



Office of Assessments, Accountability, & Analytics

# Student Transcript System (STS) User Guide

2024-2025

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The mission of the Louisiana Department of Education (LDOE) is to ensure equal access to education and to promote equal excellence throughout the state. The LDOE is committed to providing Equal Employment Opportunities and is committed to ensuring that all of its programs and facilities are accessible to all members of the public. The LDOE does not discriminate on the basis of age, color, disability, national origin, race, religion, sex, or genetic information. Inquiries concerning the LDOE's compliance with Title IX and other civil rights laws may be directed to the Attorney, LDOE, Office of the General Counsel, P.O. Box 94064, Baton Rouge, LA 70804-9064; (877) 453-2721 or [customerservice@la.gov](mailto:customerservice@la.gov). Information about the federal civil rights laws that apply to the LDOE and other educational institutions is available on the website for the Office of Civil Rights, USDOE, at <http://www.ed.gov/about/offices/list/ocr/>.

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**DISCLAIMER**

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

## eScholar Louisiana Secure ID System

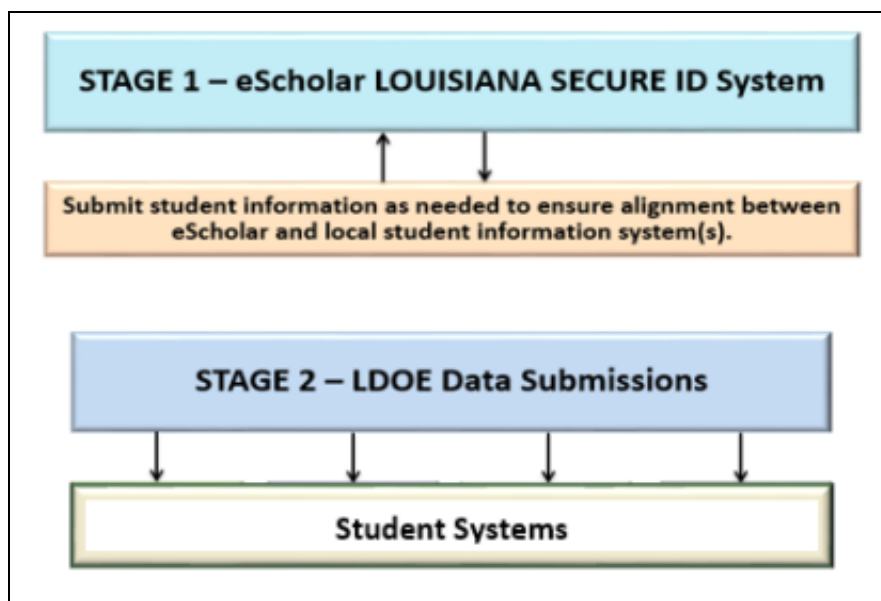
R.S. 17:3914 required the LDOE to create a unique statewide student identifier system by May 1, 2015. Each LEA was required to assign unique student IDs to all students enrolled in public/charter elementary or secondary schools. After August 1, 2015, data sharing between LDOE and LEAs utilized unique student identifiers, known as a **Louisiana Secure ID (LASID)**, in place of social security numbers. LEAs assumed a new area of responsibility of assigning and maintaining LASIDs.

Beginning with the 2015-2016 school year, personally identifiable information (PII) can no longer be captured by LDOE systems. Instead, other information is captured and used to identify student demographic information:

- The eScholar Louisiana Secure ID system assigns each student a unique Louisiana Secure ID (LASID)
- The first letter of the student's First name
- The first 3 characters of the student's Last name
- Day of birth
- Zip code and Parish of Residence for districts required to submit an Address record.

There are two stages to the data submission process for all LDOE systems which contain student data. The following diagram displays the data submission process for EdLink 360:

- **Stage 1** – Submit student information to the eScholar Louisiana Secure ID System for LASID assignment or update.
- **Stage 2** – Submit data to the student systems (STS, SER, EdLink 360, etc.). All non-PII data will be validated against the eScholar Louisiana Secure ID system. Mismatches will result in errors.



## **LDOE Application Systems**

All LDOE application systems are linked to the Sponsor Site System (SPS) via the **Site Code**. District- and school-level data must be defined in SPS before submitting data to LDOE application systems.

All LDOE application systems containing student information are linked to the **eScholar Louisiana Secure ID System**. Student personally identifiable information (PII) must first be submitted to eScholar Louisiana Secure ID system before student-level (non-PII) data can be submitted to other LDOE application systems.

## **STS Links**

### **Master Course Code Listing**

[The Master Course Code listing](#) is posted on the [STS Support Page](#). The courses are available according to an effective Beginning School Session Year (BSSY). See Special Rules for Course Codes in APPENDIX F.

### **Pathway Course Sets**

[The Pathway Course Sets](#) are posted on the [STS Support Page](#). This is a list of the valid pathways.

### **IBC Matrix**

[The IBC Matrix listing](#) is posted on the [STS Support Page](#).

## **STS Link to Sponsor Site System (SPS)**

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

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

### **Sponsor and Site Level Structure**

In the Sponsor Site System (SPS), all Sponsors/Local Education Agencies (LEAs) have been assigned a 3-digit Sponsor Code. **Note:** the Sponsor is referred to as the LEA

Each school within a Sponsor is assigned a 6-digit Site Code which includes the Sponsor Code.

Some Sponsors/LEAs may have several schools as shown in the example below:

| <b>Sponsor Code</b> | <b>Sponsor Name</b> | <b>Site Code</b> | <b>Site Name</b>                      |
|---------------------|---------------------|------------------|---------------------------------------|
| 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          |

Some Sponsors may have only one school as shown in the example below:

| <b>Sponsor Code</b> | <b>Sponsor Name</b>         | <b>Site Code</b> | <b>Site Name</b>            |
|---------------------|-----------------------------|------------------|-----------------------------|
| WAL                 | JS Clark Leadership Academy | WAL001           | JS Clark Leadership Academy |

In the case where the chartering agency (CMO) is the Sponsor, the School and the Sponsor may be different as shown in the example below.

| <b>Sponsor Code</b> | <b>Sponsor Name</b> | <b>Site Code</b> | <b>Site Name</b>           |
|---------------------|---------------------|------------------|----------------------------|
| 399                 | First Line Schools  | 399002           | Arthur Ashe Charter School |

## **STS Link to Official Transcript System (OTS) \*\*\*Prior to STS 2019\*\*\***

The Official Transcript System (OTS) is used to access all official transcripts for Louisiana graduates. OTS electronically creates images which become the official high school transcripts. These transcripts are created using the data in the Student Transcript System. This process of creation requires that students:

1. Have completed the curriculum requirements
2. Have a graduation date
3. Have their GPA calculated
4. Have their school site certified (**public/charter schools only**)
5. Passed GEE/EOC flag checked (**public/charter schools only**)

If a duplicate transcript record is created by making changes to a prior year graduate in STS, a version number will be added to the records. Contact LDOE to delete the duplicate transcript from OTS. The website for the Official Transcript System is <https://obprod.doe.louisiana.gov/onbase>.

## **Transcript Data Reporting**

Transcript data must be submitted to the Student Transcript System (STS). Using the Internet, transcript data can be submitted through batch file uploads or through online screens. Refer to the sections in this guide pertaining to viewing, adding, updating, and uploading student data.

The reporting of student transcript information enables school districts, charter schools, and nonpublic schools to transmit student transcript data for the purposes of determining how students are tracking toward graduation requirements for a specific transcript year.

STS transcript data can also be used to determine 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 (DCAI).

Detailed Student Transcript Data, Core Reference Tables showing which courses satisfy the various curriculum requirements, and STS User Guide can be viewed online.

### **STS Record Types**

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

- **Student Record (020)**
- **Transcript Records (030)**
- **IBC Records (050)**

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

#### **Student Record**

Student Record (020) should include demographic data that provides certain non-personally identifiable demographic information about the student including student Secure ID, Partial first and last name, day of birth, sex, and race/ethnicity along with other information about the student. When uploading the student record to STS, the records should be formatted using the Student Record (type 020) layout. Refer to *APPENDIX A Record Layouts for Public/Charter and Nonpublic schools*.

#### **Transcript Record**

Transcript Records (030) should include records for all students in grades 08, T9, 09-12 taking any courses for credit. This includes: **all transfer credits, correspondence courses, any courses passed/earned through proficiency testing, repeated courses and all failed courses**.

Additionally, a transcript record must be submitted for any course that was waived for a student. 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.). Each student's complete set of high school classes (including those failed) is to be submitted in its entirety.

## IBC Record

IBC Records (050) should include the credential information for all students that attempted a credential. The Jump Start (CA) diploma path requires an IBC for graduation. This record shows what credential was taken, what Beginning School Session Year it was earned, the sponsor and site at which it was earned, the semester in which the IBC was taken, and if the student passed or failed.

When uploading transcript records to STS, the records should be formatted using the Transcript Record (050) layout. Refer to *APPENDIX A Record Layouts for Public/Charter and Nonpublic schools*.

## The Transcript Year

The Transcript System (STS) will open for the school year in December and remain open until September 30<sup>th</sup> each year. LEAs can submit transcript records at any time during the year. Graduates should be submitted as early as possible after final grades are received. All transcript data for all students in grades 08, T9, 09-12 should be successfully transmitted throughout the transcript year.

Each year, the student's current LEA will submit the student's entire set of high school transcript records and these records will supersede the set of records sent the previous year. This will ensure

LDOE 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.

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

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

## Data Submission Timelines

Although data may be submitted to STS throughout the year (except during the annual maintenance period (October-November), there are three points at which a snapshot of the data is taken and it's important for an LEA to have their student's transcript data as accurate and complete as possible. Please refer to the current year **Benchmark Calendar** posted on the System Support LUG page.

1. Mid-February is the deadline for submitting mid-year data (after fall semester).
2. Graduate data must be submitted by mid-June. TOPS awards cannot be processed until a student's final high school transcript is received.
3. Any additional transcript data from summer school should be submitted by mid-September. Transcripts for all students in grades 08, T9 and 09-12 should be submitted at the time of each of these deadlines.

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

### **Core Progress**

Based upon the transcript records, LDOE will calculate a student's GPA to determine progress toward graduation and TOPS awards. The TOPS GPA will be based on all courses meeting the TOPS Curriculum requirements. The Core GPA will be based on a "best fit" model of core courses, all possible substitutions and courses that meet the areas of concentration when applicable. All possible configurations of courses and course substitutions are calculated, and the best combination will be used in each calculation.

The *Core Progress Screen* is available online for checking the student's progress toward meeting the Core requirements for both the diploma and the TOPS award. This screen can also be used for viewing and checking the Core GPA for the diploma or the award. The calculations will be based on the courses meeting the curriculum requirements for the diploma or award.

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.

## **LDOE Systems Access & Security**

Data security standards define specific requirements for managing and controlling access to all LDOE Systems. Security goals require all personnel using the LDOE 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 LDOE 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 LDOE Application Systems.

For authorization access and security issues, users should first contact their local Security Coordinator. Security issues that cannot be resolved by the local Security Coordinator should be referred to [systemsupport@la.gov](mailto:systemsupport@la.gov).

### **User Access Authorization**

Users requiring access to the LDOE 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 LDOE Application System(s) a user has access to and specifically what functionality. These login 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 consist of the letter “E” plus six characters. The first three numbers are 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:

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

Public/Charter schools should contact their LEA Security Coordinator for user access to STS. For user access, nonpublic schools should contact the Louisiana Office of Student Financial Assistance (LOSFA) at (800) 259-5626.

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

To change an initial password or to reset a forgotten or expired password, LDOE 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>.

### **STS Levels of User Access**

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

- **Inquiry for STS data** (online inquiry of STS data)
- **Update STS data** (online data entry to STS data)
- **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.
- **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.
- **Upload and Download STS**
- **Site Level Download Capability.** Now available to all users. Allows Diocesan schools to view only the reports for their specific site.

### STS Security Groups

|                                                                                                                                                                                                                                         |                                                                                                                   |                                                                                                                             |                                                                                                                         |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>• LEAs and schools with inquiry only</li> <li>• LEAs with update</li> <li>• LEAs with update and upload</li> <li>• LEAs with update, upload, and grad cert</li> <li>• LEAs with “all”</li> </ul> | <ul style="list-style-type: none"> <li>• Schools with update</li> <li>• Schools with update and upload</li> </ul> | <ul style="list-style-type: none"> <li>• LOSFA with inquiry only</li> <li>• LOSFA with update (Core Tables only)</li> </ul> | <ul style="list-style-type: none"> <li>• LDOE Data Management</li> <li>• Board of Regents’ with inquiry only</li> </ul> |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------|

**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.

### LDOE LEADS Login

Users also have the ability to access LDOE Application Systems directly through the LEADS Portal at <https://leads5.doe.louisiana.gov/ptl/>.

All LDOE Systems for which a user is authorized to access will be displayed. Click on the STS link to access the STS system.

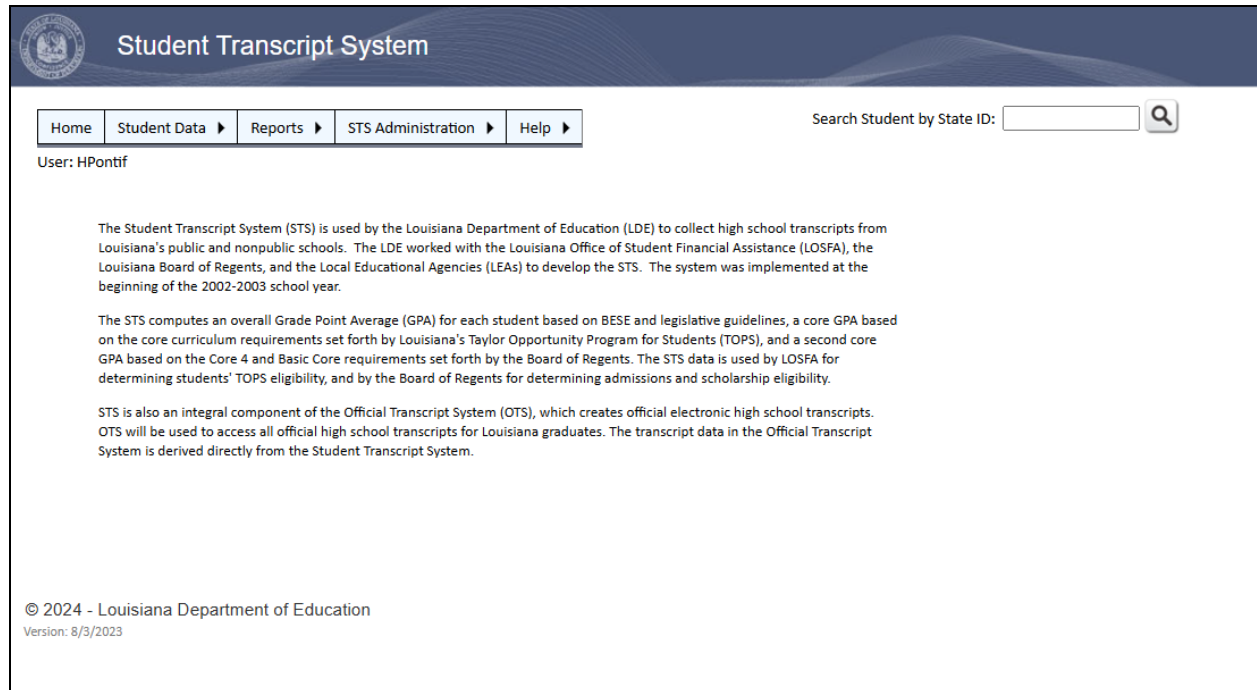
**(Nonpublics)** To access additional information pertaining to STS, please click the User Guide drop down menu and select the Student Transcript option.

# Student Transcript System (STS)

The Student Transcript System (STS) homepage is displayed after a successful login. The following sections describe how to navigate the system using the tab menus displayed on each page. The tabs include: Home, Student Data, Update, Upload, Reports, and Help. We cover each tab in general and go into more detail later in this user guide.

## Home Page

The home page is the first page to load when logging into STS. Here you can find any announcement about STS being open or closed for collections. A new feature found here and each page is the Search Student by State ID, note that you must use the search icon and not press enter. The home tab is also useful to return to a normal setting if you are working in a previous year.



