Louisiana Believes

Student Transcript System
STS
2014-2015

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John White

State Superintendent of Education

DEPARTMENT of EDUCATION
Louisiana Believes

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STUDENT TRANSCRIPT SYSTEM (STS) OVERVIEW

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

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

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

STS Student Record 020

System Indicator
Transaction Code
Beginning School Session Year (BSSY)
Sponsor Code
State ID
Local ID
Site Code (Where currently enrolled)
Student First Name
Student Middle Name
Student Last Name
Student Suffix Name
DOB
Ethnic Code
Gender
Current Grade Level (T9-12)
Grade 9 Entry Year
Graduation Date (If applicable)
Career Option Code
Academic Endorsement Code
Career/Tech Endorsement Code
Met GEE/EOC Flag
Local GPA
Local Rank in Class: Position in Class
Local Rank in Class: Size of Class
Hispanic/Latino Ethnicity Flag
American Indian or Alaskan Native Race Flag
Applicable Race Flag
Diploma Pathway

One record per student

STS Transcript Record 030

System Indicator
Transaction Code
Beginning School Session Year (BSSY)
Sponsor Code
State Identification Number
Course Beginning School Session Year
Course Code
Course Part Number (if applicable)
Semester Code
Letter Grade (A, B, C, D, F, P, E)
Credit Attempted Count
Credit Earned Count
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)
DE Post-secondary Credit Hours Earned
DE Secondary Site

Many record per student

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

Transcript Records

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

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

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 (01, 02, 03, 04, and 05). Dual Enrollment Type Codes will be used for types of dual enrollment courses (DE, DI or DA). See section on Data Elements for detailed description of the data elements to be included.

Students to Include

All high school students from Louisiana public and nonpublic schools, independent charter, laboratory, and state schools taking any courses for credit should be submitted. Include students in grades T9, 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 9T-12 should be successfully transmitted throughout the transcript year.

LINKS TO OTHER LDE SYSTEMS

The Official Transcript System (OTS)

The Official Transcript System (OTS) will be used to access all official transcripts for Louisiana graduates. OTS electronically creates images which become the official high school transcripts. These transcripts are 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**) (4) Passed GEE/EOC flag checked (**public schools only**). If a duplicate transcript record has been created by making changes to prior year graduate in STS, contact LDE to delete the duplicate transcript from OTS. The website for the Official Transcript System is https://obprod.doe.louisiana.gov/onbase.

The Sponsor Site System (SPS)

Sponsor Code and ***Site Code*** are different from ***Course Sponsor Code*** and ***Course Site Code.*** The Sponsor Code and the Site Code refer to where the student is currently enrolled; the Course Sponsor Code and Course Site Code 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.

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 see the example in table below:

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

Some schools are the only school under the Sponsor; see the example in table below.

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

Note: Sponsor is same as LEA.

The Curriculum System (CUR)

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

DATA SUBMISSION TIMELINES

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

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

LDE APPLICATION SYSTEMS ACCESS AND SECURITY

DATA SECURITY

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

SECURITY COORDINATOR

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

Security issues that cannot be resolved by the Security Coordinator should be referred to the LDE Security Administrator by phoning the ITS Help Desk at 225-342-1821 or by submitting a request by e-mail to SecurityDOE@la.gov.

USER ACCESS AND AUTHORIZATION

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

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

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

User IDs and Password Standards

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

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

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

- Minimum length: 8 characters

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

Resetting a Password Using the Password Reset System (PRS)

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

MINIMUM COMPUTER SYSTEM REQUIREMENTS

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

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

Screen Display Problems

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

Internet Explorer (IE) Options

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

- Go to Tools >> Internet Options >> Security>> Custom Level. Make sure the "Allow script-initiated windows without size or position constraints" option is enabled. Also, make sure the "Display mixed content" option is enabled.

- Go to Tools >> Internet Options >>Privacy >> Pop-Up Blocker Settings. Enter leads.doe.louisiana.gov in the "Address of Web site to allow" field.
- Go to Tools>>Pop Up Blocker Settings>>choose "Turn off Pop-up Blocker."

Internet Explorer (IE) Compatibility View

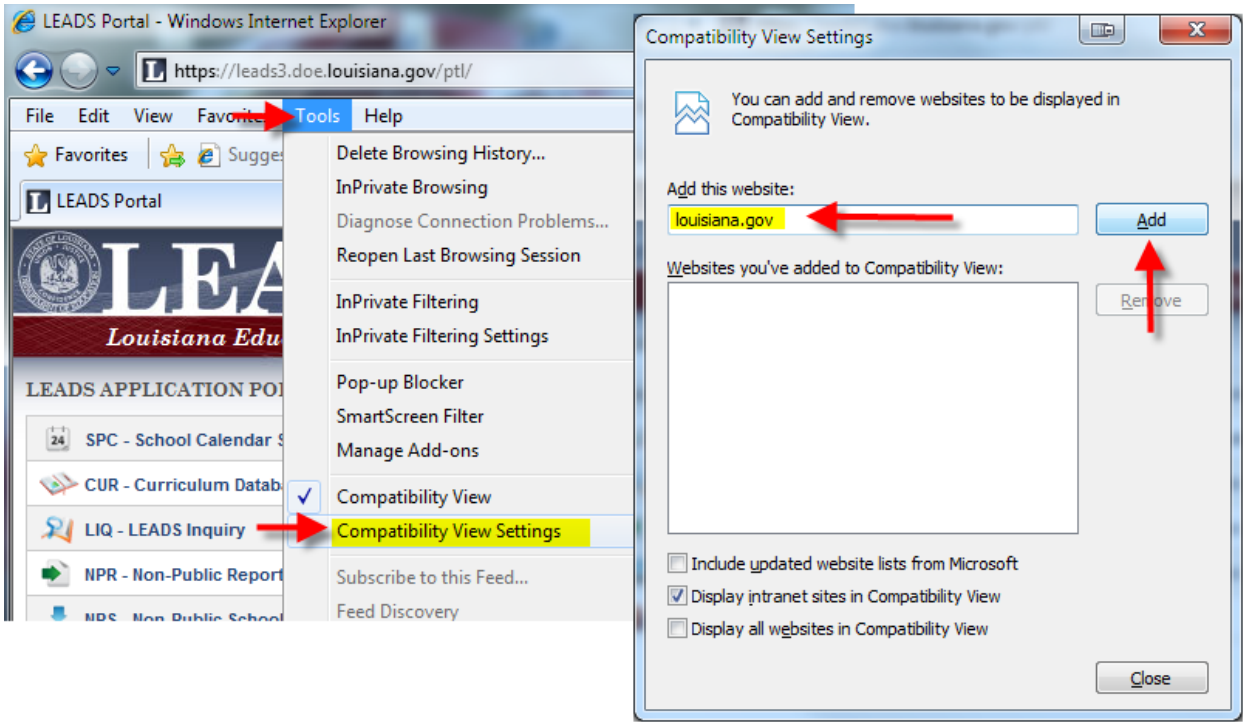
Compatibility View may be a solution for those IE users experiencing problems viewing LDE web pages. Problems rendering all or parts of a web page can occur when newer browsers try to display sites that are built with older programming components. For **IE versions 8 through 10,** users can enable compatibility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

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

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

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

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



LDE LOGIN SCREEN

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

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

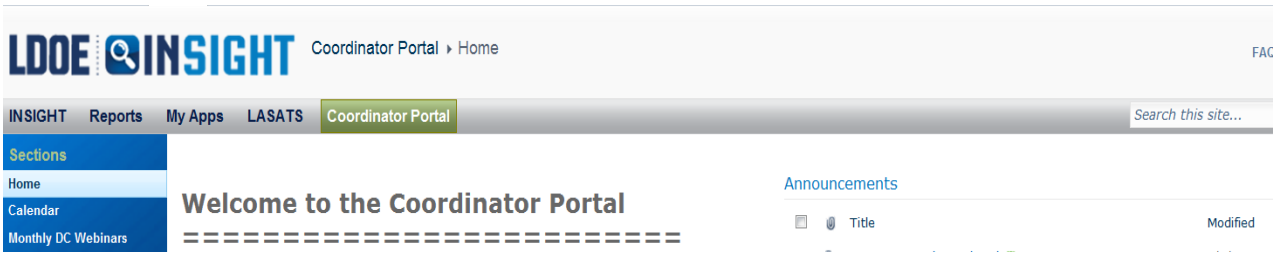
INSIGHT Portal Login Screen

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

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

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

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



Next, Select the "**My Apps**" tab

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

STS SYSTEM PERMISSION LEVELS

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

1. **Inquiry for STS data** (online inquiry of STS data)
2. **Update STS data** (online data entry to STS data)
3. **Update Certification of Graduates** (once graduates are submitted and verified, you must logon and certify the site indicating that the data is ready for use). Site Certification is at the LEA level only and should be done by the person in charge of submitting/entering the STS data for all sites.

4. **Update Site Level Security Table**. LEA person will maintain this table to limit site level User IDs to update for specific sites only. If site level USER IDs are not added to this table, they will be able to access and update any student in the LEA.
5. **Upload and Download STS**
6. **Site Level Download Capability**. Now available to all users. Allows Diocesan schools to view only the reports for their specific site.

The security groups for STS are:

• 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

NOTE: Do not put LEA level User IDs on this table. If LEA level User IDs are placed on this table, they will no longer have LEA level access. All LEA level User IDs already have site security for all sites.

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

NAVIGATING THE STS SYSTEM

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

1. STUDENTS & TRANSCRIPTS

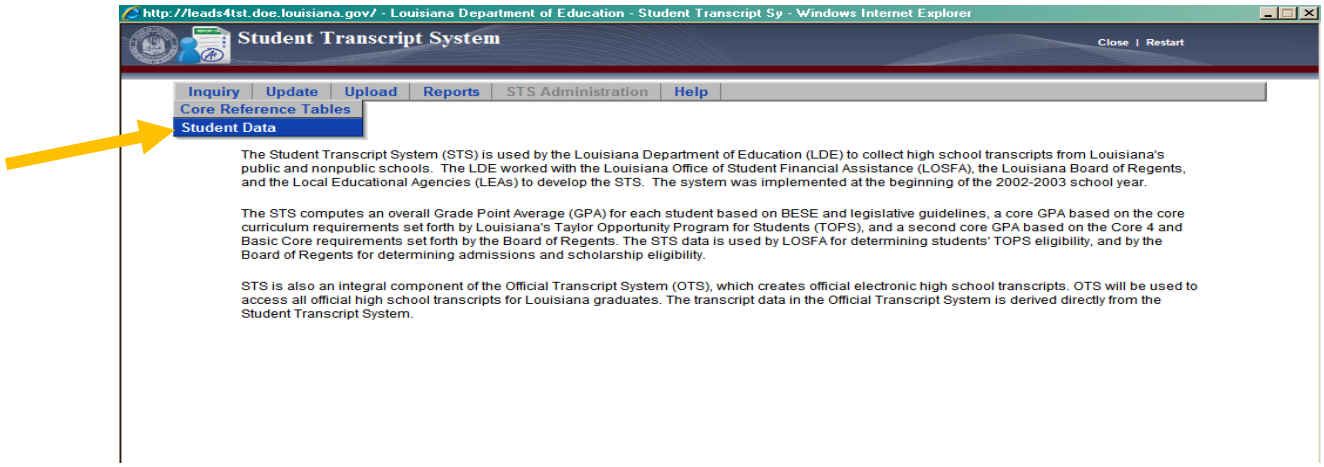
2. CORE REFERENCE TABLES

I**nquiry** of Student Transcript Data:

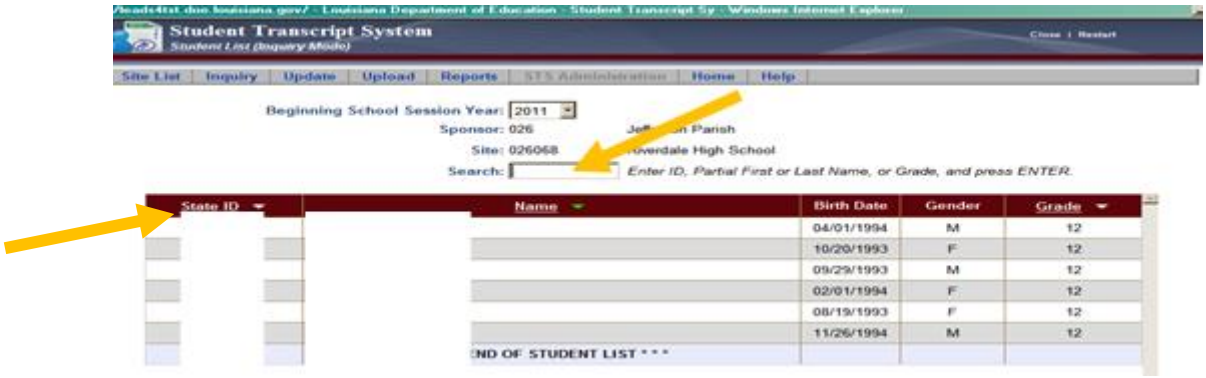
STUDENT OR TRANSCRIPT: Each student's complete set of transcript records is available for viewing. The student's progress in meeting the various TOPS award requirements is also listed. The screen prints on the following pages demonstrate the steps for viewing this data.

Click **"Inquiry"** on the STS navigation bar.

