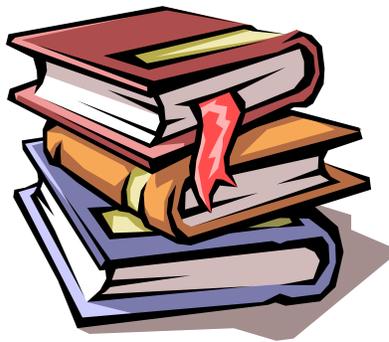


Student Transcript System “STS”

USER GUIDE

2011-2012

Louisiana Department of Education



**John White
State Superintendent of Education**



Last Revised 05/16/2012

Student Transcript System

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STS User Guide: History of Changes

Original STS User Guide: 3-18-2003

Updated STS User Guide: 4-22-2003

1. Added Edits 327 and 328. (*See input record layout*)
2. Only Grade 12 students were collected in the 2002-2003 school year.
3. Added Appendix B: Course Codes.
4. Added Appendix C: Repeated Courses.

Updated STS User Guide: 7-9-2003

1. Added Alternate Performance Criteria (APC) Award. Added screen to show student's progress.
2. Added Data Element "Career Option Code".
3. Modified Appendix C. Batch and online entry now have separate tables for repeatable course codes.
4. Added Appendix D: STS Reports.
5. Added Appendix E: Tech 2 Career Option Code.

Updated STS User Guide: 10-6-03

1. **Required** a Header Record on all batch submissions.
2. Removed the data element **Honors Course Flag**.
3. Added new data elements:
 - a. **Quality Points Awarded Count** (3 bytes, numeric, position 163 on 030 record; required on all transcript records). **Note: If a course was taken for .5 credit, the Quality Points Awarded Count is the same as if it were taken for 1.0 credit.** An "A" is still worth 4.0 quality points on a 4.0 scale. (*See page 43*)
 - b. **Course Type Code** (2 bytes, alphanumeric, position 166 on 030 record; required on all transcript records). (*See page 44*)
 - c. **Distance Learning Course Type Code** (2 bytes, alphanumeric, position 168 on 030 record; only used for distance learning courses, otherwise spaces). (*See page 44*)
 - d. **Local Course Code** (6 bytes, alphanumeric, position 170 on 030 record; optional). (*See page 45*)
4. Certification of Graduates was allowed at site level. **Each site can be certified separately.** If graduate data from one site is submitted or changed, that site must be recertified. Certification for other sites will not be affected.
5. In addition to the TOPS Core GPA, an Overall GPA was calculated.

Updated STS User Guide: 12-22-03

1. The Board of Regents required the collection of all diploma-bound high school student transcript data Grade 9-12. Transcript data on all diploma-bound students, whether they are eligible for TOPS or not, should be transmitted on February 15, June 15, and September 15.

STS User Guide: History of Changes (continued)

2. Added **Transcript Course Name** to distinguish repeated and unique courses. Electives will be included in Overall GPA Calculation. (*See page 67*)
3. Added Appendix F: Correction Process for Transcript Date. (*See page 80*)

Updated STS User Guide: 10-1-04

1. Added an edit to require Credit Units Attempted and Credit Units Earned to be equal for letter grades 'A', 'B', 'C' and 'D'.
2. Created Edit 214 for online and batch submission that allows a graduation date for a 12th grader only. (*See page 97*)
3. Changed certification process to display a message that there are no graduation dates for the school site should an attempt be made to certify without graduation dates.
4. Changed programming so that any change made to a graduate's data at a certified site would uncertify the site.
5. Created Edit 336 for online and batch submission that specifies Course Type Code 'AP' must be used for an advanced placement course prior to 2003. (*See page 108*)
6. Allowed LEAs who normally make batch submissions the ability to submit/correct online without requesting to be added to the online submission table.
7. Updated Appendix F: Correction Process for Transcript Data. (*See page 80*)
8. Legislation enacted during the 2004 Regular Session of the Louisiana Legislature:

Act 472 (HB 32) - Changes the TOPS Core Curriculum for students graduating from high school in 2008 and later. This act supersedes last year's legislation that added an additional unit of computer science. Students will be required to complete 17.5 units, but the additional unit must be selected from the science or math core subjects. The ½ unit of computer science may be substituted with a core elective (same as current law).

Act 800 (SB 435) - Provides that Agriscience I and II (two units) may be earned as the equivalent of one unit of advanced science for Opportunity, Performance and Honors Awards, starting with students graduating from high school in 2007-08. This provision for TOPS Tech Awards is retroactive to 1999 graduates.

The graduating seniors of 2007-08, who qualify for Opportunity, Performance and Honors Awards (R1), have to complete 17.5 units. Students who graduate before 2007-08 will complete 16.5 credits.

In November 2004, the LDE will have programming in place to handle the two scenarios: (1). students graduating in 2005, 2006 and 2007 and (2). students graduating in 2008 and later. This year's 2004-2005 ninth grade students will probably graduate in 2007-08. In order to meet (and exceed) the requirements of Act 472, we will be adding: **Effective Graduation Beginning School Session Year** and **Expiration Graduation Beginning School Session Year** to all four

STS User Guide: History of Changes (continued)

TOPS reference tables (award, category, category set, and course). These tables are maintained by the Office of Student Financial Assistance (OSFA). You will be seeing Effective Graduation Beginning School Session Year and Expiration Graduation Beginning School Session Year on some STS Reports and STS Screens.

For additional information about these new laws, call the Office of Student Financial Assistance at 1-800-259-5626, Ext. 1012, or visit their website at <http://www.osfa.state.la.us>. You can also visit the legislative website at <http://www.legis.state.la.us>.

Updated STS User Guide: 12-8-04

1. Modified the Graduation Date data element to specify that the graduation date must fall between 9/1 and 8/31 of the current Beginning School Session Year in order to match the OSFA Annual Academic Year.
2. Created Edit 215 for online and batch submission that requires a graduation date to be within the OSFA Annual Academic Year. (*See page 98*)

Updated STS User Guide: 10-1-05

1. Amended the summary section of the STS001 Batch Error Report to show the sitecode for a specific school instead of the LEA number + ALL that previously appeared.
2. Added to the STS001 Batch Error Report an additional page that summarizes the types and number of errors found in the data submission.
3. Added two new repeatable courses: Advanced Dance-030611 and Advanced Theater-030711 effective for the 2005-2006 Beginning School Session Year.
4. Added Course Type Code "RG" to the default data elements included in the F11 Toggle Function of the STS Update Student Screen.
5. Added Option "Student Re-assignment" to STS Main Menu. This function expedites the transfer of students' transcript records from their previous schools to those where they currently attend.

Updated STS User Guide: 12-16-05

1. Added six new data elements to the input record layout for the STS Student Record (020) effective for 2005-2006 graduates. (*See pages 30-32 and 86-87*)

Updated STS User Guide: 04-10-06

1. Created Edits 217, 218, 219, 220, and 221. (*See pages 98-99*)

Updated STS User Guide: 10-20-06

1. Modified Edit 210 to prevent the submission of a Graduation Date that is more than two weeks in the future. This modification was added to prevent official transcripts from being prematurely placed in the Official Transcript System.

STS User Guide: History of Changes (continued)

Updated STS User Guide: 11-19-07

1. Revised the STS User Guide to reflect the changes resulting from the conversion of the Student Transcript System to a web-based application.

Updated STS User Guide: 01-17-08

1. Created Edit 338. (*See page 109*)

Updated STS User Guide: 02-13-08

1. Created Edit 222. (*See page 99*)

Updated STS User Guide: 02-25-08

1. Added DE (Dual Enrollment) as a Course Type Code. (*See page 44*)

Updated STS User Guide: 09-11-08

1. Created Edit 223. (*See page 99*)
2. Revised the STSQ08 Report by adding option to show only TOPS core courses.

Updated STS User Guide: 09-1-09

1. Added C1 (1st Credit Recovery) and C2 (2nd Credit Recovery) to the Semester Code Table. (*See page 38*)

Updated STS User Guide: 11-18-09

1. Removed European History (Course Code 220410) from the AP Course Code Table (*See page 69*). This course may no longer be submitted with an AP Course Type Code. AP European History (Course Code 220412) has been added to the Course Code Table and this course code will now be required for the submission of an AP European History course.

Updated STS User Guide: 01-19-10

1. Added information regarding the Core 4 and Basic Core Calculations to the STS User Guide. (*See pages 6-7 and 62*)

Updated STS User Guide: 07-01-10

1. Revised all screen shots to show the new LEADS banner for STS.

Updated STS User Guide: 10-01-10

1. Added information regarding federally mandated ethnicity and race changes that must be submitted to STS commencing with the 2010-2011 school year (*See pages 27, 33-35 and 96*)

Updated STS User Guide: 01-04-11

1. Changed all references to the LEADS Portal to reflect the new URL of <https://leads3.doe.louisiana.gov/ptl>

Updated STS User Guide: 02-16-11

1. Legislation enacted by the 2010-11 Regular Session of the Louisiana Legislature:

Act 327 (HB 1029) – This Act requires all public school students entering the ninth grade in 2011-2012 or thereafter to complete a one credit Civics course that includes a Free Enterprise unit. The ½ credit of Free Enterprise will become an elective rather than a high school graduation requirement. Students who entered 9th grade **prior** to 2011-2012 can use **either** a one credit Civics course **or** ½ credit of Civics and ½ credit of Free Enterprise to satisfy graduation requirements.

Act 758 (HB 1491) - This Act stipulates that, beginning with graduates of the 2013-14 school year and thereafter, students must have successfully completed at least 19 units of a specified high school core curriculum to be eligible for a TOPS Opportunity, Performance or Honors award. For STS, all changes apply strictly to R1 categories, specifically:

- The **Computer Science** and **Additional Math/Science** categories along with all Computer Science courses in the core substitutes set of the **Fine Arts Survey** category will expire after the graduating class of 2012-2013.
- The **Geometry Or Other Comparable Advanced Math** category will be split into **1st Unit Math Electives** and **2nd Unit Math Electives**. The category for the second unit will be effective for 2013-2014 graduates.
- The **Earth Science Or 1 Of Others Listed** category will be split into **1st Unit Science Electives** and **2nd Unit Science Electives**. The category for the second unit will be effective for 2013-2014 graduates.
- The **World History, Western Civ, Or World Geo** category will be split into **1st Unit Social Studies Electives** and **2nd Unit Social Studies Electives**. The category for the second unit will be effective for 2013-2014 graduates.

Updated STS User Guide: 05-23-11

1. Revised Passed GEE Data Element and Edit 218. (*See pages 31, 86 and 98*)

Updated STS User Guide: 10-3-11

1. Added two new data elements to the Student Transcript Record: (1) Dual Enrollment Post-secondary Credit Hours Earned and (2) Dual Enrollment Secondary Site (*See pages 45-46 and 90*)

Updated STS User Guide: 11-16-11

1. Revised list of repeatable courses (*See pages 71-75*)

Updated STS User Guide: 03-16-12

1. Added Edits 339, 340, 341 and 342 (*See pages 109-110*)

Student Transcript System (STS)

The Louisiana Department of Education (LDE), in conjunction with the Office of Student Financial Assistance (OSFA), created the Student Transcript System (STS) that enables the school districts, along with charter schools, laboratory schools and nonpublic schools, to transmit student transcript data used for determining TOPS eligibility. Transcripts are submitted directly to LDE for retrieval by OSFA. Transcript data is also extracted by the Board of Regents and is available for colleges/universities to use in admissions decisions. Effective December, 2009, LDE began tracking students' progress toward meeting the Core 4 and Basic Core graduation requirements outlined in Bulletin 741.

Beginning with the graduates of 2002-2003, all schools/school systems were required to submit student transcript information electronically via STS. Schools/school systems that cannot submit files in batch may submit the data using an alternative online key-entry screen provided by LDE. Each student's complete set of high school classes (including those failed) is to be submitted in its entirety. STS collection was limited to students in Grade 12 during the first year of operation (2002-2003). In subsequent years, however, complete high school transcripts are required for all high school students (Grades 9-12) taking any course for credit.

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

Note:

A **Header Record** is required in all batch submissions. The Header Record designates the type of file; "**Partial-File Type 1**" or "**Complete delete and replace-File Type 3.**"

STS Student Record 020

System Indicator and Transaction Code
Beginning School Session Year (BSSY)
Sponsor Code
SSN
Local ID
Student Name
Site Code (where currently enrolled)
DOB
Ethnic and Gender
Current Grade Level (i.e. 9, 10, 11, 12)
Year entered Grade 9
Graduation Date (if applicable)
Career Option Code
Academic Endorsement
Career/Tech Endorsement
Passed GEE Flag
Local GPA
Local Rank in Class: Position in Class
Local Rank in Class: Size of Class

← **One record per student**

STS Transcript Record 030
System Indicator and Transaction Code
Beginning School Session Year (BSSY)
Sponsor Code
SSN
Course BSSY
Course Code
Course Part Number (if applicable)
Semester Code
Letter Grade (A, B, C, D, F, P, E)
Credit Attempted and Credit Earned
Grade Point Maximum Count
Core Curriculum Waiver Flag
Course Sponsor Code
Course Site Code
Course Site Name (if applicable)
Transcript Course Name (if applicable)
Quality Points Awarded Count
Course Type Code
Distance Learning Course Type Code
Local Course Code (optional)

← **Many records per student**

Note:
Records are linked by:
 BSSY
 Sponsor Code
 SSN

What is included in Transcript Records?

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

Based upon the transcript records, the Louisiana Department of Education will calculate a student’s Core GPA to determine progress toward Core 4, Basic Core, and each applicable TOPS award: Opportunity, Performance and Honors, Tech Option 1, and Tech Option 2. A Career Option Code must be present in order to perform the Basic Core and Tech Option 2 calculations. The TOPS Core GPA will be based on a “best fit” model of core courses and all possible substitutions. Every possible configuration of courses and substitutions is calculated, and the best combination will be used for each calculation. An online system is available for checking/updating student’s transcripts and viewing current Core 4/Basic Core/TOPS GPAs and Overall GPA calculations.

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

All Regular, Honors, Gifted, Advanced Placement, International Baccalaureate, Special Education, and Talented courses should be identified by the Course Type Code added to the Course Code. Distance Learning Course Type Codes will be used for types of distance learning courses.

See section on Data Elements for detailed description of the data elements to be included.

Which Students will be included?

All high school students from Louisiana public and nonpublic schools, independent charter, laboratory, and state schools taking any courses for credit should be submitted. Include students in grades 9, 10, 11, and 12.

The Transcript Year

Transcript Records will be submitted each year for all high school students taking any course for credit. Each year a new, updated and complete set of transcript records will be submitted for each high school student, superseding any previously submitted records for that student. The student's current LEA will submit the student's entire transcript record each year.

Once students graduate, the Graduation Date is added to their transcript records and this final and complete set of transcripts is submitted. Those graduates will not be resubmitted the following year.

For those LEAs using online data entry, non-graduate student records will be rolled-over into the next transcript year; they will only need to add new records and correct any previously submitted records, if necessary.

The Transcript Year will open October 1st and remain open throughout the year. The close date is September 30th. LEAs can submit transcript records at any time during the year, but graduates should be submitted as early as possible after their final grades are calculated. All transcript data for all students in grades 9-12 should be successfully transmitted throughout the transcript year.

Timelines

Although data may be submitted to STS throughout the year, there are three points at which it is important for an LEA to have its transcript data as accurate and complete as possible. February 15 is the deadline for submitting mid-year data (after fall semester). Graduate data must be submitted by June 15. TOPS awards cannot be processed until a student's final high school transcript is received. Any additional transcript data from summer school should be submitted by September 15. Transcripts for all students in grades 9-12 should be submitted at the time of each of these deadlines. Extracts of STS data sent to the Board of Regents are in turn provided to colleges/universities to assist them in recruiting and pre-admission decisions. Each district may view the Overall GPA Report generated by these extracts by

requesting the STSQ11 report (*see page 77*) using the “Reports” function on the STS Home Page. This page is accessed via the LEADS Portal at <https://leads3.doe.louisiana.gov/pt/>. Once final transcripts are successfully submitted and processed, and all STS reports (STSQ04, STSQ06, STSQ07 and STSQ08) have been reviewed by school and district officials, districts must logon and certify their graduate data is ready for evaluation by OSFA. (Beginning with the 2003-2004 school year, certification can be done for one school site at a time.)

Methods of Submission

Transcript Data can be submitted either by transmitting a batch file or by entering data online. For additional information regarding these methods, please refer to the “STS New User Training” powerpoint located on the Louisiana Department of Education Blackboard site at <http://pddb.doe.louisiana.gov> . Access to the Blackboard is available to all public schools. A user should sign in, go to “My Courses”, and click **Data Management Systems**. Select “Documents” from the menu on the left. Go to **STS** and select “STS New User Training”. This presentation provides in-depth instruction for all aspects of data entry on the web-based version of STS. Non-public schools may request this training powerpoint be sent to them via email by contacting the Student Transcript System.

Minimum System Requirements

The Student Transcript System is optimized for the following settings:

Browser: Microsoft Internet Explorer (minimum version 7.0, preferably the latest release). The use of third party browsers, such as Mozilla Firefox, is not recommended. It may yield unpredictable results, such as an inability to view student transcript data.

Screen Resolution: STS applications can be viewed at any resolution, but the optimum setting is 1024 x 768. If a lower resolution such as 800 x 600 is used (not recommended), it will be necessary to scroll in order to see an entire page, and screen prints make take multiple pages. To adjust your resolution, right-click on your desktop, click Properties, then Settings. Adjust the slider to a screen resolution of 1024 X 768 or higher, then click OK.

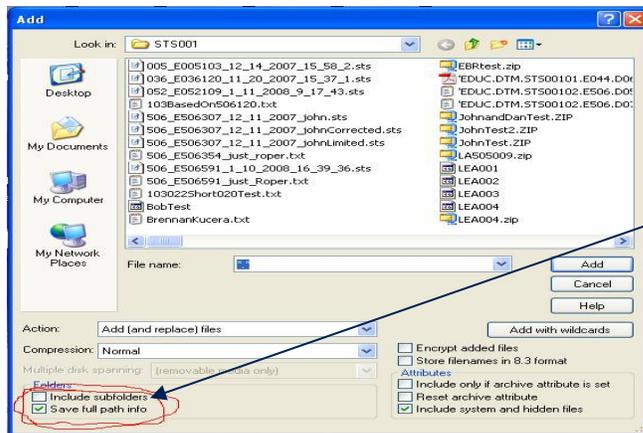
Allow scripting: Go to Tools >> Internet Options >> Security >> Trusted Sites >> Custom Level - make sure that the “Allow script-initiated windows without size or position constraints” option is enabled. Also, make sure the “Display mixed content” option is enabled.

Allow pop-ups: Go to Tools >> Internet Options >> Privacy >> Pop-up Blocker Settings - enter “leads3.doe.louisiana.gov” in the “Address of Web site to allow” field.

Other Advanced settings: Tools >> Internet Options >> Advanced – make sure that the following are checked: (1) Underline Links / Always (2) Printing / Print background colors and images.

Batch Submission Process

The batch submission process involves extracting transcript data from an existing locally maintained database and creating a fixed-width text file to submit to LDE. The submitted file must be in the format described in this guide (See the section on Input Record Layout). It is suggested that large batch files be Zipped (i.e., compressed using WinZip or 7-ZIP), although this is not a requirement. If you do Zip the files, please note that a zipped directory (**which cannot be processed**) is created when you check INCLUDE SUBFOLDERS or SAVE FULL PATH INFO on the ADD popup from WinZip (see Add screen print below). If you create your zipped files manually, make sure that neither of these boxes are checked (both should be **unchecked**). The checkboxes in other zipping software should be something similar to this. If your file is zipped by your software package, please ask your vendor about making OFF the default setting for these options.



Neither “Include Subfolders”
nor “Save Full Path Info”
should be selected.

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

A Header Record is **required** in the batch file, designating whether the file is a complete delete and replace file (File Type 3) or a partial file (File Type 1).

Types of Batch Files

The **Transcript File Type Code**, in the Header Record, designates the Type of File.

A. Complete Replace and Delete: **File Type 3**

Deletes all students for LEA; replaces with records in new file. If a student’s records contain error(s), the records will not be loaded. The error(s) will need to be corrected, and the student resubmitted.

B. Partial File: **File Type 1**

Deletes all records for students in the submitted file; replaces with records in new file. (If students have errors in new submission, and they already have transcripts on the database for the current year, their records will not be updated by the submission.)

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

WARNING: While the File Upload is capable of processing multiple transmissions concurrently, the results of sending a File Type 3 followed by a File Type 1 cannot be guaranteed. **It is highly recommended that a File Type 3 transmission be allowed to complete its processing prior to sending another file.** Unreliable consequences may also result from sending two File Type 1 transmissions, back to back, for the same site.

Input Record Edits

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

Error Reports

Anytime a batch file is submitted, the submitter may view online or download the resulting Error Report. The submitter also has the option to provide an email address of the person to be notified when the error report is ready. This report should be generated shortly after the batch file is processed. Error Reports will be available from the Reports Link on the “File Upload” page of the Student Transcript System which is accessed via the LEADS Portal at:

<https://leads3.doe.louisiana.gov/ptl/>

Error Reports:

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

Full instructions on Uploading Batch Files and Viewing/Downloading Error Reports can be found in the section of this guide titled “Sending and Receiving Files” on page 52.

How STS Batch Files are Processed

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

If an error is found on any part of an individual student’s transcript record set, no part of that student’s transcript is updated on the LDE database by the submission. Other students continue to be processed, and if no errors are found, students with error-free records are updated (their record sets are added to the LDE database). In other words, each student’s transcript records are processed individually. Only error-free record sets are updated. If a global problem is found with the batch file (e.g., wrong file format, wrong BSSY, incorrect sponsor code, etc.), none of the records in the file will be processed.

For error-free record sets, note the following: If the student had transcript records on the LDE database prior to the submission, those records will be deleted and replaced with the records in the transmission. If the student was not on the database prior to the submission, his records will be added. Again, only students with error-free records will be updated. See the section on **Types of Batch Files** for a description of how records are updated depending on the type of batch file submitted.

