Louisiana Believes

Student Transcript System (STS) User Guide 2.0

2018 -2019

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John White

State Superintendent of Education

DEPARTMENT of EDUCATION

Louisiana Believes

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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. 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/.

Web-only document.

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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

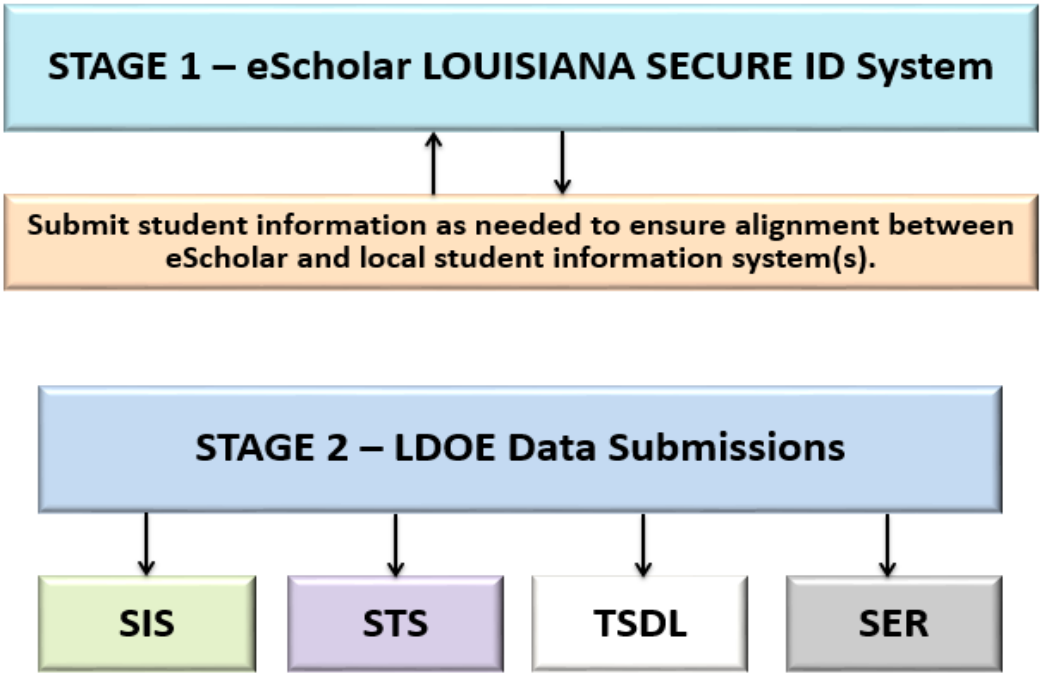
R.S. 17:3914 required the LDOE to create a unique statewide student identifier system by May 1, 2015. Each LEA was required to assign unique student IDs to all student enrolled in public/charter elementary or secondary schools. After August 1, 2015, data sharing between LDOE and LEAs utilize unique student 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 2015-16 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 2 stages to the data submission process for all LDOE systems which contain student data. The following diagram displays the data submission process for the Student Information System (SIS):

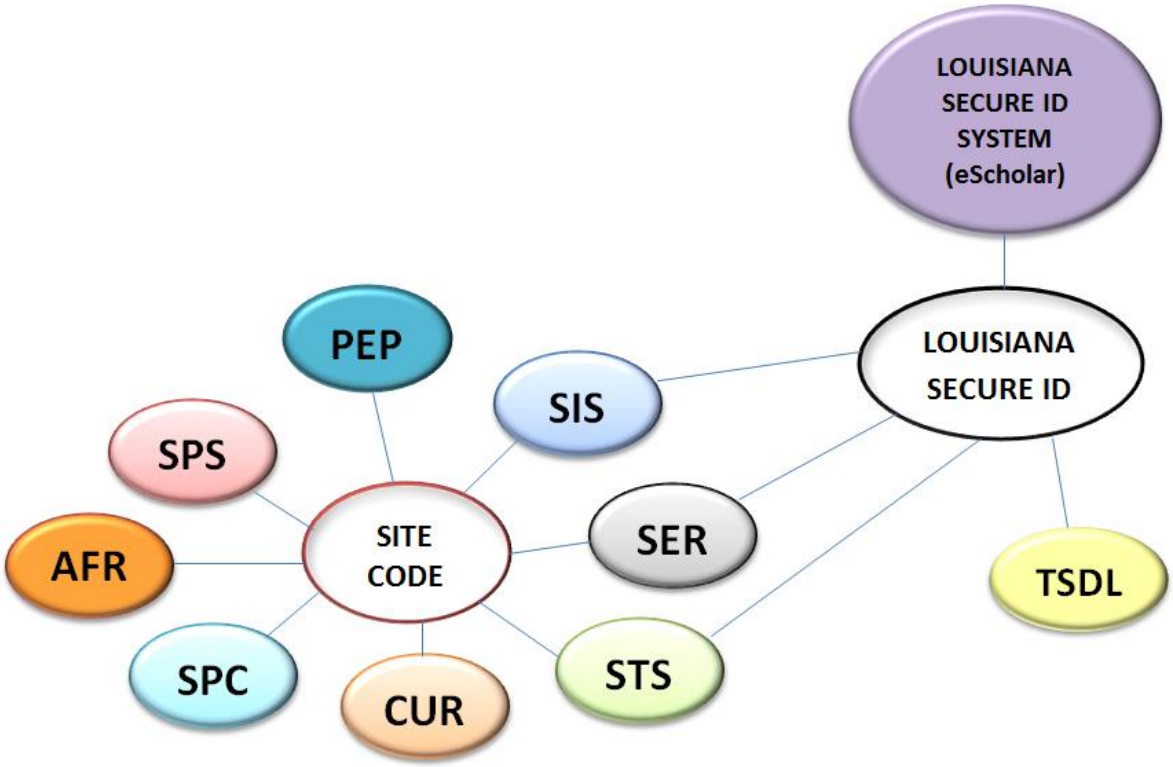
- **Stage 1** – Submit student information to the eScholar Louisiana Secure ID System for LASID assignment or update
- **Stage 2** - Submit data to the Student Information System (SIS). All non-PII data will be validated against the eScholar Louisiana Secure ID system. Mismatches will result in errors.



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 TO OTHER SYSTEMS

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 credit. LOSFA will need this information to verify residency requirements for TOPS.

Sponsor and Site Level Structure

In the Sponsor Site System (SPS), all Sponsors/Lead 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:

Sponsor Code	Sponsor Name	Site Code	Site Name
504	Lafayette Diocese	504014	Notre Dame High School
504	Lafayette Diocese	504019	Our Mother of Peace Elementary School
504	Lafayette Diocese	504020	Rayne Catholic Elementary School
504	Lafayette Diocese	504021	Redemptorist Catholic School

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

Sponsor Code	Sponsor Name	Site Code	Site Name
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.

Sponsor Code	Sponsor Name	Site Code	Site Name
399	FirstLine Schools	399002	Arthur Ashe Charter School

STS Link to the Curriculum System (CUR)

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

STS Link to Official Transcript System (OTS)

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.

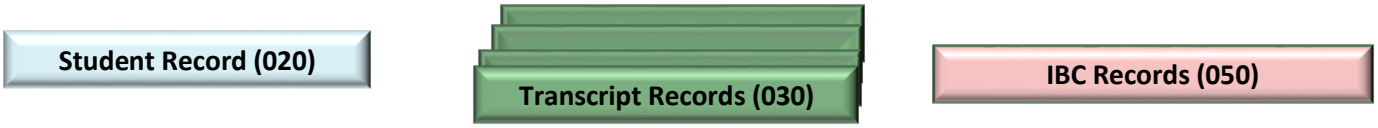
The reporting of student transcript information enables school districts, charter schools, and nonpublic schools to transmit student transcript data for the purposes of determining how students are tracking toward graduation requirements for a specific transcript year.

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.



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

Student Record
Student Record (020) should include demographic data 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 require an IBC for graduation. This record is 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 (030) 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 30th 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 LDOE INSIGHT Coordinator Portal for a timeline of system specific due dates and required activities for data collection.

(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 AND 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 SecurityDOE@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 logon credentials will be communicated to users in confidence.

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

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

User IDs and Password Standards

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

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

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

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

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:

1. **Inquiry for STS data** (online inquiry of STS data)
2. **Update STS data** (online data entry to STS data)
3. **Update Certification of Graduates** (once graduates are submitted and verified, you must logon and certify the site indicating that the data is ready for use). Site Certification is at the LEA level only and should be done by the person in charge of submitting/entering the STS data for all sites.
4. **Update Site Level Security Table**. LEA person will maintain this table to limit site level User IDs to update for specific sites only. If site level USER IDs are not added to this table, they will be able to access and update any student in the LEA.
5. **Upload and Download STS**
6. **Site Level Download Capability**. Now available to all users. Allows Diocesan schools to view only the reports for their specific site.

STS Security Groups

• LEAs and schools with inquiry only • LEAs with update • LEAs with update and upload • LEAs with update, upload, and grad cert • LEAs with "all"	• Schools with update • Schools with update and upload	• LOSFA with inquiry only • LOSFA with update (Core Tables only)	• LDOE Data Management • Board of Regents' with inquiry only

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

MINIMUM COMPUTER SYSTEM REQUIREMENTS

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

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

Screen Display Problems

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

Internet Explorer (IE) Options

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

- Go to Tools >> Internet Options >> Security>> Custom Level. Make sure the "Allow script-initiated windows without size or position constraints" option is enabled. Also, make sure the "Display mixed content" option is enabled.
- Go to Tools >> Internet Options >>Privacy >> Pop-Up Blocker Settings. Enter leads.doe.louisiana.gov in the "Address of Web site to allow" field.
- Go to Tools>>Pop Up Blocker Settings>>choose "Turn off Pop-up Blocker."

Internet Explorer (IE) Compatibility View

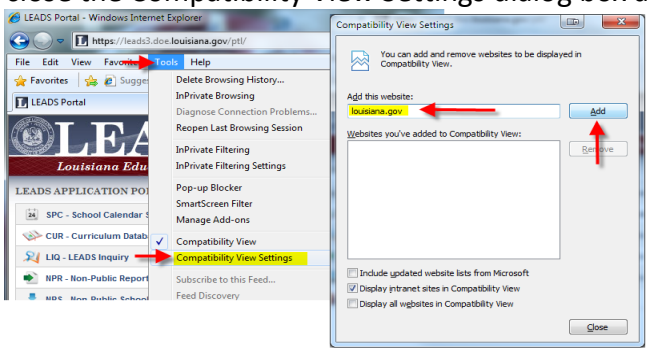
Compatibility View may be a solution for those IE users experiencing problems viewing LDOE web pages. Problems rendering all or parts of a web page can occur when newer browsers try to display sites that are built with older programming components. For **IE versions 8 through 10,** users can enable compatibility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

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

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

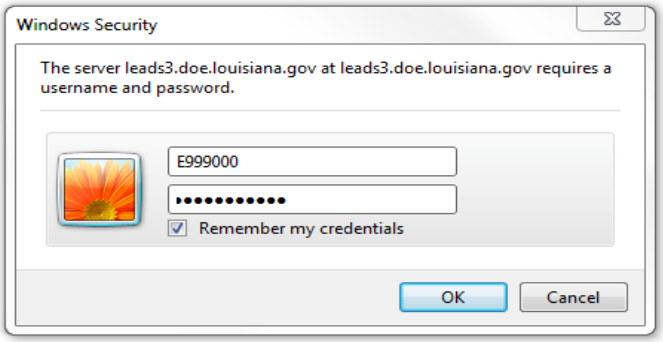
First, Click the “Tools” button on the menu bar, and then select the “Compatibility View Settings” option.

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

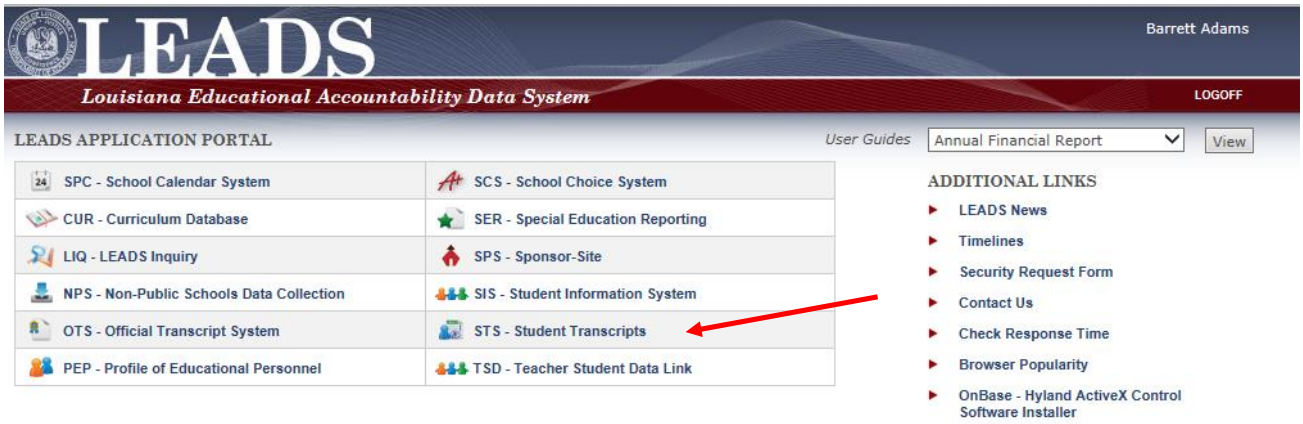


LDOE LEADS Login (Public/Charter Schools and Nonpublic Schools)

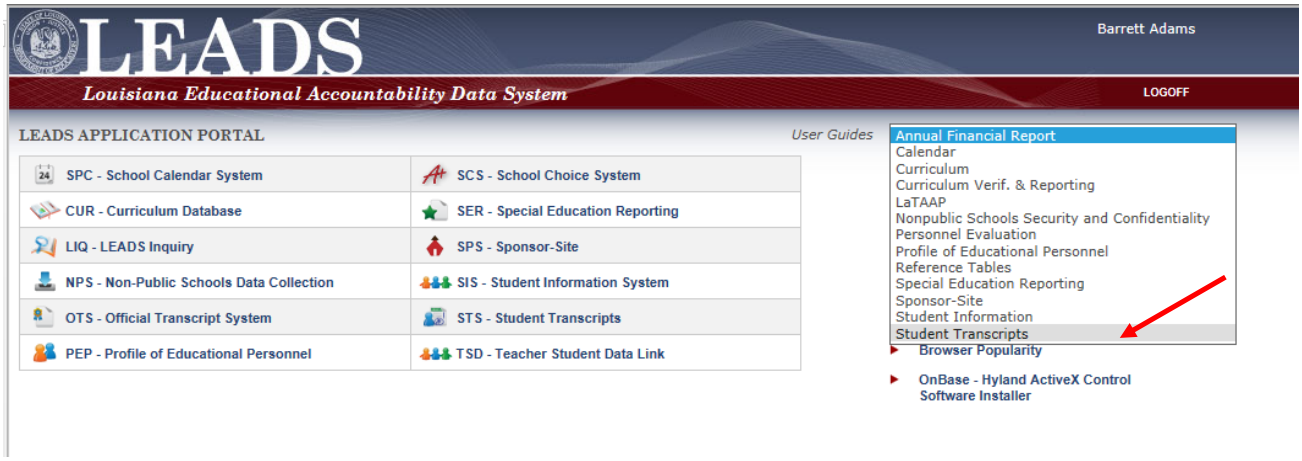
Users also have the ability to access LDOE Application Systems directly through the LEADS Portal at https://leads3.doe.louisiana.gov/ptl/.



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.



(Nonpublic Schools) STS Panel on LEADS

The STS page is contains other information about STS including announcements, course codes, training and the STS User Guide.

LDOE Louisiana Department of EDUCATION

Student Transcript System (STS)

Nonpublic Coordinators

Please contact Barrett Adams barrett.adams@la.gov for assistance with STS issues.

The Student Transcript System (STS) collects detailed transcript data for students in public and nonpublic middle school grades 08 and high school grades T9, 09-12 who have taken any courses for credit. Using the Internet, transcript data can be submitted through batch file uploads or through online screens. Each student's entire high school transcript is submitted including 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.

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).

For additional information, please refer to the STS User Guide and other resources listed below:

Open for updates for the 2017-18 school year until September 30, 2018.

Useful Links

2017-2018 STS Benchmark Calendar (as of 05-14-18)
2017-18 STS Training Module 04-05-18
2017-18 Office Hours (Jan 18 2018)
2017-18 STS User Guide (Jan 2018)
2017-18 Master Course Code Listing (as of 05-11-18)
2017-18 Course Code Matrix v. 18
2017-18 Site Code Listing
Module 1 LDOE Data Systems Security and Access
Module 2 LDOE Application Systems Overview
Module 3 LDOE Data Collection Timeline and Communication Resources
Internet Explorer Compatibility Settings
Password Reset System
BESE Bulletins and Policies
Graduation Requirements

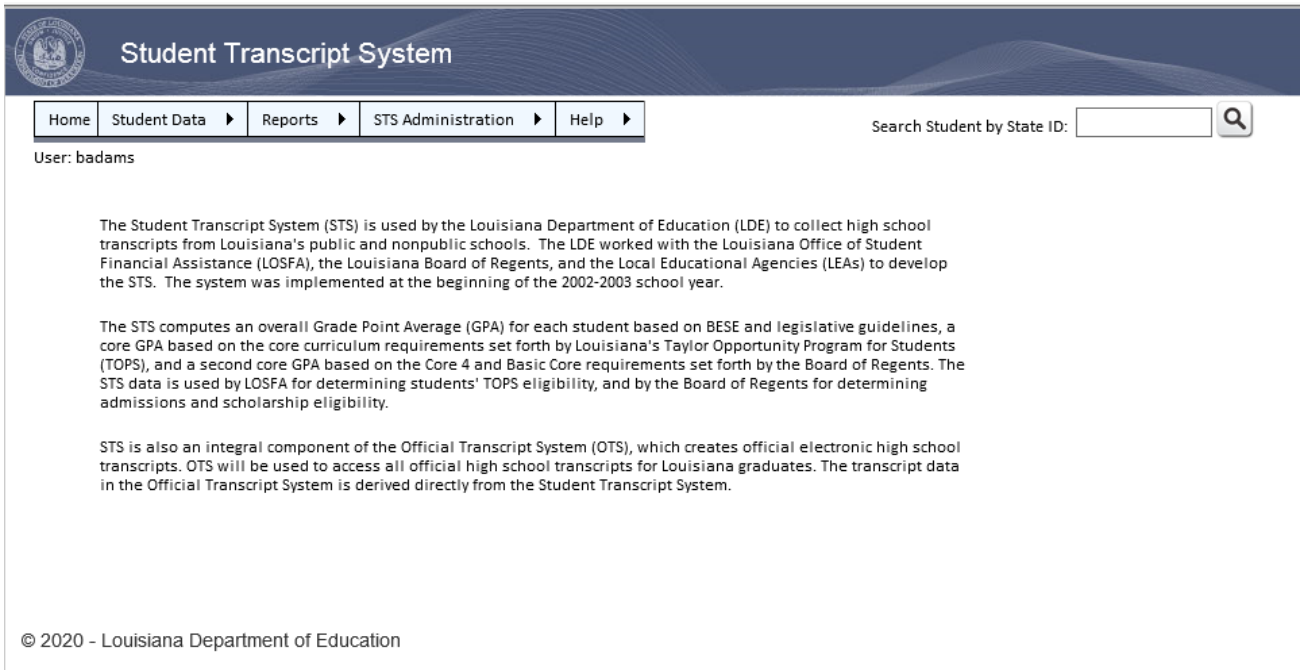
STUDENT TRANSCRIPT SYSTEM (STS)

The Student Transcript System (STS) homepage is displayed after a successful login. The following sections describes 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 specific later in this user guide.

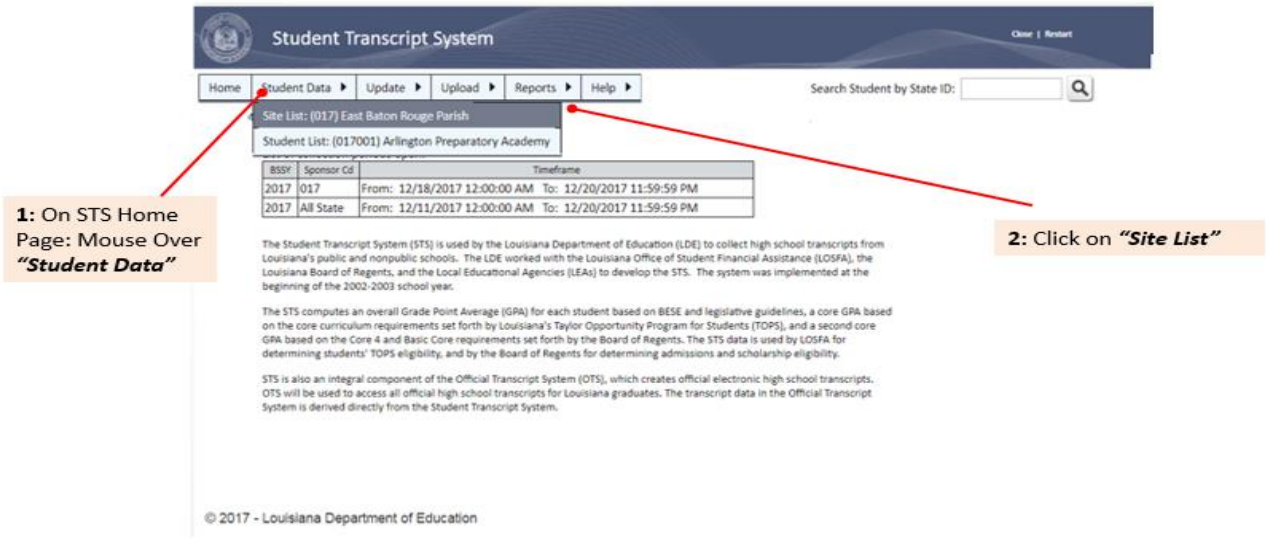
Home Page

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.



