Endorsement with 1 IB course A4 – Academic Endorsement with 3 units non-remedial articulated college credit in core area  Leave this field blank if no Academic Endorsement is earned. At this time, not applicable to non-public schools.  Note: A “drop-down” selection list is available in Online Entry; click on the appropriate Academic Endorsement Code. A student can earn both academic and career/tech endorsements. Value placed in field must be a valid one, and this field must be blank if the graduation date is blank.	

DATA ELEMENT: Career/Tech Endorsement	
<b>LENGTH:</b> 2	<b>FORMAT:</b> see below
<b>TYPE:</b> Alphanumeric	<b>POSITION:</b> 120
<b>Required:</b> If applicable (graduates only)	
<b>DEFINITION:</b>  <b>Career/Tech Endorsement:</b> Code identifies type of Career/Tech endorsement (Leave blank if not applicable).  <b>B1</b> – Career/Tech Endorsement with BESE approved industry-based certificate <b>B2</b> – Career/Tech Endorsement with 3 college hours in career tech area that articulate to post-secondary institution <b>J1</b> – Basic Credential <b>J2</b> – Regional Credential <b>J3</b> –Advanced Credential <b>J4</b> –Alternate Credential (Act 833 Only) <b>Note: Required for TOPS Tech Career Diploma Graduates</b> <i>Ensure the students' certificates/certifications/credentials are loaded to the eScholar FTP site. eScholar FTP and STS linkage is required for CA Graduates.</i>  Leave this field blank if no Career/Tech Endorsement is earned. At this time, not applicable to Non-public schools.  Note: A “drop-down” selection list is available in Online Entry; click on the appropriate Career/Tech Endorsement Code. A student can earn both academic and career/tech endorsements. Value placed in field must be a valid one, and this field must be blank if the graduation date is blank. Graduation date must be on the record.	

DATA ELEMENT: Met Assessment Requirements for Graduation (Met GEE/EOC) Flag	
<b>LENGTH:</b> 1	<b>FORMAT:</b> Must be sent Uppercase
<b>TYPE:</b> Alphanumeric	<b>POSITION:</b> 122
<b>Required:</b> If applicable	
<p><b>DEFINITION:</b></p> <p>Must be either ‘Y’, ‘A’, ‘G’, ‘E’, or blank.</p> <p>Indicates whether or not the student took or met the assessment requirements for graduation. Required for all public school students assigned a Graduation Date.</p> <p><i>One of the following values should be used:</i></p> <ul style="list-style-type: none"> <li>• <b>“Y”</b> if student passed all assessments required for graduation (including the LAA1 and is marked as eligible in SER)</li> <li>• <b>“A”</b> if student is applying Act 833 (marked eligible in SER) and met one or more of the assessment requirements for a diploma through alternate means</li> <li>• <b>“G”</b> if student participated in the LAA1 assessment as marked in SER and met the requirements by achieving exceeds or meets on the LAA1 assessment or meets the components through a portfolio of student achievement (growth portfolio).</li> <li>• <b>“E”</b> if student is exempt from all requirements</li> <li>• Null if not all requirements have been met</li> </ul> <p>Use <b>“A”</b> or <b>“G”</b> only for LAA1 students with IEP in SER. Non-public schools may leave this data element blank.</p> <p>If <b>“Y”</b> the <i>Subject Areas</i> in positions 153-156 must be blank.</p>	

DATA ELEMENT: Local GPA	
<b>LENGTH:</b> 8	<b>FORMAT:</b> See below
<b>TYPE:</b> Alphanumeric	<b>POSITION:</b> 123
<b>Required:</b> Required	
<b>DEFINITION:</b>  This is an 8-byte text field. To facilitate school systems' different numbering schemes for local GPA, we will simply print whatever is supplied on the student's transcript. This data element is locally defined.	
DATA ELEMENT: Local Rank in Class: Position in Class	
<b>LENGTH:</b> 4	<b>FORMAT:</b> Optional
<b>TYPE:</b> Numeric	<b>POSITION:</b> 131
<b>Required:</b> Optional	
<b>DEFINITION:</b>  <b>Local Rank in Class: Position in Class.</b> Optional.  Optional; must be spaces if not used. If used, must pad with zeros (numeric field). Indicates the rank of students within their grade level and is locally defined.  <b>Note:</b> If specified, Rank in Class must be $\geq 1$ . For example, a student cannot be ranked 0 out of 50.	

<b>DATA ELEMENT: Local Rank in Class: Size of Class</b>	
<b>LENGTH:</b> 4	<b>FORMAT:</b> Optional
<b>TYPE:</b> Alphanumeric	<b>POSITION:</b> 135
<b>Required:</b> Optional	
<b>DEFINITION:</b> Optional; must be spaces if not used. If used, must pad with zeros (numeric field). Indicates the number of students in a student’s grade level and is locally defined.	
<b>DATA ELEMENT: Hispanic/Latino Ethnicity Flag</b>	
<b>TYPE:</b> Alphanumeric	<b>FORMAT:</b> Must be uppercase
<b>POSITION:</b> 139	
<b>Required:</b> Required on Student Record (020 record)	
<b>DEFINITION:</b> Indicates that a student’s ethnicity is Hispanic/Latino. Submit a “Y” if the ethnicity is Hispanic/Latino or an “N” if not.	
<b>DATA ELEMENT: American Indian or Alaskan Native Race Flag</b>	
<b>LENGTH:</b> 1	<b>FORMAT:</b> Must be uppercase
<b>TYPE:</b> Alphanumeric	<b>POSITION:</b> 140
<b>Required:</b> Required on Student Record (020 record)	
<b>DEFINITION:</b> Indicates that a student’s race is American Indian or Alaskan Native. Submit a “Y” if the race is American Indian or Alaskan Native or an “N” if not.	

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<b>DATA ELEMENT: Asian Race Flag</b>	
<b>LENGTH:</b> 1	<b>FORMAT:</b> Must be uppercase
<b>TYPE:</b> Alphanumeric	<b>POSITION:</b> 141
<b>Required:</b> Required on Student Record (020 record)	
<b>DEFINITION:</b> Indicates that a student's race is Asian. Submit a "Y" if the race is Asian or an "N" if not.	
<b>DATA ELEMENT: Black or African-American Race Flag</b>	
<b>LENGTH:</b> 1	<b>FORMAT:</b> Must be uppercase
<b>TYPE:</b> Alphanumeric	<b>POSITION:</b> 142
<b>Required:</b> Required on Student Record (020 record)	
<b>DEFINITION:</b> Indicates that a student's race is Black or African-American. Submit a "Y" if the race is Black or African-American or an "N" if not.	
<b>DATA ELEMENT: Native Hawaiian or Other Pacific Islander Race Flag</b>	
<b>LENGTH:</b> 1	<b>FORMAT:</b> Must be uppercase
<b>TYPE:</b> Alphanumeric	<b>POSITION:</b> 143
<b>Required:</b> Required on Student Record (020 record)	
<b>DEFINITION:</b> Indicates that a student's race is Native Hawaiian or Other Pacific Islander. Submit a "Y" if the race is Native Hawaiian or Other Pacific Islander or an "N" if not.	

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DATA ELEMENT: White Race Flag	
<b>LENGTH:</b> 1	<b>FORMAT:</b> Must be uppercase
<b>TYPE:</b> Alphanumeric	<b>POSITION:</b> 144
<b>Required:</b> Required on Student Record (020 record)	
<b>DEFINITION:</b> Indicates that a student's race is White. Submit a "Y" if the race is White or an "N" if not.	
DATA ELEMENT: Diploma Pathway	
<b>LENGTH:</b> 2	<b>FORMAT:</b> See below
<b>TYPE:</b> Alphanumeric	<b>POSITION:</b> 145
<b>Required:</b> Required on Student Record (020 record)	
<b>DEFINITION:</b> Indicates the diploma pathway that the student is pursuing. Required on 11 <sup>th</sup> and 12 <sup>th</sup> graders. Use Not declared (ND) for student prior to the end of 10 <sup>th</sup> grade if unknown. <ul style="list-style-type: none"><li>• <b>C4</b> – Core 4 pathway – discontinue use after graduates of 2016-17</li><li>• <b>C5</b> – Basic Core pathway - discontinue use after graduates of 2016-17</li><li>• <b>C6</b> – Core 4 with CTE - discontinue use after graduates of 2016-17</li><li>• <b>CA</b> – TOPS Tech Jumpstart Career Diploma – begin use for graduates of 2017-18</li><li>• <b>L1</b> – TOPS Tech Jumpstart Career Diploma for students assessed on LAA1 – begin use for graduates of 2014 and thereafter</li><li>• <b>TU</b> – TOPS University Diploma – begin use for graduates of 2017-18</li><li>• <b>CD</b> – Historical career diploma/older graduates and grandfathered Act 833</li><li>• <b>ND</b> – Not declared – use for students prior to the end of 10<sup>th</sup> grade before declaring a pathway</li></ul>	

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DATA ELEMENT: LOSFA/BOR Parental/Guardian Consent Flag	
<b>LENGTH:</b> 1	<b>FORMAT:</b> Must be uppercase
<b>TYPE:</b> Alphanumeric	<b>POSITION:</b> 147
<b>Required:</b> Required on Student Record (020 record)	
<b>DEFINITION:</b>  Indicates Parental/Guardian Consent on file for the current school year (public schools). Y, if Yes; N if No)	
DATA ELEMENT: FAFSA Application Flag	
<b>LENGTH:</b> 1	<b>FORMAT:</b> See below
<b>TYPE:</b> Alphanumeric	<b>POSITION:</b> 148
<b>Required:</b> Blank	
<b>DEFINITION:</b>  Indicates whether a FAFSA application has been completed by the student. If completed Y, Yes; W, if Waived. Blank if No (non-graduates). Required for graduates and new additional beginning in 2017-18.	

DATA ELEMENT: Community Service Endorsement	
<b>LENGTH:</b> 2	<b>FORMAT:</b> See below
<b>TYPE:</b> Alphanumeric	<b>POSITION:</b> 149
<b>Required:</b> Optional	
<p><b>DEFINITION:</b></p> <p><b>Community Service Endorsement:</b> If the student received a community service endorsement for documented community service hours fill in, otherwise blank; required when applicable. (C1) Leave this field blank if no Community Service Endorsement is earned. At this time, not applicable to Non-public schools.</p> <p><b>C1</b> = Community Service Endorsement</p>	
DATA ELEMENT: State Seal of Bi-literacy Endorsement	
<b>LENGTH:</b> 2	<b>FORMAT:</b> See below
<b>TYPE:</b> Alphanumeric	<b>POSITION:</b> 151
<b>Required:</b> Optional	
<p><b>DEFINITION:</b></p> <p>If the student received the State Seal of Bi-literacy endorsement for competency in a foreign language fill in, otherwise blank; required when applicable.</p> <p>Note: A “drop-down” selection list is available in Online Entry; click on the appropriate Career/Tech Endorsement Code. A student can earn both academic and career/tech endorsements. Value placed in field must be a valid one, and this field must be blank if the graduation date is blank. Graduation date must be on the record.</p> <p><b>D1</b>= AP course(test score 3 or higher)  <b>D2</b>= 1 IB course (test score 4 or higher)  <b>D3</b>= DOE-approved equivalent summative test  <b>D4</b>= 4 units in World Language/7 units or more in world language immersion  <b>D5</b>= Internationally-benchmarked language exam (DELF, DELE, ACTFL)  <b>D6</b>= Primary Language w/Early Advanced on ELDA; DOE-approved equivalent summative test</p>	

DATA ELEMENT: EOC Subject Area (ELA)	
<b>LENGTH:</b> 1	<b>FORMAT:</b> See below
<b>TYPE:</b> Alphanumeric	<b>POSITION:</b> 153
<b>Required:</b> Required if applicable	
<p><b>DEFINITION: End of Course Subject Area (ELA)</b> This field is left blank for all students except those identified in SER as Act 833 eligible or assessed on the LAA1 who also did not meet the ELA EOC assessment requirement for graduation.</p> <p>One of the following values should be used:</p> <ul style="list-style-type: none"><li>• <b>“P”</b> if the EOC subject area assessment for ELA was passed</li><li>• <b>“A”</b> if student is Act 833 eligible and met the ELA assessment requirement using alternate means such as achieving “exceeds Standards” or “Meets Standards” on the LAA1 assessment</li><li>• <b>“G”</b> if a student was assessed on the LAA1 and used a portfolio of growth to meet the ELA assessment requirement</li><li>•</li></ul> <p>If <b>“P”</b> is entered in the ELA subject area the student passed ELA EOC If <b>“A”</b> is entered in the ELA subject area the student pass this part of the LAA1 and an <b>“A”</b> is in position 122. If <b>“G”</b> is entered in the ELA subject area a Portfolio of Growth was used for the ELA and a <b>“G”</b> is in position 122.</p> <p>Leave blank if not applicable or if the requirement is not met or ‘Y’ in the Met GEE/EOC field</p>	

DATA ELEMENT: EOC Subject Area (Math)	
<b>LENGTH:</b> 1	<b>FORMAT:</b> See below
<b>TYPE:</b> Alphanumeric	<b>POSITION:</b> 154
<b>Required:</b> Required if applicable	
<p><b>DEFINITION: End of Course Subject Area Math DEFINITION:</b> This field is left blank for all students except those identified in SER as Act 833 eligible or assessed on the LAA1 who also did not meet the ELA EOC assessment requirement for graduation.</p> <p>One of the following values should be used:</p> <ul style="list-style-type: none"> <li>• <b>“P”</b> if the EOC subject area assessment for MATH was passed</li> <li>• <b>“A”</b> if student is Act 833 eligible and met the MATH assessment requirement using alternate means such as achieving “exceeds Standards” or “Meets Standards” on the LAA1 assessment</li> <li>• <b>“G”</b> if a student was assessed on the LAA1 and used a portfolio of growth to meet the ELA assessment requirement</li> </ul> <p>If <b>“P”</b> is entered in the MATH subject area the student passed MATH EOC</p> <p>If <b>“A”</b> is entered in the MATH subject area the student pass this part of the LAA1 and an <b>“A”</b> is in position 122.</p> <p>If <b>“G”</b> is entered in the MATH subject area a Portfolio of Growth was used for the MATH and a <b>“G”</b> is in position 122.</p> <p>Leave blank if not applicable or requirement not met</p>	

**DATA ELEMENT: EOC Subject Area (Science)**

**LENGTH:** 1

**FORMAT:** See below

**TYPE:** Alphanumeric

**POSITION:** 155

**Required:** Required if applicable

**DEFINITION: End of Course Subject Area Science** field is left blank for all students except those graduates identified in SER as Act 833 eligible who also did not meet the science EOC assessment requirement for graduation. One of the following values should be used:

**P** = if the EOC subject area assessment for science was passed

**A** = if student is Act 833 eligible and met the Science assessment requirement using alternate means

Null if not applicable or requirement not met

If **“A”** is entered in the SCIENCE subject area an **“A”** should be in position 122.

Not required for students assessed on LAA1

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DATA ELEMENT: EOC Subject Area (Social Studies)	
<b>LENGTH:</b> 1	<b>FORMAT:</b> See below
<b>TYPE:</b> Alphanumeric	<b>POSITION:</b> 156
<b>Required:</b> Required if applicable	
<p><b>DEFINITION:</b> End of Course Subject Area Social Studies field is left blank for all students except those graduates identified in SER as Act 833 eligible who also did not meet the social studies EOC assessment requirement for graduation. One of the following values should be used: <b>P</b> = if the EOC subject area assessment for social studies was passed <b>A</b> = if student is Act 833 eligible and met the social studies assessment requirement using alternate means Null if not applicable or requirement not met</p> <p>If <b>“A”</b> is entered in the SOC STUD subject area an <b>“A”</b> should be in position 122. Not required for students assessed on LAA1</p>	

APPENDIX B: DATA ELEMENTS REQUIREMENTS FOR **PUBLIC AND NONPUBLIC** SCHOOLS

030 RECORD (same for both public and nonpublic schools)

DATA ELEMENT: System Indicator	
<b>LENGTH:</b> 3	<b>FORMAT:</b> Must be submitted uppercase
<b>TYPE:</b> Alphanumeric	<b>POSITION:</b> 1
<b>Required</b>	Required on all STS records
<p><b>DEFINITION:</b></p> <p>Must be “<b>STS</b>” for Student Transcript System</p> <p><b>Note:</b> Only applies to batch submission</p>	

DATA ELEMENT: Transaction Code	
<b>LENGTH:</b> 3	<b>FORMAT:</b>
<b>TYPE:</b> Alphanumeric	<b>POSITION:</b> 4
<b>Required:</b> Required on all STS records	
<p><b>DEFINITION:</b></p> <p><b>030</b> = STS Transcript Record</p> <p>Indicates the type of record.</p> <p><b>Note:</b> Only applies to batch submission.</p>	

<b>DATA ELEMENT: Beginning School Session Year (BSSY)</b>	
<b>LENGTH:</b> 4	<b>FORMAT:</b>
<b>TYPE:</b> Numeric	<b>POSITION:</b> 7
<b>Required:</b> Required on all STS records	
<p><b>DEFINITION:</b></p> <p>Format: <b>YYYY</b></p> <p>The beginning year of a given school session. For example, 2012 is the beginning school session year for school session 2012-2013.</p> <p>This is the BSSY of the year when the data are submitted. All records in the file will have the same BSSY.</p>	

<b>DATA ELEMENT: Sponsor Code</b>	
<b>LENGTH:</b> 3	<b>FORMAT:</b> Must be submitted uppercase
<b>TYPE:</b> Alphanumeric	<b>POSITION:</b> 11
<b>Required:</b> Required on all STS records	
<p><b>DEFINITION:</b></p> <p>Sponsor (LEA) code of district submitting the transcript data.</p>	

**DATA ELEMENT: State Identification Number**

<b>LENGTH:</b> 9	<b>FORMAT:</b>
<b>TYPE:</b> Numeric	<b>POSITION:</b> 14
<b>Required:</b> Required on all STS records	
<b>DEFINITION:</b> The student's <b>Social Security Number (Nonpublic Schools)</b> . It is strongly recommended the student's correct Social Security Number be used in order to match TOPS award applications and college admission applications.  The <b>Unique ID as it exists in the UID system. (Public Schools)</b>	

**DATA ELEMENT: Course Beginning School Session Year**

<b>LENGTH:</b> 4	<b>FORMAT:</b> YYYY
<b>TYPE:</b> Numeric	<b>POSITION:</b> 23
<b>Required:</b> Required on Transcript Record (030 record)	
<b>DEFINITION:</b> The BSSY in which the course was taken.  Format: <b>YYYY</b>  For example, if the course was taken in the 2011-2012 school year, the <b>Course Beginning School Session Year</b> would be <b>"2011"</b> .	

**DATA ELEMENT: Course Code**

<b>LENGTH:</b> 6	<b>FORMAT:</b>
<b>TYPE:</b> Alphanumeric	<b>POSITION:</b> 27

**Required:** Required on Transcript Record (030 record)

**DEFINITION:**

Course Code for the course must be a valid state course code and available in the year the student took the course.

See Appendix B for special rules on Course Codes.

**Note:** A “pop-up” selection list is available in Online Entry; click **Course** while in the Update Mode. This menu can be searched by typing either all or part of the course name or the course code. Press the **Select** link to populate the Search For: field and then press the Select button to enter the Course Code into the transcript record.

**DATA ELEMENT: Course Part Number****LENGTH:** 1**FORMAT:** See below**TYPE:** Alphanumeric**POSITION:** 33**Required:** Required on Transcript Record (030 record)**DEFINITION:**

Only applies when a one-unit course is split and reported as two separate final half-unit grades (i.e., one-unit course is reported as two final half-unit courses). Otherwise, leave blank. **Course Part Number** distinguishes first half of course from second half of course. Use "1" for first part and "2" for second part.

Applies when an LEA or school reports only half-unit final grades by policy (no final 1.0 unit grades are issued), or, if an individual student completes only a half-unit of a one-unit course and then later, takes the second half, creating two half-unit final records. In both of these cases, the half-unit records must contain the **Course Part Numbers** (part one and part two). Without the **Course Part Number**, the program calculating Core Curriculum requirements will incorrectly handle the two parts as a repeated class, only recognizing the highest letter grade. With the **Course Part Number**, the two parts will be combined into a one-unit course, and the letter grades will be averaged.

**Note:** If **Letter Grade** is "P" or "E", then **Course Part Number** must be blank. Records with **Letter Grade** of "P" or "E" must be submitted as whole records; they cannot be split into two parts.

Leave blank if not applicable.

**DATA ELEMENT: Semester Code**

<b>LENGTH:</b> 2	<b>FORMAT:</b> See below
<b>TYPE:</b> Alphanumeric	<b>POSITION:</b> 34

**Required:** Required on Transcript Record (030 record)

**DEFINITION:**

The semester or block the course was taken. **For a year-long course, Semester Code is Y1** (for Year). Semester Courses are S1 or S2 (1<sup>st</sup> and 2<sup>nd</sup> Semester). Block schedule is B1, B2, B3, B4 (for corresponding Blocks, 1, 2, 3, or 4). Summer courses use Z1 for summer term 1 and Z2 for summer term 2. C1 and C2 (1<sup>st</sup> and 2<sup>nd</sup> Credit Recovery) are to be used to designate Credit Recovery courses.

**Examples:**

Note: All of the months in following example are generalities, based on a typical 9-month school year, beginning in August and ending in May of following year.

Y1 is for a course that lasts all year, i.e. from August to May. S1 would be first semester (any course started in August and finished in December). S2 is a course started in January and finished in May. B1 would be a course started in August and finished 9 weeks later; B2 would be a course started around in October and finished in December, etc.

If a student completed a full credit course during Blocks 1 and 2 (course started in August and ended in December), Semester Code would be S1. Use B1, B2, B3, and B4 for courses that only last one block; i.e., half-unit courses started and completed during a specific 9-week block.