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



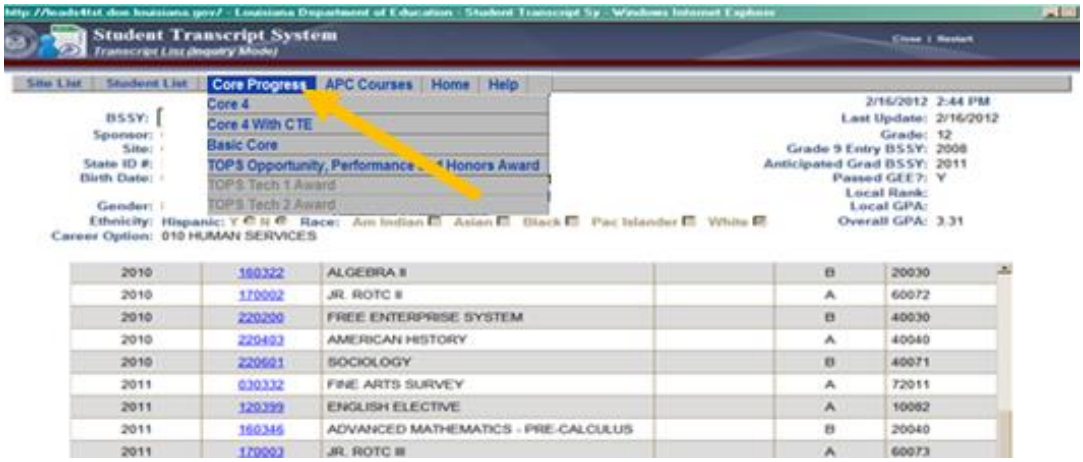
3. Search for the student by Student ID number, partial name or grade.



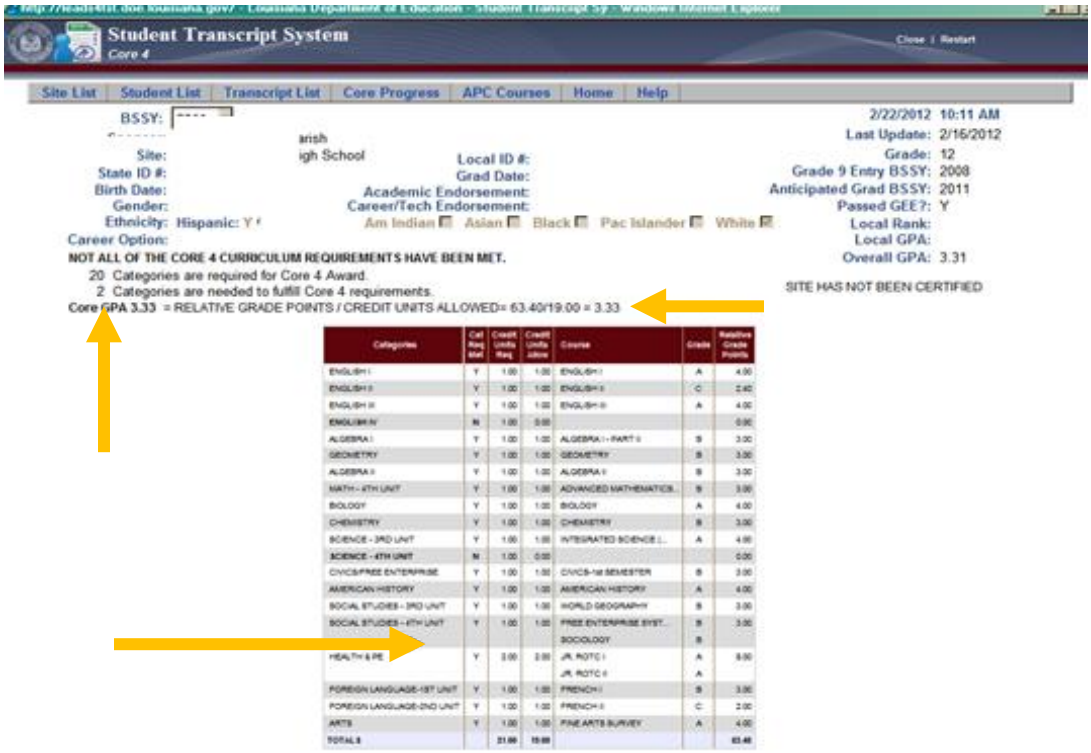
4. Selecting a student by clicking on the State ID number will open up the student's full transcript.

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

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



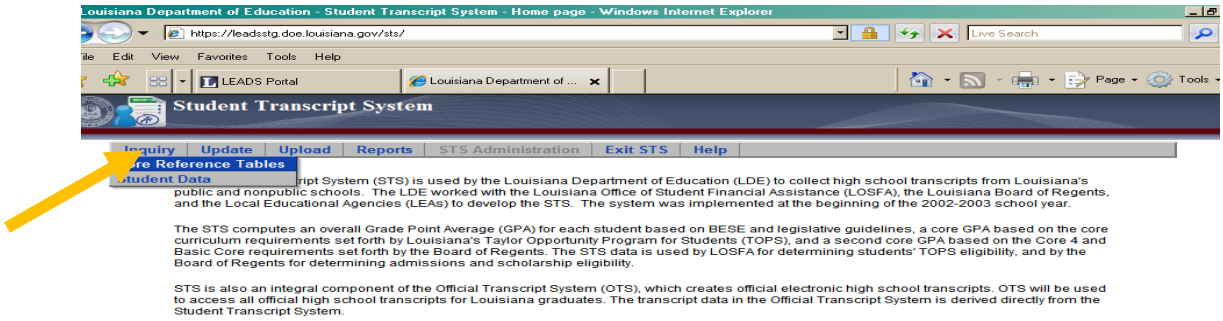
7. The Core Progress screen identifies the courses used to meet categories completing the curriculum, unmet categories, and the shows GPA calculation.



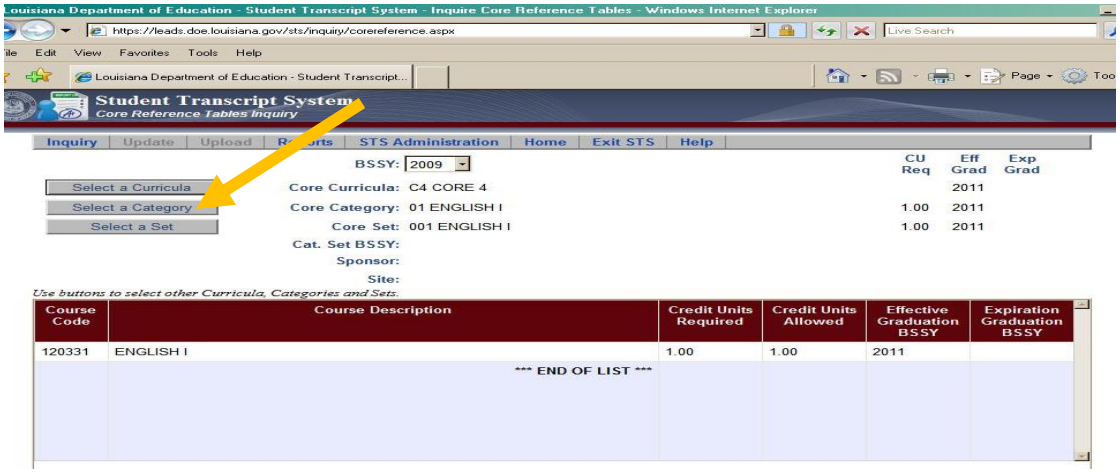
Core Reference Tables

The specific courses able to fulfill each of the various Core Curriculum requirements are detailed in the Core Reference Tables. 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.

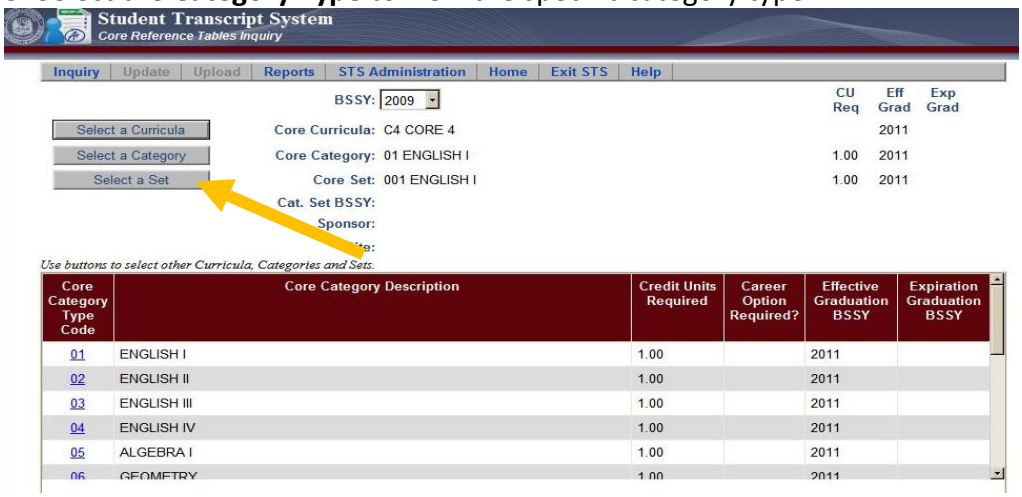
1. Select **Inquiry** on the STS Navigation Bar and choose **Core Reference Tables**.



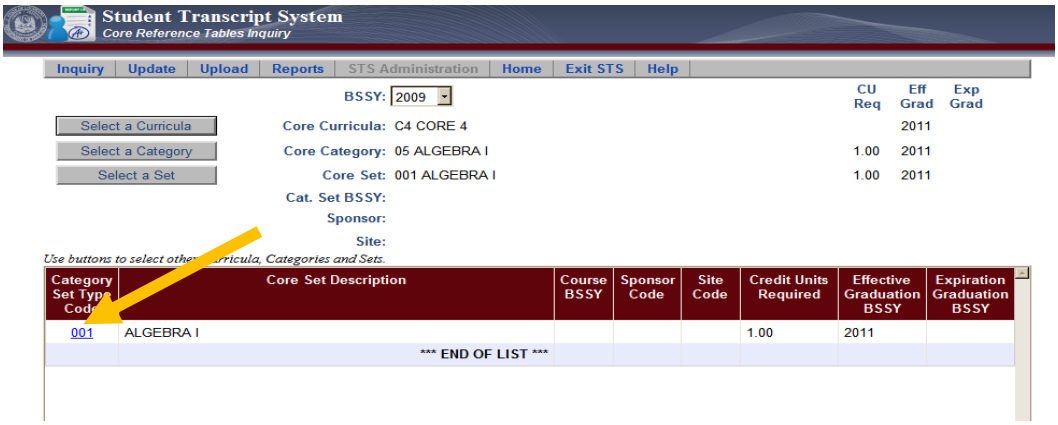
2. Select the **Curriculum** and **Category** to view the specific categories.



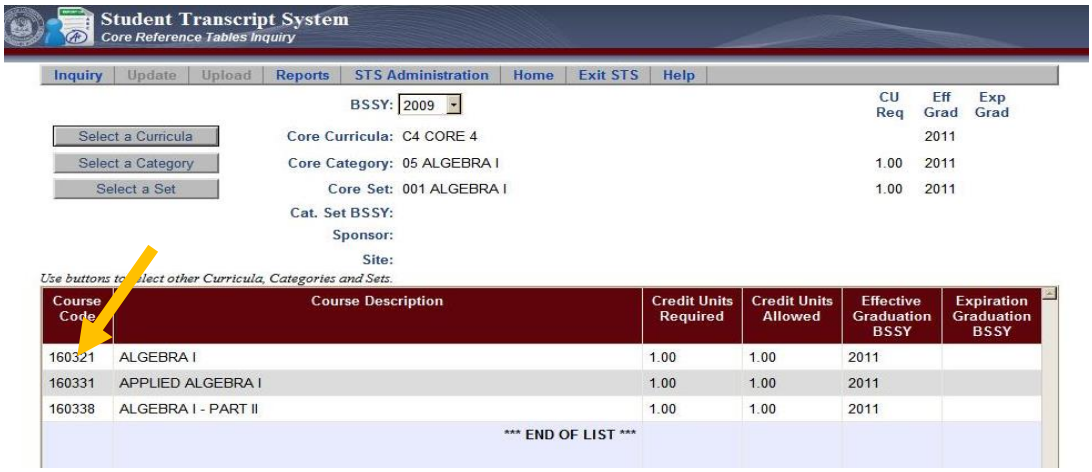
3. Select the **Category Type** to view the specific category type.



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



5. The available courses in the Set will display.



DATA SUBMISSION PROCESS

Methods of Submission

Transcript Data can be submitted either by transmitting a batch file or by entering data online. For additional information regarding these methods, please refer to the "STS New User Training" PowerPoint located on the Louisiana Department of Education INSIGHT Coordinator Portal. Access to the Coordinator Portal is available to all public schools. A user should sign in, go to "Systems" and click **STS**. Under "Documents" 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 Coordinator.

BATCH SUBMISSION PROCESS

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

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

Batch Files Submissions Types

(Button selection on upload screen)

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

A. "Delete all existing students" button selection "Yes":

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

B. "Delete all existing students" button selection "No":

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

C. "Validate Only" button selection "Yes":

All records for students in the submitted file are tested for layout correctness before loading to the database. (Records will not be updated by this submission.)