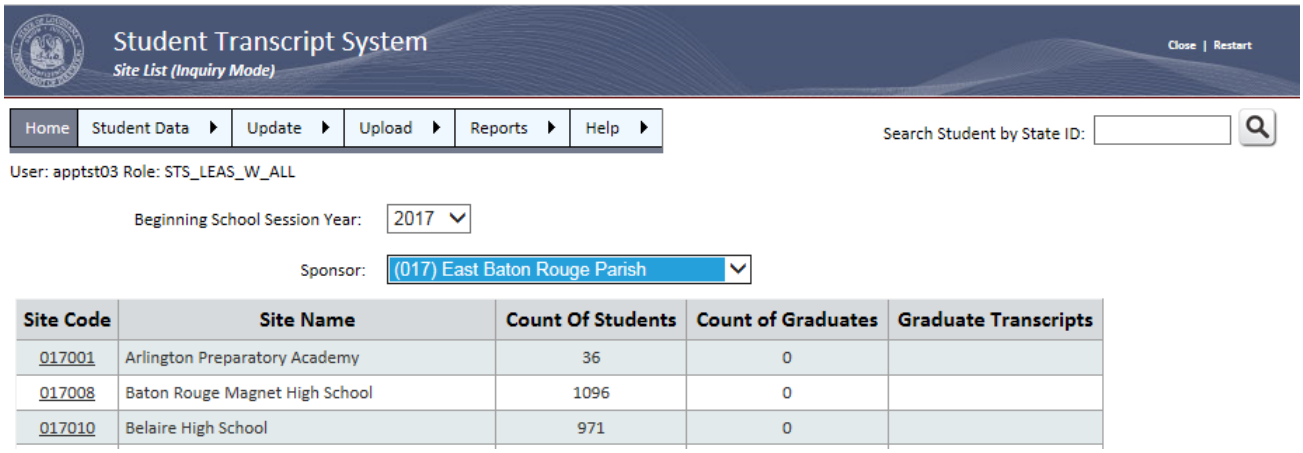
Student Data Menu

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



Site List

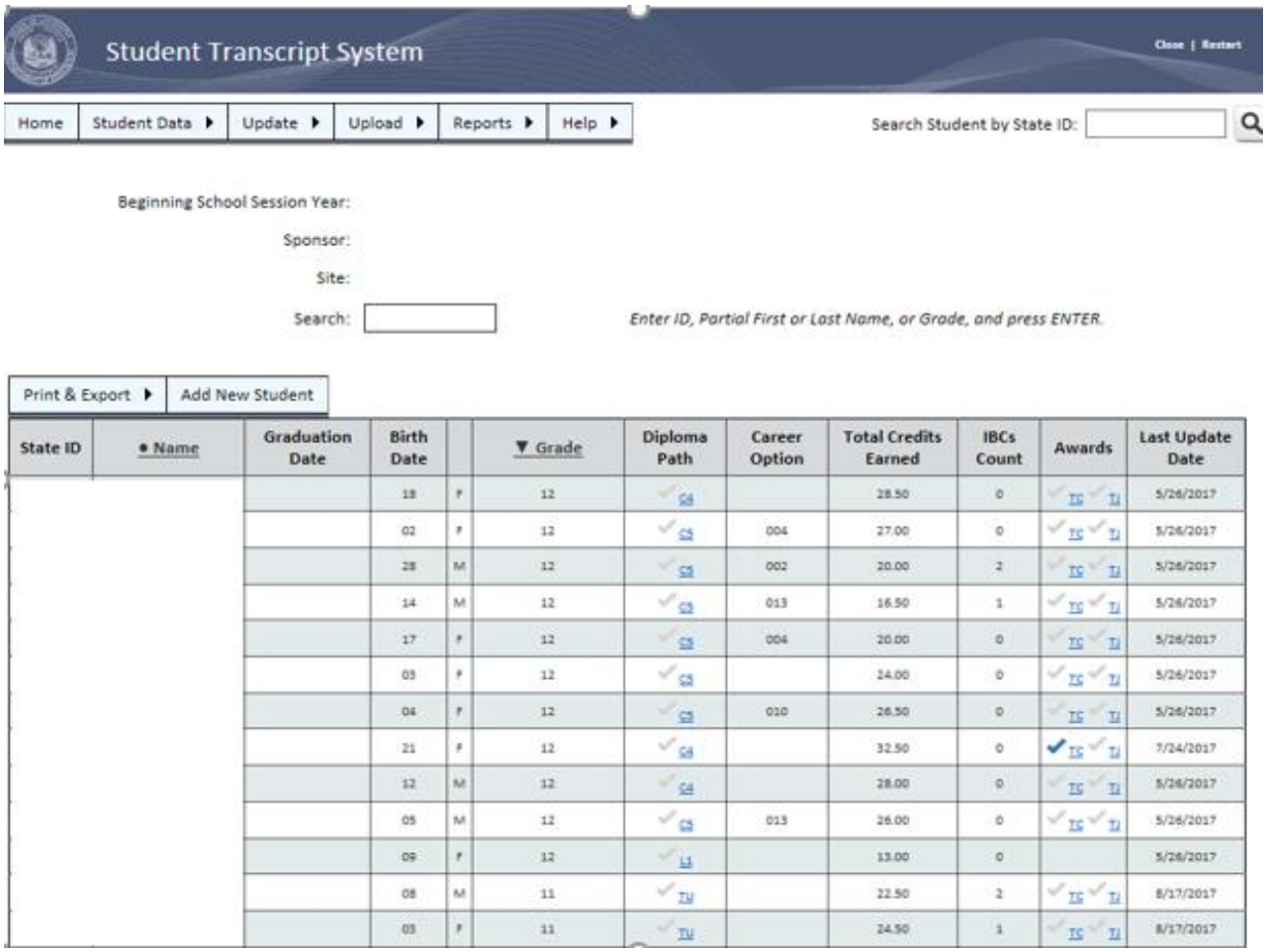
If you have permissions to work with multiple sites and you select this option, you will see a list of those schools. In the site list, you will be able to select the BSSY in case you need to work with a student in a different collection period (previous collection periods must be opened by LDOE). To 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 number of students in OTS. This new feature will allow you compare number of graduates with number of official transcripts.



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.

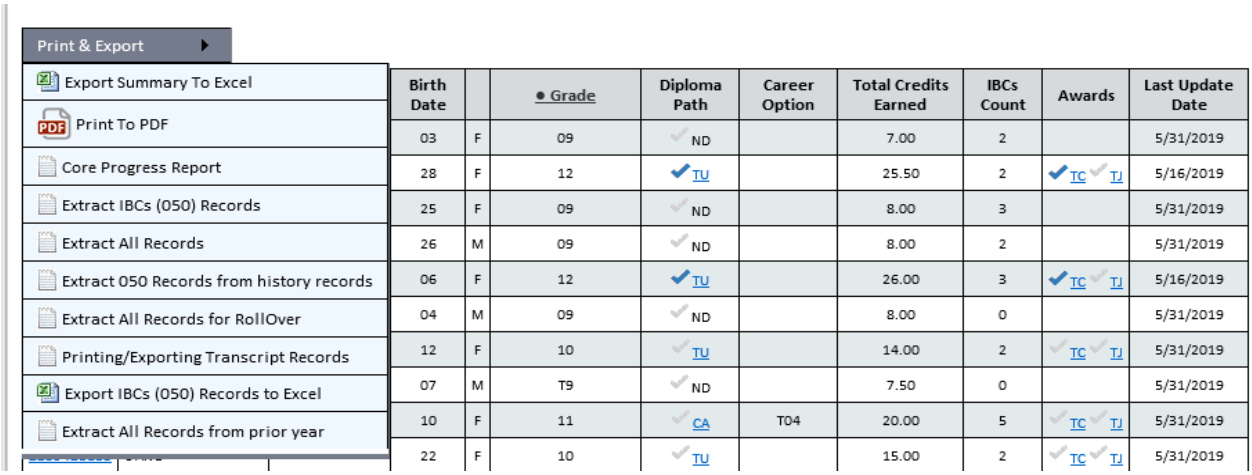
The Diploma Path column will link to the calculation and display a check mark when the categories for graduation have been met. The Total Credits Earned column will display the total credits the students have which has in STS. The IBC Count column will display how many IBCs are earned by each student. 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.



State ID	Name	Graduation Date	Birth Date		Grade	Diploma Path	Career Option	Total Credits Earned	IBCs Count	Awards	Last Update Date
			18	F	12	G4		28.50	0	TG TJ	5/26/2017
			02	F	12	G3	004	27.00	0	TG TJ	5/26/2017
			28	M	12	G3	002	20.00	2	TG TJ	5/26/2017
			14	M	12	G3	013	16.50	1	TG TJ	5/26/2017
			17	F	12	G3	004	20.00	0	TG TJ	5/26/2017
			03	F	12	G3		24.00	0	TG TJ	5/26/2017
			04	F	12	G3	010	26.50	0	TG TJ	5/26/2017
			21	F	12	G4		32.50	0	✔ TG TJ	7/24/2017
			12	M	12	G4		28.00	0	TG TJ	5/26/2017
			05	M	12	G3	013	26.00	0	TG TJ	5/26/2017
			09	F	12	L1		13.00	0		5/26/2017
			08	M	11	TU		22.50	2	TG TJ	8/17/2017
			03	F	11	TU		24.50	1	TG TJ	8/17/2017

Print & Export

In the Student List, if you hover over the Print & Export button you will have 5 options:

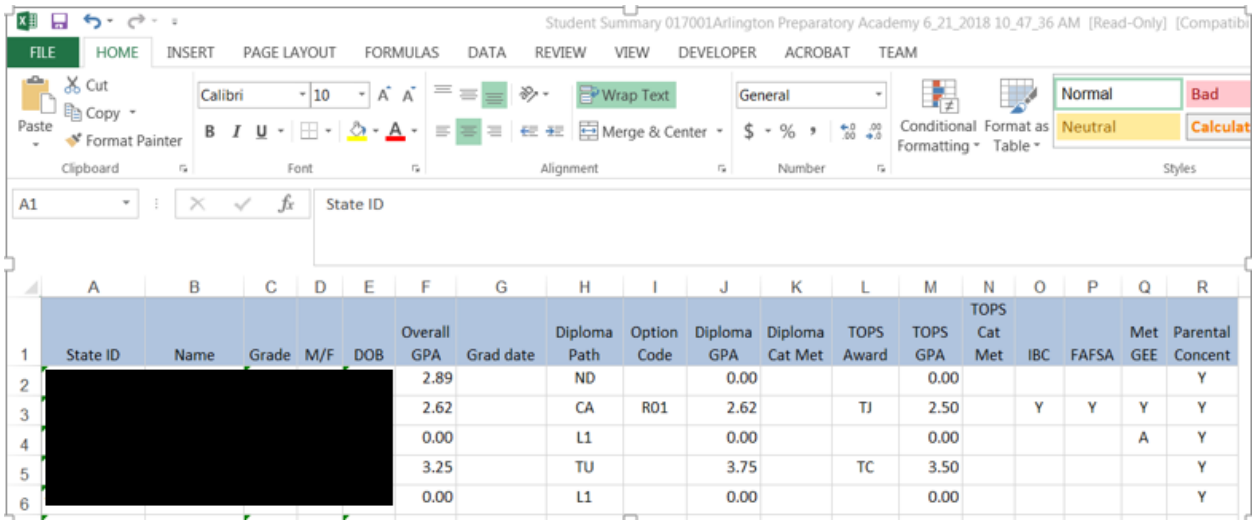


Birth Date		Grade	Diploma Path	Career Option	Total Credits Earned	IBCs Count	Awards	Last Update Date
03	F	09	ND		7.00	2		5/31/2019
28	F	12	TU		25.50	2	TC TJ	5/16/2019
25	F	09	ND		8.00	3		5/31/2019
26	M	09	ND		8.00	2		5/31/2019
06	F	12	TU		26.00	3	TC TJ	5/16/2019
04	M	09	ND		8.00	0		5/31/2019
12	F	10	TU		14.00	2	TC TJ	5/31/2019
07	M	T9	ND		7.50	0		5/31/2019
10	F	11	CA	T04	20.00	5	TC TJ	5/31/2019
22	F	10	TU		15.00	2	TC TJ	5/31/2019

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



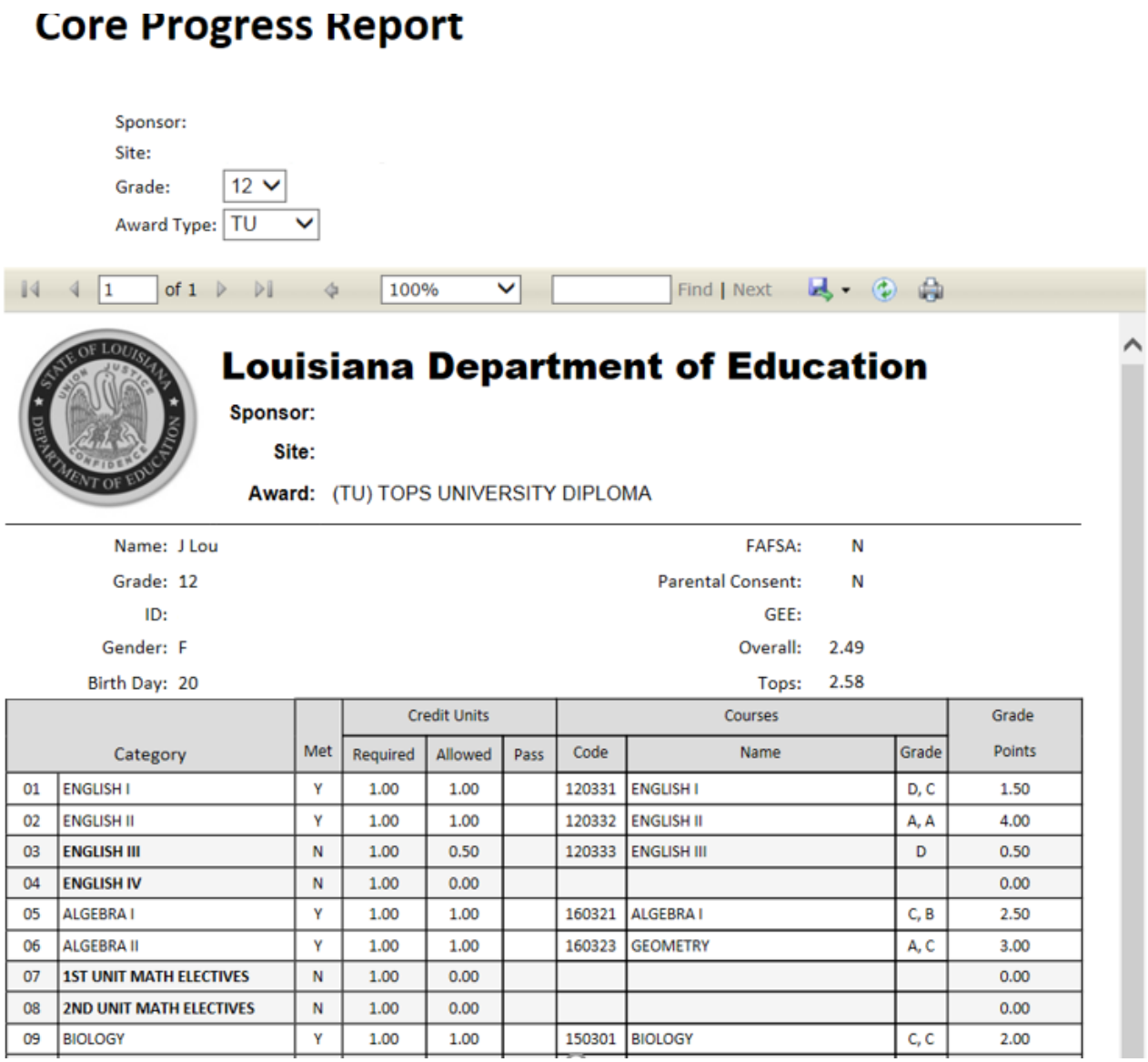
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
1	State ID	Name	Grade	M/F	DOB	Overall GPA	Grad date	Diploma Path	Option Code	Diploma GPA	Diploma Cat Met	TOPS Award	TOPS GPA	TOPS Cat Met	IBC	FAFSA	Met GEE	Parental Concent
2	[redacted]					2.89		ND		0.00			0.00					Y
3						2.62		CA	R01	2.62		TJ	2.50		Y	Y	Y	Y
4						0.00		L1		0.00			0.00				A	Y
5						3.25		TU		3.75		TC	3.50					Y
6						0.00		L1		0.00			0.00					Y

Print to PDF

This features 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 site which 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.



Core Progress Report

Sponsor:
Site:
Grade: 12
Award Type: TU

1 of 1 100% Find | Next

Louisiana Department of Education

Sponsor:
Site:
Award: (TU) TOPS UNIVERSITY DIPLOMA

Name: J Lou
Grade: 12
ID:
Gender: F
Birth Day: 20

FAFSA: N
Parental Consent: N
GEE:
Overall: 2.49
Tops: 2.58

Category		Met	Credit Units			Courses			Grade
			Required	Allowed	Pass	Code	Name	Grade	Points
01	ENGLISH I	Y	1.00	1.00		120331	ENGLISH I	D, C	1.50
02	ENGLISH II	Y	1.00	1.00		120332	ENGLISH II	A, A	4.00
03	**ENGLISH III**	N	1.00	0.50		120333	ENGLISH III	D	0.50
04	**ENGLISH IV**	N	1.00	0.00					0.00
05	ALGEBRA I	Y	1.00	1.00		160321	ALGEBRA I	C, B	2.50
06	ALGEBRA II	Y	1.00	1.00		160323	GEOMETRY	A, C	3.00
07	**1ST UNIT MATH ELECTIVES**	N	1.00	0.00					0.00
08	**2ND UNIT MATH ELECTIVES**	N	1.00	0.00					0.00
09	BIOLOGY	Y	1.00	1.00		150301	BIOLOGY	C, C	2.00

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.

```
File  Edit  Format  View  Help
STS0502017999999008117054    1725643723LidL18322015    P099999008
STS0502017999999008214469    3147466396PenJ18322015    P999999008
STS0502017999999008190699    4494148431CofJ01622015    P999999008
```

Note: The 050 records may now be upload by themselves.

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 txt 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 student regardless of multiple LEA enrollment and is based on the end of the previous year's data collected for CATE. 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.

