

2012-2013

STS

QUESTIONS AND ANSWERS

For

HIGH SCHOOL COUNSELORS
(Revised 10-31-2012)

PRESENTED BY

LOUISIANA OFFICE OF STUDENT FINANCIAL ASSISTANCE (LOSFA)

Contact us at:

Public Information Representatives: 1-800-259-5626

E-Mail: custserv@osfa.la.gov

Web site: www.osfa.la.gov

Also visit LOSFA on:
Facebook - www.facebook.com/LOSFA

Twitter – www.twitter.com/LOSFA

STS QUESTIONS AND ANSWERS

STUDENT TRANSCRIPT SYSTEM (STS) – (For School Personnel)

The TOPS Core Curriculum Reference Tables used in the Student Transcript System are available on the Department of Education’s LEADS Portal, <https://leads.doe.louisiana.gov/ptl/> on the STSQ12 report and on LOSFA’s Web site, www.osfa.la.gov. Also available on these sites are the Course Code Tables.

Q-1. What is a LEA – Local Education Authority?

A. For public schools, a Local Education Authority, LEA, is your district school board. Public LEA’s must certify graduate data for each site separately and must recertify whenever any graduate data at a site is updated or changed. For a Catholic non-public high school, the diocese is the LEA; however, individual diocesan high schools are responsible for their own data submission. For all other non-public high schools, the high school is its own LEA.

Q-2. How long will it take to get my user ID and password? How will I receive it?

A. It will take school personnel about a week to receive your ID and password. Non-public school requests for ID and password must be submitted via the appropriate request form to the Information Technology (IT) Division at LOSFA. E-mail helpdesk@osfa.la.gov or call (800) 259-5626 for assistance in obtaining and completing the request form.

Public schools are to contact the STS/SIS coordinator at their district office.

Q-3. Why can’t I get my password via e-mail?

A. The Internet is not secure and this security policy is strictly enforced.

Q-4. How do I get my password changed?

A. The fastest way is to reset your password yourself, if it has not been revoked, by using the Password Reset System (PRS) online at <https://password.doe.louisiana.gov>. You must have set up your PRS account prior to needing to reset your password. PRS can be used to change expired or forgotten passwords. The PRS User Guide can be found at <https://password.doe.louisiana.gov/help.pdf>.

If you are a non-public school user and you have not set up PRS or your password is revoked, send an e-mail to helpdesk@osfa.la.gov and include the name of your school, your name, user-id, and a phone number where you can be reached.

Public school users who do not have PRS set up or their password is revoked must contact their STS Coordinator to have their password reset.

Q-5. Does it matter which version of Adobe Acrobat I use?

A. Yes. You should use 6.0 or higher. Free upgrades are available on the Internet.

Q-6. Does it matter which zip software is used for batch files?

A. We recommend that you Zip large batch files using WinZip or PKZIP

Q-7. How do I change a student's school assigned ID number to the correct Social Security Number (SSN) after I have submitted a batch file?

- A.
1. In STS on the Web, you can update the State ID (SSN) on the Transcript List (Update Mode) screen OR by submitting a new batch file for the student. To change the number manually, click on the Change Student ID button in the lower right corner of the page. This will bring up a box for you to enter the new Student ID. After typing the new number in the box, click the Change Student ID button again to save the change. If you submit a new batch file for the student, you will need to manually delete the student record with the incorrect SSN. Remember to make the correction in your administrative software so the State ID number will be correct the next time you submit a batch file.
 2. Public schools must recertify the change.
 3. Notify OTS (Official Transcript System) Staff at LDE so the duplicate transcript can be removed from OTS.

Do NOT send a corrected paper transcript to LOSFA. We CANNOT correct STS.

Q-8. How do I correct a student's SSN if I am using the online method of data entry?

- A. In STS on the Web, you can update the State ID (SSN) on the Transcript List (Update Mode) screen. Click on the Change Student ID button in the lower right corner of the page. This will bring up a box for you to enter the new Student ID. After typing the new number in the box, click the Change Student ID button again to save the change. If the student has previously been certified, notify LOSFA of the change if the change is not due to a typographical error, and notify OTS (Official Transcript System) Staff at LDE so the duplicate transcript can be removed from OTS.

