

# 2015 STUDENT TRANSCRIPT SYSTEM (STS) NEW USER TRAINING FOR NONPUBLIC SCHOOLS



OCTOBER 1, OCTOBER 2 & OCTOBER 5, 2015

PRESENTED BY: LDOE SYSTEMS MANAGEMENT

## AGENDA

### OBJECTIVES:

At the conclusion of this session, participants should be able to:

- Identify the major collection time frames for STS
- Describe the overall functionality of STS
- Describe the requirements for online and batch entry
- Explain error reports, error screens and error messages
- Review LOSFA and graduation requirements changes for graduates of 2017 and thereafter

**ONSITE REGISTRATION: 8:00AM-8:25AM**

**INTRODUCTION: 8:30AM-8:35AM**

**STUDENT TRANSCRIPT SYSTEM OVERVIEW: 8:30AM-9:15AM**

The Student Transcript System Overview will include system requirements for accessing and navigating the LEADS portal, including a walk-through of the various screens, data elements and reports within the Student Transcript system and an articulation of the need for accurate and timely data reporting by reviewing harvest planning and data sharing time lines.

**BREAK 1: 9:15AM-9:30AM**

**THE MAJOR FUNCTIONS OF THE STUDENT TRANSCRIPT SYSTEM: 9:30AM-10:30AM**

The major functions of STS section of the training will include an explanation of the system requirements for batch and online data entry; a demonstration of the features of STS; details of the requirements for the data fields within the system and a review of the recent changes to processes and screens within the system.

**BREAK 2: 10:30AM-10:45AM**

**DATA VALIDATION WITHIN THE STUDENT TRANSCRIPT SYSTEM: 10:45AM-11:15AM**

The Data Validation section of the training we will describe tools that can be used to indicate errors within the data and provide an explanation of how to correct the errors using reports, tables and other resources along with a listing of next steps to begin the 2015-2016 school year data collection period.

**OFFICIAL TRANSCRIPT SYSTEM OVERVIEW: 11:15AM-11:30AM**

The Official Transcript System overview section of the training will include a description of the system, techniques for searching within the system, steps to finalize graduate records and instructions for errors corrections.

**GENERAL QUESTIONS: 11:30AM-11:45AM**

Questions related to STS system, OTS, and data collection and diploma core curriculum requirements will be answered during this section of the training.

**LOSFA QUESTIONS: 11:45AM-11:55AM**

Questions related to TOPS Award Eligibility, TOPS changes and TOPS curriculum requirements will be answered during this section of the training.

**CLOSING: 11:55AM-12:00PM**