Online Entry Process

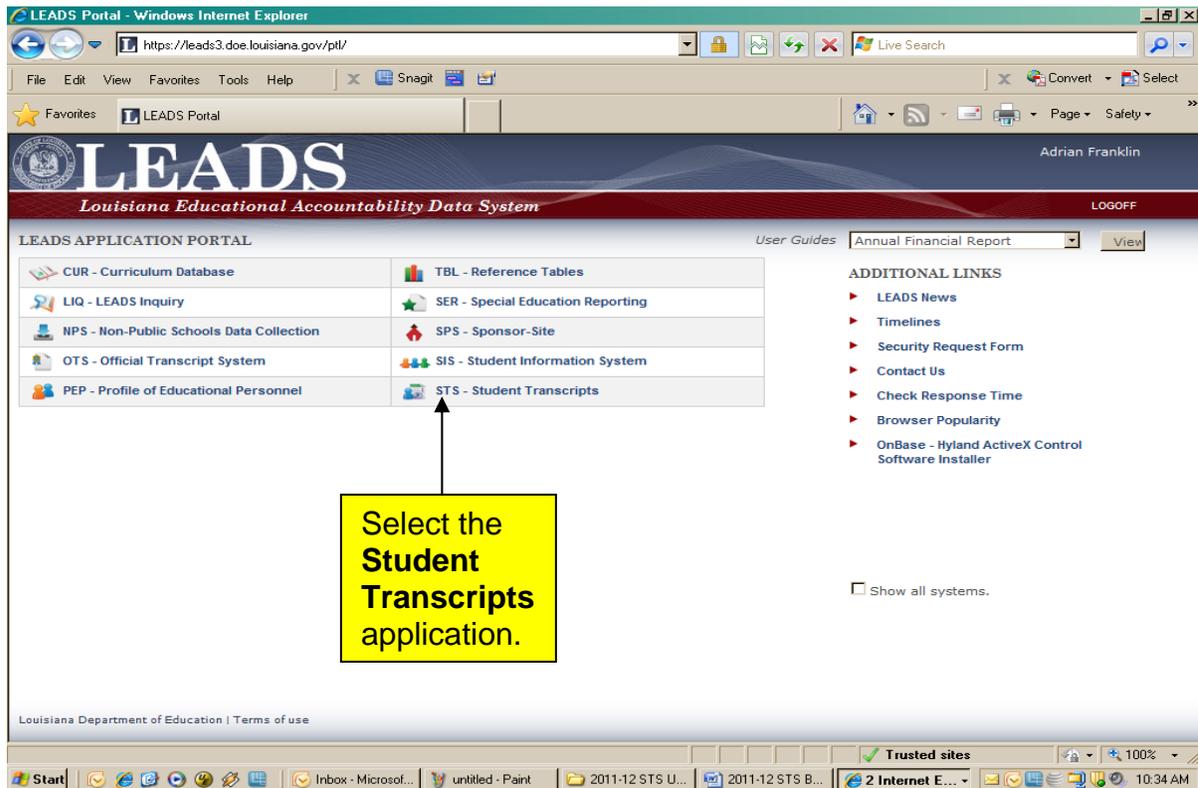
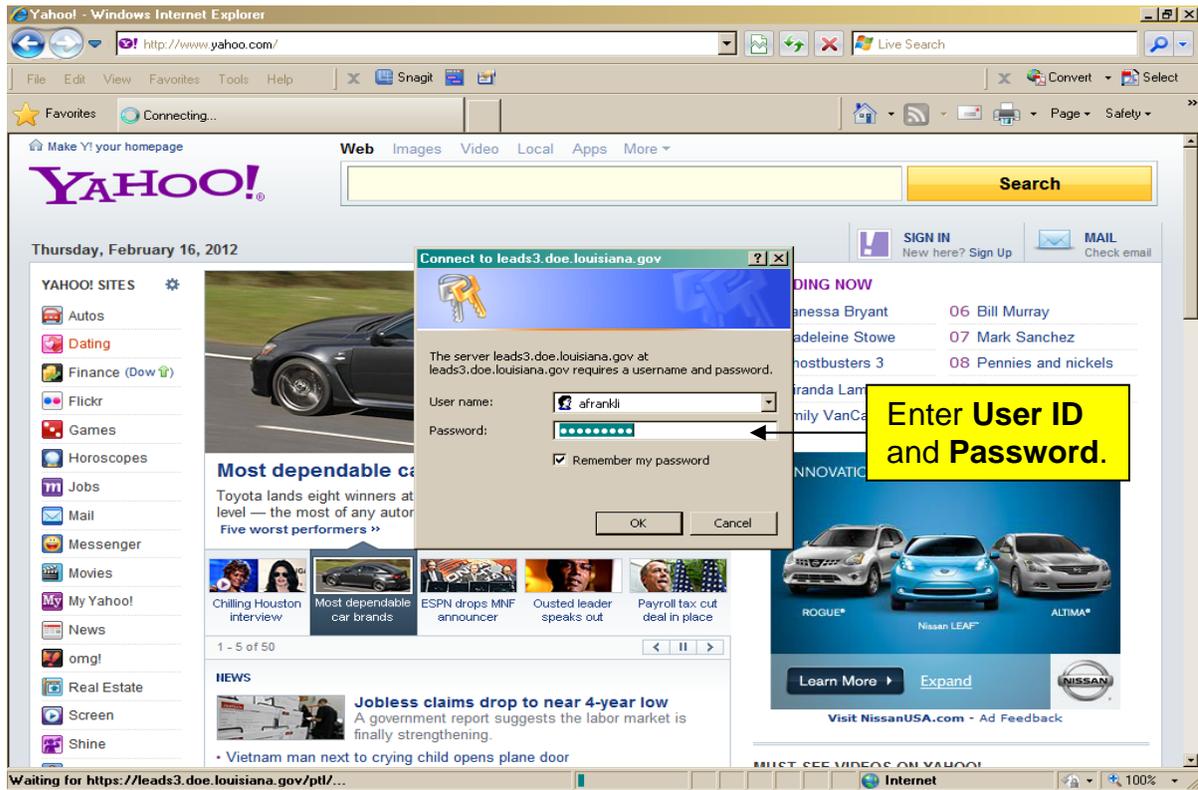
An alternate method of submitting a student’s transcript records is by online entry. Each student’s demographic information (Student Record) is entered once on the top part of the online entry screen. The various transcript records for the student are then entered on the bottom part of the online entry screen. This function, as well as several others, is available on the STS Home Page. The following screen prints provide instructions for accessing the “Add A New Student” function.

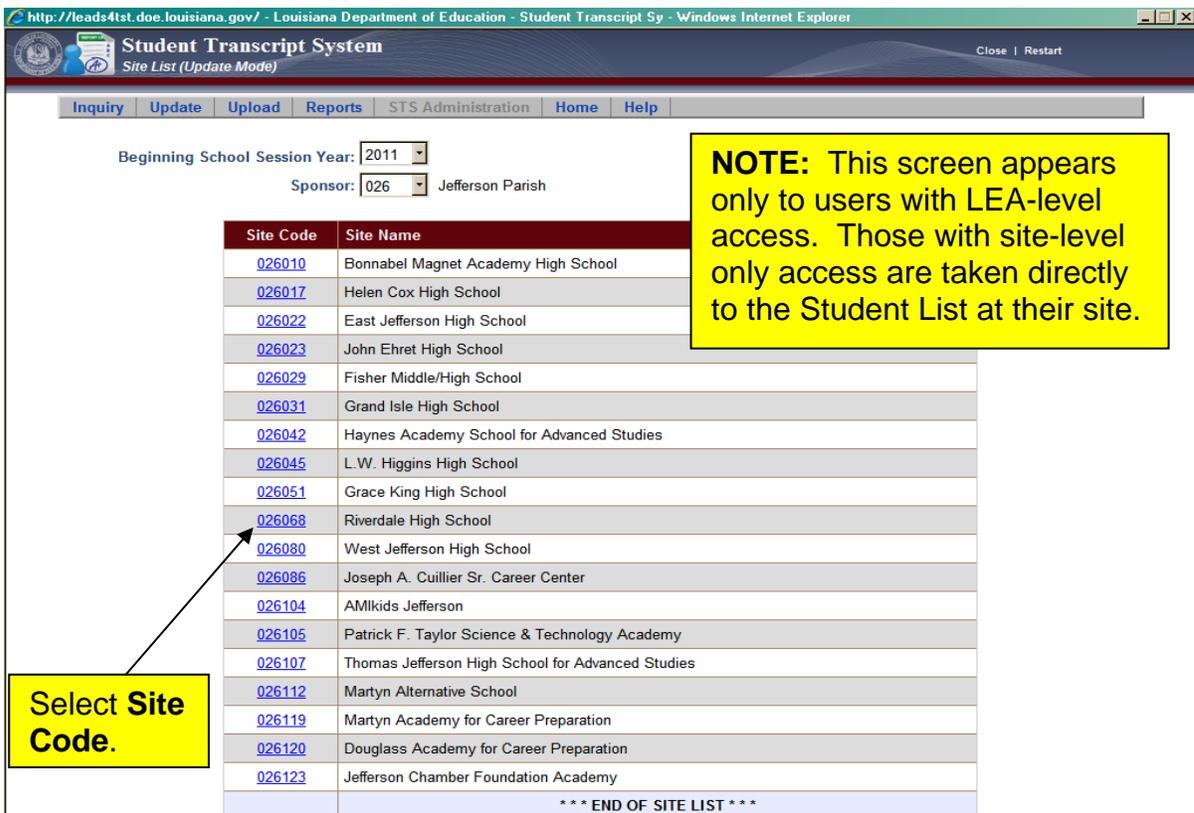
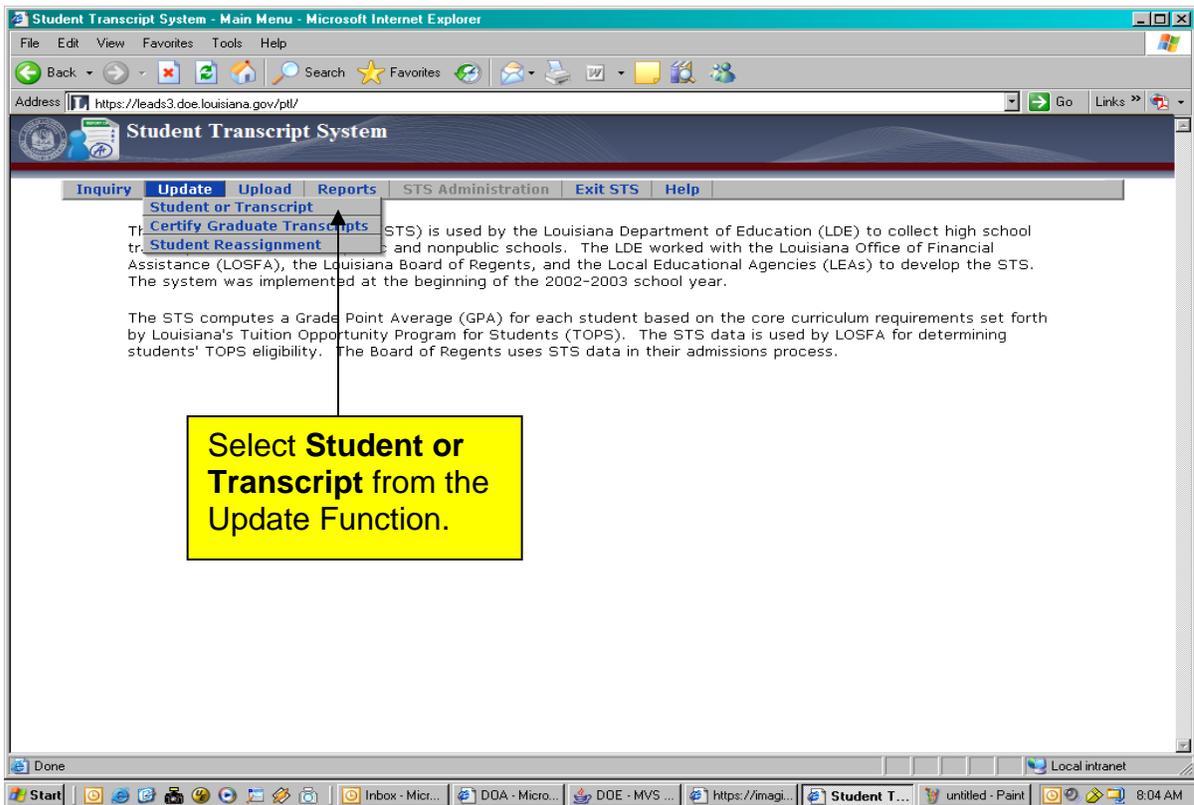
Steps to add a new student:

Use Web Browser to access LEADS Portal at: <https://leads3.doe.louisiana.gov/pt/>

1. Log into system with User ID and password
2. Select **Student Transcripts**
3. Choose **Student or Transcript** from the **Update** function of the Navigation Bar at the top of the page.
4. Select desired Beginning School Session Year from the drop-down box.
5. Click on appropriate Site Code. **NOTE:** This screen will appear only to those with LEA level access, such as an STS Coordinator.
6. The Student List will directly appear to those users that have Site level only access.
7. Select **“Add A New Student”**.
8. Certain data elements are entered by default. Drop-down boxes provide other choices. Edits are in place to allow only valid data to be submitted. Press the **“Submit”** button after all data entry has been completed.

Online Entry of Transcript Records





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: 2011

Sponsor: 026 Jefferson Parish

Site: 026068 Riverdale High School

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

Select Add A New Student.

ADD A NEW STUDENT

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

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

Student Transcript System

Add a Student

Close | Restart

Site List | Student List | Core Progress | Home | Help

2/16/2012 10:16 AM

First Middle Last Suffix

BSSY: 2011

Sponsor: 026 Jefferson Parish

Site: 026068 Riverdale High School

State ID #: Local ID #:

Birth Date: Grad Date:

Acad. Endor.:

Gender: C/T Endor.:

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

Enter student demographic and transcript data

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:

Max: 4.00

Ed Cnt: 0.00

Credit Attempted: 1.00

Credit Earned: 1.00

Core Cur. Waiver: N

Local Course Cd:

Press Submit button when data entry is complete.

Submit

Data Elements

Things to keep in mind:

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

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

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

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

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

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

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

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

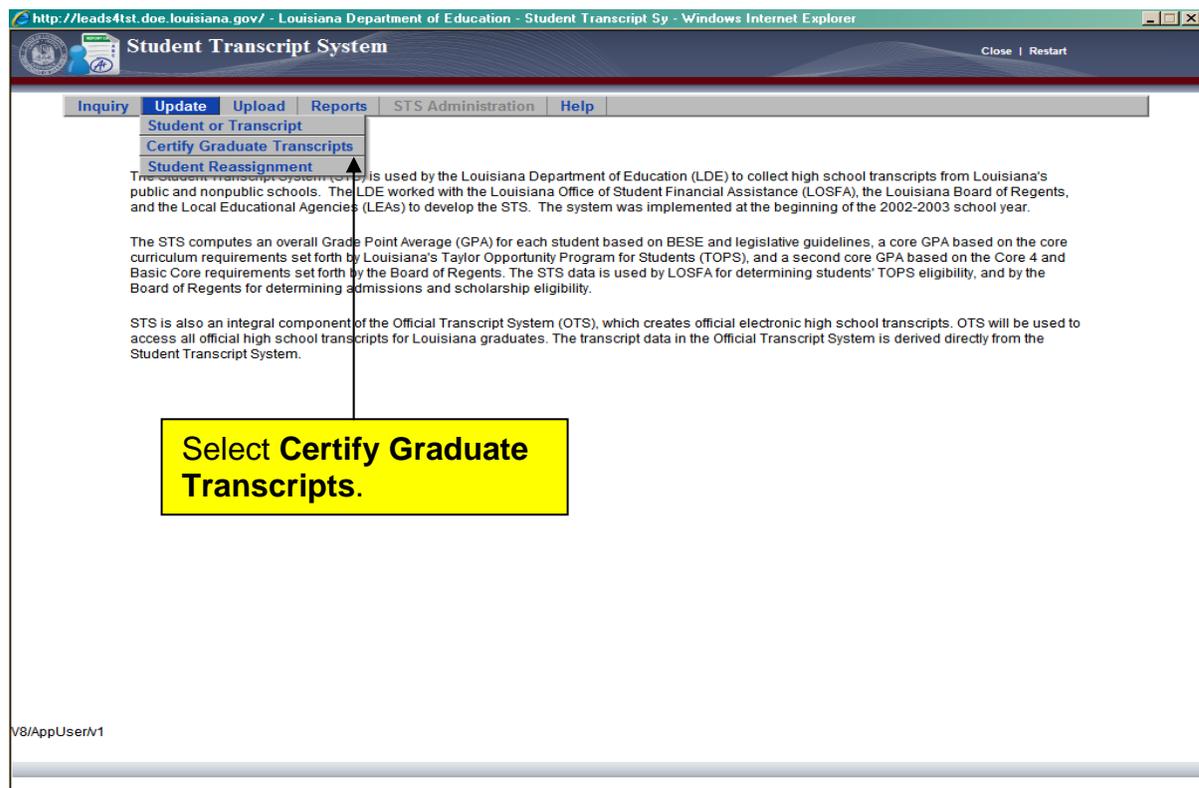
Certain fields have dropdown selection menus available. Data Elements with dropdown lists in online entry include: Grade, Ethnicity, Gender, Career Option, Letter Grade, Semester, Course Type Code, and Distance Learning Code. Additionally, the Course Code, Course Sponsor and Course Site data elements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

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

Certification of Graduates

When seniors have completed all graduation requirements (final grades are calculated) and all other graduation requirements are met (for public schools, passed Graduate Exit Exam), the date of graduation should be entered in the graduation date field located on the Student Record in STS. The graduation date must be the date of the student’s graduation ceremony or the date on which all graduation requirements were actually met, i.e., completion of summer school or passing the GEE. **NOTE:** The Graduation Date in **STS** differs from the Exit Date in **SIS**, which is the last day of the regular school session for graduates.

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



http://leads4tst.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 10:59 AM

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

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 beside the Site Name.

http://leads4tst.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	

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

The Certification Date verifies the site has been certified.

http://leads4tst.doe.louisiana.gov/ - LEAGradCert - Windows Internet Explorer

Student Transcript System
LEA Graduate Certification

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
Certify	026068	Riverdale High School	
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.

Graduates will be eligible for TOPS awards only if the submitting LEA has certified them.
NOTE: Only public LEAs are required to certify graduate data. It is vital that the LEA makes sure submitted graduates are certified and that they are **recertified, by site, any time graduate data for that site is changed or updated.**

Certification Process:

1. Submit complete Transcript Data for graduates, supplying graduation date.
2. Check error reports for successful transmission.
3. Verify accuracy of graduate data on LDE system (online or downloaded reports; see Appendix A for online viewing of student transcript data).
4. Certify graduates for **each site** as accurate and ready for use.
5. If it becomes necessary to quickly uncertify a site due to the submission of incorrect data, use the “Uncertify” button on the LEA Graduate Certification screen.
6. Recertify a site anytime any graduate data from the site is submitted or changed.

STS and the Official Transcript System

The Official Transcript System (OTS) will be used to access all official transcripts for Louisiana graduates. OTS electronically creates images which become the official high school transcripts. These transcripts are derived directly from data in the Student Transcript System. This process of creation requires that students: (1) Have a graduation date (2) Have their GPA calculated (3) Have their school site certified (**public schools only**). The website for the Official Transcript System is <https://obprod.doe.louisiana.gov/onbase>

Data Elements

Note: Data Elements are listed in order of appearance, starting with Header Record, Student Record, and Transcript Record.