Q-9. When submitting data by batch file, can I submit student data one year at a time (for example: submitting only the ninth grade and then adding each year as they were completed)?

- A. No. You cannot "add to" an individual student's records by submitting the student's 9th grade data in one batch file and submitting a second batch file with only the 10th grade data, expecting the records to accumulate. The student's data from the first file would be deleted and the student would end up with only 10th grade records because the 9th grade records would have been deleted. If you want to submit the student's 9th grade data and, when 10th grade data is ready, "add" these records to the file so the file then contains both 9th and 10th grade records, you must submit both the 9th and 10th grade data in the batch file. This will assure that both sets of grades are in the database. If the batch file contains only the 10th grade data, the 9th grade data on the database will be deleted and replaced with only the 10th grade data.

The same procedure would apply for the grades for the 11th and 12th grade data. **To submit complete grade data for a graduating student, the grade data for the 9th through the 12th grades must be included in the batch file.**

Q-10. Can I key in a student record alone then go back and enter transcript data?

- A. No. When entering a student record, at least one transcript record must be entered for the student data to be accepted.

Q-11. If I am entering data through the online system, is there an easy way to add standard redundant information without having to key in the same information on each transcript record?

A. Yes. In STS on the Web, the default data values are automatically included. You will not need to turn the default values on. The following fields have defaulted values:

GRADE POINT MAX: 4.0
SEMESTER: Y1
CREDIT ATTEMPTED: 1.0
CREDIT EARNED: 1.0
COURSE TYPE: REGULAR
CORE COURSE WAIVER: N
DISTANCE LRN TYPE CD: N/A
COURSE SPONSOR: *the school's sponsor code*
COURSE SITE: *the school's site code*

Q-12. How will I know if my student has met TOPS requirements after I submit the transcript data?

A. With STS on the Web, GPA calculations will be made each time a change is made to a transcript record.

To view TOPS data, select the Core Progress Button then click on the core curriculum you are interested in viewing. This screen will show the student's TOPS Cumulative High School Grade Point Average along with which courses were used to calculate the TOPS Cumulative High School Grade Point Average. Categories will be highlighted. (The categories have not yet been completed.) This will indicate whether the student has completed the Core Curriculum and GPA requirements for TOPS. It does not give you the student's final TOPS eligibility status.

Eligibility is determined each Monday and Thursday night (new programming may allow eligibility to be determined each work day in the future). Programming can determine TOPS eligibility if a student's application, ACT/SAT data, and STS data have been received under the same social security number, name and date of birth.

Q-13. Does a student's record have to be deleted from my records if they transfer from my school?

A. No. Leave the records on your system for the current academic year, BUT do not insert a graduation date. After the system rolls over to the next academic year, delete the student from your school. Use the following procedure:

Batch – Move forward all students that do not have a graduation date. After the rollover, send a Type 3 file. This will delete all students that rolled over and will replace them with the students at your school for the current year.

Online – Delete students after the rollover. Manually change grade levels.

Q-14. For home school or home study students who transfer to my school, is there a site code for home school or home study or do we just put "home school" or "home study" in the course site name field?

A. If you are entering a course for a home school/ home study student, enter "home school" or "home study" as appropriate on the course site name field at the bottom of the transcript record.

Q-15. If a student takes a course that is graded on an annual basis but ½ was taken at one school and ½ at another school, how do we enter that in the transcript record?

A. If a student takes two parts of a class at two different BESE approved Louisiana schools, it is entered on two transcript records showing Part 1 taken for 0.5 credits with 0.5 credits earned at one school then Part 2 taken for 0.5 with 0.5 credits earned, each with the appropriate Sponsor and Site Code or Site Location. However, if you give a final grade that includes the transfer semester grade, submit only a final grade as Y1.

If the student takes two parts of a class at two different schools, one a BESE approved high school and one an out-of-state high school, the two parts of the course must be entered as Part 1 for 0.5 credits and Part 2 for 0.5 credits each with the appropriate Sponsor and Site Code or Course Site Name for the part of the course taken in Louisiana and the high school name in the Transcript Site Name field for the part taken out-of-state. This is for the purpose of checking the student’s residency.

Enter the Course Site Code for correspondence courses, distance learning courses, and dual enrollment courses where the credit is earned (the LTC, college, etc.) for which the high school gives credit for graduation.

