



**STUDENT TRANSCRIPT SYSTEM  
NEW USER TRAINING**



## Accessing STS



- STS is accessed from the LEADS Portal, which is the gateway to all DOE Web applications.
- The URL for the LEADS Portal is:  
<https://leads3.doe.louisiana.gov/ptl>
- Add this site to your Favorites after you have entered it for the first time.

# The LEADS Portal



The screenshot shows a Windows Internet Explorer browser window with the Yahoo! homepage. The address bar displays `http://www.yahoo.com/`. The page content includes the Yahoo! logo, a search bar, and a sidebar with various site categories. A modal dialog box titled "Connect to leads3.doe.louisiana.gov" is open, prompting for a username and password. The username field contains "afrankli" and the password field is masked with dots. A yellow callout box is overlaid on the dialog, containing the text: "Log into the LEADS Portal with the USER ID and password that you have been assigned." The status bar at the bottom shows the browser is waiting for `https://leads3.doe.louisiana.gov/ptl/...`

# The LEADS Portal



The screenshot shows the LEADS Portal in a Windows Internet Explorer browser window. The address bar displays "https://leads3.doe.louisiana.gov/pt/". The browser's menu bar includes "File", "Edit", "View", "Favorites", "Tools", and "Help". The toolbar contains "Snagit", "Convert", and "Select". The browser's address bar shows "SPSHome" and "LEADS Portal". The page title is "LEADS Louisiana Educational Accountability Data System". The user name "Adrian Franklin" is displayed in the top right corner. A "LOGOFF" link is visible. The main content area is titled "LEADS APPLICATION PORTAL" and features a grid of application links: CUR - Curriculum Database, LIQ - LEADS Inquiry, NPS - Non-Public Schools Data Collection, OTS - Official Transcript System, PEP - Profile of Educational Personnel, TBL - Reference Tables, SER - Special Education Reporting, SPS - Sponsor-Site, SIS - Student Information System, and STS - Student Transcripts. A yellow box with the text "Click Student Transcripts." and an arrow points to the "STS - Student Transcripts" link. To the right, there is a "User Guides" section with a dropdown menu set to "Annual Financial Report" and a "View" button. Below this is an "ADDITIONAL LINKS" section with a list of links: LEADS News, Timelines, Security Request Form, Contact Us, Check Response Time, Browser Popularity, and OnBase - Hyland ActiveX Control Software Installer. At the bottom right, there is a checkbox labeled "Show all systems." The footer of the page reads "Louisiana Department of Education | Terms of use". The browser's status bar at the bottom shows "Trusted sites" and "100%".

# The STS Home Page



The screenshot shows a web browser window with the address bar displaying "http://leads4st.doe.louisiana.gov/ - Louisiana Department of Education - Student Transcript Sy - Windows Internet Explorer". The page title is "Student Transcript System" and includes "Close | Restart" options. A navigation bar contains the following menu items: [Inquiry](#), [Update](#), [Upload](#), [Reports](#), [STS Administration](#), and [Help](#). Below the navigation bar, there are three paragraphs of text describing the system's purpose, GPA calculations, and its integration with the Official Transcript System (OTS). A yellow callout box with a black border points to the navigation bar with the text "The Student Transcript System Navigation Bar." The bottom left corner of the page displays the text "V8/AppUser/v1".

[Inquiry](#) [Update](#) [Upload](#) [Reports](#) [STS Administration](#) [Help](#)

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.

**The Student Transcript System Navigation Bar.**

V8/AppUser/v1

# The STS Home Page - Inquiry



http://leads4st.doe.louisiana.gov/ - Louisiana Department of Education - Student Transcript Sy - Windows Internet Explorer

## Student Transcript System

Close | Restart

**Inquiry** | Update | Upload | Reports | STS Administration | Help

Core Reference Tables

**Student Data**

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.

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**Inquiry options.**

V8/AppUser/v1



# **Loading and Updating Student and Transcript Information Online**

# The STS Home Page - Update



http://leads4st.doe.louisiana.gov/ - Louisiana Department of Education - Student Transcript System - Windows Internet Explorer

## Student Transcript System

Close | Restart

**Inquiry** | **Update** | Upload | Reports | STS Administration | Help

- Student or Transcript
- Certify Graduate Transcripts
- Student Reassignment

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.

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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.

**Update options.**

V8/AppUser/v1

# Update Student or Transcript



http://leads4st.doe.louisiana.gov/ - Louisiana Department of Education - Student Transcript System - Windows Internet Explorer

## Student Transcript System

Close | Restart

**Inquiry** | **Update** | Upload | Reports | STS Administration | Help

- Student or Transcript
- Certify Graduate Transcripts
- Student Reassignment

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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.

**Click Update Student or Transcript.**

V8/AppUser/v1

# Select Site



http://leads4st.doe.louisiana.gov/ - Louisiana Department of Education - Student Transcript Sy - Windows Internet Explorer

## Student Transcript System

Site List (Update Mode) Close | Restart

[Inquiry](#) [Update](#) [Upload](#) [Reports](#) [STS Administration](#) [Home](#) [Help](#)

Beginning School Session Year:

Sponsor:  Jefferson Parish

Site Code	Site Name
<a href="#">026010</a>	Bonnabel Magnet Academy High School
<a href="#">026017</a>	Helen Cox High School
<a href="#">026022</a>	East Jefferson High School
<a href="#">026023</a>	John Ehret High School
<a href="#">026029</a>	Fisher Middle/High School
<a href="#">026031</a>	Grand Isle High School
<a href="#">026042</a>	Haynes Academy School for Advanced Studies
<a href="#">026045</a>	L.W. Higgins High School
<a href="#">026051</a>	Grace King High School
<a href="#">026068</a>	Riverdale High School
<a href="#">026080</a>	West Jefferson High School
<a href="#">026086</a>	Joseph A. Cuillier Sr. Career Center
<a href="#">026104</a>	AMlkids Jefferson
<a href="#">026105</a>	Patrick F. Taylor Science & Technology Academy
<a href="#">026107</a>	Thomas Jefferson High School for Advanced Studies
<a href="#">026112</a>	Martyn Alternative School
<a href="#">026119</a>	Martyn Academy for Career Preparation
<a href="#">026120</a>	Douglass Academy for Career Preparation
<a href="#">026123</a>	Jefferson Chamber Foundation Academy
*** END OF SITE LIST ***	

Click on the **Site Code** to select a school.

**NOTE:** This screen appears only to users with LEA-level access. Those with site-level only access are taken directly to the Student List at their site.

# Select Student



http://leads4st.doe.louisiana.gov/ - Louisiana Department of Education - Student Transcript System - Windows Internet Explorer

**Student Transcript System**  
Student List (Update Mode) Close | Restart

Site List Inquiry Update Upload Reports STS Administration Home Help

Enrollment Year: 2011  
Sponsor: 026 Jefferson Parish  
Site: 026068 Riverdale High School  
Search:  Enter ID, Partial First or Last Name, or Grade, and press ENTER. **ADD A NEW STUDENT**

State ID	Name	Birth Date	Gender	Grade
<a href="#">318337225</a>	ARCHIE ANDREWS	04/01/1994	M	12
<a href="#">337225318</a>	BETTY COOPER	10/20/1993	F	12
<a href="#">318225337</a>	JUGHEAD JONES	09/29/1993	M	12
<a href="#">337318225</a>	MIDGE KLUMP	02/01/1994	F	12
<a href="#">225318337</a>	VERONICA LODGE	08/19/1993	F	12
<a href="#">225337318</a>	REGGIE MANTLE	11/26/1994	M	12
*** END OF STUDENT LIST ***				

Find student by entering State ID, First Name, Last Name or Grade in the Search Box.

Click on the **State ID (SSN)** to select a student.

The list can be sorted by **State ID**, **Name**, or **Grade** by clicking on the appropriate down arrow.

# Update Student Record



http://leads4st.doe.louisiana.gov/ - Louisiana Department of Education - Student Transcript System - Windows Internet Explorer

**Student Transcript System**  
Transcript List (Update Mode)

Site List | Student List | Transcript List | Co

Close | Restart

2/23/2012 9:27 AM

Update Student Record demographic data on this screen. Many data fields have "drop-down" selections.

First: ARCHIE Middle: Last: ANDREWS Suffix:

BSSY: 2011  
Sponsor: 026 Jefferson Parish  
Site: 026068 Riverdale High School  
State ID #: 318337225 Local ID #:   
Birth Date: 04/01/1994 Grad Date:   
Acad. Endor.: N/A  
Gender: MALE C/T Endor.: N/A  
Ethnicity: N Race: Am Indian  Asian  Black  Pac Islander  White   
Career Option: FEMALE  
MALE

Last Update: 2/22/2012  
Grade: 12  
Grade 9 Entry BSSY: 2008  
Anticipated Grad BSSY: 2011  
Passed GEE? Y  
Local Rank: of  
Local GPA:  
Overall GPA: 3.35  
Submit

Course BSSY	Course Code	Course Name	Part Number	Letter Grade	Local Code
2008	<a href="#">040401</a>	INTRODUCTION TO BUSINESS COMPUTER APPLICATIONS		B	73037
2008	<a href="#">080400</a>	EDUCATION FOR CAREERS (1/2 CREDIT)		B	
2008	<a href="#">120331</a>	ENGLISH I		A	10010
2008	<a href="#">120399</a>	ENGLISH ELECTIVE		A	10054
2008	<a href="#">150300</a>	INTEGRATED SCIENCE (GRADES 9-12)		A	50070
2008	<a href="#">160337</a>	ALGEBRA I - PART I		A	20510

Add A Transcript | Change State ID | Delete Student

# Update Student Record



http://leads4st.doe.louisiana.gov/ - Louisiana Department of Education - Student Transcript Sy - Windows Internet Explorer

**Student Transcript System**  
Transcript List (Update Mode)

Close | Restart

2/23/2012 9:38 AM

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

First: ARCHIE Middle: Last: ANDREWS Suffix:

BSSY: 2011 Last Update: 2/22/2012  
 Sponsor: 026 Jefferson Parish Grade: 12  
 Site: 026068 Riverdale High School Grade 9 Entry BSSY: 2008  
 State ID #: 318337225 Local ID #: Anticipated Grad BSSY: 2011  
 Birth Date: 04/01/1994 Grad Date: Passed GEE? Y  
 Gender: MALE Acad. Endor.: N/A Local Rank: of  
 C/T Endor.: N/A Local GPA:  
 Ethnicity: Hispanic: Y  N  Race: Am Indian  Asian  Black  Pac Islander  White  Overall GPA: 3.35  
 Career Option: N/A

Course BS	Part Number	Letter Grade	Local Code
2008		B	73037
2008		B	
2008		A	10010
2008		A	10054
2008		A	50070
2008		A	20510

AGRICULTURE, FOOD, AND NATURAL RESOURCES  
 ARCHITECTURE AND CONSTRUCTION  
 ARTS,AV TECHNOLOGY & COMMUNICATIONS  
 BUSINESS, MANAGEMENT & ADMINISTRATION  
 EDUCATION & TRAINING  
 FINANCE  
 GOVERNMENT AND PUBLIC ADMINISTRATION  
 HEALTH SCIENCE  
**HOSPITALITY AND TOURISM**  
 HUMAN SERVICES  
 INFORMATION TECHNOLOGY  
 LAW, PUBLIC SAFETY, AND SECURITY  
 MANUFACTURING  
 MARKETING, SALES, AND SERVICE  
 SCIENCE, TECHNOLOGY, ENGINEERING, AND MATH  
 TRANSPORTATION, DISTRIBUTION & LOGISTICS

**Click the appropriate Career Option Code.**

# Update Student Record



http://leads4tst.doe.louisiana.gov/ - Louisiana Department of Education - Student Transcript Sy - Windows Internet Explorer

## Student Transcript System

Transcript List (Update Mode)

Transcript List | Transcript List | Core Progress | APC Courses | Home | Help

First: ARCHIE Middle: Last: ANDREWS Suffix:

11  
6 Jefferson Parish  
6068 Riverdale High School  
3337225 Local ID #: Grad Date: 4/01/1994  
Acad. Endor.: N/A  
Gender: MALE C/T Endor.: N/A  
Ethnicity: Hispanic: Y  N  Race: Am Indian  Asian  Black  Pac Islander  White   
Career Option: 009 HOSPITALITY AND TOURISM

Grade: 12  
Grade 9 Entry BSSY: 2008  
Anticipated Grad BSSY: 2011  
Passed GEE?  Y  
Local Rank: of  
Local GPA:  
Overall GPA: 3.35  
Submit

Course BSSY	Course Code	Course Name	Part Number	Letter Grade	Local Code
2008	<a href="#">040401</a>	INTRODUCTION TO BUSINESS COMPUTER APPLICATIONS		B	73037
2008	<a href="#">080400</a>	EDUCATION FOR CAREERS (1/2 CREDIT)		B	
2008	<a href="#">120331</a>	ENGLISH I		A	10010
2008	<a href="#">120399</a>	ENGLISH ELECTIVE		A	10054
2008	<a href="#">150300</a>	INTEGRATED SCIENCE (GRADES 9-12)		A	50070
2008	<a href="#">160337</a>	ALGEBRA I - PART I		A	20510

Add A Transcript | Change State ID | Delete Student

A Career Option Code has now been placed in this field.