D. "Validate Only" button selection "No":

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

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

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

Input Record Edits

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

Error Reports

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

Error Reports:

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

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

STS Batch Files

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

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

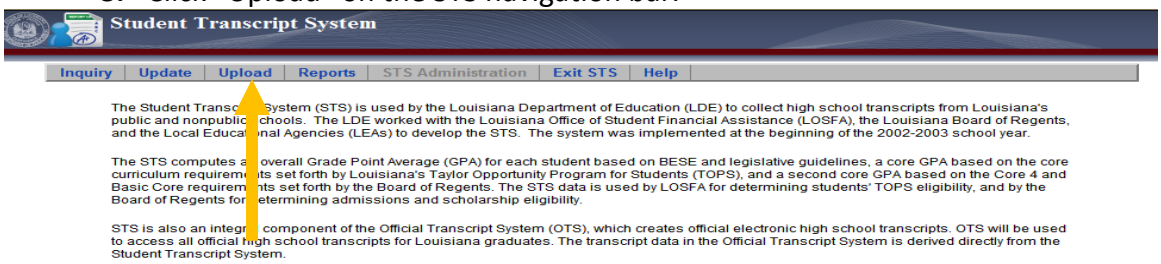
For error-free record sets, note the following: If the student had transcript records on the LDE database prior to the submission, those records will be deleted and replaced with the records in the transmission. If the student was not on the database prior to the submission, his records will be added.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

Batch Upload of Transcript Records

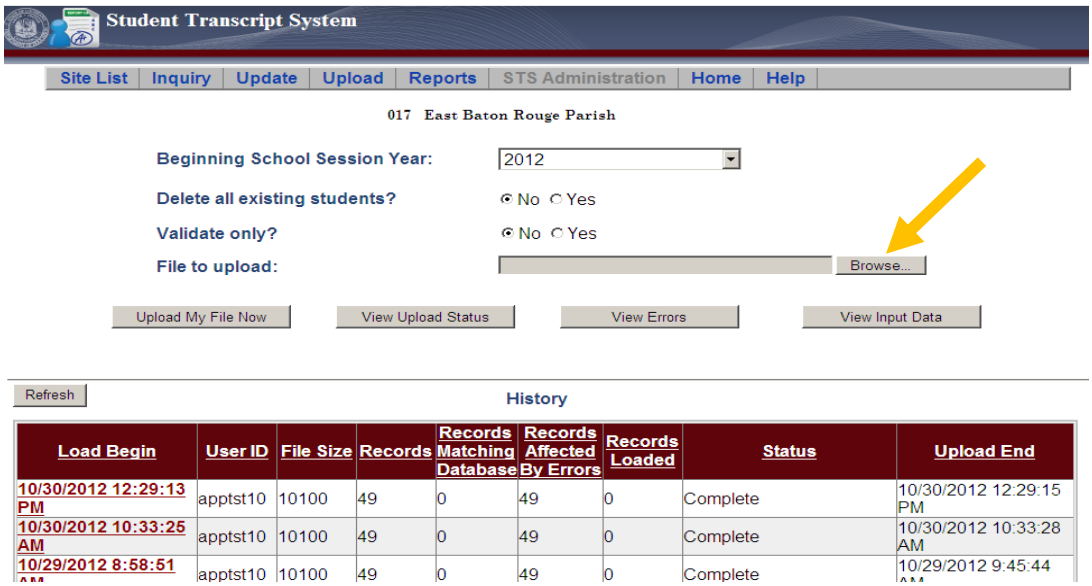
(*Sending and Receiving Data Files to the Department of Education)*

Sending Data files:

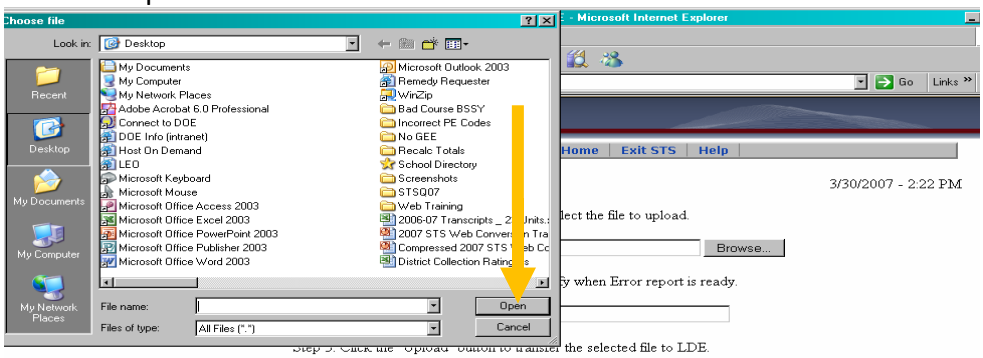
1. Login to STS
2. Select **Student Transcripts**
3. Click “Upload” on the STS navigation bar.



4. Click on browse button to locate your file. Type of files should be -All files (*.*)-.

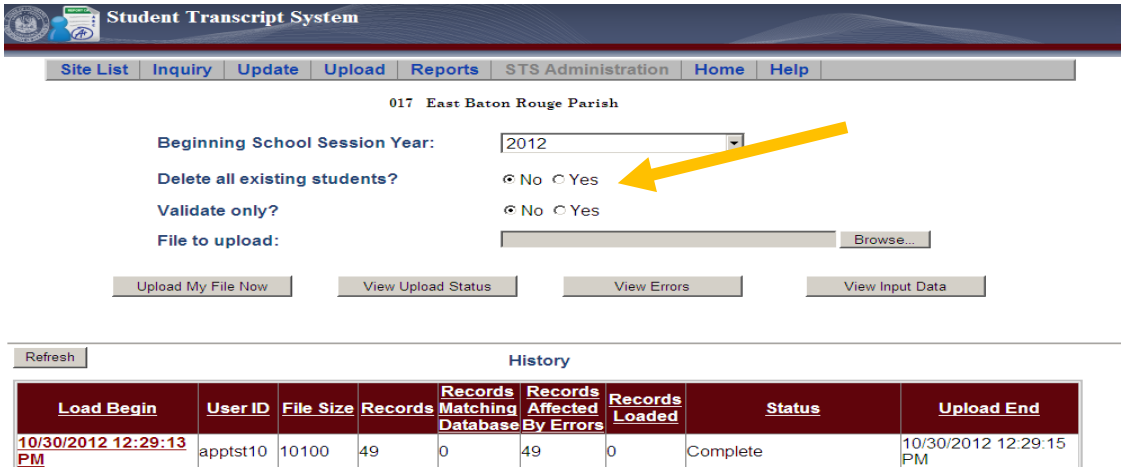


5. Find your file.
6. Click “Open” button.

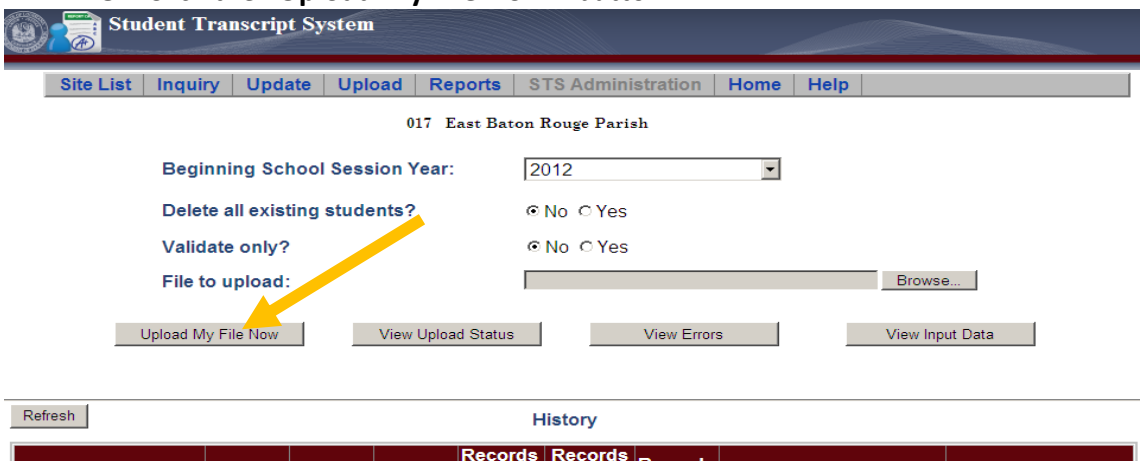


User ID	File Name	Upload Date	Current Status	Reports
apptst12	LEA032OneStudent.txt	11/8/2007 8:39:21 AM	Completed	Report Link
apptst12	LEA032OneStudent.txt	11/7/2007 2:23:54 PM	Completed	Report Link

7. Click one of the **buttons** for the <u>type of submission</u>.

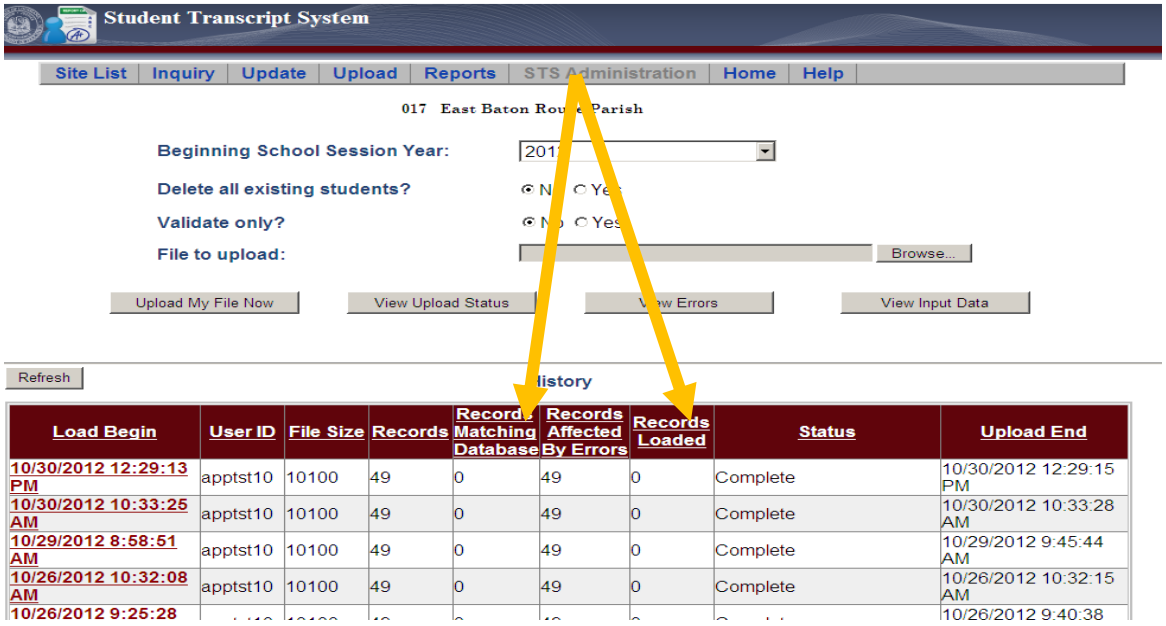


8. Click the **"Upload My File Now** " button.

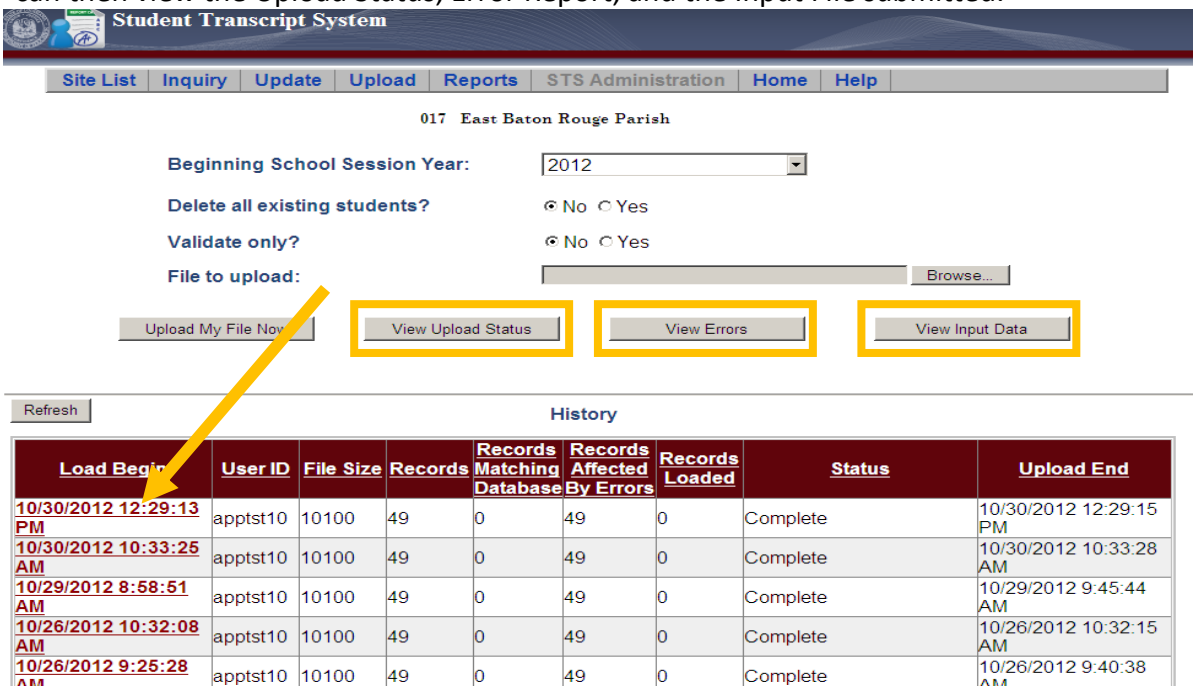


9. The file status will show complete when the file has been processed. However, this does not mean all records were loaded to the database. In this case, zero records loaded, because all 49

were in error.