 **Student Transcript System**

Home Student Data ▶ Reports ▶ STS Administration ▶ Help ▶

Search Student by State ID:  

User: HPontif

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

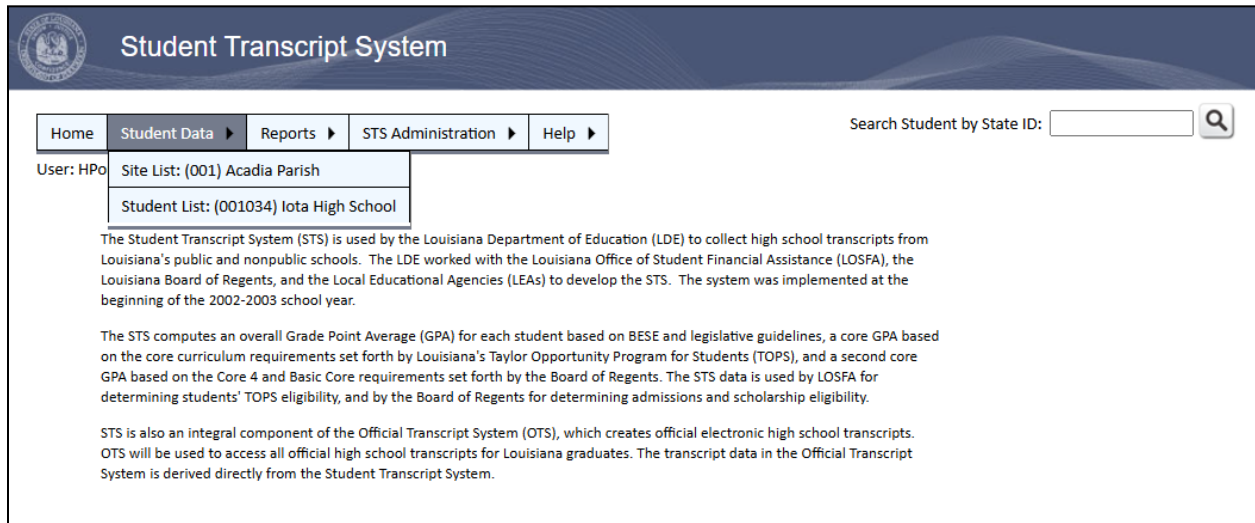
The STS computes an overall Grade Point Average (GPA) for each student based on BESE and legislative guidelines, a core GPA based on the core curriculum requirements set forth by Louisiana's Taylor Opportunity Program for Students (TOPS), and a second core GPA based on the Core 4 and Basic Core requirements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

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

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## Student Data Menu

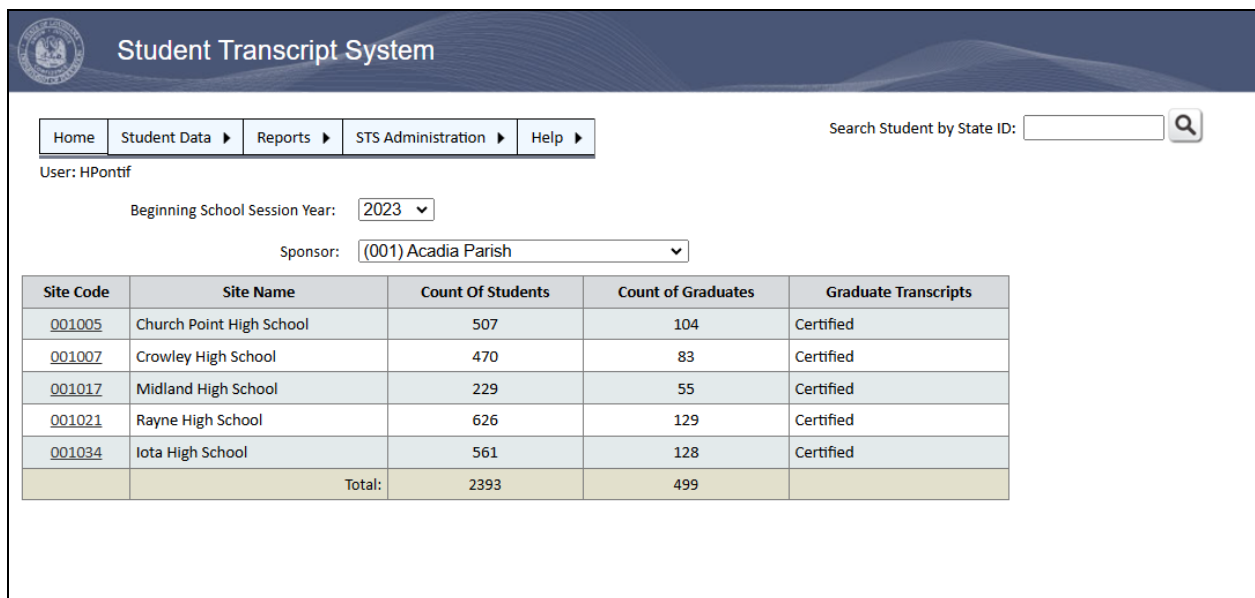
This tab works in a top down manner. The first option is the Site list.



The screenshot shows the 'Student Transcript System' interface. At the top, there is a navigation bar with tabs: Home, Student Data (selected), Reports, STS Administration, and Help. To the right of the tabs is a search bar labeled 'Search Student by State ID:' with a magnifying glass icon. Below the navigation bar, the 'User: HPo' is displayed. A dropdown menu is open under 'Student Data', showing two options: 'Site List: (001) Acadia Parish' and 'Student List: (001034) Iota High School'. Below the dropdown, there is a paragraph of text explaining the system's purpose and a section titled 'The STS computes an overall Grade Point Average (GPA) for each student based on BESE and legislative guidelines, a core GPA based on the core curriculum requirements set forth by Louisiana's Taylor Opportunity Program for Students (TOPS), and a second core GPA based on the Core 4 and Basic Core requirements set forth by the Board of Regents. The STS data is used by LOSFA for determining students' TOPS eligibility, and by the Board of Regents for determining admissions and scholarship eligibility. STS is also an integral component of the Official Transcript System (OTS), which creates official electronic high school transcripts. OTS will be used to access all official high school transcripts for Louisiana graduates. The transcript data in the Official Transcript System is derived directly from the Student Transcript System.'

## Site List

If you have permissions to work with multiple sites and you select this option, you will see a list of those schools. In the site list, you will be able to select the BSSY in case you need to work with a student in a different collection period (previous collection periods must be opened by LDOE). To select a site, click on the site code on the left hand side. This page will also display the current number of students, students with graduation dates, and in the future it will display the number of students in OTS. This new feature will allow you to compare the number of graduates with the number of official transcripts.



The screenshot shows the 'Student Transcript System' interface with the 'Site List' selected. The navigation bar is the same as in the previous screenshot. Below the navigation bar, the 'User: HPontif' is displayed. There are two dropdown menus: 'Beginning School Session Year:' with '2023' selected, and 'Sponsor:' with '(001) Acadia Parish' selected. Below these dropdowns is a table with the following data:

| Site Code              | Site Name                | Count Of Students | Count of Graduates | Graduate Transcripts |
|------------------------|--------------------------|-------------------|--------------------|----------------------|
| <a href="#">001005</a> | Church Point High School | 507               | 104                | Certified            |
| <a href="#">001007</a> | Crowley High School      | 470               | 83                 | Certified            |
| <a href="#">001017</a> | Midland High School      | 229               | 55                 | Certified            |
| <a href="#">001021</a> | Rayne High School        | 626               | 129                | Certified            |
| <a href="#">001034</a> | Iota High School         | 561               | 128                | Certified            |
| Total:                 |                          | 2393              | 499                |                      |

## Student List

Once you are in the selected site, the student list page displays all the student records at that site for that year. Here you are allowed to change the BSSY, search for or select a student, sort by grade or diploma path, and view the last time the record was updated.

The Diploma Path column will link to the calculation and display a check mark when the categories for graduation have been met. The Total Credits Earned column will display the total credits the students have which are in STS. The IBC Count column will display how many IBCs are earned by each student. The Awards column will now calculate both levels of TOPS and display a check when the categories needed have been met. The Print & Export option will allow you to create an Excel spreadsheet of major data points, run the new Core Progress Report, and export either 050 or all records of the site, the grade, or the student.



### Student Transcript System

[Home](#)
[Student Data](#)
[Reports](#)
[STS Administration](#)
[Help](#)

Search Student by State ID:

User: HPontif

Beginning School Session Year:

Sponsor: 001      Acadia Parish

Site: 001034      Iota High School

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

[Print & Export](#)

| State ID                   | Name  | Graduation Date | Birth Date | Grade | Diploma Path       | Career Option | Total Credits Earned | IBCs Count | Awards                                | Last Update Date |
|----------------------------|-------|-----------------|------------|-------|--------------------|---------------|----------------------|------------|---------------------------------------|------------------|
| <a href="#">2231669188</a> | J ABS |                 | 14 M       | 09    | <a href="#">TU</a> |               | 7.00                 | 2          | <a href="#">IC</a> <a href="#">TI</a> | 8/22/2024        |
| <a href="#">8957669493</a> | A ADA |                 | 07 M       | 10    | <a href="#">TU</a> |               | 15.00                | 2          | <a href="#">IC</a> <a href="#">TI</a> | 8/22/2024        |
| <a href="#">2692384563</a> | R ALE |                 | 12 F       | 09    | <a href="#">TU</a> |               | 7.00                 | 2          | <a href="#">IC</a> <a href="#">TI</a> | 8/22/2024        |
| <a href="#">2196268763</a> | S ALF |                 | 12 F       | 09    | ND                 |               | 7.00                 | 0          |                                       | 8/22/2024        |
| <a href="#">4276248477</a> | A ALL |                 | 30 F       | 09    | <a href="#">TU</a> |               | 7.00                 | 2          | <a href="#">IC</a> <a href="#">TI</a> | 8/22/2024        |
| <a href="#">2782267698</a> | B ALL | 5/23/2024       | 01 M       | 12    | <a href="#">CA</a> | T06           | 33.00                | 8          | <a href="#">IC</a> <a href="#">TI</a> | 6/25/2024        |
| <a href="#">4115319976</a> | D ALL |                 | 11 M       | 10    | <a href="#">TU</a> |               | 14.00                | 2          | <a href="#">IC</a> <a href="#">TI</a> | 8/22/2024        |
| <a href="#">8472461424</a> | A ANC |                 | 16 F       | 11    | <a href="#">TU</a> |               | 21.00                | 2          | <a href="#">IC</a> <a href="#">TI</a> | 8/22/2024        |
| <a href="#">7993152399</a> | A AND | 5/23/2024       | 05 F       | 12    | <a href="#">TU</a> |               | 29.00                | 4          | <a href="#">IC</a> <a href="#">TI</a> | 6/25/2024        |
| <a href="#">6915416463</a> | B AND | 5/23/2024       | 03 M       | 12    | <a href="#">TU</a> |               | 26.50                | 2          | <a href="#">IC</a> <a href="#">TI</a> | 6/25/2024        |

## **Print & Export**

In the Student List, if you hover over the Print & Export button you will have several options:

The screenshot shows the 'Student Transcript System' interface. At the top, there is a navigation bar with links: Home, Student Data, Reports, STS Administration, and Help. Below this, the user is identified as 'User: HPontif'. There are filters for 'Beginning School Session Year' (set to 2023), 'Sponsor' (001, Acadia Parish), and 'Site' (001034, Iota High School). A search box is present with the placeholder text 'Enter ID, Partial'. A 'Print & Export' button is highlighted, and a dropdown menu is open showing the following options:

|                            | Birth Date | Grade | Diploma Path |
|----------------------------|------------|-------|--------------|
| Export Summary To Excel    | 14         | M     | 09           |
| Print To PDF               | 07         | M     | 10           |
| Core Progress Report       | 12         | F     | 09           |
| Extract IBCs (050) Records | 12         | F     | 09           |
| Extract All Records        |            |       | ND           |

### **Export Summary to Excel**

This will create an Excel spreadsheet for all students listed in the Student Site list. It will display their grade levels, the 3 calculated GPAs (Overall, Diploma, and TOPS), the diploma paths, the career option codes (pathways), FAFSA, GEE (assessment), and Parental Consent. You can apply a Filter to sort out student you need for example:

- Any CA student without a career option code
- Any CA student without an IBC
- Any student without a FAFSA
- Any student without Parental Consent

### **Print to PDF**

This feature just prints a list as shown in the Student List in a pdf format. It does not include additional information such as the GPAs, FAFSA, or Parental Consent.

### **Core Progress Report**

The new Core Progress Report is an improved version of the STSQ04. You can select the grade level and the award type for the selected site. This new version will now work with very large sites which are normally locked up. It can also be saved or printed in word or pdf format. This will allow you to put foot notes at the bottom if desired. Also, the FAFSA, Parental Consent, GEE, and TOPS GPA has been moved to the top of the report.

### **Extract IBCs (050) Records**

This option will let you extract the 050 for the whole site, grade level, or student. It will export as a .txt file in the proper formatting of the 050 record.

### **Extract All Records**

This option will let you extract the student information (020), transcript (030), and IBC (050) records for the whole site, grade level, or student. It will export as a text file in the proper formatting. This file can be modified to upload back into STS if necessary.

### **Extract 050 Records from History Records**

This option will extract all 050 IBC records from our IBC History table for any student displayed on the current site level screen. The IBC History has all IBCs earned by students regardless of multiple LEA enrollment and is based on the end of the previous year's data. This tool can be used at the beginning of the year to find all IBCs associated with your students or during the year to find an individual student that transferred to your LEA. These files can be uploaded into your vendor system or added to your upload manually.

### **Print or Export Transcript Records**

This option will allow you to generate the official transcripts of all graduates from the selected year/site, generate a list of OTS rejection reasons, generate non official transcripts for each grade to allow transcripts to be printed down in bulk, a list of students with miss PII pieces in eScholar, and the ability to export all records out in excel format.

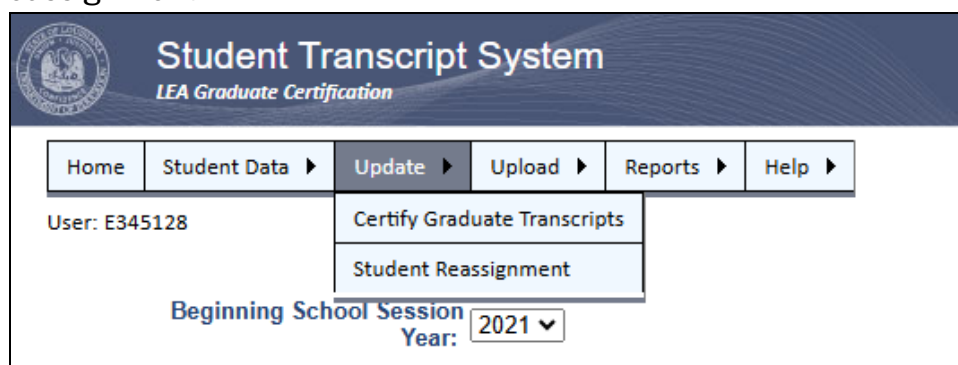
### **No PII found for Students**

If you have any student that is missing an SSN, name, or birthday in eScholar, they will appear on this report. LOSFA and BOR must have these 3 pieces of information to link records for college enrollment and TOPS scholarships. If the student has a check mark, then that piece of information is ok. If the student has a question mark, it means that piece of information is missing in eScholar.

Note: To make a change to PII, please put the change in eScholar, wait at least an hour, and then update the information in STS.

## Update Menu

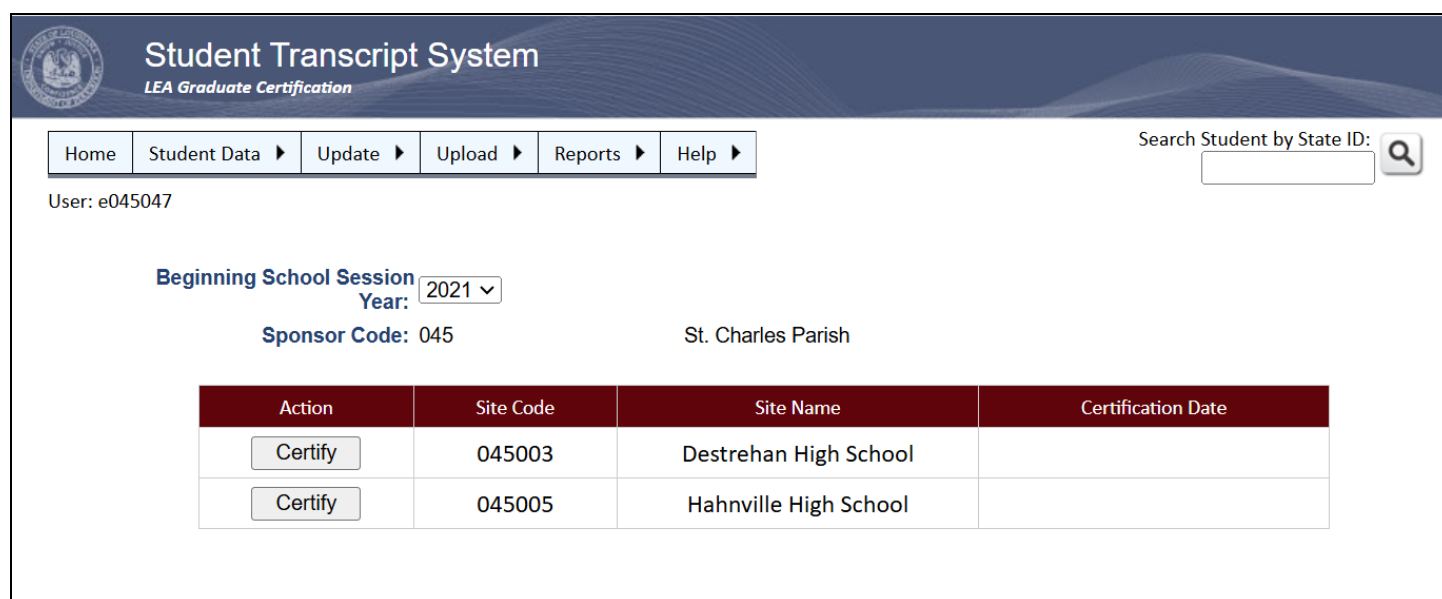
The update menu allows for two options: A) to certify graduate transcripts (public/charter only) and B) student reassignment.