When Student Record updates are complete, click the **Submit** button.

# Update Student Record



http://leads4tst.doe.louisiana.gov/ - Louisiana Department of Education - Student Transcript Sy - Windows Internet Explorer

**Transcript System** (Update Mode) Close | Restart

Transcript List | Core Progress | APC Courses | Home | Help

2/23/2012 9:52 AM

First: ARCHIE Middle: Last: ANDREWS Suffix:

Sponsor: Jefferson Parish  
 Site: 026068 Riverdale High School  
 State ID #: 318337225 Local ID #:   
 Birth Date: 04/01/1994 Grad Date:   
 Gender: MALE Acad. Endor.: N/A  
 Ethnicity: Hispanic: Y  N  Race: Am Indian  Asian  Black  Pac Islander  White   
 Career Option: 009 HOSPITALITY AND TOURISM

Last Update: 2/23/2012  
 Grade: 12  
 Grade 9 Entry BSSY: 2008  
 Anticipated Grad BSSY: 2011  
 Passed GEE?  Y  
 Local Rank:  of   
 Local GPA:   
 Overall GPA: N/A

**RECORD UPDATED**

Course BSSY	Course Code	Course Name	Part Number	Letter Grade	Local Code
2008	<a href="#">040401</a>	INTRODUCTION TO BUSINESS COMPUTER APPLICATIONS		B	73037
2008	<a href="#">080400</a>	EDUCATION FOR CAREERS (1/2 CREDIT)		B	
2008	<a href="#">120331</a>	ENGLISH I		A	10010
2008	<a href="#">120399</a>	ENGLISH ELECTIVE		A	10054
2008	<a href="#">150300</a>	INTEGRATED SCIENCE (GRADES 9-12)		A	50070
2008	<a href="#">160337</a>	ALGEBRA I - PART I		A	20510

Career Option Code has now been assigned to this student.

A message is generated to indicate the Student Record has been updated.

# Update a Transcript Record



http://leads4tst.doe.louisiana.gov/ - Louisiana Department of Education - Student Transcript System - Windows Internet Explorer

## Student Transcript System

Transcript List (Update Mode) Close | Restart

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

2/23/2012 11:03 AM

First  Middle  Last  Suffix

BSSY: 2011 Last Update: 2/23/2012  
Sponsor: 026 Jefferson Parish Grade:   
Site: 026068 Riverdale High School Grade 9 Entry BSSY:   
State ID #: 318337225 Local ID #:  Anticipated Grad BSSY: 2011  
Birth Date:  Grad Date:  Passed GEE?   
Acad. Endor.:  Local Rank:  of   
Gender:  C/T Endor.:  Local GPA:   
Ethnicity: Hispanic:  Y  N Race: Am Indian  Asian  Black  Pac Islander  White  Overall GPA: 3.35  
Career Option:

Course BSSY	Course Code	Course Name	Part Number	Letter Grade	Local Code
2008	<a href="#">040401</a>	INTRODUCTION TO BUSINESS COMPUTER APPLICATIONS		B	73037
2008	<a href="#">080400</a>	EDUCATION FOR CAREERS (1/2 CREDIT)		B	
2008	<a href="#">120331</a>	ENGLISH I		A	10010
2008	<a href="#">120399</a>	ENGLISH ELECTIVE		A	10054
2008	<a href="#">150300</a>	INTEGRATED SCIENCE (GRADES 9-12)		A	50070
2008	<a href="#">160337</a>	ALGEBRA I - PART I		A	20510

Click on the **Course Code** to select the course to be updated.

# Update a Transcript Record



http://leads4tst.doe.louisiana.gov/ - Louisiana Department of Education - Student Transcript Sy - Windows Internet Explorer

### Student Transcript System

Transcript Data (Update Mode) Close | Restart

**ARCHIE ANDREWS** 2/23/2012 11:20 AM

BSSY: 2011 Last Update: 2/23/2012  
Sponsor: 026 Jefferson Parish Grade: 12  
Site: 026068 Riverdale High School Grade 9 Entry Year: 2008  
State ID Number: 318337225 Local ID Number: Anticipated Grad BSSY: 2011  
Birth Date: 04/01/1994 Graduation Date: Passed GEE?: Y  
Acad. Endor.: N/A Local Rank: of  
C/T Endor.: N/A Local GPA:  
Overall GPA: 3.35

Gender: MALE  
Ethnicity: Hispanic:  N  Race: Am Indian  Asian  Black  Pac Islander  White   
Career Option: 009 HOSPITALITY AND TOURISM

TRANSCRIPT RECORD 1 of 30

Course Beg. Year: 2008 Course: 040401 INTRODUCTION TO BUSINESS COMPUTER APPLICATIONS

Letter Grade: **B** ← **Change the Grade from "B" to "A".**

Grade Point Max: 4.00  
Qual. Pts. Awrd Cnt: 3.00 → **Change the Quality Points Awarded Count to 4.00**

Credit Attempted: 1.00  
Credit Earned: 1.00  
Core Cur. Waiver: N  
Local Course Cd: 73037

Dis. Lrn. Type Cd:   
Course Sponsor: 026 Jefferson Parish Schools  
Course Site: 026068 Riverdale High School  
Course Site Name: RIVERDALE HIGH SCHO  
Transcpt Crs Name: INTRO. TO BUS. COMPU

# Update a Transcript Record



http://leads4tst.doe.louisiana.gov/ - Louisiana Department of Education - Student Transcript Sy - Windows Internet Explorer

## Student Transcript System

Transcript Data (Update Mode) Close | Restart

**ARCHIE ANDREWS**

2/23/2012 1:00 PM  
Last Update: 2/23/2012  
Grade: 12  
Grade 9 Entry Year: 2008  
Anticipated Grad BSSY: 2011  
Passed GEE?: Y  
Local Rank: of  
Local GPA:  
Overall GPA: 3.35

BSSY: 2011  
Sponsor: 026 Jefferson Parish  
Site: 026068 Riverdale High School  
State ID Number: 318337225  
Birth Date: 04/01/1994  
Local ID Number:  
Graduation Date:  
Acad. Endor.: N/A  
C/T Endor.: N/A

Gender: MALE  
Ethnicity: Hispanic:     Race: Am Indian  Asian  Black  Pac Islander  White   
Career Option: 009 HOSPITALITY AND TOURISM

TRANSCRIPT RECORD 1 of 30

Course Beg. Year:  Course:  INTRODUCTION TO BUSINESS COMPUTER APPLICATIONS  
Letter Grade:  Grade Point Max:   
Course Part Number:  Qual. Pts. Awrd Cnt:   
Semester:   Credit Attempted:   
Course Type Cd:  Credit Earned:   
Dis. Lrn. Type Cd:  Core Cur. Waiver:   
Course Sponsor:  Jefferson Parish Schools Local Course Cd:   
Course Site:  Riverdale High School  
Course Site Name:   
Transcpt Crs Name:

**Click the Submit button after Transcript Record changes are completed.**

# Update a Transcript Record



http://leads4tst.doe.louisiana.gov/ - Louisiana Department of Education - Student Transcript Sy - Windows Internet Explorer

## Student Transcript System

Transcript Data (Update Mode) Close | Restart

ARCHIE ANDREWS

2/23/2012 1:00 PM  
Last Update: 2/23/2012  
Grade: 12  
Grade 9 Entry Year: 2008  
Anticipated Grad BSSY: 2011  
Passed GEE?: Y  
Local Rank: of  
Local GPA:  
Overall GPA: N/A

BSSY: 2011  
Sponsor: 026 Jefferson Parish  
Site: 026068 Riverdale High School  
State ID Number: 318337225  
Birth Date: 04/01/1994  
Local ID Number:  
Graduation Date:  
Acad. Endor.: N/A  
C/T Endor.: N/A

Gender: MALE  
Ethnicity: Hispanic:     Race: Am Indian  Asian  Black  Pac Islander  White   
Career Option: 009 HOSPITALITY AND TOURISM

TRANSCRIPT RECORD 1 of 30 Next Add New Transcript Record Delete this Transcript Record

**RECORD UPDATED**

Course Beg. Year: 2008 Course: 040401 INTRODUCTION TO BUSINESS COMPUTER APPLICATIONS

Letter Grade: A

Course Part Number:

Semester: Y1 YEAR LONG COURSE

Course Type Cd: REGULAR

Dis. Lrn. Type Cd:

Course Sponsor: 026 Jefferson Parish

Course Site: 026068 Riverdale High School

Course Site Name: RIVERDALE HIGH SCHO

Transcpt Crs Name: INTRO. TO BUS. COMPU

Grade Point Max: 4.00  
Qual. Pts. Awrd Cnt: 4.00  
Credit Attempted: 1.00  
Credit Earned: 1.00  
Core Cur. Waiver: N  
Local Course Cd: 73037

Submit

The Record Updated message indicates the data was changed successfully.

# Adding a Transcript Record



http://leads4tst.doe.louisiana.gov/ - Louisiana Department of Education - Student Transcript Sy - Windows Internet Explorer

**Student Transcript System**  
Transcript Data (Update Mode)

Close | Restart

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

**ARCHIE ANDREWS**

2/23/2012 1:00 PM  
Last Update: 2/23/2012  
Grade: 12  
Grade 9 Entry Year: 2008  
Anticipated Grad BSSY: 2011  
Passed GEE?: Y  
Local Rank: of  
Local GPA:  
Overall GPA: 3.35

BSSY: 2011  
Sponsor: 026 Jefferson Parish  
Site: 026068 Riverdale High School  
State ID Number: 318337225  
Birth Date: 04/01/1994

Gender: MALE  
Ethnicity: Hispanic:  N  Race: Am Indian  Asian  Black  Pac Islander  White   
Career Option: 009 HOSPITALITY AND TOURISM  
C/T Endor.: N/A

**Click Add New Transcript Record to add a new record.**

TRANSCRIPT RECORD 1 of 30

Course Beg. Year:  Course:  INTRODUCTION TO BUSINESS COMPUTER APPLICATIONS

Letter Grade:  Grade Point Max:

Course Part Number:  Qual. Pts. Awrd Cnt:

Semester:   Credit Attempted:

Course Type Cd:  Credit Earned:

Dis. Lrn. Type Cd:  Core Cur. Waiver:

Course Sponsor:  Jefferson Parish Schools Local Course Cd:

Course Site:  Riverdale High School

Course Site Name:

Transcpt Crs Name:

# Transcript Record Field Defaults



http://leads4tst.doe.louisiana.gov/ - Louisiana Department of Education - Student Transcript Sy - Windows Internet Explorer

**Student Transcript System**  
Transcript Data (Update Mode) Close | Restart

**ARCHIE ANDREWS**

BSSY: 2011 2/23/2012 1:00 PM  
 Last Update: 2/23/2012  
 Sponsor: 026 Jefferson Parish Grade: 12  
 Site: 026068 Riverdale High School Grade 9 Entry Year: 2008  
 State ID Number: 318337225 Anticipated Grad BSSY: 2011  
 Birth Date: 04/01/1994 Passed GEE?: Y  
 Local ID Number: Local Rank: of  
 Graduation Date: Local GPA:  
 Acad. Endor.: N/A Overall GPA: N/A  
 C/T Endor.: N/A

Gender: MALE  
 Ethnicity: Hispanic:  N  Race: Am Indian  Asian  Black  Pac Islander  White   
 Career Option: 009 HOSPITALITY AND TOURISM

**TRANSCRIPT RECORD**    31 of 31    [Prev](#)    [Add New Transcript Record](#)  
[Delete this Transcript Record](#)

Course Beg. Year:     [Course:](#)   
 Letter Grade:     Grade Point Max:   
 Course Part Number:     Qual. Pts. Awrd Cnt:   
 Semester:      Credit Attempted:   
 Course Type Cd:     Credit Earned:   
 Dis. Lrn. Type Cd:     Core Cur. Waiver:   
[Course Sponsor:](#)  Jefferson Parish    Local Course Cd:   
[Course Site:](#)  Riverdale High School  
 Course Site Name:       
 Transcpt Crs Name:

**NOTE:** Several Record Fields are populated with standard default values.

# Transcript Record Field Defaults



http://leads4tst.doe.louisiana.gov/ - Louisiana Department of Education - Student Transcript Sy - Windows Internet Explorer

### Student Transcript System

Transcript Data (Update Mode) Close | Restart

**ARCHIE ANDREWS**

2/23/2012 1:00 PM  
Last Update: 2/23/2012  
Grade: 12  
Grade 9 Entry Year: 2008  
Anticipated Grad BSSY: 2011  
Passed GEE?: Y  
Local Rank: of  
Local GPA:  
Overall GPA: N/A

BSSY: 2011  
Sponsor: 026 Jefferson Parish  
Site: 026068 Riverdale High School  
State ID Number: 318337225  
Birth Date: 04/01/1994  
Local ID Number:  
Graduation Date:  
Acad. Endor.: N/A  
C/T Endor.: N/A

Gender: MALE  
Ethnicity: Hispanic:     Race: Am Indian  Asian  Black  Pac Islander  White   
Career Option: 009 HOSPITALITY AND TOURISM

TRANSCRIPT RECORD 31 of 31 [Prev](#) [Add New Transcript Record](#) [Delete this Transcript Record](#)

Course Beg. Year:  [Course:](#)

Letter Grade:

Course Part Number:

Semester:

Course Type Cd:

Dis. Lrn. Type Cd:

[Course Sponsor:](#)  Jefferson Parish  
[Course Site:](#)  Riverdale High School

Course Site Name:

Transcpt Crs Name:

Grade Point Max:   
Qual. Pts. Awrd Cnt:   
Credit Attempted:   
Credit Earned:   
Core Cur. Waiver:   
Local Course Cd:

**Click the **Course** button to access the Course Code list.**

# Transcript Record Fields



1 – Type in full or partial course name and then click **Search**.