Q-16. Our school uses semester grades only on our transcripts. We also allow a student who earns an “F” in the first semester but earns a passing grade the second semester to earn a full credit for the course. How do we submit these grades?

A. You can send a combination of S1, S2 for some courses and Y1 for other courses. In this case, to receive credit for a whole unit, submit the course as a Y1 with a final grade. The system will not recognize the ½ unit as credit if the grade equals “F”. You should make a note on the student’s cumulative records that it is your school’s policy to give the student a passing grade for the year if the second semester is passed since this will cause STS not to match the cumulative records.

Q-17. How do I report courses earned with “P”?

A. A course with an earned grade of “P” can only be entered as Y1 – Year Long Course. Programming will not allow the ‘Course Part Number’ field to be populated. A student cannot receive a grade of “P” for one part of a course and a letter grade for the other part of the course. The same will apply to courses given an “E” (Exempt).

Q-18. When should a Course Part Number be reported on STS Records?

A. The Course Part Number must be supplied whenever a one-unit course is submitted as two ½ unit records. If you submit a one-unit course as a single one-unit record, leave the Course Part Number blank.

FAILURE TO INCLUDE A COURSE PART NUMBER WILL RESULT IN NO CREDIT FOR THE ½ UNIT OF THE COURSE AND COULD RESULT IN THE STUDENT’S INELIGIBILITY FOR TOPS.

Please Note: If the TOPS core curriculum requirement is one unit of credit, and you submit a one unit course as two ½ unit records without the Course Part Number, the program calculating core requirements will not recognize the course.

Examples: two possible CORRECT ways to submit a one-unit course:

Correct Method #1 (submit as one record)

Record Number	Course Code	Course Description	Course Part Number	Credit Attempted	Credit Earned	Letter Grade
1	150301	Biology		1.0	1.0	B

Correct Method #2 (Submit as two ½ unit records with the Course Part Number)

Record Number	Course Code	Course Description	Course Part Number	Credit Attempted	Credit Earned	Letter Grade
1	150301	Biology	1	.5	.5	B
2	150301	Biology	2	.5	.5	B

The example listed below is **incorrect and will not be recognized** as a one-unit TOPS requirement:

Record Number	Course Code	Course Description	Course Part Number	Credit Attempted	Credit Earned	Letter Grade
1	150301	Biology		.5	.5	B
2	150301	Biology		.5	.5	B

A one-unit course, submitted as two ½ unit records without the Course Part Numbers is an invalid entry. STS will interpret this scenario as the student took the first part of the course twice and it will perform a delete/repeat resulting in 0.5 credit for the course.

Q-19. If a student transfers, will the receiving school have to re-enter all of the transcript data?

A. No. There is a Re-Assignment feature in STS On the Web. Re-Assignment for a student who is transferring to your school for the 2012-2013 academic year should not be performed until after the STS Data Rollover on October 1, 2012.

Q-20. How is a correspondence course defined in the semester fields when it does not fall into one specific semester or does not take a full year?

A. If the course is for a full credit put Y1. If it is for a ½ credit, put the most appropriate semester code for that course.

Q-21. If I put that a course is graded on a 5.00 scale but, in error, put "RG" in the Course Type field, will STS catch that I made a mistake?

A. STS will NOT automatically assume that a course which has a value of 5.0 is an honors course. You must enter HR (AP or GT as appropriate) in the Course Type Field. If the data has already been transmitted, make an on-line correction or, if there are numerous corrections, resubmit the batch file. **All corrected records must be recertified if submitted by a public school.**

Q-22. When entering a course that was taken at another in-state school, does the course site code have to be used or can the school enter the school name on the site name line?

A. The appropriate Sponsor and Site Codes are required for all courses taken in Louisiana. Failure to use the Sponsor and Site Codes for an approved Louisiana high school can result in the student not being considered a Louisiana resident.

Q-23. If a student takes English IV more than once, will the system automatically take the highest grade?

A. Yes, the system will know to take the highest grade. The key will be to include the academic year(s) or semester in which the repeated course was taken.

Q-24. What course codes do I use for religion courses that we teach?

A. If your school offers more than four religion courses, use other general elective course codes for these courses. Non-public schools should use the course codes for Religion for Non-public schools I-IV.