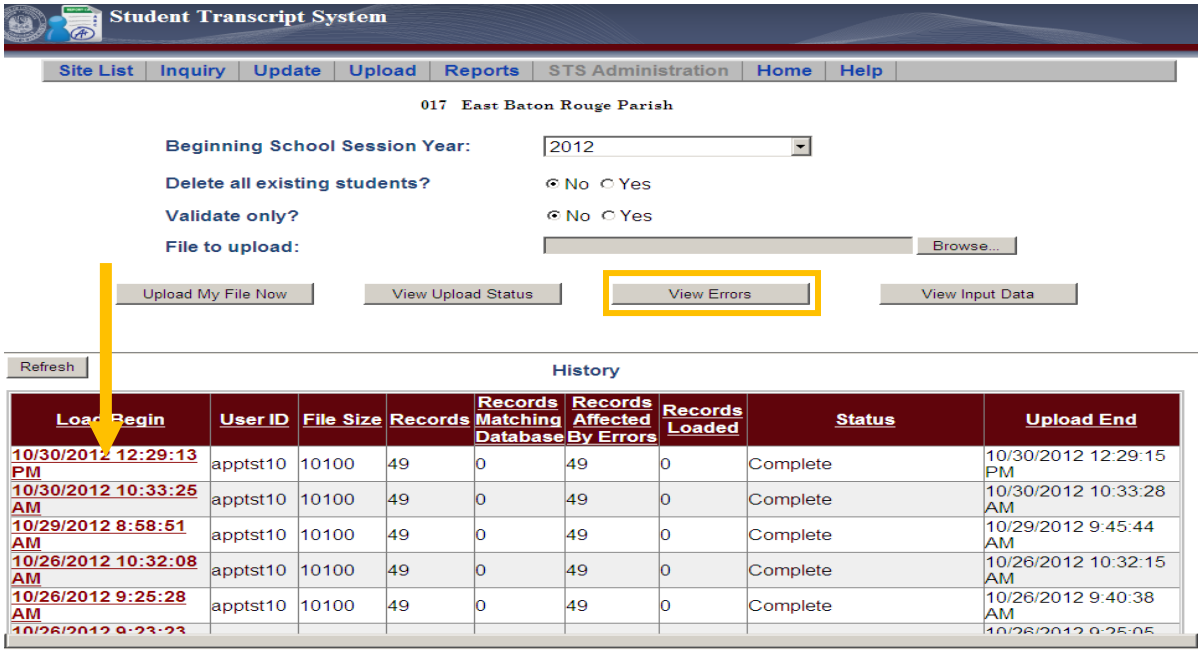


10. To view details about the file, first select the upload by clicking the **Load Begin Date**. You can then view the Upload Status, Error Report, and the Input File submitted.



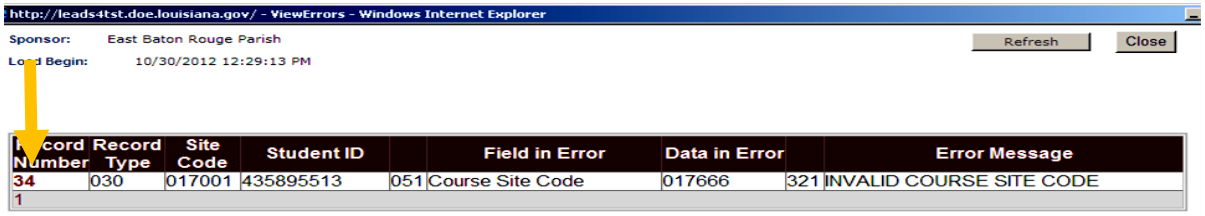
Viewing Errors in File Uploads:

1. Click the date link under Load Begin in the grid and then click the “View Errors” button.

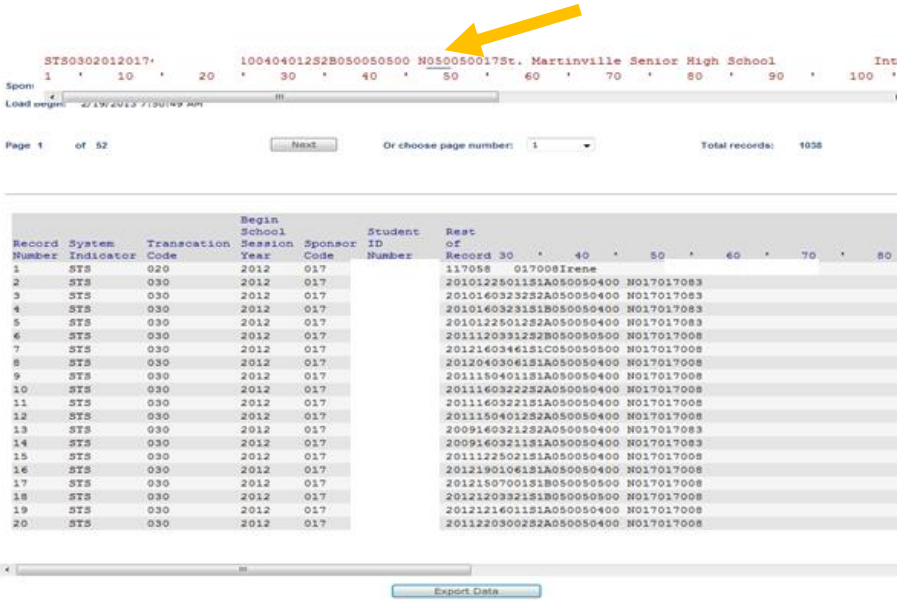


Load Begin	User ID	File Size	Records	Records Matching Database	Records Affected By Errors	Records Loaded	Status	Upload End
10/30/2012 12:29:13 PM	apptst10	10100	49	0	49	0	Complete	10/30/2012 12:29:15 PM
10/30/2012 10:33:25 AM	apptst10	10100	49	0	49	0	Complete	10/30/2012 10:33:28 AM
10/29/2012 8:58:51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

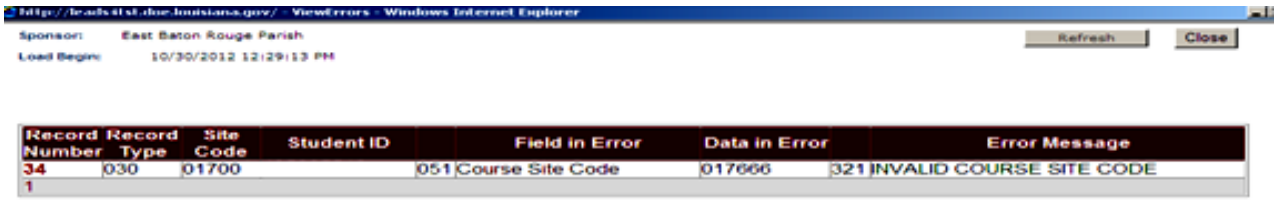
2. Click the Click the **Record Number** of the error to view the input record for the associated error.



3. Look for the underline in the view pinpoints the location of the error and the exact error that was entered.



4. In addition, users can view an error report for all errors in the upload or errors by site. There is also an option to export errors.



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

Record Number	Record Type	Site Code	Student ID		Field in Error	Data in Error		Error Message
34	030	01700		051	Course Site Code	017666	321	INVALID COURSE SITE CODE
1								

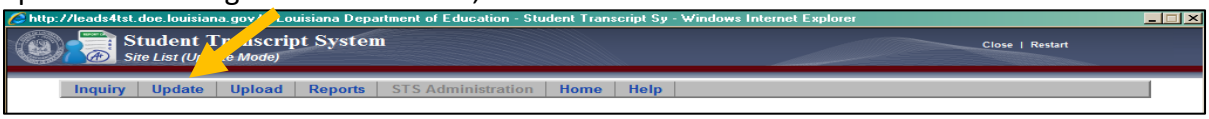
ONLINE ENTRY PROCESS

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

Adding a New Student

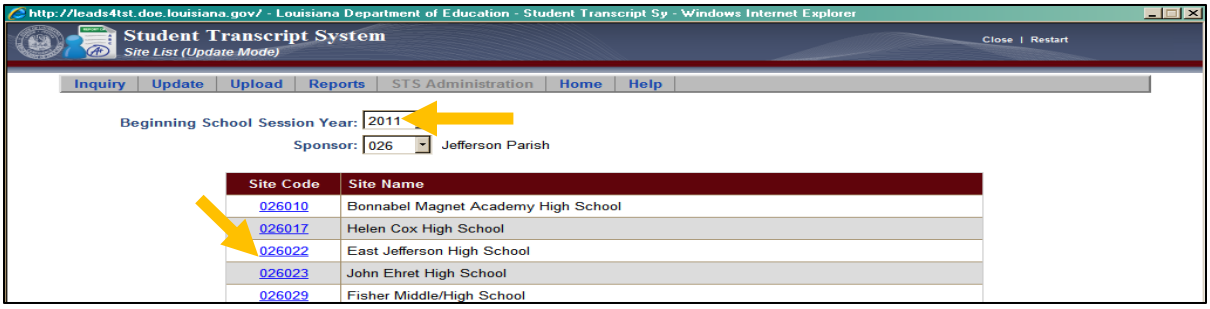
1. Login to STS
2. Select **Student Transcripts**

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

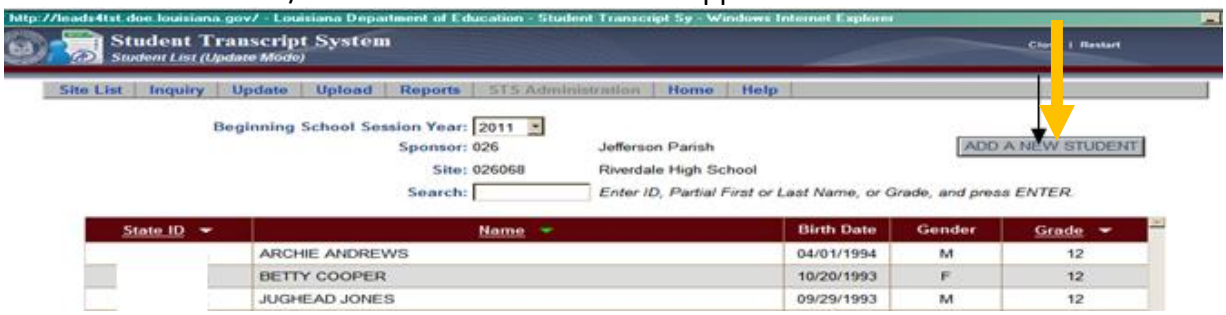


4. Select desired Beginning School Session Year from the drop-down box.
5. Click on appropriate Site Code.

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



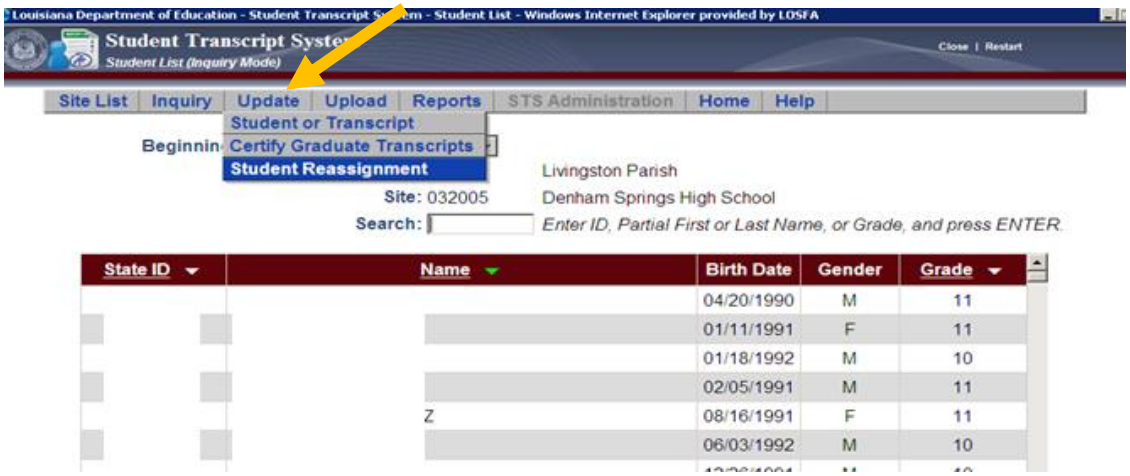
6. To add a new student, click the Add a New Student button.
To edit an existing student's record, type his/her state ID or name into the Search box and press Enter. Then select his/her state ID from the list that appears.