**Note:** A “drop-down” selection list is available for Online Entry; click on the appropriate semester code.

<b>Semester Codes</b>	
<b>Code</b>	<b>Description</b>
<b>Y1</b>	Yearlong Course
<b>S1</b>	1 <sup>st</sup> Semester
<b>S2</b>	2 <sup>nd</sup> Semester
<b>B1</b>	1 <sup>st</sup> Block
<b>B2</b>	2 <sup>nd</sup> Block
<b>B3</b>	3 <sup>rd</sup> Block
<b>B4</b>	4 <sup>th</sup> Block
<b>Z1</b>	1 <sup>st</sup> Summer Term
<b>Z2</b>	2 <sup>nd</sup> Summer Term
<b>C1</b>	1 <sup>st</sup> Credit Recovery
<b>C2</b>	2 <sup>nd</sup> Credit Recovery

**DATA ELEMENT: Letter Grade****LENGTH:** 1**FORMAT:** Must be sent Uppercase**TYPE:** Alphanumeric**POSITION:** 36**Required:** Required on Transcript Record (030 record)**DEFINITION:****Valid Grades:**

A

B

C

D

F

P (Passed)

E (Exempted)

## Notes:

- If Letter Grade Code = "E" then **Core Curriculum Waiver Flag must = Y**. If Letter Grade Code = "A, B, C, D, F, or P", then **Core Curriculum Waiver Flag must = N**.
- If **Letter Grade is "P" or "E"**, then **Course Part Number** must be blank. Records with **Letter Grade of "P" or "E"** must be submitted as whole records; they cannot be split into two parts.
- If Letter Grade Code = P, then Quality Points is zero and **Credit/Experience Earned Count** must be 1.
- If Letter Grade Code = E. then **Credit/Experience Earned Count must be 000** and the Core requirement waived.
- **If Letter Grade Code = F**, then **Credit/Experience Earned Count** must be **000**.

**DATA ELEMENT: Credit/Experience Attempted Count****LENGTH:** 3**FORMAT:** See below**TYPE:** Numeric**POSITION:** 37**Required:** Required on Transcript Record (030 record)**DEFINITION:****Amount of credit the course was worth.****Format:****For Batch file:** This field has an implied decimal, with 2 decimal places. For example, 0.50 units of credit would be submitted as 050. 1.00 units of credit would be submitted as 100.**For Online Entry:** enter with the decimal point. For example, enter 1.00 units of credit as 1.0; enter .5 units of credit as .5 or 0.50.

**DATA ELEMENT: Credit/Experience Earned Count**

**LENGTH:** 3

**FORMAT:** See Format below

**TYPE:** Numeric

**POSITION:** 40

**Required:** Required on Transcript Record (030 record)

**DEFINITION:**

Amount of credit/experience the student earned for the course.

*Format:*

**For Batch file:** This field has an implied decimal, with 2 decimal places. For example, 0.50 units of credit would be submitted as 050. 1.00 units of credit would be submitted as 100.

**For Online Entry:** enter with the decimal point. For example, enter 1.00 units of credit as 1.0; enter .5 units of credit as .5 or 0.50.

**Note:** If **Letter Grade Code = F**, then **Credit/Experience Earned Count** must be **0**.

**DATA ELEMENT: Grade Point Maximum Count****LENGTH:** 3**FORMAT:** See Format below**TYPE:** Numeric**POSITION:** 40**Required:** Required on Transcript Record (030 record)**DEFINITION:**

Maximum Grade Points for the course/class. Sometimes referred to as “quality points”. The Grade Point Maximum Count would be what is awarded for a letter grade of A.

**Format:**

**For Batch file:** This field has an implied decimal, with 2 decimal places. For example, Grade Point Maximum Count of 4.00 would be submitted as 400.

**For Online Entry:** Enter using the decimal point. For example, enter 4.00 Grade Point Maximum Count as 4.0.

**Example:**

A typical Grade Point Range is A = 4.00, B = 3.00, C = 2.00, D = 1.00, F = 0.00.

A TOPS Grade Point Range is A = 5.00, B = 4.00, C = 3.00, D = 2.00, F = 0.00.

For this example, the **Grade Point Maximum Count** would be “4.00” (submitted in batch as “400”).

**DATA ELEMENT: Core Curriculum Waiver Flag**

**LENGTH:** 1

**FORMAT:** Must be sent Uppercase

**TYPE:** Alphanumeric

**POSITION:** 47

**Required:** Required on Transcript Record (030 record)

**DEFINITION:**

Must be either Y or N.

Y = Student was exempted from a core course, otherwise = N

Only applies when a record is created to signify a waived course. For all other records, this field will = N.

**Note:** If Letter Grade Code = "E", **Core Curriculum Waiver Flag** must = Y. If Letter Grade Code = "A, B, C, D, F, or P", **Core Curriculum Waiver Flag** must = N

**DATA ELEMENT: Course Sponsor Code****LENGTH:** 3**FORMAT:** Must be sent Uppercase**TYPE:** Alphanumeric**POSITION:** 48**Required:** If applicable supply on Transcript Record (030 Record)**DEFINITION:**

Sponsor Code of the LEA where the course was taken. Only applies to courses taken in Louisiana public and private schools. Leave blank if course was taken outside Louisiana. In 2002-2003 **Course Sponsor Code** must be supplied if LEA level or site level TOPS core course substitution applies to the course. Required for all Louisiana course work starting in 2003-2004.

**Note:** A “pop-up” selection list is available in Online Entry; click **Course Sponsor** while in the Update Mode. This menu can be searched by typing either the Sponsor Code or all or part of the Sponsor Name. Press the **Select** link to populate the Search For: field and then press the Select button to enter the Course Sponsor into the transcript record.

If position 166 (Course Type Code) is “DE”, this field must contain the Post-Secondary Sponsor Code instead of the LEA Sponsor Code.

**DATA ELEMENT: Course Site Code****LENGTH:** 6**FORMAT:** Must be sent Uppercase**TYPE:** Alphanumeric**POSITION:** 51**Required:** If applicable supply on Transcript Record (030 Record)**DEFINITION:**

**Course Site Code:** Site Code for the site where the course was taken. Only applies to courses taken in Louisiana public and private schools. Leave blank if course was taken outside Louisiana. In 2002-2003 **Course Site Code** must be supplied if site level TOPS core course substitution applies to the course. Required for all Louisiana course work starting in 2003-2004.

**Note:** A “pop-up” selection list is available in Online Entry; click **Course Site** while in the Update Mode. Press the **Select** link to highlight the appropriate Course Site and then press the Select button to enter the Course Site into the transcript record.

If position 166 (Course Type Code) is “DE”, this field must contain the Post-Secondary Site Code instead of the LEA Site Code.

**DATA ELEMENT: Course Site Name****LENGTH:** 46**FORMAT:****TYPE:** Alphanumeric**POSITION:** 57**Required:** If applicable supply on Transcript Record (030 Record)**DEFINITION:**

Name of the school (site) where the student took the course. Used for transfer credit only. Required if Course Sponsor and Course Site Codes are not supplied; otherwise optional.

**DATA ELEMENT: Transcript Course Name**

**LENGTH:** 60

**FORMAT:**

**TYPE:** Alphanumeric

**POSITION:** 103

**Required:** If applicable (See below), supply on Transcript Record (030 Record)

**DEFINITION:**

Name of the course in which the student was enrolled. Enter if different from the LDE course description. Optional in most cases; **however, required for those courses listed in the table “Course Codes Requiring Transcript Course Name”** in Appendix E, pages 140-141.

**Electives:** All Electives will be included in the Overall GPA. The Overall GPA will include all submitted course work using the repeat/delete rule (if a course is repeated; only the one with the highest grade will be included). If a student has more than one elective where the same elective Course Code is used, the **Transcript Course Name** will be used to determine repeated and unique courses.

**Note:** The Foreign Language Elective course codes require the **name of the language** to be entered in the **Transcript Course Name** field. Transcript Course Names must describe the language and level of course, i.e. Finnish I, Finnish II, etc. These Course Codes are only to be used if the **same language** has been taken for all occurrences. These Course Codes cannot be used for a mix of languages. *Use only if a student’s specific Foreign Language is not already available on the Course Code list.*

**DATA ELEMENT: Quality Points Awarded Count**

**LENGTH:** 3

**FORMAT:**

**TYPE:** Numeric

**POSITION:** 163

**Required:** Required on Transcript Record (030 Record)

**DEFINITION:**

**Quality Points Awarded Count:** The amount of quality points awarded for the letter grade given for the course (has implied decimal; i.e. "3.00" submitted as "300" in batch). Required for all Louisiana course work starting in 2003-2004.

**Examples:**

If the Grade Point Range is A = 4.00, B = 3.00, C = 2.00, D = 1.00, F = 0.00 and the Letter Grade awarded one record is "C", then Quality Points Awarded Count would = 2.00 (submitted as 200 in batch).

If the Grade Point Range is A = 5.00, B = 4.00, C = 3.00, D = 1.00, F = 0.00 and the Letter Grade awarded one record is "C", then Quality Points Awarded Count would = 3.00 (submitted as 300 in batch).

**Note:** If course was taken for .5 credit, the Quality Points Awarded Count is the same as if it were taken for 1.0 credit.

**DATA ELEMENT: Course Type Code**

**LENGTH:** 2

**FORMAT:** Must be sent Uppercase

**TYPE:** Alphanumeric

**POSITION:** 166

**Required:** Required on Transcript Record (030 Record)

**DEFINITION:**

**Course Type Code:** Code identifies type of course:

**RG** – Regular

**HR** – Honors

**GT** – Gifted

**AP** – Advanced Placement

**IB** – International Baccalaureate

**SE** – Special Education

**TA** – Talented

**DE** – Dual Enrollment

**DA** – Dual Enrollment and AP Course

**DI** – Dual Enrollment and IB Course

Required for all Louisiana course work starting in 2003-2004.

**Note:** A “drop-down” selection list is available in Online Entry.

**DATA ELEMENT: Distance Learning Course Type Code****LENGTH:** 2**FORMAT:** See below**TYPE:** Alphanumeric**POSITION:** 168**Required:** If Applicable**DEFINITION:**

**Distance Learning Course Type Code:** Code identifies type of distance learning course: (Leave blank if not applicable.)

- 01 – Local LEA provided Online Courses
- 02 – Distance Learning Satellite courses
- 03 – Other Distance Learning
- 04 – Course Choice/Supplemental Course Providers
- 05 – Dropout Recovery Program Providers

Use only for Distance Learning Courses; otherwise leave blank.

**Note:** A “drop-down” selection list is available in Online Entry.

**DATA ELEMENT: Local Course Code****LENGTH:** 6**FORMAT:** See below**TYPE:** Alphanumeric**POSITION:** 170**Required:** Optional on Transcript Record (030 Record)**DEFINITION:**

Locally assigned Course Code. If Local Course Code is supplied, it will appear along with the required Course Code on Error Reports, etc.

**DATA ELEMENT: Dual Enrollment Post-Secondary Credit Hours Earned****LENGTH:** 6**FORMAT:** See below**TYPE:** Alphanumeric**POSITION:** 170**Required:** Optional on Transcript Record (030 Record)**DEFINITION:**

**Dual Enrollment Post-Secondary Credit Hours Earned:** If position 166 (Course Sponsor Code) is designated "DE", DA or DI, this field must be populated with the Dual Enrollment Post-secondary credit hours earned Dual Enrollment Course. (Leave blank if not applicable.)

Use only for Dual Enrollment Courses; otherwise leave blank (spaces).

**NOTE:** This field has an implied decimal (4.00 submitted as "400" in batch).

**DATA ELEMENT: Dual Enrollment Secondary Site****LENGTH:** 6**FORMAT:** See below**TYPE:** Alphanumeric**POSITION:** 180**Required:** If Applicable**DEFINITION:**

**Dual Enrollment Secondary Site:** If position 166 (Course Sponsor Code) is designated "DE", DA or DI, this field must be populated with the Site code of the high school in which the student was enrolled when the course was taken. (Leave blank if not applicable)

Use only for Dual Enrollment Courses; otherwise leave blank (spaces).

**DATA ELEMENT: Filler****LENGTH:** 15**FORMAT:****TYPE:** Alphanumeric**POSITION:** 186**Required:** Blank**DEFINITION:**

Leave blank (spaces). Field not required.

**APPENDIX C: STS Frequently Asked Questions (See [Bulletin 741\(Public and Nonpublic\)](#) for Policy Related Questions)**

**Question:** Can a letter grade of “P” be given to a course taken in one semester?

**Answer:** A letter grade of “P” may *only* be given for an entire course – “P” should not be used for only one semester of a course. “E” must be used for courses which will receive a Core Course Waiver and must be given for the *entire course*, not for only one semester of a course.

**Question:** Can a student use his PE credit earned in middle school to meet his high school PE requirement?

**Answer:** According to §2314 Carnegie Credit and Credit Flexibility in Bulletin 741, LEAs may permit students to earn Carnegie credit as middle school students in all courses except physical education.

**Question:** We have a block schedule and at the end of the 7th semester some students will have completed a whole credit for those courses taken in the first semester of 12th grade. Will I need to send the courses with .50 credits attempted and .50 credits earned for B1 and B2.

**Answer:** A true block schedule means that students complete the full course in one semester and would receive full credit or 1.0 credit units earned and 1.0 credit attempted. B1 must be used and credit earned and attempted should be full credit 1.0—there is no need to break the semester into parts. If the student will continue to the 8<sup>th</sup> semester use B2 for the next block taken and the full credit for the course or 1.0 credit units earned and 1.0 credit attempted.

**Question:** A student in our district has a medical conditions that prevent her from taking PE. The district would like to offer as an alternative, online courses to substitute the credit and a half of PE/Health. Can the district require the student to take the alternative PE course although the state will accept the medical note?

A medical note is required for a student to be exempt from PE but the student is still required to earn the 1.5 units of Carnegie credit in order to satisfy graduation requirements. These units may be satisfied through an alternative, online course(s). The medical note should be kept on file at the school where the student is enrolled.

**Question:** We offer a full year of Civics however; in STS the name of the course says "Civics - 1st semester". Is there a separate full year code I should be using?

**Answer:** There isn't a separate full year code for Civics. The Course Code 220501 is the correct code to use for the Full Year Civics Course even though the wording says 1st Semester. However, if you would like to change the wording from "Civics - 1st semester" to "Civics" you can do that on your input record if you send your data in batch.

The Transcript Course Name is located in the (030) Transcript Input Record starting at position 103 this is the name of the course in which the student was enrolled. You can make your change there and replace "Civics - 1st semester" with "Civics" and it will override what is there and replace "Civics - 1st semester" with the word "Civics" as the course name on the transcripts.

**Question:** I have a student who attended high school beginning in 1991 and met all graduation requirements except the GEE. He completed that requirement in 2013. How can I enter him in STS as a graduate?

**Answer:** STS stores transcript records that have been uploaded beginning with the 2002-2003 school year. Since the student graduated prior to 2002 there will not be any transcript records in STS for the student in STS. You will need to manually enter the students transcripts into STS in the current school year and because the student completed all the graduation requirements i.e. passing the GEE in the current school year. He would become a graduate of the current OFSA Academic school year.

**Question:** One of my student's took a ½ credit of English II through Louisiana High School Correspondence and there is no site code for that. Do I just leave it blank?

**Answer:** This would be considered a course taken at a different location from your school similar to if they were at a different high school when the course was taken. The location where course was taken will default to your school, and for your school, there should be nothing typed into the Course Site Name field.

- Delete your codes from the **Course Site** and **Course Sponsor** fields and leave blank
- Type "Home Study" or "Correspondence Course" in the **Course Site Name** field
- Use the appropriate code in the Distance Learning Type field
- Leave your own codes in the **Course Sponsor** and **Course Site** fields
- Enter the name of the on-line, home or correspondence program in the **Course Site Name** field.

**Question:** I have a graduate who is from out of state and I need to update his transcript record to replace the temporary state identification number assigned to him, he still doesn't have a social security number but was issued a number starting with 741xxxxx by the SSN Administration for identification and work purposes, can I still enter him into STS?

**Answer:** Yes you will be able to enter this number into STS. You can enter 9 digit numeric numbers up to 899999999. Any number entered above this number would have to follow the manual assignment method of generating a temporary state identification number. (Create a unique nine digit number: 99 + school site code + numerical sequence (Ex.: 995061301, 995061302, etc.)

**Question:** I have tried to upload the transcript for a student but it gives me an error about the

graduation date not being within the academic year--how do I get around this?

**Answer:** The graduation date must fall between 9/1 and 8/31 of the current Beginning School Session Year in order to match the OSFA Annual Academic Year. Note: Enter only this date only after all graduation requirements are met.

**Question:** If a student took summer classes and we just received the transcript in when is the next time we can upload the corrections to STS?

**Answer:** Transcript data on all diploma-bound students whether they are eligible for TOPS or not should be transmitted prior to February 15, June 15, and September 15 these are the dates of the Board of Regents Harvests.

**Question:** In the state SIS System students are exited as graduates on the last day of the school year, what date should be entered as the graduation date in the state' Student Transcript System?

The **exit dates** in SIS and the **graduation dates** in STS may differ. The exit date for a student is the end of the school year, however the requirements for graduation may have been completed earlier or later than the official last day of school. For example: If a student passes his last remaining EOC on May 18<sup>th</sup> and the last day of the school year isn't until May 26<sup>th</sup>, the graduation date will become May 18<sup>th</sup> for that student. The dates in STS may be individual and based on the student's completion of all of the graduation requirements. Note: The academic year in STS runs from 8/31 to 9/1 each year.

**Question:** How do we report the Algebra I course taken in the 8th grade that transfers to a ninth grade Carnegie unit in HS?

**Answer:** Schedule classes for your middle school students using Middle School Course Code 160380. But send High School Course Code 160321 to STS for the same student who is now in high school. STS will use the 9th grade entry year and Course beginning school session year and know that this student was in the 8th grade when this course was taken.

**Question:** How can a student find out their TOPS Status?

**Answer:** For the convenience of students, TOPS has created a portal on our website (see below) that allows students to look at their TOPS status at any time from after their high school graduation through the rest of their college career. If they create a logon for themselves at that site, they will be able to see when their applications have been processed, and which, if any, scholarships they have been awarded.

The following information will help them to do so.

**HOW TO CREATE A LOGON FOR THE TOPS STUDENT AWARD SYSTEM**

1. Go to <https://www.osfa.la.gov/AwardSystem>
2. On the Award System home page, a column of links will appear on the left-hand side and a multi-section box labeled "Login to the Louisiana Award System" will fill most of the rest of the page. Within that box, the left-hand side will have 3 sections, labeled "Student Login", "College Login" and "Internal Login". If the section that is labeled "Student Login" is grey, and one of the other Login sections is white, click on the student section – it will turn white, and allow you to work in the student system.
3. In the larger section of that box, click on the button labeled "Register".
4. The next page will say "Create a Louisiana Award System Student Account". Fill in your name, Social Security number and date of birth. Be careful to use the formats shown in the examples, otherwise it will not work. Then create a user ID and password for yourself.
5. Click on the "Register" button, then follow the instructions to create a logon ID and password.

IF STUDENTS REGISTER AND THEN FORGET THEIR LOGON & PASSWORD, THAT IS NOT A PROBLEM – THEY CAN SIMPLY CREATE A NEW ONE.

**Question:** How do I update a student's record prior school year?

**Answer:** If errors need to be corrected on a graduate's transcript, request access to a past school year by completing the form in Appendix J. Changes to personally identifiable information such as: Name, Date of Birth, SSN, and gender should be made to the Master record in Unique ID system and in the local student information system before to updating STS. Corrections to the transcript data can be made in STS after the UID has been located in Unique ID system UID system.

**Question:** How do I reassign a student from another LEA or school within eScholar?

**Answer:** *Reassigning* a student from another school or LEA will be done in Unique ID system UID System:

The district that submits the student last “owns” that student until the next district submits the same student, at which point the new district will “own” it in the system.

The **Master Data** within Unique ID system must be updated *first*.

- This is the active record for the person and includes the ID and all of the latest data.
- **History Record** – When a master record is updated, the original data is moved to history and the new data becomes the master data. The application retains all history information for a person.

**Any corrections to data in Unique ID system should also be made in your local student information system before entering into STS.**

**Question:** How do I reassign a student from a private school within eScholar?

Students who have come from a nonpublic school will have the PII available in their records. Go through the Unique ID system process for **ID Assignment**– The UID application’s process of assigning IDs to person records. This process includes the following steps: (1) submitting a batch (2) validating the data (3) fixing data errors (4) assigning IDs (5) resolving near matches/matches (6) downloading IDs. Beginning on P. 17 of the Unique ID system User Guide “**UPLOAD FILE / ENTER ONLINE, VALIDATE SUBMISSION, & FIX DATA ERRORS**”

**Question:** How do I reassign a student from another LEA or school within eScholar?

**Answer:** *Reassigning* a student from another school or LEA will be done in Unique ID system UID System:

The district that submits the student last “owns” that student until the next district submits the same student, at which point the new district will “own” it in the system.

The **Master Data** within Unique ID system must be updated *first*.

- This is the active record for the person and includes the ID and all of the latest data.
- **History Record** – When a master record is updated, the original data is moved to history and the new data becomes the master data. The application retains all history information for a person.

**Any corrections to data in Unique ID system should also be made in your local student information system before entering into STS.**

**Question:** What is the naming convention for the IBCs and Credentials?

**Answer:** Save each in a Separate File and name each file as shown below:

SiteCode\_StudentLocalID\_BeginningSchoolYear\_3DigitIBCCode

Example: 001001\_123456789\_2015\_004.pdf

**Question:** Will there be a form that the parent will need to complete at the school level to exempt their student from completing the FAFSA?

**Answer:** There are two FAFSA Waiver Options:

***Option 1: Parent Opt-out Waiver***

- If a parent decides not to complete the form.
  - Schools/districts may make their own forms. Samples can be found at <http://www.louisianabelieves.com/courses/financialaid>

***Option 2: Hardship Waiver***

- If the student has a legitimate reason why he/she cannot complete the form and a parent is not present.
  - Districts can use any form they create for this process. There are no samples online.

Note: The forms are to be kept as documentation by the school/district and are not sent in to LDOE.

**Question:** Will there be a way for LOSFA to provide a Report of the FAFSA Applicants?

**Answer:** Currently LEAs are able to contact LOSFA for a list of students completing the FAFSA. Note: LEAs will be the only source for the indicating of a waiver.

## **APPENDIX D: DATA GLOSSARY**

### **Academic Endorsement**

Recognition for high school graduates who meet requirements listed in §2318 which are above the requirements of a standard diploma.

### **Alternate Performance Criteria (APC) Award**

An alternate performance award based on completion of the R1 core curriculum, a 3.00 TOPS GPA and the completion of ten or more honors courses graded on a 5.0 scale. A student's progress toward satisfying the requirements for this award can be reviewed by pressing F11 when transcript data has been accessed from the STS Main Menu.