Print or Export Transcript Records

Export/Print Type	Part	Student Count	Click to get
Official Transcripts (PDF)	1	91	»
OTS Rejection Reasons (XLS)	Grade 12	97	»
Non Official Transcripts (PDF)	Grade: 12 (1)	97	»
Non Official Transcripts (PDF)	Grade: 11 (1)	126	»
Non Official Transcripts (PDF)	Grade: 10 (1)	140	»
Non Official Transcripts (PDF)	Grade: 09 (1)	127	»
Non Official Transcripts (PDF)	Grade: T9 (1)	27	»
No PII found for students (XLS)	All Grades	1	»
Export Transcripts in Excel (XLS)	All Grades	517	»
Export Transcripts in Excel (XLS)	Grade: 12	97	»
Export Transcripts in Excel (XLS)	Grade: 11	126	»
Export Transcripts in Excel (XLS)	Grade: 10	140	»
Export Transcripts in Excel (XLS)	Grade: 09	127	»
Export Transcripts in Excel (XLS)	Grade: T9	27	»

No PII found for Students

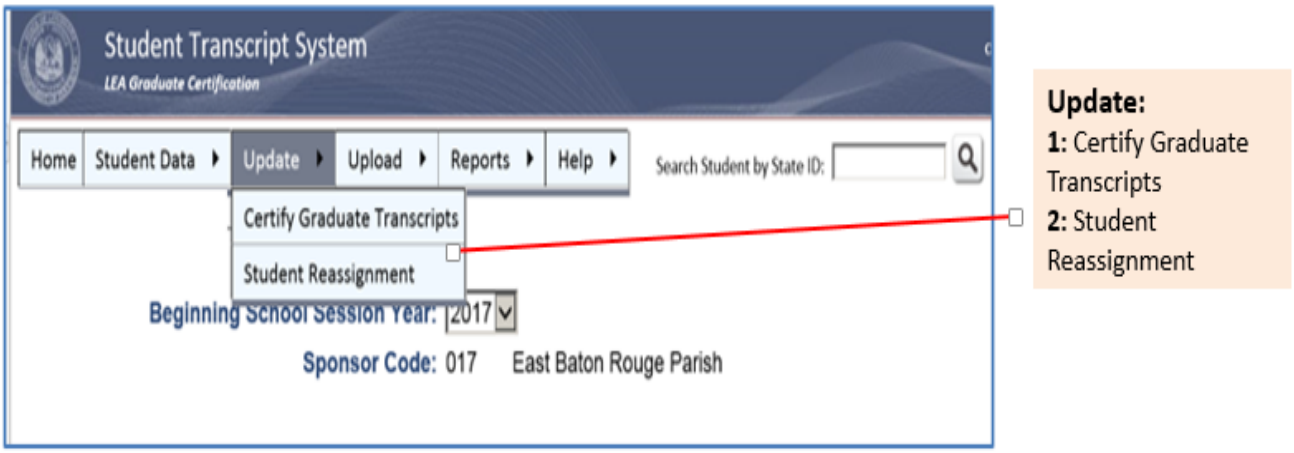
If you have any student that is missing an SSN, name, or birthday in eScholar, they will appear on this report. LOSFA and BOR must have these 3 pieces of information to link records for college enrollment and TOPS scholarships. If the student has a check mark, then that piece of information is ok. If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

	A	B	C	D	E	F	G	H	I
1	StudIdNum	LocalIdNum	GradePlace	SSN	FirstName	MiddleNam	LastName	SuffixName	BirthDt
2	1234567890		12	?	✓ D	?	✓ RIC		✓
3									

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.

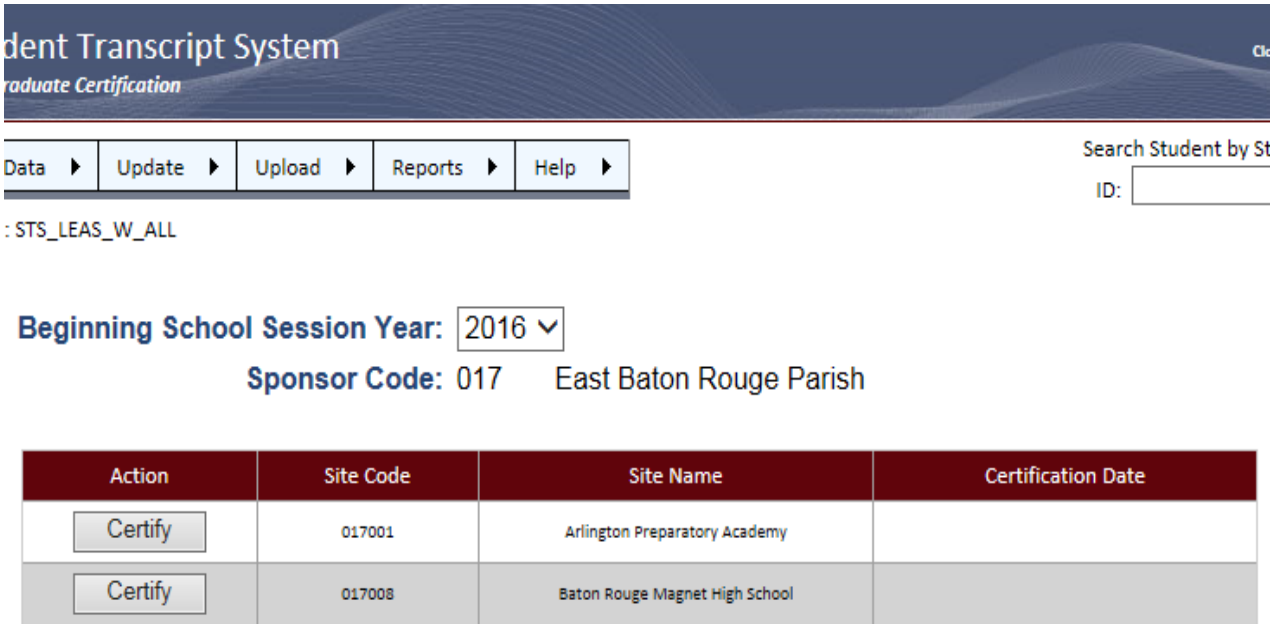
Update Menu

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



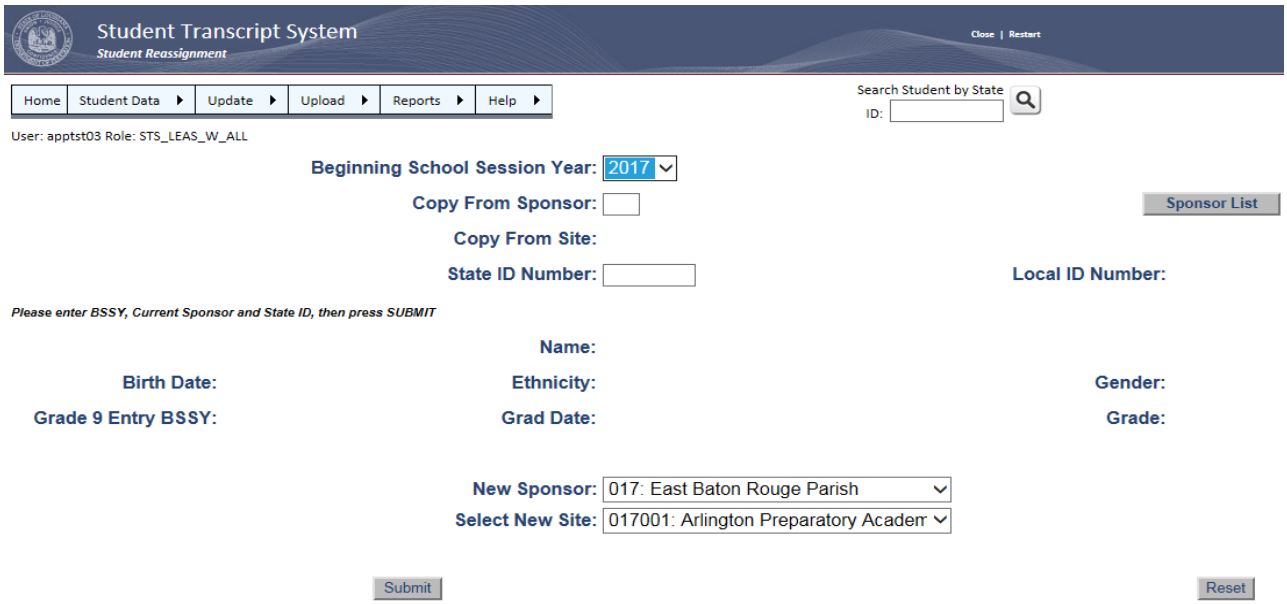
Certify Graduate Transcript (Public/Charter Schools Only)

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.



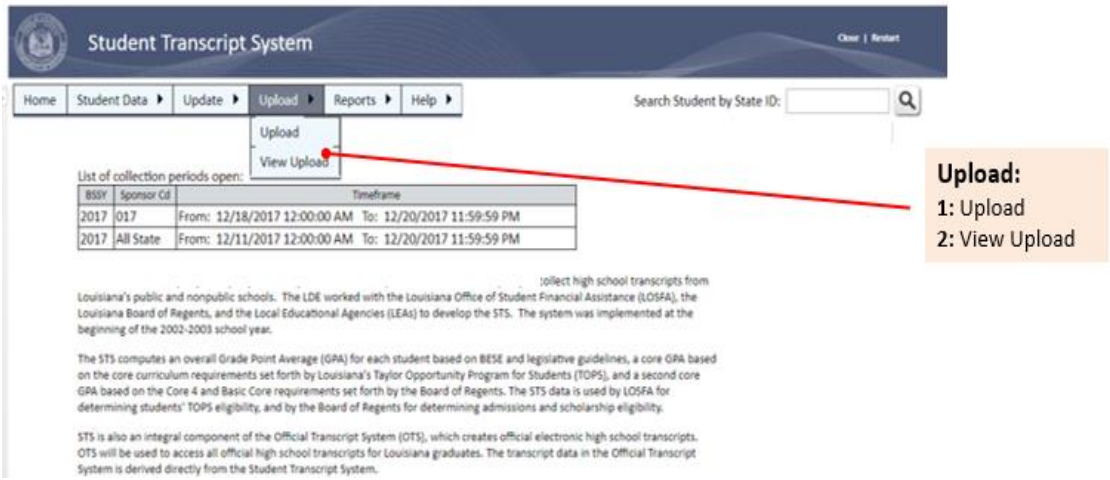
Student Reassignment

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.



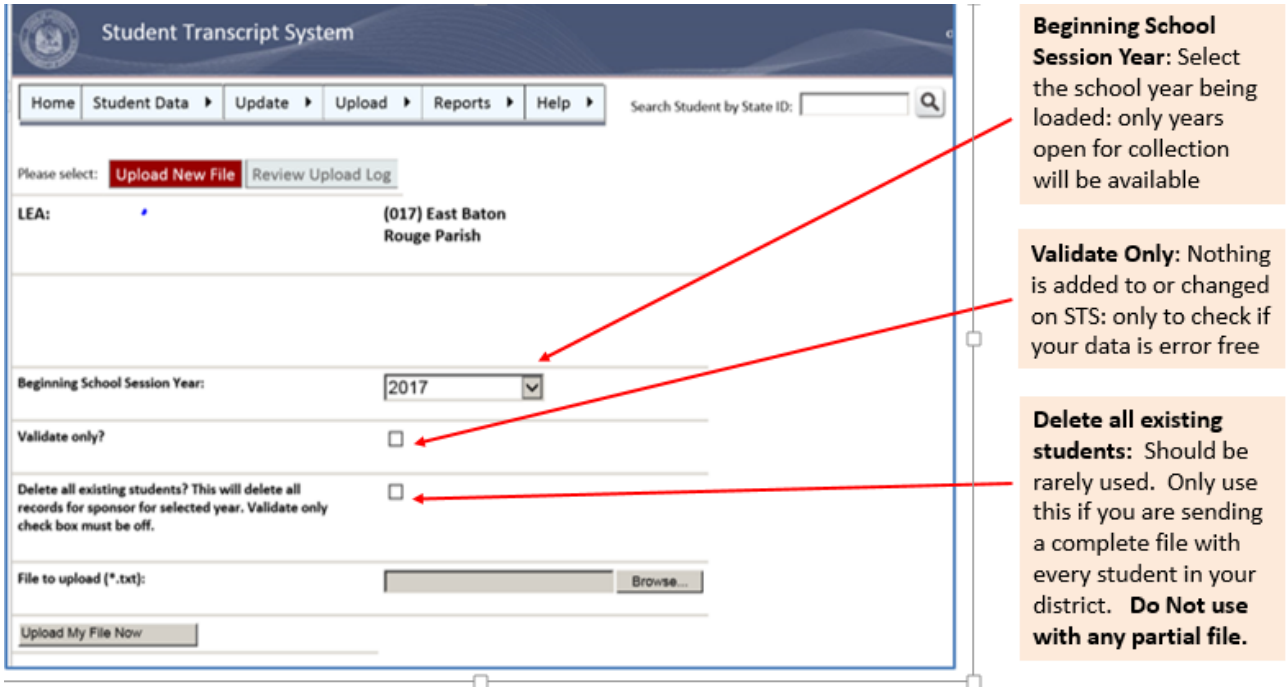
Upload Menu

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



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.



Upload Error Report

Once a file has been uploaded, the results will be display 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.

Upload results:

Result Description	Result Value
Amount of lines in a file:	68
Amount of good student records:	0
Amount of good transcript records:	0
Amount of student records with errors:	1
Amount of transcript records with errors:	67
Get Detailed Error Report:	Excel File

Top box shows the total line, good records, error records, and a detailed error report

Top errors is 020 records:

Row#	StudId	Errors	Original Line
1	6391833834	103	STS020201601763918338341194560 17079J Jef 25 M122014052320 17R01A4 Y4.0157 00220277NNNYNNCAN
		210	STS020201601763918338341194560 17079J Jef 25 M122014052320 17R01A4 Y4.0157 00220277NNNYNNCAN
		242	STS020201601763918338341194560 17079J Jef 25 M122014052320 17R01A4 Y4.0157 00220277NNNYNNCAN?

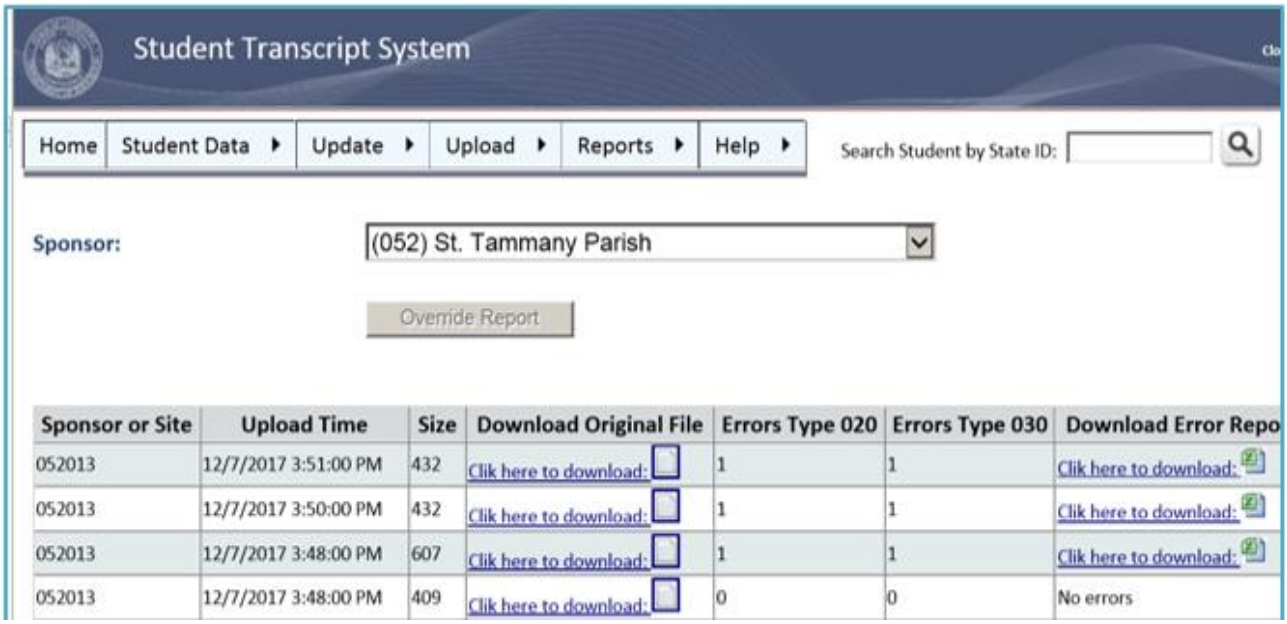
Top errors in 030 records:

Row#	StudId	Errors	Original Line
2	6391833834	103	STS030201601763918338342015220404 2S2A050050500N017017079 U.S. History-AP 500AP 221200
3	6391833834	103	STS030201601763918338342016120342 1S1A050050500N017017079 English IV-Honors 500HR 102400
4	6391833834	103	STS030201601763918338342016120342 2S2A050050500N017017079 English IV-Honors 500HR 102400

The next two boxes show the errors in the 020 and 030 records with the error in **red**

View Uploads

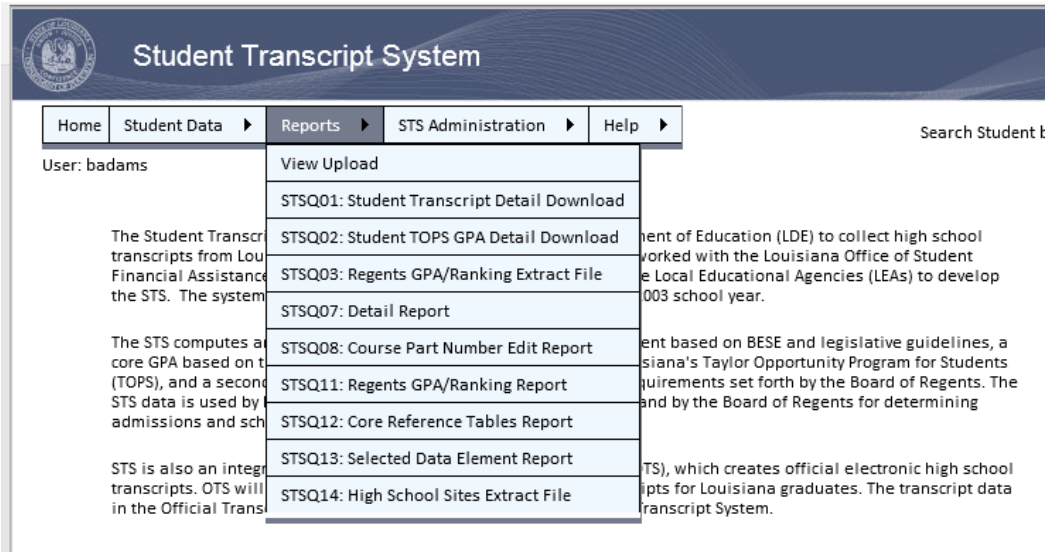
This screen will show you the previous uploads for your sponsor or site, the date/time stamp of the upload, the size, the original txt file, number of errors on the 020 or 030, and the excel error report.



Sponsor or Site	Upload Time	Size	Download Original File	Errors Type 020	Errors Type 030	Download Error Repo
052013	12/7/2017 3:51:00 PM	432	Clik here to download:	1	1	Clik here to download:
052013	12/7/2017 3:50:00 PM	432	Clik here to download:	1	1	Clik here to download:
052013	12/7/2017 3:48:00 PM	607	Clik here to download:	1	1	Clik here to download:
052013	12/7/2017 3:48:00 PM	409	Clik here to download:	0	0	No errors

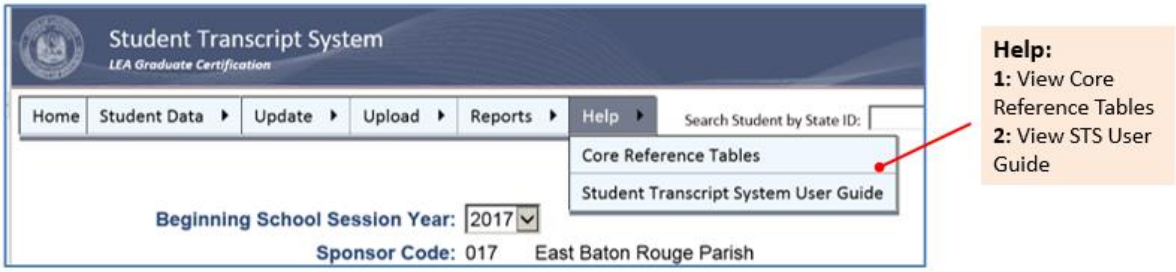
Reports Menu

Please do not use the reports from the Report tab as we are working to replace each of them and they can now be found in the Print & Export section of the student list.



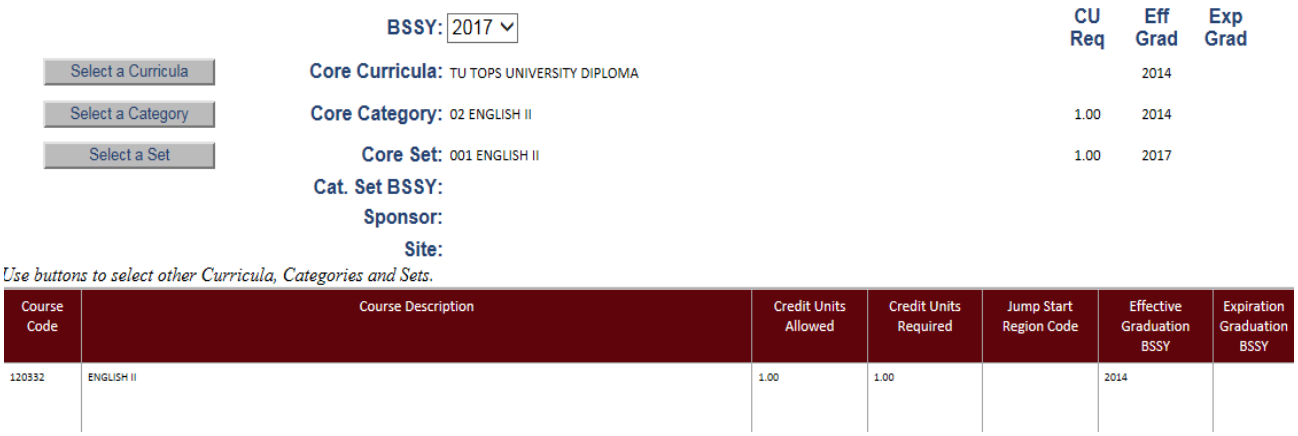
Help Menu

The help menu will give you two options: A) access to the core reference tables and B) a link to the most current user guide.