Bulletin 741 requires that any elective that is offered at a non-public school must first have the approval of the LDE. If you have any electives that have not been approved, have your school administrator contact the Division of Student Standards and Assessments at the LDE.

Q-25. If a student takes Advanced Chorus more than once, how do I enter it so the system knows that the course is not a repeat/delete course?

A. Within the STS and the TOPS Reference Tables, the following dance, music and theatre courses (according to Bulletin 741) are allowed to repeat for credit:

Advanced Band	030302
Advanced Choir	030312
Advanced Orchestra	030322
Applied Music	030360
Dance II	030621

Dance III	030631
Dance IV	030641
Intermediate Band	030301
Intermediate Choir	030311
Intermediate Orchestra	030321
Jazz Ensemble	030304
Sectional Rehearsal	030353
Small Vocal Ensemble	030313
Studio Piano III	030363
Studio Strings III	030482
Theatre II	030721
Theatre III	030731
Theatre IV	030741
Wind Ensemble	030303

These courses can be repeated for credit up to 8 times; a student can have multiple occurrences of these courses in their TOPS Cumulative High School Grade Point Average calculation.

For schools transmitting data online, course codes for these courses have been added to the STS and TOPS Reference Tables that will allow you to indicate second, third and fourth year of the repeatable course. Refer to the current course code list for the additional codes.

For those schools submitting batch files, enter the repeatable course code for each Academic Year in which the course was taken. The LDE programming that receives the data will automatically convert the repeated course into the format of second credit, third credit and so on.

Q-26. How do I enter a ½ credit course that is a year-long course?

- A. A ½ credit course that is a year-long course is entered as “Y1” with 0.5 credits attempted.

Q-27. Can I enter a course as a 0.25 credit?

- A. Yes.

Q-28. Can the graduation date be changed once it is entered?

- A. Yes. **For non-public schools**, the graduation date should be entered only when the student has completed all of the requirements for graduation. When the date is entered, you are indicating the data being submitted has been certified as complete.

For public schools, after making a change, the LEA will need to perform the additional step of certifying graduates using the “Certification of Graduates” function to re-certify.

Since an academic year begins on September 1 and ends on August 31, the graduation date will determine the initial award year. To ensure a student is eligible for a TOPS award when first enrolling as a first-time fulltime student, it is essential that the graduation date fall in the year preceding the year of enrollment.

Q-29. If the student graduates after attending summer school, what year would I report him as graduated?

- A. For TOPS scholarship purposes, an academic year is September 1 through August 31. If a student completes the summer school course in July 2013, and his school records show he graduates 7/2013, then, if otherwise eligible, the student could attend in Fall 2013 and must meet the TOPS application deadlines for TOPS payments for that semester. If a student completes his summer course work on September 1, 2013 and his graduation date is 9/2013, he may enroll for the fall semester of 2013 but he will not qualify to receive a TOPS award until the spring semester of 2013 because TOPS will not pay for a semester, quarter or term that begins before high school graduation.

Q-30. When submitting a batch file, can I submit a partial record for my seniors now and add their final grades when they finish their senior year?

- a. You can submit grades 9-11 for your seniors now. When you submit their senior year grades, you will send a complete transcript, including grades 9-12. When that happens, the previous information sent will be overwritten with the new batch file.

Q-31. How long will it take an error report to be available when submitting batch files?

- A. In STS On the Web, you will be allowed to include an e-mail address when submitting batch files. You will be notified by e-mail as soon as the report is ready with a link to the report. You can also view the report online and download it.

Q-32. What if there is not a course code for our specific courses (for example: Bible, Bible Survey and Bible Study)?

- A. If a religion course is taken in addition to the Religion courses I-IV, use one of the General Elective Course Codes (General Electives 1-8). You must enter the name of the course in the Transcript Course Name field.

Q-33. Do technical school campuses have site codes? What do I do if the a course is taken off-site at a hospital or a driving school or at a university for high school credit and the institution does not have a Sponsor Code and a Site Code?

- A. Technical School campuses have a Sponsor Code and a Site Code. For these codes, see www.osfa.la.gov/sitecodes.

Enter the Sponsor Code and Site Code for institution giving credit for the course. If the institution does not have a Sponsor Code and a Site Code, you should list the location the course was taken in the Transcript Course Site field.