### **Anticipated Graduation BSSY**

A field added to student transcript records commencing with 2004-2005 BSSY that shows the BSSY in which it is anticipated the student will graduate. This field is populated by LDE and is based on the student's current grade level.

### **AP - Advanced Placement**

A Course Type Code assigned to Louisiana high school courses that correspond to the 34 courses listed in the Advanced Placement Program developed by the College Board.

### **Area of Concentration**

The specific courses in the student's field of study that includes four sequential related credits in a specific area plus two credits in a related field; one must be a basic computer course.

### **Award**

The designation given to the various TOPS scholarships administered by OSFA.

### **Batch File**

In STS, a fixed width text file that contains the student and transcript records for the students. In STS, the batch file must be formatted according to the layout in this guide. Batch files may be zipped for submission.

### **Batch Edits (Input Record Edits)**

A description of possible errors and their corresponding error numbers generated during the batch file upload of transcript records or viewable on screen when inputting transcript records directly into STS.

### **BOR**

Board of Regents

### **BSSY - Beginning School Session Year**

For Example, **2007** is the BSSY for the 2007-2008 School Session.

## **Career Technical Endorsement**

A validation on the student's transcript that provides a credential for postsecondary work with specific performance indicators that include industry-based certification and/or articulated credit and work-based learning.

## **Certification**

Certification should take place after graduation dates are submitted and verified as complete and correct. Certification is at the site level. Each site must be certified separately. The site must be recertified whenever any graduate data from the site is updated/changed. To certify, logon to the main STS menu in CICS and choose Option 4.

## **Conversion Scale**

The process of converting grade points to the 4.00 scale used for TOPS GPA courses that have not been identified as remaining on the 5.0 scale and Overall GPA.

$(\text{Quality Points Awarded} * 4) / \text{Quality Points Max}$

## **Course Part Number**

Only applies when a one-unit course is split and reported as two separate final half-unit grades (i.e., one-unit course is reported as two final half-unit courses). Otherwise, leave blank. Course Part Number distinguishes first half of course from second half of course. Use "1" for first part and "2" for second part.

Note: If Letter Grade is "P" or "E", then Course Part Number must be blank. Records with Letter Grade of "P" or "E" must be submitted as whole records; they cannot be split into two parts.

## **Course Codes Requiring Transcript Course Name**

When a student takes more than one of these electives, where the same Course Code is used, the Transcript Course Name will be used to determine repeated and unique courses.

## **Course Type Code**

Required for all Louisiana course work. Code identifies type of course:

RG – Regular

HR – Honors

GT – Gifted

AP – Advanced Placement

IB – International Baccalaureate

DE – Dual Enrollment

DA – Dual Enrollment (AP)

DI – Dual Enrollment (IB)

SE – Special Education

TA – Talented

### **Credit/Experience Attempted/Credit/Experience Earned**

If Letter Grade = 'F' , then Credit/Experience Earned must = zero and Credit/Experience Attempted must be greater than zero.

If Letter Grade = 'E' , then Credit/Experience Attempted and Credit/Experience Earned must be zero (000).

If Letter Grade = 'A' , 'B' , 'C' , 'D' , or 'P' , Credit/Experience Attempted must = Credit/Experience Earned.

Credit/Experience Earned must be greater than zero for all letter grades other than 'E' or 'F'.

Credit/Experience Attempted must be greater than zero for all letter grades except 'E' .

Credit/Experience Earned cannot be greater than Credit/Experience Attempted.

Records with Letter Grade of 'P' or 'E' must be submitted as whole records; they cannot be split into two parts.

Note: If Letter Grade Code = F, then Credit/Experience Earned Count must be 0. If Letter grade code = P, the

### **Dual Enrollment**

Dual enrollment is the enrollment of a high school student in a college course for which the student earns both high school and college credit, as reflected on both the high school transcript and on the academic transcript issued by the postsecondary institution.

### **Effective Graduation Beginning School Session Year**

The school session year that an award, category, set, or course in the TOPS Reference Tables will begin to be available to a student.

### **Expiration Graduation Beginning School Session Year**

The school session year that an award, category, set, or course in the TOPS Reference Tables will cease being available to a student.

### **Electives**

All electives will be included in the Overall GPA. The Overall GPA will include all submitted course work using the repeat/delete rule (if a course is repeated; only the one with the highest grade will be included). If a student has more than one elective where the same elective Course Code is used, the Transcript Course Name will be used to determine repeated and unique courses.

Note: The Foreign Language Elective course codes require the name of the language to be entered in the Transcript Course Name field. Transcript Course Names must describe the language and level of course, i.e. Finnish I, Finnish II, etc. These Course Codes are only to be used if the same language has been taken for all occurrences. These Course Codes cannot be used for a mix of languages. Use only if a student's specific Foreign Language is not already available on the Course Code list.

### **FAFSA Application Flag**

This is the indicator on a student's record of a completed application for free federal student aid. If completed a Y for Yes or W for Waived is indicated. Blank for non-graduates and required for graduates (non-graduates). This field will become required for graduates in 2017-18. (Optional in 2016-17 and additional fields may be collected in 2017-18).

### **Unique ID system Secure FTP**

This is the secure location outside of DOE servers for data transfer. Using their Internet browser, users logon at URL <https://LouisianaSecureFTP.escholar.com:444> to upload certificates/certifications and credential files (A file must be loaded here to create a link to the students record in STS. (Save each in a Separate File: SiteCode\_StudentLocalID\_BeginningSchoolYear\_3DigitIBCCode )

### **Graduation Date**

The date a student actually completes ALL requirements for graduation. In the case of a summer graduate, this would be the date the summer coursework was completed. Any student with a graduation date on or before August 31 would be considered a graduate of the previous year.

### **Grade Point Average (GPA)**

TOPS GPA is based on Core Curriculum courses only and the Overall GPA includes all submitted course work.

### **Individualized Education Plan (IEP)**

Defines the individualized objectives of a student who has been found with a disability, as defined by federal regulations and includes tailored evaluation, goals and objectives for the learning process of the student.

### **Individual Graduation Plan (IGP)**

A document that the student, parent/guardian, and guidance professionals create to help the student focus on his/her interests, abilities, and career goals.

### **Industry Based Certification**

Specialized credentials (tangible evidence) earned by a student to indicate successful demonstration of skills and competencies on a core set of content and performance standards in a specific set of work related tasks, single occupational area, or a cluster of related occupational areas.

### **LEADS**

Louisiana Educational Accountability Data System

## **Master Data**

The active record in the Unique ID system for the student and includes the ID and all of the latest data.

## **History Record**

A record in the eScholar UID System that is created when the data on the master record is updated. The original data is moved to history and the new data becomes the master data. The Unique ID system retains all history information for a student.

## **OSFA - Office of Student Financial Assistance**

OSFA is the state agency in charge of determining eligibility for and awarding TOPS scholarships. OSFA maintains the Core Reference tables, which identify the courses that may be used to satisfy each category of the various TOPS awards.

## **OSFA Annual Academic Year**

The period from 9/1 to 8/31 of each Beginning School Session Year. A student's graduation date must fall within this date range for a given school year to be considered for that year's TOPS awards. For example, a student with a graduation date of 8/15/2006 must have data submitted records to the 2005-06 database.

## **OTS - Official Transcript System**

The Louisiana Department of Education's official transcript system. The transcripts in this system are created directly from graduate data submitted to the Student Transcript System. Once graduation dates are entered for students and the school sites (public schools only) are certified, official transcripts will be produced. Users with access to OTS have the ability to view and/or print transcripts. The website address for the Official Transcript System is:

<https://obprod.doe.louisiana.gov/onbase>

## **Part Numbers**

The numbers that must be submitted when a course is taught in two half-credit units. Part number 1 should be used for the first part of the course and part number 2 for the second part. Without both these numbers, the two grades will not be averaged and the two parts will not be combined to form a one credit course. This results in the computation of an inaccurate GPA for both the Overall and TOPS calculations and will prevent an eligible course from satisfying a TOPS Core Category. Failure to submit part numbers for courses is the most frequent reason for students being found ineligible for TOPS Awards.

## **Quality Points Awarded Count**

The amount of quality points awarded for the letter grade given for the course (has implied decimal; i.e. "3.00" submitted as "300" in batch). ( Required for all Louisiana course work).

Examples:

If the Grade Point Range is A = 4.00, B = 3.00, C = 2.00, D = 1.00, F = 0.00 and the Letter Grade awarded a record is “C”, then Quality Points Awarded Count would = 2.00 (submitted as 200 in batch).

If the Grade Point Range is A = 5.00, B = 4.00, C = 3.00, D = 1.00, F = 0.00 and the Letter Grade awarded a record is “C”, then Quality Points Awarded Count would = 3.00 (submitted as 300 in batch).

Note: If course was taken for .5 credit, the Quality Points Awarded Count is the same as if it were taken for 1.0 credit.

### **Repeatable Courses (Courses Not Eligible for the “Repeat/Delete” Rule)**

LDE Bulletin 741 identifies courses that are allowed to be repeated for credit and students may take any of these courses more than once and receive credit for each occurrence. Repeated occurrences of these courses may be included in the TOPS GPA calculations (if courses are used as substitutes to meet the Fine Arts Survey requirement). All repeated occurrences will also be included in the student’s Overall GPA. These classes with offer new literature each year and so they may be repeated more than once for credit, and they are not subject to the repeat/delete rule.

### **Repeat-Delete Rule**

If a course is repeated, only the highest grade will be included in the TOPS and Overall GPA calculations.

### **Sponsor Site System (SPS)**

The Louisiana Department of Education’s database of schools, both public and nonpublic, that contains site names, site codes, and other information about schools.

### **Student Information System (SIS)**

The Louisiana Department of Education’s student database, containing such things as student level enrollment, attendance rates, dropout information, suspension and expulsion records, etc.

### **Student Transcript System (STS)**

The data system for the collection of electronic high school transcripts that calculates Core GPAs for TOPS and Overall GPAs for Board of Regents; STS provides extract files for OSFA and Board of Regents.

### **STSQ01: Student Transcript Detail Extract**

This a data file utilized by LOSFA and BOR.

**STSQ02: Student TOPS GPA Extract**

This is a data file utilized by LOSFA.

**STSQ03: BOR Extract**

This extract file provides the same information as the STSQ11 and is used by colleges/universities for scholarship and admissions decisions.

**STSQ04 (STS610R1): TOPS Summary Report**

This is a summary of each student's progress toward the various TOPS awards.

**STSQ05: (Manual GPA Recalculation)**

These are the recalculation programs that are run by LDE. The STSQ04, 06, 07 are produced after a recalculation.

**STSQ06: TOPS Detail Report**

This is a detailed report listing the courses the student has completed that are allowed in each category for the purpose of calculating the various TOPS awards.

**STSQ07: Student Level Transcript Detail Report**

This is a list of all transcript records that have been submitted for a student, one or two pages per student. It is arranged in rows and provides pertinent information about each course in a student's transcript record.

**STSQ08: Course Part Number Edit Report**

This report identifies possible course part number problems that could cause a student eligible for TOPS to appear ineligible.

**STSQ11: Overall GPA Report**

This report of each student's Overall GPA from a given school session is based on the extract file provided to the Board of Regents for ranking students. It is a preliminary to the STSQ03, and it gives LEAs a chance to review the data prior to a BOR harvest. Arranged by sponsor, site and grade level, its major components are Overall GPA, Class Rank and Grad Class Rank. The Overall GPA is calculated like the TOPS GPA, but it includes all courses. Both the Class Rank and Grad Class Rank columns show the student's rank number, the class size and the percent. Class Rank Number is a positive integer assigned to each student based on a comparison of the student's Overall GPA with those of all students in the class. Students with equal GPAs are assigned the same Class Rank Number, resulting in gaps in the numbering sequence. Class Rank Size is the number of students in a grade for a given school year and is based on the transcript data submitted for each grade placement. Class Rank Percent shows how a student ranks using percentiles. Class Rank data pertains to all students in grades 9 through 12, but Grad Class Rank shows data only for those students in grade 12 whose graduation date has been entered into the Student Transcript System.

## **STSQ12: TOPS Reference Tables Report**

This report shows the TOPS awards, categories, sets, and courses for the TOPS Core Curriculum (TOPS Reference Tables).

### **Sponsor**

Same as LEA

### **SIS - Student Information System**

The Louisiana Department of Education's student database, which contains student level enrollment, attendance rates, dropout information, suspension and expulsion records, etc.

### **SPS - Sponsor Site System**

The Louisiana Department of Education's database of schools, both public and nonpublic, that contains site names, site codes, and other information about schools.

### **STS - Student Transcript System**

The data system for the collection of Electronic High School Transcripts that calculates Core GPAs for TOPS and Overall GPAs for the Board of Regents; STS also provides extract files for OSFA and the Board of Regents.

### **TAS - Totally Automated Security**

Totally Automated Security (TAS) is a Louisiana Department of Education application that provides LEA Security Coordinators (LEASC) and Non-Public School Security Coordinators (NPSSC) a web interface for security functions. This web interface will allow the respective security coordinators the ability to create users, modify user access, and reset passwords (resetting a password will also enable/resume a disabled/revoked user id) for their area(s) of responsibility. The Web Address for TAS is: <https://tas.doe.louisiana.gov/>

### **TOPS - Tuition Opportunity Program for Students**

TOPS is a comprehensive program of state scholarships and one of the most innovative and progressive student assistance programs in the nation.

### **TOPS Awards**

R1 – TOPS Opportunity, Performance and Honors. These awards require completion 19 units from the R1 TOPS Core Curriculum. A GPA of 2.5 is necessary for the Opportunity award, and 3.5 are required for the Performance and Honors awards.

T1- Tech Option 1. This award requires completion of 17 units from the T1 TOPS Core Curriculum and a 2.50 GPA.

T2- Tech Option 2. This award requires completion of 19 units from the T2 TOPS Core Curriculum and a 2.50 GPA. Calculation of the GPA for this award also requires that a student's transcript record reflect one of sixteen designated Career Option Codes.

### **TOPS Core Curriculum**

The prescribed courses that a student must complete in order to meet the requirements of the various TOPS awards

### **Transcript Course Name**

Enter if different from the LDE course description. Optional in most cases; however, required for courses listed on the table "Course Codes Requiring Transcript Course Name" in Appendix F, pages 87-88 of the STS User Guide.

## **APPENDIX E: COURSE CODES**

### **Special Rules for Course Codes:**

**Certain Course Codes require the Transcript Course Name to have an entry.**

**A. Electives:** All Electives will be included in the Overall GPA. The Overall GPA will include all submitted course work using the repeat/delete rule (if a course is repeated; only the one with the highest grade will be included). If a student has more than one elective where the same elective Course Code is used, the **Transcript Course Name** will be used to distinguish repeated and unique courses. For example, if the student took 2 General Electives, Wood Carving and Furniture Making, and these courses were both sent to STS using the same General Elective Course Code with different Transcript Course Names, both would be included in the Overall GPA. On the other hand, if two General Electives are submitted, using the same General Elective Course Code and the same Transcript Course Name, only the course with the highest grade will be included in the Overall GPA. Of course, any electives sent under unique Elective Course Codes, regardless of the **Transcript Course Name**, will be included in the Overall GPA.

**B. Foreign Language Electives:** The foreign language elective course codes require the **name of the language** to be entered in the **Transcript Course Name** field. Transcript Course Names must describe the language and level of course, i.e. Finnish I, Finnish II, etc. These Course Codes are only to be used if the **same language** has been taken for all occurrences. These Course Codes cannot be used for a mix of languages. *Use only if a student's specific Foreign Language is not already available on the Course Code list.*

**C.** The courses on the following table "**Course Codes Requiring Transcript Course Name**" will be evaluated for the "**repeat/delete**" rule as follows:

- If the Transcript Course Name is different between two courses, both will be included in **Overall GPA**.

- If the Transcript Course Names are the same, then only the course with highest grade will be included (spelling must be identical).
- If a one-unit course is split into two records and Course Part Numbers are used, then the Transcript Course Names must be identical if the course needs to be counted as a "one-unit" course for TOPS.

**Note:** These course codes are retroactive. (They should cover course work for anyone in Grades T9-12.) You can use the **same course code** for these courses **multiple times** for **different years** and **different semesters** and have each included in the Overall GPA.

#### COURSE CODES REQUIRING TRANSCRIPT COURSE NAME

Course Cd	Description
030399	Music Elective
030409	Music Elective II
030410	Music Elective III
030411	Music Elective IV
061196	Computer Elective IV (Locally Initiated Computer Elective)
061197	Computer Elective III (Locally Initiated Computer Elective)
061199	Computer Science Elective
120399	English Elective
120400	English Elective II (Locally Initiated English Elective)
120401	English Elective III (Locally Initiated English Elective)
120402	English Elective IV (Locally Initiated English Elective)
124001	Foreign Language Elective - Year I
124002	Foreign Language Elective - Year II
124003	Foreign Language Elective - Year III
124004	Foreign Language Elective - Year IV
150396	Biology Elective IV (Locally Initiated Biology Elective)
150397	Biology Elective III (Locally Initiated Biology Elective)
150398	Biology Elective II (Locally Initiated Biology Elective)
150399	Biology Elective
150496	Chemistry Elective IV (Locally Initiated Chemistry Elective)
150497	Chemistry Elective III (Locally Initiated Chemistry Elective)
150498	Chemistry Elective II (Locally Initiated Chemistry Elective)
150499	Chemistry Elective
150796	Physics Elective IV (Locally Initiated Physics Elective)
150797	Physics Elective III (Locally Initiated Physics Elective)
150798	Physics Elective II (Locally Initiated Physics Elective)
150799	Physics Elective
160395	Mathematics Elective IV (Locally Initiated Mathematics Elective)
160396	Mathematics Elective III (Locally Initiated Mathematics Elective)

160397	Mathematics Elective II (Locally Initiated Mathematics Elective)
160399	Mathematics Elective
310097	Trade and Industrial Elective (2 Credits)
310098	Trade and Industrial Elective (3 Credits)
310099	Trade and Industrial Elective (1 Credit)
400099	General Elective (Any Secondary Certification)
400100	General Elective 2 (Any Secondary Certification)
400101	General Elective 3 (Any Secondary Certification)
400102	General Elective 4 (Any Secondary Certification)
400103	General Elective 5 (Any Secondary Certification)
400104	General Elective 6 (Any Secondary Certification)
400105	General Elective 7 (Any Secondary Certification)

## **COURSE CODE REQUIREMENTS**

**Course Codes are year specific.**

The vast majority of Course Codes remain the same every year. A few Course Codes have been eliminated over the years or replaced with new or combined Course Codes. For this reason, we have compiled a list of Course Codes by year. Course Codes are edited by the year the course was taken and the Course Code list for that year. If a Course Code is submitted which was not applicable for the given year, an error message of “Invalid Course Code” is received. A list of Course Codes by Year is available upon request.

**Beginning 2003-2004, every Course Code requires a Course Type Code.**

Use the **Course Type Code** to identify AP, Honors, Gifted, International Baccalaureate (IB), Talented, and Special Education courses. Otherwise, the Course Type Code will be “RG” for regular courses. There are no longer special course codes for distance learning courses. Use regular course codes and identify distance learning courses with the Distance Learning Course Type Code. For regular courses, leave the Distance Learning Course Type Code blank (spaces).

**Beginning 2005-2006, only certain courses may be assigned the “AP” Course Type Code.**

The courses on the following list are the only ones that may be assigned the AP Course Type Code. Courses that can be AP or another Course Type have the word “Optional” following their code. Courses that may only have the AP Course Type Code qualifier have the word “Required” following their code value. No courses other than those listed may be assigned the AP Course Type Code. This change is effective for the 2005-2006 school year.

**Beginning with the 9<sup>th</sup> graders in the 2014-2015 school year, only certain courses may be awarded 5.0 Quality Points (refer to the listing on the Coordinator Portal on [INSIGHT](#))**

## REPEATED COURSES IN TOPS CORE CURRICULUM AND OVERALL GPA CALCULATIONS

Eligibility for TOPS awards depends on the GPA calculation of courses used to meet the TOPS Core Curriculum requirements, along with other requirements. In accordance with TOPS Bulletin T2002-16, if a course is repeated, the GPA shall be calculated using the course with the highest grade (repeat/delete). The Board of Regents' requirements for Overall GPA also uses this rule. For example, if a student has taken Algebra I more than once, the Core GPA is calculated using only the Algebra I course with the highest grade. The repeated course with the lower grade is discarded before the GPA calculations and the evaluation of transcripts for meeting TOPS Core Curriculum Requirements.

### REPEAT/DELETE RULE

If a course is repeated for higher credit, the repeat/delete rule will be used if the part number on the recent course corresponds to the part of the old course that is being repeated. If the course was originally taken as a yearlong course the repeated course should be also be entered as a yearlong course.

### COURSES NOT ELIGIBLE FOR THE "REPEAT/DELETE" RULE (REPEATABLE COURSES)

The following courses, identified in LDE Bulletin 741 (§2325), are allowed to be repeated for credit. Students may take any of these courses more than once and receive credit for each occurrence. Repeated occurrences of these courses may be included in the TOPS GPA calculations (if courses are used as substitutes to meet the Fine Arts Survey requirement). All repeated occurrences will also be included in the student's Overall GPA. These are the only courses that may be repeated for credit, and they are not subject to the repeat/delete rule.