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 9th grade entry year. For example, students entering 9th 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.



Reading the Core Reference Table

The final screen shows the course code, course description, credit units allowed, credit units require, 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 setup as 1.0 of 1.0 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 setup as 2.0 of 2.0 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 of 0.5 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 been 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:

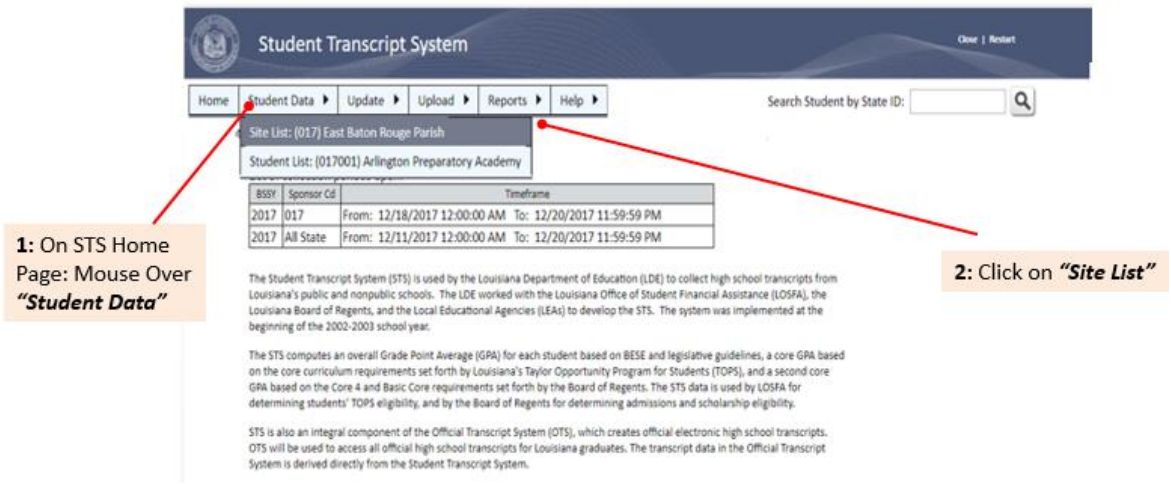
- If the student had transcript records on the LDOE database prior to the submission, those records will be deleted and replaced with the records in the transmission.
- If the student was not on the database prior to the submission, those records will be added.

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.

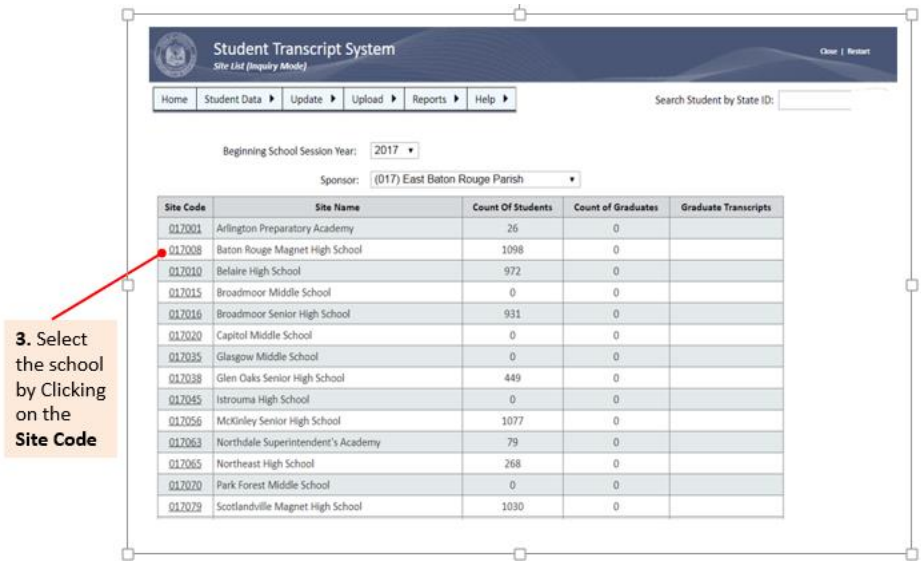
Adding a New Student

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



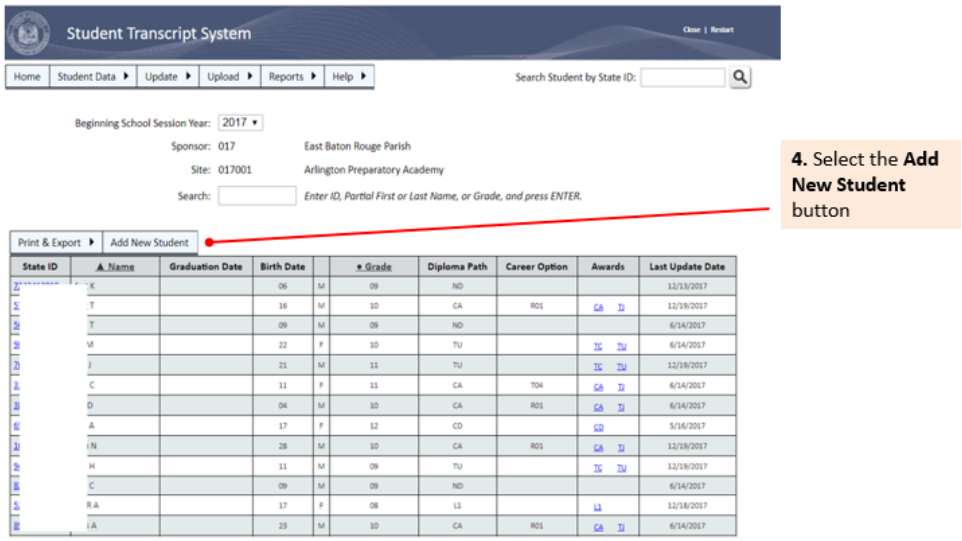
On the *Site List Screen*

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



On the *Student List Screen*

4. Select **Add New Student** button

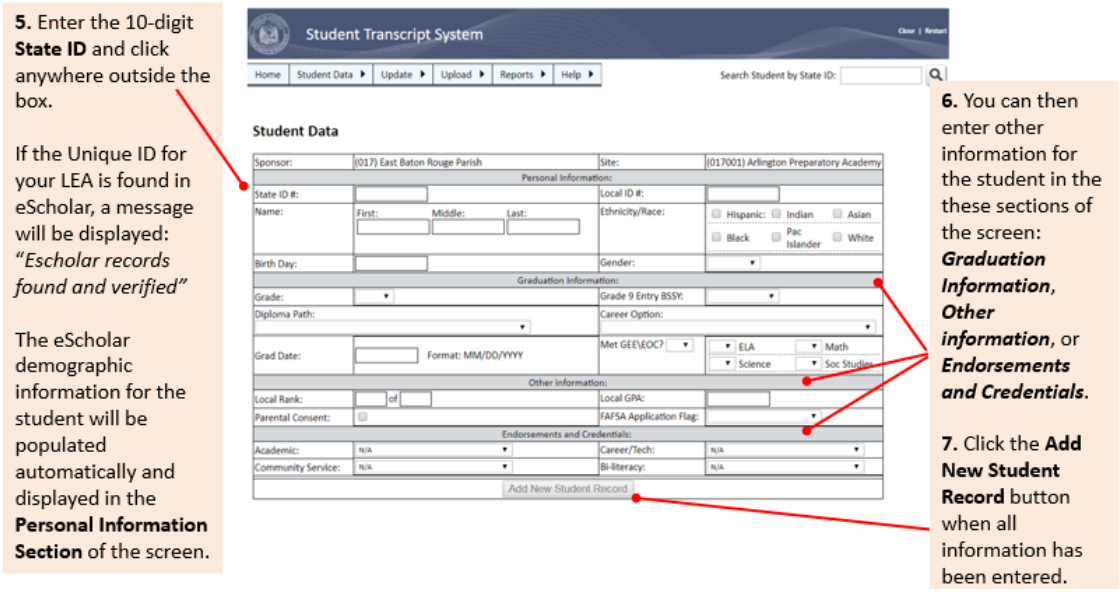


On the *Student Data Screen*

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.

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.

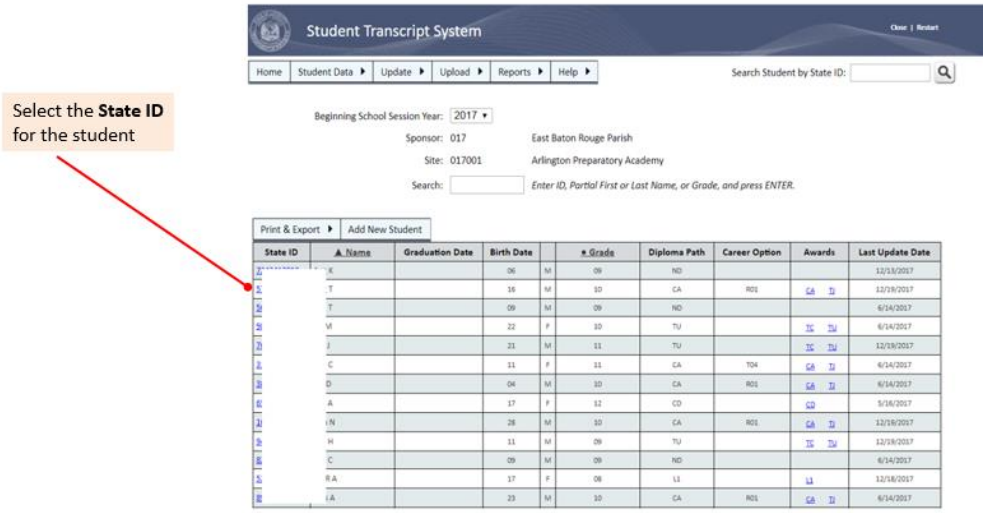
6. Click **Add New Student Record** button when all of the information has been added on the screen.



Editing Student Information

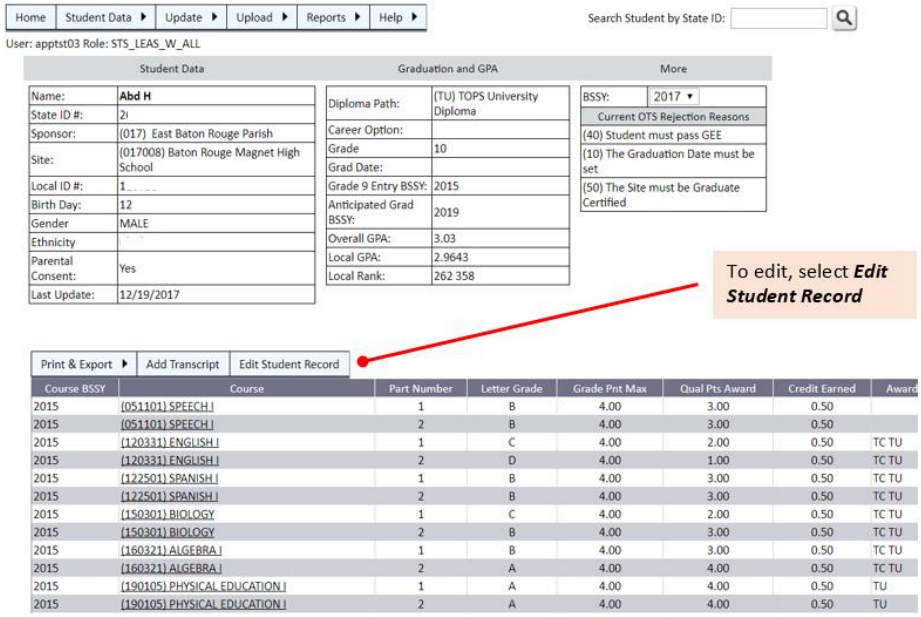
On the *Student List Screen,*

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



On the *Student Detail Screen,*

2. Select **Edit Student Record** button

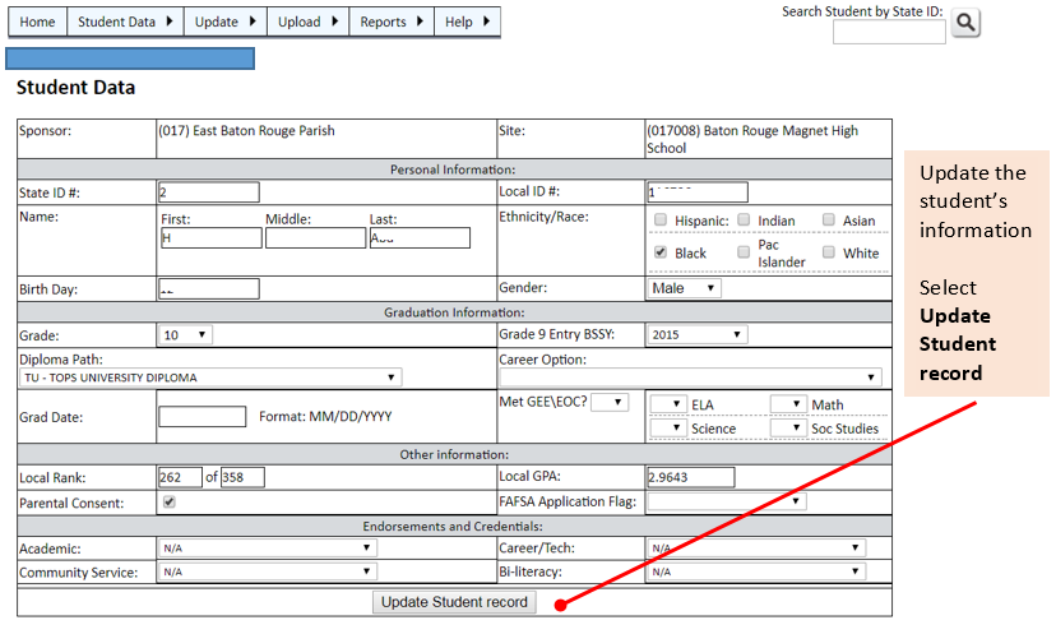


Course BSSY	Course	Part Number	Letter Grade	Grade Pnt Max	Qual Pts Award	Credit Earned	Award
2015	(051101) SPEECH I	1	B	4.00	3.00	0.50	
2015	(051101) SPEECH I	2	B	4.00	3.00	0.50	
2015	(120331) ENGLISH I	1	C	4.00	2.00	0.50	TC TU
2015	(120331) ENGLISH I	2	D	4.00	1.00	0.50	TC TU
2015	(122501) SPANISH I	1	B	4.00	3.00	0.50	TC TU
2015	(122501) SPANISH I	2	B	4.00	3.00	0.50	TC TU
2015	(150301) BIOLOGY	1	C	4.00	2.00	0.50	TC TU
2015	(150301) BIOLOGY	2	B	4.00	3.00	0.50	TC TU
2015	(160321) ALGEBRA I	1	B	4.00	3.00	0.50	TC TU
2015	(160321) ALGEBRA I	2	A	4.00	4.00	0.50	TC TU
2015	(190105) PHYSICAL EDUCATION I	1	A	4.00	4.00	0.50	TU
2015	(190105) PHYSICAL EDUCATION I	2	A	4.00	4.00	0.50	TU

On the *Student Data Screen*

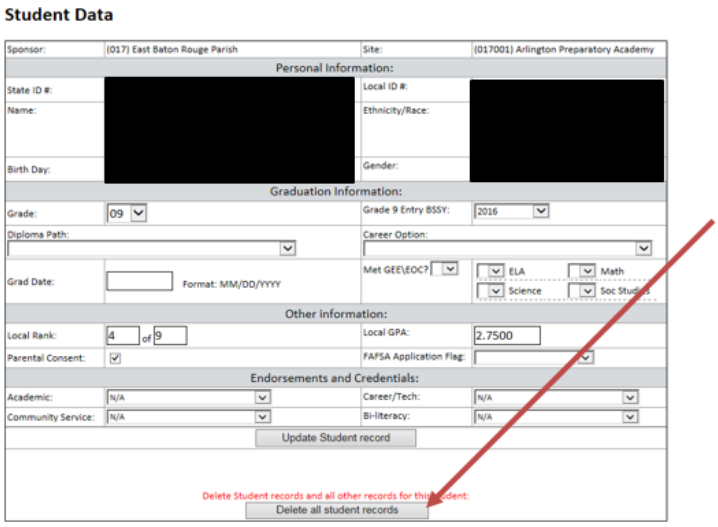
3. The student information will be displayed for updating

4. After updating, Click **Update Student record** button



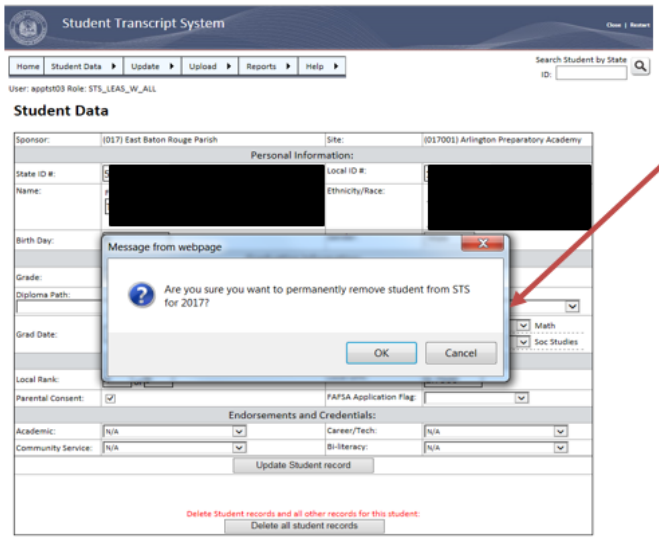
Deleting an Entire Student Record for the BSSY

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 you system. It will delete this student and all transcripts that appear for the year you are working in STS.



The **Delete All Student Records** button is at the bottom. It will remove the Student 020 record, all Transcript 030 records, and all core calculations for the student in the collection year.

A pop up window was added to ensure student records were no 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 no undo function to retrieve deleted information.

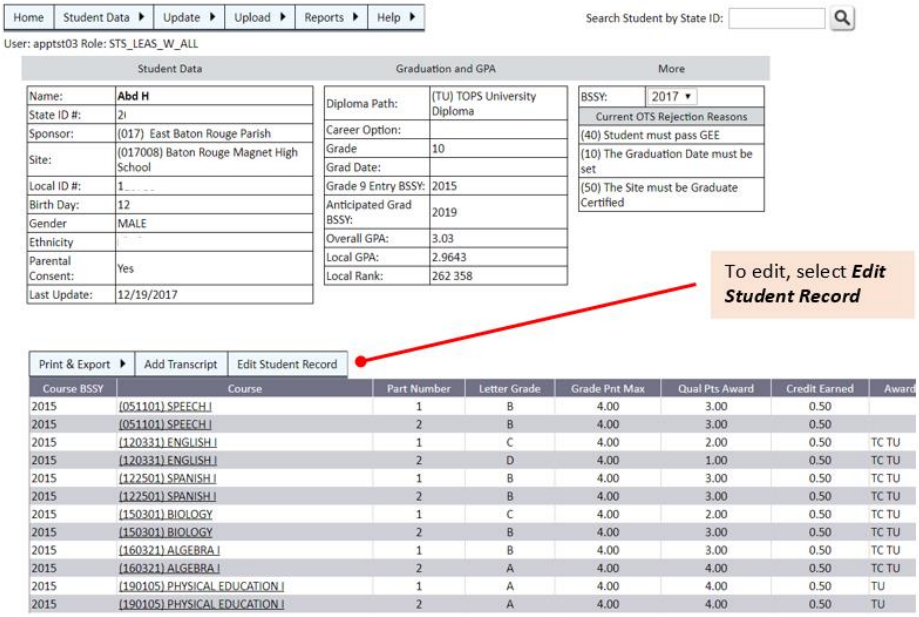


This pop up window is to verify you want to delete the student for the collection year. This is a safety precaution to make sure you know you are removing all records for this year.