The screenshot shows the 'Student Transcript System' interface with the 'LEA Graduate Certification' header. A navigation bar includes 'Home', 'Student Data', 'Update', 'Upload', 'Reports', and 'Help'. The 'Update' menu is open, showing 'Certify Graduate Transcripts' and 'Student Reassignment'. Below the menu, the user ID 'E345128' is displayed. A 'Beginning School Session Year' dropdown is set to '2021'.

## Certify Graduate Transcript (Public/Charter Schools Only)

After all data is entered for the student, including graduation date, the site/school must be certified. Select each school and click certify. This must be done each time data is changed for a specific school as the final step before the student record can be pulled into OTS.



The screenshot shows the 'Student Transcript System' interface with the 'LEA Graduate Certification' header. A navigation bar includes 'Home', 'Student Data', 'Update', 'Upload', 'Reports', and 'Help'. The 'Update' menu is open, showing 'Certify Graduate Transcripts' and 'Student Reassignment'. Below the menu, the user ID 'e045047' is displayed. A 'Beginning School Session Year' dropdown is set to '2021'. The 'Sponsor Code' is '045' and the 'Site Name' is 'St. Charles Parish'. A table lists two schools for certification:

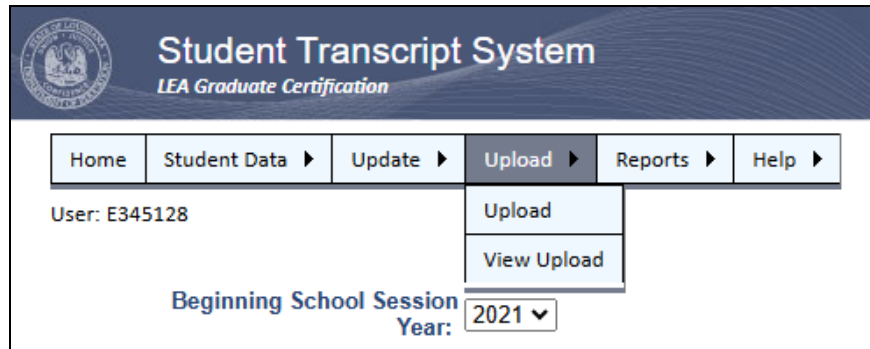
| Action                                 | Site Code | Site Name             | Certification Date |
|----------------------------------------|-----------|-----------------------|--------------------|
| <input type="button" value="Certify"/> | 045003    | Destrehan High School |                    |
| <input type="button" value="Certify"/> | 045005    | Hahnville High School |                    |

## Student Reassignment

If you have a student transfer in or out, you may reassign them. You must have requested their records and have the State ID for that student. This will allow the receiving school to copy the student record and transcripts. This will not work from public/charter to nonpublic due to PII.

## Upload Menu

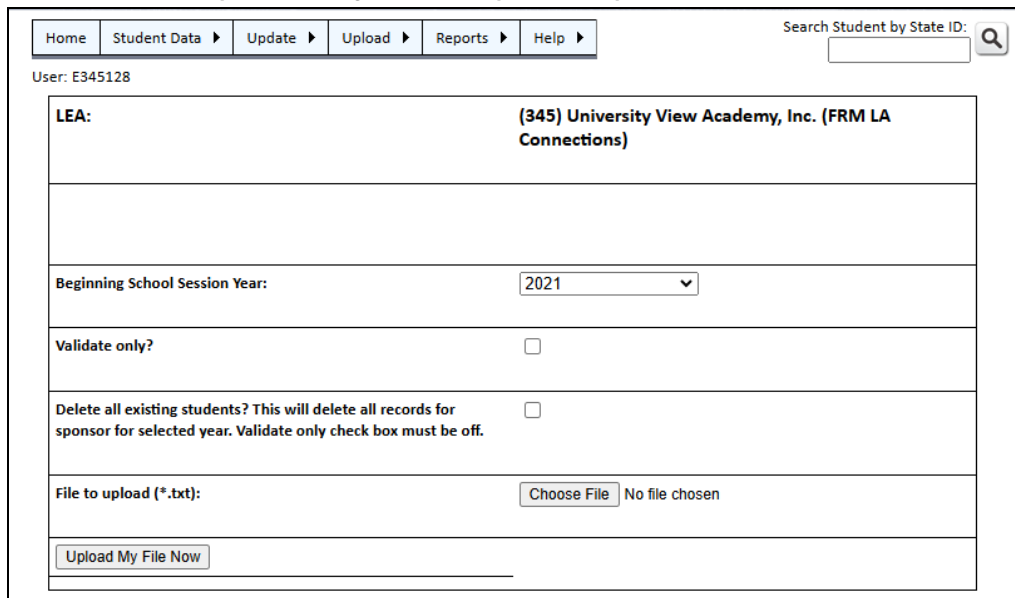
The upload menu allows for two options: A) Upload a batch file or B) View previous uploads.



The screenshot shows the 'Student Transcript System' interface for 'LEA Graduate Certification'. It features a navigation bar with links: Home, Student Data, Update, Upload, Reports, and Help. The 'Upload' link is highlighted, and a dropdown menu is open showing 'Upload' and 'View Upload' options. Below the navigation bar, the user ID 'User: E345128' is displayed. At the bottom, there is a section for 'Beginning School Session Year' with a dropdown menu set to '2021'.

## Upload Screen

The upload screen is used with sending in a batch file (a text file created by a vendor or by hand). You may only upload information that you have the security permissions to access. Here you can select the BSSY (the default is the current year), you can validate your file before submitting, you can delete all records and replace, or you can update a partial list.



The screenshot shows the 'Upload Screen' interface. It includes a navigation bar with links: Home, Student Data, Update, Upload, Reports, and Help. The 'Upload' link is highlighted. Below the navigation bar, the user ID 'User: E345128' is displayed. On the right, there is a search bar labeled 'Search Student by State ID:'. The main form area contains several sections: 'LEA: (345) University View Academy, Inc. (FRM LA Connections)', 'Beginning School Session Year: 2021', 'Validate only?' with a checkbox, 'Delete all existing students? This will delete all records for sponsor for selected year. Validate only check box must be off.' with a checkbox, 'File to upload (\*.txt):' with a 'Choose File' button and 'No file chosen' text, and an 'Upload My File Now' button at the bottom.

## Upload Error Report

Once a file has been uploaded, the results will be displayed as below. If there are any errors in the 020 student or 030 transcript record, they will display by row, error number, and highlighted in red in the original line box. This is to make error troubleshooting easier.

## View Uploads

This screen will show you the previous uploads for your sponsor or site, the date/time stamp of the upload, the size, the original text file, number of errors on the 020 or 030, and the Excel error report.



### Student Transcript System

[Home](#) | [Student Data](#) | [Reports](#) | [STS Administration](#) | [Help](#)

Search Student by State ID:  

User: HPontif

Sponsor: 

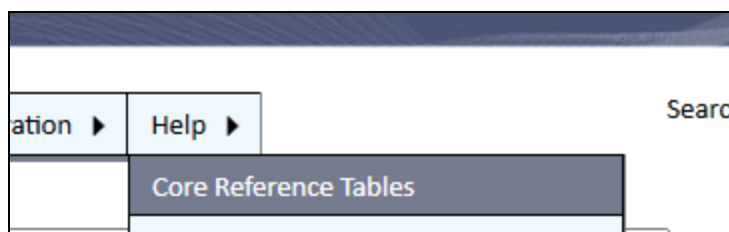
(WBX) GEO Next Generation High School

Override Report

| Sponsor or Site | Upload Time          | Size  | Download Original File                                                                                                    | Errors Type 020 | Errors Type 030 | Errors Type 050 | Download Error Report                                                                                                       |
|-----------------|----------------------|-------|---------------------------------------------------------------------------------------------------------------------------|-----------------|-----------------|-----------------|-----------------------------------------------------------------------------------------------------------------------------|
| WBX             | 8/16/2024 4:06:33 PM | 2788  | <a href="#">Click here to download:</a>  | 0               | 0               | 0               | No errors                                                                                                                   |
| WBX             | 8/16/2024 3:54:34 PM | 16704 | <a href="#">Click here to download:</a>  | 0               | 0               | 0               | No errors                                                                                                                   |
| WBX             | 8/16/2024 3:51:29 PM | 54944 | <a href="#">Click here to download:</a>  | 6               | 160             | 0               | <a href="#">Click here to download:</a>  |

## Help Menu

The help menu will give you access to the core reference tables.



## Core Reference Tables

The core reference tables are the rules used to calculate diploma progress for a student. It is based off of the student's diploma path which is based on the 9<sup>th</sup> grade entry year. For example, students entering 9<sup>th</sup> grade for the first time in 2014 will only be allowed TU, CA, or L1 as accepted diploma paths. The core table works in a top down fashion. First select the correct BSSY, then Core Curricula (diploma path), then Core Category (Subject), and then the Core Set (list of classes acceptable for that category). In the example below, these are the courses for BSSY "2017", Curricula "TU", Category "02 English II", and all the courses that are acceptable for that set.

A screenshot of the Student Transcript System interface. The top navigation bar includes links for Home, Student Data, Reports, STS Administration, and Help. A search bar for 'Search Student by State ID' is present. The main content area displays the 'Core Reference Tables' for the selected BSSY (2023). The table lists various chemistry courses with their respective credit units allowed and required, and the effective graduation BSSY. The table is titled 'Core Reference Tables' and includes columns for Course Code, Course Description, Credit Units Allowed, Credit Units Required, Jump Start Region Code, Effective Graduation BSSY, and Expiration Graduation BSSY. The table lists several chemistry courses, including 'Chemistry I: Honors', 'CHEMISTRY', 'Chemistry I: Gifted and Talented Chemistry I', 'Chemistry I: DE - CCEM 1013 General Chemistry Survey I', 'Chemistry I: DE - CCEM 1103 Chemistry I', and 'Chemistry I: DE - CCEM 1123 Chemistry I (Sci Majors)'. The table also includes a '\*\*\* END OF LIST \*\*\*' message at the bottom.

## **Reading the Core Reference Table**

The final screen shows the course code, course description, credit units allowed, credit units required, effective graduation BSSY, and expiration graduation BSSY. Only course codes that show up in this table will be used for diploma and TOPS progress. The credit units allowed and required are normally 1.0 and 1.0 or 1.0 and 0.5 respectively. The first type are classes allowed to be used for 1.0 Carnegie units and it requires 1.0 Carnegie units to be completed. These courses include DE, AP, IB, and some core courses that cannot combine with other courses. The second type are classes that will allow up to 1.0 Carnegie units, but will display 0.5 units in the calculations/reports and can combine with other courses such biology I and honors biology I.

**\*Note:** Courses that are set up as 1:1 (credits required/credits allowed) will not be used or displayed on any calculation or report until the student has completed the entire course.

**\*\*Note:** Courses that have 2 or more units in the course description are set up as 2:2 (credits required/credits allowed) and will not be used or displayed until the student has earned the required amount of credits.

**\*\*\*Note:** Only courses that are in the same sets that are 1:0.5 (credits required/credits allowed) can combine to make a full unit, such as Health and PE II or Gifted Chemistry and Honors Chemistry.

## **STS Data Submission Process**

Transcript Data can be submitted either by transmitting a batch file or by entering data online.

### **Batch Submissions and Submission Types**

Batch submission involves extracting transcript data from an existing locally maintained database and creating a file to submit to LDOE. The submitted file must be in the format described in this guide. Refer to *APPENDIX A Record Layouts for Public/Charter and Nonpublic schools*.

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.

The STS batch file could contain all three record types: **Student Record (020)** - student demographic information; one record per student and **Transcript Records (030)** - information on each course taken by the student; one record for every class taken. **IBC Record (050)** - information on the IBC taken for any student that has taken one.

Batch files are submitted using the **Upload Menu** in STS.

Submitting batch files is rarely a one-time event. When a batch file is submitted and processed, error reports should be examined, corrections made to the file and the corrected file should then be resubmitted. The process of submitting, checking error reports, correcting, and resubmitting can repeat itself several times until the data is finally completely error-free and valid.

### **Validating Batch Files**

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**. Refer to *APPENDIX H - Error Codes and Messages* for a description of possible errors and their corresponding error numbers.

If an error is found on any part of an individual student's transcript record set, no part of that individual student's records are updated on the LDOE database with the exception of records with a graduation date where the student does not meet graduation requirements. In this case, the graduation date will be removed from the record. 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.

If an individual student's records are error-free, their record sets are updated on the LDOE database:

- If the student had transcript records on the LDOE database prior to the submission, those records will be deleted and replaced with the records in the transmission.

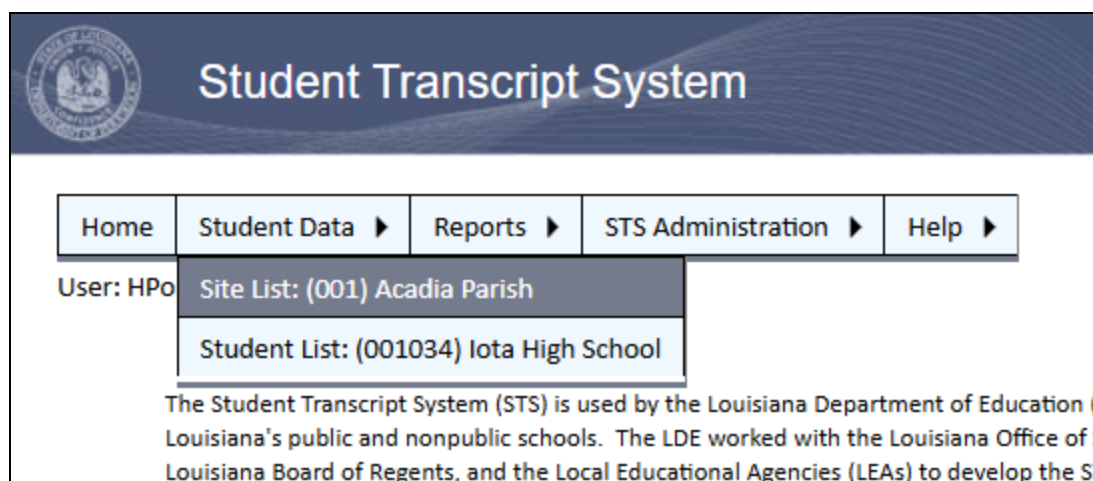
If the student was not on the database prior to the submission, those records will be added.

## Online Entry Submission

An alternate method of submitting a student's transcript information is by online entry. Each student's demographic information (same information as the batch Student Record (020)) and transcript information (same information as the batch Transcript Record (030)) can be entered online. This method can also be used to edit or delete student records.