2 – Select the Physics course by clicking **Select** in front of the Course Code.

3 – Click the **Select** button to enter Course Code into Transcript Record.

	Code	Course Name
<a href="#">Select</a>	150451	CHEMISTRY COM
<a href="#">Select</a>	150496	CHEMISTRY ELECTIVE IV - LOCALLY-INITIATED CHEMISTRY ELECT
<a href="#">Select</a>	150497	CHEMISTRY ELECTIVE III - (LOCALLY-INITIATED CHEMISTRY ELECT)
<a href="#">Select</a>	150498	CHEMISTRY ELECTIVE II (LOCALLY-INITIATED CHEMISTRY ELECT)
<a href="#">Select</a>	150499	CHEMISTRY ELECTIVE
<a href="#">Select</a>	150700	PHYSICS
<a href="#">Select</a>	150701	PHYSICS II
<a href="#">Select</a>	150706	CONCEPT. PHYSICS
<a href="#">Select</a>	150707	PHYSICS EQUIVALENT (LA SCHOOL-MATH, SCI. & THE ARTS)
<a href="#">Select</a>	150794	AP PHYSICS C: ELECTRICITY AND MAGNETISM
<a href="#">Select</a>	150795	AP PHYSICS C: MECHANICS
<a href="#">Select</a>	150796	PHYSICS ELECTIVE IV-LOCALLY-INITIATED PHYSICS ELECTIVE
<a href="#">Select</a>	150797	PHYSICS ELECTIVE II (LOCALLY-INITIATED ELECTIVE)

TRANSCRIPT RECORD 31 of 31

Course Beg. Year: 2010  
Letter Grade: A  
Course Part Number:   
Semester: Y1 | YEAR L  
Course Type Cd: REGULAR  
Dis. Lrn. Type Cd:   
Course Sponsor: 026  
Course Site: 026068  
Course Site Name:   
Transcript Crs Name:

2/23/2012 1:27 PM  
Last Update: 2/23/2012  
Grade: 12  
Entry Year: 2008  
Grad BSSY: 2011  
Used GEE?: Y  
Local Rank: of  
Local GPA:  
Overall GPA: 3.38

4.00  
0.00  
1.00  
1.00  
N

# Transcript Record Fields



http://leads4tst.doe.louisiana.gov/ - Louisiana Department of Education - Student Transcript System - Windows Internet Explorer

### Student Transcript System

Transcript Data (Update Mode)

Close | Restart

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

BSSY: 2011  
Sponsor: 026 Jefferson Parish  
Site: 026068 Riverdale High School  
State ID Number: 318337225  
Birth Date: 04/01/1994

Gender: MALE  
Ethnicity: Hispanic: Y  N  R   
Career Option: 009 HOSPITALITY AND TOURISM

**TRANSCRIPT RECORD** 31 of 31

Course Beg. Year: 2010  
Letter Grade: A  
Course Part Number:   
Semester: Y1 | YEAR L  
Course Type Cd: REGULAR  
Dis. Lrn. Type Cd:   
Course Sponsor: 026  
Course Site: 026068  
Course Site Name: RIVERDALE HIGH SCHOOL  
Transcript Crs Name:

Search for:  Search Select

	Code	Sponsor Name
Select	001	Acadia Parish
Select	002	Allen Parish
Select	003	Ascension Parish
Select	004	Assumption Parish
Select	005	Avoyelles Parish
Select	006	Beauregard Parish
Select	007	Bienville Parish
Select	008	Bossier Parish
Select	009	Caddo Parish
Select	010	Calcasieu Parish
Select	011	Caldwell Parish
Select	012	Cameron Parish
Select	013	Catahoula Parish
Select	014	Claiborne Parish
Select	015	Concordia Parish
Select	016	DeSoto Parish

2/24/2012 8:45 AM  
Last Update: 2/23/2012  
Grade: 12  
Entry Year: 2008  
Grad BSSY: 2011  
Used GEE?: Y  
Local Rank: of  
Local GPA:  
Overall GPA: 3.38

4.00  
0.00  
1.00  
1.00  
N

Done Trusted sites

**Course Sponsor and Course Site can also be searched. Click on the record field that you wish to search for.**

# Submitting the Transcript Record



http://leads4tst.doe.louisiana.gov/ - Louisiana Department of Education - Student Transcript Sy - Windows Internet Explorer

## Student Transcript System

Transcript Data (Update Mode) Close | Restart

**ARCHIE ANDREWS** 2/24/2012 8:45 AM

BSSY: 2011 Last Update: 2/23/2012  
Sponsor: 026 Jefferson Parish Grade: 12  
Site: 026068 Riverdale High School Grade 9 Entry Year: 2008  
State ID Number: 318337225 Local ID Number: Anticipated Grad BSSY: 2011  
Birth Date: 04/01/1994 Graduation Date: Passed GEE?: Y  
Acad. Endor.: N/A Local Rank: of  
C/T Endor.: N/A Local GPA:  
Overall GPA: 3.38

Gender: MALE  
Ethnicity: Hispanic:     Race: Am Indian  Asian  Black  Pac Islander  White   
Career Option: 009 HOSPITALITY AND TOURISM

TRANSCRIPT RECORD 31 of 31

Course Beg. Year:  Course:   
Letter Grade:  Grade Point Max:   
Course Part Number:  Qual. Pts. Awrd Cnt:   
Semester:   Credit Attempted:   
Course Type Cd:  Credit Earned:   
Dis. Lrn. Type Cd:  Core Cur. Waiver:   
Course Sponsor:  Jefferson Parish Local Course Cd:   
Course Site:  Riverdale High School  
Course Site Name:   
Transcpt Crs Name:

**Click the **Submit** button after all data has been entered.**

# Deleting a Transcript Record



http://leads4tst.doe.louisiana.gov/ - Louisiana Department of Education - Student Transcript Sy - Windows Internet Explorer

## Student Transcript System

Transcript Data (Update Mode) Close | Restart

ARCHIE ANDREWS

2/24/2012 8:45 AM  
Last Update: 2/23/2012  
Grade: 12  
Grade 9 Entry Year: 2008  
Anticipated Grad BSSY: 2011  
Passed GEE?: Y  
Local Rank: of  
Local GPA:  
Overall GPA: 3.38

BSSY: 2011  
Sponsor: 026 Jefferson Parish  
Site: 026068 Riverdale High School  
State ID Number: 318337225  
Birth Date: 04/01/1994  
Local ID Number:  
Graduation Date:  
Acad. Endor.: N/A  
C/T Endor.: N/A

Gender: MALE  
Ethnicity: Hispanic:     Race: Am Indian  Asian  Black  Pac Islander  White   
Career Option: 009 HOSPITALITY AND TOURISM

TRANSCRIPT RECORD 31 of 31

Course Beg. Year:  Course:   
Letter Grade:   
Course Part Number:   
Semester:    
Course Type Cd:   
Dis. Lrn. Type Cd:   
Course Sponsor:  Jefferson Parish  
Course Site:  Riverdale High School  
Course Site Name:   
Transcpt Crs Name:

Grade Point Max:   
Qual. Pts. Awrd Cnt:   
Credit Attempted:   
Credit Earned:   
Core Cur. Waiver:   
al Course Cd:

**Click on the Delete this Transcript Record button to delete a record.**

# Deleting a Transcript Record



http://leads4tst.doe.louisiana.gov/ - Louisiana Department of Education - Student Transcript System - Windows Internet Explorer

## Student Transcript System

Transcript Data (Update Mode) Close | Restart

**ARCHIE ANDREWS**

2/24/2012 8:45 AM  
Last Update: 2/23/2012  
Grade: 12  
Grade 9 Entry Year: 2008  
Anticipated Grad BSSY: 2011  
Passed GEE?: Y  
Local Rank: of  
Local GPA:  
Overall GPA: 3.38

BSSY: 2011  
Sponsor: 026 Jefferson Parish  
Site: 026068 Riverdale High School  
State ID Number: 318337225  
Birth Date: 04/01/1994  
Local ID Number:  
Graduation Date:  
Acad. Endor.: N/A  
C/T Endor.: N/A

Gender: MALE  
Ethnicity: Hispanic:    Race: Am Indian  Asian  Black  Pac Islander  White   
Career Option: 009 HOSPITALITY AND TOURISM

TRANSCRIPT RECORD 31 of 31 Prev Add New Transcript Record

Course Beg. Year: 2010 Letter Grade: B Course Part Number: Semester: Y1 YEAR LONG COURSE Course Type Cd: REGULAR Dis. Lrn. Type Cd: Course Sponsor: 026 Jefferson Parish Course Site: 026068 Riverdale High School Course Site Name: RIVERDALE HIGH SCHO Transcpt Crs Name: PHYSICS

Grade Point Max: 4.00  
Qual. Pts. Awrd Cnt: 3.00  
Credit Attempted: 1.00  
Credit Earned: 1.00  
Core Cur. Waiver: N  
Local Course Cd:

Submit

Message from webpage

Do you want to delete this transcript record?

OK Cancel

Click **OK** to delete the Transcript Record.

# Deleting a Transcript Record



http://leads4st.doe.louisiana.gov/ - Louisiana Department of Education - Student Transcript Sy - Windows Internet Explorer

**Student Transcript System** Close | Restart

Transcript List (Update Mode)

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

2/24/2012 9:12 AM

First: ARCHIE Middle: Last: ANDREWS Suffix:

on Parish  
ale High School

Local ID #:   
Grad Date:   
Acad. Endor.: N/A  
C/T Endor.: N/A

Gender: MALE  
Ethnicity: Hispanic:  Y  N  Race: Am Indian  Asian  Black  Pac Islander  White   
Career Option: 009 HOSPITALITY AND TOURISM

Last Update: 2/24/2012  
Grade: 12  
Grade 9 Entry BSSY: 2008  
Anticipated Grad BSSY: 2011  
Passed GEE?  Y  
Local Rank:  of   
Local GPA:   
Overall GPA: n/a

Course BSSY	Course Code	Course Name	Part Number	Letter Grade	Local Code
2008	<a href="#">040401</a>	INTRODUCTION TO BUSINESS COMPUTER APPLICATIONS		A	73037
2008	<a href="#">080400</a>	EDUCATION FOR CAREERS (1/2 CREDIT)		B	
2008	<a href="#">120331</a>	ENGLISH I		A	10010
2008	<a href="#">120399</a>	ENGLISH ELECTIVE		A	10054
2008	<a href="#">150300</a>	INTEGRATED SCIENCE (GRADES 9-12)		A	50070
2008	<a href="#">160337</a>	ALGEBRA I - PART I		A	20510

System returns to the Transcript List after record is deleted.