Editing Student Information

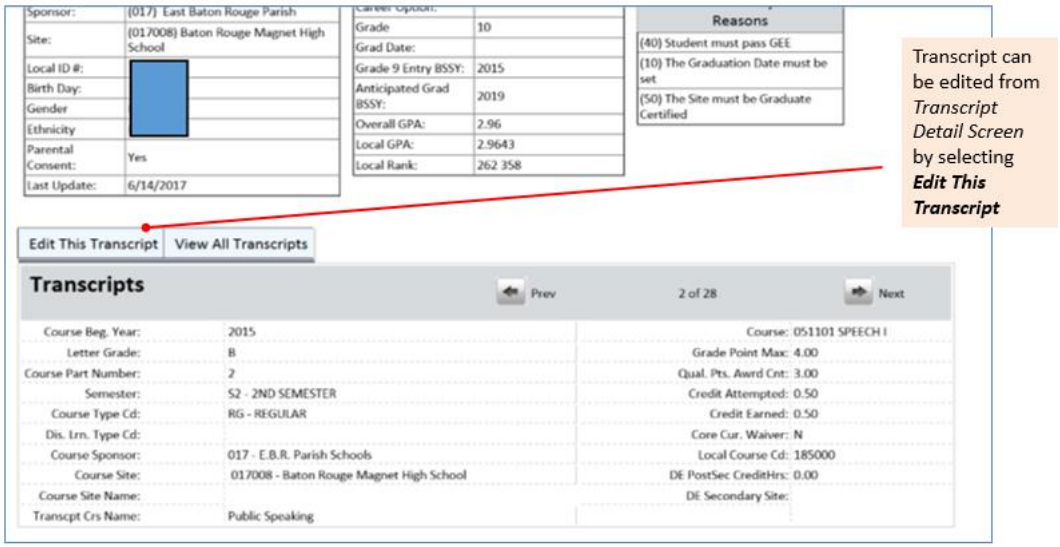
<u>On the *Student Detail Screen,*</u>

1. Select **Edit Student Record** button



Editing Transcripts

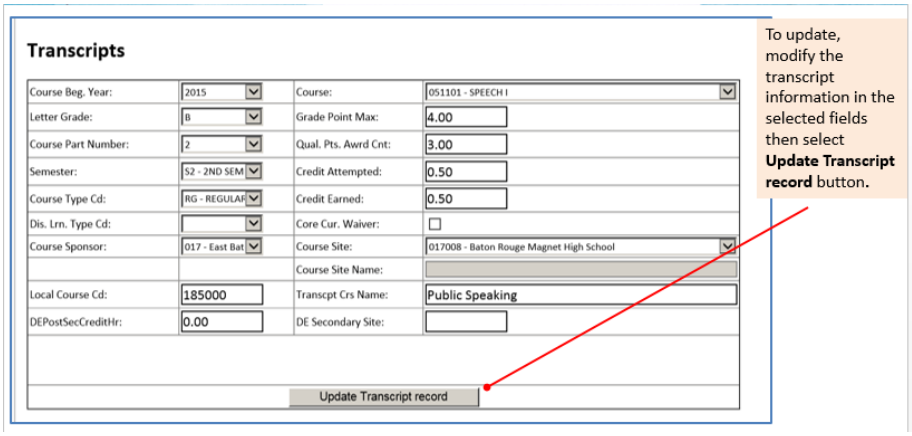
1. Click on the transcript you wish to edit
2. Select **Edit This Transcript** button



<u>On the *Edit Transcript Screen*</u>

3. Update the transcript information for the student

4. Select **Update Transcript** button



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 in 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 ▸ | Edit Student Record | Add Transcript | Add IBC Record

Course BSSY	Course	Part Number	Letter Grade	Grade Pnt Max	Qual Pts Award	Credit Earned	Award U
2012	(160321) ALGEBRA I	1	A	4.00	4.00	0.50	TC TU

Once you select this tab, a new window will appear as shown below. Please select the correct fields. The IBC is based on version 19 of the IBC matrix and the Test Vender is based on a list of current vendors. If you find an IBC or Vendor missing, please contact Barrett.Adams@la.gov to see if it can be added. Only 1 Fail per IBC is allowed. The purpose of this is allow LEAs to load failing IBCs into CATE through STS.

IBC (Industry Based Credentials)

IBC:	Select One	Pass/Fail	P
Test Vendor:	Select One	Semest IBC Earned:	1 - Fall
Sponsor IBC Earned:	(017) East Baton Rouge Parish	Year IBC Earned:	2018
Site IBC Earned:	(017008) Baton Rouge Magnet High School		
	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.

Credentials

Year IBC	Semestr	Industry Based Credentials	Pass/Not Pass	Sponsor Earned	Site Earned	Vendor	Delete
2016	1	(003) ADDA Certified Mechanical Apprentice Drafter	P	017	017008	002	Delete
Count: 1							

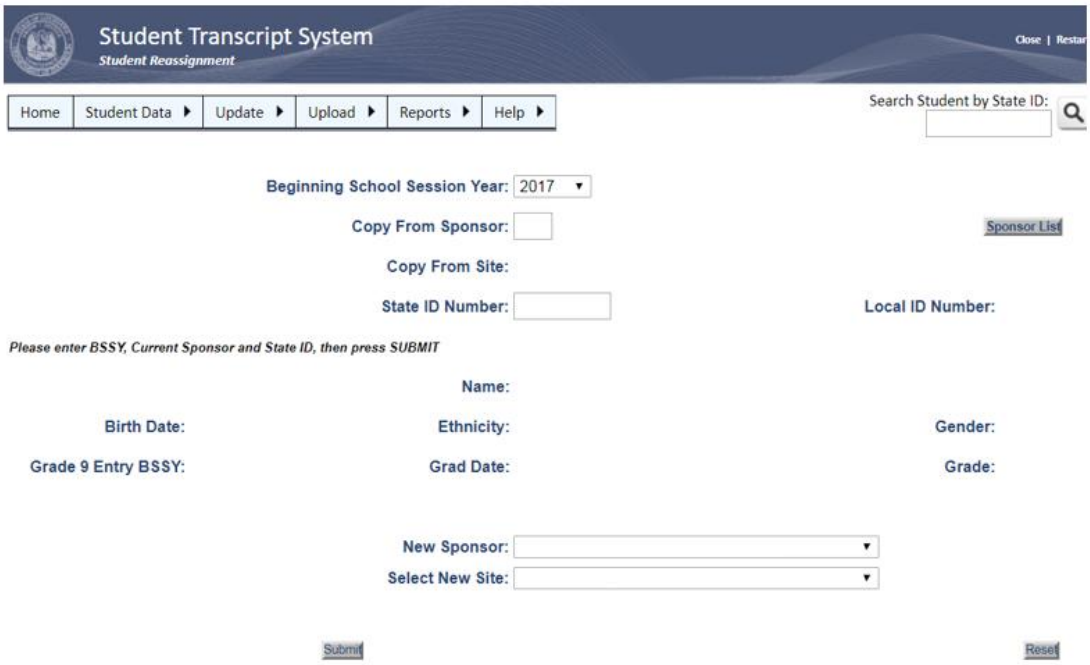
Reassigning A Student (Public to Public or Nonpublic to Nonpublic Only)

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 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 with the attached **Prior Collection Period Access Request Form** (see Appendix J) to Barrett.Adams@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, including state identification numbers, 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

For additional information on the Diploma Pathways, click here: TU CA

All Available Diploma Paths in STS

Diploma Path Code	Diploma Path Name	Use	Career Option Code
C4	Core 4	9th grade entry 2013 and below	No career option code needed
C5	Basic Core	9th grade entry 2013 and below	**Career option code required (001-P08 only)**
C6	Core 4 with CTE	9th grade entry 2013 and below	**Career option code required (001-P08 only)**
TU	TOPS University	9th grade entry 2014 and above	No career option code needed
CD	Historical Career Diploma/older graduates	9th grade entry 2013 and below	**Career option code is CDV**
CA	Jumpstart TOPS Tech Career Diploma	9th grade entry 2014 and above	**Career option code required (R01-T10 only)**
L1 (LAA1)	Jumpstart TOP Tech Career Diploma	9th grade entry 2014 and above	No career option code required *Note: Use only for students assessed on LAA1
ND	Not Declared	Use only prior to end of 10th grade	No career option code needed
NG	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 that are university and college bound. It is very similar to the previous Core 4 (C4) diploma pathway. TU requires specific 24 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:

Category	Category Description	Credit Required
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
	Total	**21**

CA Pathway

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

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

The CA pathway requires 23 credits including a Jumpstart Pathway (currently R01-T17) and successfully completing an Industry Based Certification (IBC) see IBC page. The categories and credits required for the CA pathway includes the following:

Category	Category Description	Credit Required
01	ENGLISH I	1
02	ENGLISH II	1
03	ENGLISH III	1
04	ENGLISH IV	1
05	ALGEBRA I	1
06	MATH ELECTIVES	3
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
	Total	**23**

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 of 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 student should contact **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:

Category	Category Description	Credit/Experience Required
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 jump start career diploma.
- Students who are LAA1 and earn credits in 9th 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

Example Course Layout for L1 Students

Here is an example schedule of an L1 student using applied courses only for a six period day. This is only an example and can be modified for 7 period and block schedule 8 period schedules.

Subject	9th	10th	11th	12th	Earned	Required
English	500051 APPLIED ELA I	500056 Applied ELA II	500057 Applied ELA III	500058 Applied ELA IV	4	4
Math	500052 APPLIED MATH I	500059 APPLIED MATH II	500060 APPLIED MATH III	500061 APPLIED MATH IV	4	4
Science/ Soc Studies	500053 APPLIED SCIENCE I	500062 APPLIED SCIENCE II	500054 APPLIED SOC ST I	500065 APPLIED SOC ST II	4	4
General Elective	190100 ADAPTED PE 1	190097 ADAPTED PE II	500055 APPLIED ELECTIVE	500104 STUDY SKILLS	4	4
Workforce and Career	500300 COMMUNITY BASED INSTRUCTION I	500302 COMMUNITY BASED INSTRUCTION 3	500304 COMMUNITY BASED INSTRUCTION 5	500306 COMMUNITY BASED INSTRUCTION 7	8	7
	500301 COMMUNITY BASED INSTRUCTION 2	500303 COMMUNITY BASED INSTRUCTION 4	500305 COMMUNITY BASED INSTRUCTION 6	500307 COMMUNITY BASED INSTRUCTION 8		
Total	6	6	6	6	24	23

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

For additional information on the TOPS awards click here: TC TJ

Award	TC	TJ
TOPS Award	Opportunity Performance Honors	Tech
Diploma Pathway	TU	CA
Core Units Required	19 Units	21 Units
GPA	2.5 (TOPS Opportunity Only)	2.5

Note

The following reports are no longer functioning properly. Many of them time out with schools of larger size and could not be updated. There are new functions in STS to replace them.

The **STSQ04** and **STSQ011** have been replaced with the **Export Summary to Excel** function found in the **Print & Export**. The new excel report will display all students with more current diploma and TOPS pathways.

The **STSQ06** and **STSQ07** has been replaced with the **Core Progress Report** function found in the **Print & Export**. The older two reports would timeout regularly due to the amount of calculations of students. The new function can handle larger schools, can be saved in pdf or word files, the word file could have a header/footer added to give LEAs the ability to add notes if desired, and if the site is large it will break the reports into groups of 100 for easier printing.

STSQ04: TOPS Summary Report (disabled)

This is a summary report of each student's progress based on various calculations. It shows the GPA calculations for Overall, TU (College diploma), and CA (Career diploma). For each calculation, there are two components: (1) the Core GPA for the particular calculation and (2) a Y or N, indicating whether or not the student has completed all core requirements. It also displays PC (Parental Consent) as Yes or No for each student. Currently, the STSQ04 also displays calculations for any student still on the C4, C5, and C6 pathways and eligible for the R1, T1, and T2 TOPS awards.

STSQ06: TOPS Detail Report (disabled)

This is a detailed report listing the courses the student has completed that are allowed in each category for calculating the various core curricula. It also indicates by Y or N whether or not the courses meet the category requirements. The student's core curricula GPA, as well as the Overall GPA, is given along with other pertinent information. This same information is available from the STS online system under "Core Progress" in the Student Data Inquiry mode. Please bear in mind when viewing this report that until all core curricula categories are satisfied, the calculation may or may not utilize an existing transcript record. If a course will increase the GPA, then it is used. If the GPA stays the same or is decreased, then the course will not be factored into the calculation.

This report provides the same data as the TOPS Core Progress Screen in STS Inquiry. Lists courses selected by STS for each TOPS Core Curriculum Category and shows Core categories which have not been completed are shown in Bold. It is also an excellent to distribute to parents at the beginning of the senior year.

STSQ07: Student Level Transcript Detail Report (Disabled)

This is a list of all transcript records that have been submitted for a student, one or two pages per student. This report is arranged in rows and provides pertinent information about each course in the student's transcript records. This same information can also be obtained from the STS online system by clicking a student's State ID in the **Student Data Inquiry** mode.

This report is a complete listing of each student's transcript records. It can be used to ensure accuracy of data entry by comparing to the student's cum card. It will be accepted by most colleges as a transcript prior to the creation of the Official High School Transcript

STSQ08: Course Part Number Edit Report

This report identifies possible Course Part Number problems that could cause a student eligible for a specific core curriculum to appear ineligible. The conditions identified in this report are not errors per se; the data has been loaded onto the database as if no problem exists. However, an incorrect Course Part Number may result in a student not receiving full credit for a course and can cause serious problems with GPA calculations. This STSQ08 report should be checked after each data submission. It identifies potential Course Part Number problems.

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

Condition 1: No Part Number for Possible Split Course
Condition 2: Part # 1 Exists, No Part # 2 for Course
Condition 3: Part # 2 Exists, No Part # 1 for Course
Condition 4: Credit should be .5 when Part # number is being used. Even if both courses submitted have part numbers, this message appears whenever the parts are submitted for anything other than .5 credit.

STSQ11: Overall GPA Report

This report of each student's Overall GPA from a given school session is based on the extract file provided to the Board of Regents for ranking students. Arranged by sponsor, site and grade level, its major components are **Overall GPA**, **Class Rank** and **Grad Class Rank**. The Overall GPA is calculated like the TOPS GPA, but it includes all courses. Both the Class Rank and Grad Class Rank columns show the student's rank number, the class size and the percent. Class Rank Number is a positive integer assigned to each student based on a comparison of the student's Overall GPA with those of all students in the class. Students with equal GPAs are assigned the same Class Rank Number, and this will result in gaps in the numbering sequence. Class Rank Size is the number of students in a grade for a given school year and is based on the transcript data submitted for each grade placement. Class Rank Percent shows how a student ranks using percentiles. **Class Rank** data pertains to all students in grades T9 through 12, but **Grad Class Rank** shows data only for those students in grade 12 whose graduation date has been entered into the Student Transcript System.

This report shows the rankings, overall GPA graduation date and site certification date (if applicable) that will be provided to the Board of Regents. It should be ran at prior to each harvest deadline to ensure accuracy of data being shared with the Board of Regents.

STSQ12: TOPS Reference Tables Report

This report lists the requirements of each core curricula for any given year and shows the types (TC, TJ, C4, C5, C6, CA, TU, L1), categories, sets and courses allowed. It can be run for a specific Beginning School Session Year or core curricula type. The same information can be found under the **Help** tab in STS.

STSQ13: Selected Data Element Report

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

CERTIFICATION OF GRADUATES (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 **SIS**, which is the last day of the regular school session for graduates.

In addition to adding the graduation date in STS, graduate data must be "certified" as complete and ready for use by OSFA in awarding TOPS scholarships. To certify, 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**

Action	Site Code	Site Name	Certification Date
Certify	008001	Airline High School	
Certify	008006	Benton High School	
Uncertify	008009	Bossier High School	12/20/2017
Certify	008017	Haughton High School	
Certify	008020	Parkway High School	
Certify	008022	Plain Dealing High School	

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 **Actio**n.
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.

Site Certification is also the process for moving transcript data over to the Official Transcript System (OTS).

Verifying Transcripts Have Been Moved to the Official Transcript System

For information regarding how to verify transcripts have been moved to the Official Transcript System (OTS), please refer to APPENDIX M: Official Transcript System (OTS).

Graduation Date Removal Codes

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

Code	Problem	Solution
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 Appendix A-D 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)* ***(Date Record Last Modified: 09/29/2015)***

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, "2012" for the 2012-2013 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, 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, "2012" for the 2012-2013 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 student did not graduate. Enter only after all graduation requirements are met.

115	Career Option Code	3	A	0	Identifies the career option of a student that corresponds to the Area of Concentration **or Jumpstart Pathway for the chosen Diploma Pathway.** Leave blank if not applicable.
118	Academic Endorsement Code	2	A	0	If the student received academic endorsement fill in, otherwise blank; required when applicable.
115	Career Option Code	3	A	0	Identifies the career option of a student that corresponds to the Area of Concentration **or Jumpstart Pathway for the chosen Diploma Pathway.** Leave blank if not applicable.
120	Career/Tech Endorsement Code	2	A	0	If the student received academic endorsement **or Jumpstart credential/certification** fill in, otherwise blank; required when applicable.
122	Met GEE/EOC Flag	1	A	0	"Y" if student met graduation requirements for GEE or EOC, or "E" if student is exempt. Required for all public/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 Native Race Flag	1	A	0	Y if American Indian; N if not
141	Asian Race Flag	1	A	0	Y if Asian; N if not
142	Black or African American Race Flag	1	A	0	Y if African American; N if not
143	Native Hawaiian or Other Pacific Islander Race Flag	1	A	0	Y if Pacific Islander; N if not
144	White Race Flag	1	A	0	Y if White; N if not
145	Diploma Pathway	2	A	0	The diploma the student is working towards completing; required; if undeclared enter ND. (C4, C5, C6, CA, TU, L1, CD, 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, "2012" for the 2012-2013 school session.
11	Sponsor Code	3	A	0	Sponsor (LEA) code of district submitting transcript data via STS.
14	State Identification Number	9	N	0	Social Security Number if available. Otherwise, temporary number assigned according to LDOE guidelines.
23	Course Beginning School Session Year	4	N	0	Beginning School Session Year in which the course was taken. For example, "2012" for 2012-2013 school year.
27	Course Code	6	A	0	Valid Course Code of the course in which the student was enrolled.
33	Course Part Number	1	A	0	Distinguishes first half of course from second half of course in which student was enrolled. Required for LEAs that report 1.0 unit courses as two .5 unit courses. Use 1 for the first part and 2 for the second part. Leave blank if not applicable.
34	Semester Code	2	A	0	Semester Code of the semester in which the student was enrolled in the course (B1, B2, B3, B4, C1, C2, S1, S2, Z1, Z2, Y1).
36	Letter Grade Code	1	A	0	Letter grade assigned to a student for a course. Must be A B, C, D, F, P (Pass) or E (Exempt).
37	Credit/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 point that would be awarded for letter grade A (has implied decimal; i.e., "4.00" submitted as "400" in the batch record).
46	Filler-01	1	A	0	Leave blank (spaces).
47	Core Curriculum Waiver Flag	1	A	0	"Y" if student was exempted from a course, otherwise "N".
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. 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 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 type of Course. RG – Regular HR - Honors GT – Gifted AP - Advanced Placement SE - Special Education TA – Talented DE – Dual Enrollment DA - Dual Enrollment and AP DI - Dual Enrollment and IB IB - International Baccalaureate
168	Distance Learning Course Type Code	2	A	0	Code to identify type of distance learning course. Leave blank if not applicable. 01 - Local LEA Provided Online Courses 02 - Distance Learning Satellite courses 03 - Other Distance Learning 04- Course Choice/Supplemental Course Providers 05-Dropout Recovery Program Providers
170	Local Course Code	6	A	0	Optional – LEA assigned course code
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) ***(Date Record Last Modified: 12/2017)***

STS Student Record (020) – for Public and 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 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 certificate.	Required
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	Required if applicable

				Year in order to match the OSFA Annual Academic Year. Leave blank if student did not graduate. Enter only after all graduation requirements are met.	
115	Career Option Code	3	A	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 **or** Jumpstart credential/certification fill in, otherwise blank; required when applicable. (B1. B2, J1, J2, J3, J4)	Not Required
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: • "Y" if student passed all assessments required for graduation (including the LAA1 and is marked as eligible in SER) • "A" if student is applying Act 833 (marked eligible in SER) and met one or more of the assessment requirements for a diploma through alternate means • "G" if student participated in the LAA1 assessment as marked in SER and met the requirements by achieving exceeds or meets on the LAA1 assessment or meets the components through a portfolio of student achievement (growth portfolio). • "E" if student is exempt from all requirements • Null if not all requirements have been met If "Y" the Subject areas in positions 153-156 must be blank. Non-public schools may leave this data element blank.	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 11th and 12th graders. • C4 – Core 4 pathway – discontinue use after graduates of 2016-17 • C5 – Basic Core pathway - discontinue use after graduates of 2016-17 • C6 – Core 4 with CTE - discontinue use after graduates of 2016-17 • CA – TOPS Tech Jumpstart Career Diploma – begin use for graduates of 2017-18 • L1 – TOPS Tech Jumpstart Career Diploma alternate pathway for students assessed on LAA1 – begin use for graduates of 2017-18 • TU – TOPS University Diploma – begin use for graduates of 2017-18 • ND – Not declared – use for students prior to the end of 10th grade before declaring a pathway • CD – Historical career diploma/older graduates • NG – Non graduate diploma path	
147	LOSFA Parental/Guardian Consent Flag	1	A	Parental/Guardian Consent on file • Y if Yes • N if No	Required
148	FAFSA Application Flag	1	A	Indicates whether a FAFSA application has been completed by the student. Required for Graduates, optional for non-graduates. Allowed Values: • 1 = FAFSA Completion • 2 = TOPS Form Completion • 3 = Parent/Guardian Waiver • 4 = Hardship Waiver	Required for graduates; optional for non-graduates