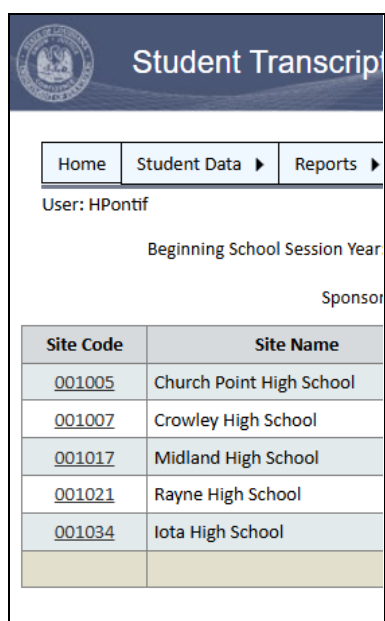
## Adding a New Student

1. Hover over **Student Data**
2. Click on **Site List** (Sponsor Code)



### On the Site List Screen

3. Select **Site Code** of the school



On the Student List Screen

4. Select **Add New Student** button

| <div> Print &amp; Export Add New Student </div> |       |                 |            |
|-------------------------------------------------|-------|-----------------|------------|
| State ID                                        | Name  | Graduation Date | Birth Date |
| 8667265349                                      | J ABA |                 | 15         |

On the Student Data Screen

5. **For Public/Charter:** Enter the State ID for the student and click outside of the box. The student's demographic information from eScholar will be displayed (*Local ID, First Name, Last Name, Ethnicity/Race, Birth Day and Gender*) will be populated for the student in the Personal Information section of the screen.
6. **For Nonpublic:** Enter the fields required in the Student Data sheet. The state id is the student's social security number and the local is an individual id you create.
7. Click the **Add New Student Record** button when all of the information has been added on the screen.

| Student Data                  |                                                      |                    |                            |                                                                                                                                                                                                          |
|-------------------------------|------------------------------------------------------|--------------------|----------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Sponsor:                      | (345) University View Academy, Inc. (FRM LA Connecti |                    | Site:                      | (345001) University View Academy, Inc. (FRM LA Connections)                                                                                                                                              |
| Personal Information:         |                                                      |                    |                            |                                                                                                                                                                                                          |
| State ID #:                   |                                                      |                    | Local ID #:                |                                                                                                                                                                                                          |
| Name:                         | First:                                               | Middle:            | Last:                      | Ethnicity/Race:                                                                                                                                                                                          |
|                               |                                                      |                    |                            | <input type="checkbox"/> Hispanic: <input type="checkbox"/> Indian <input type="checkbox"/> Asian<br><input type="checkbox"/> Black <input type="checkbox"/> Pac Islander <input type="checkbox"/> White |
| Birth Day:                    |                                                      |                    | Gender:                    |                                                                                                                                                                                                          |
| Graduation Information:       |                                                      |                    |                            |                                                                                                                                                                                                          |
| Grade:                        |                                                      |                    | Grade 9 Entry BSSY:        |                                                                                                                                                                                                          |
| Diploma Path:                 |                                                      |                    | Career Option:             |                                                                                                                                                                                                          |
| Grad Date:                    |                                                      | Format: MM/DD/YYYY | Met Assessment Requirement | <input type="checkbox"/> ELA <input type="checkbox"/> Math<br><input type="checkbox"/> Science <input type="checkbox"/> Soc Studies                                                                      |
| Other information:            |                                                      |                    |                            |                                                                                                                                                                                                          |
| Local Rank:                   |                                                      |                    | Local GPA:                 |                                                                                                                                                                                                          |
| Parental Consent:             |                                                      |                    | FAFSA Application Flag:    |                                                                                                                                                                                                          |
| Endorsements and Credentials: |                                                      |                    |                            |                                                                                                                                                                                                          |
| Community Service:            |                                                      |                    | BI-literacy:               |                                                                                                                                                                                                          |
| Post High School:             |                                                      |                    |                            |                                                                                                                                                                                                          |
| Add New Student Record        |                                                      |                    |                            |                                                                                                                                                                                                          |

## Editing Student Information

On the Student List Screen,

1. Select the **State ID** for the student

| Print & Export ▶           |       |       |
|----------------------------|-------|-------|
| State ID                   | Name  | Grade |
| <a href="#">8682147548</a> | M BAB | 5/    |
| <a href="#">9586695166</a> | A BAD | 5/    |
| <a href="#">1681191814</a> | C BOU | 5/    |

On the Student Detail Screen,

2. Select **Edit Student Record** button

| Print & Export ▶ | Add Transcript                            | Edit Student Record | Add IBC Record |
|------------------|-------------------------------------------|---------------------|----------------|
| Course BSSY      | Course                                    |                     |                |
| 2018             | <a href="#">(030332) FINE ARTS SURVEY</a> |                     |                |

On the Student Data Screen

3. The student information will be displayed for updating
4. After updating, Click **Update Student record** button

| Graduation Information:       |                                                           |                            |                                                                                                                                                                                                           |
|-------------------------------|-----------------------------------------------------------|----------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Grade:                        | <input type="text" value="11"/>                           | Grade 9 Entry BSSY:        | <input type="text" value="2018"/>                                                                                                                                                                         |
| Diploma Path:                 | <input type="text" value="TU - TOPS UNIVERSITY DIPLOMA"/> |                            |                                                                                                                                                                                                           |
| Grad Date:                    | <input type="text"/> Format: MM/DD/YYYY                   | Met Assessment Requirement | <input type="text" value="Y"/> <div> <input type="text" value="ELA"/> <input type="text" value="Math"/> </div> <div> <input type="text" value="Science"/> <input type="text" value="Soc Studies"/> </div> |
| Other information:            |                                                           |                            |                                                                                                                                                                                                           |
| Local Rank:                   | <input type="text"/> of <input type="text"/>              | Local GPA:                 | <input type="text" value="2.8500"/>                                                                                                                                                                       |
| Parental Consent:             | <input checked="" type="checkbox"/>                       | FAFSA Application Flag:    | <input type="text"/>                                                                                                                                                                                      |
| Endorsements and Credentials: |                                                           |                            |                                                                                                                                                                                                           |
| Community Service:            | <input type="text" value="N/A"/>                          | Bi-literacy:               | <input type="text" value="N/A"/>                                                                                                                                                                          |
| Post High School:             | <input type="text" value="N/A"/>                          |                            |                                                                                                                                                                                                           |
| Update Student record         |                                                           |                            |                                                                                                                                                                                                           |

## Deleting an Entire Student Record for the BSSY

Using the same steps from above, once you are in the **Edit Student Record** section of the desired student to remove from your site there is a button to **Delete All Student Records**. This option is used when you need to remove a student that has exited from your system. It will delete this student and all transcripts that appear for the year you are working in STS.

A pop up window was added to ensure student records were not accidentally deleted when the user was attempting to update instead. If you click ok this will delete the student for the entire year and there is no undo function to retrieve deleted information.

|                                                                       |  |
|-----------------------------------------------------------------------|--|
| <b>Delete Student records and all other records for this student:</b> |  |
| <input type="button" value="Delete all student records"/>             |  |
|                                                                       |  |

## Editing Transcripts

1. Click on the transcript you wish to edit
2. Select **Edit This Transcript** button

|                                                                                                                                                          |                                 |
|----------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------|
| <input type="button" value="Edit This Transcript"/> <input type="button" value="View All Transcripts"/>                                                  |                                 |
| <b>Transcripts</b> <span style="float: right;">1 of 34  Next</span> |                                 |
| Course Beg. Year: 2018                                                                                                                                   | Course: 030332 FINE ARTS SURVEY |
| Letter Grade: B                                                                                                                                          | Grade Point Max: 4.00           |
| Course Part Number: 1                                                                                                                                    | Qual. Pts. Awrd Cnt: 3.00       |
| Semester: S1 - 1ST SEMESTER                                                                                                                              | Credit Attempted: 0.50          |
| Course Type Cd: RG - REGULAR                                                                                                                             | Credit Earned: 0.50             |
| Dis. Lrn. Type Cd:                                                                                                                                       | Core Cur. Waiver: N             |
| Course Sponsor: -                                                                                                                                        | Local Course Cd:                |
| Course Site: -                                                                                                                                           | DE PostSec CreditHrs: 0.00      |
| Course Site Name: ASCENSION CATHOLIC                                                                                                                     | DE Secondary Site:              |
| Transcript Crs Name: FINE ARTS SURVEY                                                                                                                    |                                 |
| Work Base Learning:                                                                                                                                      | Work Base Text:                 |

## On the Edit Transcript Screen

3. Update the transcript information for the student
4. Select **Update Transcript** button

|                                                         |                      |                       |                      |
|---------------------------------------------------------|----------------------|-----------------------|----------------------|
| Local Course Cd:                                        | <input type="text"/> | Transcript Crs Name:  | FINE ARTS SURVEY     |
| DEPostSecCreditHrs:                                     | 0.00                 | DE Secondary Site:    | <input type="text"/> |
| Work Based Lrn. Cat.:                                   | Select One           | Work Based Lrn. Name: | <input type="text"/> |
|                                                         |                      |                       |                      |
| <input type="button" value="Update Transcript record"/> |                      |                       |                      |
| <input type="button" value="Delete Transcript Record"/> |                      |                       |                      |

## **Adding/Editing/Deleting IBCs**

IBCs can now be treated just like transcripts. There are two methods to put in IBCs in STS: batch upload or manually entering. If you batch upload them, it will replace what is there. So make sure when you send in a batch file for a student it contains the full student record. If you send a batch file without the IBCs they will be deleted.

### **Manually Adding/Editing/Deleting IBCs**

In the Student's Record, right above the transcripts, there is a new button called Add IBC Record.

| Print & Export ▶ | Add Transcript                            | Edit Student Record | Add IBC Record |
|------------------|-------------------------------------------|---------------------|----------------|
| Course BSSY      | Course                                    | Part Number         | Letter Grade   |
| 2018             | <a href="#">(030332) FINE ARTS SURVEY</a> | 1                   | B              |
| 2018             | <a href="#">(030332) FINE ARTS SURVEY</a> | 2                   | B              |
| 2018             | <a href="#">(120331) ENGLISH I</a>        | 1                   | B              |
| 2018             | <a href="#">(120331) ENGLISH I</a>        | 2                   | B              |
| 2018             | <a href="#">(150301) BIOLOGY</a>          | 1                   | C              |

Once you select this tab, a new window will appear as shown below. Please select the correct fields. The IBC is based on the latest IBC matrix and the Test Vendor is based on a list of current vendors. If you find an IBC or Vendor missing, please contact [support@la.gov](mailto:support@la.gov) to see if it can be added. Only 1 Fail per IBC is allowed.

| <b>IBC (Industry Based Credentials)</b> |                                                            |                    |            |
|-----------------------------------------|------------------------------------------------------------|--------------------|------------|
| IBC:                                    | Select One ▼                                               | Pass/Fail          | P ▼        |
| Test Vendor (Optional):                 | Select One ▼                                               | Semest IBC Earned: | 1 - Fall ▼ |
| Sponsor IBC Earned:                     | (345) University View Academy, Inc. (FRM LA Connections) ▼ | Year IBC Earned:   | 2024 ▼     |
| Site IBC Earned:                        | (345001) University View Academy, Inc. (FRM LA Connectic ▼ |                    |            |
| Add New IBC Record                      |                                                            | Cancel             |            |

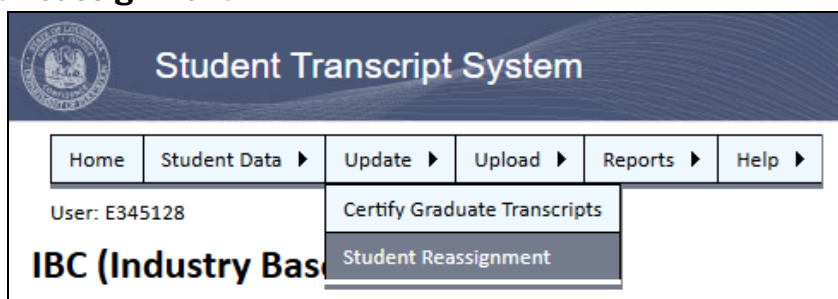
To delete an IBC manually, there is a delete icon located to the right of the IBC. Click there and the IBC is removed from that year.

## **Reassigning A Student (Public to Public or Nonpublic to Nonpublic Only)**

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

To reassign a student:

1. Hover over **Update**
2. Click on **Student Reassignment**



3. 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.*

**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 the 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 [systemsupport@la.gov](mailto:systemsupport@la.gov) 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 by deleting the incorrect data and entering the corrections.

For the current year collection, to correct student demographic/or transcript data, see the section [Editing Student Information](#) and [Editing Transcript Information](#).

**Note:** Public/Charter Schools must ensure all changes have been made in the Louisiana Secure ID System (eScholar) and in the local Student Information System (SIS) prior to requesting access to update STS. When changing State IDs and other demographic data, public/charter schools should make the change in eScholar and then resubmit the data to STS in order to refresh the eScholar to STS matching process. **In addition, don't forget to recertify sites as appropriate if the changes to your previous year's data involved graduates (Public/Charter Schools Only).**

## Current Diploma Pathways

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

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

**Diploma Path (position 145 on the 020 student record).**

For traditional diploma pathways for students with a grade 9 entry of 2014 and above there are three main paths:

- **TU** – TOPS University (College Diploma) Path - requires 24 units and no Jump Start Pathway.
- **CA** - JUMP START TOPS TECH (Career Diploma) Course Requirements – requires 23 units and a Jump Start Pathway.
- **L1** – JUMP START CAREER DIPLOMA (LAA1 Career Diploma) Course requirements – require 23 credit/experience and no jumpstart pathway
- **NG** – Non graduate diploma path – this is for COA or HiSet students to store credits and IBCs earned. There are no calculations and a student cannot graduate on this path

### All Available Diploma Paths in STS

| Diploma Path Code | Diploma Path Name                  | Use                                             | Career Option Code                                                           |
|-------------------|------------------------------------|-------------------------------------------------|------------------------------------------------------------------------------|
| <b>TU</b>         | TOPS University                    | 9 <sup>th</sup> grade entry 2014 and above      | No career option code needed                                                 |
| <b>CA</b>         | Jumpstart TOPS Tech Career Diploma | 9 <sup>th</sup> grade entry 2014 and above      | <b>Career option code required (U* only)</b>                                 |
| <b>L1 (LAA1)</b>  | Jumpstart TOP Tech Career Diploma  | 9 <sup>th</sup> grade entry 2014 and above      | No career option code required *Note: Use only for students assessed on LAA1 |
| <b>ND</b>         | Not Declared                       | Use only prior to end of 10 <sup>th</sup> grade | No career option code needed                                                 |
| <b>NG</b>         | Non Graduate                       | Only for COA and HiSet students                 | No career option code needed                                                 |

### **TU Pathway**

The TOPS University (TU) diploma pathway is the traditional academic high school diploma for students who are university and college bound. TU requires 24 specific units. Only approved courses will count towards category progress, so please be familiar with these course codes. The categories and credits required for the TU pathway are as follows:

| <b>Category</b> | <b>Category Description</b>       | <b>Credit Required</b> |
|-----------------|-----------------------------------|------------------------|
| 01              | ENGLISH I                         | 1                      |
| 02              | ENGLISH II                        | 1                      |
| 03              | ENGLISH III                       | 1                      |
| 04              | ENGLISH IV                        | 1                      |
| 05              | ALGEBRA I                         | 1                      |
| 06              | GEOMETRY                          | 1                      |
| 07              | ALGEBRA II                        | 1                      |
| 08              | MATH - 4TH UNIT                   | 1                      |
| 09              | BIOLOGY I                         | 1                      |
| 10              | CHEMISTRY I                       | 1                      |
| 11              | SCIENCE ELECTIVES 1ST UNIT        | 1                      |
| 12              | SCIENCE ELECTIVES 2ND UNIT        | 1                      |
| 13              | U.S HISTORY                       | 1                      |
| 14              | CIVICS & GOVT                     | 1                      |
| 15              | SOCIAL STUDIES ELECTIVES 1ST UNIT | 1                      |
| 16              | SOCIAL STUDIES ELECTIVES 2ND UNIT | 1                      |
| 17              | FOREIGN LANGUAGE                  | 2                      |
| 19              | ARTS                              | 1                      |
| 20              | HEALTH & PE                       | 2                      |

|    |                    |           |
|----|--------------------|-----------|
| 21 | FINANCIAL LITERACY | 1         |
| 22 | ELECTIVES          | 2         |
|    | <b>TOTAL</b>       | <b>24</b> |

### **CA Pathway**

The Jumpstart TOPS Tech Career (CA) Diploma is for students interested in preparing for college *and* career, requiring students:

- Complete coursework that prepares them to continue their education at a technical or community college
- Earn industry credentials that will help them attain entry-level employment.

The CA pathway requires 23 credits including a Jumpstart Pathway (currently U08-U20) and successfully completing an Industry Based Certification (IBC) see IBC page. The categories and credits required for the CA pathway include the following:

| <b>Category</b> | <b>Category Description</b> | <b>Credit Required</b> |
|-----------------|-----------------------------|------------------------|
| 01              | ENGLISH I                   | 1                      |
| 02              | ENGLISH II                  | 1                      |
| 03              | ENGLISH III                 | 1                      |
| 04              | ENGLISH IV                  | 1                      |
| 05              | ALGEBRA I                   | 1                      |
| 06              | MATH ELECTIVES              | 1                      |
| 07              | BIOLOGY I                   | 1                      |
| 08              | SCIENCE ELECTIVE            | 1                      |
| 09              | U.S. HISTORY                | 1                      |
| 10              | CIVICS/GOVT/ECON            | 1                      |
| 12              | HEALTH & PE                 | 2                      |
| 13              | JUMP START COURSES          | 9                      |
| 14              | GEOMETRY                    | 1                      |

|    |                    |           |
|----|--------------------|-----------|
| 15 | FINANCIAL LITERACY | 1         |
|    | <b>Total</b>       | <b>23</b> |

### **ACT 833 Students on the CA Diploma Pathway**

Every Jump Start graduation pathway can be adapted for students with disabilities who meet Act 833 (2014) eligibility criteria. Students must complete nine credits from the courses listed in the pathway. The IEP team has the authority to determine the credentialing level a student must achieve for the purposes of graduation. IEP teams with questions about how to adapt this graduation pathway for their students should contact [jumpstart@la.gov](mailto:jumpstart@la.gov).

### **L1 Pathway**

The L1 pathway is the career jumpstart diploma for students that are assessed using LAA1 criteria. These are students with a severe cognitive impairment. In high school, an eligible student is functioning 2.3 or more standard deviations below the mean in cognitive functioning and/or adaptive behavior. Students who are functioning 2.0 to 2.29 standard deviations below the mean in cognitive functioning and/or adaptive behavior may be eligible for LAA 1 participation if the IEP team provides additional empirical evidence that the LAA 1 identification is appropriate for the student. This pathway requires 23 credits and does not require a career option code or IBC. It also is the only pathway that allows for the experience only courses. The categories and credit/experiences required for the career diploma is as follows:

| <b>Category</b> | <b>Category Description</b> | <b>Credit/Experience Required</b> |
|-----------------|-----------------------------|-----------------------------------|
| 01              | ENGLISH                     | 4                                 |
| 02              | MATHEMATICS                 | 4                                 |
| 03              | SCIENCE                     | 2                                 |
| 04              | SOCIAL STUDIES              | 2                                 |
| 06              | GENERAL ELECTIVES           | 4                                 |
| 13              | WORKFORCE & CAREER          | 7                                 |

In STS:

- Students coded L1 who finish all 23 course requirements will graduate and exit like all other students with a Jumpstart career diploma.
- Students who are LAA1 and earn credits in 9<sup>th</sup> grade who are pursuing the Certificate of Achievement should be entered as L1; these students should not have a grad date in STS.