Element	Page Number
System Indicator.....	22
Transaction Code.....	22
Beginning School Session Year (BSSY).....	23
Sponsor Code.....	23
Transcript File Type Code.....	24
State Identification Number.....	24
Local Identification Number.....	25
Site Code.....	25
Student Name (First, Middle, Last, Suffix).....	26
Birth Date.....	26
Ethnic Code.....	27
Sex Code.....	27
Grade Placement Code.....	28
Grade 9 Entry Year	28
Graduation Date.....	29
Career Option Code.....	29
Academic Endorsement Code.....	30
Career/Tech Endorsement Code.....	30
Passed GEE Flag	31
Local GPA	31
Local Rank in Class: Position in Class	32
Local Rank in Class: Size of Class.....	32
Hispanic/Latino Ethnicity Flag.....	33
American Indian or Alaskan Native Race Flag.....	33
Asian Race Flag.....	34
Black or African-American Race Flag.....	34
Native Hawaiian or Other Pacific Islander Flag.....	35
White Race Flag.....	35
Course Beginning School Session Year.....	36
Course Code.....	36
Course Part Number.....	37
Semester Code.....	38
Letter Grade Code.....	39
Credit Attempted Count.....	39
Credit Earned Count.....	40
Grade Point Maximum Count.....	40
Core Curriculum Waiver Flag.....	41
Course Sponsor Code.....	41
Course Site Code.....	42
Course Site Name.....	42
Transcript Course Name.....	43

Quality Points Awarded Count.....	43
Course Type Code.....	44
Distance Learning Course Type Code.....	44
Local Course Code.....	45
Dual Enrollment Post-secondary Credit Hours Earned.....	45
Dual Enrollment Secondary Site.....	46

Data Element	System Indicator	
<p>Must be “STS” for Student Transcript System</p> <p>Note: Only applies to batch submission</p>		
Length	3	Must be submitted uppercase
Type	Alphanumeric	
Position	1	
Required	Required on all STS records	

Data Element	Transaction Code	
<p>010 = STS Header Record (required on all batch submissions)</p> <p>020 = STS Student Record</p> <p>030 = STS Transcript Record</p> <p>Indicates the type of record.</p> <p>Note: Only applies to batch submission. All three record types are included in a single fixed-width text file for submission.</p>		
Length	3	
Type	Alphanumeric	
Position	4	
Required	Required on all STS records	

Data Element	Beginning School Session Year (BSSY)	
<p>Format: YYYY</p> <p>The beginning year of a given school session. For example, 2004 is the beginning school session year for school session 2004-2005.</p> <p>This is the BSSY of the year when the data are submitted. All records in the file will have the same BSSY.</p>		
Length	4	
Type	Numeric	
Position	7	
Required	Required on all STS records	

Data Element	Sponsor Code	
<p>Sponsor (LEA) Code is the 3-digit code assigned by the Department of Education.</p> <p>This will be the student's current sponsor, or the sponsor from which they graduated.</p>		
Length	3	Must be sent uppercase
Type	Alphanumeric	
Position	11	
Required	Required on all STS records	

Data Element	Transcript File Type Code	
<p>Indicates Type of File, partial or complete delete and replace.</p> <p>Code “1” for partial file. File contains one or more students. File does not contain complete set of students for all schools in LEA.</p> <p>Code “3” for complete LEA delete and replace file. File contains all students for LEA (Sponsor). Upon processing, all student records for LEA are deleted and replaced with records in file.</p> <p>Note: Only applies to Batch submission.</p>		
Length	1	
Type	Alphanumeric	
Position	14 (on Header Record)	
Required	Required on Header Record	

Data Element	State Identification Number	
<p>The student’s Social Security Number. It is strongly recommended the student’s correct Social Security Number be used in order to match TOPS award applications and college admission applications.</p>		
Length	9	
Type	Numeric	
Position	14 (on Student and Transcript Records)	
Required	Required on STS Student and STS Transcript records	

Data Element	Local Identification Number	
<p>For LEA use only. If LEA places a number in this field, LDE will house the number with the student record and provide on reports.</p>		
Length	9	
Type	Alphanumeric	
Position	23	
Required	Optional	

Data Element	Site Code	
<p>The 6 digit code assigned to each school by LDE. The first three digits will always match the Sponsor Code.</p> <p>This will be the student's current site, or the site from which he/she graduated.</p>		
Length	6	
Type	Alphanumeric	
Position	32	
Required	Required on Student Record (020 Record)	

Data Element	Student Name	
<p>Student's legal name. Name as it appears on the student's birth certificate.</p> <p>Length: Last Name = 20 Required First Name = 15 Required Middle Name = 15 Optional Suffix = 3 Optional</p>		
Length	See above	
Type	Alphanumeric	
Position	38	
Required	See above	

Data Element	Birth Date	
<p>Format: Format for Batch files: MMDDYYYY Format for Online entry: MM/DD/YYYY</p> <p>Date that appears on student's birth certificate.</p>		
Length	8	
Type	Numeric	
Position	91	
Required	Required on Student Record (020 Record)	

Data Element	Ethnic Code	
<p>The most applicable race or ethnic group to which the student belongs.</p> <p>1 = American Indian or Alaskan Native 2 = Asian or Pacific Islander 3 = Black 4 = Hispanic 5 = White</p> <p>Note: Submission of this element will not be required commencing with the 2010-2011 school year. However, if data from 2009-2010 or earlier is updated, it will be necessary to submit the Ethnic Code.</p>		
Length	1	
Type	Alphanumeric	
Position	99	
Required	Required on Student Record (020 Record) if the BSSY is 2009-2010 or earlier	

Data Element	Gender Code	
<p>M = Male F = Female</p> <p>Note: A “drop-down” selection list is available in Online Entry; click on the appropriate gender.</p>		
Length	1	Must be sent Uppercase
Type	Alphanumeric	
Position	100	
Required	Required on Student record (020 record)	

Data Element	Grade Placement Code	
<p>Student's grade placement for the submission year. Must be 09, 10, 11, or 12.</p> <p>09 = 9th grade 10 = 10th grade 11 = 11th grade 12 = 12th grade</p> <p>Note: A “drop-down” selection list is available in Online Entry; click on the appropriate grade level.</p>		
Length	2	
Type	Alphanumeric	
Position	101	
Required	Required on Student Record (020 record)	

Data Element	Grade 9 Entry Year	
<p>Format: YYYY</p> <p>Beginning School Session Year when the student entered the 9th grade.</p>		
Length	4	
Type	Numeric	
Position	103	
Required	Required on Student Record (020 record)	

Data Element	Graduation Date	
<p>Signifies that the student has successfully completed all graduation requirements.</p> <p>Format: Format for batch files: MMDDYYYY Format for Online entry: MM/DD/YYYY</p> <p>Date a student graduated or will graduate. Enter only after all graduation requirements are met, and use the actual date of graduation. This date may not be more than two weeks into the future and must fall between 9/1 and 8/31 of the current Beginning School Session Year in order to match the OSFA Annual Academic Year. Leave blank if student did not graduate.</p>		
Length	8	
Type	Alphanumeric	
Position	107	
Required	If applicable (graduates only)	

Data Element	Career Option Code	
<p>Optional field: (Should be entered only for Tech 2 or Basic Core students)</p> <p>001 - AGRICULTURE, FOOD, AND NATURAL RESOURCES 002 - ARCHITECTURE & CONSTRUCTION 003 - ARTS, A/V TECHNOLOGY & COMMUNICATIONS 004 - BUSINESS, MANGAGEMENT & ADMINISTRATION 005 - EDUCATION & TRAINING 006 - FINANCE 007 - GOVERNMENT AND PUBLIC ADMINISTRATION 008 - HEALTH SCIENCE 009 - HOSPITALITY AND TOURISM 010 - HUMAN SERVICES 011 - INFORMATION TECHNOLOGY 012 - LAW, PUBLIC SAFETY, AND SECURITY 013 - MANUFACTURING 014 - MARKETING, SALES, AND SERVICE 015 - SCIENCE, TECHNOLOGY, ENGINEERING, AND MATH 016 - TRANSPORTATION, DISTRIBUTION, AND LOGISTICS</p> <p>Note: A “drop-down” selection list is available in Online Entry; click on the appropriate Career Option Code.</p>		
Length	3	
Type	Numeric	
Position	115	
Required	If applicable (Tech 2 students only)	

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

Data Element	Career/Tech Endorsement	
<p>Career/Tech Endorsement: Code identifies type of Career/Tech endorsement (Leave blank if not applicable).</p> <p>B1 – Career/Tech Endorsement with BESE approved industry-based certificate B2 – Career/Tech Endorsement with 3 college hours in career tech area that articulate to post-secondary institution</p> <p>Leave this field blank if no Career/Tech Endorsement is earned. At this time, not applicable to non-public schools.</p> <p>Note: A “drop-down” selection list is available in Online Entry; click on the appropriate Career/Tech Endorsement Code. A student can earn both academic and career/tech endorsements. Value placed in field must be a valid one, and this field must be blank if the graduation date is blank.</p>		
Length	2	
Type	Alphanumeric	
Position	120	
Required	If applicable	

Data Element	Passed GEE Flag	
<p>Must be either 'Y', 'E', or blank.</p> <p>Y = Student met graduation requirement on GEE E = Student is exempt from GEE requirement</p> <p>This data element must have either a 'Y' or an 'E' for all public school students assigned a Graduation Date. It may contain a blank (space) for non-public school graduates.</p>		
Length	1	Must be sent Uppercase
Type	Alphanumeric	
Position	122	
Required	If applicable	

Data Element	Local GPA	
<p>Local GPA. Optional.</p> <p>This is an 8-byte text field. To facilitate school systems' different numbering schemes for local GPA, we will simply print whatever is supplied on the student's transcript. This data element is locally defined.</p>		
Length	8	
Type	Alphanumeric	
Position	123	
Required	Optional	

Data Element	Local Rank in Class: Position in Class	
<p>Local Rank in Class: Position in Class. Optional.</p> <p>Optional; must be spaces if not used. If used, must pad with zeros (numeric field). Indicates the rank of students within their grade level and is locally defined.</p> <p>Note: If specified, Rank in Class must be ≥ 1. For example, a student cannot be ranked 0 out of 50.</p>		
Length	4	
Type	Numeric	
Position	131	
Required	Optional	

Data Element	Local Rank in Class: Size of Class	
<p>Local Rank in Class: Size of Class. Optional.</p> <p>Optional; must be spaces if not used. If used, must pad with zeros (numeric field). Indicates the number of students in a student's grade level and is locally defined.</p>		
Length	4	
Type	Alphanumeric	
Position	135	
Required	Optional	

Data Element	Hispanic/Latino Ethnicity Flag	
<p>Hispanic/Latino Ethnicity Flag. Required.</p> <p>Indicates that a student’s ethnicity is Hispanic/Latino. Submit a “Y” if the ethnicity is Hispanic/Latino or an “N” if not.</p>		
Length	1	
Type	Alphanumeric	
Position	139	
Required	Required on Student Record (020 record)	

Data Element	American Indian or Alaskan Native Race Flag	
<p>American Indian or Alaskan Native Race Flag. Required.</p> <p>Indicates that a student’s race is American Indian or Alaskan Native. Submit a “Y” if the race is American Indian or Alaskan Native or an “N” if not.</p>		
Length	1	
Type	Alphanumeric	
Position	140	
Required	Required on Student Record (020 record)	

Data Element	Asian Race Flag	
<p>Asian Race Flag. Required.</p> <p>Indicates that a student’s race is Asian. Submit a “Y” if the race is Asian or an “N” if not.</p>		
Length	1	
Type	Alphanumeric	
Position	141	
Required	Required on Student Record (020 record)	

Data Element	Black or African-American Race Flag	
<p>Black or African-American Race Flag. Required.</p> <p>Indicates that a student’s race is Black or African-American. Submit a “Y” if the race is Black or African-American or an “N” if not.</p>		
Length	1	
Type	Alphanumeric	
Position	142	
Required	Required on Student Record (020 record)	

Data Element	Native Hawaiian or Other Pacific Islander Race Flag	
<p>Native Hawaiian or Other Pacific Islander Race Flag. Required.</p> <p>Indicates that a student’s race is Native Hawaiian or Other Pacific Islander. Submit a “Y” if the race is Native Hawaiian or Other Pacific Islander or an “N” if not.</p>		
Length	1	
Type	Alphanumeric	
Position	143	
Required	Required on Student Record (020 record)	

Data Element	White Race Flag	
<p>White Race Flag. Required.</p> <p>Indicates that a student’s race is White. Submit a “Y” if the race is White or an “N” if not.</p>		
Length	1	
Type	Alphanumeric	
Position	144	
Required	Required on Student Record (020 record)	

Data Element	Course Beginning School Session Year	
<p>The BSSY in which the course was taken.</p> <p>Format: YYYY</p> <p>For example, if the course was taken in the 2005-2006 school year, the Course Beginning School Session Year would be “2005”.</p>		
Length	4	
Type	Numeric	
Position	23	
Required	Required on Transcript Record (030 Record)	

Data Element	Course Code	
<p>Course Code for the course must be valid.</p> <p>See Appendix B for special rules on Course Codes.</p> <p>Note: A “pop-up” selection list is available in Online Entry; click Course while in the Update Mode. This menu can be searched by typing either all or part of the course name or the course code. Press the Select link to populate the Search For: field and then press the Select button to enter the Course Code into the transcript record.</p>		
Length	6	
Type	Alphanumeric	
Position	27	
Required	Required on Transcript Record (030 Record)	

Data Element	Course Part Number	
	<p>Only applies when a one-unit course is split and reported as two separate final half-unit grades (i.e., one-unit course is reported as two final half-unit courses). Otherwise, leave blank. Course Part Number distinguishes first half of course from second half of course. Use “1” for first part and “2” for second part.</p> <p>Applies when an LEA or school reports only half-unit final grades by policy (no final 1.0 unit grades are issued), or, if an individual student completes only a half-unit of a one-unit course and then later, takes the second half, creating two half-unit final records. In both of these cases, the half-unit records must contain the Course Part Numbers (part one and part two). Without the Course Part Number, the program calculating Core Curriculum requirements will incorrectly handle the two parts as a repeated class, only recognizing the highest letter grade. With the Course Part Number, the two parts will be combined into a one-unit course, and the letter grades will be averaged.</p> <p>Note: If Letter Grade is “P” or “E”, then Course Part Number must be blank. Records with Letter Grade of “P” or “E” must be submitted as whole records; they cannot be split into two parts.</p> <p>Leave blank if not applicable.</p>	
Length	1	
Type	Alphanumeric	
Position	33	
Required	If applicable	

Data Element	Semester Code
--------------	---------------

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

Examples:

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

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

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

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

Semester Codes	
Code	Description
Y1	Year long Course
S1	1 st Semester
S2	2 nd Semester
B1	1 st Block
B2	2 nd Block
B3	3 rd Block
B4	4 th Block
Z1	1 st Summer Term
Z2	2 nd Summer Term
C1	1 st Credit Recovery
C2	2 nd Credit Recovery

Length	2	Must be sent Uppercase
Type	Alphanumeric	
Position	34	
Required	Required on Transcript Record (030 Record)	

Data Element	Letter Grade Code	
<p>Valid Grades: A B C D F P (Pass) E (Exempt)</p> <p>Notes: If Letter Grade Code = “E” then Core Curriculum Waiver Flag must = Y. If Letter Grade Code = “A, B, C, D, F, or P”, then Core Curriculum Waiver Flag must = N.</p> <p>If Letter Grade is “P” or “E”, then Course Part Number must be blank. Records with Letter Grade of “P” or “E” must be submitted as whole records; they cannot be split into two parts.</p> <p>If Letter Grade Code = F, then Credit Earned Count must be 0.</p>		
Length	1	Must be sent Uppercase
Type	Alphanumeric	
Position	36	
Required	Required on Transcript Record (030 Record)	

Data Element	Credit Attempted Count	
<p>Amount of credit the course was worth.</p> <p>Format: For Batch file: This field has an implied decimal, with 2 decimal places. For example, 0.50 units of credit would be submitted as 050. 1.00 units of credit would be submitted as 100.</p> <p>For Online Entry: Enter with the decimal point. For example, enter 1.00 units of credit as 1.0; enter .5 units of credit as .5 or 0.50.</p>		
Length	3	
Type	Numeric	
Position	37	
Note (batch file)	Implied decimal	i.e. 1.00 = 100
Required	Required on Transcript Record (030 Record)	

Data Element	Credit Earned Count	
<p>Amount of credit the student earned for the course.</p> <p>Format: For Batch file: This field has an implied decimal, with 2 decimal places. For example, 0.50 units of credit would be submitted as 050. 1.00 units of credit would be submitted as 100.</p> <p>For Online Entry: Enter with the decimal point. For example, enter 1.00 units of credit as 1.0; enter .5 units of credit as .5 or 0.50.</p> <p>Note: If Letter Grade Code = F, then Credit Earned Count must be 0.</p>		
Length	3	
Type	Numeric	
Position	40	
Note (batch file)	Implied decimal	i.e. 1.00 = 100
Required	Required on Transcript Record (030 Record)	

Data Element	Grade Point Maximum Count	
<p>Maximum Grade Points for the course/class. Sometimes referred to as “quality points”. The Grade Point Maximum Count would be what is awarded for a letter grade of A.</p> <p>Format: For Batch file: This field has an implied decimal, with 2 decimal places. For example, Grade Point Maximum Count of 4.00 would be submitted as 400.</p> <p>For Online Entry: Enter using the decimal point. For example, enter 4.00 Grade Point Maximum Count as 4.0.</p> <p>Example: A typical Grade Point Range is A = 4.00, B = 3.00, C = 2.00, D = 1.00, F = 0.00.</p> <p>For this example, the Grade Point Maximum Count would be “4.00” (submitted in batch as “400”).</p>		
Length	3	
Type	Numeric	
Position	43	
Note (Batch file)	Implied decimal	i.e. 4.00 = 400
Required	Required on Transcript Record (030 Record)	

Data Element	Core Curriculum Waiver Flag	
<p>Must be either Y or N.</p> <p>Y = Student was exempted from a core course, otherwise = N</p> <p>Only applies when a record is created to signify a waived course. For all other records, this field will = N.</p> <p>Note: If Letter Grade Code = “E”, Core Curriculum Waiver Flag must = Y. If Letter Grade Code = “A, B, C, D, F, or P”, Core Curriculum Waiver Flag must = N</p>		
Length	1	Must be sent Uppercase
Type	Alphanumeric	
Position	47	
Required	Required on Transcript Record (030 Record)	

Data Element	Course Sponsor Code	
<p>Sponsor Code of the LEA where the course was taken. Only applies to courses taken in Louisiana public and private schools. Leave blank if course was taken outside Louisiana. In 2002-2003 Course Sponsor Code must be supplied if LEA level or site level TOPS core course substitution applies to the course. Required for all Louisiana course work starting in 2003-2004.</p> <p>Note: A “pop-up” selection list is available in Online Entry; click Course Sponsor while in the Update Mode. This menu can be searched by typing either the Sponsor Code or all or part of the Sponsor Name. Press the Select link to populate the Search For: field and then press the Select button to enter the Course Sponsor into the transcript record.</p> <p>NEW FUNCTIONALITY: If position 166 (Course Type Code) is “DE”, this field must contain the Post-Secondary Sponsor Code instead of the LEA Sponsor Code.</p>		
Length	3	Must be sent Uppercase
Type	Alphanumeric	
Position	48	
Required	If applicable supply on Transcript Record (030 Record)	

Data Element	Course Site Code	
<p>Course Site Code: Site Code for the site where the course was taken. Only applies to courses taken in Louisiana public and private schools. Leave blank if course was taken outside Louisiana. In 2002-2003 Course Site Code must be supplied if site level TOPS core course substitution applies to the course. Required for all Louisiana course work starting in 2003-2004.</p> <p>Note: A “pop-up” selection list is available in Online Entry; click Course Site while in the Update Mode. Press the Select link to highlight the appropriate Course Site and then press the Select button to enter the Course Site into the transcript record.</p> <p>NEW FUNCTIONALITY: If position 166 (Course Type Code) is “DE”, this field must contain the Post-Secondary Site Code instead of the LEA Site Code.</p>		
Length	6	Must be sent Uppercase
Type	Alphanumeric	
Position	51	
Required	If applicable supply on Transcript Record (030 Record)	

Data Element	Course Site Name	
<p>Name of the school (site) where the student took the course. Used for transfer credit only. Required if Course Sponsor and Course Site Codes are not supplied; otherwise optional.</p>		
Length	46	
Type	Alphanumeric	
Position	57	
Required	If applicable supply on Transcript Record (030 Record)	

Data Element	Transcript Course Name	
	<p>Name of the course in which the student was enrolled. Enter if different from the LDE course description. Optional in most cases; however, required for those courses listed in the table “Course Codes Requiring Transcript Course Name” in Appendix B, pages 67-69.</p> <p>Electives: All Electives will be included in the Overall GPA. The Overall GPA will include all submitted course work using the repeat/delete rule (if a course is repeated, only the one with the highest grade will be included). If a student has more than one elective where the same elective Course Code is used, the Transcript Course Name will be used to determine repeated and unique courses.</p> <p>Note: The Foreign Language Elective course codes require the name of the language to be entered in the Transcript Course Name field. Transcript Course Names must describe the language and level of course, i.e. Finnish I, Finnish II, etc. These Course Codes are only to be used if the same language has been taken for all occurrences. These Course Codes cannot be used for a mix of languages. <i>Use only if a student’s specific Foreign Language is not already available on the Course Code list.</i></p>	
Length	60	
Type	Alphanumeric	
Position	103	
Required	If applicable (See above.), supply on Transcript Record (030 Record)	

Data Element	Quality Points Awarded Count	
	<p>Quality Points Awarded Count: The amount of quality points awarded for the letter grade given for the course (has implied decimal; i.e. “3.00” submitted as “300” in batch). Required for all Louisiana course work starting in 2003-2004.</p> <p>Examples: If the Grade Point Range is A = 4.00, B = 3.00, C = 2.00, D = 1.00, F = 0.00 and the Letter Grade awarded one record is “C”, then Quality Points Awarded Count would = 2.00 (submitted as 200 in batch).</p> <p>If the Grade Point Range is A = 5.00, B = 4.00, C = 3.00, D = 1.00, F = 0.00 and the Letter Grade awarded one record is “C”, then Quality Points Awarded Count would = 3.00 (submitted as 300 in batch).</p> <p>Note: If course was taken for .5 credit, the Quality Points Awarded Count is the same as if it were taken for 1.0 credit.</p>	
Length	3	
Type	Numeric	
	163	
Required	Required on Transcript Record (030 Record)	

Data Element	Course Type Code	
<p>Course Type Code: Code identifies type of course:</p> <p>RG – Regular HR – Honors GT – Gifted AP – Advanced Placement IB – International Baccalaureate SE – Special Education TA – Talented DE – Dual Enrollment</p> <p>Required for all Louisiana course work starting in 2003-2004.</p> <p>Note: A “drop-down” selection list is available in Online Entry.</p>		
Length	2	
Type	Alphanumeric	
Position	166	
Required	Required on Transcript Record (030 Record)	

Data Element	Distance Learning Course Type Code	
<p>Distance Learning Course Type Code: Code identifies type of distance learning course: (Leave blank if not applicable.)</p> <p>01 – Louisiana Virtual School courses 02 – 8g Satellite courses 03 – Other Distance Learning</p> <p>Use only for Distance Learning Courses; otherwise leave blank.</p> <p>Note: A “drop-down” selection list is available in Online Entry.</p>		
Length	2	
Type	Alphanumeric	
Position	168	
Required	If Applicable	

Data Element	Local Course Code	
<p>Local Course Code: Optional.</p> <p>Locally assigned Course Code. Does not replace need to supply mandatory Course Code. If Local Course Code is supplied, it will appear along with the required Course Code on Error Reports, etc.</p>		
Length	6	
Type	Alphanumeric	
Position	170	
Required	Optional on Transcript Record (030 Record)	

Data Element	Dual Enrollment Post-Secondary Credit Hours Earned	
<p>Dual Enrollment Post-Secondary Credit Hours Earned: If Starting Position 166 (Course Type Code) is designated “DE”, this field must be populated with the number of Post-Secondary Credit Hours earned by the Dual Enrollment Course. (Leave blank if not applicable.)</p> <p>Use only for Dual Enrollment Courses; otherwise leave blank (spaces).</p> <p>NOTE: This field has an implied decimal (4.00 submitted as “400” in batch).</p>		
Length	4	
Type	Alphanumeric	
Position	176	
Required	If Applicable	

Data Element	Dual Enrollment Secondary Site	
	<p>Dual Enrollment Secondary Site: If Starting Position 166 (Course Type Code) is designated “DE”, this field must be populated with the Site Code of the high school at which the student was enrolled when the course was taken (Leave blank if not applicable)</p> <p>Use only for Dual Enrollment Courses; otherwise leave blank (spaces).</p>	
Length	6	
Type	Alphanumeric	
Position	180	
Required	If Applicable	

Online Inquiry

Inquiry-only access to STS transcript data may be requested by any eligible LEA and school level personnel in public schools by submitting to LDE a Security Request Form that can be downloaded from the LEADS portal. Requests for inquiry-only access from non-public school personnel should be directed to OSFA, as that agency is the security administrator for non-public schools. Online inquiry provides the ability to view student level transcript data containing detailed and summary transcript records and GPA information.

Detailed transcript inquiry shows all the submitted courses for a specific student, along with letter grade, credit earned, grade points, etc. Specific courses used to meet TOPS Core GPA requirements will also be listed.