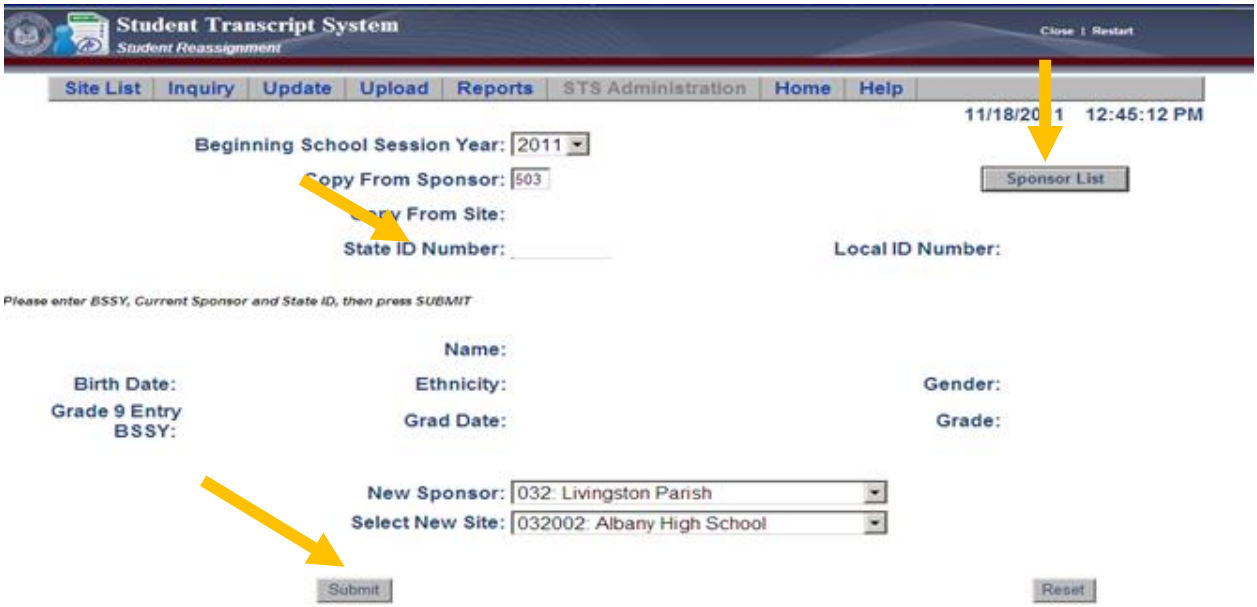
7. Enter the student data into the top section and transcript data into the bottom section. Click Submit when finished.

Reassigning a Student

1. To reassign a student from another LEA, select **Update** then **Student Reassignment**.



2. Choose the BSSY for the last year student attended a Louisiana school, type the sponsor* and press enter. Choose the site from which to copy the student and enter the student's state ID.
**If the sponsor code is not known, click the Sponsor List button.*



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

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

Changing Prior Year Data

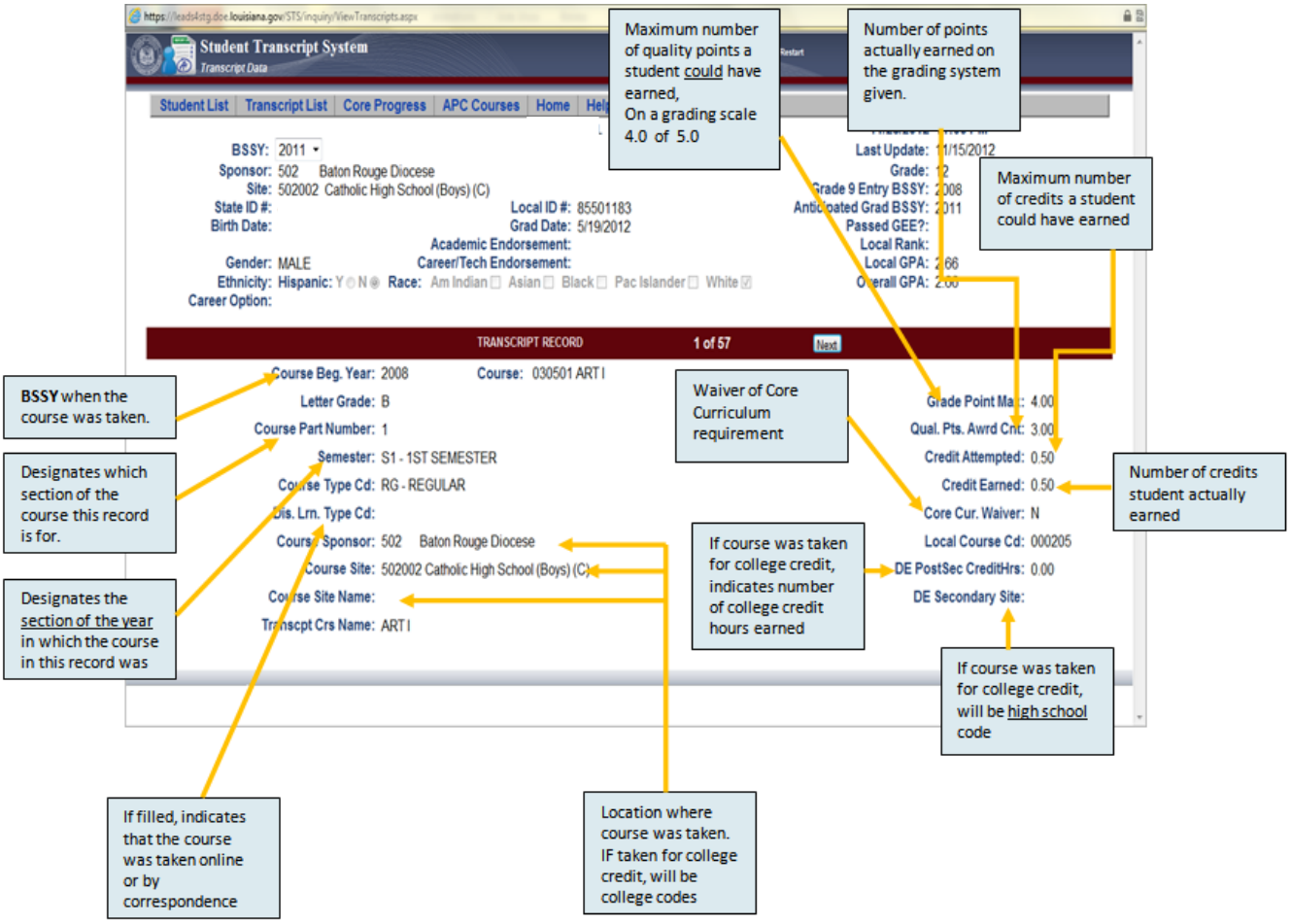
Should you need to correct either demographic or transcript information in a student's transcript record from a previous year, send an email to the LDE Student Transcript Data Manager to request that a special collection period be opened to allow access to the previous year's data. Once the period is opened, you can make changes to the requested information, **including state identification numbers**, by deleting the incorrect data and entering the corrections.

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

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

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

READING A TRANSCRIPT RECORD



READING CORE PROGRESS SCREENS

Louisiana Department of Education - Student Transcript Syster ... Internet Explorer pro

Categories	Cat Req Met	Credit Units Req	Credit Units Allow	Course	Grade	Relative Grade F
ENGLISH I	Y	1.00	1.00	ENGLISH I	B, C	
ENGLISH II	Y	1.00	1.00	ENGLISH II	D, D	
ENGLISH III	**N**	1.00	1.00	ENGLISH III	F, F	
ENGLISH IV	**N**	1.00	0.00			0.00
ALGEBRA I	Y	1.00	1.00	ALGEBRA I	B, F, D	2.0
ALGEBRA II	**N**	1.00	0.50	ALGEBRA II	B	1.5
1ST UNIT MATH ELECTIVES	**N**	1.00	1.00	GEOMETRY	C, F	1.0
BIOLOGY	Y	1.00	1.00	BIOLOGY	D, C	1.5
CHEMISTRY	**N**	1.00	0.50	CHEMISTRY	C	1.0
1ST UNIT SCIENCE ELECTIVE	Y	1.00	1.00	PHYSICAL SCIENCE	D, D	1.0
UNITED STATES HISTORY	**N**	1.00	0.00			0.0
1ST UNIT SOCIAL STUDIES E	Y	1.00	1.00	WORLD GEOGRAPHY	C, C	2.0
CIVICS/FREE ENTERPRISE	**N**	1.00	0.50	CIVICS-1st SEMESTER	D	0.5
FINE ARTS SURVEY	Y	1.00	1.00	WORLD HISTORY	A, B	3.50
FOREIGN LANGUAGE	Y	2.00	1.00	SPANISH I	P	2.50
				SPANISH II	C, B	
COMPUTER SCIENCE	Y	0.50	0.50	US HISTORY	D, F	0.25
ADDITIONAL MATH/SCIENCE	**N**	1.00	0.00			0.00
LS		**17.50**	**12.00**			**20.25**

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

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

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

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

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

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

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

Categories Needing Two Credits

Categories	Cat Req Met	Credit Units Req	Credit Units Allow	Course	Grade	Relative Grade Points
ENGLISH I	Y	1.00	1.00	ENGLISH I	B, B	3.00
ENGLISH II	Y	1.00	1.00	ENGLISH II	C, B	2.50
ENGLISH III	Y	1.00	1.00	ENGLISH III	B, B	3.00
ENGLISH IV	**N**	1.00	0.00			0.00
ALGEBRA I	Y	1.00	1.00	ALGEBRA I	B, B	3.00
ALGEBRA II	Y	1.00	1.00	ALGEBRA II	A, B	3.50
1ST UNIT MATH ELECTIVES	Y	1.00	1.00	GEOMETRY	B, B	3.00
BIOLOGY	Y	1.00	1.00	BIOLOGY	B, C	2.50
CHEMISTRY	Y	1.00	1.00	CHEMISTRY	B, B	3.00
1ST UNIT SCIENCE ELECTIVE	Y	1.00	1.00	PHYSICAL SCIENCE	C, C	2.00
UNITED STATES HISTORY	Y	1.00	1.00	US HISTORY	C, B	2.50
1ST UNIT SOCIAL STUDIES E	Y	1.00	1.00	WORLD GEOGRAPHY	B, B	3.00
CIVICS/FREE ENTERPRISE	Y	1.00	1.00	FREE ENTERPRISE SYST...	C	2.50
				CIVICS-1st SEMESTER	B	
FINE ARTS SURVEY	Y	1.00	1.00	BEGINNING BAND	A, A	4.00
				INTERMEDIATE BAND	A, A	
FOREIGN LANGUAGE	**N**	2.00	0.00			0.00
COMPUTER SCIENCE	Y	0.50	0.50	FRENCH I	A, B	1.75
ADDITIONAL MATH/SCIENCE	Y	1.00	1.00	ADVANCED MATHEMATICS...	B, B	3.00
TOTALS		**17.50**	**14.50**			**42.25**

The Foreign Language category requires 2 credits. The student has taken French I but has not yet taken French II, so the category is not filled. But for students graduating **2013 and prior years**, since he has not yet taken Computer Science, either, French I can fill that Category.

ONLY Foreign Language needs 2 credits in OPH unless taking Agriscience for one of the science electives, OR unless using Speech for Fine Arts Survey in both cases, both the first and second progression of the courses are required. Example: Agriscience I **and** Agriscience II are required to meet **one** science elective. *Regardless of graduating year the system always tries to give the student both the most categories filled and the best possible GPA.*

Categories	Cat Req Met	Credit Units Req	Credit Units Allow	Course	Grade	Relative Grade Points
ENGLISH I	Y	1.00	1.00	ENGLISH I	D, D	1.00
ENGLISH II	Y	1.00	1.00	ENGLISH II	D, C	1.50
ENGLISH III	**N**	1.00	0.00			0.00
ENGLISH IV	**N**	1.00	0.00			0.00
ALGEBRA I	Y	1.00	1.00	ALGEBRA I		
ALGEBRA II	**N**	1.00	0.00			
1ST UNIT MATH ELECTIVES	Y	1.00	1.00	GEOMETRY		
BIOLOGY	Y	1.00	1.00	BIOLOGY		
CHEMISTRY	**N**	1.00	0.00			
1ST UNIT SCIENCE ELECTIVE	Y	1.00	1.00	PHYSICAL SCIENCE		
UNITED STATES HISTORY	**N**	1.00	0.00			
1ST UNIT SOCIAL STUDIES E	Y	1.00	1.00	WORLD GEOGRAPH		
CIVICS/FREE ENTERPRISE	Y	1.00	1.00	FREE ENTERPRISE SYST...	C	1.50
				CIVICS-1st SEMESTER	D	
FINE ARTS SURVEY	Y	1.00	1.00	INTRODUCTION TO BUSI...	B, C	2.50
FOREIGN LANGUAGE	**N**	2.00	0.00			0.00
COMPUTER SCIENCE	Y	0.50	0.50	AGRISCIENCE II	C, B	1.25
ADDITIONAL MATH/SCIENCE	**N**	1.00	0.00			0.00
TOTALS		**17.50**	**9.50**			**18.25**

Here, IBCA, which would normally be in the Computer category, is substituting for the missing Fine Arts Survey.
Agriscience II is then substituted in the Computer Science category, because using Agriscience in the 1st Unit Science Elective category requires both AgSci I & AgSci II, but AgSci I had been failed.

STSQ04: TOPS Summary Report

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

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

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

Condition 1: No Part Number for Possible Split Course

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

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

Note: This message also appears if a single record has been submitted as a half-unit and has no part number. This results in a very large STSQ08 report following the submission of 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 being 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 will result in gaps in the numbering sequence. Class Rank Size is the number of students in a grade for a given school year and is based on the transcript data submitted for each grade placement. Class Rank Percent shows how a student ranks using percentiles. **Class Rank** data pertains to all students in grades T9 through 12, but **Grad Class Rank** shows data only for those students in grade 12 whose graduation date has been entered into the Student Transcript System.