# Returning to the Student List



http://leads4st.doe.louisiana.gov/ - Louisiana Department of Education - Student Transcript System - Windows Internet Explorer

**Student Transcript System**  
Transcript List (Update Mode)

Close | Restart

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

2/24/2012 9:12 AM

First: ARCHIE Middle: Last: ANDREWS Suffix:

BSSY: 2011

Jefferson Parish

Riverdale High School

25 Local ID #: Grad Date: Acad. Endor.: N/A C/T Endor.: N/A

994

Gender: MALE Ethnicity: Hispanic:  Y  N Race: Am Indian  Asian  Black  Pac Islander  White

Career Option: 009 HOSPITALITY AND TOURISM

Last Update: 2/24/2012  
Grade: 12  
Grade 9 Entry BSSY: 2008  
Anticipated Grad BSSY: 2011  
Passed GEE?  Y  
Local Rank: of  
Local GPA:  
Overall GPA: n/a

Course BSSY	Course Code	Course Name	Part Number	Letter Grade	Local Code
2008	<a href="#">040401</a>	INTRODUCTION TO BUSINESS COMPUTER APPLICATIONS		A	73037
2008	<a href="#">080400</a>	EDUCATION FOR CAREERS (1/2 CREDIT)		B	
2008	<a href="#">120331</a>	ENGLISH I		A	10010
2008	<a href="#">120399</a>	ENGLISH ELECTIVE		A	10054
2008	<a href="#">150300</a>	INTEGRATED SCIENCE (GRADES 9-12)		A	50070
2008	<a href="#">160337</a>	ALGEBRA I - PART I		A	20510

Click here to return to the Student List.

# Adding a New Student



http://leads4tst.doe.louisiana.gov/ - Louisiana Department of Education - Student Transcript Sy - Windows Internet Explorer

## Student Transcript System

Student List (Update Mode)

Site List Inquiry Update Upload Reports STS Administration Home Help

Beginning School Session Year:

Sponsor: 026 Jefferson Parish

Site: 026068 Riverdale High School

Search:  Enter ID, Partial First or Last Name, or Grade, and press ENTER.

**Click here to add a new student.**

[ADD A NEW STUDENT](#)

State ID	Name	Birth Date	Gender	Grade
<a href="#">318337225</a>	ARCHIE ANDREWS	04/01/1994	M	12
<a href="#">337225318</a>	BETTY COOPER	10/20/1993	F	12
<a href="#">318225337</a>	JUGHEAD JONES	09/29/1993	M	12
<a href="#">337318225</a>	MIDGE KLUMP	02/01/1994	F	12
<a href="#">225318337</a>	VERONICA LODGE	08/19/1993	F	12
<a href="#">225337318</a>	REGGIE MANTLE	11/26/1994	M	12
*** END OF STUDENT LIST ***				

# Adding a New Student



http://leads4tst.doe.louisiana.gov/ - Louisiana Department of Education - Student Transcript System - Windows Internet Explorer

## Student Transcript System

Add a Student

Site List Student List Core Progress Home

2/24/2012 9:41 AM

Close | Restart

First  Middle  Last  Suffix

BSSY: 2011  
Sponsor: 026 Jefferson Parish  
Site: 026068 Riverdale High School

State ID #:  Local ID #:   
Birth Date:  Grad Date:

Gender:  Acad. Endor.: N/A  
C/T Endor.: N/A

Ethnicity: Hispanic:  Y  N  Race: Am Indian  Asian  Black  Pac Islander  White

Career Option:  N/A

Last Update:   
Grade: 09  
Grade 9 Entry BSSY:   
Anticipated Grad BSSY:   
Passed GEE?   
Local Rank:  of   
Local GPA:   
Overall GPA: n/a

**TRANSCRIPT RECORD 1 of 1**

Course Beg. Year:  Course:

Letter Grade: A  
Course Part Number:

Semester: Y1 YEAR LONG COURSE  
Course Type Cd: REGULAR  
Dis. Lrn. Type Cd: N/A

Course Sponsor: 026 Jefferson Parish  
Course Site: 026068 Riverdale High School

Course Site Name:   
Transcpt Crs Name:

Grade Point Max: 4.00  
Qual. Pts. Awrd Cnt: 0.00  
Credit Attempted: 1.00  
Credit Earned: 1.00  
Core Cur. Waiver: N  
Local Course Cd:

Submit

Fill in the appropriate data elements with student demographic data and add the first transcript record.

# Adding a New Student



http://leads4tst.doe.louisiana.gov/ - Louisiana Department of Education - Student Transcript Sy - Windows Internet Explorer

## Student Transcript System

Add a Student

Close | Restart

2/24/2012 9:41 AM

Site List Student List Core Progress Home Help

First  Middle  Last  Suffix

BSSY: 2011 Last Update: Grade:

Sponsor: 026 Jefferson Parish Grade 9 Entry BSSY:

Site: 026068 Riverdale High School Anticipated Grad BSSY:

State ID #:  Local ID #:  Passed GEE?

Birth Date:  Grad Date:  Local Rank:  of

Gender:  Acad. Endor.:  Local GPA:

Ethnicity: Hispanic:  Y  N  Race: Am Indian  Asian  Black  Pac Islander  White  Overall GPA: n/a

Career Option:

**TRANSCRIPT RECORD 1 of 1**

Course Beg. Year:  Course:  Grade Point Max:

Letter Grade:  Qual. Pts. Awrd Cnt:

Course Part Number:  Credit Attempted:

Semester:   Credit Earned:

Course Type Cd:  Core Cur. Waiver:

Dis. Lrn. Type Cd:  Local Course Cd:

Course Sponsor:  Jefferson Parish

Course Site:  Riverdale High School

Course Site Name:

Transcpt Crs Name:

**Press Submit when data has been entered into all applicable fields.** →

# Deleting a Student



http://leads4tst.doe.louisiana.gov/ - Louisiana Department of Education - Student Transcript System - Windows Internet Explorer

## Student Transcript System

Transcript List (Update Mode) Close | Restart

2/24/2012 10:02 AM

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

First  Middle  Last  Suffix

BSSY: 2011 Last Update: 2/16/2012  
Sponsor: 026 Jefferson Parish Grade:   
Site: 026068 Riverdale High School Grade 9 Entry BSSY:   
State ID #: 318225337 Local ID #:  Anticipated Grad BSSY: 2011  
Birth Date:  Grad Date:  Passed GEE?   
Acad. Endor.:  Local Rank:  of   
Gender:  C/T Endor.:  Local GPA:   
Ethnicity: Hispanic:  Y  N  Race: Am Indian  Asian  Black  Pac Islander  White  Overall GPA: 3.06  
Career Option:  AGRICULTURE, FOOD, AND NATURAL RESOURCES  Submit

Course BSSY	Course Code	Course Name	Part Number	Letter Grade	Local Code
2008	<a href="#">030300</a>	BEGINNING BAND		A	72001
2008	<a href="#">080400</a>	EDUCATION FOR CAREERS (1/2 CREDIT)		A	
2008	<a href="#">120331</a>	ENGLISH I		A	10010
2008	<a href="#">120399</a>	ENGLISH ELECTIVE		A	10064
2008	<a href="#">150300</a>	INTEGRATED SCIENCE (GRADES 9-12)		B	50070
2008	<a href="#">160337</a>	ALGEBRA I - PART I		B	20511
2008	<a href="#">160338</a>	ALGEBRA I - PART II		B	20520

Add A Transcript Change State ID Delete Student

Click this button to delete a student.

# Deleting a Student



http://leads4tst.doe.louisiana.gov/ - Louisiana Department of Education - Student Transcript System - Windows Internet Explorer

**Student Transcript System**  
Transcript List (Update Mode) Close | Restart

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

2/24/2012 10:02 AM

First:  Middle:  Last:  Suffix:

BSSY: 2011 Last Update: 2/16/2012  
 Sponsor: 026 Jefferson Parish Grade:   
 Site: 026068 Riverdale High School Grade 9 Entry BSSY:   
 State ID #: 318225337 Local ID #:  Anticipated Grad BSSY: 2011  
 Birth Date:  Grad Date:  Passed GEE?   
 Gender:  Acad. Endor.:  Local Rank:  of   
 Ethnicity: Hispanic:  Y  N  Race: Am Indian  Asian  Black  Pac Islander  White  Local GPA:   
 Career Option:  AGRICULTURE, FOOD, AND  Overall GPA: 3.06

**Click OK to delete this student.**

Message from webpage

Press OK to delete this student and his/her transcript records.

Year	Local Code	Course	Letter Grade	Local Code
2008	<a href="#">120331</a>	ENGLISH I	A	72001
2008	<a href="#">120399</a>	ENGLISH ELECTIVE	A	
2008	<a href="#">150300</a>	INTEGRATED SCIENCE (GRADES 9-12)	B	50070
2008	<a href="#">160337</a>	ALGEBRA I - PART I	B	20511
2008	<a href="#">160338</a>	ALGEBRA I - PART II	B	20511

# Changing a State ID Number



http://leads4tst.doe.louisiana.gov/ - Louisiana Department of Education - Student Transcript Sy - Windows Internet Explorer

**Student Transcript System**  
Transcript List (Update Mode)

Close | Restart

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

2/22/2012 1:24 PM

First  Middle  Last  Suffix

BSSY: 2010 Last Update: 2/22/2012  
 Sponsor: 026 Jefferson Parish Grade:   
 Site: 026068 Riverdale High School Grade 9 Entry BSSY:   
 State ID #: 318337225 Local ID #:  Anticipated Grad BSSY: 2011  
 Birth Date:  Grad Date:  Passed GEE?   
 Gender:  Acad. Endor.:  Local Rank:  of   
 Ethnicity: Hispanic:  Y  N  Race: Am Indian  Asian  Black  Pac Islander  White  Local GPA:   
 Career Option:  Overall GPA: 3.35

Course BSSY	Course Code	Course Name	Part Number	Letter Grade	Local Code
2008	<a href="#">040401</a>	INTRODUCTION TO BUSINESS COMPUTER APPLICATIONS		B	73037
2008	<a href="#">080400</a>	EDUCATION FOR CAREERS (1/2 CREDIT)		B	
2008	<a href="#">120331</a>	ENGLISH I		A	10010
2008	<a href="#">120399</a>	ENGLISH ELECTIVE		A	10054
2008	<a href="#">150300</a>	INTEGRATED SCIENCE (GRADES 9-12)		A	50070
2008	<a href="#">160337</a>	ALGEBRA I - PART I		A	20510

Click here to change State ID number.

# Changing a State ID Number



http://leads4st.doe.louisiana.gov/ - Louisiana Department of Education - Student Transcript System - Windows Internet Explorer

**Student Transcript System**  
Transcript List (Update Mode)

Close | Restart

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

2/22/2012 2:09 PM

First  Middle  Last  Suffix

BSSY: 2010 Last Update: 2/22/2012  
 Sponsor: 026 Jefferson Parish Grade:   
 Site: 026068 Riverdale High School Grade 9 Entry BSSY:   
 State ID #: 318337225 Local ID #:  Anticipated Grad BSSY: 2011  
 Birth Date:  Grad Date:  Passed GEE?   
 Gender:  Acad. Endor.:  Local Rank:  of   
 Ethnicity: Hispanic:  Y  N  Race: Am Indian  Asian  Black  Pac Islander  White  Local GPA:   
 Career Option:  Overall GPA: 3.35

**ENTER THE NEW STATE ID AND PRESS CHANGE STATE ID AGAIN**

Course BSSY	Course Code	Course Name	Part Number	Letter Grade	Local Code
2008	<a href="#">040401</a>	INTRODUCTION TO BUSINESS COMPUTER APPLICATIONS		B	73037
2008	<a href="#">080400</a>	EDUCATION FOR CAREERS (1/2 CREDIT)		B	
2008	<a href="#">120331</a>	ENGLISH I		A	10010
2008	<a href="#">120399</a>	ENGLISH ELECTIVE		A	10054
2008	<a href="#">150300</a>	INTEGRATED SCIENCE (GRADES 9-12)		A	50070
2008	<a href="#">160337</a>	ALGEBRA I - PART I		A	20510

Enter the new **State ID** in the text box and press Change State ID.

# Changing a State ID Number



http://leads4tst.doe.louisiana.gov/ - Louisiana Department of Education - Student Transcript System - Windows Internet Explorer

**Student Transcript System**  
Transcript List (Update Mode) Close | Restart

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

2/22/2012 2:22 PM

First: ARCHIE Middle: Last: ANDREWS Suffix:

BSSY: 2010  
Sponsor: 026 Jefferson Parish  
Site: 026068 Riverdale High School  
State ID #: 318337318 ← Local ID:  
Birth Date: 04/01/1994 Grad Date:  
Acad. Endor: C/T Endor:  
Gender: MALE Race: A  
Ethnicity: Hispanic: Y  M  N  
Career Option: N/A

Last Update: 2/22/2012  
Grade: 11  
Grade 9 Entry BSSY: 2008  
Anticipated Grad BSSY: 2011  
Passed GEE?  Y  
Local Rank: of  
Local GPA:  
Overall GPA: 3.35

The new State ID will appear in the State ID Number field and a **RECORD UPDATED** message is shown.