Q-34. Is it necessary to enter information for foreign exchange students?

- A. If the student might attend a Louisiana university, the Board of Regents or the university would need that information. Therefore, the information only needs to be provided if the student might attend a Louisiana post-secondary school or if the student needs an official transcript for graduation. Note that the course code for 6th through 8th grade is 160380 and the course code for high school is 160321.

Q-35. There is a course code for Algebra I that is taken in the 6th, 7th or 8th grade. Is that the code that a school should use for a student that takes Algebra I for high school credit in 8th grade (or physical science, etc) or should they use the regular high school Algebra I code?

- A. If the school is going to give the student a high school Carnegie unit credit for a course taken in the elementary grades (6-8), use the high school subject course code rather than the elementary course code.

Q-36. If a student transfers to our school with a foreign language that is not offered and is not in Bulletin 741, nor does it have a course code, what should I use?

- A. Foreign language elective course codes have been created just for this purpose; however, there are rules that apply. If two of the elective codes are used, they must be for the same language; and the name of the language must be included in the Transcript Course Name field. The name in the Transcript Course Name field must be exactly the same for both courses. Failure to use the exact same name in the Transcript Course Name field will result in STS determining that the two years are in different

languages. For example, if you are creating records for a student who has two units of Vietnamese, you will use: 124001 Foreign Language Elective – Transcript Course Name: Vietnamese I and 124002 Foreign Language Elective – Transcript Course Name: Vietnamese II.

Q-37. Can Speech Debate (2 units) or Speech III and Speech IV be used as substitutes for Fine Arts Survey?

A. Speech III -0151103 and Speech IV -051104 (both units) are allowed for use by students graduating in 2007 and later as a substitute for one unit of Fine Arts Survey. Speech Debate cannot be a substitute for Fine Arts Survey for students graduating in 2009 and later.

Q 38. Can one unit of General Science substitute for Physical Science?

A. No. General Science cannot be used as a substitute for Physical Science.

Q-39. Can I print a transcript from STS?

A. You can print transcript data from STS (STSQ07 Report). However, you can print an official high school transcript from the On-Base Transcript System (OTS). OTS creates the official high school transcript based on data from STS.

Q-40. I am with a non-public school, how do I certify my data?

A. You are certifying the data when you enter a graduation date in a student’s record. Your certification is your confirmation that the student’s data is complete, correct and ready for a TOPS eligibility determination. **DO NOT** enter a graduation date in a student’s record before you are ready to certify that student’s data.

Nonpublic schools do not use the “Certify Students Function.” This function will be grayed-out for nonpublic schools.

Q-41. If a student fails a course at his home school and attends summer school at another school, which sponsor/site code would be used?

A. Use the sponsor/site code of the school where the course was taken.

Q-42. If a student transfers from an in-state eligible high school and has repeated a course during the summer prior to enrolling in the new school, which sponsor/site code should be used?

A. Use the sponsor/site code for the school attended for the course. The sponsor code is the current sponsor or the sponsor where the student graduates.

Q-43. Are there different course codes for honors courses?

A. No. An honors course is indicated by entering “HR” in the Course Type Code Field. Course types include:

- | | |
|-------------------------|----------------------------------|
| RG – Regular | IB – International Baccalaureate |
| HR – Honors | SE – Special Education |
| GT – Gifted | TA – Talented |
| AP – Advanced Placement | DE – Dual Enrollment |

Course Codes were created in 2005 for certain AP courses since they had no equivalent course code in Louisiana. See Supplement A for a list of AP Course Codes.

Q-44. Which course codes should I use for P.E.?

- A. Non-Public High Schools should use the following course codes:
190101 Health and Physical Education I
190102 Health and Physical Education II
190103 Health and Physical Education III
190104 Health and Physical Education IV

These courses are not in the Program of Studies for public schools and do not meet graduation requirements. They may be taught at nonpublic schools only.

Students graduating from public schools in Louisiana are required to have 1½ units of Physical Education and ½ unit of Health. Physical Education III and IV may be taken as electives. The course codes for those courses are listed below.