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. (D1,D2,D3,D4,D5,D6) • D1 AP course(test score 3 or higher) • D2 1 IB course (test score 4 or higher) • D3 DOE-approved equivalent summative test • D4 4 units in World Language/7 units or more in • world language immersion • D5 Internationally-benchmarked language exam • (DELF, DELE, ACTFL) • D6 Primary Language w/Early Advanced on ELDA; • OE-approved equivalent summative test	Optional
153	EOC Subject Area (ELA)	1	A	This field is left blank for all students except those identified in SER as Act 833 eligible or assessed on the LAA1 who also did not meet the ELA EOC assessment requirement for graduation. One of the following values should be used: • "P" if the EOC subject area assessment for ELA was passed or student achieved "exceeds Standards" or "Meets Standards" on the LAA1 assessment • "A" if student is Act 833 eligible and met the ELA assessment requirement using alternate means • "G" if a student was assessed on the LAA1 and used a growth portfolio to meet the ELA assessment requirement • Null if not applicable or requirement not met	Required if applicable
154	EOC Subject Area (Math)	1	A	This field is left blank for all students except those identified in SER as Act 833 eligible or assessed on the LAA1 who also did not meet the math EOC assessment requirement for graduation.	Required if applicable

				One of the following values should be used: • "P" if the EOC subject area assessment for math was passed or student achieved "exceeds Standards" or "Meets Standards" on the LAA1 assessment • "A" if student is Act 833 eligible and met the math assessment requirement using alternate means • "G" if a student was assessed on the LAA1 and used a growth portfolio to meet the math assessment requirement • Null if not applicable or requirement not met	
155	EOC Subject Area (Science)	1	A	This field is left blank for all students except those identified in SER as Act 833 eligible and using an alternate means to meet the science EOC assessment requirement for graduation. One of the following values should be used: • "P" if the EOC subject area assessment for science was passed • "A" if student is Act 833 eligible and met the science assessment requirement using alternate means • Null if not applicable or requirement not met • Not required for students assessed on the LAA1	Required if applicable
156	EOC Subject Area (Social Studies)	1	A	This field is left blank for all students except those identified in SER as Act 833 eligible and using an alternate means to meet the science EOC assessment requirement for graduation. • "P" if the EOC subject area assessment for social studies was passed • "A" if student is Act 833 eligible and met the social studies assessment requirement using alternate means • Null if not applicable or requirement not met Not required for students assessed on the LAA1	Required if applicable

STS Student Record (030) – for Public and 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 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 first half of course from second half of course in which student was enrolled. Required for LEAs that report 1.0 unit courses as two .5 unit courses. Use 1 for the first part and 2 for the second part. Leave blank if not applicable.	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 point 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 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 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.	Required
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 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 type of Course. RG – Regular HR - Honors GT – Gifted TA – Talented SE - Special Education DE – Dual Enrollment DA - Dual Enrollment and AP DI - Dual Enrollment and IB AP - Advanced Placement IB - International Baccalaureate	Required
168	Distance Learning Course Type Code	2	A	1	Code to identify type of distance learning course. Leave blank if not applicable. 01 - Local LEA Provided Online Courses 02 - Distance Learning Satellite courses 03 - Other Distance Learning 04- Course Choice/Supplemental Course Providers 05-Dropout Recovery Program Providers	If applicable
170	Local Course Code	6	A	0	Optional – LEA assigned course code	Optional

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.	If applicable
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).	If applicable
186	Filler	15	A	0	Leave blank (spaces). Field not required.	Blank

APPENDIX C: Data Element Requirements For NONPUBLIC Schools

The section provides a description of the technical specifications for the data to be collected and reported in each data field within the Student Transcript System.

Data elements listed below are in order of appearance on the Nonpublic school **020 STUDENT RECORD**

Start Position	Data Element	Start Position	Data Element
1	System Indicator	107	Graduation Date
4	Transaction Code	115	Career Option Code
7	Beginning School Session Year (BSSY)	118	Academic Endorsement Code
11	Sponsor Code	120	Career/Tech Endorsement Code
14	State Identification Number	122	Met GEE/EOC Flag
23	Local Identification Number	123	Local GPA
32	Site Code	131	Local Rank in Class: Position in Classs
38	Student First Name	135	Local Rank in Class: Size of Class
53	Student Middle Name	139	Hispanic/Latino Ethnicity Flag
68	Student Last Name	140	American Indian or Alaskan Native Race Flag
88	Student Suffix Name	141	Asian Race Flag
91	Birth Date	142	Black or African American Race Flag
95	Filler	143	Native Hawaiian or Other Pacific Islander Race Flag
100	Sex Code	144	White Race Flag
101	Grade Placement Code	145	Diploma Pathway
103	Grade 9 Entry Year	147	LOSFA Parental/Guardian Consent Flag
		148	Filler

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

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

DATA ELEMENT: Beginning School Session Year (BSSY)	
LENGTH: 4	**FORMAT:**
TYPE: Numeric	**POSITION:** 7
Required: Required on all STS records	
DEFINITION: Format: **YYYY** The beginning year of a given school session. For example, 2017 is the beginning school session year for school session 2017-2018. This is the BSSY of the year when the data are submitted. All records in the file will have the same BSSY.	

DATA ELEMENT: Sponsor Code	
LENGTH: 3	**FORMAT:**
TYPE: Alphanumeric	**POSITION:** 11
Required	Required on all STS records
DEFINITION: Sponsor (LEA) Code is the 3-digit code assigned by the Department of Education. This will be the student's current sponsor, or the sponsor from which they graduated.	

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DATA ELEMENT: State Identification Number	
LENGTH: 9	**FORMAT:**
TYPE: Numeric	**POSITION:** 14 (on Student and Transcript Records)
Required: Required on all STS records	
DEFINITION: The student's **Social Security Number**. It is strongly recommended the student's correct Social Security Number is used in order to match TOPS award applications and college admission applications. SSN - Nonpublic Schools only.	

DATA ELEMENT: Local Identification Number	
LENGTH: 9	**FORMAT:**
TYPE: Numeric	**POSITION:** 23
Required: Required	
DEFINITION: LEA-assigned Local ID must be unique by student within the LEA or school and must not match SSN or Unique ID (LASID).	

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

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

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DATA ELEMENT: Student's Middle Name	
LENGTH: See below	**FORMAT:** See below
TYPE: Alphanumeric	**POSITION:** 53
Required: See below	
DEFINITION: Student's legal middle name as it appears on the student's birth certificate. Length: Middle Name = 15 Optional	

DATA ELEMENT: Student's Last Name	
LENGTH: See below	**FORMAT:** See below
TYPE: Alphanumeric	**POSITION:** 68
Required: See below	
DEFINITION: Student's legal last name as it appears on the student's birth certificate. Length: Last Name = 20 Required	

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DATA ELEMENT: Student Suffix Name	
LENGTH: See below	**FORMAT:** See below
TYPE: Alphanumeric	**POSITION:** 88
Required: See below	
DEFINITION: Student's legal suffix name. Length: Suffix Name = 3 Optional	

DATA ELEMENT: Birth Date	
LENGTH: 8	**FORMAT:** See below
TYPE: Numeric	**POSITION:** 91
Required: Required on Student Record (020 Record)	
DEFINITION: Date the student was born as appears on the student's birth certificate. **Nonpublic Schools:** Format for **Batch** files: **MMDDYYYY** Format for **Online** entry: **MM/DD/YYYY**	

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

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DATA ELEMENT: Grade Placement Code	
LENGTH: 2	**FORMAT:**
TYPE: Alphanumeric	**POSITION:** 101
Required: Required on Student Record (020 Record) if the BSSY is 2009-2010 or earlier	

DEFINITION: Student's grade placement for the submission year. Must be T9, 09, 10, 11, or 12 for High school transcripts and grades 08 for Middle School transcripts.

High School Grades	Middle School Grades
T9 = Transitional 9th grade	**08** = 8th grade
09 = 9th grade	
10 = 10th grade	
11 = 11th grade	
12 = 12th grade	

DATA ELEMENT: Grade 9 Entry Year	
LENGTH: 4	**FORMAT:** YYYY
TYPE: Numeric	**POSITION:** 103
Required: Required on Student Record (020 Record)	

DEFINITION:

Beginning School Session Year when the student entered the 9th grade. This date is the following school year for students with grade placement code 09 and blank for students in grades 08 and T9.

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

DEFINITION:

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

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

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

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DATA ELEMENT: Career Option Code	
LENGTH: 3	**FORMAT:**
TYPE: Alphanumeric	**POSITION:** 115
Required: If applicable (Core 4 w/CTE, Basic Core , TOPS Tech Career Diplomas or Historical Career Diploma students only) Otherwise leave blank.	

DEFINITION:

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.

A01- P06 (See Appendix: Areas of Concentration) *Expires with graduates of 2016-17*
R01, S01, etc. (See Appendix: Jumpstart Career Pathways) *Begins with graduates of 2017-18*

Diploma path C5 and C6 use A01-P04
Diploma path CD uses CDV
Diploma path CA uses R01 –T10

Note: A "drop-down" selection list is available in Online Entry; click on the appropriate Career Option Code.

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

DEFINITION:

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

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

Leave this field blank if no Academic Endorsement is earned. At this time, not applicable to non public schools.

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

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

DEFINITION:

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

B1 = Career/Tech Endorsement with BESE approved industry-based certificate
B2 = Career/Tech Endorsement with 3 college hours in career tech area that articulate to post-secondary institution
J1 =Basic Credential
J2 =Regional Credential
J3 =Advanced Credential
J4 = Alternate Credential (Act 833 Only)

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

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

DATA ELEMENT: Met GEE/EOC Flag	
LENGTH: 1	**FORMAT:**
TYPE: Alphanumeric	**POSITION:** 122
Required: If applicable	
DEFINITION: Nonpublic schools may leave this data element blank.	

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

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

DATA ELEMENT: Local Rank in Class: Size of Class	
LENGTH: 4	**FORMAT:** Optional
TYPE: Alphanumeric	**POSITION:** 135
Required: Optional	
DEFINITION: Optional; must be spaces if not used. If used, must pad with zeros (numeric field). Indicates the number of students in a student's grade level and is locally defined.	

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

DATA ELEMENT: American Indian or Alaskan Native Race Flag	
LENGTH: 1	**FORMAT:** Must be uppercase
TYPE: Alphanumeric	**POSITION:** 140
Required: Required on Student Record (020 record)	
DEFINITION: Indicates that a student's race is American Indian or Alaskan Native. Submit a "Y" if the race is American Indian or Alaskan Native or an "N" if not.	

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

DATA ELEMENT: Black or African-American Race Flag	
LENGTH: 1	**FORMAT:** Must be uppercase
TYPE: Alphanumeric	**POSITION:** 142
Required: Required on Student Record (020 record)	
DEFINITION: Indicates that a student's race is Black or African-American. Submit a "Y" if the race is Black or African-American or an "N" if not.	

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DATA ELEMENT: Native Hawaiian or Other Pacific Islander Race Flag	
LENGTH: 1	**FORMAT:** Must be uppercase
TYPE: Alphanumeric	**POSITION:** 143
Required: Required on Student Record (020 record)	
DEFINITION: Indicates that a student's race is Native Hawaiian or Other Pacific Islander. Submit a "Y" if the race is Native Hawaiian or Other Pacific Islander or an "N" if not.	

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

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DATA ELEMENT: Diploma Pathway	
LENGTH: 2	**FORMAT:** See below
TYPE: Alphanumeric	**POSITION:** 145
Required: Required on Student Record (020 record)	

DEFINITION:

Indicates the diploma pathway that the student is pursuing.

C4 – Core 4 pathway – for 9th grade 2013 and below
C5 – Basic Core pathway - for 9th grade 2013 and below
C6 – Core 4 with CTE - for 9th grade 2013 and below
CD – Historical career diploma/older graduates - for 9th grade 2013 and below
TU – TOPS University Diploma – begin use 9th grade entry 2014
CA – Jumpstart Career Diploma (including ACT 833 student) - begin use 9th grade entry 2014
L1 – Jumpstart Career Diploma for LAA1 students - begin use 9th grade entry 2014
ND – Not declared – use for students prior to the April 1st of 10th grade before declaring a Pathway
NG – Non Graduate – use for students earning a COA or HiSet but not graduating with a diploma

DATA ELEMENT: LOSFA/BOR Parental/Guardian Consent Flag	
LENGTH: 1	**FORMAT:** See below
TYPE: Alphanumeric	**POSITION:** 147
Required: Required on Student Record (020 record)	

DEFINITION:

Indicates Parental/Guardian consent given Y, Yes; N, if Non-Consent form on file. If blank STS will convert to "N" No.

Nonpublic schools will have implied consent for each student and should send a 'Y' in this field unless the student "Opts" out.

APPENDIX D: Data Element Requirements For PUBLIC/CHARTER SCHOOLS

The section provides a description of the technical specifications for the data to be collected and reported in each data field within the Student Transcript System.

Data elements are listed below in order of appearance on the Public/Charter school 020 STUDENT Record

Start Position	Data Element	Start Position	Data Element
1	System Indicator	123	Local GPA
4	Transaction Code	131	Local Rank in Class: Position in Class
7	Beginning School Session Year (BSSY)	135	Local Rank in Class: Size of Class
11	Sponsor Code	139	Hispanic/Latino Ethnicity Flag
14	Student Unique ID	140	American Indian or Alaskan Native Race Flag
24	Local Identification Number	141	Asian Race Flag
33	Site Code	142	Black or African American Race Flag
39	Partial Student's First Name	143	Native Hawaiian or Other Pacific Islander Race Flag
40	Filler	144	White Race Flag
68	Partial Student's Last Name	145	Diploma Pathway
71	Filler	147	LOSFA Parental/Guardian Consent Flag
93	Day of Birth	148	FAFSA Application Flag
95	Filler	149	Community Service Endorsement
100	Sex Code	151	State Seal of Bi-literacy Endorsement
101	Grade Placement Code	153	EOC Subject Area (ELA)
103	Grade 9 Entry Year	154	EOC Subject Area (Math)
107	Graduation Date	155	EOC Subject Area (Science)
115	Career Option Code	156	EOC Subject Area (Social Studies)
118	Academic Endorsement Code		
120	Career/Tech Endorsement Code		
122	Met GEE/EOC Flag		

Data elements on the following pages are in order of appearance on the 020 STUDENT RECORD

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020 RECORD (Public/Charter schools)

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

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

DATA ELEMENT: Beginning School Session Year (BSSY)	
LENGTH: 4	**FORMAT:**
TYPE: Numeric	**POSITION:** 7
Required: Required on all STS records	
DEFINITION: Format: **YYYY (i.e. 2017)** The beginning year of a given school session. For example, '2017' is the beginning school session year for school session 2017-2018. This is the BSSY of the year when the data are submitted. All records in the file will have the same BSSY.	

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DATA ELEMENT: Sponsor Code	
LENGTH: 3	**FORMAT:** Must be submitted uppercase
TYPE: Alphanumeric	**POSITION:** 11
Required	Required on all STS records

DEFINITION:

Sponsor (LEA) Code is the 3-digit code assigned by the Department of Education.

This will be the student's current sponsor, or the sponsor (LEA) from which the student graduated.

DATA ELEMENT: State Identification Number (Unique ID)	
LENGTH: 10	**FORMAT:**
TYPE: Numeric	**POSITION:** 14 (on Student and Transcript Records)
Required: Required on all STS records	

DEFINITION:

The student's Unique ID as it exists in the Unique ID system (eScholar).

Before submitting students to STS they must have first been submitted to the Unique ID System (eScholar). eScholar will hold the student's full name, birthdate, SSN, and other PII. When submitting to STS the first letter of first name, first 3 letters of last name, day of birth, gender, ethnicity, and local ID must match exactly to what was submitted to eScholar (e.g. the first 3 letters of last name submitted to STS must match the first 3 letters of the **full** last name that was submitted to eScholar).

Students must only have one Unique ID which is to be used throughout their time in Louisiana Public Education, in all of DOE data systems (STS,SIS, SER), and across LEAs, if they transfer.

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DATA ELEMENT: Local Identification Number	
LENGTH: 9	**FORMAT:** Must be submitted uppercase
TYPE: Alphanumeric	**POSITION:** 24
Required: Required	
DEFINITION: LEA-assigned student ID must be unique by student and must not match SSN or Unique ID (LASID).	

DATA ELEMENT: Site Code	
LENGTH: 6	**FORMAT:** 4
TYPE: Alphanumeric	**POSITION:** 33
Required: Required on Student Record (020 Record)	
DEFINITION: The 6 digit code assigned to each school by LDOE. The first three digits will always match the Sponsor Code. The Site code where the student is currently enrolled when transcript data is submitted or the site from which he/she graduated.	

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DATA ELEMENT: Partial Student First Name	
LENGTH: 1	**FORMAT:**
TYPE: Alphanumeric	**POSITION:** 39
Required: Required	
DEFINITION: First character of student's first name. Must match the first letter of the full first name stored in the eScholar Unique ID System for the student.	

DATA ELEMENT: Filler	
LENGTH: 28	**FORMAT:**
TYPE: Alphanumeric	**POSITION:** 40
Required: Blank	
DEFINITION: Leave blank (spaces).	

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DATA ELEMENT: Partial Student Last Name	
LENGTH: 3	**FORMAT:**
TYPE: Alphanumeric	**POSITION:** 68
Required: Required	
DEFINITION: First three characters of student's last name, must match the first three letters of the last name in the EScholar Unique ID System.	

DATA ELEMENT: Filler	
LENGTH: 22	**FORMAT:**
TYPE: Alphanumeric	**POSITION:** 71
Required: Blank	
DEFINITION: Leave blank (spaces).	

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DATA ELEMENT: Day of Birth	
LENGTH: 2	**FORMAT:** DD
TYPE: Alphanumeric	**POSITION:** 93
Required: Required on Student Record (020 Record)	
DEFINITION: Day the student was born as appears on the student's birth certificate, must match the day of birth of the full birthday stored in the eScholar Unique ID System.	

DATA ELEMENT: Filler	
LENGTH: 5	**FORMAT:**
TYPE: Alphanumeric	**POSITION:** 95
Required: Blank	
DEFINITION: Leave blank (spaces).	

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

DATA ELEMENT: Grade Placement Code	
LENGTH: 2	**FORMAT:**
TYPE: Alphanumeric	**POSITION:** 101
Required: Required on Student Record (020 Record)	
DEFINITION: Student's grade placement for the submission year. Must be 08, T9, 09, 10, 11, or 12. **08 = 8th grade** **T9 = Transitional 9th grade** **09 = 9th grade** **10 = 10th grade** **11 = 11th grade** **12 = 12th grade** **Note:** A "drop-down" selection list is available in Online Entry; click on the appropriate grade level.	

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DATA ELEMENT: Grade 9 Entry Year	
LENGTH: 4	**FORMAT:** YYYY (i.e. "2017")
TYPE: Numeric	**POSITION:** 103
Required: Required on Student Record (020 Record)	
DEFINITION: Beginning School Session Year when the student entered the 9th grade. For Grade T9 it must be the following school. For grade 08 it must be spaces (blank).	

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

DEFINITION:

Indicates that the student has successfully completed all graduation requirements.

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

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

Note: after the graduation date is entered and all data is correct for a site the Site must be "Certified" before transcripts will be released to OTS.

DATA ELEMENT: Career Option Code	
LENGTH: 3	**FORMAT:**
TYPE: Alphanumeric	**POSITION:** 115
Required: For students on C5, C6, CD, CA diploma pathways only	

DEFINITION:

C5, C6 students use A01-P04
CD students use CDV
CA students use R01-T10

Note: A "drop-down" selection list is available in Online Entry; click on the appropriate Career Option Code.

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

DEFINITION:

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

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

Leave this field blank if no Academic Endorsement is earned. At this time, not applicable to non public schools.

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

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DATA ELEMENT: Career/Tech Endorsement

LENGTH: 2	**FORMAT:** see below
TYPE: Alphanumeric	**POSITION:** 120
Required: If applicable (graduates only)	

DEFINITION:

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

B1 – Career/Tech Endorsement with BESE approved industry-based certificate
B2 – Career/Tech Endorsement with 3 college hours in career tech area that articulate to post-secondary institution
J1 – Basic Credential
J2 – Regional Credential
J3 –Advanced Credential
J4–Alternate Credential (Act 833 Only)

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

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

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DATA ELEMENT: Met Assessment Requirements for Graduation (Met GEE/EOC) Flag	
LENGTH: 1	**FORMAT:** Must be sent Uppercase
TYPE: Alphanumeric	**POSITION:** 122
Required: If applicable	

DEFINITION:

Must be either 'Y', 'E', or blank.

Y = Student met graduation requirement on GEE or EOC
E = Student is exempt from GEE or EOC requirement
A = Student is Act 833 and EOC assessment requirement was met by using alternate means
G = Student participated in the LAA1 assessment as indicated in SER and met the requirements by achieving "exceeds standards " or "meets standards" on the LAA1 assessment or meets the components through a portfolio of student achievement (growth portfolio). Required for all public/charter school students assigned a Graduation Date.