Course Name	Course Code
Intermediate Band	030301
Advanced Band	030302
Wind Ensemble	030303
Jazz Ensemble	030304
Intermediate Choir	030311
Advanced Choir	030312
Small Vocal Ensemble	030313
Intermediate Orchestra	030321
Advanced Orchestra	030322
Sectional Rehearsal	030353
Applied Music	030360
Studio Piano III	030363
Dance II	030621
Dance III	030631
Dance IV	030641
Theatre II	030721
Theatre III	030731
Theatre IV	030741
G.E.D. PREPARATION(2nd Credit)	335098
G.E.D. PREPARATION (3rd Credit)	335099

G.E.D. PREPARATION(4th Credit)	335100
TRANSITION: EMPLOYMENT SAMPLING (2nd CREDIT)	500216
TRANSITION: EMPLOYMENT SAMPLING (3rd CREDIT)	500217
TRANSITION: EMPLOYMENT SAMPLING (4th CREDIT)	500218
TRANSITION: EMPLOYMENT ( 2nd CREDIT)	500219
TRANSITION: EMPLOYMENT(3rd CREDIT)	500220
TRANSITION: EMPLOYMENT ( 4th CREDIT)	500221
TRANSITION: EDUCATION/TRAINING (2nd CREDIT)	500222
TRANSITION: EDUCATION/TRAINING (3rd CREDIT)	500223
TRANSITION: EDUCATION/TRAINING (4th CREDIT)	500224
TRANSITION: INDEPENDENT LIVING (2nd CREDIT)	500225
TRANSITION: INDEPENDENT LIVING (3rd CREDIT)	500226
TRANSITION: INDEPENDENT LIVING (4th CREDIT)	500227
TRANSITION: EMPLOYMENT SAMPLING (5th CREDIT)	500228
TRANSITION: EMPLOYMENT SAMPLING (6th CREDIT)	500229
TRANSITION: EMPLOYMENT SAMPLING (7th CREDIT)	500230
TRANSITION: EMPLOYMENT SAMPLING (8th CREDIT)	500231
TRANSITION: EMPLOYMENT SAMPLING (9th CREDIT)	500232
TRANSITION: EMPLOYMENT SAMPLING (10th CREDIT)	500233
TRANSITION: EMPLOYMENT (5th CREDIT)	500234
TRANSITION: EMPLOYMENT (6th CREDIT)	500235
TRANSITION: EMPLOYMENT (7th CREDIT)	500236
TRANSITION: EMPLOYMENT (8th CREDIT)	500237
TRANSITION: EMPLOYMENT (9th CREDIT)	500238
TRANSITION: EMPLOYMENT (10th CREDIT)	500239
TRANSITION: EDUCATION/TRAINING (5th CREDIT)	500240
TRANSITION: EDUCATION/TRAINING (6th CREDIT)	500241
TRANSITION: EDUCATION/TRAINING (7th CREDIT)	500242
TRANSITION: EDUCATION/TRAINING (8th CREDIT)	500243
TRANSITION: EDUCATION/TRAINING (9th CREDIT)	500244
TRANSITION: EDUCATION/TRAINING (10th CREDIT)	500245
TRANSITION: INDEPENDENT LIVING (5th CREDIT)	500246
TRANSITION: INDEPENDENT LIVING (6th CREDIT)	500247
TRANSITION: INDEPENDENT LIVING (7th CREDIT)	500248
TRANSITION: INDEPENDENT LIVING (8th CREDIT)	500249
TRANSITION: INDEPENDENT LIVING (9th CREDIT)	500250
TRANSITION: INDEPENDENT LIVING (10th CREDIT)	500251
Community Based Instruction (2 - NO CREDIT)	500301
Community Based Instruction (3 - NO CREDIT)	500302
Community Based Instruction (4 - NO CREDIT)	500303
Community Based Instruction (5 - NO CREDIT)	500304
Community Based Instruction (6 - NO CREDIT)	500305
Community Based Instruction (7 - NO CREDIT)	500306
Community Based Instruction (8 - NO CREDIT)	500307

Community Based Instruction (9 - NO CREDIT)	500308
Community Based Instruction (10 - NO CREDIT)	500309

## INSTRUCTIONS FOR SUBMISSION OF REPEATABLE

**Please Note:** Instructions are different for batch submission and online entry.

**Batch Submission of repeatable courses:** Each occurrence of the course must be submitted under the original course code. The course code will be converted automatically during the load process (See Table C1 for batch submission).

**Online Entry (does not apply to batch submission):** When the **Online Entry System** is used; separate course codes must be entered for repeated occurrences of the above courses. For example, if the student has two units of Advanced Band, the first unit would be entered under “Advanced Band” with course code **030302**. The second unit would be entered under “Advanced Band (second credit)” with course code **030402**. Pressing **Course** while in the Add New Transcript Record function will access a “pop-up” list of Course Codes. This list can be searched by typing a key word such as “Band” in the **Search For** box and then pressing **Search**. Using separate course codes for repeated occurrences of the same course applies only to Online Entry (See Table C2 for online entry).

<b>Table C1: Batch Submission Only (submit course code once)</b>		
<b>Course Name</b>	<b>Course Code</b>	<b>Usage</b>
Intermediate Band	030301	Batch
Advanced Band	030302	Batch
Wind Ensemble	030303	Batch
Jazz Ensemble	030304	Batch
Intermediate Choir	030311	Batch
Advanced Choir	030312	Batch
Small Vocal Ensemble	030313	Batch
Intermediate Orchestra	030321	Batch
Advanced Orchestra	030322	Batch
Sectional Rehearsal	030353	Batch
Applied Music	030360	Batch
Studio Piano III	030363	Batch
Dance II	030621	Batch
Dance III	030631	Batch
Dance IV	030641	Batch
Theatre II	030721	Batch
Theatre III	030731	Batch
Theatre IV	030741	Batch
G.E.D. PREPARATION(2nd Credit)	335098	Batch
G.E.D. PREPARATION (3rd Credit)	335099	Batch
G.E.D. PREPARATION(4th Credit)	335100	Batch

TRANSITION: EMPLOYMENT SAMPLING (2nd CREDIT)	500216	Batch
TRANSITION: EMPLOYMENT SAMPLING (3rd CREDIT)	500217	Batch
TRANSITION: EMPLOYMENT SAMPLING (4th CREDIT)	500218	Batch
TRANSITION: EMPLOYMENT ( 2nd CREDIT)	500219	Batch
TRANSITION: EMPLOYMENT(3rd CREDIT)	500220	Batch
TRANSITION: EMPLOYMENT ( 4th CREDIT)	500221	Batch
TRANSITION: EDUCATION/TRAINING (2nd CREDIT)	500222	Batch
TRANSITION: EDUCATION/TRAINING (3rd CREDIT)	500223	Batch
TRANSITION: EDUCATION/TRAINING (4th CREDIT)	500224	Batch
TRANSITION: INDEPENDENT LIVING (2nd CREDIT)	500225	Batch
TRANSITION: INDEPENDENT LIVING (3rd CREDIT)	500226	Batch
TRANSITION: INDEPENDENT LIVING (4th CREDIT)	500227	Batch
TRANSITION: EMPLOYMENT SAMPLING (5th CREDIT)	500228	Batch
TRANSITION: EMPLOYMENT SAMPLING (6th CREDIT)	500229	Batch
TRANSITION: EMPLOYMENT SAMPLING (7th CREDIT)	500230	Batch
TRANSITION: EMPLOYMENT SAMPLING (8th CREDIT)	500231	Batch
TRANSITION: EMPLOYMENT SAMPLING (9th CREDIT)	500232	Batch
TRANSITION: EMPLOYMENT SAMPLING (10th CREDIT)	500233	Batch
TRANSITION: EMPLOYMENT (5th CREDIT)	500234	Batch
TRANSITION: EMPLOYMENT (6th CREDIT)	500235	Batch
TRANSITION: EMPLOYMENT (7th CREDIT)	500236	Batch
TRANSITION: EMPLOYMENT (8th CREDIT)	500237	Batch
TRANSITION: EMPLOYMENT (9th CREDIT)	500238	Batch
TRANSITION: EMPLOYMENT (10th CREDIT)	500239	Batch
TRANSITION: EDUCATION/TRAINING (5th CREDIT)	500240	Batch
TRANSITION: EDUCATION/TRAINING (6th CREDIT)	500241	Batch
TRANSITION: EDUCATION/TRAINING (7th CREDIT)	500242	Batch
TRANSITION: EDUCATION/TRAINING (8th CREDIT)	500243	Batch
TRANSITION: EDUCATION/TRAINING (9th CREDIT)	500244	Batch
TRANSITION: EDUCATION/TRAINING (10th CREDIT)	500245	Batch
TRANSITION: INDEPENDENT LIVING (5th CREDIT)	500246	Batch
TRANSITION: INDEPENDENT LIVING (6th CREDIT)	500247	Batch
TRANSITION: INDEPENDENT LIVING (7th CREDIT)	500248	Batch
TRANSITION: INDEPENDENT LIVING (8th CREDIT)	500249	Batch
TRANSITION: INDEPENDENT LIVING (9th CREDIT)	500250	Batch
TRANSITION: INDEPENDENT LIVING (10th CREDIT)	500251	Batch
Community Based Instruction (2 - NO CREDIT)	500301	Batch
Community Based Instruction (3 - NO CREDIT)	500302	Batch
Community Based Instruction (4 - NO CREDIT)	500303	Batch
Community Based Instruction (5 - NO CREDIT)	500304	Batch
Community Based Instruction (6 - NO CREDIT)	500305	Batch
Community Based Instruction (7 - NO CREDIT)	500306	Batch
Community Based Instruction (8 - NO CREDIT)	500307	Batch
Community Based Instruction (9 - NO CREDIT)	500308	Batch

Community Based Instruction (10 - NO CREDIT)	500309	Batch
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**Table C2: Online Entry Only**

The following course codes apply to those schools entering STS data online. *Do not use the "second credit", "third credit", or "fourth credit" course codes if you are submitting STS in batch.*

Course Name	Course Code	Usage
Intermediate Band	030301	Batch or online
Intermediate Band (second credit)	030334	Online only
Intermediate Band (third credit)	030335	Online only
Intermediate Band (fourth credit)	030336	Online only
Intermediate Band (fifth credit)	030337	Online only
Intermediate Band (sixth credit)	030338	Online only
Advanced Band	030302	Batch or online
Advanced Band (second credit)	030402	Online only
Advanced Band (third credit)	030403	Online only
Advanced Band (fourth credit)	030404	Online only
Advanced Band (fifth credit)	030405	Online only
Advanced Band (sixth credit)	030406	Online only
Advanced Band (seventh credit)	030407	Online only
Advanced Band (eighth credit)	030408	Online only
Wind Ensemble	030303	Batch or Online
Wind Ensemble (second credit)	030412	Online only
Wind Ensemble (third credit)	030413	Online only
Wind Ensemble (fourth credit)	030414	Online only
Wind Ensemble (fifth credit)	030415	Online only
Wind Ensemble (sixth credit)	030416	Online only
Wind Ensemble (seventh credit)	030417	Online only
Wind Ensemble (eighth credit)	030418	Online only
Jazz Ensemble	030304	Batch or Online
Jazz Ensemble (second credit)	030422	Online only
Jazz Ensemble (third credit)	030423	Online only
Jazz Ensemble (fourth credit)	030424	Online only
Jazz Ensemble (fifth credit)	030425	Online only
Jazz Ensemble (sixth credit)	030426	Online only
Jazz Ensemble (seventh credit)	030427	Online only
Jazz Ensemble (eighth credit)	030428	Online only
Intermediate Choir	030311	Batch or Online
Intermediate Choir (second credit)	030345	Online only
Intermediate Choir (third credit)	030346	Online only
Intermediate Choir (fourth credit)	030347	Online only
Intermediate Choir (fifth credit)	030348	Online only
Intermediate Choir (sixth credit)	030349	Online only
Advanced Choir	030312	Batch or Online
Advanced Choir (second credit)	030432	Online only
Advanced Choir (third credit)	030433	Online only

**Table C2: Online Entry Only**

The following course codes apply to those schools entering STS data online. *Do not use the “second credit”, “third credit”, or “fourth credit” course codes if you are submitting STS in batch.*

<b>Course Name</b>	<b>Course Code</b>	<b>Usage</b>
Advanced Choir (fourth credit)	030434	Online only
Advanced Choir (fifth credit)	030435	Online only
Advanced Choir (sixth credit)	030436	Online only
Advanced Choir (seventh credit)	030437	Online only
Advanced Choir (eighth credit)	030438	Online only
Small Vocal Ensemble	030313	Batch or Online
Small Vocal Ensemble (second credit)	030442	Online only
Small Vocal Ensemble (third credit)	030443	Online only
Small Vocal Ensemble (fourth credit)	030444	Online only
Small Vocal Ensemble (fifth credit)	030445	Online only
Small Vocal Ensemble (sixth credit)	030446	Online only
Small Vocal Ensemble (seventh credit)	030447	Online only
Small Vocal Ensemble (eighth credit)	030448	Online only
Intermediate Orchestra	030321	Batch or Online
Intermediate Orchestra (second credit)	030323	Online only
Intermediate Orchestra (third credit)	030324	Online only
Intermediate Orchestra (fourth credit)	030325	Online only
Intermediate Orchestra (fifth credit)	030326	Online only
Intermediate Orchestra (sixth credit)	030327	Online only
Advanced Orchestra	030322	Batch or Online
Advanced Orchestra (second credit)	030452	Online only
Advanced Orchestra (third credit)	030453	Online only
Advanced Orchestra (fourth credit)	030454	Online only
Advanced Orchestra (fifth credit)	030455	Online only
Advanced Orchestra (sixth credit)	030456	Online only
Advanced Orchestra (seventh credit)	030457	Online only
Advanced Orchestra (eighth credit)	030458	Online only
Sectional Rehearsal	030353	Batch or Online
Sectional Rehearsal (second credit)	030354	Online only
Sectional Rehearsal (third credit)	030355	Online only
Sectional Rehearsal (fourth credit)	030356	Online only
Sectional Rehearsal (fifth credit)	030357	Online only
Sectional Rehearsal (sixth credit)	030358	Online only
Applied Music	030360	Batch or Online
Applied Music (second credit)	030462	Online only
Applied Music (third credit)	030463	Online only
Applied Music (fourth credit)	030464	Online only
Applied Music (fifth credit)	030465	Online only

Applied Music (sixth credit)	030466	Online only
Applied Music (seventh credit)	030467	Online only
Applied Music (eighth credit)	030468	Online only
Studio Piano III	030363	Batch or Online
Studio Piano III (second credit)	030472	Online only
Studio Piano III (third credit)	030473	Online only
Studio Piano III (fourth credit)	030474	Online only
Studio Piano III (fifth credit)	030475	Online only
Studio Piano III (sixth credit)	030476	Online only
Studio Piano III (seventh credit)	030477	Online only
Studio Piano III (eighth credit)	030478	Online only
Dance II	030621	Batch or Online
Dance II (second credit)	030622	Online only
Dance II (third credit)	030623	Online only
Dance II (fourth credit)	030624	Online only
Dance II (fifth credit)	030625	Online only
Dance II (sixth credit)	030626	Online only
Dance III	030631	Batch or Online
Dance III (second credit)	030632	Online only
Dance III (third credit)	030633	Online only
Dance III (fourth credit)	030634	Online only
Studio Strings III (SECOND CREDIT)	030483	Online only
Studio Strings III (THIRD CREDIT)	030484	Online only
Studio Strings III (FOURTH CREDIT)	030485	Online only
Studio Strings III (FIFTH CREDIT)	030486	Online only
Studio Strings III (SIXTH CREDIT)	030487	Online only
Studio Strings III (SEVENTH CREDIT)	030488	Online only
Studio Strings III (EIGHTH CREDIT)	030489	Online only
Dance III (fifth credit)	030635	Online only
Dance III (sixth credit)	030636	Online only
Dance IV	030641	Batch or Online
Dance IV (second credit)	030642	Online only
Dance IV (third credit)	030643	Online only
Dance IV (fourth credit)	030644	Online only
Dance IV (fifth credit)	030645	Online only
Dance IV (sixth credit)	030646	Online only
Theatre II	030721	Batch or Online
Theatre II (second credit)	030722	Online only
Theatre II (third credit)	030723	Online only
Theatre II (fourth credit)	030724	Online only
Theatre II (fifth credit)	030725	Online only
Theatre II (sixth credit)	030726	Online only
Theatre III	030731	Batch or Online
Theatre III (second credit)	030732	Online only

Theatre III (third credit)	030733	Online only
Theatre III (fourth credit)	030734	Online only
Theatre III (fifth credit)	030735	Online only
Theatre III (sixth credit)	030736	Online only
Theatre IV	030741	Batch or Online
Theatre IV (second credit)	030742	Online only
Theatre IV (third credit)	030743	Online only
Theatre IV (fourth credit)	030744	Online only
Theatre IV (fifth credit)	030745	Online only
Theatre IV (sixth credit)	030746	Online only
G.E.D. PREPARATION(1st Credit)	335097	Batch or Online
G.E.D. PREPARATION(2nd Credit)	335098	Online only
G.E.D. PREPARATION (3rd Credit)	335099	Online only
G.E.D. PREPARATION(4th Credit)	335100	Online only
TRANSITION: EMPLOYMENT SAMPLING (1st CREDIT)	500200	Batch or Online
TRANSITION: EMPLOYMENT SAMPLING (2nd CREDIT)	500216	Online only
TRANSITION: EMPLOYMENT SAMPLING (3rd CREDIT)	500217	Online only
TRANSITION: EMPLOYMENT SAMPLING (4th CREDIT)	500218	Online only
TRANSITION: EMPLOYMENT SAMPLING (5th CREDIT)	500228	Online only
TRANSITION: EMPLOYMENT SAMPLING (6th CREDIT)	500229	Online only
TRANSITION: EMPLOYMENT SAMPLING (7th CREDIT)	500230	Online only
TRANSITION: EMPLOYMENT SAMPLING (8th CREDIT)	500231	Online only
TRANSITION: EMPLOYMENT SAMPLING (9th CREDIT)	500232	Online only
TRANSITION: EMPLOYMENT ( 1st CREDIT)	500201	Online only
TRANSITION: EMPLOYMENT ( 2nd CREDIT)	500219	Online only
TRANSITION: EMPLOYMENT(3rd CREDIT)	500220	Online only
TRANSITION: EMPLOYMENT ( 4th CREDIT)	500221	Online only
TRANSITION: EMPLOYMENT (5th CREDIT)	500234	Online only
TRANSITION: EMPLOYMENT (6th CREDIT)	500235	Online only
TRANSITION: EMPLOYMENT (7th CREDIT)	500236	Online only
TRANSITION: EMPLOYMENT (8th CREDIT)	500237	Online only
TRANSITION: EMPLOYMENT (9th CREDIT)	500238	Online only
TRANSITION: EMPLOYMENT (10th CREDIT)	500239	Online only
TRANSITION: EDUCATION/TRAINING (1st CREDIT)	500202	Online only
TRANSITION: EDUCATION/TRAINING (2nd CREDIT)	500222	Online only
TRANSITION: EDUCATION/TRAINING (3rd CREDIT)	500223	Online only
TRANSITION: EDUCATION/TRAINING (4th CREDIT)	500224	Online only
TRANSITION: EDUCATION/TRAINING (5th CREDIT)	500240	Online only
TRANSITION: EDUCATION/TRAINING (6th CREDIT)	500241	Online only
TRANSITION: EDUCATION/TRAINING (7th CREDIT)	500242	Online only
TRANSITION: EDUCATION/TRAINING (8th CREDIT)	500243	Online only
TRANSITION: EDUCATION/TRAINING (9th CREDIT)	500244	Online only
TRANSITION: EDUCATION/TRAINING (10th CREDIT)	500245	Online only
TRANSITION: INDEPENDENT LIVING (1 <sup>st</sup> CREDIT)	500203	Batch or Online

TRANSITION: INDEPENDENT LIVING (2nd CREDIT)	500225	Online only
TRANSITION: INDEPENDENT LIVING (3rd CREDIT)	500226	Online only
TRANSITION: INDEPENDENT LIVING (4th CREDIT)	500227	Online only
TRANSITION: INDEPENDENT LIVING (5th CREDIT)	500246	Online only
TRANSITION: INDEPENDENT LIVING (6th CREDIT)	500247	Online only
TRANSITION: INDEPENDENT LIVING (7th CREDIT)	500248	Online only
TRANSITION: INDEPENDENT LIVING (8th CREDIT)	500249	Online only
TRANSITION: INDEPENDENT LIVING (9th CREDIT)	500250	Online only
TRANSITION: INDEPENDENT LIVING (10th CREDIT)	500251	Online only
Community Based Instruction (1 - NO CREDIT)	500300	Batch or Online
Community Based Instruction (2 - NO CREDIT)	500301	Online only
Community Based Instruction (3 - NO CREDIT)	500302	Online only
Community Based Instruction (4 - NO CREDIT)	500303	Online only
Community Based Instruction (5 - NO CREDIT)	500304	Online only
Community Based Instruction (6 - NO CREDIT)	500305	Online only
Community Based Instruction (7 - NO CREDIT)	500306	Online only
Community Based Instruction (8 - NO CREDIT)	500307	Online only
Community Based Instruction (9 - NO CREDIT)	500308	Online only
Community Based Instruction (10 - NO CREDIT)	500309	Online only

## APPENDIX F: CAREER OPTION CODES

### (Areas of Concentration end with graduates of 2016-17)

The Career Option Code is also required for the Basic Core (C5) and (C6) Core 4 with CTE calculations. (Leave blank if not applicable.)