STSQ12: TOPS Reference Tables Report

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

STSQ13: Selected Data Element Report

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

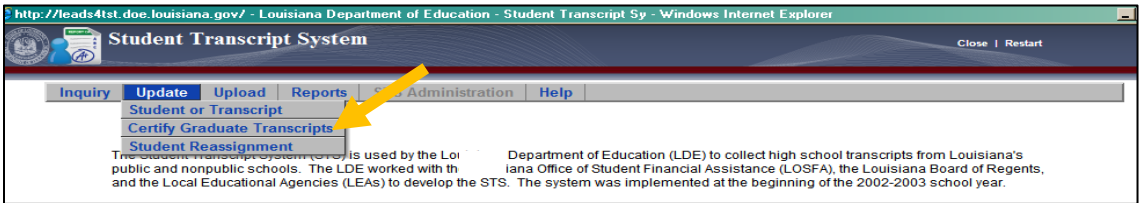
CERTIFICATION OF GRADUATES

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

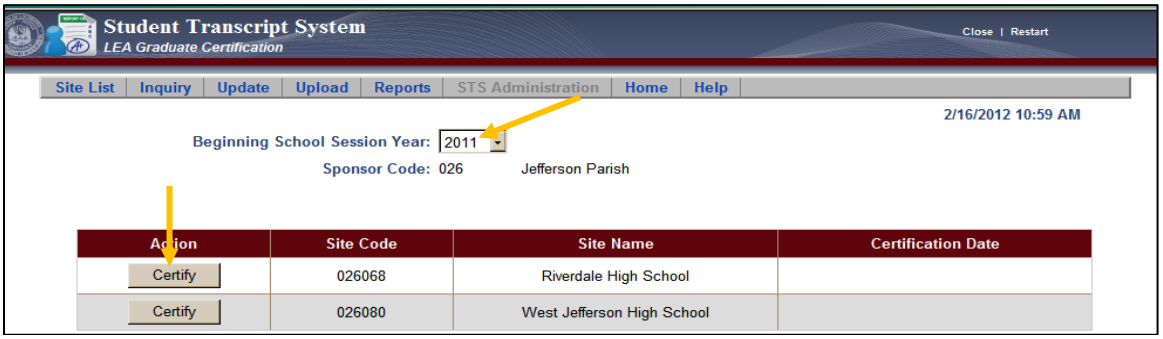
In addition to adding the graduation date in STS, graduate data must be "**certified**" as complete and ready for use by OSFA in awarding TOPS scholarships. To certify, logon to the LEADS portal and go to the Student Transcript System. Select the **Certify Graduate Transcripts** option from the **Update**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

Certification Process:

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



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



10. Look for the message indicating that a site has been certified.
11. Check for the certification date to verify the site has been certified.

If it becomes necessary to quickly uncertify a site due to the submission of incorrect data, use the "Uncertify" button on the LEA Graduate Certification screen.

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

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

DATA ELEMENTS

Things to keep in mind:

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

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

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

If course was taken for 0.05 credits, the **Quality Points Awarded Count** is the same as if it were taken for 1.0 credit.

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.

APPENDIX A: RECORD LAYOUTS FOR BATCH UPLOAD

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

(Date Record Last Modified: 12/3/2014)

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

STS Student (Student data Record) **Record: 020 (con't)**					
Start Position	**Data Element**	**Length**	**Types**	**Decimal Places**	**Description**
107	Graduation Date	8	A	0	MMDDYYYY Date the student's graduation took or will take place. The date must fall between 9/1 and 8/31 of the current Beginning School Session Year in order to match the OSFA Annual Academic Year. Leave blank if student did not graduate. Enter only after all graduation requirements are met.
115	Career Option Code	3	A	0	Identifies the career option of a student that corresponds to the Area of Concentration **or Jumpstart Pathway for the chosen Diploma Pathway.** Leave blank if not applicable.
118	Academic Endorsement Code	2	A	0	If the student received academic endorsement fill in, otherwise blank; required when applicable.
120	Career/Tech Endorsement Code	2	A	0	If the student received academic endorsement **or Jumpstart credential/certification** fill in, otherwise blank; required when applicable.
122	Met GEE/EOC Flag	1	A	0	"Y" if student met graduation requirements for GEE or EOC, or "E" if student is exempt. Required for all public school students assigned a Graduation Date. Non-public schools may leave this data element blank.
123	Local GPA	8	A	0	Optional; locally defined
131	Local Rank in Class: Position in Class	4	A	0	Student's rank placement within grade level (pad with leading zeros); optional; if not used, leave blank.
135	Local Rank in Class: Size of Class	4	N	0	Size of class for student's grade level (pad with leading zeros); optional; if not used, leave blank.
139	Hispanic/Latino Ethnicity Flag	1	N	0	Y if Hispanic; N if not
140	American Indian or Alaskan Native Race Flag	1	A	0	Y if American Indian; N if not
141	Asian Race Flag	1	A	0	Y if Asian; N if not
142	Black or African American Race Flag	1	A	0	Y if African American; N if not
143	Native Hawaiian or Other Pacific Islander Race Flag	1	A	0	Y if Pacific Islander; N if not
144	White Race Flag	1	A	0	Y if White; N if not
145	Diploma Pathway	2	A	0	The diploma the student is working towards completing; required; if undeclared enter ND. (C4, C5, C6, CA, TU, ND)
147	LOSFA Parental/Guardian Consent Flag	1	A	0	Parental/Guardian Consent on file for the current school year. Y, if Yes; N if No)
148	Filler-01	53	A	0	Leave blank (spaces).

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

(*Date Record Last Modified: 06/01/2013)*

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

Transcript (Student Transcript data Record) **Record: 030**					
Start Position	**Data Element**	**Length**	**Types**	**Decimal Places**	**Description**
48	Course Sponsor Code	3	A	0	Sponsor Code of the LEA in which the student took the course. Must be supplied for all courses taken in Louisiana, otherwise leave blank. 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	A	0	Site code of the school in which the student took the course. Must be supplied for all courses taken in Louisiana, otherwise leave blank. 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.
57	Course Site Name	46	A	0	Name of school in which the student took the course. Used for transfer credit only. Required if Course Site Code not, supplied, otherwise optional.
103	Transcript Course Name	60	A	0	Name of the course in which the student was enrolled. Enter only if different from the LDE course description for transcript printing only, otherwise leave blank.
163	Quality Points Awarded Count	3	N	2	The amount of quality points awarded for the letter grade given for the course (has implied decimal; i.e., "3.00" submitted as "300" in batch).
166	Course Type Code	2	A	0	Code to identify type of Course. RG - Regular HR - Honors GT - Gifted AP - Advanced Placement IB - International Baccalaureate SE - Special Education TA – Talented DE – Dual Enrollment DA - Dual Enrollment and AP DI - Dual Enrollment and IB
168	Distance Learning Course Type Code	2	A	1	Code to identify type of distance learning course. Leave blank if not applicable. 01 - Local LEA Provided Online Courses 02 - Distance Learning Satellite courses 03 - Other Distance Learning 04- Course Choice/Supplemental Course Providers 05-Dropout Recovery Program Providers
170	Local Course Code	6	A	0	Optional – LEA assigned course code

Transcript (Student Transcript data Record) **Record: 030**					
Start Position	**Data Element**	**Length**	**Types**	**Decimal Places**	**Description**
176	Dual Enrollment Post-secondary Credit Hours Earned	4	A	2	If position 166 (Course Sponsor Code) is designated “DE”, DA or DI, this field must be populated with the Dual Enrollment Post-secondary credit hours earned by the DE course. Otherwise, populated with blank (spaces). This field has an implied decimal, i.e., “4.00” submitted as “0400’ in batch.
180	Dual Enrollment Secondary Site	6	A	0	If position 166 (Course Sponsor Code) is designated “DE”, DA or DI, this field must be populated with the Site code of the high school in which the student was enrolled when the course was taken. Otherwise, populated with blank (spaces).
186	Filler-15	15	A	0	Leave blank (spaces). Field not required.

APPENDIX B: DATA ELEMENTS REQUIREMENTS

020 RECORD

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

DATA ELEMENT: Transaction Code	
LENGTH: 3	**FORMAT:**
TYPE: Alphanumeric	**POSITION:** 4
Required: Required on all STS records	
DEFINITION: **020** = STS Student Record **030** = STS Transcript Record Indicates the type of record. **Note:** Only applies to batch submission. Both record types are included in a single fixed-width	

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

DATA ELEMENT: Sponsor Code	
LENGTH: 3	**FORMAT:** Must be submitted uppercase
TYPE: Alphanumeric	**POSITION:** 11
Required	Required on all STS records
DEFINITION: **020** = STS Student Record **030** = STS Transcript Record Indicates the type of record. **Note:** Only applies to batch submission. Both record types are included in a single fixed-width	

DATA ELEMENT: State Identification Number	
LENGTH: 9	**FORMAT:**
TYPE: Numeric	**POSITION:** 14 (on Student and Transcript Records)
Required: Required on all STS records	
DEFINITION: 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.	

DATA ELEMENT: Local Identification Number	
LENGTH: 9	**FORMAT:** Must be submitted uppercase
TYPE: Alphanumeric	**POSITION:** 23
Required: Optional	
DEFINITION: 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.	

DATA ELEMENT: Site Code	
LENGTH: 6	**FORMAT:** 4
TYPE: Alphanumeric	**POSITION:** 32
Required: Required on Student Record (020 Record)	
DEFINITION: The 6 digit code assigned to each school by LDE. The first three digits will always match the Sponsor Code. This will be the student's current site, or the site from which he/she graduated.	

DATA ELEMENT: Student Name	
LENGTH: See below	**FORMAT:**
TYPE: Alphanumeric	**POSITION:** 38
Required: See below	
DEFINITION: Student's legal name. Name as it appears on the student's birth certificate. Length: Last Name = 20 Required First Name = 15 Required Middle Name = 15 Optional Suffix = 3 Optional	

DATA ELEMENT: Birth Date	
LENGTH: 8	**FORMAT:** See below
TYPE: Alphanumeric	**POSITION:** 91
Required: Required on Student Record (020 Record)	
DEFINITION: **Format:** Format for **Batch** files: **MMDDYYYY** Format for **Online** entry: **MM/DD/YYYY**	

DATA ELEMENT: Ethnic Code	
LENGTH: 1	**FORMAT:**
TYPE: Alphanumeric	**POSITION:**99
Required: Required on Student Record (020 Record) if the BSSY is 2009-2010 or earlier	
DEFINITION: The most applicable race or ethnic group to which the student belongs. **1** = American Indian or Alaskan Native **2** = Asian or Pacific Islander **3** = Black **4** = Hispanic **5** = White	

DATA ELEMENT: Gender (Sex) Code	
LENGTH: 1	**FORMAT:**
TYPE: Alphanumeric	**POSITION:** 100
Required: Required on Student Record (020 Record)	
DEFINITION: **M** = Male **F** = Female **Note:** A "drop-down" selection list is available in Online Entry; click on the appropriate gender.	

DATA ELEMENT: Grade Placement Code	
LENGTH: 2	**FORMAT:**
TYPE: Alphanumeric	**POSITION:** 101
Required: Required on Student Record (020 Record) if the BSSY is 2009-2010 or earlier	
DEFINITION: Student's grade placement for the submission year. Must be T9, 09, 10, 11, or 12. **T9 = Transitional 9th grade** **09 = 9th grade** **10 = 10th grade** **11 = 11th grade** **12 = 12th grade** **Note:** A "drop-down" selection list is available in Online Entry; click on the appropriate grade level.	

DATA ELEMENT: Grade 9 Entry Year	
LENGTH: 4	**FORMAT:** YYYY
TYPE: Numeric	**POSITION:** 103
Required: Required on Student Record (020 Record)	
DEFINITION: Beginning School Session Year when the student entered the 9th grade. This date is the following school year for students with grade placement code T9.	

DATA ELEMENT: Career Option Code	
LENGTH: 3	**FORMAT:**
TYPE: Alphanumeric	**POSITION:** 115
Required: If applicable (Core 4 w/CTE, Basic Core, TOPS Tech University, Career Diploma students only)	
DEFINITION: **Optional field: (Should be entered only Basic Core or Core 4 with CTE students)** A01- P06 (See Appendix: Areas of Concentration) **(See Jumpstart Career Pathways)** **Note:** A "drop-down" selection list is available in Online Entry; click on the appropriate Career Option Code.	

DATA ELEMENT: Graduation Date	
LENGTH: 8	**FORMAT:** See below
TYPE: Alphanumeric	**POSITION:** 107
Required: If applicable (graduates only)	

DEFINITION:

Indicates that the student has successfully completed all graduation requirements.
Format for batch files: MMDDYYYY
Format for Online entry: MM/DD/YYYY

Date a student graduated or will graduate. Enter only after all graduation requirements are met, and use the actual date of graduation. This date may not be more than two weeks into the future and must fall between 9/1 and 8/31 of the current Beginning School Session Year in order to match the OSFA Annual Academic Year. Leave blank if student did not graduate. Will be removed upon batch upload if student does not meet graduation requirements and an override will be required if CU < 24.

Format:
Format for batch files: MMDDYYYY
Format for Online entry: MM/DD/YYYY

DATA ELEMENT: Academic Endorsement	
LENGTH: 2	**FORMAT:** see below
TYPE: Alphanumeric	**POSITION:** 118
Required: If applicable	

DEFINITION:

Academic Endorsement: Code identifies type of academic endorsement (Leave blank if not applicable).