Summary GPA information will show the student's Overall GPA, TOPS GPA (with a list of courses used to make the best fit and highest possible TOPS GPA), along with the number and list of TOPS Alternate Performance Criteria (APC) courses for the student. The TOPS GPA information will be available for those TOPS awards that a student is eligible for.

Users with online inquiry rights will also have access to the Reports function in the Student Transcript System.

Security

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

- 1. Inquiry for STS data** (online inquiry to STS data)
 - 2. Update STS data** (only for online entry of STS data)
 - 3. Update Certification of Graduates** (once graduates are submitted and verified, you must logon and certify they are ready for use). This is at the LEA level only. This task should be done by the person in charge of submitting/entering the STS data.
 - 4. Update Site Level Security Table.** LEA person will maintain this table to limit site level User IDs to update for specific sites only. If site level USER IDs are not added to this table, they will be able to access and update any student in the LEA.
- NOTE:** Do not put LEA level User IDs on this table. If LEA level User IDs are placed on this table, they will no longer have LEA level access. All LEA level User IDs already have site security for all sites.
- 5. Upload and Download STS**
 - 6. Site Level Download Capability.** Now available to all users. Allows diocesan schools to view only the reports for their specific site.

The new security groups for STS are:

- LEAs and schools with inquiry only
- LEAs with update
- LEAs with update and upload
- LEAs with update, upload, and grad cert
- LEAs with “all”
- Schools with update
- Schools with update and upload
- LOSFA with inquiry only
- LOSFA with update (Core Tables only)
- LDE Data Management
- Board of Regents’ with inquiry only

USER ID and Password Procedures (all levels)

- Remember your password! Write it down in a safe secure place.
- Minimum password length should be no less than 6 characters and no more than 8 characters. Passwords must also contain at least one numeric value.
- You will be prompted to change password every 30 days; you cannot repeat same password within any 6-month period.

Password Reset System (PRS)

The LDE has implemented a self-service password reset system called *PRS*. The PRS URL is <https://password.doe.louisiana.gov>

PRS provides a user with the ability to change their forgotten or expired password. Password requirements will be listed on the ‘Change Your Password’ screen.

The PRS User Guide can be found at <https://password.doe.louisiana.gov/help.pdf>

State Identification Number

Each student record must have a **State Identification Number** in order for transcript data to be submitted to the Louisiana Department of Education. Without the State Identification Number, the record will not be processed. The student's **Social Security Number** should be used as the State Identification Number. If the Social Security Number is not used as the State Identification Number the *Free Application for Federal Student Aid* (FAFSA), the application for TOPS awards, cannot be processed. The Social Security Number is also required for admission to Louisiana colleges and universities. It is highly recommended that students lacking a Social Security Number obtain one as soon as possible. Although LDE does not mandate the use of the Social Security Number as the State Identification Number, students and parents should be aware that transcript data lacking it cannot be used for TOPS award determinations or college admission purposes. If it becomes necessary to generate a temporary state identification number, use the following method to create a unique nine digit number: 99 + school site code + numerical sequence (Ex.: 995061301, 995061302, etc.)

Sponsor and Site Level Structure

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

All schools have 6-digit Site Code

All schools are under 3-digit Sponsor Code

Some Sponsors have several schools:

Example:

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

Some schools are the only school under the Sponsor Code

Example:

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

Note: Sponsor is same as LEA.

Glossary

Anticipated Graduation BSSY

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

AP - Advanced Placement

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

Award

Designation given to the various TOPS scholarships administered by OSFA.

Batch File

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

BOR

Board of Regents

BSSY - Beginning School Session Year

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

Conversion Scale

The process of converting grade points to the 4.00 scale required by BOR and TOPS. It is employed when schools submit transcripts with a grade point maximum other than 4.00. The following formula is used to accomplish this:

$$\frac{\textit{Grade Points Awarded For Course}}{\textit{Maximum Grade Points For Course}} = \frac{\textit{X (Converted Grade Points)}}{4.00 \textit{ (Maximum Scale)}}$$

Dual Enrollment

The Board of Regents Dual Enrollment Program allows eligible high school students to participate in dual enrollment opportunities tuition-free and contributes directly to the State's interest in access, preparation and participation in college---education beyond high school. Participation in dual enrollment contributes to the state's public agenda for postsecondary education on many levels. Dual enrollment is the enrollment of a high school student in a college course for which the student earns both high school and college credit, as reflected on both the high school transcript and on the academic transcript issued by the postsecondary institution. From the college's perspective, dual enrollment courses may be offered at the enrichment/developmental, work skills/technical, or college degree credit level. From the high school perspective, students may earn high school credit in a variety of designated secondary courses. Students may enroll in these courses either on the college/university campus or at the high school.

Effective Graduation Beginning School Session Year

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

Expiration Graduation Beginning School Session Year

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

Graduation Date

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

LDE

Louisiana Department of Education

LEA - Local Education Agency (Same as Sponsor)

There can be one or several sites (schools) under an LEA. Each LEA has a 3-digit Sponsor Code.

LEADS - Louisiana Educational Accountability Data System**LEADS Portal**

The point of entry for accessing the Department of Education's various data systems. Its Web Address is <https://leads3.doe.louisiana.gov/ptl/>

OSFA - Office of Student Financial Assistance

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

OSFA Annual Academic Year

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

OTS - Official Transcript System

The Louisiana Department of Education's official transcript system. The transcripts in this system are created directly from graduate data submitted to the Student Transcript System. Once graduation dates are entered for students and the school sites (public schools only) are certified, official transcripts will be produced. Users with access to OTS have the ability to view and/or print transcripts. Questions regarding access to the Official Transcript System should be directed to Jackie Bobbett at jackie.bobbett@la.gov. The website address for the Official Transcript System is: <https://obprod.doe.louisiana.gov/onbase>

Part Numbers

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

Site

The site is the same as a school. Each site has a 6-digit site code.

Sponsor

Same as LEA

SIS - Student Information System

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

SPS - Sponsor Site System

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

STS - Student Transcript System

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

TAS - Totally Automated Security

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

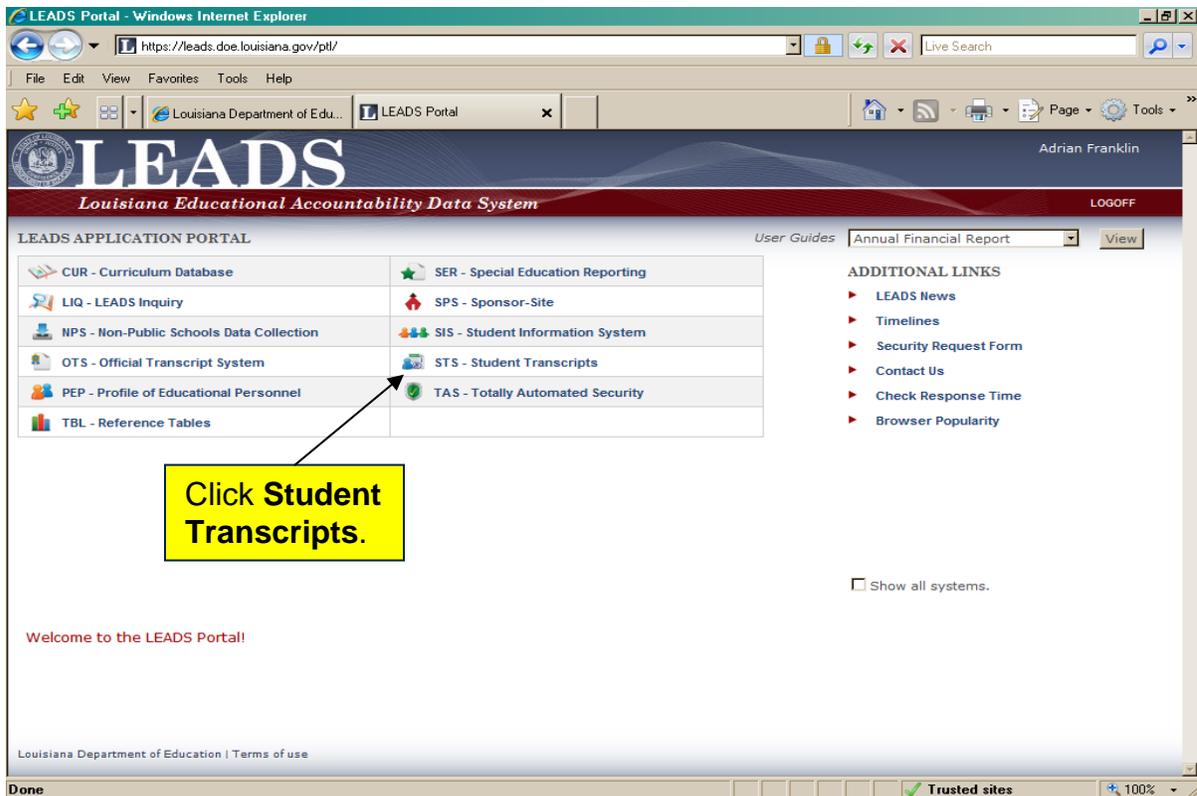
TOPS - Tuition Opportunity Program for Students

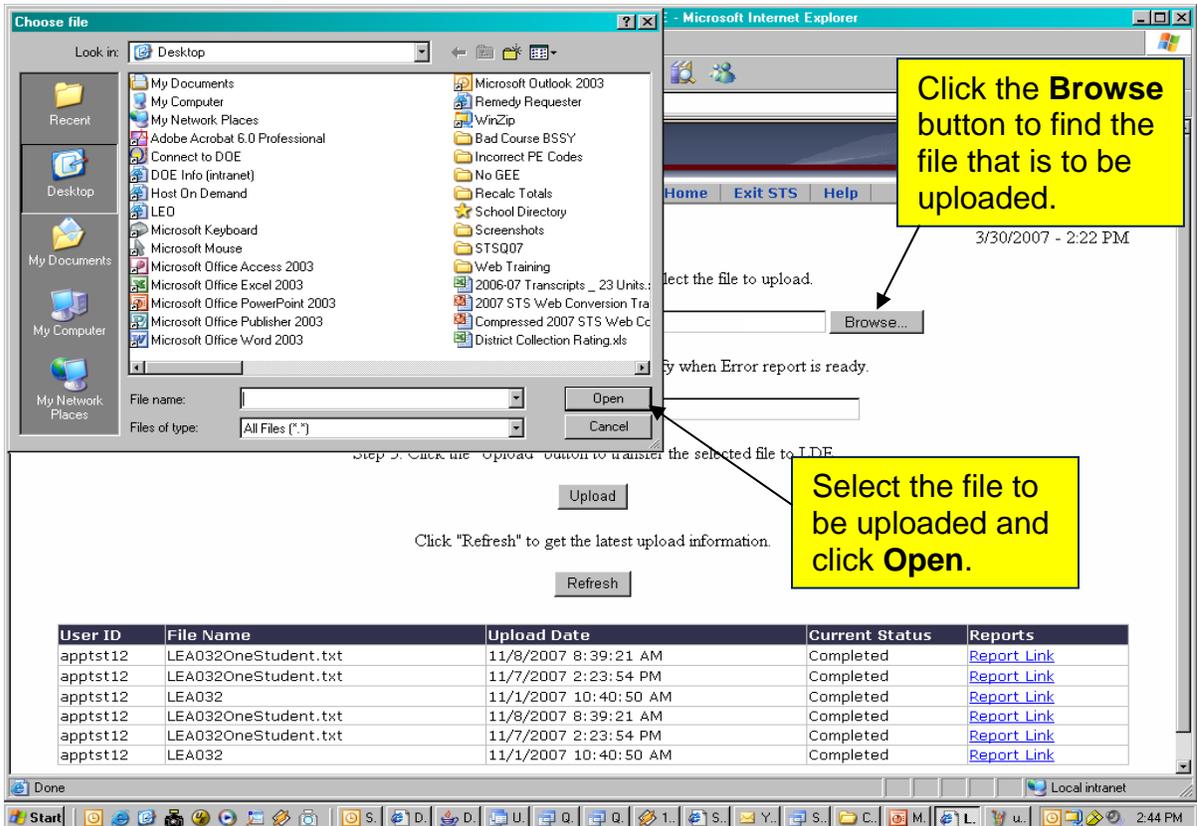
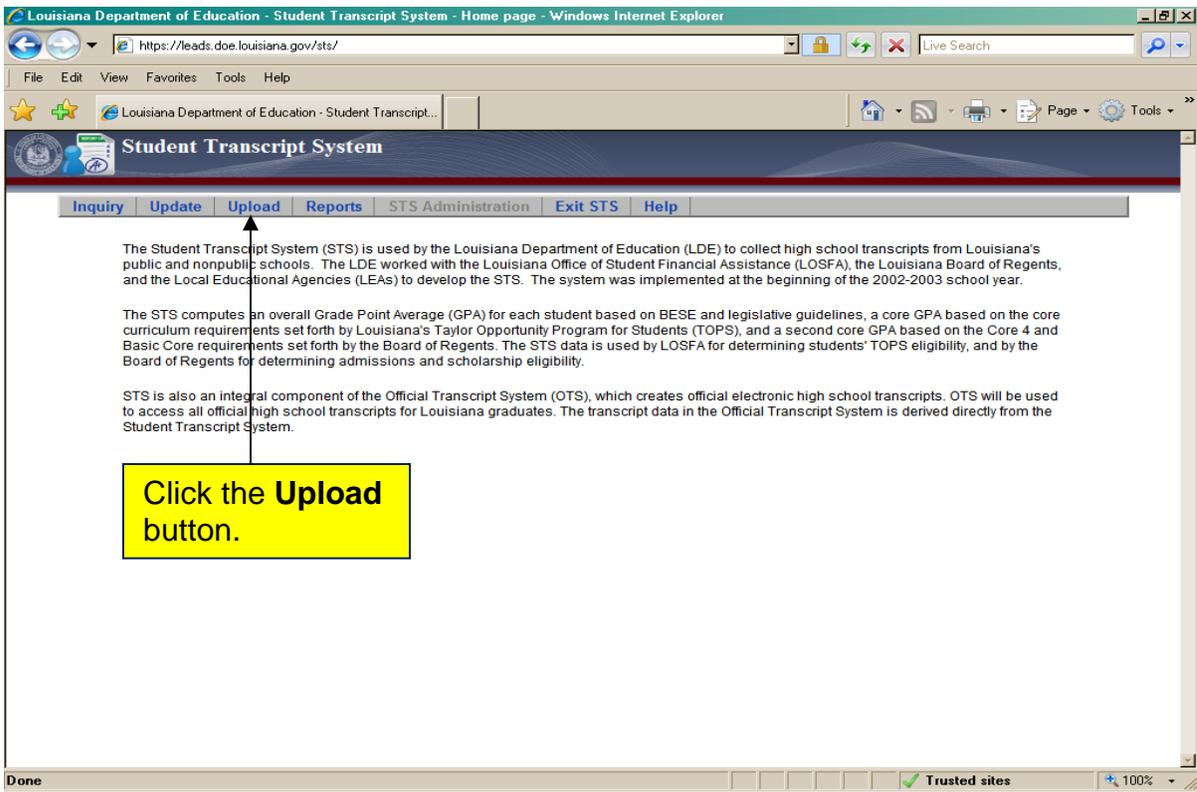
TOPS is a comprehensive program of state scholarships and one of the most innovative and progressive student assistance programs in the nation.

Sending and Receiving Data Files to/from The Department of Education

Sending Data files: STS (directions apply to following five slides)

1. Open an internet session and type **https://leads3.doe.louisiana.gov/ptl/** in the address.
2. Logon with User ID and Password.
3. Select **Student Transcripts** from the LEADS portal.
4. Click “Upload” on the STS navigation bar.
5. Click on browse button to locate your file. Type of files should be -All files (*.*)-.
6. Find your file.
7. Click “Open” button.
8. File name appears in filename field next to browse button.
9. Provide email address of person to notify when error report is ready.
10. Click “Upload” to upload your STS file to LDE.
11. Your file is now uploading to Louisiana Department of Education (LDE). **It may take a few moments, so please be patient.**
12. After a successful upload, an error report will be sent to the email address provided and the current status of the file will appear on the File Upload page.





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

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

Student Transcript System
File Upload

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

3/30/2007 - 2:22 PM

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

TestUpload Browse...

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

bobbyb@la.gov

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

Click on Upload to transmit the selected file.

Upload

Click "Refresh" to get the latest upload information.

Provide an Email address for notification.

Click on Report Link to open the error report for a file that has been processed.

User ID	File Name	Upload Date	Current Status	Reports
apptst12	LEA032OneStudent.txt	11/8/2007 8:39:21 AM	Completed	Report Link
apptst12	LEA032OneStudent.txt	11/7/2007 2:23:54 PM	Completed	Report Link
apptst12	LEA032	11/1/2007 10:40:50 AM	Completed	Report Link
apptst12	LEA032OneStudent.txt	11/8/2007 8:39:21 AM	Completed	Report Link
apptst12	LEA032OneStudent.txt	11/7/2007 2:23:54 PM	Completed	Report Link
apptst12	LEA032	11/1/2007 10:40:50 AM	Completed	Report Link

Done Local intranet

https://leads.doe.louisiana.gov/sts/Reports/ReportOutput.aspx - Windows Internet Explorer

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Louisiana Department of Education / Student Transcript System

Batch Error Report Run Date: 07/01/2010 02:43:34

Submission Date: 6/18/2010 11:21:16 AM School Session 2009 - 2010

LEA :
Site:

Student Name	State ID	Local ID	CRS Year	Course Code	PT NO	Local Course	Tran Code	Error Number and Message	Data In Error
ARCENEUX, JUSTIN JAMES		000053493					020	217 INVALID ENDORSEMENT CODE	B - 2Y
		000053493					020	218 GEE FLG MUST BE Y OR BLANK	2
		000053493					020	219 INVL RNK OR SIZE OF CLASS	0480 - 155
FRASIER, NICHOLAS NATHANIEL		000003771					020	209 INVALID GRADE 9 ENTRY YEAR	
BROUSSARD, BRIONNE DOMINIQU		000019920					020	209 INVALID GRADE 9 ENTRY YEAR	
DEROUSSILLE, JASON MARTELL		000086948					020	209 INVALID GRADE 9 ENTRY YEAR	
LEWIS, EDWIN EARL		000077469					020	209 INVALID GRADE 9 ENTRY YEAR	
WOODS, APOLLONIA ROSETTA		000036258					020	209 INVALID GRADE 9 ENTRY YEAR	
ELLISON, REBBEKKAH		000016910					020	209 INVALID GRADE 9 ENTRY YEAR	
GAYTEN, TREVOR TOMAS AUGUS		000032581					020	209 INVALID GRADE 9 ENTRY YEAR	
		000032581					020	212 INVALID CAREER OPTION CODE	1
		000032581					020	217 INVALID ENDORSEMENT CODE	B2 - Y3
		000032581					020	218 GEE FLG MUST BE Y OR BLANK	.
		000032581					020	219 INVL RNK OR SIZE OF CLASS	2101 - 55
AULD, ANESHA RENEE		000091392					020	209 INVALID GRADE 9 ENTRY YEAR	
SALEH, MUSA M		000019913					020	209 INVALID GRADE 9 ENTRY YEAR	
GILMORE, ALLEN JAMAL		000086738					020	209 INVALID GRADE 9 ENTRY YEAR	
BURTON, CHRISTEN HOWARD		000054792					020	209 INVALID GRADE 9 ENTRY YEAR	
BROWN, BRITNEY MYESHA		000011987					020	209 INVALID GRADE 9 ENTRY YEAR	
MONTGOMERY, TONY DE'MARCUS		000024162					020	209 INVALID GRADE 9 ENTRY YEAR	
BARNES, JAMIE DENNELLE		000038314					020	209 INVALID GRADE 9 ENTRY YEAR	
		000038314					020	212 INVALID CAREER OPTION CODE	8
		000038314					020	217 INVALID ENDORSEMENT CODE	B2 - Y3
		000038314					020	218 GEE FLG MUST BE Y OR BLANK	.
		000038314					020	219 INVL RNK OR SIZE OF CLASS	2601 - 55
DUPUIS, TYLER JOSEPH		000024142					020	209 INVALID GRADE 9 ENTRY YEAR	
AUGUSTINE, JAMIE T		000012352					020	209 INVALID GRADE 9 ENTRY YEAR	
		000012352					020	212 INVALID CAREER OPTION CODE	3
		000012352					020	217 INVALID ENDORSEMENT CODE	B2 - Y2
		000012352					020	218 GEE FLG MUST BE Y OR BLANK	.
		000012352					020	219 INVL RNK OR SIZE OF CLASS	6601 - 55

Done Unknown Zone

https://leads.doe.louisiana.gov/sts/Reports/ReportOutput.aspx - Windows Internet Explorer

Louisiana Department of Education / Student Transcript System

Page: 56

Batch Error Report

Run Date: 07/01/2010 02:43:34

Submission Date: 6/18/2010 11:21:16 AM School Session 2009 - 2010

LEA :
Site:

File Type = 1

Total Records Submitted = 52577

Student Records Submitted = 1578

Student Records Processed = 3

Student Records Updated With No Errors = 0

Student Records Not Updated Due To Errors = 3

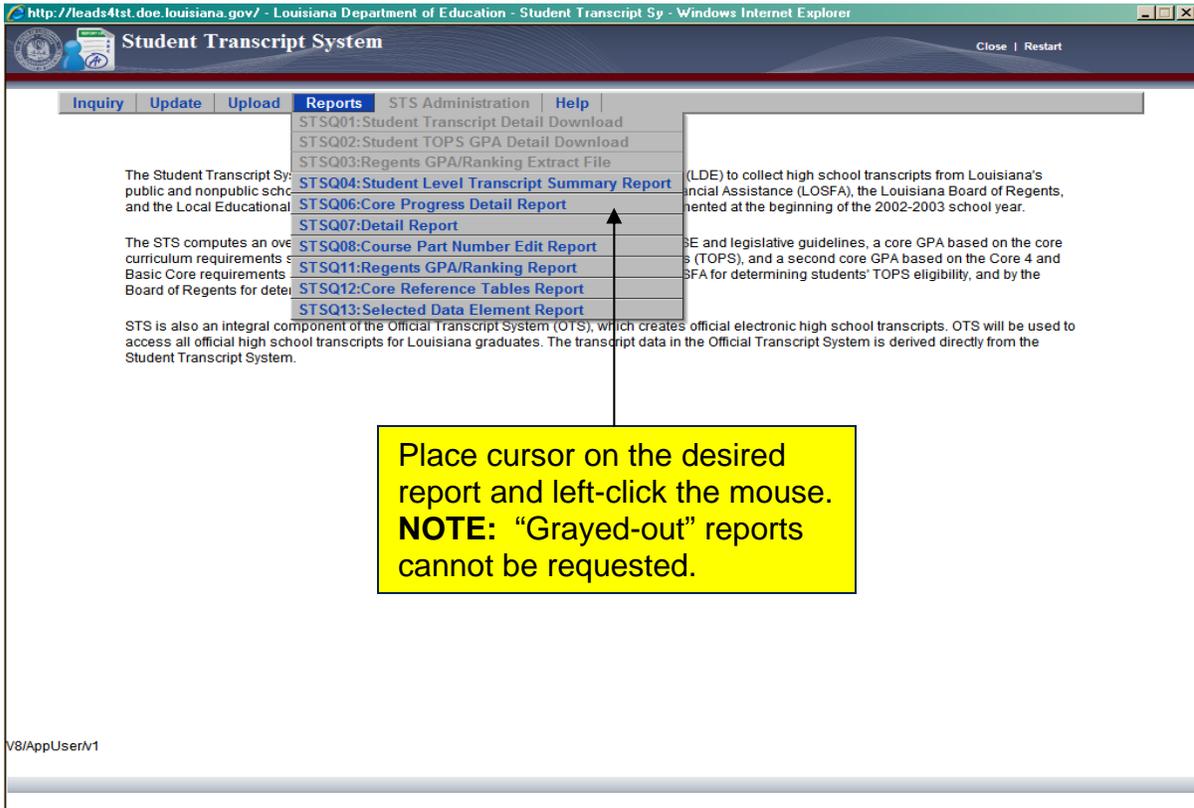
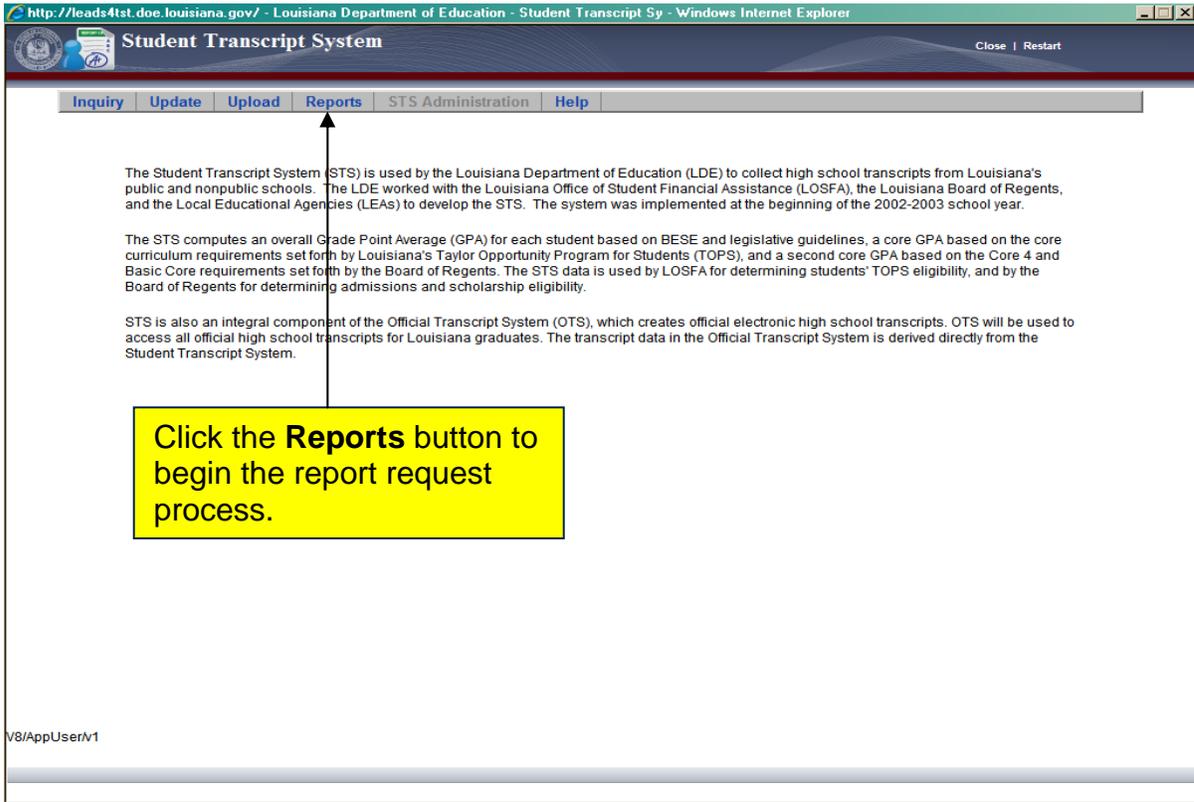
Student Records Deleted = 0

Error Code	Error Message	Number of Occurrences
209	INVALID GRADE 9 ENTRY YEAR	1,576
212	INVALID CAREER OPTION CODE	12
217	INVALID ENDORSEMENT CODE	12
218	GEE FLG MUST BE Y OR BLANK	12
219	INVL RNK OR SIZE OF CLASS	14
302	INVALID COURSE CODE	41
304	INVALID SEMESTER CODE	9
305	INVALID LETTER GRADE CODE	28
311	INVL CDT EARN CT, GRD='F'	1
314	INVALID GRADE POINT MAX CT	2
321	INVALID COURSE SITE CODE	5
326	DUPLICATE TRANSCRIPT REC	15
332	GRD=A, QUAL PT AWD CT NOT=GR PT MAX	2
334	INVALID COURSE TYPE CODE	1
Total Errors		1730

Done

Unknown Zone

Requesting Reports



http://leads4tst.doe.louisiana.gov/ - Student Transcript System - Report Request - Q06 Core Pro - Windows Internet Explorer

Student Transcript System
STS Q06 Report Request

Inquiry Update Upload Reports STS Administration Home Help

Core Progress Detail 2/16/2012 1:53 PM

BSSY:

Sponsor code: Jefferson Parish

Site code:

Core Curricula:

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

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

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

ARCHIE ANDREWS
TOPS OPPORTUNITY, PERFORMANCE AND HONORS

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: 3.31

Not all of the TOPS OPPORTUNITY, PERFORMANCE AND HONORS curriculum requirements have been met
 17 categories are required for TOPS OPPORTUNITY, PERFORMANCE AND HONORS
 1 categories still needed to meet requirements for TOPS OPPORTUNITY, PERFORMANCE AND HONORS
 Core GPA - Relative Grade Points / Credit Units Allowed - 54.40 / 16.50 - 3.29

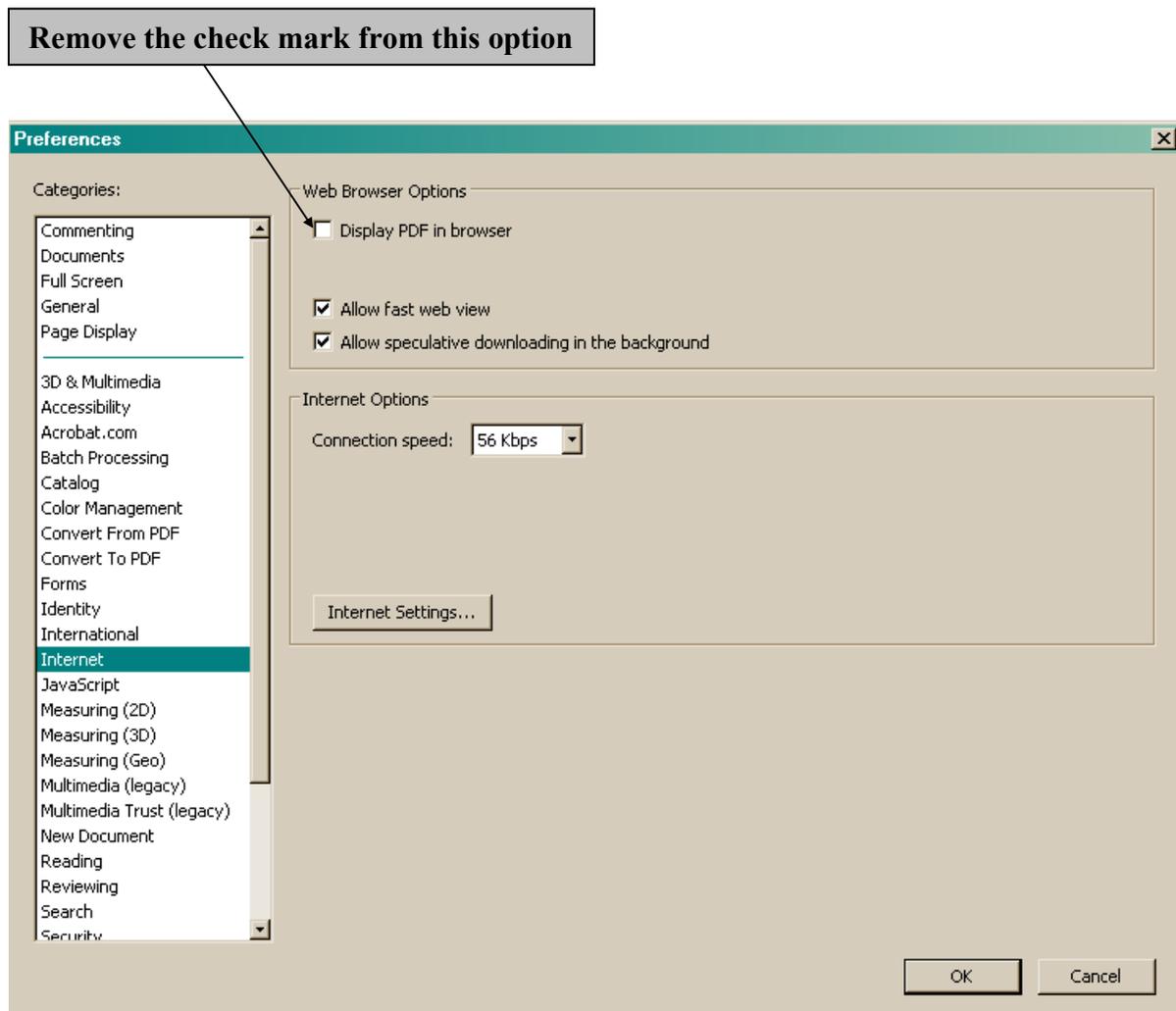
Category	Requirement Met	Required	Units Allowed	Code	Course Name	Grade	Rel Grade Points
ENGLISH I	Y	1.00	1.00	120331	ENGLISH I	A	4.00
ENGLISH II	Y	1.00	1.00	120332	ENGLISH II	C	2.40
ENGLISH III	Y	1.00	1.00	120333	ENGLISH III	A	4.00
ENGLISH IV	N	1.00	0.00				0.00
ALGEBRA I	Y	1.00	1.00	160337	ALGEBRA I - PART I	A	3.50
ALGEBRA I	Y	1.00	1.00	160338	ALGEBRA I - PART II	B	3.50
ALGEBRA II	Y	1.00	1.00	160322	ALGEBRA II	B	3.00
1ST UNIT MATH ELECTIVES	Y	1.00	1.00	160323	GEOMETRY	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
1ST UNIT SCIENCE ELECTIVE	Y	1.00	1.00	150300	INTEGRATED SCIENCE (GRADES 9-12)	A	4.00
AMERICAN HISTORY	Y	1.00	1.00	220403	AMERICAN HISTORY	A	4.00
1ST UNIT SOCIAL STUDIES E	Y	1.00	1.00	220300	WORLD GEOGRAPHY	B	3.00
CIVICE/FREE ENTERPRISE	Y	1.00	1.00	220200	FREE ENTERPRISE SYSTEM	B	3.00
CIVICE/FREE ENTERPRISE	Y	1.00	1.00	220501	CIVICE-1st SEMESTER	B	3.00
FINE ARTS SURVEY	Y	1.00	1.00	030332	FINE ARTS SURVEY	A	4.00
FOREIGN LANGUAGE	Y	2.00	2.00	121001	FRENCH I	B	5.00
FOREIGN LANGUAGE	Y	2.00	2.00	121002	FRENCH II	C	5.00
COMPUTER SCIENCE	Y	0.50	0.50	040401	INTRODUCTION TO BUSINESS COMPUTER A	B	1.50
ADDITIONAL MATH/SCIENCE	Y	1.00	1.00	160346	ADVANCED MATHEMATICS - PRE-CALCULUS	B	3.00
Totals		17.50	16.50				54.40

Press "X" to return to STS.

Done Unknown Zone

Reports are in the PDF format and are opened by the Adobe Acrobat Reader. After the report appears, you can either save the entire report to your hard drive or print the needed pages on your local printer. If you wish to return to the STS application from the reports page, press the “X” button on the Web Browser.

Note: If the Adobe Reader fails to open the Acrobat Report, uncheck the “Display PDF in Browser” option. This forces the Adobe Reader to open the report in a separate window. In more recent versions of the reader, this option is under menu item “Edit” → “Preferences”. In earlier versions, it’s under “File” → then “Options” or “Preferences”. You should restart your browser after making the change.



NOTE: This screen shot is from Adobe Reader, Version 9.0

Appendix A: Instructions for Online Inquiry of Student Transcript Data and Inquiry of TOPS Core Curriculum Course Tables

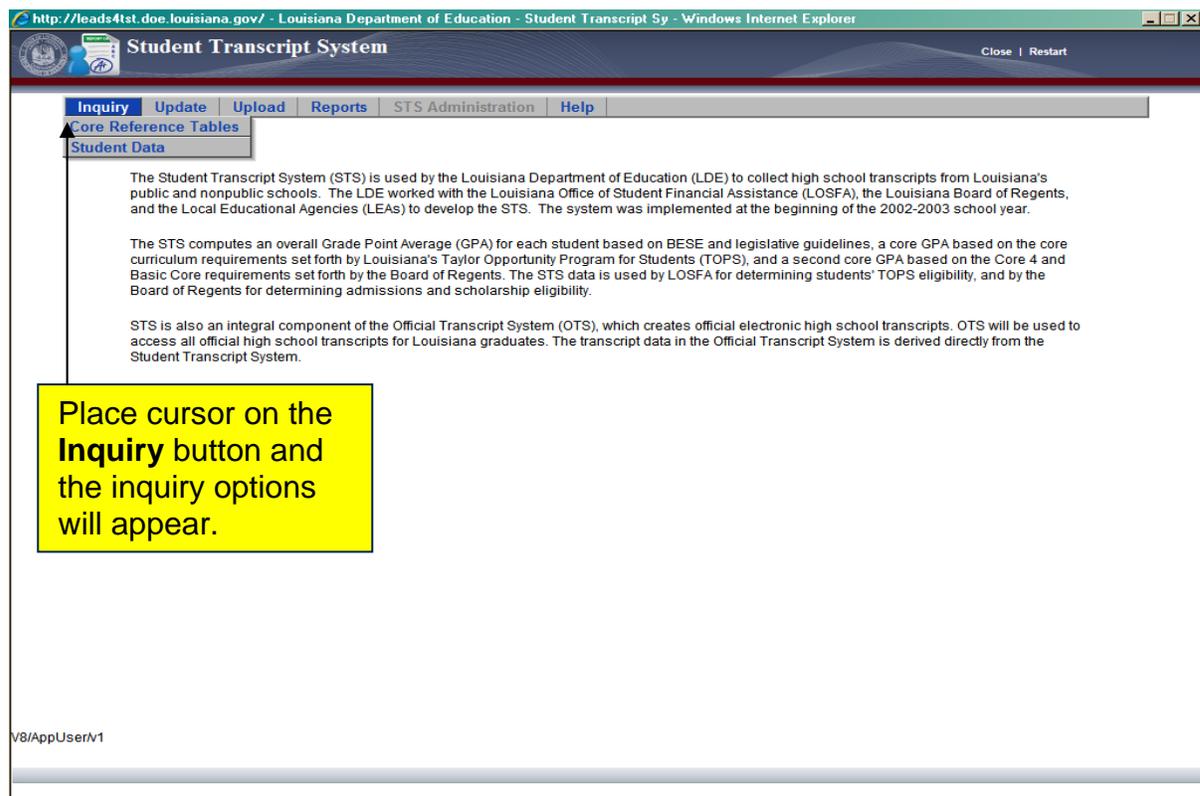
Detailed student transcript data and reference tables showing which courses satisfy the various TOPS Core Curriculum requirements can be viewed online. Each school should have one person with an LDE **USER ID**, with security permission to access the following inquiry options from the STS navigation bar:

1. STUDENTS & TRANSCRIPTS

2. TOPS REFERENCE TABLES

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

Open an internet session and type <https://leads3.doe.louisiana.gov/ptl/> in the address. Logon with your User ID and Password and select **Student Transcripts** from the LEADS portal. Select “Inquiry” when the Student Transcript System screen appears.



1. **Student & Transcripts:** Each student’s complete set of transcript records is available for viewing. The student’s progress in meeting the various TOPS award requirements is also listed. The screen prints on the following pages demonstrate the steps for viewing this data.

http://leads4tst.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.

V8/AppUser/v1

Select Student Data.

http://leads4tst.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 Administration Home Help

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.

Search by Student ID, Partial Name, or Grade.

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

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

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

Student Transcript System
Transcript List (Inquiry Mode)

Site List Student List Core Progress APC Courses Home Help

ARCHIE ANDREWS 2/16/2012 2:44 PM
Last Update: 2/16/2012
Grade: 12
Grade 9 Entry BSSY: 2008
Anticipated Grad BSSY: 2011
Passed GEE?: Y
Local Rank:
Local GPA:
Overall GPA: 3.31

BSSY: 2011
Sponsor: 026 Jefferson Parish
Site: 026068 Riverdale High School
State ID #: 318337225
Birth Date: 04/01/1994
Local ID #:
Grad Date:
Academic Endorsement:
Career/Tech Endorsement:
Gender: MALE
Ethnicity: Hispanic: N Race: Am Indian Asian Black Pac Islander White
Career Option: 010 HUMAN SERVICES

2010	160322	ALGEBRA II	B	20030
2010	170002	JR. ROTC II	A	60072
2010	220200	FREE ENTERPRISE SYSTEM	B	40030
2010	220403	AMERICAN HISTORY	A	40040
2010	220601	SOCIOLOGY	B	40071
2011	030332	FINE ARTS SURVEY	A	72011
2011	120399	ENGLISH ELECTIVE	A	10082
2011	160346	ADVANCED MATHEMATICS - PRE-CALCULUS	B	20040
2011	170003	JR. ROTC III	A	60073

** End of Transcript List **

Click the Course Code to view more detailed transcript data.

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

Student Transcript System
Transcript Data

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

ARCHIE ANDREWS 2/16/2012 2:47 PM
Last Update: 2/16/2012
Grade: 12
Grade 9 Entry BSSY: 2008
Anticipated Grad BSSY: 2011
Passed GEE?: Y
Local Rank:
Local GPA:
Overall GPA: 3.31

BSSY: 2011
Sponsor: 026 Jefferson Parish
Site: 026068 Riverdale High School
State ID #: 318337225
Birth Date: 04/01/1994
Local ID #:
Grad Date:
Academic Endorsement:
Career/Tech Endorsement:
Gender: MALE
Ethnicity: Hispanic: N Race: Am Indian Asian Black Pac Islander White
Career Option: 010 HUMAN SERVICES

TRANSCRIPT RECORD 27 of 30 Prev Next

Course Beg. Year: 2011 Course: 030332 FINE ARTS SURVEY
Letter Grade: A Grade Point Max: 4.00
Course Part Number: Qual. Pts. Awrd Cnt: 4.00
Semester: S1 - 1ST SEMESTER Credit Attempted: 1.00
Course Type Cd: RG - REGULAR Credit Earned: 1.00
Dis. Lrn. Type Cd: Core Cur. Waiver: N
Course Sponsor: 026 Jefferson Parish Schools Local Course Cd: 72011
Course Site: 026068 Riverdale High School
Course Site Name:
Transcript Crs Name: FINE ARTS SURVEY

Select Core Progress to view core curricula data.

To select another course, click on the Transcript List.

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

Student Transcript System

Transcript Data

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 #: 318337225
 Birth Date: 04/01/1994
 Gender: MALE
 Ethnicity: Hispanic: N Race: Am Indian Asian Black Pac Islander White
 Career Option:

Core 4
 Basic Core
 TOPS Opportunity, Performance and Honors Award
 TOPS Tech 1 Award
 TOPS Tech 2 Award

Grad Date:
 Academic Endorsement:
 Career/Tech Endorsement:

Last Update: 2/16/2012
 Grade: 12
 Grade 9 Entry BSSY: 2008
 Anticipated Grad BSSY: 2011
 Passed GEE?: Y
 Local Rank:
 Local GPA:
 Overall GPA: 3.31

Select the "Core Progress" calculation type.

TRANSCRIPT RECORD 27 of 30 [Prev] [Next]

Course Beg. Year: 2011 Course: 030332 FINE ARTS SURVEY
 Letter Grade: A Grade Point Max: 4.00
 Course Part Number: Qual. Pts. Awd Cnt: 4.00
 Semester: S1 - 1ST SEMESTER Credit Attempted: 1.00
 Course Type Cd: RG - REGULAR Credit Earned: 1.00
 Dis. Lrn. Type Cd: Core Cur. Waiver: N
 Course Sponsor: 026 Jefferson Parish Schools Local Course Cd: 72011
 Course Site: 026068 Riverdale High School
 Course Site Name:
 Transcript Crs Name: FINE ARTS SURVEY

NOTE: No calculation is done for an award that is "grayed out". A student must have a Career Option Code before the Tech Option 2 or the Basic Core calculations will be performed.