- All courses are available to students in the L1 pathway. However, there are 33 courses in STS that are used exclusively with the L1 pathway. These are the experience-only courses and they are designated with **(NO CREDIT)**.

| Course Code | Course Description                        |
|-------------|-------------------------------------------|
| 500051      | Applied ELA I (NO CREDIT)                 |
| 500052      | Applied Math 1 (NO CREDIT)                |
| 500053      | Applied Science I (NO CREDIT)             |
| 500054      | Applied Soc St I (NO CREDIT)              |
| 500055      | Applied Elective (NO CREDIT)              |
| 500104      | Study Skills (NO CREDIT)                  |
| 500300      | Community Based Instruction 1 (NO CREDIT) |

In STS:

- There are enough experience courses to fulfill all categories required for graduation.
- Please do not repeat the applied classes if the student passes. Example: do not use applied ELA I four times; instead use applied ELA I, II, III, and IV
- Do not use applied courses with CA Act 833 students

### **Current TOPS Awards**

There are two main categories for TOPS calculations used in STS:

- **TC** – used in the TU diploma pathway, includes the TOPS Opportunity, Performance, and Honors award, requires core 19 units, uses 2.5 GPA calculation (Opportunity Award), but does not account for ACT score
- **TJ** – used in the CA diploma pathway, TOPS Tech award, requires the 21 Jumpstart Career Path Core Units

| <b>Award</b>        | <b>TC</b>                            | <b>TJ</b> |
|---------------------|--------------------------------------|-----------|
| TOPS Award          | Opportunity<br>Performance<br>Honors | Tech      |
| Diploma Pathway     | TU                                   | CA        |
| Core Units Required | 19 Units                             | 21 Units  |
| GPA                 | 2.5 (TOPS Opportunity Only)          | 2.5       |

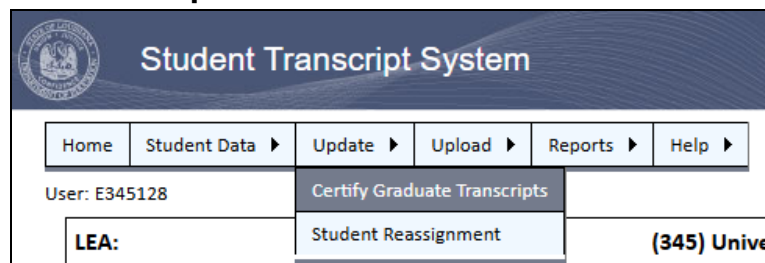
## **Certification of Graduates (Public/Charter Schools Only)**

When seniors have completed all graduation requirements (completed all coursework, passed GEE/EOC tests, finished an IBC if required, and have a FAFSA value), 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.

**NOTE:** The Graduation Date in **STS** differs from the Exit Date in **EdLink 360**, which is the last day of the regular school session for graduates.

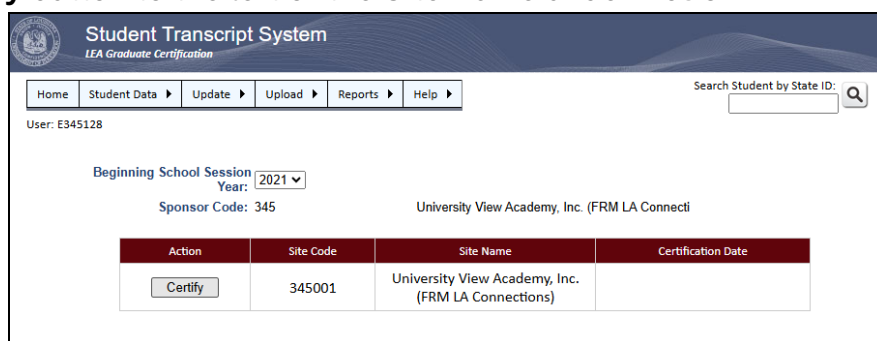
In addition to adding the graduation date in STS, graduate data must be “certified” as complete and ready for use by OSFA in awarding TOPS scholarships. To certify, select the **Certify Graduate Transcripts** option from the **Update** function. Certification is at the site level and should be done each time 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.**

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



The screenshot shows the top navigation bar of the Student Transcript System. It includes a logo on the left, the title "Student Transcript System", and a series of navigation buttons: Home, Student Data, Update, Upload, Reports, and Help. Below the navigation bar, there is a user login section with "User: E345128" and a "Certify Graduate Transcripts" button. To the right of this button is a "Student Reassignment" button. Further right, there is a dropdown menu for "LEA:" with the option "(345) Unive" visible.

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



The screenshot shows the "LEA Graduate Certification" page in the Student Transcript System. It features a navigation bar with buttons: Home, Student Data, Update, Upload, Reports, and Help. Below the navigation bar, there is a search bar labeled "Search Student by State ID:". The user login section shows "User: E345128". The "Beginning School Session Year:" is set to "2021". The "Sponsor Code:" is "345". The "University View Academy, Inc. (FRM LA Connecti)" is listed. Below this information, there is a table with columns: Action, Site Code, Site Name, and Certification Date. The table contains one row with the "Certify" button in the Action column, "345001" in the Site Code column, "University View Academy, Inc. (FRM LA Connections)" in the Site Name column, and an empty Certification Date column.

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

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

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

## **Graduation Date Removal Codes**

Graduation dates may be removed for a student due to the following reasons:

| <b>Code</b> | <b>Problem</b> | <b>Solution</b>                                                                                                                    |
|-------------|----------------|------------------------------------------------------------------------------------------------------------------------------------|
| 2           | 23 credits     | Student does not have at least 23 credits. Check transcripts and course part numbers.                                              |
| 3           | Core Progress  | Student is missing at least 1 category in his/her diploma path. Run student diploma calculation and see which category is not met. |
| 4           | Pass GEE/EOC   | Student does not have a Y in the GEE/EOC flag.                                                                                     |
| 5           | CDV            | Student on CD diploma pathway requires a CDV in career option code drop down.                                                      |
| 6           | IBC            | CA student does not have an IBC loaded correctly into eScholar and therefore is missing the required IBC in STS                    |

## **IMPORTANT THINGS TO REMEMBER IN STS**

Things to keep in mind:

- Which elements are always required?
- Which elements are required as applicable?
- Which values are valid within the particular field?
- Use the Appendices for data formatting

### **Student Demographics and Placement:**

Before any changes to a student's demographics or student reassignment, the change must first be made in eScholar (public and charter schools only).

If a SSN is incorrect for a student, public and charter LEAs must fix this error in eScholar. Nonpublics must create a new student record and delete the incorrect one.

### **Courses:**

Check the Core Reference Table to see which courses are allowed for the year, diploma path, category, and sets. If the course number is not there, then it will not be used in calculations.

If a course is set as Credit Units Allowed = 1.00 and Credit Units Required = 1.00, these courses will not match up with other courses and will not show up on reports or calculations until completed. (i.e. DE, AP, IB, and some core classes will not show up on the Q04 report until the full credit is met)

College level courses (DE, AP, IB) will never pair with high school level courses (Reg, Hon, GT) even with part numbers. If a student leaves a dual enrolled course in the Fall to an honors course in the Spring, the student should be recoded to be honors all year.

If a course has a credit descriptor (2 credit) then please make sure to award the full credit to that class. If you award 1.5 credits in a 2 credit class, STS will not consider that course completed.

If Letter Grade is “A-D” then Quality Points Awarded cannot be zero.

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

## APPENDIX A: Record Layouts for NONPUBLIC SCHOOLS – Batch Upload

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

| STS Student Record (020) – for Nonpublic Schools |                                                          |        |       |                |                                                                                                                                                                                           |
|--------------------------------------------------|----------------------------------------------------------|--------|-------|----------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Start Position                                   | Data Element                                             | Length | Types | Decimal Places | Description                                                                                                                                                                               |
| 1                                                | System Indicator                                         | 3      | A     | 0              | Required: Must be “STS”                                                                                                                                                                   |
| 4                                                | Transaction Code                                         | 3      | A     | 0              | Required: Must be “020”                                                                                                                                                                   |
| 7                                                | Beginning School Session Year (BSSY)                     | 4      | N     | 0              | Required: The beginning year of the school session of data submission. For example, “2024” for the 2024-2025 school session.                                                              |
| 11                                               | Sponsor Code                                             | 3      | A     | 0              | Required: Sponsor (LEA) code of district submitting transcript data via STS.                                                                                                              |
| 14                                               | State Identification Number (NP) Student's Unique ID (P) | 9      | N     | 0              | Required: Social Security Number if available for nonpublic schools. Otherwise, a temporary number assigned according to LDOE guidelines. Student's Unique ID for public/charter schools. |
| 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              | Required: Site code where the student is currently enrolled when transcript data is submitted.                                                                                            |
| 38                                               | Student First Name                                       | 15     | A     | 0              | Required: Student's legal first name.                                                                                                                                                     |
| 53                                               | Student Middle Name                                      | 15     | A     | 0              | Optional: Student's legal middle name.                                                                                                                                                    |
| 68                                               | Student Last Name                                        | 20     | A     | 0              | Required: 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                                               | Filler                                                   | 1      | A     | 0              | Leave blank (spaces).                                                                                                                                                                     |

|     |                                        |   |   |   |                                                                                                                                                                                                                                                                                                          |
|-----|----------------------------------------|---|---|---|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 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, “2024” for the 2024-2025 school year. If the student’s grade placement code is T9, this date will be the following school year.                                                                                    |
| 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 the student did not graduate. Enter only after all graduation requirements are met. |
| 115 | Career Option Code                     | 3 | A | 0 | Identifies the career option of a student that corresponds to the Area of Concentration <b>or Jumpstart Pathway for the chosen Diploma Pathway</b> . Leave blank if not applicable.                                                                                                                      |
| 118 | Academic Endorsement Code              | 2 | A | 0 | If the student received academic endorsement fill in, otherwise blank; required when applicable.                                                                                                                                                                                                         |
| 120 | Career/Tech Endorsement Code           | 2 | A | 0 | If the student received academic endorsement <b>or Jumpstart credential/certification</b> fill in, otherwise blank; required when applicable.                                                                                                                                                            |
| 122 | Met GEE/EOC Flag                       | 1 | A | 0 | “Y” if the student met graduation requirements for GEE or EOC, or “E” if the student is exempt. Required for all public/charter school students assigned a Graduation Date. Nonpublic 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 | A | 0 | Y if Hispanic; N if not                                                                                                                                                                                                                                                                                  |
| 140 | American Indian or Alaskan             | 1 | A | 0 | Y if American Indian; N if not                                                                                                                                                                                                                                                                           |

|     |                                                     |    |   |   |                                                                                                                                                                                                         |
|-----|-----------------------------------------------------|----|---|---|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|     | Native Race Flag                                    |    |   |   |                                                                                                                                                                                                         |
| 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. (CA, TU, L1, ND, NG)                                                                                           |
| 147 | LOSFA/BOR Parental/Guardian Consent Flag            | 1  | A | 0 | Parental/Guardian Consent on file for the current school year (public/charter schools). Y, if Yes; N if No); Parental/Guardian consent given Y, Yes; N, if Non Consent form on file (nonpublic schools) |
| 148 | Filler-01                                           | 53 | A | 0 | Leave blank (spaces).                                                                                                                                                                                   |

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

| STS Transcript Record (030) – for Nonpublic Schools |                                      |        |       |                |                                                                                                                    |
|-----------------------------------------------------|--------------------------------------|--------|-------|----------------|--------------------------------------------------------------------------------------------------------------------|
| 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, “2024” for the 2024-2025 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, a temporary number assigned according to LDOE guidelines.                                                                                                                                                                         |
| 23 | Course Beginning School Session Year | 4 | N | 0 | Beginning School Session Year in which the course was taken. For example, “2024” for the 2024-2025 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 the first half of the course from the second half of the course in which the student was enrolled. Required for LEAs that report 1.0 unit courses as two .5 unit courses. Use 1 for the first part and 2 for the second part. Leave blank if not applicable.        |
| 34 | Semester Code                        | 2 | A | 0 | Semester Code of the semester in which the student was enrolled in the course (B1, B2, B3, B4, C1, C2, S1, S2, Z1, Z2, Y1).                                                                                                                                                       |
| 36 | Letter Grade Code                    | 1 | A | 0 | Letter grade assigned to a student for a course. Must be A, B, C, D, F, P (Pass) or E (Exempt).                                                                                                                                                                                   |
| 37 | Credit/Experience Attempted Count    | 3 | N | 2 | Credit/Experience attempted by the student for the course, reported with implied decimals. For example, 0.5 would be reported as 050 in the batch record.                                                                                                                         |
| 40 | Credit/Experience Earned Count       | 3 | N | 2 | Credit/Experience Earned Count – Credit/Experience earned by the student for the course, reported with implied decimals. For example, 0.50 would be reported as 050 in the batch record.                                                                                          |
| 43 | Grade Point Maximum Count            | 3 | N | 2 | Maximum grade points that can be earned for the course/class (4.00, 5.00, etc.); i.e., the number of quality points 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 a student was exempted from a course, otherwise “N”.                                                                                                                                                                                                                       |
| 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.<br>If position 166 (Course Type Code) is “DE”, this field must contain the Post-secondary Sponsor code instead of the LEA Sponsor code. |

|     |                                                    |    |   |   |                                                                                                                                                                                                                                                                                                            |
|-----|----------------------------------------------------|----|---|---|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 51  | Course Site Code                                   | 6  | A | 0 | Site code of the school in which the student took the course. Must be supplied for all courses taken in Louisiana, otherwise leave blank. If position 166 (Course Type Code) is "DE", this field must contain the Post-secondary Site code instead of the LEA Site code.                                   |
| 57  | Course Site Name                                   | 46 | A | 0 | Name of school in which the student took the course. Used for transfer credit only. Required if Course Site Code is 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 LDOE 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 the type of Course.<br>RG – Regular<br>HR - Honors<br>GT – Gifted<br>TA – Talented<br>SE - Special Education<br>DE – Dual Enrollment<br>DA - Dual Enrollment and AP<br>DI - Dual Enrollment and IB<br>AP - Advanced Placement<br>IB - International Baccalaureate                         |
| 168 | Distance Learning Course Type Code                 | 2  | A | 0 | Code to identify the type of distance learning course. Leave blank if not applicable.<br>01 - Local LEA Provided Online Courses<br>02 - Distance Learning Satellite courses<br>03 - Other Distance Learning<br>04 - Course Choice/Supplemental Course Providers<br>05 - Dropout Recovery Program Providers |
| 170 | Local Course Code                                  | 6  | A | 0 | Optional – LEA assigned course code                                                                                                                                                                                                                                                                        |
| 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 | A | 0 | Leave blank (spaces). Field not required                                                                                                               |