A1 – Academic Endorsement with senior project
A2 – Academic Endorsement with 1 unit AP course
A3 – Academic Endorsement with 1 IB course
A4 – Academic Endorsement with 3 units non-remedial articulated college credit in core area

Leave this field blank if no Academic Endorsement is earned. At this time, not applicable to non-public schools.
Note: A "drop-down" selection list is available in Online Entry; click on the appropriate Academic Endorsement Code. A student can earn both academic and career/tech endorsements. Value placed in field must be a valid one, and this field must be blank if the graduation date is blank.

DATA ELEMENT: Career/Tech Endorsement	
LENGTH: 2	**FORMAT:** see below
TYPE: Alphanumeric	**POSITION:** 120
Required: If applicable (graduates only)	

DEFINITION:

Career/Tech Endorsement: Code identifies type of Career/Tech endorsement (Leave blank if not applicable).

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
J1 –Basic Credential
J2 – Regional Credential
J3 –Advanced Credential

Leave this field blank if no Career/Tech Endorsement is earned. At this time, not applicable to non-public schools.

Note: A "drop-down" selection list is available in Online Entry; click on the appropriate Career/Tech Endorsement Code. A student can earn both academic and career/tech endorsements. Value placed in field must be a valid one, and this field must be blank if the graduation date is blank. Graduation date must be on the record.

DATA ELEMENT: Met GEE/EOC Flag	
LENGTH: 1	**FORMAT:** Must be sent Uppercase
TYPE: Alphanumeric	**POSITION:** 122
Required: If applicable	
DEFINITION: Must be either 'Y', 'E', or blank. Y = Student met graduation requirement on GEE or EOC E = Student is exempt from GEE or EOC requirement 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.	

DATA ELEMENT: Local GPA	
LENGTH: 8	**FORMAT:** See below
TYPE: Alphanumeric	**POSITION:** 123
Required: Optional	
DEFINITION: This is an 8-byte text field. To facilitate school systems' different numbering schemes for local GPA, we will simply print whatever is supplied on the student's transcript. This data element is locally defined.	

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

DATA ELEMENT: Local Rank in Class: Size of Class	
LENGTH: 4	**FORMAT:** Optional
TYPE: Alphanumeric	**POSITION:** 135
Required: Optional	
DEFINITION: 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.	

DATA ELEMENT: Hispanic/Latino Ethnicity Flag	
LENGTH: 1	**FORMAT:**
TYPE: Alphanumeric	**POSITION:** 139
Required: Required on Student Record (020 record)	
DEFINITION: Indicates that a student's ethnicity is Hispanic/Latino. Submit a "Y" if the ethnicity is Hispanic/Latino or an "N" if not.	

DATA ELEMENT: American Indian or Alaskan Native Race Flag	
LENGTH: 1	**FORMAT:** Must be uppercase
TYPE: Alphanumeric	**POSITION:** 140
Required: Required on Student Record (020 record)	
DEFINITION: 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.	

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

DATA ELEMENT: Black or African-American Race Flag	
LENGTH: 1	**FORMAT:** Must be uppercase
TYPE: Alphanumeric	**POSITION:** 142
Required: Required on Student Record (020 record)	
DEFINITION: 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.	

DATA ELEMENT: Native Hawaiian or Other Pacific Islander Race Flag	
LENGTH: 1	**FORMAT:** Must be uppercase
TYPE: Alphanumeric	**POSITION:** 143
Required: Required on Student Record (020 record)	
DEFINITION: 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.	

DATA ELEMENT: White Race Flag	
LENGTH: 1	**FORMAT:** Must be uppercase
TYPE: Alphanumeric	**POSITION:** 144
Required: Required on Student Record (020 record)	
DEFINITION: Indicates that a student's race is White. Submit a "Y" if the race is White or an "N" if not.	

DATA ELEMENT: Diploma Pathway	
LENGTH: 2	**FORMAT:** See below
TYPE: Alphanumeric	**POSITION:** 145
Required: Required on Student Record (020 record)	
DEFINITION: Indicates the diploma pathway that the student is pursuing. If unknown use Undeclared (ND). **C4** = CORE4 **C5**=Basic Core **C6**=Core 4 with CTE **CA= Career/Jumpstart** **TU = TOPS University (graduates of 2017-18)** **ND= Undeclared**	

DATA ELEMENT: LOSFA Parental/Guardian Consent Flag	
LENGTH: 1	**FORMAT:** See below
TYPE: Alphanumeric	**POSITION:** 147
Required: Required on Student Record (020 record)	
DEFINITION: **Indicates whether parental/guardian consent is on file for the current school year. "Y", if Yes or "N", if No. If blank STS will convert to "N" No.**	

APPENDIX C: DATA ELEMENTS REQUIREMENTS

030 RECORD

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

DATA ELEMENT: Course Code	
LENGTH: 6	**FORMAT:**
TYPE: Alphanumeric	**POSITION:** 27
Required: Required on Transcript Record (030 record)	

DEFINITION:

Course Code for the course must be valid.

See Appendix B for special rules on Course Codes.

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

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

DEFINITION:

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

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

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

Leave blank if not applicable.

DATA ELEMENT: Semester Code	
LENGTH: 2	**FORMAT:** See below
TYPE: Alphanumeric	**POSITION:** 34
Required: Required on Transcript Record (030 record)	

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

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

DEFINITION:

<u>Valid Grades:</u>

A
B
C
D
F
P (Pass)
E (Exempt)

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

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

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

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

DATA ELEMENT: Credit Earned Count	
LENGTH: 3	**FORMAT:** See Format below
TYPE: Numeric	**POSITION:** 40
Required: Required on Transcript Record (030 record)	
DEFINITION: Amount of credit the student earned for the course. *Format:* **For Batch file**: This field has an implied decimal, with 2 decimal places. For example, 0.50 units of credit would be submitted as 050. 1.00 units of credit would be submitted as 100. **For Online Entry**: enter with the decimal point. For example, enter 1.00 units of credit as 1.0; enter .5 units of credit as .5 or 0.50. **Note:** If **Letter Grade Code** = **F**, then **Credit Earned Count** must be **0**.	

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

DEFINITION:

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

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

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

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

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

DATA ELEMENT: Core Curriculum Waiver Flag	
LENGTH: 1	**FORMAT:** Must be sent Uppercase
TYPE: Alphanumeric	**POSITION:** 47
Required: Required on Transcript Record (030 record)	

DEFINITION:

Must be either Y or N.

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

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

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

DATA ELEMENT: Core Curriculum Waiver Flag	
LENGTH: 1	**FORMAT:** Must be sent Uppercase
TYPE: Alphanumeric	**POSITION:** 47
Required: Required on Transcript Record (030 record)	
DEFINITION: Must be either Y or N. Y = Student was exempted from a core course, otherwise = N Only applies when a record is created to signify a waived course. For all other records, this field will = N. **Note:** If Letter Grade Code = **"E", Core Curriculum Waiver Flag** must = **Y**. If Letter Grade Code = **"A, B, C, D, F, or P"**, **Core Curriculum Waiver Flag** must **= N**	

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

DEFINITION:

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

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

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.

DATA ELEMENT: Course Site Code	
LENGTH: 6	**FORMAT:** Must be sent Uppercase
TYPE: Alphanumeric	**POSITION:** 51
Required: If applicable supply on Transcript Record (030 Record)	
DEFINITION: **Course Site Code:** Site Code for the site where the course was taken. Only applies to courses taken in Louisiana public and private schools. Leave blank if course was taken outside Louisiana. In 2002-2003 **Course Site Code** must be supplied if site level TOPS core course substitution applies to the course. Required for all Louisiana course work starting in 2003-2004. **Note:** A "pop-up" selection list is available in Online Entry; click **Course Site** while in the Update Mode. Press the **Select** link to highlight the appropriate Course Site and then press the Select button to enter the Course Site into the transcript record. **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.	

DATA ELEMENT: Course Site Name	
LENGTH: 46	**FORMAT:**
TYPE: Alphanumeric	**POSITION:** 57
Required: If applicable supply on Transcript Record (030 Record)	
DEFINITION: Name of the school (site) where the student took the course. Used for transfer credit only. Required if Course Sponsor and Course Site Codes are not supplied; otherwise optional.	

DATA ELEMENT: Transcript Course Name	
LENGTH: 60	**FORMAT:**
TYPE: Alphanumeric	**POSITION:** 103
Required: If applicable (See below), supply on Transcript Record (030 Record)	

DEFINITION:

Name of the course in which the student was enrolled. Enter if different from the LDE course description. Optional in most cases; **however, required for those courses listed in the table "Course Codes Requiring Transcript Course Name"** in Appendix B, pages 67-69.

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

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

DATA ELEMENT: Quality Points Awarded Count	
LENGTH: 3	**FORMAT:**
TYPE: Numeric	**POSITION:** 163
Required: Required on Transcript Record (030 Record)	

DEFINITION:

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

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

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

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

DATA ELEMENT: Course Type Code	
LENGTH: 2	**FORMAT:** Must be sent Uppercase
TYPE: Alphanumeric	**POSITION:** 166
Required: Required on Transcript Record (030 Record)	
DEFINITION: **Course Type Code:** Code identifies type of course: **RG** – Regular **HR** – Honors **GT** – Gifted **AP** – Advanced Placement **IB** – International Baccalaureate **SE** – Special Education **TA** – Talented **DE** – Dual Enrollment **DA** – Dual Enrollment and AP Course **DI** – Dual Enrollment and IB Course Required for all Louisiana course work starting in 2003-2004.	

DATA ELEMENT: Distance Learning Course Type Code	
LENGTH: 2	**FORMAT:** See below
TYPE: Alphanumeric	**POSITION:** 168
Required: If Applicable	
DEFINITION: **Distance Learning Course Type Code:** Code identifies type of distance learning course: (Leave blank if not applicable.) 01 – Local LEA provided Online Courses 02 – Distance Learning Satellite courses 03 – Other Distance Learning 04 – Course Choice/Supplemental Course Providers 05 – Dropout Recovery Program Providers Use only for Distance Learning Courses; otherwise leave blank. **Note:** A "drop-down" selection list is available in Online Entry.	

DATA ELEMENT: Local Course Code	
LENGTH: 6	**FORMAT:** See below
TYPE: Alphanumeric	**POSITION:** 170
Required: Optional on Transcript Record (030 Record)	
DEFINITION: Locally assigned Course Code**.** If Local Course Code is supplied, it will appear along with the required Course Code on Error Reports, etc.	

DATA ELEMENT: Dual Enrollment Post-Secondary Credit Hours Earned	
LENGTH: 6	**FORMAT:** See below
TYPE: Alphanumeric	**POSITION:** 170
Required: Optional on Transcript Record (030 Record)	
DEFINITION: **Dual Enrollment Post-Secondary Credit Hours Earned:** If 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.) Use only for Dual Enrollment Courses; otherwise leave blank (spaces). **NOTE**: This field has an implied decimal (4.00 submitted as "400" in batch).	

DATA ELEMENT: Dual Enrollment Secondary Site	
LENGTH: 6	**FORMAT:** See below
TYPE: Alphanumeric	**POSITION:** 180
Required: If Applicable	
DEFINITION: **Dual Enrollment Secondary Site:** If 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) Use only for Dual Enrollment Courses; otherwise leave blank (spaces).	

APPENDIX D: STS Frequently Asked Questions

Question: Can a letter grade of "P" be given to a course taken in one semester?
Answer: A letter grade of "P" may *only* be given for an entire course – "P" should not be used for only one semester of a course. "E" must be used for courses which will receive a Core Course Waiver and must be given for the *entire course*, not for only one semester of a course.
Question: We have a block schedule and at the end of the 7th semester some students will have completed a whole credit for those courses taken in the first semester of 12th grade. Will I need to send the courses with .50 credits attempted and .50 credits earned for B1 and B2.
Answer: A true block schedule means that students complete the full course in one semester and would receive full credit or 1.0 credit units earned and 1.0 credit attempted. B1 must be used and credit earned and attempted should be full credit 1.0—there is no need to break the semester into parts. If the student will continue to the 8th semester use B2 for the next block taken and the full credit for the course or 1.0 credit units earned and 1.0 credit attempted.
Question: We offer a full year of Civics however; in STS the name of the course says "Civics - 1st semester". Is there a separate full year code I should be using?
Answer: There isn't a separate full year code for Civics. The Course Code 220501 is the correct code to use for the Full Year Civics Course even though the wording says 1st Semester. However, if you would like to change the wording from "Civics - 1st semester" to "Civics" you can do that on your input record if you send your data in batch. The Transcript Course Name is located in the (030) Transcript Input Record starting at position 103 this is the name of the course in which the student was enrolled. You can make your change there and replace "Civics - 1st semester" with "Civics" and it will override what is there and replace "Civics - 1st semester" with the word "Civics" as the course name on the transcripts.
Question: I have a student who attended high school beginning in 1991 and met all graduation requirements except the GEE. He completed that requirement in 2013. How can I enter him in STS as a graduate?
Answer: STS stores transcript records that have been uploaded beginning with the 2002-2003 school year. Since the student graduated prior to 2002 there will not be any transcript records in STS for the student in STS. You will need to manually enter the students transcripts into STS in the current school year and because the student completed all the graduation requirements i.e. passing the GEE in the current school year. He would become a graduate of the current OFSA Academic school year.

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

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

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

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

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

Question: I have tried to upload the transcript for a student but it gives me an error about the graduation date not being within the academic year--how do I get around this?

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

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

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

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

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

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

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

The following information will help them to do so.

HOW TO CREATE A LOGON FOR THE TOPS STUDENT AWARD SYSTEM

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

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

APPENDIX E: DATA 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
The designation given to the various TOPS scholarships administered by OSFA.