#### CAREER OPTION CODES:

AREAS OF CONCENTRATION	
Career Option Code	Career Pathway
A01	AG,FOOD,NAT RES AG PROD/MGT/ENTREP
A02	AG,FOOD,NAT RES ANIMAL SCI
A03	AG,FOOD,NAT RES FORESTRY&CONSERVATION
A04	AG,FOOD,NAT RES HORTICULTURE
B01	ARCHIT,CONSTR – AC&REFRGN,HEAT&VENT
B02	ARCHIT,CONSTR – ARCHITECTURE
B03	ARCHIT,CONSTR – CABINETMAKING
B04	ARCHIT,CONSTR – CARPENTRY&CONSTRUCTION
B05	ARCHIT,CONSTR – DRAFTING
B06	ARCHIT,CONSTR ELECTRICAL/ELECTRONICS
B07	ARCHIT,CONSTR – MASONRY
B08	ARCHIT,CONSTR – PLUMBING
C01	ARTS,AVTECH, COMM COMMERCIAL ARTS
C02	ARTS,AVTECH, COMM ENTERTAINMENT PROD
C03	ARTS,AVTECH, COMM GRAPHIC ARTS
C04	ARTS,AVTECH, COMM – INTERIORS&FURNISHING
C05	ARTS,AVTECH, COMM – JOURNALISM
C06	ARTS,AVTECH, COMM – LIBERAL ARTS
C07	ARTS,AVTECH, COMM MASS COMMUNICATIONS
C08	ARTS,AVTECH, COMM PERFORMING ARTS
C09	ARTS,AVTECH, COMM PHOTOGRAPHY
C10	ARTS,AVTECH, COMM PRINTING TECHNOLOGY
D01	BUS,MGMT,ADMIN ADMINISTRATIVE SUPPORT
D02	BUS,MGMT,ADMIN BUSINESS ADMINISTRATION
E01	EDU,TRNG ADVANCED STUDIES/LA CORE 4
E02	EDU,TRNG EDUCATION
E03	EDU,TRNG – GENERAL STUDIES
F01	FIN BANKING AND FINANCE (NAF ACADEMY)
F02	FIN – ECONOMICS
G01	GOV, PUBADMIN JROTC
H01	HLTHSCI DENTAL
H02	HLTHSCI EMERGENCY HEALTH CARE
H03	HLTHSCI HEALTH PROFESSIONALS
H04	HLTHSCI NURSING

H05	HLTHSCI NUTRITION AND FOOD
H06	HLTHSCI PHARMACY
H07	HLTHSCI SPORTS MEDICINE
I01	HOSP,TR CULINARY ARTS
I02	HOSP,TR TOURISM AND LODGING
J01	HUMSERV CHILD DEVELOPMENT SERVICES
J02	HUMSERV MGMT OF FAMILY RESOURCES
J03	HUMSERV PERSONALCARESVS (COSM,BARB)
J04	HUMSERV SOCIAL SERVICES
K01	INFOTECH AOIT (NAF ACAD OF IT)
K02	INFOTECH COMPUTER ELECTRONICS
K03	INFOTECH – COMPUTER ENG SYS(ORACLE INET)
K04	INFOTECH – COMPUTER SCIENCE
K05	INFOTECH – INFORMATION SYSTEMS
K06	INFOTECH – NETWORK SERVICES & OPERATIONS
L01	LAW,PUBSAFE,CORR,SECU LAW ENFT SVS
L02	LAW,PUBSAFE,CORR,SECU LEGALSVS
M01	MANUF INDUSTRIAL OPERATIONS
M02	MANUF JEWELRY MANUF
M03	MANUF LAB TECHNOLOGY
M04	MANUF – PETRO CHEMICAL
M05	MANUF – WELDING
N01	MKT,SALES,SVCS CLOTHING & TEXTILES
N02	MKT,SALES,SVCS ENTREPRENEURSHIP
N03	MKT,SALES,SVCS MARKETING & SALES MNGMT
N04	MKT,SALES,SVCS UPHOLSTERY
O01	SCI,TECH,ENG,MATHS – BIOTECH RES & DEV
O02	SCI,TECH,ENG,MATHS – DRAFTING
O03	SCI,TECH,ENG,MATHS – ENGINEERING
P01	TRANSP,DSTR,LOG AUTOMOTIVE TECHNOLOGY
P02	TRANSP,DSTR,LOG COLLISION REPAIR TECH
P03	TRANSP,DSTR,LOG DIESEL MECHANICS
P04	TRANSP,DSTR,LOG MARINE OPERATIONS
P05	TRANSP,DSTR,LOG POWER MECHANICS
P06	TRANSP,DSTR,LOG – TRANSP OPERATIONS

\* For applicable JumpStart pathways visit, <https://www.louisianabelieves.com/courses/jump-start-career-education>.

## CAREER OPTION CODES FOR JUMPSTART CAREER DIPLOMA (CA)

### (Jumpstart Graduation Pathways begin with graduates of 2017-18)

The Career Option Code is also required for the TOPS Tech Jump Start Career Diploma (CA). (Leave blank if not applicable.)

CAREER OPTION CODES: See the Master Pathways Spreadsheet on the [Coordinator Portal on INSIGHT](#) under the STS link in the Jumpstart folder.

GRADUATION PATHWAYS	
Code	Pathway Name
S01	AUTOMOBILE SERVICE
S02	CARPENTER
S03	CERTI MECH DRAFTER
S04	CERTIFIED NURSING ASSISTANT
S05	COLLISION REPAIR
S06	ELECTRICIAN
S07	EMERGENCY MED TECH
S08	FASHION DESIGN
S09	FOUR STROKE ENGINE TECH
S10	HVAC TECH
S11	INDUSTRIAL MAINT MECHANIC
S12	INTERNET WEB FOUNDATIONS
S13	MFG SPECIALIST
S14	MOBILE CRANE OPERATOR
S15	OIL & GAS T2 SAFETY SYS
S16	PIPEFITTER
S17	PLUMBER
S18	PROSTART/RESTAURANT
S19	WEB DESIGN PROFESSIONAL
S20	WELDER
S21	CYBER ENGINEERING
S22	DENTAL
T01	AGRICULTURE TECH
T02	DIGI MEDIA/ENT TECH
T03	HEALTH SCIENCES/PAT CARE
T04	HOSP TOUR CULTURE RETAIL
T05	INFORMATION TECHNOLOGY
T06	MANF CONST CRAFT LOGISTIC
T07	STEM
T08	TECHNOLOGY SPECIALIST
T09	MANUFACTURING SPECIALIST
T10	MARITIME

<b>Code</b>	<b>Pathway Name</b>
R01	BUSINESS MANAGEMENT
R02	WELDERS HELPER
R03	MICRO-ENTERPRISE
R11	COMMERCIAL DRIVER
R12	MASON
R21	SHEET MET
R22	PUBLIC SERVICE
R31	CARPENTER HELPER
R32	WORKPLACE SAFETY
R33	ELECTRICIAN HELPER
R34	PIPEFITTER HELPER
R35	FASHION DESIGN
R36	INDUST MAINT MECH HELPER

\* For more information on JumpStart pathways visit 'All Things Jumpstart' on [louisianabelieves.com](http://louisianabelieves.com)

## APPENDIX G: LOSFA REQUIREMENTS

### LOSFA CONSENT FLAG ([TOPS Q and A](#)) :

Act 837 requires LEAs to execute an annual process to gather parental consent for sharing personally identifiable information with postsecondary institutions and the Office of Student Financial Assistance that must include:

- Per Act 837, a parental consent flag has been added to STS.
- Designates which students have parental/guardian consent to share personally identifiable information with LOSFA and postsecondary institutions through BOR
- Only students with consent will be submitted to LOSFA and BOR for TOPS
- Consent flag can be updated via batch upload (position 147 on the student record) or using online entry (drop-down selection on the student record)

Flag	Designation
“Y” (Yes)	Parental/Guardian Consent on file for the current school year and should be locally reset for re-entry every school year on the first day of school
“N” (No)	No Parental/Guardian Consent for the current school year
Empty/Null values	Automatically be converted to “No” in the STS system

**Note:** Nonpublic schools should update position 147 with “Y” for all students unless a parent has elected not to give parental consent to share the student’s data with LOSFA and the BOR for TOPS.

## FAFSA APPLICATION FLAG

Indicator on a student's record of a completed application for free federal student aid. This field will become required for graduates in 2017-18 and additional fields may be collected).It is optional in 2016-17

Flag	Designation
"Y" (Yes)	Y indicates the student has completed a Free Federal Aid application
"W" (Waived)	W indicates a Waiver is on file
Blank/Spaces	Blank for non-graduates

Use the link shown below for FAFSA Completion rates by high school in Louisiana.

<https://studentaid.ed.gov/sa/about/data-center/student/application-volume/fafsa-completion-high-school>

If a District enters into an agreement with LOSFA under the FAFSA Completion Project, the authorized person at the district level will receive the students First and Last Name, High School Attended in the District and If they completed a FAFSA or if they have completed a FAFSA but may have errors.

LOSFA/Board of Regents Contact [Rhonda.Bridevaux@la.gov](mailto:Rhonda.Bridevaux@la.gov)

## REMINDERS FROM LOSFA

1. **GRADUATION DATES:** Please make sure there are graduation dates for all students who have met all graduation requirements. If this field was previously populated and the student did not graduate, please remove the graduation date. Otherwise, an official transcript will be generated for this student in error, and the student's information will be entered into OTS.

2. **NON-GRADUATING SENIORS:** If a senior will be delaying graduation to take summer courses, do NOT enter a graduation date until the student has received his/her final grade. Students whose graduation date is prior to August 30 will be considered part of the cohort graduating in 2014; those whose graduation date is later will be considered part of the cohort graduating in 2015.

3. **VERIFICATION:** The Office of Student Financial Assistance (OSFA) will request files every Tuesday to run through the eligibility process. Students whose data is incomplete and/or lacks a graduation date may be sent a letter of rejection. Please check the accuracy/completeness of your student data and make sure to put graduation dates on all eligible 12th graders.

4. **PAPER TRANSCRIPTS:** The Board of Regents requests that all schools make every effort to submit STS data prior to the deadline. This information is provided by the Board of Regents to colleges/universities throughout the state to assist them in making admission and scholarship decisions, both for potential freshman and for students wishing to take dual enrollment classes. Those students whose data is either missing or inaccurate will encounter a delay in these decisions and your school will have to provide them with paper transcripts.

Colleges and universities have no direct access to any STS records for students still in high school.

Public colleges and universities receive STS data, about students still in high school, from the Board of Regents in the form of an extract file 3 times a year.

STS data which is incorrect or incomplete or missing on the date of the file extract file will not be available to the institutions to view until the next extract file is created. Note: Centenary College is the only nonpublic to receive the reports.

## APPENDIX H: ERROR CODES & MESSAGES-Batch Input Edits

The following Error Messages (edits) apply to batch submission only. For online entry format rules and edits, please refer to the data elements section of this guide. Additionally, online entry edits are real time, meaning the data is edited as it is entered, and errors are immediately corrected.

When a batch file is submitted, the following edits are performed on the data as it is processed. If an error condition is found, the error number and message will be printed on an error report, along with the name of the student whose record contained the error, and the record type where the error was found. The actual data in error will also be printed (Note: if the data in error was some missing value, the data in error will be blank). Error reports should be checked after every batch submission.

Error Reports are found on the "File Upload" page of the Student Transcript System, which may be accessed via the LEADS portal at <https://leads.doe.state.la.us/ptl/>.

For the student whose record contained an error, none of that student's records will be added to the database. Only students with completely error free sets of records will be added.

The State Identification Number must be unique to a student. No two students in the same LEA can have the same State Identification Number.

***Input Record:***      **020**    **STS Student**  
***Description:***        Student data.

---

***Error:***                **101**    **Invalid System Indicator**

***Data Element:*** System Indicator

***Edit:***                 System Indicator must equal 'STS'

***Cause:***               Record System Indicator not 'STS'

***Solution:***            Change value to 'STS'

***Error:***                **102**    **Invalid Transaction Code**

***Data Element:*** Transaction Code

***Edit:***                 Must be equal to '020' or '030'

***Cause:***               Transaction Code not = '020' or '030'

***Solution:***            Change the value to '020' for Student Record or '030' for Transcript Record

***Error:***                **103**    **Invalid Beginning School Session Year**

***Data Element:*** Beginning School Session Year

- Edit:** Beginning School Session Year must be valid year equal to the record's Beginning School Session Year
- Cause:** Beginning School Session Year not numeric or not valid based on the record's School Session Year
- Solution:** Change to valid numeric year
- Error: 104 Sponsor Code not equal to submitting LEA**
- Data Element:** Sponsor Code
- Edit:** Sponsor Code must equal to the record's Sponsor Code
- Cause:** Sponsor Code does not match the Sponsor Code of submitting LEA
- Solution:** Enter Sponsor Code of the LEA submitting input
- Error: 105 Invalid State Identification Number (nonpublic schools)**
- Data Element:** State Identification Number
- Edit:** State Identification Number must be numeric
- Cause:** State Identification Number is not numeric
- Solution:** Change State Identification Number to a valid numeric value
- Error: 200 No Student Record for Student ID with Transcript Record**
- Data Element:** Transaction Code
- Edit:** A Student Record with transaction '020' must exist for each Student ID with Transcript Record with Transaction Code '030'
- Cause:** Student Record with Transaction Code '020' not sent for matching Student ID with Transcript Record with Transaction Code '030'
- Solution:** Send a Student Record (transaction '020') for each student with Transcript Record(s) (transaction '030')
- Error: 201 Invalid Site Code (nonpublic)**
- Data Element:** Site Code
- Edit:** Must be a valid LDE Site Code and site not closed
- Cause:** Not a valid LDE Site Code or site closed
- Solution:** Change Site Code to a valid LDE Site Code
- Error: 202 Site Code does not match Sponsor Code (nonpublic)**
- Data Element:** Site Code
- Edit:** 1st 3 bytes of Site Code must equal Sponsor Code.
- Cause:** 1st 3 bytes of Site Code not equal to Sponsor Code

**Solution:** Change 1st 3 bytes of Site Code to equal Sponsor Code

**Error: 203 Invalid Student First Name (nonpublic)**

**Data Element:** Student First Name

**Edit:** First byte of Student First Name is blank

**Cause:** First position in Student First Name is blank

**Solution:** Enter a Student First Name beginning in the first position

**Error: 204 Invalid Student Last Name (nonpublic)**

**Data Element:** Student Last Name

**Edit:** 1st byte of Student Last Name is blank

**Cause:** First position in Student Last Name is blank

**Solution:** Enter a Student Last Name beginning in the first position

**Error: 205 Invalid Birth Date (nonpublic)**

**Data Element:** Birth Date (input)

**Edit:** Birth Date must be valid date & must be < Current Date

**Cause:** Invalid Student Birth Date or > Current Date

**Solution:** Correct Birth Date (format must be MMDDYYYY)

**Error: 206 Invalid Ethnic Code**

**Data Element:** Ethnic Code or Ethnicity/Race Flags

**Edit:** Ethnic Code must be valid LDE code on Ethnic Table (2009-2010 or earlier) or Ethnicity/Race Flags must be set to either "Y" or "N" (2010-2011 and thereafter). At least one Ethnicity/Race Flag **MUST** be set to "Y".

**Cause:** Student Ethnic Code not a valid code (1, 2, 3, 4, or 5) or Ethnicity/Race Flags not set to either "Y" or "N"

**Solution:** Change Student Ethnic Code to valid LDE Ethnic Code or set Ethnicity/Race Flags to either "Y" or "N" (see section on data elements)

**Error: 207 Invalid Sex Code**

**Data Element:** Sex Code

**Edit:** Sex Code must equal 'M' or 'F'

**Cause:** Sex Code not = 'M' or 'F'

**Solution:** Set Sex Code to 'M' or 'F'

**Error: 208 Invalid Grade Placement Code**

**Data Element:** Grade Placement Code

**Edit:** Must be '08 or T9 through 12'

**Cause:** Grade Placement Code not = '08 or T9 through 12'

**Solution:** Change value to '08 or T9 through 12'

**Error: 209 Invalid Grade 9 Entry Year for grades 9-12**

**Data Element:** Grade 9 Entry Year

**Edit:** Must be a valid year equal to or < Beginning School Session Year and > 1990

**Cause:** Grade 9 Entry Year > Beginning School Session Year or < 1991

**Solution:** Change the value to student's Grade 9 Entry Year

**Error: 210 Invalid Graduation Date**

**Data Element:** Graduation Date

**Edit:** If not blank, must be a valid date (format must be MMDDYYYY) for the current school session. This date may not be more than two weeks into the future

**Cause:** Graduation Date is not blank and not within current school session, is not a valid date format (MMDDYYYY), or is more than two weeks into the future

**Solution:** Change the Graduation Date to a valid date not more than two weeks into the future or leave blank for a non-graduate

**Error: 211 Duplicate Student Record**

**Data Element:** State Identification Number

**Edit:** Student key data matches another student record on the file

**Cause:** Duplicate student records have been submitted in the same file

**Solution:** Remove the duplicate student record

**Error: 212 Invalid Career Option Code**

**Data Element:** Career Option Code

**Edit:** If Career Option Code not = spaces, then must be an alphanumeric three digit code

**Cause:** Invalid Career Option Code entered

**Solution:** Change the Career Option Code to a valid value

- Error: 213 Site Code not equal to submitting Site**
- Data Element:** Site Code
- Edit:** If input submission is by individual site, all students must be from that site
- Cause:** Student site number not equal to submitting site
- Solution:** Correct student site number or submit from more than a single site
- 
- Error: 214 Grad Date only allowed on Grade 12 Students**
- Data Element:** Graduation Date
- Edit:** Graduation Date only allowed on Grade 12 students
- Cause:** Graduation Date submitted for student not in Grade 12
- Solution:** Remove the Graduation Date
- 
- Error: 215 Grad Date not within OSFA Annual Academic Year**
- Data Element:** Graduation Date
- Edit:** Graduation Date must fall between 9/1 and 8/31 of current Beginning School Session Year in order to match the OSFA Annual Academic Year
- Cause:** Graduation Date submitted not within the specified range
- Solution:** Change the Graduation Date
- 
- Error: 217 Invalid Endorsement Code**
- Data Element:** Academic Endorsement or Career/Tech Endorsement
- Edit:** **Valid codes are A1, A2, A3 or A4 for Academic Endorsement and B1, B2, J1, J2, J3 or J4 for Career/Tech Endorsement.**
- Cause:** Invalid Endorsement Code entered
- Solution:** Change the Endorsement Code to a valid code if graduate or leave blank if non graduate.
- 
- Error: 218 Passed GEE Flag must be 'Y', 'E', 'A', or 'G'**
- Data Element:** Passed GEE/ Met EOC Flag
- Edit:** Passed GEE/ Met EOC Flag must be 'Y' (Yes), 'E' (Exempt), "A" (Alternate), "G" (Growth Portfolio) or blank.
- Cause:** Graduation date for public school student is entered without the Passed GEE or Met EOC Flag set to either 'Y', 'E', 'A', 'G'. For non-public graduates, this field may be blank.

**Solution:** Change to 'Y', 'E', 'A', 'G' (public) or leave blank (non-public only)

**Note:** *Met EOC was added to the Met GEE field to identify Met EOC Requirements in the 2013-2014 School Year.*

**Error: 219 Invalid Rank In Class Or Size Of Class**

**Data Element:** Local Rank In Class And Size Of Class

**Edit:** Rank In Class and Size of Class must both be either numeric or blank

**Cause:** Both are not numeric or both are not blank

**Solution:** Change both to numeric values or leave both blank

**Error: 220 Rank In Class must be <= Size Of Class**

**Data Element:** Local Rank In Class

**Edit:** Rank In Class must be <= Size Of Class

**Cause:** Rank In Class in greater than Size Of Class

**Solution:** Change Rank In Class to a value less than or equal to the Size Of Class

**Error: 221 Only send endorsements for graduates**

**Data Element:** Academic Endorsement or Career/Tech Endorsement

**Edit:** Endorsement Code may be submitted only for graduates

**Cause:** Endorsement Code entered without a Graduation Date

**Solution:** Enter a Graduation Date or remove the Endorsement Code

**Error: 222 Student is at another site in your LEA (nonpublic)**

**Data Element:** Site Code

**Edit:** A record for this student exists at another site in the LEA

**Cause:** Record submitted for a student that is currently at another site in the LEA

**Solution:** Delete student record from the previous site before submitting a file for the current site or use the "Student Reassignment" function (found under Update on the STS Navigation Bar) to move the record to the new site and then resubmit the file

**Error: 223 Grad With < 24 CUs Earned**

**Data Element:** Graduation Date

**Edit:** A Graduation Date is allowed only for a student with 24 or more credit units

**Cause:** Graduation Date submitted for a student with fewer than 23 credit units

**Solution:** The system has removed the Graduation Date from the submitted

record. The transcript data does not equal the 24 credit units required for graduation. Verify the student online and give a reason for allowing the student to graduate with less than the required number of CUs and sign the electronic statement of affirmation.

**Error: 224 Invalid Diploma Pathway**

**Data Element:** Diploma Path

**Cause:** Invalid Diploma Pathway entered

**Solution:** Change the Diploma Pathway Code to a valid value

**Error: 225 Invalid Endorsement for Jumpstart**

**Data Element:** CT Diploma Endorsement

**Cause:** Missing Diploma Endorsement

**Solution:** Enter a Statewide Regional, Basic or Statewide Advanced Career Technical Endorsement for Tech Jumpstart Career Diploma

**Error: 226 Invalid 9<sup>th</sup> grade entry year for T9**

**Data Element:** Ninth Grade Entry Year

**Cause:** Ninth Grade Entry Year less than Beginning School Session Year for Grade T9.

**Solution:** BSSY should be one year in the future when student will enter 9<sup>th</sup> grade.

**Error: 227 Invalid Local Identification Number**

**Data Element:** Ninth Grade Entry Year

**Cause:** Local ID is Null or invalid.

**Solution:** Enter a Locally defined unique ID number with valid values

**Error: 228 Graduates Must Declare a Diploma Path**

**Data Element:** Diploma Path

**Cause:** A diploma path has not been selected for the student

**Solution:** Enter a diploma path code

**Error: 229 Invalid Career Option Code**

**Data Element:** Career Option Code

**Cause:** Career Option code missing or does not apply to the selected diploma path

**Solution:** Enter a valid career option code for the selected diploma path

**Error: 230 Grade Placement is invalid for graduate (Override Needed)**

**Data Element:** Grade Placement Code

- Cause:** A graduate must be grade 12  
**Solution:** Verify Grade Placement is 12 for graduate or go online to override.
- Error: 231 Invalid Diploma Path for 9th grade in 2013 and prior**
- Data Element:** Diploma Path  
**Cause:** Students entering 9th grade in 2013 and prior, the Diploma Path must have a diploma path of either 'C4', 'C5', 'C6', 'CD' or L1.  
**Solution:** Verify the 9<sup>th</sup> grade entry year and change the diploma path code to either 'C4', 'C5', 'C6', 'CD' or L1.
- Error: 232 Invalid Diploma Path for 9th grade in 2014 and thereafter**
- Data Element:** Diploma Path  
**Cause:** Students entering 9th grade in 2014 and thereafter, the Diploma Path must have a diploma path code of either 'CA', 'TU' or 'L1'.  
**Solution:** Verify the 9<sup>th</sup> grade entry year and change the diploma path code to either 'CA', 'TU' or 'L1'.
- Error: 233 Diploma Path Not Declared**
- Data Element:** Diploma Path  
**Cause:** Diploma Path 'ND' is not accepted for students after April 1st of their 10th grade year.  
**Solution:** Verify Grade Placement and change the Diploma path to a valid code based on the student's 9<sup>th</sup> grade entry year.
- Error: 234 Invalid GEE/EOC and ELA Flag (Combination error)**
- Data Element:** Met GEE/EOC Flag and ELA Subject Areas  
**Cause:** The Met GEE/EOC AND ELA Subject Areas Flags have an invalid combination. (When GEE/EOC is Y the ELA Flag must be blank. When GEE is E, the ELA Subject Areas Flag must be blank. When Met GEE/EOC is A, the ELA Subject Areas Flag must be A or P. When Met GEE Flag is G, the ELA Subject Areas Flag must be G or P.)  
**Solution:** Change the Met GEE/EOC Flag to 'Y' or 'E' or change ELA Subject Areas code.
- Error: 235 Invalid GEE/EOC and MATH Flag (Combination Error)**
- Data Element:** Met GEE/EOC Flag and MATH Subject Areas  
**Cause:** The Met GEE/EOC and MATH Flags have an invalid combination. (When the Met GEE/EOC is Y, the MATH Subject Area Flag must be blank. When Met GEE/EOC is E, the MATH Subject Area Flag must be blank. When the Met GEE/EOC Flag is A, the MATH Subject Areas Flag must be A or P. When Met GEE/EOC Flag is G the MATH Subject Areas Flag must be G or P.)  
**Solution:** Change Met GEE/EOC Flag to 'G' or 'P' or change MATH Subject Areas code.