**RECORD UPDATED**

Course BSSY	Course Code	Course Name	Part Number	Letter Grade	Local Code
2008	<a href="#">040401</a>	INTRODUCTION TO BUSINESS COMPUTER APPLICATIONS		B	73037
2008	<a href="#">080400</a>	EDUCATION FOR CAREERS (1/2 CREDIT)		B	80515
2008	<a href="#">120331</a>	ENGLISH I		A	10010
2008	<a href="#">120399</a>	ENGLISH ELECTIVE		A	10054
2008	<a href="#">150300</a>	INTEGRATED SCIENCE (GRADES 9-12)		A	50070
2008	<a href="#">160337</a>	ALGEBRA I - PART I		A	20510

# Student Reassignment



http://leads4st.doe.louisiana.gov/ - Louisiana Department of Education - Student Transcript Sy - Windows Internet Explorer

## Student Transcript System

Close | Restart

**Inquiry** | **Update** | **Upload** | **Reports** | **STS Admin**

- Student or Transcript
- Certify Graduate Transcripts
- Student Reassignment**

**Select Student Reassignment from the Update function.**

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.

V8/AppUser/v1

# Student Reassignment



http://leads4st.doe.louisiana.gov/ - Louisiana Department of Education - Student Transcript Sy - Windows Internet Explorer

## Student Transcript System

Student Reassignment

Close | Restart

2012 10:51:22 AM

Site List Inquiry Update Upload Reports STS Administration Home Help

Beginning School Session Year: 2011  
Copy From Sponsor: 026  
Copy From Site:  
State ID Number: 337985337  
Local ID Number:

**Select the appropriate BSSY and provide the Sponsor and State 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: 026: Jefferson Parish  
Select New Site: 026068: Riverdale High School

**Press Submit to begin the reassignment process.**

Submit

**The site will default for most users, but an STS Coordinator could select from several sites.**

Reset

# Student Reassignment



http://leads4st.doe.louisiana.gov/ - Louisiana Department of Education - Student Transcript Sy - Windows Internet Explorer

## Student Transcript System

Student Reassignment

Close | Restart

Site List Inquiry Update Upload Reports STS Administration Home Help

2/24/2012 10:58:48 AM

**This message appears if STS data is available for the student.**

Beginning School Session Year: 2011

Copy From Sponsor: 026 Jefferson Parish [Sponsor List](#)

Copy From Site: 026080 West Jefferson High School

State ID Number: 337985337 Local ID Number:

*Please select a new site code and press Move Student*

Name: MOOSE MASON

Birth Date: 3/15/1994 Ethnicity: Hispanic, Am Indian, White Gender: MALE

Grade 9 Entry BSSY: 2008 Grad Date: Grade: 12

New Sponsor: 026: Jefferson Parish

Select New Site: 026068: Riverdale High School

[▲ Move Student](#) [Reset](#)

**Press Move Student to move transcript data to the new site.**

# Student Reassignment



http://leads4st.doe.louisiana.gov/ - Louisiana Department of Education - Student Transcript Sy - Windows Internet Explorer

## Student Transcript System

Student Reassignment

Close | Restart

Site List Inquiry Update Upload Reports STS Administration Home Help

2/24/2012 11:07:43 AM

Beginning School Session Year: 2011

Copy From Sponsor: 026 Jefferson Parish [Sponsor List](#)

Copy From Site: 026080 West Jefferson High School

State ID Number: 337985337

*Student 337985337 successfully Moved to Riverdale High School*

Name: MOOSE MASON

Birth Date: 3/15/1994 Ethnicity: Hispanic, Am Indian, White Gender: MALE

Grade 9 Entry BSSY: 2008 Grad Date: Grade: 12

New Sponsor: 026: Jefferson Parish

Select New Site: 026068: Riverdale High School

[Move Student](#) [Reset](#)

**NOTE:** If the reassignment is within the LEA, the data will be **MOVED**. If the student is reassigned from another LEA, the data will be **COPIED**.



# **Inquiring on Student Information**

# Student Inquiry Screen



http://leads4st.doe.louisiana.gov/ - Louisiana Department of Education - Student Transcript Sy - Windows Internet Explorer

Student Transcript System

Close | Restart

**Inquiry** Update Upload Reports STS Administration Help

Core Reference Tables

Student Data

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.

Place cursor on the **Inquiry** button and the inquiry options will appear.

V8/AppUser/v1

# Select Student Data



http://leads4st.doe.louisiana.gov/ - Louisiana Department of Education - Student Transcript Sy - Windows Internet Explorer

**Student Transcript System** Close | Restart

[Inquiry](#) [Update](#) [Upload](#) [Reports](#) [STS Administration](#) [Help](#)

[Core Reference Tables](#)

**Student Data**

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.

**Select Student Data.**

V8/AppUser/v1

# Sponsor Site List



http://leads4tst.doe.louisiana.gov/ - Louisiana Department of Education - Student Transcript Sy - Windows Internet Explorer

**Student Transcript System**  
Site List (Inquiry Mode) Close | Restart

[Inquiry](#) [Update](#) [Upload](#) [Reports](#) [STS Administration](#) [Home](#) [Help](#)

Beginning School Session Year:

Sponsor:  Jefferson Parish

Site Code	Site Name
<a href="#">026010</a>	Bonnabel Magnet Academy High School
<a href="#">026017</a>	Helen Cox High School
<a href="#">026022</a>	East Jefferson High School
<a href="#">026023</a>	John Ehret High School
<a href="#">026029</a>	Fisher Middle/High School
<a href="#">026031</a>	Grand Isle High School
<a href="#">026042</a>	Haynes Academy School for Advanced Studies
<a href="#">026045</a>	L.W. Higgins High School
<a href="#">026051</a>	Grace King High School
<a href="#">026068</a>	Riverdale High School
<a href="#">026080</a>	West Jefferson High School
<a href="#">026086</a>	Joseph A. Cuillier Sr. Career Center
<a href="#">026104</a>	AMIkids Jefferson
<a href="#">026105</a>	Patrick F. Taylor Science & Technology Academy
<a href="#">026107</a>	Thomas Jefferson High School for Advanced Studies
<a href="#">026112</a>	Martyn Alternative School
<a href="#">026119</a>	Martyn Academy for Career Preparation
<a href="#">026120</a>	Douglass Academy for Career Preparation
<a href="#">026123</a>	Jefferson Chamber Foundation Academy
*** END OF SITE LIST ***	

Select the Site Code. →

**NOTE:** This screen appears only to users with LEA-level access. Those with site-level only access are taken directly to the Student List at their site.

# Student List



http://leads4st.doe.louisiana.gov/ - Louisiana Department of Education - Student Transcript Sy - Windows Internet Explorer

**Student Transcript System**  
Student List (Inquiry Mode) Close | Restart

Site List | Inquiry | Update | Upload | Reports | STS Admin

Beginning School Session Year: 2011  
Sponsor: 026 Jefferson Parish  
Site: 026068 Riverdale High School  
Search:  Enter ID, Partial First or Last Name, or Grade, and press ENTER.

State ID	Name	Birth Date	Gender	Grade
<a href="#">318337225</a>	ARCHIE ANDREWS	04/01/1994	M	12
<a href="#">337225318</a>	BETTY COOPER	10/20/1993	F	12
<a href="#">318225337</a>	JUGHEAD JONES	09/29/1993	M	12
<a href="#">337318225</a>	MIDGE KLUMP	02/01/1994	F	12
<a href="#">225318337</a>	VERONICA LODGE	08/19/1993	F	12
<a href="#">225337318</a>	REGGIE MANTLE	11/26/1994	M	12
<a href="#">337985337</a>	MOOSE MASON	03/15/1994	M	12
*** END OF STUDENT LIST ***				

Select student by clicking on the **State ID** (SSN).

Search by State ID, partial name, or grade.

# Transcript List



http://leads4st.doe.louisiana.gov/ - Louisiana Department of Education - Student Transcript Sy - Windows Internet Explorer

**Student Transcript System**  
Transcript List (Inquiry Mode) Close | Restart

[Site List](#) | [Student List](#) | [Core Progress](#) | [APC Courses](#) | [Home](#) | [Help](#)

**ARCHIE ANDREWS** 2/24/2012 1:30 PM

BSSY: 2011 Last Update: 2/24/2012  
 Sponsor: 026 Jefferson Parish Grade: 12  
 Site: 026068 Riverdale High School Grade 9 Entry BSSY: 2008  
 State ID #: 318337225 Anticipated Grad BSSY: 2011  
 Birth Date: 04/01/1994 Passed GEE?: Y  
Local Rank:  
 Gender: MALE Local GPA:  
 Ethnicity: Hispanic:  Y  N  Race: Am Indian  Asian  Black  Pac Islander  White  Overall GPA: 3.38  
 Career Option:

Course BSSY	Course Code	Course Name	Part Number	Letter Grade	Local Code
2008	<a href="#">040401</a>	INTRODUCTION TO BUSINESS COMPUTER APPLICATIONS		A	73037
2008	<a href="#">080400</a>	EDUCATION FOR CAREERS (1/2 CREDIT)		B	
2008	<a href="#">120331</a>	ENGLISH I		A	10010
2008	<a href="#">120399</a>	ENGLISH ELECTIVE		A	10054
2008	<a href="#">150300</a>	INTEGRATED SCIENCE (GRADES 9-12)		A	50070
2008	<a href="#">160337</a>	ALGEBRA I - PART I		A	20510
2008	<a href="#">160338</a>	ALGEBRA I - PART II		B	20520
2008	<a href="#">220300</a>	WORLD GEOGRAPHY		B	40010

Click the **Course Code** to access more detailed transcript data.

Use the scroll bar to view those courses not displayed.

# Transcript List



http://leads4st.doe.louisiana.gov/ - Louisiana Department of Education - Student Transcript System - Windows Internet Explorer

### Student Transcript System

Transcript Data

Close | Restart

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

ARCHIE ANDREWS

2/24/2012 1:35 PM

BSSY: 2011

Sponsor: 026 Jefferson Parish

Site: 026068 Riverdale High School

State ID #: 318337225

Birth Date: 04/01/1994

Gender: MALE

Ethnicity: Hispanic:  Y  N  O  Race: Am Indian  Asian  Black  Pac Islander  White

Career Option:

Academic Endorsement:

Career/Tech Endorsement:

Last Update: 2/24/2012

Grade: 12

Grade 9 Entry BSSY: 2008

Anticipated Grad BSSY: 2011

Passed GEE?: Y

Local Rank:

Local GPA:

Overall GPA: 3.38

**TRANSCRIPT RECORD** 8 of 30

Course Beg. Year:	2008	Course:	220300 WORLD GEOGRAPHY	Grade Point Max:	4.00
Letter Grade:	B			Qual. Pts. Awd Cnt:	3.00
Course Part Number:				Credit Attempted:	1.00
Semester:	S2 - 2ND SEMESTER			Credit Earned:	1.00
Course Type Cd:	RG - REGULAR			Core Cur. Waiver:	N
Dis. Lrn. Type Cd:				Local Course Cd:	40010
Course Sponsor:	026 Jefferson Parish Schools				
Course Site:	026068 Riverdale High School				
Course Site Name:	RIVERDALE HIGH SCHOOL				

Transcript Crs

**Select Core Progress to view Core 4 or TOPS data.**

**Select another Course Code from the transcript list or use the Previous and Next buttons to view the transcript data.**

# Select Calculation Type



http://leads4st.doe.louisiana.gov/ - Louisiana Department of Education - Student Transcript System - Windows Internet Explorer

### Student Transcript System

Transcript Data

Close | Restart

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

**Core 4** (highlighted)  
Basic Core  
TOPS Opportunity, Performance and Honors Award  
TOPS Tech 1 Award  
TOPS Tech 2 Award

BSSY: 2011  
Sponsor: 026 Jefferson Parish  
Site: 026068 Riverdale High School  
State ID #: 318337225  
Birth Date: 04/01/1994

Grade: 12  
Grade 9 Entry BSSY: 2008  
Anticipated Grad BSSY: 2011  
Passed GEE?: Y  
Local Rank:  
Local GPA:  
Overall GPA: 3.38

Gender: MALE  
Ethnicity: Hispanic:  Y  N  Other  Race: Am Indian  Asian  Black  Pac Islander  White   
Career Option:

Grad Date:  
Academic Endorsement:  
Career/Tech Endorsement:

TRANSCRIPT RECORD 8 of 30 Prev Next

Course Beg. Year: 2008 Course: 220300 WORLD GEOGRAPHY  
Letter Grade: B Grade Point Max: 4.00  
Course Part Number: Qual. Pts. Awd Cnt: 3.00  
Semester: S2 - 2ND SEMESTER Credit Attempted: 1.00  
Course Type Cd: RG - REGULAR Credit Earned: 1.00  
Dis. Lrn. Type Cd:  
Course Sponsor: 026 Jefferson Parish  
Course Site: 026068 Riverdale High School  
Course Site Name: RIVERDALE HIGH SCHOOL  
Transcpt Crs Name: WORLD GEOGRAPHY

**Core 4 Calculation has been selected.**

**NOTE:** The Basic Core Calculation and the TOPS Tech 2 Award are “grayed out” because no calculations were performed. In order for either of these choices to be calculated, the student must be assigned a Career Option Code.