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

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

BOR
Board of Regents
BSSY - Beginning School Session Year
For Example, **2007** is the BSSY for the 2007-2008 School Session.

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

Effective Graduation Beginning School Session Year
The school session year that an award, category, set, or course in the TOPS Reference Tables will begin to be available to a student.
Expiration Graduation Beginning School Session Year
The school session year that an award, category, set, or course in the TOPS Reference Tables will cease being available to a student.

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

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

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

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

Part Numbers
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, which contains student level enrollment, attendance rates, dropout information, suspension and expulsion records, etc.

SPS - Sponsor Site System

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

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

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

TOPS - Tuition Opportunity Program for Students
TOPS is a comprehensive program of state scholarships and one of the most innovative and progressive student assistance programs in the nation.

APPENDIX F: COURSE CODES

Special Rules for Course Codes:

Certain Course Codes require the <u>Transcript Course Name</u> to have an entry.

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

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

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

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

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

Course Codes Requiring Transcript Course Name

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

Course Cd	Description
400100	General Elective 2 (Any Secondary Certification)
400101	General Elective 3 (Any Secondary Certification)
400102	General Elective 4 (Any Secondary Certification)
400103	General Elective 5 (Any Secondary Certification)
400104	General Elective 6 (Any Secondary Certification)
400105	General Elective 7 (Any Secondary Certification)
400106	General Elective 8 (Any Secondary Certification)

Course Code Requirements

Course Codes are year specific.

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

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

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

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

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

Beginning with the 9th graders in the 2014-2015 school year, only certain courses may be awarded 5.0 Quality Points (refer to the listing on the Coordinator Portal on INSIGHT)

Repeated Courses in TOPS Core Curriculum and Overall GPA Calculations

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

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: <u>Instructions are different for batch submission and online entry.</u>

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

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

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

Table C2: Online Entry Only The following course codes apply to those schools entering STS data online. *Do not use the "second credit", "third credit", or "fourth credit" course codes if you are submitting STS in batch.*		
Course Name	**Course Code**	**Usage**
Advanced Choir (fourth credit)	030434	Online only
Advanced Choir (fifth credit)	030435	Online only
Advanced Choir (sixth credit)	030436	Online only
Advanced Choir (seventh credit)	030437	Online only
Advanced Choir (eighth credit)	030438	Online only
Small Vocal Ensemble	030313	Batch or Online
Small Vocal Ensemble (second credit)	030442	Online only
Small Vocal Ensemble (third credit)	030443	Online only
Small Vocal Ensemble (fourth credit)	030444	Online only
Small Vocal Ensemble (fifth credit)	030445	Online only
Small Vocal Ensemble (sixth credit)	030446	Online only
Small Vocal Ensemble (seventh credit)	030447	Online only
Small Vocal Ensemble (eighth credit)	030448	Online only
Intermediate Orchestra	030321	Batch or Online
Intermediate Orchestra (second credit)	030323	Online only
Intermediate Orchestra (third credit)	030324	Online only
Intermediate Orchestra (fourth credit)	030325	Online only
Intermediate Orchestra (fifth credit)	030326	Online only
Intermediate Orchestra (sixth credit)	030327	Online only
Advanced Orchestra	030322	Batch or Online
Advanced Orchestra (second credit)	030452	Online only
Advanced Orchestra (third credit)	030453	Online only
Advanced Orchestra (fourth credit)	030454	Online only
Advanced Orchestra (fifth credit)	030455	Online only
Advanced Orchestra (sixth credit)	030456	Online only
Advanced Orchestra (seventh credit)	030457	Online only
Advanced Orchestra (eighth credit)	030458	Online only
Sectional Rehearsal	030353	Batch or Online
Sectional Rehearsal (second credit)	030354	Online only
Sectional Rehearsal (third credit)	030355	Online only
Sectional Rehearsal (fourth credit)	030356	Online only
Sectional Rehearsal (fifth credit)	030357	Online only
Sectional Rehearsal (sixth credit)	030358	Online only
Applied Music	030360	Batch or Online
Applied Music (second credit)	030462	Online only
Applied Music (third credit)	030463	Online only
Applied Music (fourth credit)	030464	Online only
Applied Music (fifth credit)	030465	Online only
Applied Music (sixth credit)	030466	Online only
Applied Music (seventh credit)	030467	Online only
Applied Music (eighth credit)	030468	Online only

Course Name	Course Code	Usage
Studio Piano III	030363	Batch or Online
Studio Piano III (second credit)	030472	Online only
Studio Piano III (third credit)	030473	Online only
Studio Piano III (fourth credit)	030474	Online only
Studio Piano III (fifth credit)	030475	Online only
Studio Piano III (sixth credit)	030476	Online only
Studio Piano III (seventh credit)	030477	Online only
Studio Piano III (eighth credit)	030478	Online only
Dance II	030621	Batch or Online
Dance II (second credit)	030622	Online only
Dance II (third credit)	030623	Online only
Dance II (fourth credit)	030624	Online only
Dance II (fifth credit)	030625	Online only
Dance II (sixth credit)	030626	Online only
Dance III	030631	Batch or Online
Dance III (second credit)	030632	Online only
Dance III (third credit)	030633	Online only
Dance III (fourth credit)	030634	Online only
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 G: CAREER OPTION CODES

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

CAREER OPTION CODES:

Career Option Code	Career Pathway
A01	AG,FOOD,NAT RES AG PROD/MGT/ENTREP
A02	AG,FOOD,NAT RES ANIMAL SCI
A03	AG,FOOD,NAT RES FORESTRY&CONSERVATION
A04	AG,FOOD,NAT RES HORTICULTURE
B01	ARCHIT,CONSTR – AC&REFRGN,HEAT&VENT
B02	ARCHIT,CONSTR – ARCHITECTURE
B03	ARCHIT,CONSTR – CABINETMAKING
B04	ARCHIT,CONSTR – CARPENTRY&CONSTRUCTION
B05	ARCHIT,CONSTR – DRAFTING
B06	ARCHIT,CONSTR ELECTRICAL/ELECTRONICS
B07	ARCHIT,CONSTR – MASONRY
B08	ARCHIT,CONSTR – PLUMBING
C01	ARTS,AVTECH, COMM COMMERCIAL ARTS
C02	ARTS,AVTECH, COMM ENTERTAINMENT PROD
C03	ARTS,AVTECH, COMM GRAPHIC ARTS
C04	ARTS,AVTECH, COMM – INTERIORS&FURNISHING
C05	ARTS,AVTECH, COMM – JOURNALISM
C06	ARTS,AVTECH, COMM – LIBERAL ARTS
C07	ARTS,AVTECH, COMM MASS COMMUNICATIONS
C08	ARTS,AVTECH, COMM PERFORMING ARTS
C09	ARTS,AVTECH, COMM PHOTOGRAPHY
C10	ARTS,AVTECH, COMM PRINTING TECHNOLOGY
D01	BUS,MGMT,ADMIN ADMINISTRATIVE SUPPORT
D02	BUS,MGMT,ADMIN BUSINESS ADMINISTRATION
E01	EDU,TRNG ADVANCED STUDIES/LA CORE 4
E02	EDU,TRNG EDUCATION
E03	EDU,TRNG – GENERAL STUDIES
F01	FIN BANKING AND FINANCE (NAF ACADEMY)
F02	FIN – ECONOMICS
G01	GOV, PUBADMIN JROTC
H01	HLTHSCI DENTAL
H02	HLTHSCI EMERGENCY HEALTH CARE
H03	HLTHSCI HEALTH PROFESSIONALS
H04	HLTHSCI NURSING
H05	HLTHSCI NUTRITION AND FOOD

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

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

APPENDIX H: REMINDERS FROM LOSFA

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

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

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

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

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

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

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

APPENDIX I: ERROR CODES & MESSAGES-Batch Input Edits

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

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

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

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

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

Input Record: 020 STS Student

Description: Student data.

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

Data Element: System Indicator

Edit: System Indicator must equal 'STS'

Cause: Record System Indicator not 'STS'

Solution: Change value to 'STS'

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

Data Element: Transaction Code

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

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

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

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

Data Element: Beginning School Session Year

Edit: Beginning School Session Year must be valid year equal to the 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

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

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 'T9 through 12'**

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

Solution: **Change value to 'T9 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

Error: **210** **Invalid Graduation Date**

Data Element: Graduation Date

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

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

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

Error: **211** **Duplicate Student Record**

Data Element: State Identification Number

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

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

Solution: Remove the duplicate student record

Error: **212** **Invalid Career Option Code**

Data Element: Career Option Code

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

Cause: Invalid Career Option Code entered

Solution: Change the Career Option Code to a valid value

Error: **213** **Site Code not equal to submitting Site**

Data Element: Site Code

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

Cause: Student site number not equal to submitting site

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

Error: **214** **Grad Date only allowed on Grade 12 Students**

Data Element: Graduation Date

Edit: Graduation Date only allowed on Grade 12 students

Cause: Graduation Date submitted for student not in Grade 12

Solution: Remove the Graduation Date

Error: **215** **Grad Date not within OSFA Annual Academic Year**

Data Element: Graduation Date

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

Cause: Graduation Date submitted not within the specified range

Solution: Change the Graduation Date

Error: **217** **Invalid Endorsement Code**

Data Element: Academic Endorsement or Career/Tech Endorsement

Edit: **Valid codes are A1, A2, A3 or A4 for Academic Endorsement and B1, B2, J1, J2, J3 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 or Met EOC Flag

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

Cause: Graduation date for public school student is entered without the Passed GEE or Met EOC 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)

Note: The Met GEE/EOC Flag will also be used to identify Met EOC Requirements in the 2013-2014 School Year.

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

Data Element: Local Rank In Class And Size Of Class

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

Cause: Both are not numeric or both are not blank

Solution: Change both to numeric values or leave both blank

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

Data Element: Local Rank In Class

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

Cause: Rank In Class in greater than Size Of Class

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

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

Data Element: Academic Endorsement or Career/Tech Endorsement

Edit: Endorsement Code may be submitted only for graduates

Cause: Endorsement Code entered without a Graduation Date

Solution: Enter a Graduation Date or remove the Endorsement Code

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

Data Element: Site Code

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

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

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

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

Data Element: Graduation Date

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

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

Solution: **The system has removed the Graduation Date from the submitted record. The transcript data does not equal the 24 credit units required for graduation. Verify the student online and give a reason for allowing the student to graduate with less than the required number of CUs and sign the electronic statement of affirmation.**

Error: **225** **Invalid Diploma Pathway**

Data Element: Diploma Pathway

Cause: Invalid Diploma Pathway entered

Solution: Change the Diploma pathway Code to a valid value

Batch Input Edits:

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

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 Course Code Table for the Course Beginning School Session Year and Course Category Code not 'ELEM' and Course Academic Area Code not 'E'

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

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

Error: **303 Invalid Course Part Number**

Data Element: Course Part Number

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

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

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

Error: **304 Invalid Semester Code**

Data Element: Semester Code

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

Cause: Semester Code not on the LDE Semester Code Table

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

Error: **305 Invalid Letter Grade Code**

Data Element: Letter Grade Code

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

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

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

Error: **306 Invalid Credit 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

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

Error: **314 Invalid Grade Point Maximum Count**

Data Element: Grade Point Maximum Count

Edit: Must be numeric and equal to or > 4.00

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

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

Error: **316 Invalid Core Curriculum Waiver Flag**

Data Element: Core Curriculum Waiver Flag

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

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

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

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

Data Element: Core Curriculum Waiver Flag

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

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

Solution: Change Core Curriculum Waiver Flag to 'Y'

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

Data Element: Core Curriculum Waiver Flag

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

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

Solution: Change Core Curriculum Waiver Flag to 'N'

Error: **319 Invalid Course Sponsor Code**

Data Element: Course Sponsor Code

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

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

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

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

Data Element: Course Sponsor Code

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

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

Solution: Change the value to a valid Course Sponsor Code

Error: **321 Invalid Course Site Code**

Data Element: Course Site Code

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

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

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

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

Data Element: Course Site Code

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

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

Solution: Change the Site Code to match the Sponsor Code

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

Data Element: Course Site Code

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

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

Solution: Change the value to a valid Course Site Code

Error: **324 Invalid Course Site Name**

Data Element: Course Site Name

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

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

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

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

Data Element: Course Code

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

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

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

Error: **326 Duplicate Transcript Record**

Data Element: State Identification Number

Edit: Transcript key data matches another transcript record in transmission

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

Solution: Eliminate the duplicate record

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

Data Element: Course Part Number

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

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

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

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

Data Element: Transcript Course Name

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

Cause: Course Code submitted without required Transcript Course Name

Solution: Enter a Transcript Course Name for this course

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

Data Element: Quality Points Awarded Count

Edit: Must be numeric

Cause: Quality Points Awarded Count not a valid numeric value

Solution: Change to a valid numeric value

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

Data Element: Quality Points Awarded Count

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

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

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

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

Data Element: Quality Points Awarded Count

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

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

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

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

Data Element: Quality Points Awarded Count

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

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

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

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

Data Element: Quality Points Awarded Count

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

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

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

Error: **334 Invalid Course Type Code**

Data Element: Course Type Code

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

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

Solution: Change to a valid Course Type Code

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

Data Element: Distance Learning Course Type Code

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

Cause: Distance Learning Course Type Code not valid

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

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

Data Element: Course Type Code

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

Cause: Course Type Code not 'AP'

Solution: Change Course Type Code to 'AP'

Error: **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

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