**Error:**            **236    Invalid Met GEE/EOC Flag and SCIENCE Flag (Combination Error)**

**Data Element:** Met GEE/EOC and SCIENCE Subject Areas

**Cause:**            The Met GEE/EOC and the SCIENCE Subject Area Flag have an invalid combination. ( If the Met GEE/EOC is Y or E the SCIENCE Subject Area Flag must be blank; If the Met GEE/EOC is A, the SCIENCE Subject Area Flag must be A or P; If the Met GEE/EOC Flag is ‘G’, the SCIENCE Subject Area Flag must be blank.)

**Solution:**        Change GEE Flag to ‘A’ or ‘P’ or change or remove the value in Science Subject Areas

**Error:**            **237    Invalid Met GEE/EOC Flag and SOCIAL STUDIES Flag (Combination Error)**

**Data Element:** The Met GEE/EOC have an invalid combination for the SOC STUD Subject Area Flag. (If the Met GEE/ EOC flag is ‘Y’ or ‘E’, the SOC STU Flag must be blank. If Met EOC/GEE is ‘A’, the SOC STUD Flag must be ‘A’ or ‘P’. If the Met EOC/GEE flag is G’, the SOC STUD Flag must be blank.)

**Cause:**            The Met GEE/EOC and the SOC STUD Subject Area Flag have an invalid combination. (If the Met GEE/EOC is ‘Y’ or ‘E’, the SOCSTUD Flag must be blank. If Met GEE/EOC is ‘A’, the SOC STUD Flag must be ‘A’ or ‘P’. If the Met GEE/EOC flag is ‘G’, the SOC STUD Flag must be blank.)

**Solution:**        Change MET GEE/EOC Flag to ‘A’ or ‘P’ or change or remove the value in the SOC STUD Subject Areas.

**Error:**            **238    Invalid Met GEE/EOC Flag and EOC Subject Areas (Combination Error)**

**Data Element:** EOC Subject Areas (ELA, MATH, SCIENCE or SOC STUD)

**Cause:**            The Met GEE/EOC Flag “Should Not” be ‘Y’ when all Subject Areas are ‘P’.

**Solution:**        Change Met GEE/EOC to ‘A’ or ‘G’ or remove the value from the EOC Subject Areas (ELA, MATH, SCIENCE or SOC STUD).

**Error:**            **239    Science and Social Studies Flag is required**

**Data Element:** EOC Subject Areas (SCIENCE and SOC STUD)

**Cause:**            SICENCE and SOC STUD Subject Areas are required when the Met EOC/GEE Flag is ‘A’ either SCIENCE Flag or the SOCSTUD flag must be entered.

**Solution:**        Enter a valid value in either Science Subject area or Socials Studies Subject Area.

**Error:**            **240    Subject Areas should be blank when the Met GEE/EOC Flag is ‘Y’, ‘E’ or BLANK**

**Data Element:** Met GEE/EOC Flag and EOC Subject Areas

**Cause:**            All EOC Subject Areas should be blank when Met EOC/GEE Assessment

Requirements flag is Y, E, or blank.

**Solution:** Change Met GEE/EOC to 'A' or 'G' or remove the data from all EOC Subject Areas.

**Error: 241 Invalid 9<sup>th</sup> grade entry year for grade 08**

**Data Element:** Ninth Grade Entry Year

**Cause:** Ninth Grade Entry Year should be spaces for Grades 08.

**Solution:** Remove the values from the Ninth Grade Entry Year and replace with spaces.

**Error: U01 Invalid Unique ID**

**Data Element:** State Identification Number

**Edit:** Unique ID number must be 10 numeric digits

**Cause:** Unique ID is less than 10 digits or is not numeric

**Solution:** Change Unique ID to a valid numeric value

**Error: U02 Unique ID does not exist**

**Data Element:** State Identification Number

**Edit:** Unique ID submitted does not exist in the Unique ID system for this site code.

**Cause:** Validation with the Unique ID system did not find a match for the Unique ID entered for this site code.

**Solution:** Update Master record in Unique ID System or enter a valid Unique ID for this site code.

**Error: U03 Student's first name not matched**

**Data Element:** First name

**Edit:** First letter of the student's first name does not match the Unique ID system for this Unique ID.

**Cause:** Validation with the Unique ID system does not find the First letter of the student's first name in the Unique ID system for this Unique ID.

**Solution:** Update Master record in the Unique ID system or enter a valid First Letter of the student's first name for this Unique ID.

**Error: U04 Student's last name not matched**

**Data Element:** Last name

**Edit:** First three letters of the student's last name does not match the Unique ID system for this Unique ID.

**Cause:** Validation with the Unique ID system does not find first three letters of the student's last name in the Unique ID system for this Unique ID.

**Solution:** Update Master record in the Unique ID system or enter a valid first three

letters of the student's last name for this Unique ID.

**Error: U05 Student's Local ID not matched**

**Data Element:** Local ID

**Edit:** Local ID does not match the Unique ID system for this Unique ID.

**Cause:** Local ID submitted does not match the student's Local ID in the Louisiana Secure ID system.

**Solution:** Update Master record in the Unique ID system or enter a valid Local ID for this Unique ID.

**Error: U06 Student's Day of birth not matched**

**Data Element:** Day of Birth

**Edit:** The day of birth does not match the Unique ID system for this Unique ID.

**Cause:** Day of birth submitted does not match the student's Day of Birth in the Louisiana Secure ID System.

**Solution:** Verify the Day of Birth provided is numeric between 01 and 31 and is a valid day for the specific month; i.e for February 01-29 and in the format DD.

**Error: U07 Student's Ethnicity not matched**

**Data Element:** Ethnicity

**Edit:** Ethnicity and Race submitted does not match the student's Ethnicity and Race in the Louisiana Secure ID system.

**Cause:** Ethnicity and Race submitted does not match the student's Ethnicity and Race in the Unique ID system.

**Solution:** Update Master record in the Unique ID system or enter a valid Race and Ethnicity code for this Unique ID.

**Error: U08 Student's gender not matched**

**Data Element:** Sex

**Edit:** First three letters of the student's last name does not match the Unique ID system for this Unique ID.

**Cause:** Sex code submitted does not match the student's gender in the Unique ID system.

**Solution:** Update Master record in the Unique ID system or enter a valid Sex code for this Unique ID.

## BATCH INPUT EDITS (ERROR MESSAGES)

**Input Record:** 030 Transcript

**Description:** Student's transcript data.

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**Error: 101 Invalid System Indicator**

**Data Element:** System Indicator

**Edit:** System Indicator must equal 'STS'

**Cause:** Record System Indicator not 'STS'

**Solution:** Change value to 'STS'

**Error: 102 Invalid Transaction Code**

**Data Element:** Transaction Code

**Edit:** Must be equal to '020' or '030'

**Cause:** Transaction Code not = '020' or '030'

**Solution:** Change the value to '020' for Student Record or '030' for Transcript Record

**Error: 103 Invalid Beginning School Session Year**

**Data Element:** Beginning School Session Year

**Edit:** Beginning School Session Year must be valid year = to record's Beginning School Session Year.

**Cause:** Beginning School Session Year not numeric or not valid based on record's School Session Year

**Solution:** Change to valid numeric year

**Error: 104 Sponsor Code not equal to submitting LEA**

**Data Element:** Sponsor Code

**Edit:** Sponsor Code must equal record's Sponsor Code

**Cause:** Sponsor Code does not match the Sponsor Code of submitting LEA

**Solution:** Enter Sponsor Code of the LEA submitting input file

**Error: 105 Invalid State Identification Number**

**Data Element:** State Identification Number

**Edit:** State Identification Number must be numeric

**Cause:** State Identification Number is not numeric

**Solution:** Change State Identification Number to a valid numeric value

**Error: 300 No Transcript Record for Student ID with Student Record**

**Data Element:** Transaction Code

**Edit:** A Transcript Record with transaction '030' must exist for each Student ID with Student Record with Transaction Code '020'

**Cause:** A Transcript Record (030) with this Student ID was sent without a matching Student Record (20) with the same Student ID

**Solution:** Send a Transcript Record(s) (030) for each student with a Student Record (020) with a matching Student ID

**Error: 301 Invalid Course Beginning School Session Year**

**Data Element:** Course Beginning School Session Year

**Edit:** Must be numeric and less than or equal to Beginning School Session Year and >1990

**Cause:** Course Beginning School Session Year not numeric or greater than Beginning School Session Year or < 1991

**Solution:** Change the value to the Beginning School Session Year course was taken

**Error: 302 Invalid Course Code**

**Data Element:** Course Code

**Edit:** Must be a valid Course Code on the Course Code Table for the Course Beginning School Session Year and Course Category Code not 'ELEM' and Course Academic Area Code not 'E'

**Cause:** Course Code not a valid Course Code on the LDE Course Code Table or field is blank

**Solution:** Change the value to a Course Code on the LDE Course Code Table

**Error: 303 Invalid Course Part Number**

**Data Element:** Course Part Number

**Edit:** Course Part Number must be '1, 2 or blank'

**Cause:** Course Part Number is not '1, 2 or blank'

**Solution:** Change Course Part Number to a '1 or 2' or leave blank

**Error: 304 Invalid Semester Code**

**Data Element:** Semester Code

**Edit:** Must be a valid Semester Code on the LDE Semester Code Reference Table

**Cause:** Semester Code not on the LDE Semester Code Table

**Solution:** Change the value to a code on the LDE Semester Code Table for the semester in which the student was enrolled

**Error: 305 Invalid Letter Grade Code**

**Data Element:** Letter Grade Code

**Edit:** Must be a valid Letter Grade Code on the LDE Letter Grade Reference Table

**Cause:** Letter Grade Code not on the LDE Letter Grade Table or is blank

**Solution:** Change the value to a valid Letter Grade Code on the LDE Letter Grade Reference Table (see section on Data Elements)

**Error: 306 Invalid Credit/Experience Attempted Count**

**Data Element:** Credit/Experience Attempted Count

**Edit:** Must be numeric

**Cause:** Credit Attempted Count not a valid numeric value

**Solution:** Change to a valid numeric value

**Error: 307 Credit/Experience Attempted Count > 0 and Letter Grade = 'E'**

**Data Element:** Credit/Experience Attempted Count

**Edit:** If Letter Grade = 'E', then Credit/Experience Attempted Count must = 0

**Cause:** Credit/Experience Attempted Count > 0 and Letter Grade = 'E'

**Solution:** Change Credit/Experience Attempted Count to 0

**Error: 308 Credit/Experience Attempted Count = 0 and Letter Grade not = 'E'**

**Data Element:** Credit/Experience Attempted Count

**Edit:** If Letter Grade not = 'E', then Credit/Experience Attempted Count must be > 0

**Cause:** Credit/Experience Attempted Count = 0 and Letter Grade not = 'E'

**Solution:** Change Credit/Experience Attempted Count to value > 0

**Error: 309 Credit/Experience Attempted Count = 0 and Waiver Flag = 'N'**

**Data Element:** Credit/Experience Attempted Count

**Edit:** If Core Curriculum Waiver Flag = 'N', then Credit/Experience Attempted Count must be > 0

**Cause:** Credit/Experience Attempted Count = 0 and Waiver Flag = 'N'

**Solution:** Change Credit/Experience Attempted Count to value > 0

**Error: 310 Invalid Credit/Experience Earned Count**

**Data Element:** Credit/Experience Earned Count

**Edit:** Must be numeric and equal or less than credit/experience attempted

**Cause:** Credit/Experience Earned Count not a valid numeric value or credit/Experience earned is greater than credit attempted

**Solution:** Change to a valid numeric value equal to or less than credit/experience attempted

**Error: 311 Invalid Credit/Experience Earned Count for Letter Grade 'F'**

**Data Element:** Credit/Experience Earned Count

**Edit:** If Letter Grade = 'F', then Credit/Experience Earned Count must = 0

**Cause:** Credit/Experience Earned Count > 0 and Letter Grade = 'F'

**Solution:** Change Credit/Experience Earned Count to 0

**Error: 312 Credit/Experience Earned Count not = Credit/Experience Attempted Count for Letter Grade 'P'**

**Data Element:** Credit/Experience Earned Count

**Edit:** If Letter Grade = 'P', then Credit/Experience Earned Count must = Credit/Experience Attempted Count

**Cause:** Credit/Experience Earned Count not =Credit/Experience Attempted Count and Letter Grade = 'P'

**Solution:** Change Credit/Experience Earned Count to equal Credit/Experience Attempted Count

**Error: 313 Credit/Experience Earned Count not > 0 for Letter Grade 'A', 'B', 'C', 'D', or 'P'**

**Data Element:** Credit/Experience Earned Count

**Edit:** If Letter Grade not = 'E' or 'F', then Credit/Experience Earned Count must be > 0

**Cause:** Credit/Experience Earned Count = 0 and Letter Grade not = 'E' or 'F'

**Solution:** Change Credit/Experience Earned Count to a value > 0

**Error: 314 Invalid Grade Point Maximum Count**

**Data Element:** Grade Point Maximum Count

**Edit:** Must be numeric and equal to or > 4.00

**Cause:** Grade Point Maximum Count not a valid numeric value equal to or > 4.00

**Solution:** Change to a valid numeric value equal to or > 400

**Error: 316 Invalid Core Curriculum Waiver Flag**

**Data Element:** Core Curriculum Waiver Flag

**Edit:** Must be a 'Y' or 'N'

**Cause:** Core Curriculum Waiver Flag Not 'Y' or 'N'

**Solution:** Change value to 'Y' or 'N'

**Error: 317 Core Curriculum Waiver Flag = 'N' for Letter Grade 'E'**

**Data Element:** Core Curriculum Waiver Flag

**Edit:** If Letter Grade = 'E', then Core Curriculum Waiver Flag must = 'Y'

**Cause:** Core Curriculum Waiver Flag = 'N' and Letter Grade = 'E'

**Solution:** Change Core Curriculum Waiver Flag to 'Y'

**Error: 318 Core Curriculum Waiver Flag = 'Y' and Letter Grade not = 'E'**

**Data Element:** Core Curriculum Waiver Flag

**Edit:** If Letter Grade not = 'E', then Core Curriculum Waiver Flag must = 'N'

**Cause:** Core Curriculum Waiver Flag = 'Y' and Letter Grade not = 'E'

**Solution:** Change Core Curriculum Waiver Flag to 'N'

**Error: 319 Invalid Course Sponsor Code**

**Data Element:** Course Sponsor Code

**Edit:** Course Sponsor Code must blank or a valid Sponsor Code based on the Course Beginning School Session Year

**Cause:** Course Sponsor Code not blank and not a valid Sponsor Code on the LDE Sponsor/Site database

**Solution:** Change the value to a valid Sponsor Code on the LDE Sponsor/Site database or leave blank

**Error: 320 Course Sponsor Code required if Course Site Code not blank**

**Data Element:** Course Sponsor Code

**Edit:** Course Sponsor Code must not be blank if Course Site Code not blank

**Cause:** Course Sponsor Code is blank and Course Site Code is not blank

**Solution:** Change the value to a valid Course Sponsor Code

**Error: 321 Invalid Course Site Code**

**Data Element:** Course Site Code

**Edit:** Course Site Code must be blank or a valid LDE Site Code based on the Course Beginning School Session Year

**Cause:** Course Site Code not blank or not a valid Site Code on LDE Sponsor/Site database

**Solution:** Change the value to a Site Code on LDE Sponsor/Site database or leave blank

**Error: 322 Course Site Code does not match Course Sponsor Code**

**Data Element:** Course Site Code

**Edit:** 1st 3 bytes of the Course Site Code must equal the Course Sponsor Code

**Cause:** 1st 3 bytes of the Course Site Code does not equal the Course Sponsor Code

**Solution:** Change the Site Code to match the Sponsor Code

**Error: 323 Course Site Code required if Course Sponsor Code not blank**

**Data Element:** Course Site Code

**Edit:** Course Site Code must not be blank if Course Sponsor Code not blank

**Cause:** Course Site Code is blank and Course Sponsor Code is not blank

**Solution:** Change the value to a valid Course Site Code

**Error: 324 Invalid Course Site Name**

**Data Element:** Course Site Name

**Edit:** Required if Course Site Code is blank, otherwise optional

**Cause:** Course Site Name is blank in first position and Course Site Code is blank

**Solution:** Enter a valid Course Site Name if Course Site Code is blank

**Error: 325 Course Code for Distance Learning/Repeat Course Code not found in Database.**

**Data Element:** Course Code

**Edit:** Conversion Course Code must exist in the course code database for repeatable courses or Course Code with Course Category Code 'DIST'

**Cause:** Conversion Course Code for repeatable courses or Course Code with Course Category Code 'DIST' not found in course code database

**Solution:** Request LDE Data Management verify status of Conversion Course Code

**Error: 326 Duplicate Transcript Record**

**Data Element:** State Identification Number

**Edit:** Transcript key data matches another transcript record in transmission

**Cause:** Key data are State Identification Number, BSSY, Sponsor Code, Course Code, Course BSSY, Semester Code, and Course Part Number

**Solution:** Eliminate the duplicate record or add different semester or part number to differentiate the records

**Error: 327 Course Part Number not allowed if Letter Grade 'P' or 'E'**

**Data Element:** Course Part Number

**Edit:** Course Part Number must be blank if Letter Grade = 'P' or 'E'

**Cause:** Letter Grade = 'P' or 'E' submitted with Course Part Number

**Solution:** Transcript Records with Letter Grade = 'P' or 'E' must be sent as whole records; they cannot be split using the Course Part Number

**Error: 328 Transcript Course Name required for this Course Code**

**Data Element:** Transcript Course Name

**Edit:** Transcript Course Name is missing on record with a Course Code that requires a Transcript Course Name. See STS User Guide, Appendix B, for a list of Course Codes requiring a Transcript Course Name

**Cause:** Course Code submitted without required Transcript Course Name

**Solution:** Enter a Transcript Course Name for this course

**Error: 329 Nonnumeric Quality Points Awarded Count**

**Data Element:** Quality Points Awarded Count

**Edit:** Must be numeric

**Cause:** Quality Points Awarded Count not a valid numeric value

**Solution:** Change to a valid numeric value

**Error: 330 Quality Points Awarded Count not = 0 for Letter Grade 'P', 'E' or 'F'**

**Data Element:** Quality Points Awarded Count

**Edit:** If Letter Grade 'P', 'E', or 'F', Quality Points Awarded Count must

= 0

**Cause:** Quality Points Awarded Count not = 0 and Letter Grade = 'P', 'E' or 'F'

**Solution:** Correct for valid Quality Points Awarded Count for matching Letter Grade

**Error: 331** **Quality Points Awarded Count = 0 for Letter Grade 'A', 'B', 'C' or 'D'**

**Data Element:** Quality Points Awarded Count

**Edit:** If Letter Grade 'A', 'B', 'C' or 'D', Quality Points Awarded Count must be > 0

**Cause:** Quality Points Awarded Count = 0 and Letter Grade = 'A', 'B', 'C' or 'D'

**Solution:** Correct for valid Quality Points Awarded Count for matching Letter Grade

**Error: 332** **Quality Points Awarded Count not = Grade Point Maximum Count for Letter Grade 'A'**

**Data Element:** Quality Points Awarded Count

**Edit:** If Letter Grade 'A', Quality Points Awarded Count must = Grade Point Maximum Count

**Cause:** Quality Points Awarded Count not = Grade Point Maximum Count and Letter Grade = 'A'

**Solution:** Correct for valid Quality Points Awarded Count for matching Letter Grade

**Error: 333** **Quality Points Awarded Count not < Grade Point Maximum Count for Letter Grade 'B', 'C', or 'D'**

**Data Element:** Quality Points Awarded Count

**Edit:** If Letter Grade 'B', 'C' or 'D', Quality Points Awarded Count must be < Grade Point Maximum Count

**Cause:** Quality Points Awarded Count not < Grade Point Maximum Count and Letter Grade = 'B', 'C' or 'D'

**Solution:** Correct for valid Quality Points Awarded Count for matching Letter Grade

**Error: 334** **Invalid Course Type Code**

**Data Element:** Course Type Code

**Edit:** Must be a valid code on the Course Type Code Table

**Cause:** Course Type Code not a valid type code or is blank

**Solution:** Change to a valid Course Type Code

**Error: 335 Invalid Distance Learning Course Type Code**

**Data Element:** Distance Learning Course Type Code

**Edit:** Must be a valid code on the Distance Learning Course Type Code Table

**Cause:** Distance Learning Course Type Code not valid

**Solution:** Change to a valid Distance Learning Course Type Code or leave blank if not applicable

**Error: 336 Course Type Code Must Be 'AP' for this Course Code**

**Data Element:** Course Type Code

**Edit:** Must be 'AP' (Advanced Placement) Course Type Code prior to 2003

**Cause:** Course Type Code not 'AP'

**Solution:** Change Course Type Code to 'AP'

**Error: 337 COURSE TYPE 'AP' INVALID FOR COURSE CD**

**Data Element:** Course Type Code

**Edit:** 'AP' (Advanced Placement) Course Type Code is invalid for Course Code

**Cause:** Course Code not on approved list of courses designated as 'AP'

**Solution:** Change to the appropriate Course Type Code

**Error: 338 030-record less than required characters**

**Data Element:** Record 030 Upload Error

**Edit:** 030-record must be at least 186 characters

**Cause:** Layout has less than the required number of characters

**Solution:** Check record layout and verify the number of characters. If the record does not contain data to last position, then enter spaces