## APPENDIX B: Record Layouts For PUBLIC/CHARTER SCHOOLS – Batch Upload

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

| STS Student Record (020) – for Public/Charter Schools |                                      |        |      |                                                                                                                    |             |
|-------------------------------------------------------|--------------------------------------|--------|------|--------------------------------------------------------------------------------------------------------------------|-------------|
| Start Position                                        | Data Element                         | Length | Type | Description                                                                                                        | Requirement |
| 1                                                     | System Indicator                     | 3      | A    | Must be “STS”.                                                                                                     | Required    |
| 4                                                     | Transaction Code                     | 3      | A    | Must be “020”.                                                                                                     | Required    |
| 7                                                     | Beginning School Session Year (BSSY) | 4      | N    | The beginning year of the school session of data submission. For example, “2012” for the 2012-2013 school session. | Required    |
| 11                                                    | Sponsor Code                         | 3      | A    | Sponsor (LEA) code of district submitting transcript data via STS.                                                 | Required    |
| 14                                                    | Student’s Unique ID                  | 10     | N    | Unique ID as it exists in the eScholar system.                                                                     | Required    |
| 24                                                    | Local Identification Number          | 9      | A    | LEA-assigned student ID must be unique by student and must not match SSN or UID (LASID).                           | Required    |
| 33                                                    | Site Code                            | 6      | A    | Site code where the student is currently enrolled when transcript data is submitted.                               | Required    |
| 39                                                    | Partial Student First Name           | 1      | A    | First character of student's first name.                                                                           | Required    |
| 40                                                    | Filler                               | 28     | A    | Leave blank (spaces).                                                                                              | Blank       |
| 68                                                    | Partial Student Last Name            | 3      | A    | First three characters of the student's last name.                                                                 | Required    |
| 71                                                    | Filler                               | 22     | A    | Leave blank (spaces).                                                                                              | Blank       |
| 93                                                    | Day of Birth                         | 2      | N    | DD. Day the student was born as appears on the student’s birth                                                     | Required    |

|     |                              |   |   |                                                                                                                                                                                                                                                                                                                    |                        |
|-----|------------------------------|---|---|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|
|     |                              |   |   | certificate.                                                                                                                                                                                                                                                                                                       |                        |
| 95  | Filler                       | 5 | A | Leave blank (spaces).                                                                                                                                                                                                                                                                                              | Blank                  |
| 100 | Sex Code                     | 1 | A | “M” Male or “F” Female                                                                                                                                                                                                                                                                                             | Required               |
| 101 | Grade Placement Code         | 2 | A | The grade placement code represents the Student’s grade level for the school year. Two digit grade placement codes 6-8 or T9-12 accepted only.                                                                                                                                                                     | Required               |
| 103 | Grade 9 Entry Year           | 4 | N | YYYY Beginning School Session Year in which the student entered grade 9. For example, “2012” for the 2012-2013 school year. If the student’s grade placement code is T9, this date will be the following school year. If the student’s grade placement code is 6 , 7 or 8, the Grade 9 Entry Year should be blank. | Required if applicable |
| 107 | Graduation Date              | 8 | A | MMDDYYYY Date the student’s graduation took or will take place. The date must fall between 9/1 and 8/31 of the current Beginning School Session Year in order to match the OSFA Annual Academic Year. Leave blank if the student did not graduate. Enter only after all graduation requirements are met.           | Required if applicable |
| 115 | Career Option Code           | 3 | A | Identifies the career option of a student and corresponds to the Area of Concentration or Jumpstart Pathway in the TOPS Core Reference Tables. Leave blank if not applicable.                                                                                                                                      | Required if applicable |
| 118 | Academic Endorsement Code    | 2 | A | If the student received academic endorsement fill in, otherwise blank; required when applicable                                                                                                                                                                                                                    | Not Required           |
| 120 | Career/Tech Endorsement Code | 2 | A | If the student received academic endorsement <b>or</b> Jumpstart credential/certification fill in, otherwise blank; required                                                                                                                                                                                       | Not Required           |

|     |                                                               |   |   |                                                                                                                                                                                                                                                                                                                                                                                                                |                        |
|-----|---------------------------------------------------------------|---|---|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|
|     |                                                               |   |   | when applicable. (B1, B2, J1, J2, J3, J4)                                                                                                                                                                                                                                                                                                                                                                      |                        |
| 122 | Met Assessment Requirements for Graduation (Met GEE/EOC) Flag | 1 | A | Indicator of whether or not the student took or met the assessment requirements for graduation. Required for all public school students assigned a Graduation Date. One of the following values should be used: <ul style="list-style-type: none"> <li>Y - If student passed all assessments required for Graduation</li> <li>N - If student has not passed all assessments required for graduation</li> </ul> | Required if applicable |
| 123 | Local GPA                                                     | 8 | A | locally defined                                                                                                                                                                                                                                                                                                                                                                                                | Optional               |
| 131 | Local Rank in Class: Position in Class                        | 4 | N | Student's rank placement within grade level (pad with leading zeros); optional; if not used, leave blank.                                                                                                                                                                                                                                                                                                      | Optional               |
| 135 | Local Rank in Class: Size of Class                            | 4 | N | Size of class for student's grade level (pad with leading zeros); optional; if not used, leave blank.                                                                                                                                                                                                                                                                                                          | Optional               |
| 139 | Hispanic/Latino Ethnicity Flag                                | 1 | A | Y if Hispanic; N if not                                                                                                                                                                                                                                                                                                                                                                                        | Required               |
| 140 | American Indian or Alaskan Native Race Flag                   | 1 | A | Y if American Indian; N if not                                                                                                                                                                                                                                                                                                                                                                                 | Required               |
| 141 | Asian Race Flag                                               | 1 | A | Y if Asian; N if not                                                                                                                                                                                                                                                                                                                                                                                           | Required               |
| 142 | Black or African American Race Flag                           | 1 | A | Y if African American; N if not                                                                                                                                                                                                                                                                                                                                                                                | Required               |
| 143 | Native Hawaiian or Other Pacific Islander Race Flag           | 1 | A | Y if Pacific Islander; N if not                                                                                                                                                                                                                                                                                                                                                                                | Required               |
| 144 | White Race Flag                                               | 1 | A | Y if White; N if not                                                                                                                                                                                                                                                                                                                                                                                           | Required               |
| 145 | Diploma Pathway                                               | 2 | A | The diploma the student is working towards completing; required for 11 <sup>th</sup> and 12 <sup>th</sup> graders.                                                                                                                                                                                                                                                                                             |                        |

|     |                                       |   |   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |          |
|-----|---------------------------------------|---|---|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
|     |                                       |   |   | <ul style="list-style-type: none"> <li>• CA – TOPS Tech Jumpstart Career Diploma</li> <li>• L1 – TOPS Tech Jumpstart Career Diploma alternate pathway for students assessed on LAA1 – begin use for graduates of 2017-18</li> <li>• TU – TOPS University Diploma – begin use for graduates of 2017-18</li> <li>• ND – Not declared – use for students prior to the end of 10<sup>th</sup> grade before declaring a pathway</li> <li>• NG – Non graduate diploma path</li> </ul> |          |
| 147 | LOSFA Parental/Guardian Consent Flag  | 1 | A | Parental/Guardian Consent on file<br>Y if Yes; N if No                                                                                                                                                                                                                                                                                                                                                                                                                          | Required |
| 148 | FAFSA Application Flag                | 1 | A | Indicates whether a FAFSA application has been completed by the student.<br>Allowed Values:<br>1 = FAFSA Completion<br>2 = TOPS Form Completion<br>5 = No Response Received                                                                                                                                                                                                                                                                                                     | Optional |
| 149 | Community Service Endorsement         | 2 | A | If the student received community service endorsement for documented community service hours, fill in, otherwise blank; required when applicable. (C1)                                                                                                                                                                                                                                                                                                                          | Optional |
| 151 | State Seal of Bi-literacy Endorsement | 2 | A | If the student received the State Seal of Bi-literacy endorsement for competency in a foreign language fill in, otherwise blank; required when applicable.<br>(D1,D2,D3,D4,D5,D6) <ul style="list-style-type: none"> <li>• D1 AP course(test score 3 or higher)</li> <li>• D2 1 IB course (test score 4 or higher)</li> <li>• D3 DOE-approved equivalent summative test</li> <li>• D4 4 units in World Language/7 units or more in world language immersion</li> </ul>          | Optional |

|     |                                          |   |   |                                                                                                                                                                                                                                                         |                        |
|-----|------------------------------------------|---|---|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|
|     |                                          |   |   | <ul style="list-style-type: none"> <li>• D5 Internationally benchmarked language exam (DELFT, DELE, ACTFL)</li> <li>• D6 Primary Language w/Early Advanced on ELDA;</li> <li>• OE-approved equivalent summative test</li> </ul>                         |                        |
| 153 | <u>EOC Subject Area (ELA)</u>            | 1 | A | • See Data Element                                                                                                                                                                                                                                      | Required if applicable |
| 154 | <u>EOC Subject Area (Math)</u>           | 1 | A | • See Data Element                                                                                                                                                                                                                                      | Required if applicable |
| 155 | <u>EOC Subject Area (Science)</u>        | 1 | A | • See Data Element                                                                                                                                                                                                                                      | Required if applicable |
| 156 | <u>EOC Subject Area (Social Studies)</u> | 1 | A | • See Data Element                                                                                                                                                                                                                                      | Required if applicable |
| 157 | Post High School Code                    | 2 | N | Indicates a student's plans after graduation<br>01 = 4 year college<br>02 = 2 year college<br>03 = Military<br>04 = Propel<br>05 = Employment<br>06 = OneGoal<br>07 = Advanced Training<br>08 = Extension Academy<br>09 = Service Program<br>10 = Other | Required if applicable |

| STS Transcript Record (030) – for Public/Charter Schools |                                      |        |      |                |                                                                                                                    |             |
|----------------------------------------------------------|--------------------------------------|--------|------|----------------|--------------------------------------------------------------------------------------------------------------------|-------------|
| Start Position                                           | Data Element                         | Length | Type | Decimal Places | Description                                                                                                        | Requirement |
| 1                                                        | System Indicator                     | 3      | A    | 0              | Must be “STS                                                                                                       | Required    |
| 4                                                        | Transaction Code                     | 3      | A    | 0              | Must be “030”                                                                                                      | Required    |
| 7                                                        | Beginning School Session Year (BSSY) | 4      | N    | 0              | The beginning year of the school session of data submission. For example, “2012” for the 2012-2013 school session. | Required    |
| 11                                                       | Sponsor Code                         | 3      | A    | 0              | Sponsor (LEA) code of district submitting transcript data via STS.                                                 | Required    |

|    |                                      |    |   |   |                                                                                                                                                                                                                                                                            |          |
|----|--------------------------------------|----|---|---|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
| 14 | Student's Unique ID                  | 10 | N | 0 | Unique ID as it exists in the eScholar system.                                                                                                                                                                                                                             | Required |
| 24 | Course Beginning School Session Year | 4  | N | 0 | Beginning School Session Year in which the course was taken. For example, "2012" for the 2012-2013 school year.                                                                                                                                                            | Required |
| 28 | Course Code                          | 6  | A | 0 | Valid Course Code of the course in which the student was enrolled.                                                                                                                                                                                                         | Required |
| 34 | Course Part Number                   | 1  | A | 0 | Distinguishes the first half of the course from the second half of the course in which the student was enrolled. Required for LEAs that report 1.0 unit courses as two .5 unit courses. Use 1 for the first part and 2 for the second part. Leave blank if not applicable. | Required |
| 35 | Semester Code                        | 2  | A | 0 | Semester Code of the semester in which the student was enrolled in the course (B1, B2, B3, B4, C1, C2, S1, S2, Z1, Z2, Y1).                                                                                                                                                | Required |
| 37 | Letter Grade Code                    | 1  | A | 0 | Letter grade assigned to a student for a course. Must be A, B, C, D, F, P (Pass) or E (Exempt).                                                                                                                                                                            | Required |
| 38 | Credit/Experience Attempted Count    | 3  | N | 2 | Credit/Experience attempted by the student for the course, reported with implied decimals. For example, 0.5 would be reported as 050 in the batch record.                                                                                                                  | Required |
| 41 | Credit/Experience Earned Count       | 3  | N | 2 | Credit/Experience Earned Count – Credit/Experience earned by the student for the course, reported with implied decimals. For example, 0.50 would be reported as 050 in the batch record.                                                                                   | Required |
| 44 | Grade Point Maximum Count            | 3  | N | 2 | Maximum grade points that can be earned for the course/class (4.00, 5.00, etc.); i.e., the number of quality points that would be awarded for letter grade A (has implied decimal; i.e., "4.00" submitted as "400" in the batch record).                                   | Required |
| 47 | Core Curriculum Waiver Flag          | 1  | A | 0 | "Y" if a student was exempted from a course, otherwise "N".                                                                                                                                                                                                                | Optional |
| 48 | Course Sponsor Code                  | 3  | A | 0 | Sponsor Code of the LEA in which the student took the course. Must                                                                                                                                                                                                         | Required |

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

|            |                                                    |         |        |   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                |
|------------|----------------------------------------------------|---------|--------|---|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------|
|            |                                                    |         |        |   | 05 - Dropout Recovery Program Providers                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                |
| 170        | Local Course Code                                  | 6       | A      | 0 | Optional – LEA assigned course code                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Optional                                                                       |
| 176        | Dual Enrollment Post secondary Credit Hours Earned | 4       | A      | 2 | <p>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.</p> <p>Otherwise, populated with blank (spaces). This field has an implied decimal, i.e., “4.00” submitted as “0400” in batch.</p>                                                                                                                                                                                                                                                                                                                                                                                       | If applicable                                                                  |
| 180        | Dual Enrollment Secondary Site                     | 6       | A      | 0 | <p>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.</p> <p>Otherwise, populated with blank (spaces).</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                | If applicable                                                                  |
| 186<br>188 | WklearnCd<br>WklearnName                           | 2<br>50 | A<br>A | 0 | <p>Identifies a student's participation in work based learning by identifying where the work based learning will occur:</p> <p>01 = Agriculture, Food &amp; Natural Resources<br/> 02 = Architecture &amp; Construction<br/> 03 = Arts, Audio/Video Technology &amp; Communications<br/> 04 = Business, Management &amp; Administration<br/> 05 = Education &amp; Training<br/> 06 = Health Science<br/> 07 = Hospitality &amp; Tourism<br/> 08 = Human Services<br/> 09 = Information Technology<br/> 10 = Law, Public Safety, Corrections &amp; Security<br/> 11 = Manufacturing<br/> 12 = Science, Technology, Engineering &amp; Mathematics<br/> 13 = Transportation, Distribution &amp; Logistics</p> | If applicable to internship/vocational courses. Required if WklearnCd is used. |
| 238        | IntrnTyp                                           | 2       | N      | 0 | 01: Paid<br>02: Unpaid                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                |

|  |  |  |  |  |                                                                                                                                                           |  |
|--|--|--|--|--|-----------------------------------------------------------------------------------------------------------------------------------------------------------|--|
|  |  |  |  |  | Only applies to CDF-Qualifying CTE Internship <ul style="list-style-type: none"><li>• 080202</li><li>• 080200</li><li>• 080203</li><li>• 080201</li></ul> |  |
|--|--|--|--|--|-----------------------------------------------------------------------------------------------------------------------------------------------------------|--|

## **APPENDIX C: IBC (050) Layout**

| <b>RECORD LAYOUT: STS IBC Industry Based Credential Record (050) for Public Schools</b>                                                                                                                                                                    |                                              |               |             |                                                                                                        |                    |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------|---------------|-------------|--------------------------------------------------------------------------------------------------------|--------------------|
| <b>Start Position</b>                                                                                                                                                                                                                                      | <b>Data Element</b>                          | <b>Length</b> | <b>Type</b> | <b>Description</b>                                                                                     | <b>Requirement</b> |
| 1                                                                                                                                                                                                                                                          | System Indicator                             | 3             | X           | Must be "STS"                                                                                          | Required           |
| 4                                                                                                                                                                                                                                                          | Transaction Code                             | 3             | X           | Must be "050"                                                                                          | Required           |
| 7                                                                                                                                                                                                                                                          | Beginning School Session Year (BSSY)         | 4             | N           | The beginning year of the school session of data submission.                                           | Required           |
| 11                                                                                                                                                                                                                                                         | Sponsor Code                                 | 3             | X           | Sponsor (LEA) code of submitting district.                                                             | Required           |
| 14                                                                                                                                                                                                                                                         | Site Code                                    | 6             | X           | Site code of the submitting district.                                                                  | Required           |
| 20                                                                                                                                                                                                                                                         | Local ID *                                   | 9             | X           | Student's Local ID                                                                                     | Required           |
| 29                                                                                                                                                                                                                                                         | Student's UniqID *                           | 10            | N           | UniqID as it exists in the eScholar system.                                                            | Required           |
| 39                                                                                                                                                                                                                                                         | Student's Partial Last Name *                | 3             | X           | First 3 characters of Student's Last Name                                                              | Required           |
| 42                                                                                                                                                                                                                                                         | Student's Partial First Name *               | 1             | X           | First 1 character of Student's First Name                                                              | Required           |
| 43                                                                                                                                                                                                                                                         | IBC Code                                     | 3             | X           | 3-character code for the IBC. Refer to the Code Matrix table posted on STS Support Page.               | Required           |
| 46                                                                                                                                                                                                                                                         | Semester IBC Earned                          | 1             | N           | 1 = Fall; 2 = Spring; 3 = Summer                                                                       | Required           |
| 47                                                                                                                                                                                                                                                         | Year IBC Earned (BSSY)                       | 4             | N           | The beginning year of the school session when the IBC was earned.                                      | Required           |
| 51                                                                                                                                                                                                                                                         | Test Vendor                                  | 3             | X           | 3-character code for testing agency of the IBC.                                                        | Optional           |
| 54                                                                                                                                                                                                                                                         | Pass/Fail                                    | 1             | X           | Indicates if Student Passed or Failed Test: "P" = Passed; "F" = Failed                                 | Required           |
| 55                                                                                                                                                                                                                                                         | Sponsor Code of the LEA where IBC was Earned | 3             | X           | The Sponsor Code where the student was enrolled when IBC was earned.                                   | Required           |
| 58                                                                                                                                                                                                                                                         | Site Code of the School where IBC was Earned | 6             | X           | The current LEA must send all IBCs the student has earned, including those earned in another district. | Required           |
| <b>Total Length=63</b><br><b>N</b> – Numeric (right justified, padded with zeros)<br><b>X</b> – Alphanumeric (left justified, padded with spaces)<br>* For a student, data in these fields must match student data in eScholar Louisiana Secure ID system. |                                              |               |             |                                                                                                        |                    |

## 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 8<sup>th</sup> semester use B2 for the next block taken and the full credit for the course or 1.0 credit units earned and 1.0 credit attempted.

**Question:** 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 send an email to the STS coordinator to get the student into OTS.

**Question:** One of my students 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 the course was taken will default to your school, and for your school, there should be nothing typed into the Course Site Name field.