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

Student Transcript System

Core 4

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 #: 318337225
 Birth Date: 04/01/1994
 Gender: MALE
 Ethnicity: Hispanic: N Race: Am Indian Asian Black Pac Islander White
 Career Option:

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

NOT ALL OF THE CORE 4 CURRICULUM REQUIREMENTS HAVE BEEN MET.
 20 Categories are required for Core 4 Award.
 2 Categories are needed to fulfill Core 4 requirements.
 Core GPA 3.33 = RELATIVE GRADE POINTS / CREDIT UNITS ALLOWED = 63.40/19.00 = 3.33

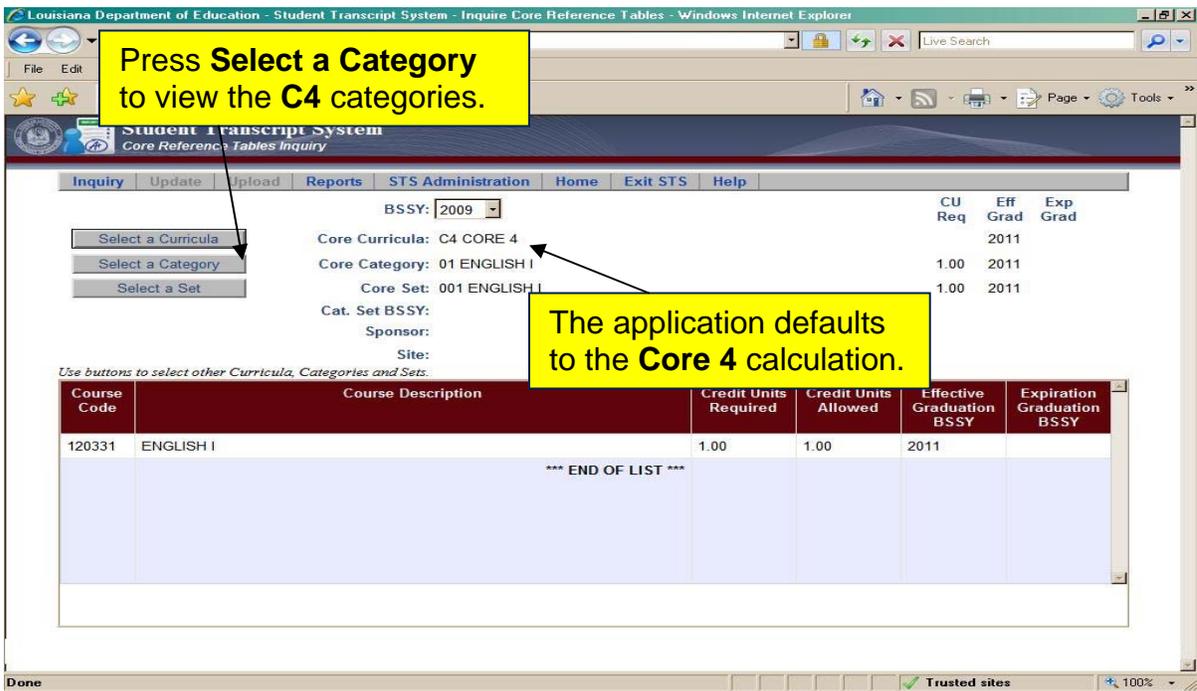
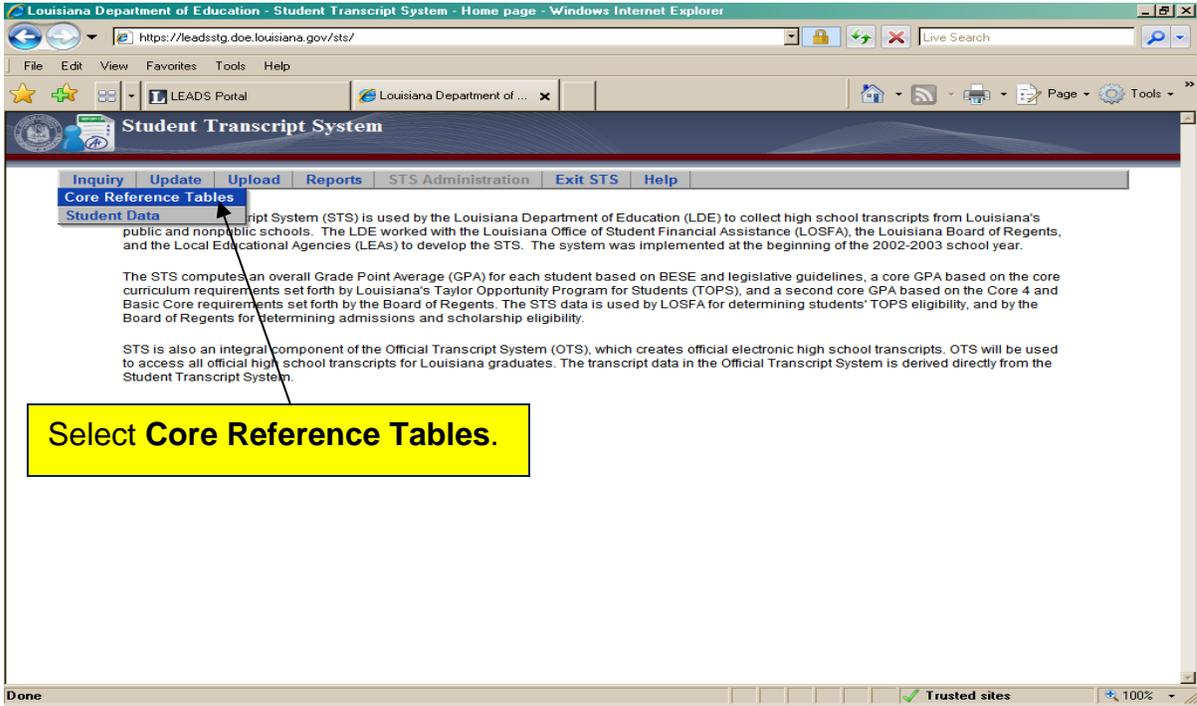
SITE HAS NOT BEEN CERTIFIED

Categories	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
HEALTH & PE	Y	2.00	2.00	JR. ROTC I	A	8.00
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
TOTALS		21.00	19.00			63.40

Number of categories needed: 2

 Category not met is in **BOLD** print.

2. **Core Reference Tables:** The specific courses needed to fulfill each of the various Core Curriculum requirements are detailed under this option. Courses that meet core requirements are listed under the various TOPS awards and core categories. Those courses that fulfill core requirements only within specifically designated school session years, LEAs, or schools are listed as such. The screen prints that follow provide further instructions.



Louisiana Department of Education - Student Transcript System - Inquire Core Reference Tables - Windows Internet Explorer

https://leads.doe.louisiana.gov/sts/inquiry/corereference.aspx

Student Transcript System
Core Reference Tables Inquiry

Inquiry Update Upload Reports STS Administration Home Exit STS Help

BSSY: 2009

Select a Curricula Core Curricula: C4 CORE 4

Select a Category Core Category: 01 ENGLISH I

Select a Set Core Set: 001 ENGLISH I

Cat. Set BSSY: 1.00 2011

Sponsor: 1.00 2011

Site:

Use buttons to select other Curricula, Categories and Sets.

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

Click the **Core Category Type Code** of the Core Category.

Louisiana Department of Education - Student Transcript System - Inquire Core Reference Tables - Windows Internet Explorer

https://leads.doe.louisiana.gov/sts/inquiry/corereference.aspx

Student Transcript System
Core Reference Tables Inquiry

Inquiry Update Upload Reports STS Administration Home Exit STS Help

BSSY: 2009

Select a Curricula Core Curricula: C4 CORE 4

Select a Category Core Category: 05 ALGEBRA I

Select a Set Core Set: 001 ALGEBRA I

Cat. Set BSSY: 1.00 2011

Sponsor: 1.00 2011

Site:

Use buttons to select other Curricula, Categories and Sets.

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

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

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

Louisiana Department of Education - Student Transcript System - Inquire Core Reference Tables - Windows Internet Explorer

https://leads.doe.louisiana.gov/sts/inquiry/corereference.aspx

File Edit View Favorites Tools Help

Louisiana Department of Education - Student Transcript System

Student Transcript System

Core Reference Tables Inquiry

Inquiry Update Upload Reports STS Administration Home Exit STS Help

BSSY: 2009

Select a Curricula
 Select a Category
 Select a Set

Core Curricula: C4 CORE 4
 Core Category: 05 ALGEBRA I
 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 ***					

CU Req Eff Grad Exp Grad
 2011
 1.00 2011
 1.00 2011

Done Trusted sites 100%

The courses in the **Algebra I** Set of the **05: Algebra I** Core Category appear.

Appendix B: Course Codes

Special Rules for Course Codes:

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

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

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

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

1. If the Transcript Course Name is different between two courses, both will be included in **Overall GPA**.
2. If the Transcript Course Names are the same, then only the course with highest grade will be included (spelling must be identical).
3. If a one-unit course is split into two records and Course Part Numbers are used, then the Transcript Course Names must be identical if the course needs to be counted as a "one-unit" course for TOPS.

Note: These course codes are retroactive. (They should cover course work for anyone in Grades 9-12.) You can use the **same course code** for these courses **multiple times** for **different years** and **different semesters** and have each included in the Overall GPA.

Course Codes Requiring Transcript Course Name

Course Code	Description
030399	Music Elective
030409	Music Elective II
030410	Music Elective III
030411	Music Elective IV
061196	Computer Elective IV (Locally Initiated Computer Elective)
061197	Computer Elective III (Locally Initiated Computer Elective)
061199	Computer Science Elective
120399	English Elective
120400	English Elective II (Locally Initiated English Elective)
120401	English Elective III (Locally Initiated English Elective)
120402	English Elective IV (Locally Initiated English Elective)
124001	Foreign Language Elective - Year I
124002	Foreign Language Elective - Year II
124003	Foreign Language Elective - Year III
124004	Foreign Language Elective - Year IV
150396	Biology Elective IV (Locally Initiated Biology Elective)
150397	Biology Elective III (Locally Initiated Biology Elective)
150398	Biology Elective II (Locally Initiated Biology Elective)
150399	Biology Elective
150496	Chemistry Elective IV (Locally Initiated Chemistry Elective)
150497	Chemistry Elective III (Locally Initiated Chemistry Elective)
150498	Chemistry Elective II (Locally Initiated Chemistry Elective)
150499	Chemistry Elective
150796	Physics Elective IV (Locally Initiated Physics Elective)
150797	Physics Elective III (Locally Initiated Physics Elective)
150798	Physics Elective II (Locally Initiated Physics Elective)
150799	Physics Elective
160395	Mathematics Elective IV (Locally Initiated Mathematics Elective)
160396	Mathematics Elective III (Locally Initiated Mathematics Elective)
160397	Mathematics Elective II (Locally Initiated Mathematics Elective)
160399	Mathematics Elective
310097	Trade and Industrial Elective (2 Credits)
310098	Trade and Industrial Elective (3 Credits)
310099	Trade and Industrial Elective (1 Credit)
400099	General Elective (Any Secondary Certification)
400100	General Elective 2 (Any Secondary Certification)

Course Codes Requiring Transcript Course Name (Continued)

Course Code	Description
400101	General Elective 3 (Any Secondary Certification)
400102	General Elective 4 (Any Secondary Certification)
400103	General Elective 5 (Any Secondary Certification)
400104	General Elective 6 (Any Secondary Certification)
400105	General Elective 7 (Any Secondary Certification)
400106	General Elective 8 (Any Secondary Certification)

2. Course Codes are year specific.

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

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

Use the **Course Type Code** to identify AP, Honors, Gifted, International Baccalaureate (IB), Talented, and Special Education courses. Otherwise, the Course Type Code will be “RG” for regular courses. **All courses will be submitted using regular course codes** except for the specifically designated Advanced Placement courses that **require** the use of the “AP” Course Type Code (see section 4 below).

The same applies for Distance Learning Courses. **There are no longer special course codes for distance learning courses.** Use regular course codes and identify distance learning courses with the **Distance Learning Course Type Code**. For regular courses, leave the Distance Learning Course Type Code blank (spaces).

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

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

AP Course Code List

College Board AP Course Title	Louisiana Equivalent Course Title	Course Code	Required or Optional
Art History	AP Art History	030597	Required
Biology	Biology II	150302	Optional
Calculus AB	Calculus	160326	Optional
Calculus BC	AP Calculus BC	160394	Required
Chemistry	Chemistry	150401	Optional
	Chemistry II	150402	Optional
Computer Science A	AP Computer Science A	061175	Required
Computer Science AB	AP Computer Science AB	061176	Required
Economics: Macro	Economics	220201	Optional
Economics: Micro	AP Economics: Micro	220602	Required
English Language and Composition	English III	120333	Optional
English Literature and Composition	English IV	120334	Optional
Environmental Science	Environmental Science	150310	Optional
European History	AP European History	220412	Required
French Language	French IV	121004	Optional
French Literature	French V	121005	Optional
German Language	German IV	121104	Optional
Government and Politics: Comparative	AP Government and Politics: Comparative	220604	Required
Government and Politics: United States	AP Government and Politics: United States	220503	Required
Human Geography	World Geography	220300	Optional
Japanese IV	Japanese IV	121504	Optional
Latin Literature	Latin V	121605	Optional
Latin: Virgil	Latin IV	121604	Optional
Music Theory	Music Theory II	030342	Optional
Physics B	Physics	150700	Optional
Physics C: Electricity and Magnetism	AP Physics C: Electricity and Magnetism	150794	Required
Physics C: Mechanics	AP Physics C: Mechanics	150795	Required
Psychology	Psychology	222001	Optional
Spanish Language	Spanish IV	122504	Optional
Spanish Literature	Spanish V	122505	Optional
Statistics	Probability and Statistics	160349	Optional
Studio Art: 2-D Design	Art IV	030504	Optional
Studio Art: 3-D Design	AP Studio Art 3-D Design	030508	Required
Studio Art: Drawing	Art III	030503	Optional
U.S. History	U.S. History	220403	Optional
World History	World History	220401	Optional

Appendix C: Repeated Courses in TOPS Core Curriculum and Overall GPA Calculations

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

Courses Not Eligible for the "Repeat/Delete" Rule (Repeatable Courses)

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

Intermediate Band	030301
Advanced Band	030302
Wind Ensemble	030303
Jazz Ensemble	030304
Intermediate Choir	030311
Advanced Choir	030312
Small Vocal Ensemble	030313
Intermediate Orchestra	030321
Advanced Orchestra	030322
Sectional Rehearsal	030353
Applied Music	030360
Studio Piano III	030363
Dance II	030621
Dance III	030631
Dance IV	030641
Theatre II	030721
Theatre III	030731
Theatre IV	030741

Instructions for Submission of Repeatable Courses:

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

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

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

Table C1: Batch Submission Only (submit course code once)		
Course Name	Course Code	Usage
Intermediate Band	030301	Batch
Advanced Band	030302	Batch
Wind Ensemble	030303	Batch
Jazz Ensemble	030304	Batch
Intermediate Choir	030311	Batch
Advanced Choir	030312	Batch
Small Vocal Ensemble	030313	Batch
Intermediate Orchestra	030321	Batch
Advanced Orchestra	030322	Batch
Sectional Rehearsal	030353	Batch
Applied Music	030360	Batch
Studio Piano III	030363	Batch
Dance II	030621	Batch
Dance III	030631	Batch
Dance IV	030641	Batch
Theatre II	030721	Batch
Theatre III	030731	Batch
Theatre IV	030741	Batch

Table C2: Online Entry Only		
The following course codes apply to those schools entering STS data online. Do not use the “second credit”, “third credit”, or “fourth credit” course codes if you are submitting STS in batch.		
Course Name	Course Code	Usage
Intermediate Band	030301	Batch or online
Intermediate Band (second credit)	030334	Online only
Intermediate Band (third credit)	030335	Online only
Intermediate Band (fourth credit)	030336	Online only
Intermediate Band (fifth credit)	030337	Online only
Intermediate Band (sixth credit)	030338	Online only
Advanced Band	030302	Batch or online
Advanced Band (second credit)	030402	Online only

Online Entry Only (continued)		
Course Name	Course Code	Usage
Advanced Band (third credit)	030403	Online only
Advanced Band (fourth credit)	030404	Online only
Advanced Band (fifth credit)	030405	Online only
Advanced Band (sixth credit)	030406	Online only
Advanced Band (seventh credit)	030407	Online only
Advanced Band (eighth credit)	030408	Online only
Wind Ensemble	030303	Batch or Online
Wind Ensemble (second credit)	030412	Online only
Wind Ensemble (third credit)	030413	Online only
Wind Ensemble (fourth credit)	030414	Online only
Wind Ensemble (fifth credit)	030415	Online only
Wind Ensemble (sixth credit)	030416	Online only
Wind Ensemble (seventh credit)	030417	Online only
Wind Ensemble (eighth credit)	030418	Online only
Jazz Ensemble	030304	Batch or Online
Jazz Ensemble (second credit)	030422	Online only
Jazz Ensemble (third credit)	030423	Online only
Jazz Ensemble (fourth credit)	030424	Online only
Jazz Ensemble (fifth credit)	030425	Online only
Jazz Ensemble (sixth credit)	030426	Online only
Jazz Ensemble (seventh credit)	030427	Online only
Jazz Ensemble (eighth credit)	030428	Online only
Intermediate Choir	030311	Batch or Online
Intermediate Choir (second credit)	030345	Online only
Intermediate Choir (third credit)	030346	Online only
Intermediate Choir (fourth credit)	030347	Online only
Intermediate Choir (fifth credit)	030348	Online only
Intermediate Choir (sixth credit)	030349	Online only
Advanced Choir	030312	Batch or Online
Advanced Choir (second credit)	030432	Online only
Advanced Choir (third credit)	030433	Online only
Advanced Choir (fourth credit)	030434	Online only
Advanced Choir (fifth credit)	030435	Online only
Advanced Choir (sixth credit)	030436	Online only
Advanced Choir (seventh credit)	030437	Online only
Advanced Choir (eighth credit)	030438	Online only
Small Vocal Ensemble	030313	Batch or Online
Small Vocal Ensemble (second credit)	030442	Online only
Small Vocal Ensemble (third credit)	030443	Online only
Small Vocal Ensemble (fourth credit)	030444	Online only
Small Vocal Ensemble (fifth credit)	030445	Online only
Small Vocal Ensemble (sixth credit)	030446	Online only
Small Vocal Ensemble (seventh credit)	030447	Online only

Online Entry Only (continued)		
Course Name	Course Code	Usage
Small Vocal Ensemble (eighth credit)	030448	Online only
Intermediate Orchestra	030321	Batch or Online
Intermediate Orchestra (second credit)	030323	Online only
Intermediate Orchestra (third credit)	030324	Online only
Intermediate Orchestra (fourth credit)	030325	Online only
Intermediate Orchestra (fifth credit)	030326	Online only
Intermediate Orchestra (sixth credit)	030327	Online only
Advanced Orchestra	030322	Batch or Online
Advanced Orchestra (second credit)	030452	Online only
Advanced Orchestra (third credit)	030453	Online only
Advanced Orchestra (fourth credit)	030454	Online only
Advanced Orchestra (fifth credit)	030455	Online only
Advanced Orchestra (sixth credit)	030456	Online only
Advanced Orchestra (seventh credit)	030457	Online only
Advanced Orchestra (eighth credit)	030458	Online only
Sectional Rehearsal	030353	Batch or Online
Sectional Rehearsal (second credit)	030354	Online only
Sectional Rehearsal (third credit)	030355	Online only
Sectional Rehearsal (fourth credit)	030356	Online only
Sectional Rehearsal (fifth credit)	030357	Online only
Sectional Rehearsal (sixth credit)	030358	Online only
Applied Music	030360	Batch or Online
Applied Music (second credit)	030462	Online only
Applied Music (third credit)	030463	Online only
Applied Music (fourth credit)	030464	Online only
Applied Music (fifth credit)	030465	Online only
Applied Music (sixth credit)	030466	Online only
Applied Music (seventh credit)	030467	Online only
Applied Music (eighth credit)	030468	Online only
Studio Piano III	030363	Batch or Online
Studio Piano III (second credit)	030472	Online only
Studio Piano III (third credit)	030473	Online only
Studio Piano III (fourth credit)	030474	Online only
Studio Piano III (fifth credit)	030475	Online only
Studio Piano III (sixth credit)	030476	Online only
Studio Piano III (seventh credit)	030477	Online only
Studio Piano III (eighth credit)	030478	Online only
Dance II	030621	Batch or Online
Dance II (second credit)	030622	Online only
Dance II (third credit)	030623	Online only
Dance II (fourth credit)	030624	Online only

Online Entry Only (continued)		
Course Name	Course Code	Usage
Dance II (fifth credit)	030625	Online only
Dance II (sixth credit)	030626	Online only
Dance III	030631	Batch or Online
Dance III (second credit)	030632	Online only
Dance III (third credit)	030633	Online only
Dance III (fourth credit)	030634	Online only
Dance III (fifth credit)	030635	Online only
Dance III (sixth credit)	030636	Online only
Dance IV	030641	Batch or Online
Dance IV (second credit)	030642	Online only
Dance IV (third credit)	030643	Online only
Dance IV (fourth credit)	030644	Online only
Dance IV (fifth credit)	030645	Online only
Dance IV (sixth credit)	030646	Online only
Theatre II	030721	Batch or Online
Theatre II (second credit)	030722	Online only
Theatre II (third credit)	030723	Online only
Theatre II (fourth credit)	030724	Online only
Theatre II (fifth credit)	030725	Online only
Theatre II (sixth credit)	030726	Online only
Theatre III	030731	Batch or Online
Theatre III (second credit)	030732	Online only
Theatre III (third credit)	030733	Online only
Theatre III (fourth credit)	030734	Online only
Theatre III (fifth credit)	030735	Online only
Theatre III (sixth credit)	030736	Online only
Theatre IV	030741	Batch or Online
Theatre IV (second credit)	030742	Online only
Theatre IV (third credit)	030743	Online only
Theatre IV (fourth credit)	030744	Online only
Theatre IV (fifth credit)	030745	Online only
Theatre IV (sixth credit)	030746	Online only

Appendix D: STS Reports

STSQ04: TOPS Summary Report

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

STSQ06: TOPS Detail Report

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

STSQ07: Student Level Transcript Detail Report

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

STSQ08: Course Part Number Edit Report

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

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

Condition 1: No Part Number for Possible Split Course

This is by far the most serious problem that can occur with the Course Part Number. If a one-unit course is reported as 2 half-unit records without the Course Part Numbers, only the

STSQ08: Course Part Number Edit Report (continued)

half-unit record with the higher grade will be loaded during the TOPS calculation and this could prevent a student from satisfying a TOPS category. The Course Part Number was developed specifically for schools that report stand-alone half-unit grades. Course Part Numbers should be used only when one-unit courses are reported as two half-unit records.

Conditions for this warning message:

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

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

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

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

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

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

STSQ11: Overall GPA Report

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

STSQ12: TOPS Reference Tables Report

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

STSQ13: Selected Data Element Report

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

Appendix E: Career Option Code

Please do not enter the Career Option Code unless the student is to be considered for the Tech 2 Award.