Use "A" or "G" only for LAA1 students with IEP in SER. Nonpublic schools may leave this data element blank.

DATA ELEMENT: Local GPA	
LENGTH: 8	**FORMAT:** See below
TYPE: Alphanumeric	**POSITION:** 123
Required: Required	

DEFINITION:

This is an 8-byte text field. To facilitate school systems' different numbering schemes for local GPA, we will simply print whatever is supplied on the student's transcript. This data element is locally defined.

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DATA ELEMENT: Local Rank in Class: Position in Class	
LENGTH: 4	**FORMAT:** Optional
TYPE: Numeric	**POSITION:** 131
Required: Optional	

DEFINITION:

Local Rank in Class: Position in Class. Optional.

If used, must pad with zeros (numeric field). Indicates the rank of students within their grade level and is locally defined.

Note: If specified, Rank in Class must be >=1. For example, a student cannot be ranked 0 out of 50.

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

DEFINITION:

Optional; must be spaces if not used. If used, must pad with zeros (numeric field). Indicates the number of students in a student's grade level and is locally defined.

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DATA ELEMENT: Hispanic/Latino Ethnicity Flag	
LENGTH: 1	**FORMAT:** Must be uppercase
TYPE: Alphanumeric	**POSITION:** 139
Required: Required on Student Record (020 record)	

DEFINITION: Must be either 'Y' or 'N'

Indicates that a student's ethnicity is **Hispanic/Latino**. Submit a "Y" if the ethnicity is Hispanic/Latino or an "N" if not.

Note on the 6 Ethnicity/Race flags: all 6 flags must be either Y or N and at least one must be Y. A student can have more than one Y.

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

DEFINITION: Must be either 'Y' or 'N'

Indicates that a student's race is **American Indian or Alaskan Native**. Submit a "Y" if the race is American Indian or Alaskan Native or an "N" if not.

Note on the 6 Ethnicity/Race flags: all 6 flags must be either Y or N and at least one must be Y. A student can have more than one Y.

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DATA ELEMENT: Asian Race Flag	
LENGTH: 1	**FORMAT:** Must be uppercase
TYPE: Alphanumeric	**POSITION:** 141
Required: Required on Student Record (020 record)	
DEFINITION: Must be either 'Y' or 'N' Indicates that a student's race is **Asian.** Submit a "Y" if the race is Asian or an "N" if not. Note on the 6 Ethnicity/Race flags: all 6 flags must be either Y or N and at least one must be Y. A student can have more than one Y.	

DATA ELEMENT: Black or African-American Race Flag	
LENGTH: 1	**FORMAT:** Must be uppercase
TYPE: Alphanumeric	**POSITION:** 142
Required: Required on Student Record (020 record)	
DEFINITION: Must be either 'Y' or 'N' Indicates that a student's race is **Black or African-American**. Submit a "Y" if the race is Black or African-American or an "N" if not. Note on the 6 Ethnicity/Race flags: all 6 flags must be either Y or N and at least one must be Y. A student can have more than one Y.	

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DATA ELEMENT: Native Hawaiian or Other Pacific Islander Race Flag	
LENGTH: 1	**FORMAT:** Must be uppercase
TYPE: Alphanumeric	**POSITION:** 143
Required: Required on Student Record (020 record)	
DEFINITION: Must be either 'Y' or 'N' Indicates that a student's race is **Native Hawaiian or Other Pacific Islander**. Submit a "Y" if the race is Native Hawaiian or Other Pacific Islander or an "N" if not. Note on the 6 Ethnicity/Race flags: all 6 flags must be either Y or N and at least one must be Y. A student can have more than one Y.	

DATA ELEMENT: White Race Flag	
LENGTH: 1	**FORMAT:** Must be uppercase
TYPE: Alphanumeric	**POSITION:** 144
Required: Required on Student Record (020 record)	
DEFINITION: Must be either 'Y' or 'N' Indicates that a student's race is **White**. Submit a "Y" if the race is White or an "N" if not. Note on the 6 Ethnicity/Race flags: all 6 flags must be either Y or N and at least one must be Y. A student can have more than one Y.	

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DATA ELEMENT: Diploma Pathway

LENGTH: 2	**FORMAT:** See below
TYPE: Alphanumeric	**POSITION:** 145
Required: Required on Student Record (020 record)	

DEFINITION:

Indicates the diploma pathway that the student is pursuing. Required on 11th and 12th graders. Use Not declared (ND) for student prior to the end of 10th grade if unknown.

C4 – Core 4 pathway – for 9th grade 2013 and below
C5 – Basic Core pathway - for 9th grade 2013 and below
C6 – Core 4 with CTE - for 9th grade 2013 and below
CD – Historical career diploma/older graduates - for 9th grade 2013 and below
TU – TOPS University Diploma – begin use 9th grade entry 2014
CA – Jumpstart Career Diploma (including ACT 833 student) - begin use 9th grade entry 2014
L1 – Jumpstart Career Diploma for LAA1 students - begin use 9th grade entry 2014
ND – Not declared – use for students prior to the April 1st of 10th grade before declaring a Pathway
NG – Non Graduate – use for student earning a COA or HiSet but not graduating with a diploma

DATA ELEMENT: LOSFA/BOR Parental/Guardian Consent Flag

LENGTH: 1	**FORMAT:** Must be uppercase
TYPE: Alphanumeric	**POSITION:** 147

Required: Required on Student Record (020 record)

DEFINITION: Must be Y or N

Indicates Parental/Guardian Consent for release of transcripts to LOSFA and BOR for the current school year (public/charter schools). **'Y', if Yes; 'N' if No**.

Note: Must be 'Y' in order for student's transcript to be released to LOSFA and Board of Regents (BOR): Release to LOSFA is for TOPS and other scholarship/grant considerations and Release to BOR is for college admissions.

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DATA ELEMENT: FAFSA Application Flag	
LENGTH: 1	**FORMAT:** must be 1, 2, 3, 4, or blank
TYPE: Alphanumeric	**POSITION:** 148
Required: Required if Graduation Date is entered	

Values:

- 1 = FAFSA Completion
- 2 = TOPS Form Completion
- 3 = Parent/Guardian Waiver
- 4 = Hardship Waiver

This field is required for graduates. It is optional for all others.

DATA ELEMENT: Community Service Endorsement	
LENGTH: 2	**FORMAT:** See below
TYPE: Alphanumeric	**POSITION:** 149
Required: Optional	

DEFINITION:

Community Service Endorsement: If the student received a community service endorsement for documented community service hours fill in, otherwise blank; required when applicable. (C1) Leave this field blank if no Community Service Endorsement is earned. At this time, not applicable to Nonpublic schools.

C1 = Community Service Endorsement

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DATA ELEMENT: State Seal of Bi-literacy Endorsement	
LENGTH: 2	**FORMAT:** See below
TYPE: Alphanumeric	**POSITION:** 151
Required: Optional	

DEFINITION:

If the student received the State Seal of Bi-literacy endorsement for competency in a foreign language fill in, otherwise blank; required when applicable.

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

D1= AP course(test score 3 or higher)
D2= 1 IB course (test score 4 or higher)
D3= DOE-approved equivalent summative test
D4= 4 units in World Language/7 units or more in world language immersion
D5= Internationally-benchmarked language exam (DELF, DELE, ACTFL)
D6= Primary Language w/Early Advanced on ELDA; DOE-approved equivalent summative test

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DATA ELEMENT: EOC Subject Area (ELA)	
LENGTH: 1	**FORMAT:** See below
TYPE: Alphanumeric	**POSITION:** 153
Required: Required if applicable	

DEFINITION: End of Course Subject Area (ELA) field is left blank for all students except those graduates in SER as Act 833 eligible or assessed on the LAA1 who also did not meet the ELA EOC assessment requirement for graduation. One of the following values should be used:

P = if the EOC subject area assessment for ELA was passed or student achieved "exceeds Standards" or "Meets Standards" on the LAA1 assessment
A = if student is Act 833 eligible and met the ELA assessment requirement using alternate means
G = if a student was assessed on the LAA1 and used a growth portfolio to meet the ELA assessment requirement
Null if not applicable or requirement not met

If "A" is entered in the subject area an "A" should be in position 122. Leave blank if the student has neither passed the EOC nor met the requirements through alternate means.

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DATA ELEMENT: EOC Subject Area (Math)	
LENGTH: 1	**FORMAT:** See below
TYPE: Alphanumeric	**POSITION:** 154
Required: Required if applicable	
DEFINITION: End of Course Subject Area Math field is left blank for all students except those graduates identified in SER as Act 833 eligible or participated in the LAA1 math assessment requirement for graduation. One of the following values should be used: **P** = if the EOC subject area assessment for math was passed or student achieved "exceeds Standards" or "Meets Standards" on the LAA1 assessment **A** = if student is Act 833 eligible and met the math assessment requirement using alternate means **G** = if a student was assessed on the LAA1 and used a growth portfolio to meet the math assessment requirement Null if not applicable or requirement not met If "A" is entered in the subject area an "A" should be in position 122. Leave blank if the student	

DATA ELEMENT: EOC Subject Area (Science)	
LENGTH: 1	**FORMAT:** See below
TYPE: Alphanumeric	**POSITION:** 155
Required: Required if applicable	
DEFINITION: End of Course Subject Area Science field is left blank for all students except those graduates identified in SER as Act 833 eligible who also did not meet the science EOC assessment requirement for graduation. One of the following values should be used: **P** = if the EOC subject area assessment for science was passed **A** = if student is Act 833 eligible and met the science assessment requirement using alternate means Null if not applicable or requirement not met Not required for students assessed on the LAA1	

Back to Top of Data Elements

DATA ELEMENT: EOC Subject Area (Social Studies)	
LENGTH: 1	**FORMAT:** See below
TYPE: Alphanumeric	**POSITION:** 156
Required: Required if applicable	
DEFINITION: End of Course Subject Area Social Studies field is left blank for all students except those graduates identified in SER as Act 833 eligible who also did not meet the social studies EOC assessment requirement for graduation. One of the following values should be used: **P** = if the EOC subject area assessment for social studies was passed **A** = if student is Act 833 eligible and met the social studies assessment requirement using alternate means Null if not applicable or requirement not met Not required for students assessed on the LAA1	

APPENDIX E: IBC (050) Layout

RECORD LAYOUT: STS IBC Industry Based Credential Record (050) for Public Schools					
Start Position	**Data Element**	**Length**	**Type**	**Description**	**Requirement**
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 Unique ID *	10	N	Unique ID 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 byte code for the IBC. Refer to the Code Matrix table posted on LDOE INSIGHT.	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 byte code for testing agency of the IBC.	Optional
54	Pass/Fail	1	X	Indicates if Student Passed or Failed Test: “P” = Passed; “F” = Failed This data may be used by CATE.	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
Total Length=63 **N** – Numeric (right justified, padded with zeros) **X** – Alphanumeric (left justified, padded with spaces * For a student, data in these fields must match student data in eScholar Louisiana Secure ID system.					

APPENDIX F: STS Frequently Asked Questions

Question: Can a letter grade of "P" be given to a course taken in one semester?

Answer: A letter grade of "P" may *only* be given for an entire course – "P" should not be used for only one semester of a course. "E" must be used for courses which will receive a Core Course Waiver and must be given for the *entire course*, not for only one semester of a course.

Question: We have a block schedule and at the end of the 7th semester some students will have completed a whole credit for those courses taken in the first semester of 12th grade. Will I need to send the courses with .50 credits attempted and .50 credits earned for B1 and B2.

Answer: A true block schedule means that students complete the full course in one semester and would receive full credit or 1.0 credit units earned and 1.0 credit attempted. B1 must be used and credit earned and attempted should be full credit 1.0—there is no need to break the semester into parts. If the student will continue to the 8th semester use B2 for the next block taken and the full credit for the course or 1.0 credit units earned and 1.0 credit attempted.

Question: We offer a full year of Civics however; in STS the name of the course says "Civics - 1st semester". Is there a separate full year code I should be using?

Answer: There isn't a separate full year code for Civics. The Course Code 220501 is the correct code to use for the Full Year Civics Course even though the wording says 1st Semester. However, if you would like to change the wording from "Civics - 1st semester" to "Civics" you can do that on your input record if you send your data in batch.

The Transcript Course Name is located in the (030) Transcript Input Record starting at position 103 this is the name of the course in which the student was enrolled. You can make your change there and replace "Civics - 1st semester" with "Civics" and it will override what is there and replace "Civics - 1st semester" with the word "Civics" as the course name on the transcripts.

Question: I have a student who attended high school beginning in 1991 and met all graduation requirements except the GEE. He completed that requirement in 2013. How can I enter him in STS as a graduate?

Answer: STS stores transcript records that have been uploaded beginning with the 2002-2003 school year. Since the student graduated prior to 2002 there will not be any transcript records in STS for the student in STS. You will need to send an email to the STS coordinator to get the student into OTS.

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

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

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

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

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

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

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

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

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

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

Answer: Schedule classes in CUR for your middle school students using the High School Course Code 160321. In STS, put the course in for the student in the 8th grade year or you may wait until the 9th grade year.

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 to updating STS. Corrections to the transcript data can be made in STS after the Unique ID (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 Unique ID 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 Unique ID 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) Unique ID User Guide posted on the LDOE INSIGHT (under Shared Documents).

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 the 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 Louisiana Secure ID (eScholar) 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 Unique ID system should also be made in your local student information system before entering into STS.

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

Answer: Starting with 2018, there is no longer a mandatory naming convention. Credentials can be scanned individually or grouped together by same test. They should be uploaded in the appropriate folder by site and then by year.

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 indicating of a waiver.

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

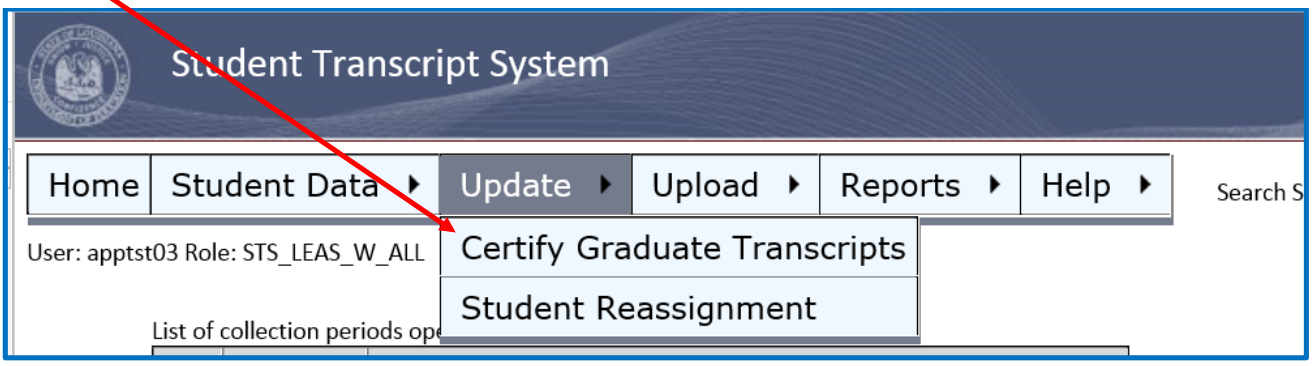
Batch Edits (Input Record Edits)
A description of possible errors and their corresponding error numbers generated during the batch file upload of transcript records or viewable on screen when inputting transcript records directly into STS.

BOR
Board of Regents

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

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 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 first half of course from second half of course. Use "1" for first part and "2" for 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 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 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.
Note: If Letter Grade Code = F, then Credit/Experience Earned Count must be 0.

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

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

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

Electives

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

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

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
- 3 = Parent/Guardian Waiver
- 4 = Hardship Waiver

This field is required for graduates. It is optional for all others.

Unique ID system Secure FTP
This is the secure location outside of DOE servers for data transfer. Using their Internet browser, users logon at URL https://LouisianaSecureFTP.Unique ID system.com:444 to upload files and download reports

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.

Grade Point Average (GPA)
TOPS GPA is based on Core Curriculum courses only and the Overall GPA includes all submitted course work.

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

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

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.

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

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

OTS - Official Transcript System
The Louisiana Department of Education's official transcript system. The transcripts in this system are created directly from graduate data submitted to the Student Transcript System. Once graduation dates are entered for students and the school sites (public/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 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 with 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, that contains site names, site codes, and other information about schools.

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.

STSQ01: Student Transcript Detail Extract
This 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.

STSQ5: (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).

Sponsor
Same as LEA

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

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 H: Course Codes

Special Rules for Course Codes:

Certain Course Codes require the Transcript Course Name to have an entry.

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

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

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

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

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

Course Code Requirements

Course Codes are year specific.

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

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

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

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

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

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

Repeated Courses in TOPS Core Curriculum and Overall GPA Calculations

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

APPENDIX I: Career Option Codes

(Areas of Concentration end with graduates of 2016-17)

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

CAREER OPTION CODES:

AREAS OF CONCENTRATION	
Career Option Code	**Career Pathway**
A01	AG,FOOD,NAT RES AG PROD/MGT/ENTREP
A02	AG,FOOD,NAT RES ANIMAL SCI
A03	AG,FOOD,NAT RES FORESTRY&CONSERVATION
A04	AG,FOOD,NAT RES HORTICULTURE
B01	ARCHIT,CONSTR – AC&REFRGN,HEAT&VENT
B02	ARCHIT,CONSTR – ARCHITECTURE
B03	ARCHIT,CONSTR – CABINETMAKING
B04	ARCHIT,CONSTR – CARPENTRY&CONSTRUCTION
B05	ARCHIT,CONSTR – DRAFTING
B06	ARCHIT,CONSTR ELECTRICAL/ELECTRONICS
B07	ARCHIT,CONSTR – MASONRY
B08	ARCHIT,CONSTR – PLUMBING
C01	ARTS,AVTECH, COMM COMMERCIAL ARTS
C02	ARTS,AVTECH, COMM ENTERTAINMENT PROD
C03	ARTS,AVTECH, COMM GRAPHIC ARTS
C04	ARTS,AVTECH, COMM – INTERIORS&FURNISHING
C05	ARTS,AVTECH, COMM – JOURNALISM
C06	ARTS,AVTECH, COMM – LIBERAL ARTS
C07	ARTS,AVTECH, COMM MASS COMMUNICATIONS
C08	ARTS,AVTECH, COMM PERFORMING ARTS
C09	ARTS,AVTECH, COMM PHOTOGRAPHY
C10	ARTS,AVTECH, COMM PRINTING TECHNOLOGY
D01	BUS,MGMT,ADMIN ADMINISTRATIVE SUPPORT
D02	BUS,MGMT,ADMIN BUSINESS ADMINISTRATION
E01	EDU,TRNG ADVANCED STUDIES/LA CORE 4
E02	EDU,TRNG EDUCATION
E03	EDU,TRNG – GENERAL STUDIES
F01	FIN BANKING AND FINANCE (NAF ACADEMY)
F02	FIN – ECONOMICS
G01	GOV, PUBADMIN JROTC
H01	HLTHSCI DENTAL
H02	HLTHSCI EMERGENCY HEALTH CARE
H03	HLTHSCI HEALTH PROFESSIONALS
H04	HLTHSCI NURSING
H05	HLTHSCI NUTRITION AND FOOD
H06	HLTHSCI PHARMACY
H07	HLTHSCI SPORTS MEDICINE

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

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

CAREER OPTION CODES FOR JUMPSTART CAREER DIPLOMA (CA)

The Career Option Code is also required for the TOPS Tech Jump Start Career Diploma (CA).

Code	Pathway Name
R01	BUSINESS MANAGEMENT
R02	WELDER HELPER
R03	MICRO-ENTERPRISE
R11	COMMERCIAL DRIVER
R12	MASON
R21	SHEET METAL
R22	PUBLIC SERVICE
R31	CARPENTER HELPER
R32	WORKPLACE SAFETY
R33	ELECTRICIAN HELPER
R34	PIPEFITTER HELPER
R35	EARLY CHILDHOOD
S01	AUTOMOTIVE SERVICE
S02	CARPENTER
S03	CERT MECH DRAFTER
S04	CERT NURSING ASSISTANT
S05	COLLISON REPAIR
S06	ELECTRICIAN
S07	EMERGENCY MEDICAL TECH
S08	FASHION DESIGN
S09	FOUR STROKE ENGINE TECH
S10	HVAC TECH
S11	INDUSTRIAL MAINT MECHANIC
S12	INTERNET WEB FOUNDATIONS
S13	MANUFACTURING SPECIALIST
S14	MOBILE CRANE OPERATOR
S15	OIL & GAS T2 SAFETY SYS
S16	PIPEFITTER
S17	PLUMBER
S18	PROSTART/RESTAURANT
S19	WEB DESIGN PROFESSIONAL
S20	WELDER
S21	CYBER ENGINEERING
S22	DENTAL
S23	INDUST MAINT MECH HELPER
T01	AGRICULTURE TECH
T02	DIGITAL MEDIA & ENTERTAIN
T03	HEALTH SCIENCES/PAT CARE
T04	HOSP TOUR CULINARY RETAIL
T05	INFORMATION TECHNOLOGY

T06	MANF CONST CRAFT LOGISTIC
T07	STEM
T08	TECHNOLOGY SPECIALIST
T10	MARITIME
T15	PRE ENGINEERING
T16	DIGITIL DESIGN AND MEDIA
T17	ENVIRONMENTAL PROTECTION

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

APPENDIX J: LOSFA Requirements

LOSFA Consent Flag (TOPS Q and A) :

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 be 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 K: 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 was some missing value, the data in error will be blank). Error reports should be checked after every batch submission.