190097 Adapted Physical Education 2

- 190098 Adapted Physical Education 3
190099 Adapted Physical Education 4
190100 Adapted Physical Education
190105 Physical Education I
190106 Physical Education II
190107 Physical Education III
190108 Physical Education IV
190500 Health Education
190199 Physical Education Elective
190196 Physical Education Elective III - Locally Initiated Elective
190197 Physical Education Elective II - Locally Initiated Elective
190195 Physical Education Elective IV - Locally Initiated Elective

Q-45. When do I enter my freshmen and transfer students into STS?

- A. Freshmen and new transfer students cannot be entered into STS until the system has rolled over into a new academic year. For example 2012-2013 freshman should be entered into STS after the system rolls over into Beginning School Session Year (BSSY)2012. This rollover will occur on October 1, 2012.

If a student transfers out of your school at the end of the 2012-2013 (end of May 2013) academic year, you must enter that student into STS for BSSY2012. You will delete the student from your school when the system rolls over to BSSY 2012 on October 1.

Q-46. When must I have my STS data entry completed for the 2012-2013 academic year (BSSY2012)?

- A. There are three deadlines for STS data entry:
February 15, 2013: Board of Regents Extract – for college admissions
June 15, 2013: TOPS and Board of Regents
September 15, 2013: Final deadline for academic year

Q-47. Can I change my data after I have certified my records?

- A. Yes. Student records, including the graduation date, may be changed after certification. However, any changes in data from public school districts must be recertified each time data is changed.

It is vital that the LEA makes certain that data submitted for its graduates are certified and the data are recertified anytime graduate data is changed/updated.

Nonpublic schools are not required to certify their records; however, a graduation date must be entered for each student.

Q-48. I am a public school counselor. Can I have view access to STS?

A. Yes. Each public high school is allowed to have inquiry access to the STS system. Contact the STS Coordinator for your district to request security access.

Q-49. I am a counselor in a non-public school that does online data entry into STS. Can our school have another user ID to do data entry?

A. Yes, the school can have additional STS user IDs with online update access for data entry. Contact a LOSFA Public Information Representative at 1-800-259-5626 or send an e-mail to custserv@osfa.la.gov for a STS Security Access Form.

Q-50. I am a new counselor at a non-public high school. Can I use the previous counselor's STS user ID?

A. No. You must request a new User ID through LOSFA. Also, the former counselor's User ID must be deleted. Contact a LOSFA Public Information Representative at 1-800-259-5626 or send an e-mail to custserv@osfa.la.gov for a STS Security Access Form.

Q-51. Where do I go for technical assistance for the STS program?

A. For all non-public high school users and public school high school counselors with "inquiry" access, contact a Public Information Representative at 1-800-259-5626 or e-mail custserv@osfa.la.gov.

For nonpublic high school users with password issues, send an e-mail to helpdesk@osfa.la.gov.

Technical assistance for public LEAs is provided by the LDE.

Q-52. My STS User ID is revoked. How do I have it reset?

A. Non-public STS users should send an e-mail to helpdesk@osfa.la.gov or call (800) 259-5626. Public high school counselors with Inquiry access should contact their parish STS Coordinator.

Q-53. Does submitting transcript data through STS replace a paper transcript?

A. Yes. The Official Transcript System (OTS) will generate the official high school transcript from the data entered in STS. To obtain access for OTS, contact Sue Millican, LDE, at sue.millican@la.gov, (225) 342-9963, or (877) 453-2721.

Q-54. Do colleges and universities have access to STS?

A. Yes. Institutions can access student data after each of the Board of Regents Extract files are created in February, June and September. Public institutions should no longer ask high schools for a paper transcript. All corrections, changes, and updates should be made through STS. LOSFA reviews STS data on a weekly basis for TOPS processing.

LOSFA cannot make any changes to a student's high school information based on a paper transcript, telephone calls, e-mails, or letters.

Q-55. Once the data rolls over to a new academic year, will the grade placement field advance?

A. No. The system does not assume that the student has advanced to the next grade. You must change the grade placement field for your students to show the correct grade level.

Q-56. Are there any major changes to STS data entry for 2012-2013?

- A. STS has added an edit that requires the **Passed GEE?** data element to be populated if a graduation date is entered for a student. **PUBLIC** schools **MUST** submit either a **‘Y’ (Yes)** or **‘E’ (Exempt)** for the Passed GEE Flag.