The TOPS Tech 2 Award calculation will only be done if the Career Option Code is supplied. (Leave blank if not applicable.)

The Career Option Code is also required for the Basic Core (C5) calculation. (Leave blank if not applicable.)

CAREER OPTION CODES: Required for Tech 2/ Basic Core Calculations

- 001 - AGRICULTURE, FOOD, AND NATURAL RESOURCES
- 002 - ARCHITECTURE & CONSTRUCTION
- 003 - ARTS, A/V TECHNOLOGY & COMMUNICATIONS
- 004 - BUSINESS, MANGAGEMENT & ADMINISTRATION
- 005 - EDUCATION & TRAINING
- 006 - FINANCE
- 007 - GOVERNMENT AND PUBLIC ADMINISTRATION
- 008 - HEALTH SCIENCE
- 009 - HOSPITALITY AND TOURISM
- 010 - HUMAN SERVICES
- 011 - INFORMATION TECHNOLOGY
- 012 - LAW, PUBLIC SAFETY, AND SECURITY
- 013 - MANUFACTURING
- 014 - MARKETING, SALES, AND SERVICE
- 015 - SCIENCE, TECHNOLOGY, ENGINEERING, AND MATH
- 016 - TRANSPORTATION, DISTRIBUTION, AND LOGISTICS

Appendix F: Making Online Corrections to Data

Previous Year's Data

Should you need to correct either demographic or transcript information in a student's transcript record from a previous year, you must go online to do so. Call the Student Transcript System at 225-342-2089 to request that a special collection period be opened to allow access to the previous year's data. Once you are online, you can make changes to any of the information, **including social security numbers**, by deleting the incorrect data and entering the corrections.

To correct demographic and/or transcript data, access the **Update Student or Transcript** function and select the student by clicking the student's State ID. When the data has been changed, press the "Submit" button. A message will be generated indicating the record has been updated.

To correct a social security number, select the student and press the "Change State ID" button. Type the correct SSN in the Change State ID field and press the button again. The new State ID will appear on the student record along with a "Record Updated" message.

Don't forget to recertify sites as appropriate if the changes to your previous year's data involved graduates.

Current Year

The second and third paragraphs of the above process also apply to online users who want to correct errors made while entering current student transcript records.

The screenshot shows the "Student Transcript System" web interface. At the top, there are navigation tabs: Site List, Inquiry, Update, Upload, Reports, STS Administration, Home, and Help. Below the tabs, there are fields for "Beginning School Session Year" (set to 2010), "Sponsor: 026", "Jefferson Parish", "Site: 026068", and "Riverdale High School". A search box is present with the prompt "Enter ID, Partial First or Last Name, or Grade, and press ENTER." A yellow callout box points to the "Update" tab with the text "Change to the BSSY in which the correction is to be made." Below the navigation is a table of student records:

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

A yellow callout box points to the "State ID" column of the table with the text "Select student by clicking on State ID."

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

Student Transcript System

Transcript List (Update Mode)

2/22/2012 12:26 PM

First: ARCHIE Middle: Last: ANDREWS Suffix:

BSSY: 2010 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: Hispanic: Y N Race: Am Indian Asian Black Pac Islander White

Career Option: N/A

Last Update: 2/16/2012 Grade: 11 Grade 9 Entry BSSY: 2008 Anticipated Grad BSSY: 2011 Passed GEE? Local Rank: of Local GPA: Overall GPA: 3.31

Correction is being made in 2010-11.

Course BSSY	Course Code	Course Name	Part Number	Letter Grade	Local Code
2008	040401	INTRODUCTION TO BUSINESS COMPUTER APPLICATIONS		B	73037
2008	080400	EDUCATION FOR CAREERS (1/2 CREDIT)		C	80515
2008	120331	ENGLISH I		A	10010
2008	120399	ENGLISH ELECTIVE		A	10054
		GRATED SCIENCE (GRADES 9-12)		A	50070
		EBRA I - PART I		A	20510

Click on Course Code to change a grade.

Change State ID Delete Student

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

Student Transcript System

Transcript Data (Update Mode)

ARCHIE ANDREWS

2/22/2012 1:01 PM Last Update: 2/22/2012 Grade: 11 Grade 9 Entry Year: 2008 Anticipated Grad BSSY: 2011 Passed GEE? Y Local Rank: of Local GPA: Overall GPA: 3.31

BSSY: 2010 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: Y N Race: Am Indian Asian Black Pac Islander White

Career Option: N/A

TRANSCRIPT RECORD 2 of 30 Prev Next Add New Transcript Record Delete this Transcript Record

Course Beg. Year: 2008 Course: 080400 EDUCATION FOR CAREERS (1/2 CREDIT)

Letter Grade: C Grade Point Max: 4.00

Course Part Number: Qual. Pts. Awrd Cnt: 2.00

Semester: S1 1ST SEMESTER Credit Attempted: 1.00

Course Type Cd: REGULAR Credit Earned: 1.00

Dis. Lrn. Type Cd: Course Sponsor: 026 Jefferson Parish Schools Core Cur. Waiver: N

Course Site: 026068 Riverdale High School Local Course Cd:

Course Site Name: RIVERDALE HIGH SCHOOL

Transcript Crs Name: EDUCATION FOR CAREERS

Change grade to "B" and quality points to 3.00 and press Submit.

Submit

http://leads4st.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

2/22/2012 1:10 PM
Last Update: 2/22/2012
Grade: 11
Grade 9 Entry Year: 2008
Anticipated Grad BSSY: 2011
Passed GEE?: Y
Local Rank: of
Local GPA: of
Overall GPA: N/A

BSSY: 2010
Sponsor: 026 Jefferson Parish
Site: 026068 Riverdale High School
State ID Number: 318337225
Local ID Number:
Graduation Date:
Acad. Endor.: N/A
C/T Endor.: N/A
Birth Date: 04/01/1994
Gender: MALE
Ethnicity: Hispanic: Y N Race: Am Indian Asian Black Pac Islander White
Career Option: N/A

TRANSCRIPT RECORD 2 of 30 Prev Next Add New Transcript Record Delete this Transcript Record

RECORD UPDATED

Course Beg. Year: 2008 Course: 080400 EDUCATION FOR CAREERS (1/2 CREDIT)
Letter Grade: B Grade Point Max: 4.00
Course Part Number: Qual. Pts. Awrd Cnt: 3.00
Semester: S1 1ST SEMESTER Credit Attempted: 1.00
Course Type Cd: REGULAR Credit Earned: 1.00
Dis. Lrn. Type Cd: Core Cur. Waiver: N
Course Sponsor: 026 Jefferson Parish Local Course Cd:
Course Site: 026068 Riverdale High School
Course Site Name: RIVERDALE HIGH SCHO Submit
Transcpt Crs Name: EDUCATION FOR CAREE

Record Updated message indicates data was changed successfully.

http://leads4st.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 ARCHIE Middle Last ANDREWS Suffix

BSSY: 2010 Last Update: 2/22/2012
Sponsor: 026 Jefferson Parish Grade: 11
Site: 026068 Riverdale High School Grade 9 Entry BSSY: 2008
State ID #: Local ID #: Anticipated Grad BSSY: 2011
Birth Date: 04/01/1994 Grad Date: Passed GEE?: Y
Acad. Endor.: N/A Rank: of
C/T Endor.: N/A PA: 3.35
Gender: MALE Race: Am Indian Asian Black Pac Islander
Ethnicity: Hispanic: Y N Career Option: N/A Submit

Course BSSY	Course Code	Course Name	Code
2008	040401	INTRODUCTION TO BUSINESS COMPUTER APPLICATIONS	
2008	080400	EDUCATION FOR CAREERS (1/2 CREDIT)	
2008	120331	ENGLISH I	
2008	120399	ENGLISH ELECTIVE	
2008	150300	INTEGRATED SCIENCE (GRADES 9-12)	A 50070
2008	160337	ALGEBRA I - PART I	A 20510

Add A Transcript Change State ID Delete Student

Return to Student List and select the student that needs to have a State ID changed. Press Change State ID.

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

Student Transcript System
Transcript List (Update Mode)

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

2/22/2012 2:09 PM

First ARCHIE Middle Last ANDREWS Suffix

BSSY: 2010 Last Update: 2/22/2012
 Sponsor: 026 Jefferson Parish Grade: 11
 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 Submit

ENTER THE NEW STATE ID AND PRESS CHANGE STATE ID AGAIN

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

Add A Transcript Change State ID 318337318 Delete Student

Enter new State ID and click Change State ID again.

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

Student Transcript System
Transcript List (Update Mode)

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 Last Update: 2/22/2012
 Sponsor: 026 Jefferson Parish Grade: 11
 Site: 026068 Riverdale High School Grade 9 Entry BSSY: 2008
 State ID #: 318337318 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 Submit

RECORD UPDATED

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

Add A Transcript Change State ID Delete Student

State ID has been changed. Note the Record Updated message.

Input Record Layout
STS
Student Transcript System

Input Record Name: **STS Header Record**
Input Record Code: **010**
Input Record Description: **Input Header Record used to control the type of update to the data base (partial, full or none). Required on all submissions.**
Date Record Implemented: **1/1/2005** *Date Record Last Modified:* **10/3/2011**

<i>Starting Position</i>	<i>Data Element Name</i>	<i>Length</i>	<i>Type</i>	<i>Decimal Places</i>	<i>Number of Occurrence</i>	<i>Description</i>
1	System Indicator	3	Alphanumeric	0	1	Must be "STS".
4	Transaction Code	3	Alphanumeric	0	1	Must be "010".
7	Beginning School Session Year	4	Numeric	0	1	The beginning year of the school session of data submission. For example, "2005" for the 2005-2006 school session.
11	Sponsor Code	3	Alphanumeric	0	1	Sponsor (LEA) code of district submitting transcript data.
14	Transcript File Type Code	1	Alphanumeric		1	Code "1" for partial file with one or more students or "3" for full LEA Transcript File data on all students. Type 3 is a complete delete and replace file.
15	Filler-186	186		0	1	Leave blank (spaces).

Input Record Layout
STS
Student Transcript System

Input Record Name: **STS Student**
Input Record Code: **020**
Input Record Description: **Student data**
Date Record Implemented: **1/1/2005** *Date Record Last Modified:* **10/3/2011**

<i>Starting Position</i>	<i>Data Element Name</i>	<i>Length</i>	<i>Type</i>	<i>Decimal Places</i>	<i>Number of Occurrence</i>	<i>Description</i>
1	System Indicator	3	Alphanumeric	0	1	Must be "STS".
4	Transaction Code	3	Alphanumeric	0	1	Must be "020".
7	Beginning School Session Year	4	Numeric	0	1	The beginning year of the school session of data submission. For example, "2005" for the 2005-2006 school session.
11	Sponsor Code	3	Alphanumeric	0	1	Sponsor (LEA) code of district submitting transcript data via STS.
14	State Identification Number	9	Numeric		1	Social Security Number if available. Otherwise, temporary number assigned according to LDE guidelines.
23	Local Identification Number	9	Alphanumeric		1	Optional. LEA-assigned student ID.
32	Site Code	6	Alphanumeric		1	Site code where the student is currently enrolled when transcript data is submitted.
38	Student First Name	15	Alphanumeric	0	1	Student's legal name.
53	Student Middle Name	15	Alphanumeric	0	1	Student's legal name.

<i>Starting Position</i>	<i>Data Element Name</i>	<i>Length</i>	<i>Type</i>	<i>Decimal Places</i>	<i>Number of Occurrence</i>	<i>Description</i>
68	Student Last Name	20	Alphanumeric	0	1	Student's legal name.
88	Student Suffix Name	3	Alphanumeric	0	1	Student's legal name.
91	Birth Date (input)	8	Numeric	0	1	MMDDYYYY. Date that appears on the student's birth certificate.
99	Ethnic Code	1	Alphanumeric	0	1	The most applicable race or ethnic group to which a student belongs. Code values: 1 (AmInd/Alas) 2 (Asian/Isla) 3 (Black) 4 (Hispanic) or 5 (White).
100	Sex Code	1	Alphanumeric		1	"M" or "F".
101	Grade Placement Code	2	Alphanumeric		1	Student's grade placement code for the submission year. Grade placement codes 09-12 accepted only.
103	Grade 9 Entry Year	4	Numeric		1	YYYY Beginning School Session Year in which the student entered grade 9. For example, "2005" for 2005-2006 school year.
107	Graduation Date	8	Alphanumeric		1	MMDDYYYY Date the student's graduation took or will take place. Use the actual date of graduation. The date must fall between 9/1 and 8/31 of the current Beginning School Session Year in order to match the OSFA Annual Academic Year. Leave blank if student did not graduate. Enter only after all graduation requirements are met.
115	Career Option Code	3	Alphanumeric	0	1	Identifies the career option of a student and corresponds to the TOPS Category Set Number. Leave blank if not applicable.
118	Academic Endorsement	2	Alphanumeric	0	1	If the student received academic endorsement fill in, otherwise blank; required when applicable
120	Career/Tech Endorsement	2	Alphanumeric	0	1	If the student received career/tech endorsement fill in, otherwise blank; required when applicable
122	Passed GEE flag	1	Alphanumeric	0	1	"Y" if student met graduation requirements on GEE, or "E" if student is exempt. Required for all public school students assigned a Graduation Date. Non-public schools may leave this data element blank.
123	Local GPA	8	Alphanumeric	0	1	Optional; locally defined

<i>Starting Position</i>	<i>Data Element Name</i>	<i>Length</i>	<i>Type</i>	<i>Decimal Places</i>	<i>Number of Occurrence</i>	<i>Description</i>
131	Local Rank in Class: Position in Class	4	Numeric	0	1	Student's rank placement within grade level (pad with leading zeros); optional; if not used, leave blank
135	Local Rank in Class: Size of Class	4	Numeric	0	1	Size of class for student's grade level (pad with leading zeros); optional; if not used, leave blank
139	Hispanic/Latino Ethnicity Flag	1	Alphanumeric	0	1	Y if Hispanic; N if not
140	American Indian or Alaskan Native Race Flag	1	Alphanumeric	0	1	Y if American Indian; N if not
141	Asian Race Flag	1	Alphanumeric	0	1	Y if Asian; N if not
142	Black or African American Race Flag	1	Alphanumeric	0	1	Y if Black; N if not
143	Native Hawaiian or Other Pacific Islander Race Flag	1	Alphanumeric	0	1	Y if Pacific Islander; N if not
144	White Race Flag	1	Alphanumeric	0	1	Y if White; N if not
145	Filler-56	56	Alphanumeric	0	1	Leave blank (spaces)

Input Record Layout
STS
Student Transcript System

Input Record Name: **Transcript**
Input Record Code: **030**
Input Record Description: **Student's transcript data**
Date Record Implemented: **1/1/2005** *Date Record Last Modified:* **10/3/2011**

<i>Starting Position</i>	<i>Data Element Name</i>	<i>Length</i>	<i>Type</i>	<i>Decimal Places</i>	<i>Number of Occurrence</i>	<i>Description</i>
1	System Indicator	3	Alphanumeric	0	1	Must be "STS".
4	Transaction Code	3	Alphanumeric	0	1	Must be "030".
7	Beginning School Session Year	4	Numeric	0	1	The beginning year of the school session of data submission. For example, "2005" for the 2005-2006 school session.
11	Sponsor Code	3	Alphanumeric	0	1	Sponsor (LEA) code of district submitting transcript data via STS.
14	State Identification Number	9	Numeric		1	Social Security Number if available. Otherwise, a temporary number assigned according to LDE guidelines.
23	Course Beginning School Session Year	4	Numeric		1	Beginning School Session Year in which the course was taken. For example, "2004" for 2004-2005 school year.
27	Course Code	6	Alphanumeric	0	1	Valid Course Code of the course in which the student was enrolled.
33	Course Part Number	1	Alphanumeric		1	Distinguishes first half of course from second half of course in which student was enrolled. Required for LEAs that report 1.0 unit courses as two .5 unit courses. Use 1 for first part and 2 for second part. Leave blank if not applicable.

<i>Starting Position</i>	<i>Data Element Name</i>	<i>Length</i>	<i>Type</i>	<i>Decimal Places</i>	<i>Number of Occurrence</i>	<i>Description</i>
34	Semester Code	2	Alphanumeric		1	Semester Code of the semester in which the student was enrolled in the course (B1, B2, B3, B4, S1, S2, Z1, Z2, Y1).
36	Letter Grade Code	1	Alphanumeric		1	Letter Grade assigned to a student for a course. Must be A, B, C, D, F, P (Pass) or E (Exempt).
37	Credit Attempted Count	3	Numeric	2	1	Credit attempted by the student for the course. For example, 0.25, 0.50, 1.00, etc.
40	Credit Earned Count	3	Numeric	2	1	Credit earned by the student for the course. For example, 0.00, 0.25, 0.50, 1.00, etc.
43	Grade Point Maximum Count	3	Numeric	2	1	Maximum grade points that can be earned for the course/class (4.00, 5.00, etc.); i.e., the number of quality points that would be awarded for letter grade A (has implied decimal; i.e., "4.00" submitted as "400" in batch).
46	Filler-01	1	Alphanumeric	0	1	Leave blank (spaces).
47	Core Curriculum Waiver Flag	1	Alphanumeric		1	"Y" if student was exempted from a core course, otherwise "N".
48	Course Sponsor Code	3	Alphanumeric		1	Sponsor Code of the LEA in which the student took the course. Must be supplied for all courses taken in Louisiana, otherwise leave blank. NEW FUNCTIONALITY: If position 166 (Course Type Code) is "DE", this field must contain the Post-secondary Sponsor Code instead of the LEA Sponsor Code.
51	Course Site Code	6	Alphanumeric		1	Site Code of the school in which the student took the course. Must be supplied for all courses taken in Louisiana, otherwise leave blank. NEW FUNCTIONALITY: If position 166 (Course Type Code) is "DE", this field must contain the Post-secondary Site Code instead of the LEA Site Code.

<i>Starting Position</i>	<i>Data Element Name</i>	<i>Length</i>	<i>Type</i>	<i>Decimal Places</i>	<i>Number of Occurrence</i>	<i>Description</i>
57	Course Site Name	46	Alphanumeric		1	Name of school in which the student took the course. Used for transfer credit only. Required if Course Site Code not supplied, otherwise optional.
103	Transcript Course Name	60	Alphanumeric		1	Name of the course in which the student was enrolled. Enter only if different from the LDE course description for transcript printing only, otherwise leave blank.
163	Quality Points Awarded Count	3	Numeric	2	1	The amount of quality points awarded for the letter grade given for the course (has implied decimal; i.e., "3.00" submitted as "300" in batch).
166	Course Type Code	2	Alphanumeric		1	Code to identify type of course. RG - Regular HR - Honors GT - Gifted AP - Advanced Placement IB - International Baccalaureate SE - Special Education TA - Talented DE - Dual Enrollment
168	Distance Learning Course Type Code	2	Alphanumeric		1	Code to identify type of distance learning course. Leave blank if not applicable. 01 - Louisiana Virtual School courses 02 - 8G Satellite courses 03 - Other Distance Learning
170	Local Course Code	6	Alphanumeric		1	Optional - LEA assigned course code.
176	Dual Enrollment Post-secondary Credit Hours Earned	4	Alphanumeric	2	1	If position 166 (Course Sponsor Code) is designated "DE", this field must be populated with the Dual Enrollment Post-secondary credit hours earned by the DE course. Otherwise, populate with blank (spaces). This field has an implied decimal, ie. "4.00" submitted as "400" in batch.
180	Dual Enrollment Secondary Site	6	Alphanumeric		1	If position 166 (Course Sponsor Code) is designated "DE", this field must be populated with the Site Code of the high school in which the student was enrolled when the course was taken. Otherwise, populate with blank (spaces).
186	Filler-16	16	Alphanumeric	0	1	Leave blank (spaces). Field not required.

Batch Submission Edits

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

1. When a batch file is submitted, the following edits are performed on the data as it is processed. If an error condition is found, the error number and message will be printed on an error report, along with the name of the student whose record contained the error, and the record type where the error was found. The actual data in error will also be printed (**Note:** if the data in error was some missing value, the data in error will be blank). Error reports should be checked after every batch submission.
2. Error Reports are found on the “File Upload” page of the Student Transcript System, which may be accessed via the LEADS portal at <https://leads.doe.state.la.us/ptl/>. Please refer to the section titled “Methods of Submission” in this guide for instructions on viewing/downloading error reports.
3. For the student whose record contained an error, none of that student’s records will be added to the database. Only students with completely error free sets of records will be added.
4. The State Identification Number must be unique to a student. No two students in the same LEA can have the same State Identification Number.
5. One Header Record **must** be included with every batch file. Without the Header Record, the file will be treated as a complete delete and replace file. See section on Batch Submission Process.

Input Record Edits

STS

Student Transcript System

Input Record: 010 STS Header Record
Description: Optional Input Header Record used to specify partial or complete LEA transcript data

Error: **001 No Valid Header Information**

Data Element: Transaction Code

Edit: Transaction Code must be equal to '010' on Header Record

Cause: Transaction Code not '010' on Header Record

Solution: Change Header Record Transaction Code to '010'

Error: **002 Invalid System Indicator**

Data Element: System Indicator

Edit: System Indicator must equal 'STS'

Cause: Record System Indicator not 'STS'

Solution: Change value to 'STS'

Error: **003 Invalid Beginning School Session Year**

Data Element: Beginning School Session Year

Edit: Beginning School Session Year must be numeric and > 2001

Cause: Beginning School Session Year < 2002 or not numeric

Solution: Change value to valid numeric year

Error: **004 Process Date not within Collection Period for this LEA & Beginning School Session Year**

Data Element: Beginning School Session Year

Edit: Current Date must be within, inclusive, Collection Period for LEA/Beginning School Session Year

Cause: Current Date is not within, inclusive, Collection Dates for LEA/Beginning School Session Year on Transcript Collection Period Table

Solution: Request LDE Data Management to allow batch transcript input for required submission date range

Input Record: 010 STS Header Record (continued)

Error: 005 **Sponsor Code not equal to submitting Sponsor**

Data Element: Sponsor Code

Edit: Sponsor Code must equal sponsor submitting the input

Cause: Sponsor Code does not match the Sponsor Code of submitting Sponsor

Solution: Enter Sponsor Code of the Sponsor submitting input

Error: 007 **Invalid Transcript File Type Code**

Data Element: Transcript File Type Code

Edit: Must be equal to '1' or '3'

Cause: File type not = '1' or '3'

Solution: Enter a File Type '1' for a partial LEA Transcript submission (updating one or more student's full transcript), or a File Type '3' for a full LEA Transcript submission (replacing the LEA's total transcript data)

Input Record: 020 STS Student
Description: Student data.