**Error: 339 Post Sec Credit Hrs must be > 0 For Dual Enrollment Course with Letter Grade 'A', 'B', 'C', 'D' or 'P'**

**Data Element:** Post Sec Credit Hrs

**Edit:** Post Sec Credit Hrs must be > 0

**Cause:** Post-Secondary Credit Hours have not been entered for DE course

**Solution:** Submit Post-Secondary Credit Hours > 0 for the college portion of the DE credit

**Error: 340 Post Sec Credit Hrs must be blank or 0 when Course Type not DE**

**Data Element:** Post Sec Credit Hrs

**Edit:** Post Sec Credit Hrs Must be blank or zero when Course Type Code is not DE

**Cause:** Post-Secondary Credit Hours have not been entered for a course that is not a dual enrollment course

**Solution:** Remove the credit hours or change the course type to DE

**Error: 341 Invalid DE Post Sec Credit Hours**

**Data Element:** Post Sec Credit Hrs

**Edit:** Invalid DE Post Sec Credit Hours

**Cause:** Credit hours submitted for a Dual Enrollment Course are incorrect or this field has not been left blank for a dual enrollment course

**Solution:** Submit Post-Secondary Credit Hours with a value between 00.00 and 99.99

**Note:** This field has an implied decimal (Ex: 3.00 submitted as 0300 in batch)

**Error: 342 Invalid Dual Enrollment Secondary Site Code**

**Data Element:** Dual Enrollment Secondary Site Code

**Edit:** Dual Enrollment Secondary Site Code must be a valid high school site code or this field has not been left blank for a non-dual enrollment course

**Cause:** An invalid site code has been submitted as a high school site code for a Dual Enrollment Course or this field has not been left blank for a non-dual enrollment course

**Solution:** Submit a valid high school site code for a dual enrollment Course or leave blank for a non-dual enrollment course

**Error: 343 Invalid Course Choice Sponsor Code**

**Data Element:** Course SponsorCd

**Edit:** Invalid Course Sponsor Code for a Course Choice Provider

**Cause:** An invalid sponsor code has been submitted for a Course Choice Sponsor or this field has not been left blank for a course choice provider

**Solution:** Submit a valid course sponsor code for a course choice provider or leave blank for a non-course choice course (i.e. provider's sponsor codes should begin with 'U')

**Error: 344 Invalid Course Choice Site Code**

**Data Element:** Dual Enrollment Secondary Site Code

**Edit:** Invalid DE Secondary Site Code

**Cause:** An invalid site code has been submitted for a Course Choice Provider or this field has not been left blank for a non-distance learning course

**Solution:** Submit a valid course choice site code for a course choice provider or leave blank for a non-course choice course (i.e. provider's sponsor codes should begin with 'U')

**Error: 345 Invalid Dropout Prevention Sponsor Code**

**Data Element:** Course SponsorCd

**Edit:** Invalid dropout Prevention Sponsor Code

**Cause:** An invalid sponsor code has been submitted for a Dropout Prevention Provider of a distance learning course or this field has not been left blank for a non-dropout prevention course

**Solution:** Submit a valid dropout prevention sponsor code for a dropout prevention course or leave blank for non-distance learning

**Error: 346 Invalid Dropout Prevention Site Code**

**Data Element:** Course SiteCd

**Edit:** Invalid Dropout Prevention Site Code

**Cause:** An invalid site code has been submitted for the Dropout Prevention Provider of a Distance Learning course or this field has not been left blank for a non-distance learning course

**Solution:** Submit a valid Dropout Prevention site code for a Dropout Prevention course or leave blank for non-Dropout Prevention course

**Error: 347 Credential required for CA pathway**

**Data Element:** File Name

**Edit:** Credential required for CA pathway, verify PDF is on eScholar FTP

**Cause:** A credential has not been loaded on the eScholar FTP site for this student, the file is not named correctly or the student is not a graduate under the CA pathway (i.e SiteCode\_StudentLocalID\_BegSchoolYearEarned\_IBC3DigitCode)

**Solution:** Upload a valid credential for this student on the eScholar FTP site, correct the naming of the file (i.e SiteCode\_StudentLocalID\_BegSchoolYearEarned\_IBC3DigitCode) or change the diploma path for this student

**Error: 348 eScholar FTP connection is unavailable**

**Data Element:** Batch Upload Error or File Name Field

**Edit:** eScholar FTP connection is unavailable, contact DOE

**Cause:** The connection with eScholar FTP site is broken

**Solution:** Contact DOE staff to resolve

**Error: 349 Invalid Diploma Path-student not assessed on LAA1**

**Data Element:** Diploma Path

**Edit:** L1 Diploma Path is only allowed for students assessed on LAA1 as indicated in SER

**Cause:** An invalid Diploma path has been submitted or student does not have an IEP in SER

**Solution:** Contact your SPED Coordinator to resolve or change the diploma path for

the student

**Error: 349** CDV Career Option must be entered online

**Data Element:** Career Option Cd

**Edit:** CDV Career Option must be entered online

**Cause:** An invalid career option code has been entered in a batch upload

**Solution:** Remove the career option code from the student's record in the batch and enter manually online

**APPENDIX I: PRIOR COLLECTION PERIOD ACCESS REQUEST FORM**

**STS Prior School Year Access Request**

Please complete the table to request access to the prior school year. Add additional lines as needed. Email your request back to [Jacqueline.edwards@la.gov](mailto:Jacqueline.edwards@la.gov).

Note: Corrections to student demographic information should be made in eScholar prior to requesting access to STS. If the student does not have a unique ID, obtain one from eScholar.

Date of Request	District/Sponsor Name:	District Coordinator Name/Counselor:	School Name(s):	School Year(s) Requested:	Reason for Request: Include the Unique ID(s) for the student(s), the name(s) of the school(s) the student(s) last attended, graduation date(s), specific change(s) you will be making and a reason(s) the change(s) was/were not made in the prior year.

## APPENDIX J: MANUALLY RECALCULATING THE CORE PROGRESS

If the Core Progress screen is “greyed out” the core progress and GPA calculations have not completed processing.

A manual recalculation can be done online by making a change to the student’s transcript record as shown in the steps below.

- 1) Click on one of the **Course Code** links to view the transcript data for the course.

Student Transcript System  
Transcript List (Inquiry Mode)

Site List Student List Core Progress APC Courses Home Help

A AAA 8/26/2015 11:46 AM  
Last Update: 6/26/2015  
Grade: 12  
Grade 9 Entry BSSY: 2011  
Anticipated Grad BSSY: 2014  
Met GEE/EOC?: Y  
Local Rank: 0 of 0  
Local GPA:  
Overall GPA: 2.01

BSSY: 2014  
Sponsor: 040 Rapides Parish  
Site: 040003 Alexandria Senior High School  
State ID #: 100198463  
Birth Date: 01/10/1754  
Parental Consent: Yes  
Gender: MALE

Local ID #: 411938  
Grad Date: 5/18/2015  
Academic Endorsement:  
Career/Tech Endorsement: J1- Regional  
FileName: No File Uploaded

Ethnicity: Hispanic: Y  N  Race: Am Indian  Asian  Black  Pac Islander  White   
Diploma Path: Basic Core  
Career Option: 001 AGR,FOOD,NATR,RSRC

Course BSSY	Course Code	Course Name	Part Number	Letter Grade	Local Code
2011	<a href="#">030501</a>	ART I		A	030501
2011	<a href="#">040401</a>	INTRODUCTION TO BUSINESS COMPUTER APPLICATIONS	1	D	040401
2011	<a href="#">040401</a>	INTRODUCTION TO BUSINESS COMPUTER APPLICATIONS	2	B	040401
2011	<a href="#">120331</a>	ENGLISH I	1	C	120331
2011	<a href="#">120331</a>	ENGLISH I	2	D	120331

- 2) On the **Transcript Data** screen change the **Letter Grade, Qual. Pts Award Count** and **Submit**.

Student Transcript System  
Transcript Data

Site List Student List Transcript List Core Progress APC Courses Home Help Trial version. Buy it now

A AAA 8/26/2015 1:35 PM  
Last Update: 6/26/2015  
Grade: 12  
Grade 9 Entry BSSY: 2011  
Anticipated Grad BSSY: 2014  
Met GEE/EOC?: Y  
Local Rank: 0 of 0  
Local GPA:  
Overall GPA: 2.01

BSSY: 2014  
Sponsor: 040 Rapides Parish  
Site: 040003 Alexandria Senior High School  
State ID #: 100198463  
Birth Date: 01/10/1754  
Parental Consent: Yes  
Gender: MALE

Local ID #: 411938  
Grad Date: 5/18/2015  
Academic Endorsement:  
Career/Tech Endorsement: J1- Regional  
FileName: No File Uploaded

Ethnicity: Hispanic: Y  N  Race: Am Indian  Asian  Black  Pac Islander  White   
Diploma Path: Basic Core  
Career Option: 001 AGR,FOOD,NATR,RSRC

TRANSCRIPT RECORD 1 of 50 Next

Course Req. Year: 2011 Course: 030501 ART I

Letter Grade: A Grade Point Max: 4.00

Course Part Number: Qual. Pts. Awrd Cnt: 4.00

Semester: Y1 - YEAR LONG COURSE Credit Attempted: 1.00

Course Type Cd: RG - REGULAR Credit Earned: 1.00

Dis. Lrn. Type Cd: Core Cur. Waiver: N

Course Sponsor: Local Course Cd: 030501

Course Site: DE PostSec CreditHrs: 0.00

Course Site Name: AL-NAJAH SECONDARY SCHOOL DE Secondary Site:

Transcript Crs Name: ART I

3) Exit the student's record by clicking **Home** on the menu bar. (Wait 30 seconds and return to the Transcript List Screen).

**Student Transcript System**  
Transcript Data

Site List | Student List | Transcript List | Core Progress | APC Courses | **Home** | Help | Trial version. Buy it now

BSSY: 2014  
Sponsor: 040 Rapides Parish  
Site: 040003 Alexandria Senior High School  
State ID #: 100198463  
Birth Date: 01/10/1754  
Parental Consent: Yes  
Gender: MALE

Local ID #: 411938  
Grad Date: 5/18/2015  
Academic Endorsement:  
Career/Tech Endorsement: J1- Regional  
FileName: No File Uploaded

Ethnicity: Hispanic: Y  N  Race: Am Indian  Asian  Black  Pac Islander  White   
Diploma Path: Basic Core

8/26/2015 1:35 PM  
Last Update: 6/26/2015  
Grade: 12  
Grade 9 Entry BSSY: 2011  
Anticipated Grad BSSY: 2014  
Met GEE/EOC?: Y  
Local Rank: 0 of 0  
Local GPA:  
Overall GPA: 2.01

TRANSCRIPT RECORD 1 of 50 [Next](#)

Course Beg. Year: 2011 Course: 030501 ART I  
Letter Grade: A Grade Point Max: 4.00  
Course Part Number: Qual. Pts. Awrd Cnt: 4.00  
Semester: Y1 - YEAR LONG COURSE Credit Attempted: 1.00  
Course Type Cd: RG - REGULAR Credit Earned: 1.00  
Dis. Lm. Type Cd: Core Cur. Waiver: N  
Course Sponsor: Local Course Cd: 030501  
Course Site: DE PostSec CreditHrs: 0.00  
Course Site Name: AL-NAJAH SECONDARY SCHOOL DE Secondary Site:  
Transcript Crs Name: ART I

4) At the **Transcript List** screen click **Core Progress** again to verify the calculations have completed.

**Student Transcript System**  
Transcript List (Display Mode)

Site List | Student List | **Core Progress** | APC Courses | Home | Help

BSSY: 2014  
Sponsor: 001  
Site: 0010  
State ID #: 100198463  
Birth Date: 01/10/1754  
Parental Consent: Yes  
Gender: MALL

Local ID #: 9040455  
Date: 5/22/2015  
Academic Endorsement:  
Career/Tech Endorsement: J1- Regional  
FileName: No File Uploaded

Ethnicity: Hispanic: Y  N  Race: Am Indian  Asian  Black  Pac Islander  White   
Diploma Path: Basic Core

9/28/2015 9:29 AM  
Last Update: 5/26/2015  
Grade: 12  
Grade 9 Entry BSSY: 2011  
Anticipated Grad BSSY: 2014  
Met GEE/EOC?: Y  
Local Rank: 100 of 100  
Local GPA: 1.6230  
Overall GPA: 1.98

Course BSSY	Course Code	Course Name	Part Number	Letter Grade	Local Code
2011	010301	AGRISCIENCE I		B	
2011	040401	INTRODUCTION TO BUSINESS COMPUTER APPLICATIONS		F	
2011	120331	ENGLISH I		C	
2011	150802	PHYSICAL SCIENCE		C	
2011	150802	PHYSICAL SCIENCE		F	
2011	160321	ALGEBRA I		C	
2011	190105	PHYSICAL EDUCATION I		A	
2011	190500	HEALTH EDUCATION		B	
2011	220300	WORLD GEOGRAPHY		C	
2012	010302	AGRISCIENCE II		C	
2012	040401	INTRODUCTION TO BUSINESS COMPUTER APPLICATIONS		B	
2012	090405	EDUCATION FOR CAREERS PART I (1/2 CREDIT)		D	
2012	090406	EDUCATION FOR CAREERS PART II (1/2 CREDIT)		C	

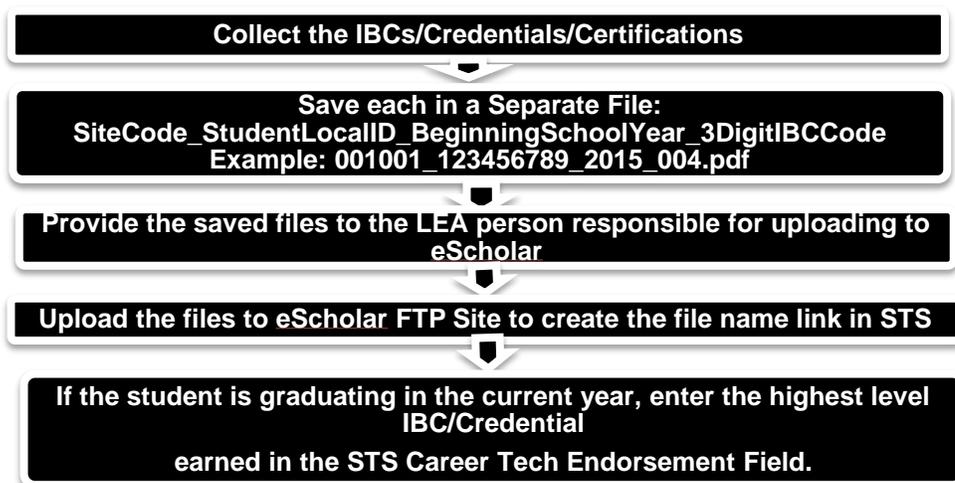
## APPENDIX K: eScholar Credential Upload

### Jumpstart Credentials Upload Process

The credentials of students earning the Jumpstart TOPS Tech Career Diploma are required to obtain a credential or certification. The credentials and certifications should be uploaded to the eScholar FTP site for verification purposes.

- The names of the files uploaded to eScholar FTP are used to populate CATE and must be entered correctly on the file in eScholar.
- IBCs/Credentials will be loaded into CATE three times during the collection. LEA deadlines for submitting files are **April 1 (preliminary), June 30 (updates), July 30 (updates),F and October 1 (final)**
- A report will be sent to the data coordinator in districts where the files have been improperly named prior to loading to CATE.
- Credentials uploaded to the eScholar FTP site will be linked to the graduates' transcript record in STS ([See CAREER and TECH ENDORSEMENTS for BATCH UPLOADS](#) or [CAREER TECH ED ENDORSEMENT CODES](#)).

To ensure successful transfer and linkage follow the steps shown below:



Name the Credential files using the following format:

- **SiteCode\_StudentLocalID\_BegSchoolYearEarned\_IBC3DigitCode**
- Example: eScholar filename = 001001\_123456234\_2015\_014 would translate into J SMI at Armstrong Middle School in Acadia Parish earned a Comptia A+ IBC in 2015-16.

The **IBCs/Credentials/Certifications** have been assigned a three digit code called the **IBC Code** that should be used in the naming of the file ([The IBC Matrix for eScholar](#) with a list of codes can be found on the Coordinator Portal of INSIGHT).

- Each credential should be saved separately
- The only acceptable documentation that can be uploaded is the actual certificate earned.
- The accepted file types include pdf, jpg, jpeg, bmp, gif, doc, docx.
- The files should be uploaded to the 'Credentials Folder'
- Do not zip the files

## Career Tech Endorsement Codes for Jumpstart Credentials within STS

The Career Tech Endorsements (CTEs) have been assigned a two-digit code to identify the highest level earned credential and should be entered in position 120 on the (020) Student Record. This field must be populated if the student is a **Jumpstart TOPS Tech Career Diploma Graduate on the CA Pathway**. The designated Jumpstart CTE endorsements will be used to indicate that a Jumpstart credential has been earned by the graduate and also, for the awarding of accountability points associated with the credential for the school. This field should be left blank if the student is not a graduate or if no credentials have been earned.

The highest level IBC/Credential earned by the student should be a statewide credential. A Statewide credential is a credential that has been identified by the Workforce Investment Council (or WIC) related to “high-demand” job sectors (i.e., job sectors that have lots of employment opportunities and pay higher wages).

The two-digit codes that have been assigned to each the statewide credentials are listed below and the possible accountability points associated with each credential is also shown. Note: The code on the graduate’s transcript should indicate the highest credential earned by the student.

### The Career Tech Endorsements Codes (CTE Endorsement Codes)

- **J1 - Basic Statewide** Credentials indicate a student has attained a basic proficiency with an industry- valued skill set. Students that attain Basic Statewide Credentials earn their schools 110 accountability points
- **J2 - Regional Core** credentials earn 100 points for the diploma
- **J3 - Advanced Statewide** credentials indicate a student has attained advanced industry-valued skills. Students that attain Advanced Statewide Credentials earn their schools 150 accountability points.
- **J4- Alternate Credentials (Act 833 Only)** credentials earn 100 points for the diploma

Enter the appropriate CTE Endorsement code for the appropriate Statewide credential in your local software to upload to STS via batch upload in position 120 of the 020 Student Record or see the next page for online instructions for adding the endorsement.

## STS Career Tech Ed Endorsement Codes Online Entry in STS

1. Enter online in UPDATE Mode by clicking Endorsements and Credentials
2. Select the highest statewide credential code from the drop down list
3. Click the SUBMIT button.
4. If a credential has been properly named and uploaded to the Credentials folder on the eScholar FTP site a link to the credential and STS will display in the Credentials box shown below.

Birth Day:  Grad Date:   
 Parental Consent: Yes  Met GEEIEOC? [\(show by subject\)](#)  
 Gender: MALE  Local Rank:  of   
 Ethnicity: Hispanic: Y  N  Race: Am Indian  Asian  Black  Pac Islander  White   
 Diploma Path: **1**  **4**  Career Option:    
 Endorsements and Credentials:   
 Academic Endorsement:   
**2** C/T Endorsement:   
 Community Service Endorsement:   
 BI-literacy Endorsement:   
  
  
  
  
  
 Overall: **3**    

Course BSSY	Course Code			Local Code	
2012	<a href="#">080403</a>	JOURNEY TO CAREERS (1 CREDIT)	P	071094	
2013	<a href="#">010301</a>	AGRISCIENCE I	1	A	070006
2013	<a href="#">010301</a>	AGRISCIENCE I	2	A	070006
2013	<a href="#">040401</a>	INTRODUCTION TO BUSINESS COMPUTER APPLICATIONS	1	A	071043

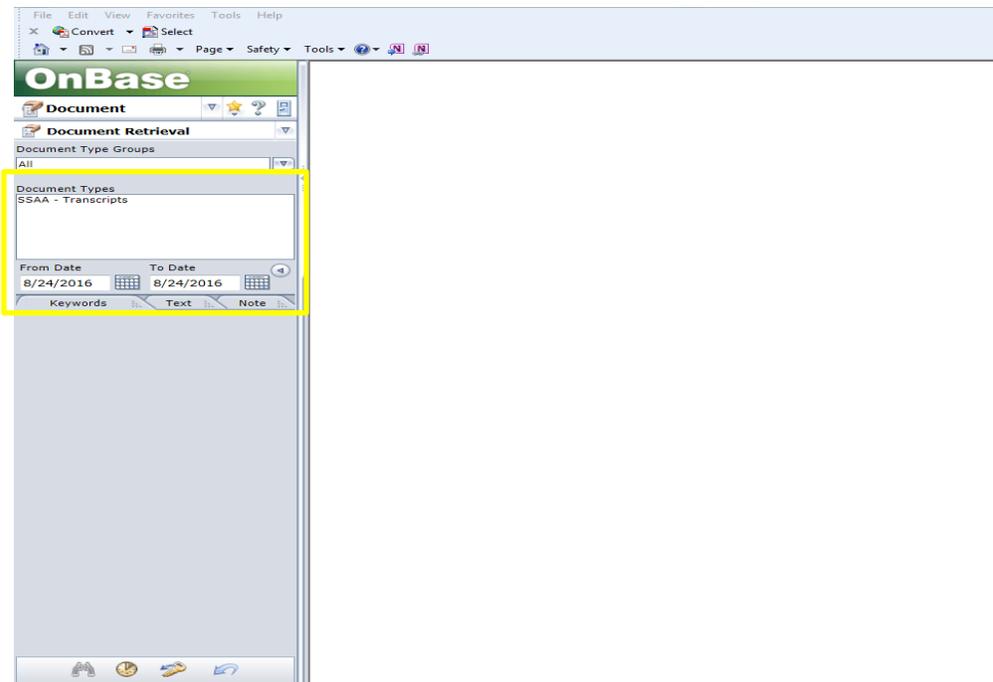
## APPENDIX L: OFFICIAL TRANSCRIPT SYSTEM

OTS is an imaging system which contains all official transcripts for your school from 1912 to present graduates. Official transcripts are created by the Official Transcript System (OTS) based on data imported from STS

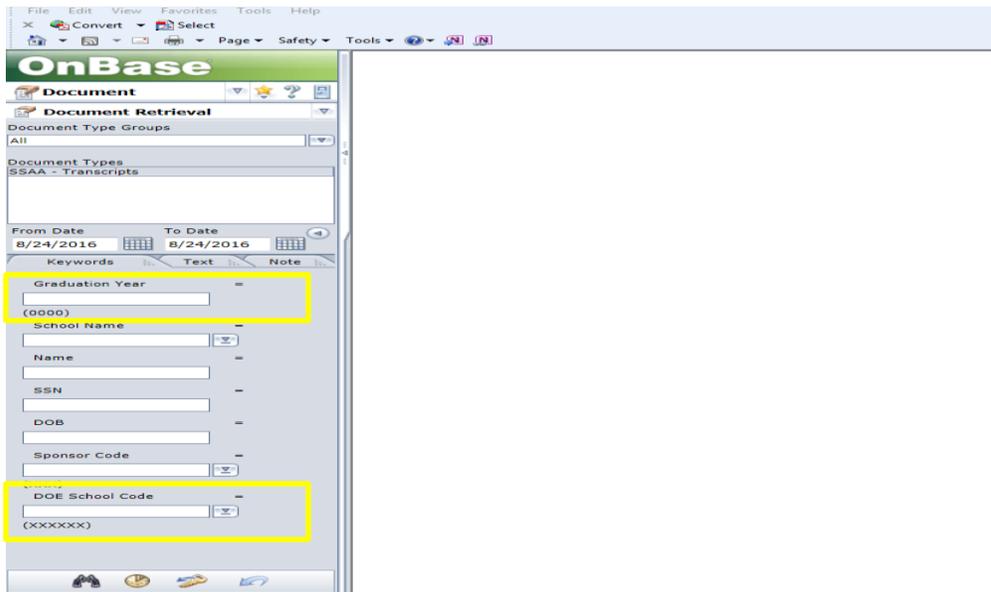
- Student must have a graduation date to have a transcript in OTS.
- OTS will store each revision of a transcript record with version number in square brackets ([1]). There isn't an auto-delete when a grad date is removed from STS and to remove transcripts sent to OTS in error, users must contact [zoa.bain@la.gov](mailto:zoa.bain@la.gov) with LDE to delete the student from OTS.