# Core Progress Data



http://leads4tst.doe.louisiana.gov/ - Louisiana Department of Education - Student Transcript Sy - Windows Internet Explorer

**Student Transcript System** Core 4

Close | Restart

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

BSSY: 2011 ARCHIE ANDREWS 2/22/2012 10:11 AM  
 Sponsor: 026 Jefferson Parish Last Update: 2/16/2012  
 Site: 026068 Riverdale High School Local ID #: Grade: 12  
 State ID #: 318337225 Grad Date: Grade 9 Entry BSSY: 2008  
 Birth Date: 04/01/1994 Academic Endorsement: Anticipated Grad BSSY: 2011  
 Gender: MALE Career/Tech Endorsement: Passed GEE?: Y  
 Ethnicity: Hispanic: Y  N  Race: Am Indian  Asian  Black  Pac Islander  White   
 Career Option: Local Rank:  
 NOT ALL OF THE CORE 4 CURRICULUM REQUIREMENTS HAVE BEEN MET. Local GPA:  
 20 Categories are required for Core 4 Award. Overall GPA: 3.31  
 2 Categories are needed to fulfill Core 4 requirements. SITE HAS NOT BEEN CERTIFIED  
 Core GPA 3.33 = RELATIVE GRADE POINTS / CREDIT UNITS ALLOWED = 63.40/19.00 = 3.33

Categories	Cat 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	2.40
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 II	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 (...)	A	4.00
SCIENCE - 4TH UNIT	N	1.00	0.00			0.00
CIVICS/FREE 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	FREE ENTERPRISE SYST...	B	3.00
				SOCIOLOGY	B	
HEALTH & PE	Y	2.00	2.00	JR. ROTC I	A	8.00
				JR. ROTC II	A	
FOREIGN LANGUAGE-1ST UNIT	Y	1.00	1.00	FRENCH I	B	3.00
FOREIGN LANGUAGE-2ND UNIT	Y	1.00	1.00	FRENCH II	C	2.00
ARTS	Y	1.00	1.00	FINE ARTS SURVEY	A	4.00
<b>TOTAL \$</b>		<b>21.00</b>	<b>19.00</b>			<b>63.40</b>

Number of categories needed: 2

\*\*\*\*\*

Any category not met is in **BOLD** print.



## Core Reference Tables

# Core Reference Tables



The screenshot shows a web browser window titled "http://leads4st.doe.louisiana.gov/ - Louisiana Department of Education - Student Transcript Sy - Windows Internet Explorer". The page header includes the Louisiana Department of Education logo and the text "Student Transcript System" with "Close | Restart" options. A navigation menu contains "Inquiry", "Update", "Upload", "Reports", "STS Administration", and "Help". A dropdown menu is open under "Inquiry", showing "Core Reference Tables" (highlighted) and "Student Data". Below the menu, three paragraphs describe the Student Transcript System (STS):

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.

**Hover the mouse over **Inquiry** and then click on **Core Reference Tables**.**

V8/AppUser/v1

# Reference Table Selection Options



http://leads4st.doe.louisiana.gov/ - Louisiana Department of Education - Student Transcript Sy - Windows Internet Explorer

Close | Restart

STS Administration Home Help

BSSY: 2011

Core Curricula: C4 CORE 4

Core Category: 01 ENGLISH I

Core Set: 001 ENGLISH I

Cat. Set BSSY:

Sponsor:

Site:

CU Req Eff Grad Exp Grad

1.00 2011

1.00 2011

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
120331	ENGLISH I	1.00	1.00	2011	
*** END OF LIST ***					

Press **Select a Category** to view the **C4** categories.

The application defaults to the **Core 4 Award**.

# Core Category Selection



http://leads4st.doe.louisiana.gov/ - Louisiana Department of Education - Student Transcript Sy - Windows Internet Explorer

**Student Transcript System**  
Core Reference Tables Inquiry

Close | Restart

[Inquiry](#) [Update](#) [Upload](#) [Reports](#) [STS Administration](#) [Home](#) [Help](#)

BSSY: 2011

CU Req    Eff Grad    Exp Grad

2011

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:

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
<a href="#">01</a>	ENGLISH I	1.00		2011	
<a href="#">02</a>	ENGLISH II	1.00		2011	
<a href="#">03</a>	ENGLISH III	1.00		2011	
<a href="#">04</a>	ENGLISH IV	1.00		2011	
<a href="#">05</a>	ALGEBRA I	1.00		2011	
<a href="#">06</a>	GEOMETRY	1.00		2011	
<a href="#">07</a>	ALGEBRA II	1.00		2011	

**Click the Algebra I Core Category Type Code.**

# Core Category Set Selection



http://leads4tst.doe.louisiana.gov/ - Louisiana Department of Education - Student Transcript Sy - Windows Internet Explorer

**Student Transcript System**  
Core Reference Tables Inquiry

Close | Restart

**Inquiry** | Update | Upload | Reports | STS Administration | Home | Help

BSSY: 2011

CU Req    Eff Grad    Exp Grad  
 1.00    2011    2011  
 1.00    2011    2011

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:  
 Sponsor:  
 Site:

**Click Select a Set to view the sets in the Algebra I category.**

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
<a href="#">001</a>	ALGEBRA I				1.00	2011	
*** END OF LIST ***							

**Select Category Set Type Code to view all the courses in this set.**

# Core Category Set List



http://leads41st.doe.louisiana.gov/ - Louisiana Department of Education - Student Transcript Sy - Windows Internet Explorer

**Student Transcript System**  
Core Reference Tables Inquiry

Close | Restart

**Inquiry** | Update | Upload | Reports | STS Administration | Home | Help

BSSY: 2011

CU Req    Eff Grad    Exp Grad

2011

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:

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 ***					

Courses in the **001** Set of the **05: Algebra I** Core Category.



## On-Demand Reporting

# Reports Request



http://leads4st.doe.louisiana.gov/ - Louisiana Department of Education - Student Transcript Sy - Windows Internet Explorer

## Student Transcript System

Close | Restart

[Inquiry](#) [Update](#) [Upload](#) [Reports](#) [STS Administration](#) [Help](#)

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.

**Click the **Reports** button to begin the report request process.**

V8/AppUser/v1

# Reports Menu



http://leads4st.doe.louisiana.gov/ - Louisiana Department of Education - Student Transcript Sy - Windows Internet Explorer

## Student Transcript System

Close | Restart

**Inquiry** | Update | Upload | **Reports** | STS Administration | Help

- STSQ01: Student Transcript Detail Download
- STSQ02: Student TOPS GPA Detail Download
- STSQ03: Regents GPA/Ranking Extract File
- STSQ04: Student Level Transcript Summary Report**
- STSQ06: Core Progress Detail Report**
- STSQ07: Detail Report
- STSQ08: Course Part Number Edit Report
- STSQ11: Regents GPA/Ranking Report
- STSQ12: Core Reference Tables Report
- STSQ13: Selected Data Element Report

The Student Transcript System (STS) is a web-based system (LDE) to collect high school transcripts from Louisiana's public and nonpublic schools and the Local Educational Agency (LEA). It is supported by the Louisiana State Office of Financial Assistance (LOSFA), the Louisiana Board of Regents, and the Louisiana Department of Education. The system was implemented at the beginning of the 2002-2003 school year.

The STS computes an overall GPA for each student based on the state and legislative guidelines, a core GPA based on the core curriculum requirements specified in the Louisiana Department of Education's Basic Core requirements, and a second core GPA based on the Core 4 and Core 5 requirements. The system also provides a GPA based on the Louisiana Board of Regents for determining students' TOPS eligibility, and by the Louisiana State Office of Financial Assistance (LOSFA).

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.

V8/AppUser/v1

Place cursor on the **STSQ06** report and left-click the mouse.

# Submit STSQ06 Report Request



http://leads4st.doe.louisiana.gov/ - Student Transcript System - Report Request - Q06 Core Pro - Windows Internet Explorer

**Student Transcript System**  
STSQ06 Report Request

Close | Restart

[Inquiry](#) [Update](#) [Upload](#) [Reports](#) [STS Administration](#) [Home](#) [Help](#)

Core Progress Detail 2/27/2012 9:38 AM

BSSY:

Sponsor code:  Jefferson Parish

Site code:

Core Curricula:

9th Grade  10th Grade  11th Grade  12th Grade

Select the desired Core Curricula.

Press the **Submit** button to request the report.

# STSQ06 Report Retrieval



http://leads4tst.doe.louisiana.gov/sts/reports/ReportOutput.aspx - Windows Internet Explorer

75% Collaborate Sign Find

1 / 10

Louisiana Department of Education / Student Transcript System Page: 1  
 STEQ06: Core Progress Detail Report Run Date: 02/27/2012

**ARCHIE ANDREWS**  
 CORE 4

Grade: 12

School Session: 2011 - 2012  
 Sponsor: 026 Jefferson Parish Schools  
 Site: 026068 Riverdale High School  
 State ID Number: 318-33-7225  
 Birth Date: 04/01/1994  
 Ethnicity: Non-Hispanic, White  
 Gender: Male

Local ID Number:  
 Grade 9 Entry Year: 2008  
 Graduation Date:  
 Anticipated Graduation BSSY: 2011  
 Overall GPA: 3.38

Not all of the CORE 4 curriculum requirements have been met.  
 20 categories are required for CORE 4  
 2 categories still needed to meet requirements for CORE 4  
 Core GPA - Relative Grade Points / Credit Units Allowed - 63.40 / 19.00 = 3.33

Category	Requirement	Met	Required	Allowed	Code	Name	Grade	Rel Grade Points
ENGLISH I		Y	1.00	1.00	120331	ENGLISH I	A	4.00
ENGLISH II		Y	1.00	1.00	120332	ENGLISH II	C	2.40
ENGLISH III		Y	1.00	1.00	120333	ENGLISH III	A	4.00
ENGLISH IV		N	1.00	0.00				0.00
ALGEBRA I		Y	1.00	1.00	160338	ALGEBRA I - PART II	B	3.00
GEOMETRY		Y	1.00	1.00	160323	GEOMETRY	B	3.00
ALGEBRA II		Y	1.00	1.00	160322	ALGEBRA II	B	3.00
MATH - 4TH UNIT		Y	1.00	1.00	160346	ADVANCED MATHEMATICS - PRE-CALCULUS	B	3.00
BIOLOGY		Y	1.00	1.00	150301	BIOLOGY	A	4.00
CHEMISTRY		Y	1.00	1.00	150401	CHEMISTRY	B	3.00
SCIENCE - 3RD UNIT		Y	1.00	1.00	150300	INTEGRATED SCIENCE (GRADES 9-12)	A	4.00
SCIENCE - 4TH UNIT		N	1.00	0.00				0.00
CIVICS/FREE ENTERPRISE		Y	1.00	1.00	220501	CIVICS-1st SEMESTER	B	3.00
AMERICAN HISTORY		Y	1.00	1.00	220403	AMERICAN HISTORY	A	4.00
SOCIAL STUDIES - 3RD UNIT		Y	1.00	1.00	220300	WORLD GEOGRAPHY	B	3.00
SOCIAL STUDIES - 4TH UNIT		Y	1.00	1.00	220200	FREE ENTERPRISE SYSTEM	B	3.00
SOCIAL STUDIES - 4TH UNIT		Y	1.00	1.00	220601	SOCIOLOGY	B	3.00
HEALTH & PE		Y	2.00	2.00	170001	JR. ROTC I	A	8.00
HEALTH & PE		Y	2.00	2.00	170002	JR. ROTC II	A	8.00
FOREIGN LANGUAGE-1ST UNIT		Y	1.00	1.00	121001	FRENCH I	B	3.00
FOREIGN LANGUAGE-2ND UNIT		Y	1.00	1.00	121002	FRENCH II	C	2.00
ARTS		Y	1.00	1.00	030332	PINE ARTS SURVEY	A	4.00
<b>Totals</b>			<b>21.00</b>	<b>19.00</b>				<b>63.40</b>

Done Unknown Zone

# Submit STSQ07 Report Request



http://leads4st.doe.louisiana.gov/ - Student Transcript System - Report Request - Q07 Transcri - Windows Internet Explorer

**Student Transcript System**  
STSQ07 Report Request

Close | Restart

[Inquiry](#) [Update](#) [Upload](#) [Reports](#) [STS Administration](#) [Home](#) [Help](#)

Transcript Detail 2/27/2012 9:51 AM

BSSY:

Sponsor code:  Jefferson Parish

Site code:

Student ID

9th Grade  10th Grade  11th Grade  12th Grade

**Enter SSN to request this report for a single student.**

**Press the **Submit** button to request the report.**

# STSQ07 Report Retrieval



http://leads4tst.doe.louisiana.gov/sts/reports/ReportOutput.aspx - Windows Internet Explorer