1. Delete your codes from the **Course Site** and **Course Sponsor** fields and leave blank
2. Type “Home Study” or “Correspondence Course” in the **Course Site Name** field
3. Use the appropriate code in the Distance Learning Type field
4. Leave your own codes in the **Course Sponsor** and **Course Site** fields
5. 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, 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.

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

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

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

**Answer:** *Reassigning* a student from another school or LEA will be done in Louisiana Secure ID System (eScholar) System:

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

- The **Master Data** within the UniqID system must be updated *first*.
  - This is the active record for the person and includes the ID and all of the latest data.

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

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

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

Students who have come from a nonpublic school will have the PII available in their records. Go through the Louisiana Secure ID (eScholar) process for **ID Assignment**. This process includes the following steps:

1. submitting a batch
2. validating the data
3. fixing data errors
4. assigning IDs
5. resolving near matches/matches
6. downloading IDs

Please refer to the Louisiana Secure ID (eScholar) UniqID User Guide posted on the eScholar Support Page.

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

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

SiteCode\_StudentLocalID\_BeginningSchoolYear\_3DigitIBCCode

Example: 001001\_123456789\_2015\_004.pdf

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

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

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

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

**Option 2: Hardship Waiver**

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

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

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

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

## **APPENDIX E: Data Glossary**

### **Academic Endorsement**

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

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

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

### **Anticipated Graduation BSSY**

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

### **AP - Advanced Placement**

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

### **Area of Concentration**

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

### **Award**

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

### **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.

### **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.

**BOR**

Board of Regents

**BSSY**

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

**Career Technical Endorsement**

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

**Certification**

Certification should take place after graduation dates are submitted and verified as complete and correct. Certification is at the site level. Each site must be certified separately. The site must be recertified whenever any graduate data from the site is updated/changed. To certify a site, go to the Main STS page in the LEADs Portal and select "Certify Graduate Transcripts" found under the "Update" button on the Main STS page.

**Conversion Scale**

The process of converting grade points to the 4.00 scale used for TOPS GPA courses that have not been identified as remaining on the 5.0 scale and Overall GPA.  
(Quality Points Awarded \* 4) / Quality Points Max

**Course Codes Requiring Transcript Course Name**

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

**Course Part Number**

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

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

### **Course Type Code**

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

RG – Regular

HR – Honors

GT – Gifted

AP – Advanced Placement

IB – International Baccalaureate

DE – Dual Enrollment

DA – Dual Enrollment (AP)

DI – Dual Enrollment (IB)

SE – Special Education

TA – Talented

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

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

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

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

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

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

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

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

### **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.

### **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.

### **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.

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

### **FAFSA Application Flag**

This is the indicator on a student's record of a completed application for free federal student aid. Accepted values are as follow:

- 1 = FAFSA Completion
- 2 = TOPS Form Completion
- 5 = No Response Received

This field is not required for graduates.

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

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

### **History Record**

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

### **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.

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

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

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

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

### **Industry Based Certification**

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

### **LEADS**

Louisiana Educational Accountability Data System

### **LOSFA 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.

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

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

### **Master Record**

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

### **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/charter schools only) are certified, official transcripts will be produced. Users with access to OTS have the ability to view and/or print transcripts. The website address for the Official Transcript System is:

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

### **Part Numbers**

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

### **Quality Points Awarded Count**

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

Examples:

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

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

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

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

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

### **Repeat-Delete Rule**

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

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

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

**STSQ01: Student Transcript Detail Extract**

This is a data file utilized by LOSFA and BOR.

**STSQ02: Student TOPS GPA Extract**

This is a data file utilized by LOSFA.

**STSQ03: BOR Extract**

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

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

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

**STSQ05: (Manual GPA Recalculation)**

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

**STSQ06: TOPS Detail Report**

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

**STSQ07: Student Level Transcript Detail Report**

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

**STSQ08: Course Part Number Edit Report**

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

**STSQ11: Overall GPA Report**

This report of each student's Overall GPA from a given school session is based on the extract file provided to the Board of Regents for ranking students. It is a preliminary to the STSQ03, and it gives LEAs a chance to review the data prior to a BOR harvest. Arranged by sponsor, site and

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

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

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

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

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

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

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

### **TAS - Totally Automated System**

Totally Automated System (TAS) is a Louisiana Department of Education application that provides LEA Security Coordinators (LEASC) and Nonpublic 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 - Taylor Opportunity Program for Students**

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

### **TOPS Awards**

TOPS Opportunity, Performance and Honors.

### **TOPS Core Curriculum**

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

### **Transcript Course Name**

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

## **APPENDIX F: LOSFA Requirements**

### **LOSFA Consent Flag**

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

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

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

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

### **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 G: Error Codes & Messages**

The following Error Messages 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 has 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.

Errors beginning with “U” are validations of the student’s demographics against what was submitted to the UniQID System (eScholar). Items checked are the first letter of the first name, first three letters of the last name, day of birth, local ID, gender, and race/ethnicity. These items must match what is in eScholar. If any of these items are incorrect in eScholar, they must be corrected in eScholar before the student can be entered into STS.

| <b>Code</b> | <b>Error Message</b>                     | <b>Possible Solution</b>                                                                                                                                                           |
|-------------|------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 004         | PROCESS DT NOT WITHIN COLLECTION PERIOD  | PROCESS DATE NOT WITHIN COLLECTION PERIOD FOR THIS LEA & BEG SCHOOL SESSION YEAR                                                                                                   |
| 005         | SPONSOR CODE NOT SAME AS SUBMITTING SPON | Sponsor (LEA) Code is the 3-digit code assigned by the Department of Education. The 3 digit code on the uploaded data does not match the 3 digit code for the site being uploaded. |
| 006         | BATCH SUBMISSION NOT ALLOWED FOR SPONSOR | BATCH SUBMISSION NOT ALLOWED FOR SUBMITTING SPONSOR                                                                                                                                |
| 007         | INVALID TRANSCRIPT FILE TYPE CODE        | Transaction codes should be either "020" for a student record or "030" for a transcript record.                                                                                    |
| 101         | Invalid System Indicator                 | System Indicator must be "STS"                                                                                                                                                     |
| 102         | INVALID TRANSACTION CODE                 | Transaction codes should be either "020" for a student record or "030" for a transcript record.                                                                                    |

|     |                                         |                                                                                                                                                                                    |
|-----|-----------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 103 | INVALID BEGINNING SCHOOL SESSION YEAR   | Beginning School Session Year must be a 4 digit year. For example, use "2016" for the 2016-2017 school year.                                                                       |
| 104 | SPONSOR CODE NOT EQUAL SUBMITTING LEA   | Sponsor (LEA) Code is the 3-digit code assigned by the Department of Education. The 3 digit code on the uploaded data does not match the 3 digit code for the site being uploaded. |
| 105 | INVALID STATE IDENTIFICATION NUMBER     | Unique ID as it exists in the UID system. For the public, this should be a 10 digit number. For non-public, this should be a 9 digit number.                                       |
| 200 | NO STUDENT RECORD FOR TRANSCRIPT RECORD | The 030 transcript record does not match a 020 student record.                                                                                                                     |
| 201 | INVALID SITE CODE                       | Must be the 6 digit site code assigned by the Louisiana Department Education. The first three digits will always match the Sponsor Code.                                           |
| 202 | SITE CODE DOES NOT MATCH SPONSOR CODE   | The 6 digit site code assigned by the Louisiana Department Education. The first three digits will always match the Sponsor Code.                                                   |
| 203 | INVALID FIRST NAME                      | For public schools, the first 1 letter of the student's first name is required. For non-public, the full first name is required.                                                   |
| 204 | INVALID STUDENT LAST NAME               | For public schools, the first 3 bytes of the student's last name are required. For non-public, the full last name is required.                                                     |
| 205 | INVALID BIRTH DATE                      | For public schools, the 2 days of the month of the student's birth date is required. For non-public, the full birth date in the format of MMDDYYYY is required.                    |
| 206 | INVALID ETHNIC CODE                     | The six Ethnicity/Race Flags (bytes 139-144 on the 020 student record) all must be either Y or N. At least one flag must be Y. A student can have more than one Y.                 |
| 207 | INVALID SEX CODE                        | Sex Code must be 'M' or 'F' M = Male F = Female                                                                                                                                    |

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| 208 | INVALID GRADE PLACEMENT CODE | Correct grade placement values are "08", "T9", "9", "10", "11", or "12".                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| 209 | INVALID GRADE 9 ENTRY YEAR   | Beginning School Session Year when the student entered the 9th grade. Correct values must be a 4 digit year. For example, use "2016" for the 2016-2017 school year.<br>Must be equal to or less than BSSY for grades 09-12<br>Must be BSSY + 1 for Grade T9<br>Must be blank for Grade 08                                                                                                                                                                                                                                          |
| 210 | INVALID GRADUATION DATE      | Date a student graduated or will graduate. Enter only after all graduation requirements are met, and used 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 the student did not graduate. Will be removed upon batch upload if student does not meet graduation requirements and an override or data correction will be required if CU < 24. |
| 211 | DUPLICATE STUDENT RECORD     | There can only be one 020 Student record per student; If two students in the same year from the same LEA are using the same StudentIdNum they will receive this error.                                                                                                                                                                                                                                                                                                                                                             |
| 212 | INVALID CAREER OPTION CODE   | If applicable (Core 4 w/CTE, Basic Core , TOPS Tech Career Diplomas or Historical Career Diploma students only) Otherwise leave blank.<br><br>Identifies the career option of a student and corresponds to the Area of Concentration or Jumpstart Pathway in the TOPS Core Reference Tables for specific diploma pathways.<br>A01- P06 (See Appendix: Areas of Concentration) Expires with graduates of 2016-17<br>Note: A “drop-down” selection list is available in Online Entry; click on the appropriate                       |

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|     |                                        | Career Option Code.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| 213 | SITE CODE NOT EQUAL TO SUBMITTING SITE | SITE CODE NOT EQUAL TO SUBMITTING SITE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 216 | STATE ID ALREADY ASSIGNED AT SITE      | STATE ID ALREADY ASSIGNED AT SITE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| 217 | Invalid endorsement code.              | <p>Academic Endorsement: Code identifies type of academic endorsement (Leave blank if not applicable).</p> <p>A1 =Academic Endorsement with senior project</p> <p>A2 = Academic Endorsement with 1 unit AP course</p> <p>A3 = Academic Endorsement with 1 IB course</p> <p>A4 = Academic Endorsement with 3 units non-remedial articulated college credit in core area</p> <p>Leave this field blank if no Academic Endorsement is earned. At this time, not applicable to non-public schools.</p> <p>Note: A “drop-down” selection list is available in Online Entry; click on the appropriate Academic Endorsement Code. A student can earn both academic and career/tech endorsements.</p> <p>Value placed in the field must be a valid one, and this field must be blank if the graduation date is blank.</p> <p>Graduation date must be on the record for this endorsement.</p> |
| 218 | GEE FLAG NOT Y, E, A, or G             | GEE FLAG NOT Y, E, A, or G. Non-public schools may leave this data element blank.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| 219 | Invalid Rank or Size Of Class.         | <p>Invalid Rank In Class or Size Of Class.</p> <p>Local Rank in Class: Position in Class. Optional.</p> <p>Optional; must be spaces if not used. If used, must pad with zeros (numeric field). Indicates the rank of students within their grade level and is locally defined.</p> <p>Note: If specified, Rank in Class must be &gt;=1.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |

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|     |                                                | For example, a student cannot be ranked 0 out of 50.                                                                                                          |
| 220 | Rank must be <= Size Of Class.                 | Rank In Class must be <= Size Of Class.                                                                                                                       |
| 221 | Endorsements for grads only.                   | Only send endorsements for graduates.                                                                                                                         |
| 222 | At another site in the LEA                     | Student is at another site in your LEA                                                                                                                        |
| 223 | GRAD WITH <24 CUs EARNED.                      | GRAD WITH <24 CUs EARNED.                                                                                                                                     |
| 224 | DIPLOMA PATH CODE REQUIRED                     | DIPLOMA PATH CODE REQUIRED FOR STUDENT                                                                                                                        |
| 225 | INVALID ENDORSEMENTS FOR JUMP START            | REGIONAL, BASIC OR ADVANCED CAREER ENDORSEMENT REQUIRED TO GRADUATE IN JUMP START                                                                             |
| 226 | INVALID GRADE 9 ENTRY YEAR FOR T9              | NINTH GRADE ENTRY YEAR LESS THAN BEGINNING SCHOOL SESSION YEAR NOT ALLOWED FOR T9                                                                             |
| 227 | INVALID LOCAL IDENTIFICATION NUMBER            | INVALID LOCAL IDENTIFICATION NUMBER                                                                                                                           |
| 229 | INVALID CAREER OPTION CODE FOR DIPLOMA PATHWAY | INVALID CAREER OPTION CODE FOR DIPLOMA PATHWAY                                                                                                                |
| 230 | Grade Placement is invalid for graduate        | Verify Grade Placement is 11 or 12 for graduate                                                                                                               |
| 231 | INVALID DIPLOMA PATH                           | For students entering 9th grade in 2013 and prior, the Diploma Path must be C4, C5, C6 or CD.                                                                 |
| 232 | INVALID DIPLOMA PATH                           | For students entering 9th grade in 2014 and after, the Diploma Path must be CA, TU or L1.                                                                     |
| 233 | DIPLOMA PATH NOT DECLARED                      | The "ND" Diploma Path is not accepted for students after April 1st of their 10th grade year.                                                                  |
| 234 | GEE AND ELA FLAG COMBO IS INVALID              | When GEE is Y, ELA Flag must be blank. When GEE is E, ELA Flag must be blank. When GEE is A, ELA Flag must be A or P. When GEE is G, ELA Flag must be G or P. |
| 235 | GEE AND MATH FLAG COMBO                        | When GEE is Y, MATH Flag must be blank.                                                                                                                       |

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|     | IS INVALID                                     | When GEE is E, MATH Flag must be blank.<br>When GEE is A, MATH Flag must be A or P.<br>When GEE is G, MATH Flag must be G or P.                                                                                                                                                                                                                                                                                                                                     |
| 236 | INVALID EOC AND SCIENCE FLAG COMBO             | If EOC is Y or E SCIENCE Flag must be blank.<br>If EOC is A' SCIENCE Flag must be A or P. If<br>EOC G' SCIENCE Flag must be blank.                                                                                                                                                                                                                                                                                                                                  |
| 237 | INVALID EOC AND SOCSTUD FLAG COMBO             | If EOC is Y or E SCIENCE Flag must be blank.<br>If EOC is A' SCIENCE Flag must be A or P. If<br>EOC G' SCIENCE Flag must be blank.                                                                                                                                                                                                                                                                                                                                  |
| 238 | GEE FLAG SHOULD BE Y WHEN ALL SUBJECTS ARE P   | Met EOC/GEE Flag should be Y when all subject assessments are passed                                                                                                                                                                                                                                                                                                                                                                                                |
| 239 | SCIENCE OR SOCSTUD FLAG IS REQUIRED            | When Met EOC/GEE Flag is A, either the SCIENCE Flag or the SOCSTUD flag must be entered.                                                                                                                                                                                                                                                                                                                                                                            |
| 240 | SUBJECTS NOT BLANK WHEN GEE IS Y, E OR BLANK   | Subject Areas should be blank when Met EOC/GEE Assessment Requirements flag is Y, E, or blank.                                                                                                                                                                                                                                                                                                                                                                      |
| 241 | Invalid FAFSA Application Flag                 | The FAFSA Application Flag is optional. When populated, it must contain a number between 1 and 5 (i.e. must be a 1, 2, or 5). Please enter the appropriate code and resubmit the student. Code values represent the following: <ul style="list-style-type: none"> <li>• 1 = FAFSA Completion</li> <li>• 2 = TOPS Form Completion</li> <li>• 5 = No Response Received</li> </ul>                                                                                     |
| 242 | FAFSA Application Flag Required for Graduate   | The FAFSA Application Flag is optional. If the Graduation Date is entered the FAFSA Application Flag contains a number between 1 and 4 (i.e. must be a 1, or a 2, or a 3, or a 4). Please enter the appropriate code and resubmit the student, or remove the Graduation Date. Code values represent the following: <ul style="list-style-type: none"> <li>• 1 = FAFSA Completion</li> <li>• 2 = TOPS Form Completion</li> <li>• 5 = No Response Received</li> </ul> |
| 243 | Ninth Grade Entry Year not allowed for Grade 8 | The Ninth Grade Entry Year must be blank for students with Grade Placement '08' (8th graders). Ninth Grade Entry Year is required for all other grades.                                                                                                                                                                                                                                                                                                             |

