

## STUDENT TRANSCRIPT SYSTEM TIME LINES

The following table shows the deadlines for submission of Student Transcript System (STS) data to the Louisiana Department of Education by Louisiana school districts.

DATE	ACTIVITY
Friday 09/16/2011	Board of Regents Extract. Submission of data for all students must be completed prior to this date.
Monday 10/03/2011	Rollover of database to 2011-12. Deadline for 2010-11 updates to STS. Changes to data must be accomplished prior to this date.
Thursday 02/16/2012	Board of Regents Extract. Submission of mid-year data for the fall semester must be completed prior to this date.
Monday 06/18/2012	Board of Regents/TOPS Extracts. Submission of data for all students must be completed prior to this date.
Monday 09/17/2012	Board of Regents Extract. Submission of data for all students must be completed prior to this date.

Although data may be submitted to STS throughout the year, there are three points at which it is important to have transcript data as accurate and complete as possible. February 15<sup>th</sup> is the deadline for submitting mid-year data (after fall semester). Graduate data must be submitted by June 15<sup>th</sup>. TOPS awards will not be processed until LOSFA receives a student's final high school transcript. Transcripts that reflect summer school courses are required by September 15<sup>th</sup>. Data will be extracted on the first work day following the 15<sup>th</sup>, and STS will be unavailable during the time these extracts are being run. The extracts of STS data provided to the Board of Regents are in turn made available to colleges/universities to assist in recruiting and pre-admission decisions. **NOTE:** The Superintendent of Education has requested that **ALL** courses taken for credit in grades 9-12 be submitted at the time of each extract.