For students taking Dual Enrollment (DE) classes (classes taught by college teachers, for both college and high school credit), a new field has been added in which schools will enter the credit hours given by the college. This is for tracking purposes only and will not affect TOPS calculations. In addition to the new DE credit hours field, LEAs will be required to specify the post-secondary institution that agreed to give DE credit for the course. For DE courses, the post-secondary institution should be placed in the existing field “Course Sponsor Code” and the existing field “Course Site Code.” This can be an in-state or out-of-state post-secondary institution. This will be a new edit in both batch and online.

Since the fields for “Course Sponsor Code” and “Course Site Code” will now hold the post-secondary institution for “DE” type courses, STS has added a second new field to the end of the 030-transcript record in batch files, to hold the site code where the student was enrolled when he or she took the DE course. If data is entered incorrectly for DE courses, you will receive one of the following error codes: 339, 340, 341 or 342. See the most recent STS User Guide for further information.

Q-57. What courses may be designated as an AP course in STS?

- A. Only the courses identified by the College Board, using the College Board curriculum, can be labeled AP. Each school having AP courses must have a designated AP Coordinator who is responsible for communicating with the College Board. For more information on AP Course Curricula see <http://apcentral.collegeboard.com>. For the Louisiana equivalent course titles and sponsor codes, see Supplement A. Only course codes listed in Supplement A are allowed to have a course type of AP.

Q-58. I have a student who does not have a social security number. What do I use as their Student ID?

- A. You can create a Student Identification Number for the student. The ID number will be 99-sponsor code-4 sequential numbers. For example, 99-506-0001. See the most recent STS User Guide for further information.

Q-59. Can I access STS at any time during the day or night?

- A. Yes. STS will be unavailable when being updated. See the LEADS Portal page for scheduled updates.

Q-60. How do I report a course that is being waived for a student in STS?

- A. If you are waiving a core course for a student, you will need to create a record for that class in STS. You should report the Letter Grade as “E” and Core Course Waiver as “Y”. The course must be entered as a full-year. STS will not accept part numbers for a course with a letter grade of “E.” You **must** create and maintain documentation supporting the waived class at your school for audit purposes.

SUPPLEMENT A

BESE DESIGNATED ADVANCED PLACEMENT COURSES

College Board AP Course Title	Louisiana Equivalent Course Title	Course Code	AP Course Type: Required or Optional
Art History	AP Art History	030597	Required
Biology	Biology II	150302	Optional
Calculus AB	Calculus	160326	Optional
Calculus BC	AP Calculus BC	160394	Required
Chemistry	Chemistry Chemistry II	150401 150402	Optional Optional
Computer Science A	AP Computer Science A	061175	Required
Computer Science AB	AP Computer Science AB	061176	Required
Economics: Macro	Economics	220201	Optional
Economics: Micro	AP Economics: Micro	220602	Required
English Language and Composition	English III	120333	Optional
English Literature and Composition	English IV	120334	Optional
Environmental Science	Environmental Science	150310	Optional
European History	AP European History	220412	Optional
French Language	French IV	121004	Optional
French Literature	French V	121005	Optional
German Language	German IV	121104	Optional
Government and Politics: Comparative	AP Government and Politics: Comparative	220604	Required
Government and Politics: United States	AP Government and Politics: United States	220503	Optional
Human Geography	World Geography	220310	Optional
Japanese IV	Japanese IV	121504	Optional
Latin Literature	Latin V	121605	Optional
Latin: Vergil	Latin IV	121604	Optional
Music Theory	Music Theory II	030342	Optional
Physics B	Physics	150700	Optional
Physics C: Electricity and Magnetism	AP Physics C: Electricity and Magnetism	150794	Required
Physics C: Mechanics	AP Physics C: Mechanics	150795	Required
Psychology	Psychology	222001	Optional
Spanish Language	Spanish IV	122504	Optional
Spanish Literature	Spanish V	122505	Optional
Statistics	Probability and Statistics	160349	Optional
Studio Art: 2-D Design	Art IV	030504	Optional
Studio Art: 3-D Design	AP Studio Art 3-D Design	030508	Required
Studio Art: Drawing	Art III	030503	Optional
U.S. History	U.S. History	220403	Optional
World History	World History	220401	Optional