Error: 101 **Invalid System Indicator**

Data Element: System Indicator

Edit: System Indicator must equal 'STS'

Cause: Record System Indicator not 'STS'

Solution: Change value to 'STS'

Error: 102 **Invalid Transaction Code**

Data Element: Transaction Code

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

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

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

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

Data Element: Beginning School Session Year

Edit: Beginning School Session Year must be valid year = to header Beginning School Session Year

Cause: Beginning School Session Year not numeric or not valid based on header School Session Year

Solution: Change to valid numeric year

Error: 104 **Sponsor Code not equal to submitting LEA**

Data Element: Sponsor Code

Edit: Sponsor Code must equal header Sponsor Code

Cause: Sponsor Code does not match the Sponsor Code of submitting LEA

Solution: Enter Sponsor Code of the LEA submitting input

Error: 105 **Invalid State Identification Number**

Data Element: State Identification Number

Edit: State Identification Number must be numeric

Cause: State Identification Number is not numeric

Solution: Change State Identification Number to a valid numeric value

Input Edits: Input Record: 020 STS Student (continued)

Error: 200 No Student Record for Student ID with Transcript Record

Data Element: Transaction Code

Edit: A Student Record with transaction '020' must exist for each Student ID with Transcript Record with Transaction Code '030'

Cause: Student Record with Transaction Code '020' not sent for matching Student ID with Transcript Record with Transaction Code '030'

Solution: Send a Student Record (transaction '020') for each student with Transcript Record(s) (transaction '030')

Error: 201 Invalid Site Code

Data Element: Site Code

Edit: Must be a valid LDE Site Code and site not closed

Cause: Not a valid LDE Site Code or site closed

Solution: Change Site Code to a valid LDE Site Code

Error: 202 Site Code does not match Sponsor Code

Data Element: Site Code

Edit: 1st 3 bytes of Site Code must equal Sponsor Code.

Cause: 1st 3 bytes of Site Code not equal to Sponsor Code

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

Error: 203 Invalid Student First Name

Data Element: Student First Name

Edit: First byte of Student First Name is blank

Cause: First position in Student First Name is blank

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

Error: 204 Invalid Student Last Name

Data Element: Student Last Name

Edit: 1st byte of Student Last Name is blank

Cause: First position in Student Last Name is blank

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

Input Edits: Input Record: 020 STS Student (continued)

Error: 205 Invalid Birth Date

Data Element: Birth Date (input)

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

Cause: Invalid Student Birth Date or > Current Date

Solution: Correct Birth Date (format must be MMDDYYYY)

Error: 206 Invalid Ethnic Code

Data Element: Ethnic Code or Ethnicity/Race Flags

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

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

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

Error: 207 Invalid Sex Code

Data Element: Sex Code

Edit: Sex Code must equal ‘M’ or ‘F’

Cause: Sex Code not = ‘M’ or ‘F’

Solution: Set Sex Code to ‘M’ or ‘F’

Error: 208 Invalid Grade Placement Code

Data Element: Grade Placement Code

Edit: Must be ‘09 through 12’

Cause: Grade Placement Code not = ‘09 through 12’

Solution: Change value to ‘09 through 12’

Error: 209 Invalid Grade 9 Entry Year

Data Element: Grade 9 Entry Year

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

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

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

Input Edits: Input Record: 020 STS Student (continued)

Error: 210 Invalid Graduation Date

Data Element: Graduation Date

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

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

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

Error: 211 Duplicate Student Record

Data Element: State Identification Number

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

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

Solution: Remove the duplicate student record

Error: 212 Invalid Career Option Code

Data Element: Career Option Code

Edit: If Career Option Code not = spaces, then must be number >'00' and <'017'

Cause: Invalid Career Option Code entered

Solution: Change the Career Option Code to a valid value

Error: 213 Site Code not equal to submitting Site

Data Element: Site Code

Edit: If input submission is by individual site, all students must be from that site

Cause: Student site number not equal to submitting site

Solution: Correct student site number or submit from more than a single site

Error: 214 Grad Date only allowed on Grade 12 Students

Data Element: Graduation Date

Edit: Graduation Date only allowed on Grade 12 students

Cause: Graduation Date submitted for student not in Grade 12

Solution: Remove the Graduation Date

Input Edits: Input Record: 020 STS Student (continued)

Error: 215 Grad Date not within OSFA Annual Academic Year

Data Element: Graduation Date

Edit: Graduation Date must fall between 9/1 and 8/31 of current Beginning School Session Year in order to match the OSFA Annual Academic Year

Cause: Graduation Date submitted not within the specified range

Solution: Change the Graduation Date

Error: 217 Invalid Endorsement Code

Data Element: Academic Endorsement or Career/Tech Endorsement

Edit: Valid codes are A1, A2, A3 or A4 for Academic Endorsement and B1 or B2 For Career/Tech Endorsement.

Cause: Invalid Endorsement Code entered

Solution: Change the Endorsement Code to a valid code or leave blank

Error: 218 Passed GEE Flag must be 'Y' or 'E'

Data Element: Passed GEE Flag

Edit: Passed GEE Flag must be 'Y' (Yes) or 'E' (Exempt)

Cause: Graduation date for public school student is entered without the Passed GEE Flag set to either 'Y' or 'E'. For non-public graduates, this field may be blank.

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

Error: 219 Invalid Rank In Class Or Size Of Class

Data Element: Local Rank In Class And Size Of Class

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

Cause: Both are not numeric or both are not blank

Solution: Change both to numeric values or leave both blank

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

Data Element: Local Rank In Class

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

Cause: Rank In Class in greater than Size Of Class

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

Input Edits: Input Record: 020 STS Student (continued)

Error: 221 Only send endorsements for graduates

Data Element: Academic Endorsement or Career/Tech Endorsement

Edit: Endorsement Code may be submitted only for graduates

Cause: Endorsement Code entered without a Graduation Date

Solution: Enter a Graduation Date or remove the Endorsement Code

Error: 222 Student is at another site in your LEA

Data Element: Site Code

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

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

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

Error: 223 Grad With < 23 CUs Earned

Data Element: Graduation Date

Edit: A Graduation Date is allowed only for a student with 23 or more credit units

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

Solution: Remove the Graduation Date or submit the additional transcript data necessary to equal the 23 credit units required for graduation

Input Record: 030 Transcript
Description: Student's transcript data.

Error: 101 **Invalid System Indicator**

Data Element: System Indicator

Edit: System Indicator must equal 'STS'

Cause: Record System Indicator not 'STS'

Solution: Change value to 'STS'

Error: 102 **Invalid Transaction Code**

Data Element: Transaction Code

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

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

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

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

Data Element: Beginning School Session Year

Edit: Beginning School Session Year must be valid year = to header Beginning School Session Year.

Cause: Beginning School Session Year not numeric or not valid based on header School Session Year

Solution: Change to valid numeric year

Error: 104 **Sponsor Code not equal to submitting LEA**

Data Element: Sponsor Code

Edit: Sponsor Code must equal header (record 010) Sponsor Code

Cause: Sponsor Code does not match the Sponsor Code of submitting LEA

Solution: Enter Sponsor Code of the LEA submitting input file

Error: 105 **Invalid State Identification Number**

Data Element: State Identification Number

Edit: State Identification Number must be numeric

Cause: State Identification Number is not numeric

Solution: Change State Identification Number to a valid numeric value

Input Edits: Input Record: 030 Transcript (continued)

Error: 300 No Transcript Record for Student ID with Student Record

Data Element: Transaction Code

Edit: A Transcript Record with transaction '030' must exist for each Student ID with Student Record with Transaction Code '020'

Cause: Transcript Record with Transaction Code '030' not sent for matching Student ID with Student Record with Transaction Code '020'

Solution: Send a Transcript Record(s) (transaction '030') for each student with Student Record (transaction '020')

Error: 301 Invalid Course Beginning School Session Year

Data Element: Course Beginning School Session Year

Edit: Must be numeric and less than or equal to Beginning School Session Year and >1990

Cause: Course Beginning School Session Year not numeric or greater than Beginning School Session Year or < 1991

Solution: Change the value to the Beginning School Session Year course was taken

Error: 302 Invalid Course Code

Data Element: Course Code

Edit: Must be a valid Course Code on the LDE Course Code Table for the Course Beginning School Session Year and Course Category Code not 'ELEM' and Course Academic Area Code not 'E'

Cause: Course Code not a valid Course Code on the LDE Course Code Table or field is blank

Solution: Change the value to a Course Code on the LDE Course Code Table

Error: 303 Invalid Course Part Number

Data Element: Course Part Number

Edit: Course Part Number must be '1, 2 or blank'

Cause: Course Part Number is not '1, 2 or blank'

Solution: Change Course Part Number to a '1 or 2' or leave blank

Input Edits: Input Record: 030 Transcript (continued)

Error: 304 Invalid Semester Code

Data Element: Semester Code

Edit: Must be a valid Semester Code on the LDE Semester Code Reference Table

Cause: Semester Code not on the LDE Semester Code Table

Solution: Change the value to a code on the LDE Semester Code Table for the semester in which the student was enrolled

Error: 305 Invalid Letter Grade Code

Data Element: Letter Grade Code

Edit: Must be a valid Letter Grade Code on the LDE Letter Grade Reference Table

Cause: Letter Grade Code not on the LDE Letter Grade Table or is blank

Solution: Change the value to a valid Letter Grade Code on the LDE Letter Grade Reference Table (see section on Data Elements)

Error: 306 Invalid Credit Attempted Count

Data Element: Credit Attempted Count

Edit: Must be numeric

Cause: Credit Attempted Count not a valid numeric value

Solution: Change to a valid numeric value

Error: 307 Credit Attempted Count > 0 and Letter Grade = 'E'

Data Element: Credit Attempted Count

Edit: If Letter Grade = 'E', then Credit Attempted Count must = 0

Cause: Credit Attempted Count > 0 and Letter Grade = 'E'

Solution: Change Credit Attempted Count to 0

Error: 308 Credit Attempted Count = 0 and Letter Grade not = 'E'

Data Element: Credit Attempted Count

Edit: If Letter Grade not = 'E', then Credit Attempted Count must be > 0

Cause: Credit Attempted Count = 0 and Letter Grade not = 'E'

Solution: Change Credit Attempted Count to value > 0

Input Edits: Input Record: 030 Transcript (continued)

Error: 309 Credit Attempted Count = 0 and Waiver Flag = 'N'

Data Element: Credit Attempted Count

Edit: If Core Curriculum Waiver Flag = 'N', then Credit Attempted Count must be > 0

Cause: Credit Attempted Count = 0 and Waiver Flag = 'N'

Solution: Change Credit Attempted Count to value > 0

Error: 310 Invalid Credit Earned Count

Data Element: Credit Earned Count

Edit: Must be numeric and equal or less than credit attempted

Cause: Credit Earned Count not a valid numeric value or credit earned is greater than credit attempted

Solution: Change to a valid numeric value equal to or less than credit attempted

Error: 311 Invalid Credit Earned Count for Letter Grade 'F'

Data Element: Credit Earned Count

Edit: If Letter Grade = 'F', then Credit Earned Count must = 0

Cause: Credit Earned Count > 0 and Letter Grade = 'F'

Solution: Change Credit Earned Count to 0

Error: 312 Credit Earned Count not = Credit Attempted Count for Letter Grade 'P'

Data Element: Credit Earned Count

Edit: If Letter Grade = 'P', then Credit Earned Count must = Credit Attempted Count

Cause: Credit Earned Count not = Credit Attempted Count and Letter Grade = 'P'

Solution: Change Credit Earned Count to equal Credit Attempted Count

Error: 313 Credit Earned Count not > 0 for Letter Grade 'A', 'B', 'C', 'D', or 'P'

Data Element: Credit Earned Count

Edit: If Letter Grade not = 'E' or 'F', then Credit Earned Count must be > 0

Cause: Credit Earned Count = 0 and Letter Grade not = 'E' or 'F'

Solution: Change Credit Earned Count to a value > 0

Input Edits: Input Record: 030 Transcript (continued)

Error: 314 Invalid Grade Point Maximum Count

Data Element: Grade Point Maximum Count

Edit: Must be numeric and equal to or > 4.00

Cause: Grade Point Maximum Count not a valid numeric value equal to or > 4.00

Solution: Change to a valid numeric value equal to or > 400

Error: 316 Invalid Core Curriculum Waiver Flag

Data Element: Core Curriculum Waiver Flag

Edit: Must be a 'Y' or 'N'

Cause: Core Curriculum Waiver Flag Not 'Y' or 'N'

Solution: Change value to 'Y' or 'N'

Error: 317 Core Curriculum Waiver Flag = 'N' for Letter Grade 'E'

Data Element: Core Curriculum Waiver Flag

Edit: If Letter Grade = 'E', then Core Curriculum Waiver Flag must = 'Y'

Cause: Core Curriculum Waiver Flag = 'N' and Letter Grade = 'E'

Solution: Change Core Curriculum Waiver Flag to 'Y'

Error: 318 Core Curriculum Waiver Flag = 'Y' and Letter Grade not = 'E'

Data Element: Core Curriculum Waiver Flag

Edit: If Letter Grade not = 'E', then Core Curriculum Waiver Flag must = 'N'

Cause: Core Curriculum Waiver Flag = 'Y' and Letter Grade not = 'E'

Solution: Change Core Curriculum Waiver Flag to 'N'

Error: 319 Invalid Course Sponsor Code

Data Element: Course Sponsor Code

Edit: Course Sponsor Code must blank or a valid Sponsor Code based on the Course Beginning School Session Year

Cause: Course Sponsor Code not blank and not a valid Sponsor Code on the LDE Sponsor/Site database

Solution: Change the value to a valid Sponsor Code on the LDE Sponsor/Site database or leave blank

Input Edits: Input Record: 030 Transcript (continued)

Error: 320 Course Sponsor Code required if Course Site Code not blank

Data Element: Course Sponsor Code

Edit: Course Sponsor Code must not be blank if Course Site Code not blank

Cause: Course Sponsor Code is blank and Course Site Code is not blank

Solution: Change the value to a valid Course Sponsor Code

Error: 321 Invalid Course Site Code

Data Element: Course Site Code

Edit: Course Site Code must be blank or a valid LDE Site Code based on the Course Beginning School Session Year

Cause: Course Site Code not blank or not a valid Site Code on LDE Sponsor/Site database

Solution: Change the value to a Site Code on LDE Sponsor/Site database or leave blank

Error: 322 Course Site Code does not match Course Sponsor Code

Data Element: Course Site Code

Edit: 1st 3 bytes of the Course Site Code must equal the Course Sponsor Code

Cause: 1st 3 bytes of the Course Site Code does not equal the Course Sponsor Code

Solution: Change the Site Code to match the Sponsor Code

Error: 323 Course Site Code required if Course Sponsor Code not blank

Data Element: Course Site Code

Edit: Course Site Code must not be blank if Course Sponsor Code not blank

Cause: Course Site Code is blank and Course Sponsor Code is not blank

Solution: Change the value to a valid Course Site Code

Error: 324 Invalid Course Site Name

Data Element: Course Site Name

Edit: Required if Course Site Code is blank, otherwise optional

Cause: Course Site Name is blank in first position and Course Site Code is blank

Solution: Enter a valid Course Site Name if Course Site Code is blank

Input Edits: Input Record: 030 Transcript (continued)

Error: **325** **Course Code for Distance Learning/Repeat Course Code not found in database**

Data Element: Course Code

Edit: Conversion Course Code must exist in the course code database for repeatable courses or Course Code with Course Category Code 'DIST'

Cause: Conversion Course Code for repeatable courses or Course Code with Course Category Code 'DIST' not found in course code database

Solution: Request LDE Data Management verify status of Conversion Course Code

Error: **326** **Duplicate Transcript Record**

Data Element: State Identification Number

Edit: Transcript key data matches another transcript record in transmission

Cause: Key data are State Identification Number, BSSY, Sponsor Code, Course Code, Course BSSY, Semester Code, and Course Part Number

Solution: Eliminate the duplicate record

Error: **327** **Course Part Number not allowed if Letter Grade 'P' or 'E'**

Data Element: Course Part Number

Edit: Course Part Number must be blank if Letter Grade = 'P' or 'E'

Cause: Letter Grade = 'P' or 'E' submitted with Course Part Number

Solution: Transcript Records with Letter Grade = 'P' or 'E' must be sent as whole records; they cannot be split using the Course Part Number

Error: **328** **Transcript Course Name required for this Course Code**

Data Element: Transcript Course Name

Edit: Transcript Course Name is missing on record with a Course Code that requires a Transcript Course Name. See STS User Guide, Appendix B, for a list of Course Codes requiring a Transcript Course Name

Cause: Course Code submitted without required Transcript Course Name

Solution: Enter a Transcript Course Name for this course

Input Edits: Input Record: 030 Transcript (continued)

Error: 329 **Nonnumeric Quality Points Awarded Count**

Data Element: Quality Points Awarded Count

Edit: Must be numeric

Cause: Quality Points Awarded Count not a valid numeric value

Solution: Change to a valid numeric value

Error: 330 **Quality Points Awarded Count not = 0 for Letter Grade ‘P’, ‘E’ or ‘F’**

Data Element: Quality Points Awarded Count

Edit: If Letter Grade ‘P’, ‘E’, or ‘F’, Quality Points Awarded Count must = 0

Cause: Quality Points Awarded Count not = 0 and Letter Grade = ‘P’, ‘E’ or ‘F’

Solution: Correct for valid Quality Points Awarded Count for matching Letter Grade

Error: 331 **Quality Points Awarded Count = 0 for Letter Grade ‘A’, ‘B’, ‘C’ or ‘D’**

Data Element: Quality Points Awarded Count

Edit: If Letter Grade ‘A’, ‘B’, ‘C’ or ‘D’, Quality Points Awarded Count must be > 0

Cause: Quality Points Awarded Count = 0 and Letter Grade = ‘A’, ‘B’, ‘C’ or ‘D’

Solution: Correct for valid Quality Points Awarded Count for matching Letter Grade

Error: 332 **Quality Points Awarded Count not = Grade Point Maximum Count for Letter Grade ‘A’**

Data Element: Quality Points Awarded Count

Edit: If Letter Grade ‘A’, Quality Points Awarded Count must = Grade Point Maximum Count

Cause: Quality Points Awarded Count not = Grade Point Maximum Count and Letter Grade = ‘A’

Solution: Correct for valid Quality Points Awarded Count for matching Letter Grade

Input Edits: Input Record: 030 Transcript (continued)

Error: 333 **Quality Points Awarded Count not < Grade Point Maximum Count for Letter Grade ‘B’, ‘C’, or ‘D’**

Data Element: Quality Points Awarded Count

Edit: If Letter Grade ‘B’, ‘C’ or ‘D’, Quality Points Awarded Count must be < Grade Point Maximum Count

Cause: Quality Points Awarded Count not < Grade Point Maximum Count and Letter Grade = ‘B’, ‘C’ or ‘D’

Solution: Correct for valid Quality Points Awarded Count for matching Letter Grade

Error: 334 **Invalid Course Type Code**

Data Element: Course Type Code

Edit: Must be a valid code on the Course Type Code Table

Cause: Course Type Code not a valid type code or is blank

Solution: Change to a valid Course Type Code

Error: 335 **Invalid Distance Learning Course Type Code**

Data Element: Distance Learning Course Type Code

Edit: Must be a valid code on the Distance Learning Course Type Code Table

Cause: Distance Learning Course Type Code not valid

Solution: Change to a valid Distance Learning Course Type Code or leave blank if not applicable

Error: 336 **Course Type Code Must Be ‘AP’ for this Course Code**

Data Element: Course Type Code

Edit: Must be ‘AP’ (Advanced Placement) Course Type Code prior to 2003

Cause: Course Type Code not ‘AP’

Solution: Change Course Type Code to ‘AP’

Input Edits: Input Record: 030 Transcript (continued)

Error: 337 Course Type Code ‘AP’ is invalid for this Course Code

Data Element: Course Type Code

Edit: ‘AP’ (Advanced Placement) Course Type Code is invalid for Course Code

Cause: Course Code not on approved list of courses designated as ‘AP’

Solution: Change to the appropriate Course Type Code

Error: 338 030 Record < 175 Characters

Data Element: 030 Transcript Record – Student Transcript Data

Edit: A transcript record with fewer than 175 characters cannot be processed

Cause: Transcript Record submitted with fewer than 175 characters

Solution: Submit record with at least 175 characters. If the record does not contain data all the way out to position 175, then enter spaces

Error: 339 Post-Secondary Credit Hours not > 0 For Dual Enrollment Course with Letter Grade ‘A’, ‘B’, ‘C’, ‘D’ or ‘P’

Data Element: Post-Secondary Credit Hours

Edit: Post-Secondary Credit Hours must be > 0 For Dual Enrollment Course with Letter Grade ‘A’, ‘B’, ‘C’, ‘D’ or ‘P’

Cause: Post-Secondary Credit Hours not > 0

Solution: Submit Post-Secondary Credit Hours > 0

Error: 340 Post-Secondary Credit Hours not blank or 0 when Course Type Code is not DE

Data Element: Post-Secondary Credit Hours

Edit: Post-Secondary Credit Hours not blank or 0 when Course Type Code is not DE

Cause: Post-Secondary Credit Hours not blank or 0 have been submitted

Solution: Submit Post-Secondary Credit Hours that are either blank or 0

Input Edits: *Input Record: 030 Transcript (continued)*

Error: 341 **Invalid Post-Secondary Credit Hours for Dual Enrollment Course**

Data Element: Post-Secondary Credit Hours

Edit: Post-Secondary Credit Hours must be a valid value for a Dual Enrollment Course

Cause: Invalid value has been submitted for a Dual Enrollment Course

Solution: Submit Post-Secondary Credit Hours with a value between 00.00 and 99.99

Note: This field has an implied decimal (Ex: 3.00 submitted as 0300 in batch)

Error: 342 **Invalid Dual Enrollment Secondary Site Code**

Data Element: Dual Enrollment Secondary Site Code

Edit: Dual Enrollment Secondary Site Code must be a valid secondary site code for a dual enrollment Course or left blank for a non-dual enrollment course

Cause: An invalid site code has been submitted for a Dual Enrollment Course or this field has not been left blank for a non-dual enrollment course

Solution: Submit a valid secondary site code for a dual enrollment Course or leave blank for a non-dual enrollment course