### Searching OTS

1. Select (highlight) **SSAA – HS Transcripts** to display all selection keywords as shown by the screen shot on Step 5. Note: if not searching by date range, remove the “From” and “To” dates.



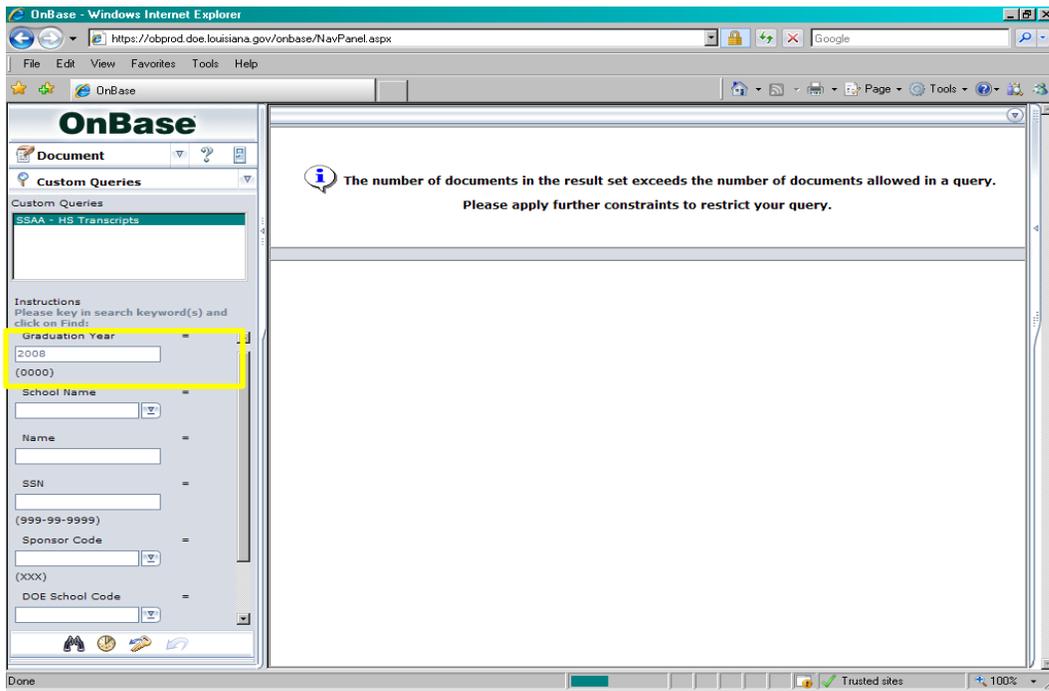
2. Key in the selection keywords. For example, 2008 for Graduation Year to retrieve all 2007- 2008 graduates. Click on the Binoculars (Find) icon.



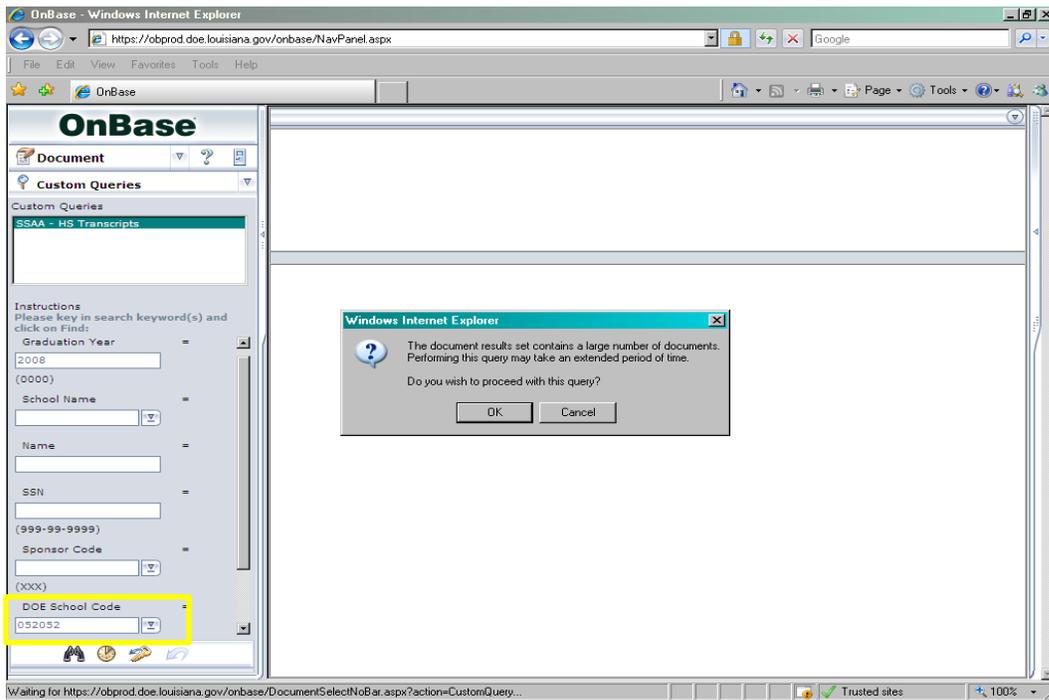
If you get the message “No Documents Found”, try clearing the date range field: (delete the dates in both the “From Date” and “To Date” fields.

## Search Techniques

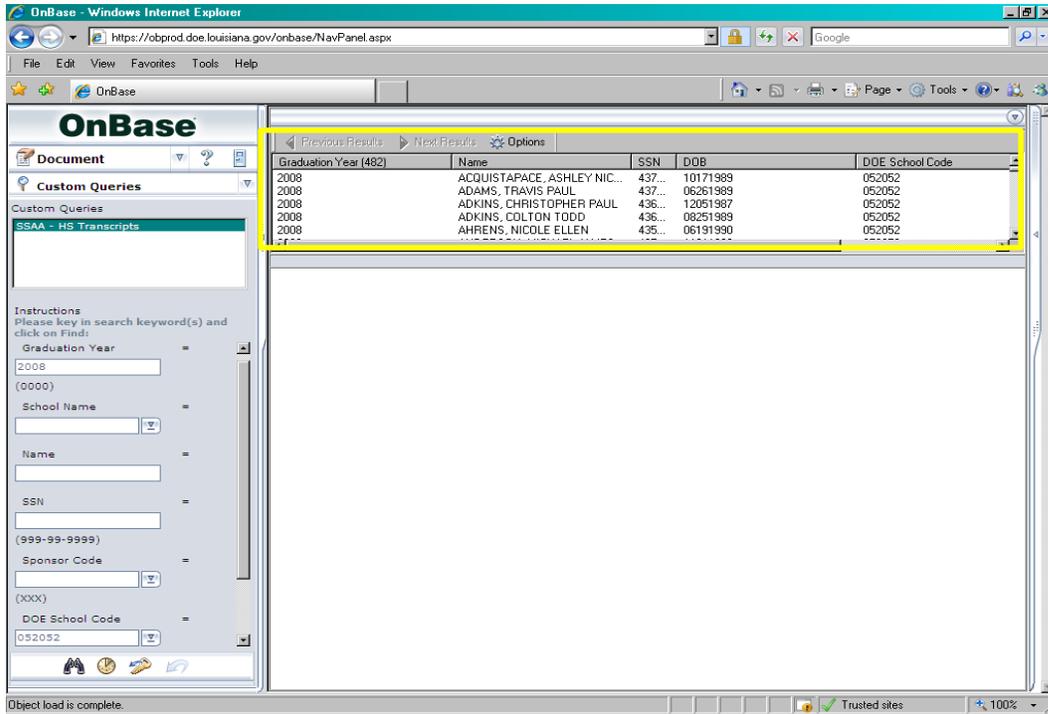
- **Name** - key in a comma after last name, then a space and first name, a space and middle name
  - **SSN** - must have hyphens between the three sets of SSN numbers
  - **Sponsor Code** - LEA code
  - **DOE School Code** - DOE site, not local school code
  - **School Name** - DOE Site Name
  - **Graduation Year** – 4-digit year in which the student graduated
  - **Use the \* key (i.e., wildcard) before and/or after the student or school name to obtain more records.**
  - **Graduate Roster**-key in 000-00-0000 (must have hyphens between the three sets of SSN numbers). **This feature accesses only graduate rosters from 2005 or earlier. In 2005-06 and before many school systems submitted these rosters listing graduates’ names on one document.**
3. The message below appears if the documents available exceed the number allowed in a query. For example; a user in St. Tammany parish (Sponsor 052) with Sponsor level access may find the number of 2008 graduates exceeds the system’s limits. (You will need to limit your query results by using the techniques shown above.)



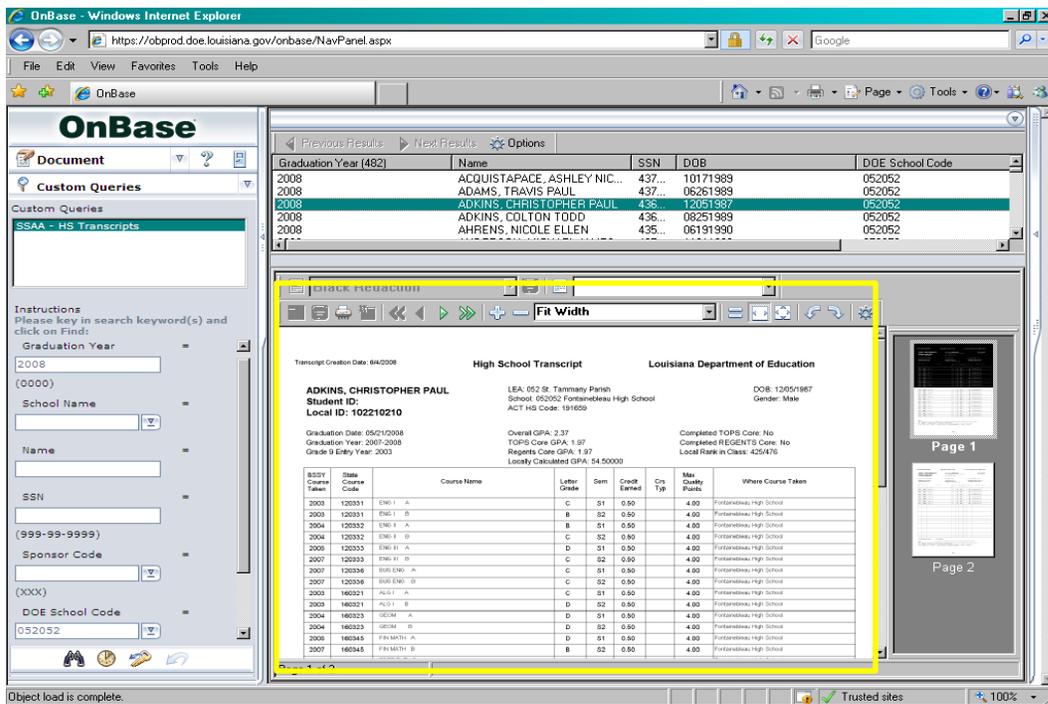
4. A way to further limit the query is to request documents for just a single school. However, if the school has a large number of graduates, such as Fountainbleu High (School Code 052052), the message below may also appear. Click OK to proceed.



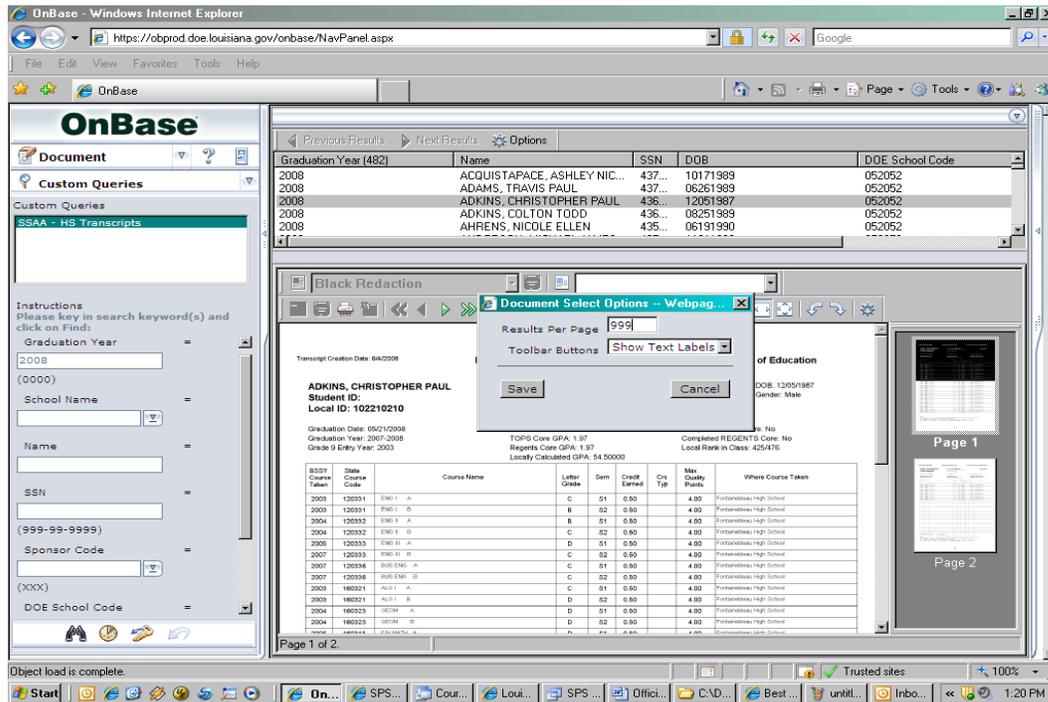
5. Double click the desired selection on the list to display the document.



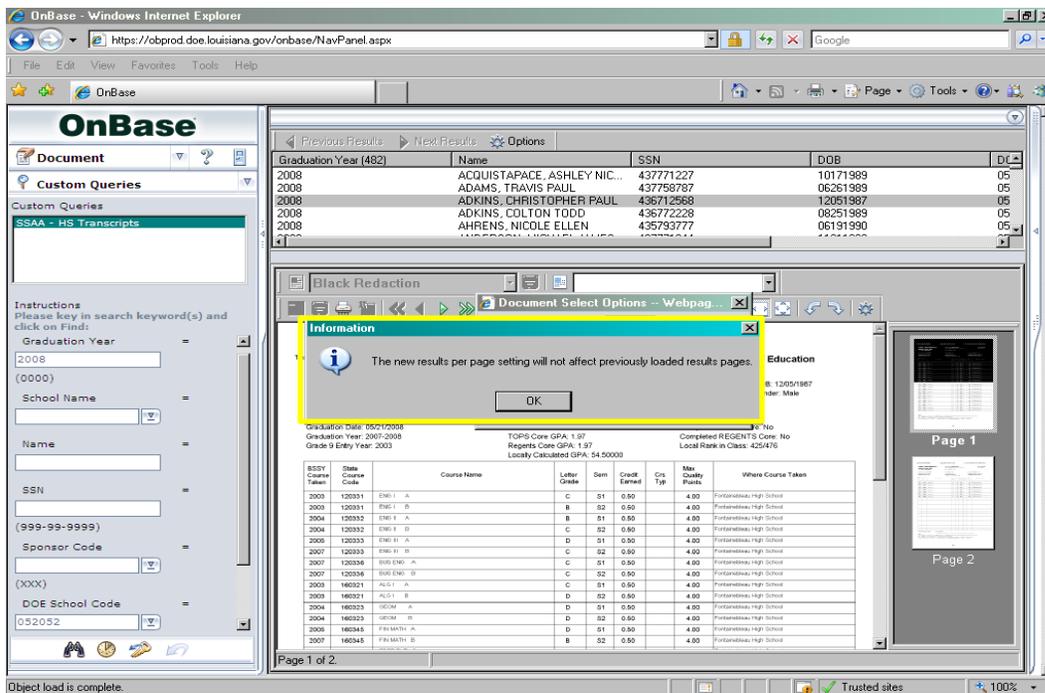
6. The selected document appears in the reading pane.



- To change the number of results per each page of the student list, click the Options button to display the Document Selection Options screen. Change the number in the Results per Page box to 999 and click the Save button. This eliminates having to scroll through "Previous" and "Next" results.

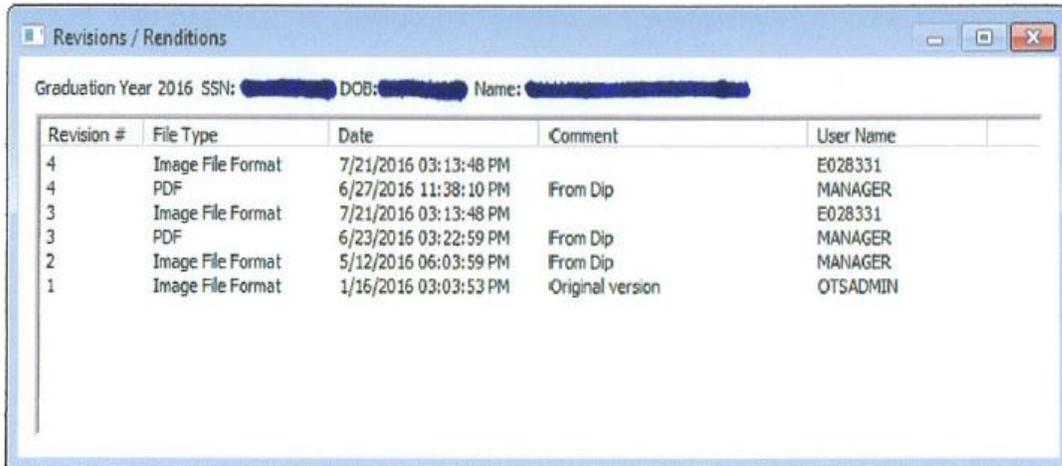


- Click OK to save the change.



## Error Processing Your Request in OTS

1. If you are searching for a newer transcript record and get the error message “There was an error processing your request”.
2. Right click instead of double- clicking and select 'Revisions/Renditions' select the transcript with the highest version number and double click on the newest version of the image file or PDF to view it.

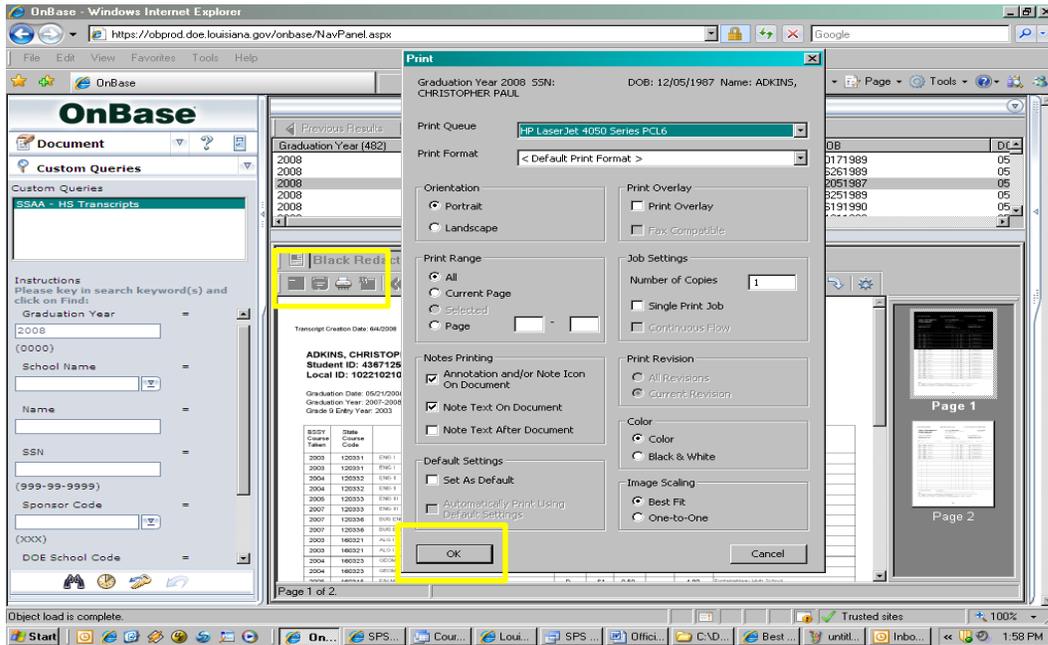


The screenshot shows a window titled "Revisions / Renditions" with a table of document revisions. The table has five columns: Revision #, File Type, Date, Comment, and User Name. The data is as follows:

Revision #	File Type	Date	Comment	User Name
4	Image File Format	7/21/2016 03:13:48 PM		E028331
4	PDF	6/27/2016 11:38:10 PM	From Dip	MANAGER
3	Image File Format	7/21/2016 03:13:48 PM		E028331
3	PDF	6/23/2016 03:22:59 PM	From Dip	MANAGER
2	Image File Format	5/12/2016 06:03:59 PM	From Dip	MANAGER
1	Image File Format	1/16/2016 03:03:53 PM	Original version	OTSADMIN

## Printing within OTS

1. If you have permissions to print the document, click on Printer button to prompt the Printer menu. Select the printer and Print Range, key in the number of copies and then click the OK button to print the current document displayed on the screen.



2. To print all documents on the list, select a document and hold the “Shift” key down. Then use the “Down” arrow key on your keyboard to select all documents. Right click in the highlighted area to access the print function. Click Print to bring up the Print screen shown above.