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| 244 | JS 2.0 U codes only allowed for CA students         | Students must have a diploma pathway of CA to be allowed to use the U Jump Start 2.0 career option codes.                                                                                                                                                                                                                                      |
| 245 | JS 2.0 requires 9th grade entry 2020 or above       | The CA Jump Start 2.0 U career option codes are only allowed for students with a 9th grade entry of 2020 and above.                                                                                                                                                                                                                            |
| 246 | Assessment waiver not allowed for this diploma path | Codes 1 and 3 work with TU or CA. Code 2 only works with CA.                                                                                                                                                                                                                                                                                   |
| 247 | Met Assessment Req Flg NOT Y or N                   | Met Assessment Requirement Flag NOT Y, 1, 2, 3 or N. Non-public schools may leave this data element blank.                                                                                                                                                                                                                                     |
| 248 | INVALID ELA Subject Area Flg                        | ELA Subject Area Flg must be P, A, G, E, N or L                                                                                                                                                                                                                                                                                                |
| 249 | INVALID MATH Subject Area Flg                       | MATH Subject Area Flg must be P, A, G, E, N or L                                                                                                                                                                                                                                                                                               |
| 250 | INVALID SCIENCE Subject Area Flg                    | SCIENCE Subject Area Flg must be P, A, G, E, N or L                                                                                                                                                                                                                                                                                            |
| 251 | INVALID SOC STUDIES Subject Area Flg                | SOC STUDIES Subject Area Flg must be P, A, G, E, N or L                                                                                                                                                                                                                                                                                        |
| 300 | NO TRANSCRIPT RECORD FOR STUDENT RECORD             | NO TRANSCRIPT RECORD FOR STUDENT ID WITH STUDENT RECORD                                                                                                                                                                                                                                                                                        |
| 301 | INVALID COURSE BEGINNING SCH SESS YEAR              | INVALID COURSE BEGINNING SCHOOL SESSIONYEAR                                                                                                                                                                                                                                                                                                    |
| 302 | INVALID COURSE CODE                                 | Valid course codes should be 6 digits long.                                                                                                                                                                                                                                                                                                    |
| 303 | INVALID COURSE PART NUMBER                          | <p>Course Part number must be either "1", "2", or blank.</p> <p>Distinguishes the first half of the course from the second half of the course in which the 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.</p> |
| 304 | INVALID SEMESTER CODE                               | 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).                                                                                                                                                                                                                    |
| 305 | INVALID LETTER GRADE CODE                           | Letter grade assigned to a student for a                                                                                                                                                                                                                                                                                                       |

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|     |                                                 | course. Must be A, B, C, D, F, P (Pass) or E (Exempt).                                                                                                                |
| 306 | INVALID CREDIT ATTEMPTED COUNT                  | Credit attempted values are limited to 3 digits such as 0.50 or 1.00.                                                                                                 |
| 307 | CREDIT ATTEMPTED COUNT > 0, GRADE = 'E'         | CREDIT ATTEMPTED COUNT > 0 AND LETTER GRADE = 'E'                                                                                                                     |
| 308 | CREDIT ATTEMPTED CNT = 0, GRADE NOT 'E'         | CREDIT ATTEMPTED COUNT = 0 AND LETTER GRADE NOT = 'E'                                                                                                                 |
| 309 | CREDIT ATTEMPT CNT = 0, WAIVER FLAG 'N'         | CREDIT ATTEMPTED COUNT = 0 AND WAIVER FLAG = 'N'                                                                                                                      |
| 310 | INVALID CREDIT EARNED COUNT                     | Credit earned values are limited to 3 digits such as 0.50 or 1.00.                                                                                                    |
| 311 | INVALID CREDIT EARNED COUNT, GRADE = 'F'        | With a grade of F, the credit earned should equal 0.                                                                                                                  |
| 312 | CREDIT EARNED NOT = ATTEMPTED, GRADES A,B,C,D,P | With a passing grade of A, B, C, D, or P, the credit earned should not equal 0.                                                                                       |
| 313 | CREDIT EARNED NOT > 0, GRADE NOT E OR F         | CREDIT EARNED COUNT NOT > 0 FOR LETTER GRADE 'A', 'B', 'C', 'D', OR 'P'                                                                                               |
| 314 | INVALID GRADE POINT MAXIMUM COUNT               | Maximum grade points that can be earned for the course/class with correct values of 3 digits such as 4.00 or 5.00.                                                    |
| 315 | INVALID HONORS COURSE FLAG                      | INVALID HONORS COURSE FLAG                                                                                                                                            |
| 316 | INVALID CORE CURRICULUM WAIVER FLAG             | INVALID CORE CURRICULUM WAIVER FLAG "Y" if a student was exempted from a course, otherwise "N".                                                                       |
| 317 | CORE CURRIC WAIVER FLAG 'N', GRADE = 'E'        | CORE CURRICULUM WAIVER FLAG 'N' FOR LETTER GRADE 'E'                                                                                                                  |
| 318 | CORE CURR WAIVER FLAG 'Y', GRADE NOT 'E'        | CORE CURRICULUM WAIVER FLAG = 'Y' AND LETTER GRADE NOT = 'E'                                                                                                          |
| 319 | INVALID COURSE SPONSOR CODE                     | INVALID COURSE SPONSOR CODE<br><br>Sponsor Code of the LEA in which the student took the course. Must be supplied for all courses taken in Louisiana, otherwise leave |

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|     |                                             | blank. If position 166 (Course Type Code) is "DE", this field must contain the Post-secondary Sponsor code instead of the LEA Sponsor code.         |
| 320 | COURSE SPON REQUIRED,<br>CRS SITE NOT BLANK | COURSE SPONSOR CODE REQUIRED IF<br>COURSE SITE CODE NOT BLANK                                                                                       |
| 321 | INVALID COURSE SITE CODE                    | A 6 digit site code of the school in which the student took the course. Must be supplied for all courses taken in Louisiana, otherwise leave blank. |
| 322 | COURSE SITE AND COURSE<br>SPON NOT MATCHING | COURSE SITE CODE DOES NOT MATCH<br>COURSE SPONSOR CODE                                                                                              |
| 323 | CRS SITE REQUIRED IF CRS<br>SPON NOT BLANK  | COURSE SITE CODE REQUIRED IF COURSE<br>SPONSOR CODE NOT BLANK                                                                                       |
| 324 | INVALID COURSE SITE NAME                    | INVALID COURSE SITE NAME                                                                                                                            |
| 325 | INSUFFICIENT DATA ON ASR<br>/DIST OR REPEAT | INSUFFICIENT DATA ON ASR FOR DIST OR<br>REPEAT COURSE CODE                                                                                          |
| 326 | DUPLICATE TRANSCRIPT<br>RECORD              | DUPLICATE TRANSCRIPT RECORD                                                                                                                         |
| 327 | PART NUM NOT ALLOWED /<br>GRADE 'P' OR 'E'  | COURSE PART NUMBER NOT ALLOWED IF<br>LETTER GRADE 'P' OR 'E'                                                                                        |
| 328 | COURSE NAME REQUIRED FOR<br>THIS COURSE     | TRANSCRIPT COURSE NAME REQUIRED FOR<br>THIS COURSE                                                                                                  |
| 329 | NONNUMERIC QLTY POINTS<br>AWARDED CNT       | Quality points should be recorded as 3 digit numbers such as "2.00" or "3.00".                                                                      |
| 330 | QLTY PNTS AWD CNT NOT 0<br>FOR GD P,E, OR F | Quality points awarded should be zero for a grade of P, E, or F.                                                                                    |
| 331 | QUAL PTS AWD CNT = 0 FOR<br>GD A,B,C OR D   | Quality points awarded should not be zero for a grade of A, B, C, or D.                                                                             |
| 332 | QTY PTS AWD CNT NOT = GD<br>PT MAX CT FOR A | QUALITY POINTS AWARDED COUNT NOT =<br>GRADE POINT MAX COUNT FOR GRADE A                                                                             |
| 333 | QUAL PNT AWD CNT NOT <<br>GRD PNT MAX CNT   | QUALITY POINTS AWARDED COUNT NOT <<br>GRADE POINT MAX COUNT FOR GRADE B,C,<br>OR D                                                                  |
| 334 | INVALID COURSE TYPE CODE                    | Code to identify the type of Course. RG -                                                                                                           |

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|     |                                                   | 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 |
| 335 | INVALID DISTANCE LEARNING COURSE TYPE CD          | INVALID DISTANCE LEARNING COURSE TYPE CD                                                                                                                                                                   |
| 336 | COURSE TYPE CD MUST = 'AP'                        | COURSE TYPE CODE MUST BE 'AP' FOR THIS COURSE CODE                                                                                                                                                         |
| 337 | COURSE TYPE 'AP' INVALID FOR COURSE CD            | COURSE TYPE CODE 'AP' IS INVALID FOR THIS COURSE CODE                                                                                                                                                      |
| 338 | 030-record <175 characters                        | 030-record must be at least 175 characters                                                                                                                                                                 |
| 339 | Post Sec Credit Hrs must be > 0                   | Post Sec Credit Hrs must be > 0                                                                                                                                                                            |
| 340 | PSC hrs must be blank or 0 when Crs Type not DE   | Post Sec Credit Hrs Must be blank or zero when Course Type Code is not DE                                                                                                                                  |
| 341 | Invalid DE Post Sec Credit Hours                  | Invalid DE Post Sec Credit Hours                                                                                                                                                                           |
| 342 | INVALID DE SECONDARY SITE CODE                    | INVALID DE SECONDARY SITE CODE                                                                                                                                                                             |
| 343 | INVALID COURSE CHOICE SPONSOR CODE                | INVALID COURSE CHOICE SPONSOR CD                                                                                                                                                                           |
| 344 | INVALID COURSE CHOICE SITE CODE                   | INVALID COURSE CHOICE SITE CD                                                                                                                                                                              |
| 345 | INVALID DROPOUT PREVENTION SPONSOR CODE           | INVALID DROPOUT PREVENTION SPONSOR CD                                                                                                                                                                      |
| 346 | INVALID DROPOUT PREVENTION SITE CODE              | INVALID DROPOUT PREVENTION SITE CD                                                                                                                                                                         |
| 347 | Credential required for CA pathway                | Credential required for CA pathway, verify PDF is on eScholar FTP                                                                                                                                          |
| 348 | eScholar FTP connection is unavailable            | eScholar FTP connection is unavailable, contact DOE                                                                                                                                                        |
| 349 | Invalid Diploma Path-student not assessed on LAA1 | L1 Diploma Path is only allowed for students assessed on LAA1 as indicated in SER                                                                                                                          |
| 350 | CDV Career Option must be                         | CDV Career Option must be entered online                                                                                                                                                                   |

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|     | entered online                      |                                                                                                                                                                                                                                                   |
| 351 | Error with Work Based Learning Code | If work based learning code is used, then the work based learning description cannot be blank                                                                                                                                                     |
| 352 | Invalid Internship Type Code        | <p>Internship Type must be:<br/>01: Paid<br/>02: Unpaid</p> <p>Only applies to CDF-Qualifying CTE Internship<br/>080202<br/>080200<br/>080203<br/>080201</p>                                                                                      |
| 500 | Invalid 050 Record Length           | The 050 records are 63 characters in length.                                                                                                                                                                                                      |
| 501 | Duplicate IBC Record                | A student is only allowed 1 pass and/or 1 fail of each IBC code.                                                                                                                                                                                  |
| 502 | Student Record Not Found            | Either the 020 records was removed due to errors, the 020 was not found in the upload file, or the student is not there with a standalone upload.                                                                                                 |
| 503 | Invalid BSSY                        | Starting at character 7 the next 4 characters should be the BSSY "2018". BSSY is Beginning School Session Year, so for the school year 2018-2019 the BSSY is 2018.                                                                                |
| 504 | Invalid Sponsor Code                | Starting at character 11 the next 3 characters should be your sponsor code ranging from 001 to W99. Your sponsor code is also the first 3 digits of your e# login. You are only allowed to upload sponsor data that you have permissions set for. |
| 507 | Invalid Student Unique ID           | Starting on character 29 the next 10 characters are the student's unique id. This id must match what is in STS and eScholar. For nonpublic schools, the 9 character id is accepted.                                                               |
| 510 | Invalid IBC Code                    | Starting at character 43 the next 3 characters is the IBC code from the IBC matrix found at <a href="http://www.louisianabelieves.com">www.louisianabelieves.com</a>                                                                              |
| 511 | Invalid Semester Earned Code        | Starting at character 46 the next 1 character                                                                                                                                                                                                     |

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|     |                                            | is the semester in which the IBC was earned. 1 = Fall, 2 = Spring, 3 = Summer                                                                                                                                                                                  |
| 512 | Invalid Year IBC Earned                    | Starting at character 47 the next 4 characters must be the BSSY in which the student earned the IBC (ex. 2017).                                                                                                                                                |
| 513 | Invalid P/F code                           | Starting at character 54 the next 1 character is whether the student passed or failed the IBC. Accepted entries are P = Passed or F = Failed.                                                                                                                  |
| 514 | Invalid Sponsor Code where IBC was Earned  | Starting at character 55 the next 3 characters must be the sponsor code from where the student earned this IBC. Please check the master sponsor code list to find the appropriate sponsor code.                                                                |
| 515 | Invalid Site Code where the IBC was Earned | Starting at character 58 the next 6 characters are the site code where the student earned the IBC.                                                                                                                                                             |
| U01 | Invalid Secure ID                          | Must be a valid 10 digit Secure ID number<br>Data Element: State Identification Number<br>Edit: Unique ID number must be 10 numeric digits<br>Cause: Unique ID is less than 10 digits or is not numeric<br>Solution: Change Unique ID to a valid numeric value |
| U02 | Secure ID does not exist                   | Secure ID submitted does not exist in the Louisiana Secure ID system for this LEA and site code.                                                                                                                                                               |
| U03 | Student's First name not matched           | First name submitted does not match the first letter of the student's First Name in the Louisiana Secure ID system                                                                                                                                             |
| U04 | Student's Last name not matched            | Last name submitted does not match the first three letters of the student's last name in the Louisiana Secure ID system                                                                                                                                        |
| U05 | Student's Local ID not matched             | Local ID submitted does not match the student's Local ID in the Louisiana Secure ID system.                                                                                                                                                                    |
| U06 | Student's Day of birth not matched         | The day of birth submitted does not match the student's Day of Birth in the Louisiana Secure ID System. Verify the Day of Birth provided is numeric between 01 and 31 and is a valid day                                                                       |

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|     |                                                | for the specific month; i.e. for February 01-29 and in the format DD.                                                  |
| U07 | Student's Ethnicity not matched                | Ethnicity and Race submitted do not match the student's Ethnicity and Race in the Louisiana Secure ID system.          |
| U08 | Student's Gender not matched                   | Sex code submitted does not match the student's gender in the Louisiana Secure ID system.                              |
| U09 | Reside Parish of student's address not matched | Reside Parish submitted does not match the residing parish of the student's address in the Louisiana Secure ID System. |
| U10 | Zip code of student's address not matched      | Zip code submitted does not match the zip code of the student's address in the Louisiana Secure ID System.             |
| U11 | State of student's address not matched         | State submitted does not match the state of the student's address in the Louisiana Secure ID System.                   |

## **APPENDIX H: Career Tech Ed Endorsement Codes**

The Career Tech Endorsements (CTEs) have been assigned a two-digit code to identify the highest level earned credential and should be entered in position 120 on the (020) Student Record. This field must be populated if the student is a Jumpstart TOPS Tech Career Diploma Graduate on the CA Pathway. The designated Jumpstart CTE endorsements will be used to indicate that a Jumpstart credential has been earned by the graduate and also, for the awarding of accountability points associated with the credential for the school. This field should be left blank if the student is not a graduate or if no credentials have been earned.

The highest level IBC/Credential earned by the student should be a statewide credential. A Statewide credential is a credential that has been identified by the Workforce Investment Council (or WIC) related to “high-demand” job sectors (i.e., job sectors that have lots of employment opportunities and pay higher wages).

The two-digit codes that have been assigned to each statewide credential are listed below and the possible accountability points associated with each credential is also shown. Note: The code on the graduate’s transcript should indicate the highest credential earned by the student.

The Career Tech Endorsements Codes (CTE Endorsement Codes)

- J1 - Basic Statewide Credentials indicate a student has attained a basic proficiency with an industry-valued skill set. Students that attain Basic Statewide Credentials earn their schools 110 accountability points
- J2 - Regional Core credentials earn 100 points for the diploma
- J3 - Advanced Statewide credentials indicate a student has attained advanced industry-valued skills. Students that attain Advanced Statewide Credentials earn their schools 150 accountability points.
- J4- Alternate Credentials (Act 833 Only) credentials earn 100 points for the diploma

Enter the appropriate CTE Endorsement code for the appropriate Statewide credential in your local software to upload to STS via batch upload in position 120 of the 020 Student Record or see below for online instructions for adding the endorsement.

### **STS CAREER TECH ED ENDORSEMENT CODES ONLINE ENTRY**

1. Enter online in UPDATE Mode by clicking Endorsements and Credentials
2. Select the highest statewide credential code from the drop down list
3. Click the SUBMIT button.

## **APPENDIX I: Out-of-State or Home Study Credits**

Bulletin 741 gives LEAS the authority to decide what credits they will accept.

Local school officials from any state-approved school receiving a student from an unapproved school, in- or out-of-state, or approved home study programs, shall determine the placement and/or credits for the student through screening, evaluations, and/or examinations.

1. The principal and/or superintendent may require the student to take an examination on any subject matter for which credit is claimed.
2. The school issuing the high school diploma shall account for all credits required for graduation, and its records will show when and where the credit was earned.

### **For Out of State Courses and IBCs**

Credits earned from out of state will need to have a course sponsor and course site code to enter them into STS. The sponsor code 103 - Out of State Courses and Credentials should be used for this purpose.