75% Collaborate Sign Find

1 / 1



Louisiana Department of Education / Student Transcript System

Page: 1

STSQ07: Detail Report. (v8)

Run Date: 02/27/2012

ARCHIE ANDREWS

School Session: 2011 - 2012  
 Sponsor: 026 Jefferson Parish Schools  
 Site: 026068 Riverdale High School  
 State ID Number: 318337225 Acad Endorsement:  
 Birth Date: 04/01/1994 Tech Endorsement:  
 Gender: Male Passed GEE: Yes  
 Ethnicity/Race: Non-Hispanic, White

Grade: 12  
 Local ID Number:  
 Grade 9 Entry Year: 2008  
 Graduation Date:  
 Overall GPA: 3.38  
 Local GPA:  
 Local Rank: of

Year	Course Code	Course Name	Part Nbr	Sem	Ltr Grade	Credit Attempted	Credit Earned	Grd Point Max	Core Cur Waiv	Crs Type	Qual Pts Award	Dis Lrn Typ	Spon	Site	Site Name	Trans Course Name
2008	040401	INTRODUCTION TO BU		Y1	A	1.00	1.00	4.00	N	RG	4.00		026	026068	RIVERDALE HI	INTRO. TO BUS. CO
2008	080400	EDUCATION FOR CARE		S1	B	1.00	1.00	4.00	N	RG	3.00		026	026068	RIVERDALE HI	EDUCATION FOR CAR
2008	120331	ENGLISH I (TST 08)		S2	A	1.00	1.00	4.00	N	RG	4.00		026	026080	WEST JEFFERS	ENGLISH I
2008	120399	ENGLISH ELECTIVE		S1	A	1.00	1.00	4.00	N	RG	4.00		026	026080	WEST JEFFERS	INTERMEDIATE COMP
2008	150300	INTEGRATED SCIENCE		S1	A	1.00	1.00	4.00	N	RG	4.00		026	026080	WEST JEFFERS	INTEGRATED SCIENC
2008	160337	ALGEBRA I - PART I		S1	A	1.00	1.00	4.00	N	RG	4.00		026	026080	WEST JEFFERS	ALGEBRA I PART I
2008	160338	ALGEBRA I - PART I		S2	B	1.00	1.00	4.00	N	RG	3.00		026	026080	WEST JEFFERS	ALGEBRA I PART II
2008	220300	WORLD GEOGRAPHY		S2	B	1.00	1.00	4.00	N	RG	3.00		026	026068	RIVERDALE HI	WORLD GEOGRAPHY
2009	120332	ENGLISH II		S2	C	1.00	1.00	5.00	N	HR	3.00		026	026080	WEST JEFFERS	ENGLISH II H
2009	120400	ENGLISH ELECTIVE I		S1	C	1.00	1.00	5.00	N	HR	3.00		026	026080	WEST JEFFERS	ADVANCED COMPOSIT
2009	150301	BIOLOGY		S1	A	1.00	1.00	4.00	N	RG	4.00		026	026080	WEST JEFFERS	BIOLOGY
2009	160323	GEOMETRY		S2	B	1.00	1.00	4.00	N	RG	3.00		026	026080	WEST JEFFERS	GEOMETRY
2009	160397	MATH ELECTIVE II (		S1	B	1.00	1.00	4.00	N	RG	3.00		026	026080	WEST JEFFERS	TRANSITION TO MAT
2009	170001	JR. ROTC I		S1	A	1.00	1.00	4.00	N	RG	4.00		026	026080	WEST JEFFERS	ROTC I
2009	170009	JR. ROTC ELECTIVE		B4	B	0.50	0.50	4.00	N	RG	3.00		026	026080	WEST JEFFERS	ROTC 1/2
2009	190500	HEALTH EDUCATION		B3	B	0.50	0.50	4.00	N	RG	3.00		026	026080	WEST JEFFERS	ROTC/HEALTH
2009	220501	CIVICS-1st SEMESTR		S2	B	1.00	1.00	4.00	N	RG	3.00		026	026080	WEST JEFFERS	CIVICS 1 UNIT
2010	120333	ENGLISH III		S1	A	1.00	1.00	5.00	N	HR	5.00		026	026080	WEST JEFFERS	ENGLISH III H
2010	121001	FRENCH I		S1	B	1.00	1.00	4.00	N	RG	3.00		026	026080	WEST JEFFERS	FRENCH I
2010	121002	FRENCH II		S2	C	1.00	1.00	4.00	N	RG	3.00		026	026080	WEST JEFFERS	FRENCH II
2010	150401	CHEMISTRY		S1	B	1.00	1.00	4.00	N	RG	3.00		026	026080	WEST JEFFERS	CHEMISTRY
2010	160322	ALGEBRA II		S2	B	1.00	1.00	4.00	N	RG	3.00		026	026080	WEST JEFFERS	ALGEBRA II
2010	170002	JR. ROTC II		S2	A	1.00	1.00	4.00	N	RG	4.00		026	026080	WEST JEFFERS	ROTC II
2010	220200	FREE ENTERPRISE SY		B4	B	0.50	0.50	4.00	N	RG	3.00		026	026080	WEST JEFFERS	FREE ENTERPRISE
2010	220403	AMERICAN HISTORY		S1	A	1.00	1.00	4.00	N	RG	4.00		026	026080	WEST JEFFERS	AMERICAN HISTORY
2010	220601	SOCIOLOGY		B3	B	0.50	0.50	4.00	N	RG	3.00		026	026080	WEST JEFFERS	SOCIOLOGY
2011	030332	FINE ARTS SURVEY		S1	A	1.00	1.00	4.00	N	RG	4.00		026	026080	WEST JEFFERS	FINE ARTS SURVEY
2011	120399	ENGLISH ELECTIVE		S1	A	1.00	1.00	5.00	N	HR	5.00		026	026080	WEST JEFFERS	WORLD LITERATURE
2011	160346	ADVANCED MATHEMATI		S1	B	1.00	1.00	4.00	N	RG	3.00		026	026080	WEST JEFFERS	ADVANCED MATH - P
2011	170003	JR. ROTC III		S1	A	1.00	1.00	4.00	N	RG	4.00		026	026080	WEST JEFFERS	ROTC III
						28.00	28.00									

Done Unknown Zone



## Loading Student and Transcript Information in Batch

# Batch Uploading



http://leads4st.doe.louisiana.gov/ - Louisiana Department of Education - Student Transcript Sy - Windows Internet Explorer

**Student Transcript System** Close | Restart

[Inquiry](#) [Update](#) [Upload](#) [Reports](#) [STS Administration](#) [Help](#)

**Click on Upload.**

The Student Transcript System (STS) is used by the Louisiana Department of Education (LDE) to collect high school transcripts from Louisiana's public and private schools. The LDE worked with the Louisiana Office of Student Financial Assistance (LOSFA), the Louisiana Board of Regents, and the Louisiana State Board of Elementary and Secondary Education (LSBE) 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.

V8/AppUser/v1

# Batch Uploading - Browse



Microsoft Internet Explorer window: Louisiana Department of Education - Student Transcript System - Student data file upload for LE

Address: http://testapp01/adshare/rblancha/sts/Upload/FileUpload.aspx

Student Transcript System File Upload

Inquiry Update Upload Reports STS Administration Home Help

2/27/2012 - 10:08 AM

Step 1: Click the "Browse" button and select the file to upload.

Step 2: Enter Email address of the person to notify when Error report is ready.

Step 3: Click the "Upload" button to transfer the selected file to LDE.

Click "Refresh" to get the latest upload information.

User ID	File Name	Upload Date	Current Status	Reports
apptst12	File2.txt	3/30/2007 2:09:58 PM	Holding	<a href="#">Report Link</a>
apptst12	File2.txt	3/30/2007 1:48:00 PM	Holding	<a href="#">Report Link</a>
apptst12	File1.txt	3/30/2007 1:43:59 PM	Holding	<a href="#">Report Link</a>
apptst12	File1.txt	3/30/2007 1:38:13 PM	Holding	<a href="#">Report Link</a>
apptst12	STS001.zip	3/27/2007 11:49:46 AM	Holding	<a href="#">Report Link</a>
apptst12	test.txt	3/27/2007 11:47:08 AM	Holding	<a href="#">Report Link</a>
apptst12	LEAD52_sampleOneStudent.txt	2/27/2007 9:41:24 AM	Holding	<a href="#">Report Link</a>

Click **Browse** to select the file to be uploaded.

Provide an Email address for notification.

# Batch Uploading - Open File



Step 3: Click the "Upload" button to transfer the selected file to LDE

Click "Refresh" to get the latest upload information.

User ID	File Name	Upload Date	Current Status	Reports
apptst12	File2.txt	3/30/2007 2:09:58 PM	Holding	<a href="#">Report Link</a>
apptst12	File2.txt	3/30/2007 1:48:00 PM	Holding	<a href="#">Report Link</a>
apptst12	File1.txt	3/30/2007 1:43:59 PM	Holding	<a href="#">Report Link</a>
apptst12	File1.txt	3/30/2007 1:38:13 PM	Holding	<a href="#">Report Link</a>
apptst12	STS001.zip	3/27/2007 11:49:46 AM	Holding	<a href="#">Report Link</a>
apptst12	test.txt	3/27/2007 11:47:08 AM	Holding	<a href="#">Report Link</a>
apptst12	LEA002_camp10naStudent.txt	3/27/2007 9:41:24 AM	Holding	<a href="#">Report Link</a>

# Batch Uploading - Upload



Louisiana Department of Education - Student Transcript System - Student data file upload for LE - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address http://testapp01/adshare/blancha/sts/Upload/FileUpload.aspx

### Student Transcript System

File Upload

Inquiry Update Upload Reports STS Administration Home Help

2/27/2012 10:08 AM

Step 1: Click the "Browse" button and select the file to upload.

STS001.zip

Step 2: Enter Email address of the person to notify when Error report is ready.

Step 3: Click the "Upload" button to transfer the selected file to LD

Click "Refresh" to get the latest upload information.

Click **Upload** to transfer the selected file.

Click here to open the error report for a file that has been processed.

User ID	File Name	Upload Date	Current Status	Reports
apptst12	File2.txt	3/30/2007 2:09:58 PM	Holding	<a href="#">Report Link</a>
apptst12	File2.txt	3/30/2007 1:48:00 PM	Holding	<a href="#">Report Link</a>
apptst12	File1.txt	3/30/2007 1:43:59 PM	Holding	<a href="#">Report Link</a>
apptst12	File1.txt	3/30/2007 1:38:13 PM	Holding	<a href="#">Report Link</a>
apptst12	STS001.zip	3/27/2007 11:49:46 AM	Holding	<a href="#">Report Link</a>
apptst12	test.txt	3/27/2007 11:47:08 AM	Holding	<a href="#">Report Link</a>
snntst12	LEADS_campOneStudent.txt	3/27/2007 8:41:24 AM	Holding	<a href="#">Report Link</a>

Done Local intranet

# Batch Error Report



Adobe Acrobat Professional - [ReportOutput[1].pdf - Linked File]

File Edit View Document Tools Advanced Window Help

Open Print Email Search Create PDF Review & Comment Secure Sign Advanced Editing

Select Text 92% How To..?

Bookmarks Signatures Layers Pages Comments

Louisiana Department of Education / Student Transcript System

Page: 1

Batch Error Report

Run Date: 01/16/2006 09:20:04

Submission Date: 10/17/2005 2:00:00 PM School Session 2005 - 2006

LEA : 502 Baton Rouge Diocese  
Site: 502002 Catholic High School (Boys) 101

Student Name	State ID	Local ID	Year	Course Code	Course NO	Course Code	Trans Code	Error Number and Message	Date In Error
GOTTS, LO Peter	123123123	7					000	306 INVALID GRADE 9 ENTRY YEAR	2012
							000	303 INVALID STUDENT FIRST NAME	12
Lannon, John	123124124	55					000	306 INVALID BIRTH DATE	02/31/1917
McCartney, Paul James	123125125	68	2002	004000		1323	000	303 INVALID COURSE BEGINNING E	2012
Sharky, Kings Richard	123126126	77	2004	005000	3		000	303 INVALID COURSE LAST NUMBER	3
Harrison, George Robert	127127127	88	2005	001000		2424	000	304 INVALID SEMESTER CODE	92
Jagger, Mick Allen	128128128	99	2004	007000	1	1525	000	305 INVALID LETTER GRADE CODE	5
Fisher, Robert C	129129129	100	2005	003000		2424	000	306 INVALID CREDIT ATTEMPTED C	400
		100	2005	003000		2424	000	307 CREDIT ATTEMPTED COUNT > 3	200
McManus, Roy John	130130130	102	2005	009000	2	1737	000	310 INVALID CREDIT EARNED COUN	400
Ford, Harrison Kevin	132132132	104	2004	001200		1828	000	311 INVALID CREDIT EARNED COUN	400
		104	2005	001100		2424	000	312 CREDIT EARNED NOT > ATTEMPTED	200
Connery, Dean Robert	134134134	106	2004	001400	1	30303	000	313 CREDIT EARNED NOT > C, GPA	600
Clay, Cassius Aaron	134135135	108	2005	001100	2	040412	000	304 INVALID SEMESTER CODE	77
Favre, Brett Robert	138138138	105	2004	001400			000	306 INVALID LETTER GRADE CODE	5
Kelly, Grace	140140140	1123887	2004	001700	2	74012	000	306 INVALID LETTER GRADE CODE	5
Wiles, Lee John	142142142	74785					000	316 STATE ID ALREADY ASSIGNED	142142142
		74785					000	312 INVALID CAREER OPTION CODE	212
		74785					000	315 GRAD DATE NOT WITHIN OGRA	05/30/2004
Rockne, Khris Abner	144144144	7453455					000	309 INVALID GRADE 9 ENTRY YEAR	1840
John, Elton Hercules	146146146	675					000	309 INVALID GRADE 9 ENTRY YEAR	2012
Lindbaum, Ruth S	149149149	814	2004	001900			000	306 INVALID LETTER GRADE CODE	Y
		814	2005	001800	1	875	000	306 INVALID LETTER GRADE CODE	Y
Mac, Bernice James	150150150	0876345					000	103 INVALID BEGINNING SCHOOL C	2004
Madonna Ciccone	152152152	87599					000	204 INVALID STUDENT LAST NAME	
Matthews, Dave Kelvin	154154154	876532897					000	207 INVALID SEX CODE	G
		876532897					000	208 INVALID GRADE PLACEMENT CO	13
Siston, Joseph Tony	154155155	876234					000	206 INVALID ETHNIC CODE	9
Pattison, Derrick	159159159	123456789					000	206 INVALID ETHNIC CODE	8
Stewart, Patrick Trent	160160160	455					000	206 INVALID ETHNIC CODE	8
Thomson, Charlene Dwan	162162162		2005	001000			000	302 INVALID COURSE CODE	001000
Kirk, James Titus	164164164		2004	002001	1	476	000	306 INVALID LETTER GRADE CODE	W

1 of 2

Start 3:04 PM

# Batch Error Report



Louisiana Department of Education / Student Transcript System

Page: 1

Batch Error Report

Run Date: 01/10/2006 09:20:06

Submission Date: 10/17/2005 2:00:00 PM School Session 2005 - 2006

LEA : 502 Baton Rouge Diocese  
Site: 502002 Catholic High School (Boys) (C)

Student Name	State ID	Local ID	CRS Year	Course Code	PT NO	Local Course	Tran Code	Error Number and Message	Data In Error
Lorre, 12 Peter	123123123	7					020	209 INVALID GRADE 9 ENTRY YEAR	2012
		7					020	203 INVALID STUDENT FIRST NAME	12
Lennon, John	124124124	55					020	205 INVALID BIRTH DATE	02/31/1957
McCartney, Paul James	125125125	66	2012	004000		2323	030	301 INVALID COURSE BEGINNING S	2012
Starkey, Ringo Richard	126126126	77	2004	005000	3		030	303 INVALID COURSE PART NUMBER	3
Harrison, George Robert	127127127	98	2005	006000		2424	030	304 INVALID SEMESTER CODE	RH
Jagger, Mick Allen	128128128	99	2004	007000	1	2525	030	305 INVALID LETTER GRADE CODE L	
Palmer, Robert C	129129129	100	2005	008000		2626	030	306 INVALID CREDIT ATTEMPTED C	600
		100	2005	008000		2626	030	307 CREDIT ATTEMPTED COUNT > 0	100
McManus, Amy Jane	130130110	102	2005	009000	2	2727	030	310 INVALID CREDIT EARNED COUN	600
Ford, Harrison Kevin	132132132	104	2004	001200		2828	030	311 INVALID CREDIT EARNED COUN	600
		104	2005	001300		2929	030	312 CREDS EARND NOT - ATTEMPT,	200
Connery, Sean Robert	134134134	106	2004	001400	1	3030	030	313 CREDIT EARNED NOT > 0, GRA	000
Clay, Cassius Aaron	136136136	108	2005	001500	2	040413	030	304 INVALID SEMESTER CODE	Y7
Pavre, Brett Robert	138138138	110	2004	001600			030	305 INVALID LETTER GRADE CODE R	
Kelly, Grace	140140140	1123887	2004	001700	2	78612	030	305 INVALID LETTER GRADE CODE X	
Miles, Lee John	142142142	76795					020	218 STATE ID ALREADY ASSIGNED	142142142
		76795					020	212 INVALID CAREER OPTION CODE	212
		76795					020	215 GRAD DATE NOT WITHIN OSPA	05/30/2006
Rockne, Emute Abner	144144144	7653455					020	209 INVALID GRADE 9 ENTRY YEAR	1940
John, Elton Hercules	146146146	675					020	209 INVALID GRADE 9 ENTRY YEAR	2012
Limbaugh, Rush F	148148148	9654	2004	001900			030	305 INVALID LETTER GRADE CODE Y	
		9654	2005	001900	1	875	030	305 INVALID LETTER GRADE CODE Y	
Mac, Birnie James	150150150	0876345					020	103 INVALID BEGINNING SCHOOL S	2006
Madonna Ciccone	152152152	87598					020	204 INVALID STUDENT LAST NAME	
Matthews, Dave Kelvin	154154154	876532897					020	207 INVALID SEX CODE	G
		876532897					020	208 INVALID GRADE PLACEMENT CO	13
Liston, Joseph Sonny	156156156	976214					020	206 INVALID ETHNIC CODE	9
Patrick, Danica	158158158	123456789					020	206 INVALID ETHNIC CODE	9
Stewart, Patrick Trek	160160160	453					020	206 INVALID ETHNIC CODE	9
Theron, Charleze Sweet	162162162		2005	001055			030	302 INVALID COURSE CODE	001055
Kirk, James Tiberius	164164164		2004	002001	1	675	030	305 INVALID LETTER GRADE CODE N	

# Batch Error Report Summary



Louisiana Department of Education / Student Transcript System		Page: 1
Batch Error Report		Run Date: 01/10/2006 09:20:06
Submission Date: 10/17/2005 2:00:00 PM	School Session 2005 - 2006	
LEA : 502 Baton Rouge Diocese		
Site: 502ALL		
File Type -	1	
Total Records Submitted -	120	
Student Records Submitted -	12	
Student Records Processed -	12	
Student Records Updated With No Errors -	120	
Student Records Not Updated Due To Errors -	0	
Student Records Deleted -	0	
Error Code	Error Message	Number of Occurrences
205	INVALID LETTER GRADE CODE	7
206	INVALID ETHNIC CODE	1
209	INVALID GRADE 9 ENTRY YEAR	3
207	INVALID SEX CODE	1
311	INVALID CREDIT EARNED COUNT, GRADE - 'E'	1
306	INVALID CREDIT ATTEMPTED COUNT	1
304	INVALID SEMESTER CODE	1
313	CREDIT EARNED NOT > 0, GRADE NOT E OR F	1
307	CREDIT ATTEMPTED COUNT > 0, GRADE - 'E'	1
310	INVALID CREDIT EARNED COUNT	1
312	CREDS EARND NOT = ATTMPT, GRDS A,B,C,D,E	1
209	INVALID GRADE PLACEMENT CODE	1
213	INVALID CAREER OPTION CODE	1
215	GRAD DATE NOT WITHIN OSFA ACADEMIC YEAR	1
215	STATE ID ALREADY ASSIGNED AT SITE	1
301	INVALID COURSE BEGINNING SCH SESS YEAR	1
302	INVALID COURSE CODE	1
303	INVALID COURSE PART NUMBER	1
301	NO HEADER RECORD FOUND	1
101	INVALID SYSTEM INDICATOR	1



## LEA Administration

# Certify Graduate Transcripts



http://leads4st.doe.louisiana.gov/ - Louisiana Department of Education - Student Transcript Sy - Windows Internet Explorer

## Student Transcript System

Close | Restart

**Inquiry** | **Update** | **Upload** | **Reports** | **STS Administration** | **Help**

**Student or Transcript**  
**Certify Graduate Transcripts**  
**Student Reassignment**

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.

V8/AppUser/v1

Place cursor on the **Update** button to access the **Certify Graduate Transcripts** function.

**NOTE:** Certification of graduates is required only for public schools.

# LEA Graduate Certification



http://leads4st.doe.louisiana.gov/ - LEAGradCert - Windows Internet Explorer

Student Transcript System  
LEA Graduate Certification

Close | Restart

Site List Inquiry Update Upload Reports STS Administration Home Help

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

2/16/2012 10:59 AM

Select the desired **BSSY**.

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

Certify by clicking the **Certify** button by the Site Name.

**NOTE:** Sites do not appear on this screen unless at least one 12<sup>th</sup> grade student at the site has been assigned a graduation date.

# Certified Sites



http://leads4st.doe.louisiana.gov/ - LEAGradCert - Windows Internet Explorer

**Student Transcript System**  
LEA Graduate Certification

Close | Restart

Site List Inquiry Update Upload Reports STS Administration Home Help

2/16/2012 11:03 AM

Beginning School Session Year: 2011

Sponsor Code: 026 Jefferson Parish

*Site 026068 has been certified*

Action	Site Code	Site Name	Certification Date
Uncertify	026068	Riverdale High School	02/16/2012
Certify	026080	West Jefferson High School	

The **Certification Date** indicates that the site has been certified.

# Uncertified Sites



http://leads4st.doe.louisiana.gov/ - LEAGradCert - Windows Internet Explorer

**Student Transcript System**  
LEA Graduate Certification

Close | Restart

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

2/16/2012 11:06 AM

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

Site 026068 has been uncertified

Action	Site Code	Site Name	Certification Date
<input type="button" value="Certify"/>	026068	Riverdale High School	
<input type="button" value="Certify"/>	026080	West Jefferson High School	

This message is generated to indicate that a site has been uncertified.

**Certification Date** is removed when a site is no longer certified.

**NOTE:** When graduate data at any site is modified, the site must be re-certified.



## STS User Guide

# User Guide



The screenshot shows the LEADS Portal in a Windows Internet Explorer browser window. The address bar displays <https://leads3.doe.louisiana.gov/pt/>. The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The toolbar contains various icons for navigation and utility. The browser's address bar shows the current page is the LEADS Portal, with a search bar and a "Live Search" button.

The LEADS Portal header features the Louisiana Department of Education logo, the text "LEADS Louisiana Educational Accountability Data System", and the user name "Adrian Franklin". A "LOGOFF" link is visible in the top right corner.

The main content area is titled "LEADS APPLICATION PORTAL" and contains a grid of application links:

CUR - Curriculum Database	TBL - Reference Tables
LIQ - LEADS Inquiry	SER - Special Education Reporting
NPS - Non-Public Schools Data Collection	SPS - Sponsor-Site
OTS - Official Transcript System	SIS - Student Information System
PEP - Profile of Educational Personnel	STS - Student Transcripts

To the right of the application grid is a "User Guides" section. It features a dropdown menu with a "View" button to its right. The dropdown menu is open, showing a list of user guides. The "Student Transcripts" option is highlighted in blue. An arrow points from the "View" button to the "Student Transcripts" option in the dropdown menu.

A yellow callout box with a black border contains the following text: "Select **Student Transcripts** from the User Guides Menu located on the LEADS Portal and click the "View" Button." An arrow points from this callout box to the "View" button.

The footer of the page displays "Louisiana Department of Education | Terms of use". The browser's status bar at the bottom shows "Trusted sites" and a zoom level of "100%".

# User Guide



The screenshot shows a web browser window with the address bar displaying "http://leads4st.doe.louisiana.gov/ - Louisiana Department of Education - Student Transcript Sy - Windows Internet Explorer". The page title is "Student Transcript System" and it includes a "Close | Restart" button. A navigation menu contains the following items: Inquiry, Update, Upload, Reports, STS Administration, and Help. The Help button is highlighted with a yellow box, and an arrow points from this box to the Help button in the navigation menu. Below the navigation menu, there are three paragraphs of text describing the Student Transcript System (STS). The first paragraph states that the STS is used by the Louisiana Department of Education (LDE) to collect high school transcripts from Louisiana's public and nonpublic schools. The second paragraph explains that 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 third paragraph notes that STS is also an integral component of the Official Transcript System (OTS), which creates official electronic high school transcripts. The text "V8/AppUser/v1" is visible in the bottom left corner of the application window.

http://leads4st.doe.louisiana.gov/ - Louisiana Department of Education - Student Transcript Sy - Windows Internet Explorer

Student Transcript System Close | Restart

Inquiry Update Upload Reports STS Administration Help

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.

V8/AppUser/v1

The STS User Guide can also be accessed by pressing the **Help** button from any screen within the STS application.



## Contacts



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