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.

Validations on Student Demographics

The Errors beginning with "U" are validations of the student's demographics against what was submitted to the Unique ID System (EScholar). Items checked are the first letter of the first name, first 3 letters of the last name, day of birth, local ID, gender, and ethnicity/Race. 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.

Error Code	Error Message	Possible Solution
U01	Invalid Secure ID	Must be a valid 10 digit Secure ID number in eScholar
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	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 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.

Error Messages for STS Student Record (020)

Error Code	Error Message	File Position	Possible Solution
200	NO STUDENT RECORD FOR TRANSCIPT RECORD		The 030 transcript record does not match a 020 student record.
201	INVALID SITE CODE	33	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	11	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	39	For public schools, the first 1 letter of the student's first name are required. For non-public, the full first name is required.
204	INVALID STUDENT LAST NAME	68	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	93	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	139	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	100	Sex Code must be 'M' or 'F' M = Male F = Female
208	INVALID GRADE PLACEMENT CODE	101	Correct grade placement values are "08", "T9", "9", "10", "11", or "12".
209	INVALID GRADE 9 ENTRY YEAR	103	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. Must be equal to or less that BSSY for grades 09-12 Must be blank for Grade 08 and T9
210	INVALID GRADUATION DATE	107	Date a student graduated. Enter only after all graduation requirements are met. This date may not be in the future and must fall between 9/1 and 8/31 of the current Beginning School Session Year in order to match the OSFA Annual Academic Year. Leave blank if student did not graduate.
211	DUPLICATE STUDENT RECORD		There can only be one 020 Student record per student; If two student in the same year from the same LEA are using the same StudentIdNum they will receive this error.

212	INVALID CAREER OPTION CODE	115	Required by C4 and CA otherwise leave blank. Identifies the Area of Concentration or Jumpstart Pathway for the student. C5 uses A01- P06 CA uses R01-T17 Note: A “drop-down” selection list is available in Online Entry; click on the appropriate Career Option Code.
213	SITE CODE NOT EQUAL TO SUBMITTING SITE	33	SITE CODE NOT EQUAL TO SUBMITTING SITE
214	GRAD DATE ONLY ALLOWED ON 11th & 12th GRADERS	101	Graduation Date only allowed for grades 11 and 12.
215	GRAD DATE NOT WITHIN OSFA ACADEMIC YEAR	107	The graduation date is not between 9/1 and 8/31 of the BSSY.
218	GEE FLAG NOT Y, E, A, or G	122	GEE FLAG NOT Y, E, A, or G. Non-public schools may leave this data element blank.
220	Rank must be <= Size Of Class.	131	Rank of student should be between 1 and the class max. A student cannot be 12/10.
221	Endorsements for grads only.	118	Endoresments can only be placed on a record with a graduation date. If you are working on a record with endorsements without a graduation date, the record will not update until the endorsements are removed.
223	GRAD WITH <24 CUs EARNED.		A student must have at least 23 credit in order to graduate. This error appears when a student has less than 23 total credits/experiences.
224	DIPLOMA PATH CODE REQUIRED	145	Every student must have a designated diploma path. This error occurs when the diploma path is blank. Please use ND, TU, CA, L1, NG, or other acceptable pathway.
226	INVALID GRADE 9 ENTRY YEAR FOR T9	103	Do not put a 9th grade entry on an 8th grader or T9 student. Please leave them blank, as the computer will not allow a future year.
229	INVALID CAREER OPTION CODE FOR DIPLOMA PATHWAY	115	CA students require a career option code between R01-T17. C5 students require a career option code between A01-P06 CD students require a career option code CDV
230	Grade Placement is invalid for graduate	101	A graduate must be 11th or 12th grade to have a graduation date in STS
231	INVALID DIPLOMA PATH	145	For students entering 9th grade in 2013 and prior, the Diploma Path must be C4, C5, C6 or CD.
232	INVALID DIPLOMA PATH	145	For students entering 9th grade in 2014 and after, the Diploma Path must be CA, TU or L1.
233	DIPLOMA PATH NOT DECLARED	145	The "ND" Diploma Path is not a valid diploma path for students after April 1st of their 10th grade year.
234	GEE AND SUBJECT FLAG COMBO IS INVALID	122	When GEE is Y, Subject Flag must be blank. When GEE is E, Subject Flag must be blank. When GEE is A, Subject Flag must be A or P. When GEE is G, Subject Flag must be G or P.

241	Invalid FAFSA Application Flag	148	The FAFSA Application Flag is optional for non-graduates and required when the graduation date is entered. When populated, it must contain 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. Code values represent the following: • 1 = FAFSA Completion • 2 = TOPS Form Completion • 3 = Parent/Guardian Waiver • 4 = Hardship Waiver
242	STS FAFSA or LOSFA FAFSA Required for Graduate		Graduates are required to have a value in either the STS FAFSA field or the LOSFA FAFSA field.

Error Messages for STS Transcript Records (030)

Error Code	Error Message	File Position	Possible Solution
300	NO TRANSCRIPT RECORD FOR STUDENT RECORD		All 020 student demographic records must have at least 1 030 transcript record to batch upload. You cannot upload a student that does not currently have any transcripts.
301	INVALID COURSE BSSY	7	Must be in 4 digit numeric format "2017" and cannot be a future year.
302	INVALID COURSE CODE	27	Valid course codes should be 6 digits long and should match to the state list of course codes.
303	INVALID COURSE PART NUMBER	33	Course Part number must be either "1", "2", or blank. Distinguishes first half of course from second half of a course. Required for LEAs that report courses as two halves. Use 1 for the first part and 2 for the second part. Leave blank if not applicable.
304	INVALID SEMESTER CODE	34	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	36	Letter grade assigned to a student for a course. Must be A B, C, D, F, P (Pass) or E (Exempt).
306	INVALID CREDIT ATTEMPTED COUNT	37	Credit attempted values are limited to 3 digits such as 0.50 or 1.00. In batch it should be 050 or 100.
310	INVALID CREDIT EARNED COUNT	40	Credit earned values are limited to 3 digits such as 0.50 or 1.00. In batch it should be 050 or 100
311	INVALID CREDIT EARNED COUNT, GRADE = 'F'	40	With a grade of F, the credit earned should equal 0. Check to see if the grade should be passing or the credit earned should be 0.
312	CREDS EARND NOT = ATTMPT, GRDS A,B,C,D,P	40	With a passing grade of A, B, C, D, or P, the credit earned should not equal 0. If the student passed make sure the credit earned is not 0.
314	INVALID GRADE POINT MAXIMUM COUNT	43	Maximum grade points that can be earned for the course/class with correct values of 3 digits such as 4.00 or 5.00. In batch it should be 400 or 500.

316	INVALID CORE CURRICULUM WAIVER FLAG	47	INVALID CORE CURRICULUM WAIVER FLAG “Y” if student was exempted from a course, otherwise “N”.
318	CORE CURR WAIVER FLAG 'Y', GRADE NOT 'E'	47	CORE CURRICULUM WAIVER FLAG = 'Y' AND LETTER GRADE NOT = 'E'
319	INVALID COURSE SPONSOR CODE	48	Sponsor Code where 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 Sponsor code instead of the LEA Sponsor code.
320	COURSE SPON REQUIRED, CRS SITE NOT BLANK	48	COURSE SPONSOR CODE REQUIRED IF COURSE SITE CODE NOT BLANK
321	INVALID COURSE SITE CODE	51	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 SPON NOT MATCHING	48	The sponsor code is the first 3 digits of the site code. Example 001 and 001002 would work, but 001 and 002002 would not.
326	DUPLICATE TRANSCRIPT RECORD		There are 2 identical transcripts for this student. Check for part numbers and semester codes to differentiate courses or remove the duplicate.
327	PART NUM NOT ALLOWED / GRADE 'P' OR 'E'	33	Part numbers are not allowed on courses using "P" or "E". A nongraded course cannot combine with a graded course. Use the P for the whole course or use a grade for the two parts.
328	COURSE NAME REQUIRED FOR THIS COURSE	57	Some courses require a course name - see the user guide about courses requiring a name.
329	NONNUMERIC QLTY POINTS AWARDED CNT	163	Quality points should be recorded a 3 digit numbers such as "2.00" or "3.00". In batch it should be 200 or 300.
330	QLTY PNTS AWD CNT NOT 0 FOR GD P,E, OR F	163	Quality points awarded should be zero for a grade of P, E, or F.
331	QUAL PTS AWD CNT = 0 FOR GD A,B,C OR D	163	Quality points awarded should not be zero for a grade of A, B, C, or D.
332	QTY PTS AWD CNT NOT = GD PT MAX CT FOR A	163	If a student receives an A then the quality max must equal the quality earned.
333	QUAL PNT AWD CNT NOT < GRD PNT MAX CNT	163	If a student receives a B, C, or D, then the quality points earned cannot equal the quality point max.
334	INVALID COURSE TYPE CODE	166	Code to identify type of Course. RG - Regular HR - Honors GT - Gifted AP - Advanced Placement IB - International Baccalaureate SE - Special Education TA – Talented DE – Dual Enrollment DA - Dual Enrollment and AP DI - Dual Enrollment and IB
335	INVALID DISTANCE LEARNING COURSE TYPE CD	168	Code to identify type of distance learning course. Leave blank if not applicable. 01 - Local LEA Provided Online Courses 02 - Distance Learning Satellite courses 03 - Other Distance Learning 04- Course Choice/Supplemental Course Providers 05-Dropout Recovery Program Providers

339	Post Sec Credit Hrs must be > 0	176	If a student passes a DE course, then they must have a value greater than 0 in the post sec credit field.
340	PSC hrs must be blank or 0 when Crs Type not DE	176	If a course is not identified as DE in the course type, please leave this value as 0.
341	Invalid DE Post Sec Credit Hours	176	DE credits should be entered 4 digit numeric so 3 credit hours should be 0300
342	INVALID DE SECONDARY SITE CODE	180	ALL DE courses should come from a post secondary site. The sites generally start with a 4. Please see the master site list on Insight or LEADS.
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 entered online		CDV Career Option must be entered online.

Error Messages for STS IBC Records (050)

Error Code	Error Message	File Position	Possible Solution
500	Invalid 050 Record Length		The 050 records are 63 characters in length.
503	Invalid BSSY	7	BSSY is Beginning School Session Year, so for the school year 2018-2019 the BSSY is 2018. Must match the year you are uploading to.
504	Invalid Sponsor Code	11	Your sponsor code ranges 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	29	The student unique id must match what is in STS and eScholar. For nonpublic schools, the 9 character id is accepted.
510	Invalid IBC Code	43	The IBC code is found the IBC matrix found at www.louisianabelieves.com
511	Invalid Semester Earned Code	46	The semester in which the IBC was earned. 1 = Fall, 2 = Spring, 3 = Summer
512	Invalid Year IBC Earned	47	Must be the BSSY in which the student earned the IBC (ex. 2017). Cannot be in a future year.
513	Invalid P/F code	54	Whether the student passed or failed the IBC. Accepted entries are P = Passed or F = Failed. Only 1 pass and 1 fail is allowed per IBC.
514	Invalid Sponsor Code where IBC was Earned	55	The 3 digit 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	58	The 6 digit site code where the student earned the IBC.

APPENDIX L: Prior Collection Period Access Request Form

STS Prior School Year Access Request

Please complete the table to request access to the prior school year. Add additional lines as needed. Email your request back to barrett.adams@la.gov or systemsupport@la.gov.

Date of Request	District/Sponsor Name:	District Coordinator Name/Counselor:	School Name(s):	School Year(s) Requested:	Reason for Request: Include the Unique ID(s) for the student(s), the name(s) of the school(s) the student(s) last attended, graduation date(s), specific change(s) you will be making and a reason(s) the change(s) was/were not made in the prior year.

Note: Corrections to student demographic information should be made in eScholar prior to requesting access to STS. If the student does not have a unique ID, obtain one from eScholar.

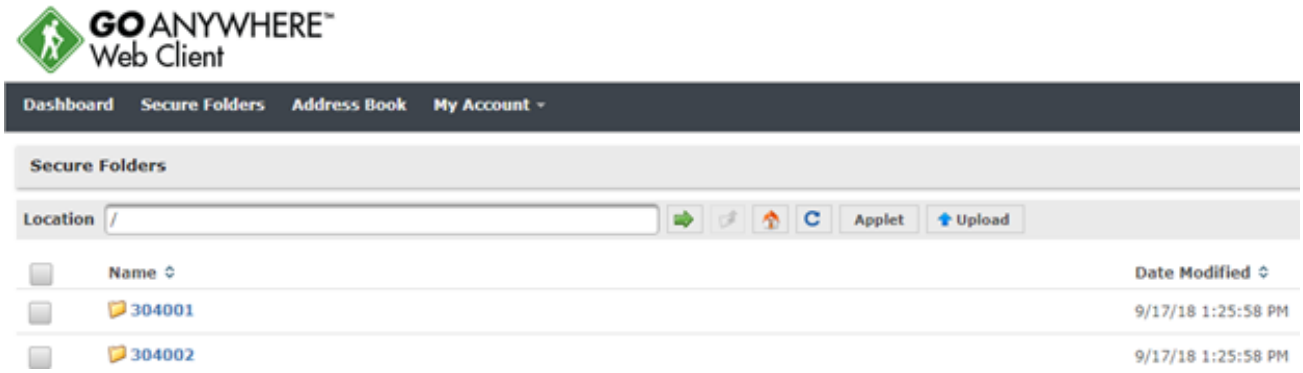
APPENDIX M: eScholar Credential Upload process for Jumpstart Credentials

The credentials of students earning the Jumpstart TOPS Tech Career Diploma are required to obtain a credential or certification. The credentials and certifications should be uploaded to the eScholar FTP site for verification purposes.

- IBCs/Credentials will be loaded into CATE three times during the collection. LEA deadlines for submitting files are **April 1 (preliminary), June 30 (updates), July 30 (updates), F and October 1 (final)**
- A report will be sent to the data coordinator in districts where the files have been improperly named prior to loading to CATE.

For upload instructions, eScholar FTP Credential Access Instructions posted on LDOE INSIGHT. Credentials can be uploaded with a FTP client or through a web browser. https://louisianasecureftp.escholar.com:444/

1. When logging in there will be a **folder for each site**.



2. After selecting your site, there will be a folder for the school year (ex. BSSY=2018)

3. After selecting the school year, credentials should be uploaded to this folder (this one is empty).

IBCs can be loaded into site level folders by year in eScholar in any standard format (e.g. jpg, pdf, docx, zip) and using any desired naming convention you choose.

CAREER TECH ED ENDORSEMENT CODES for Jumpstart Credentials within STS

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 the statewide credentials 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 the next page for online instructions for adding the endorsement.

STS CAREER TECH ED ENDORSEMENT CODES ONLINE ENTRY

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

If a credential has been properly named and uploaded to the Credentials folder on the eScholar FTP site a link to the credential and STS will display in the Credentials box shown below.

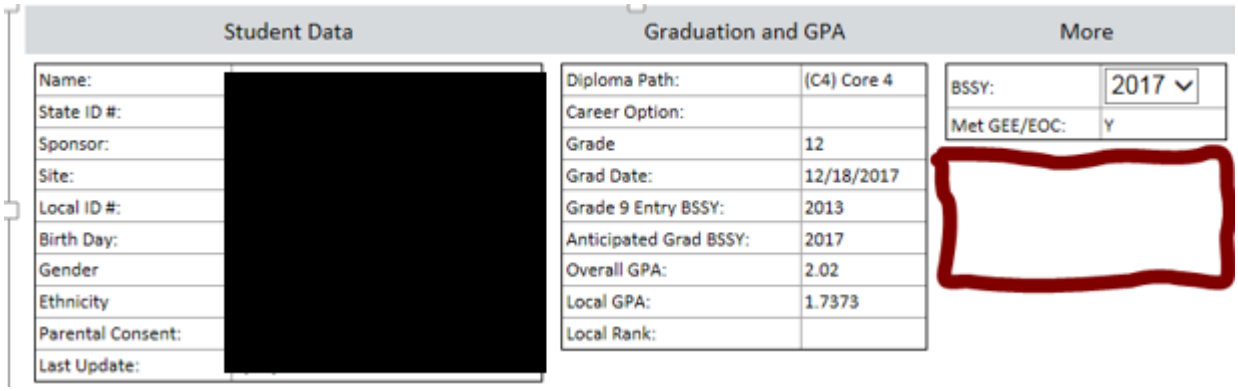
APPENDIX N: Official Transcript System (OTS)

OTS is an imaging system which contains all official transcripts for your school from 1912 to present graduates. Official transcripts are created by the Official Transcript System (OTS) based on data imported from STS

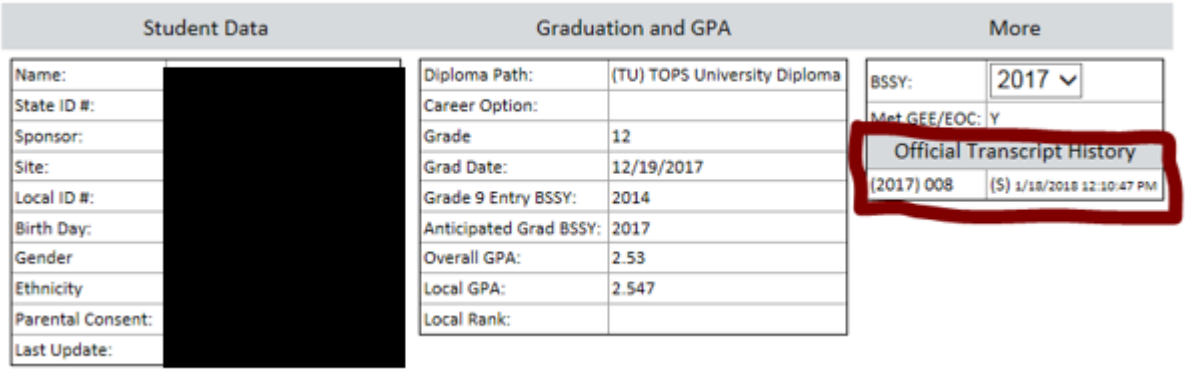
- Student must have a graduation date to have a transcript in OTS.
- OTS will store each revision of a transcript record with version number in square brackets ([1]). There isn't an auto-delete when a grad date is removed from STS and to remove transcripts sent to OTS in error, users must contact zoa.bain@la.gov with LDOE to delete the student from OTS.

Verifying Transcripts Are In the Official Transcript System (OTS)

Once a student record is complete with a graduation date (and certified if public/charter), the record should be pulled into the OTS queue. If the student record does not display the Official Transcript History box as shown below, please contact the STS coordinator.

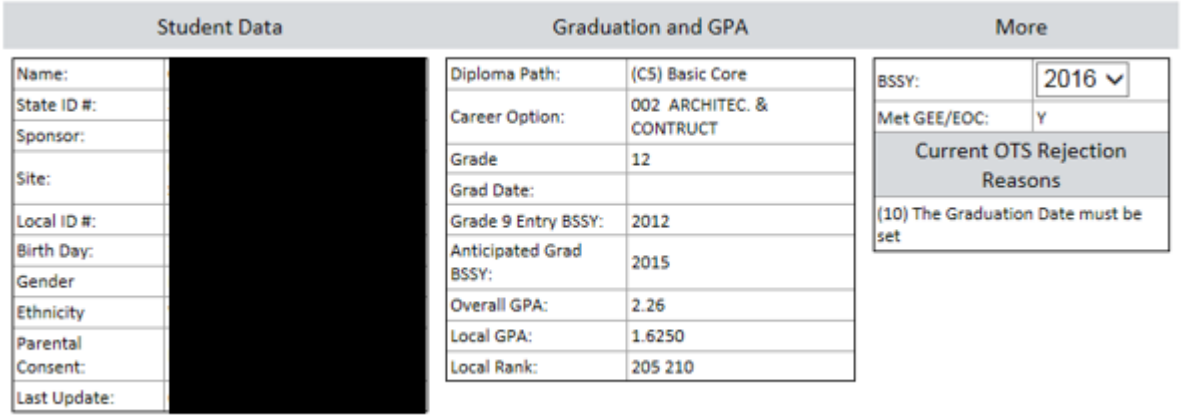


If a student record has been pulled into OTS it will display like the picture below.



OTS Status Codes

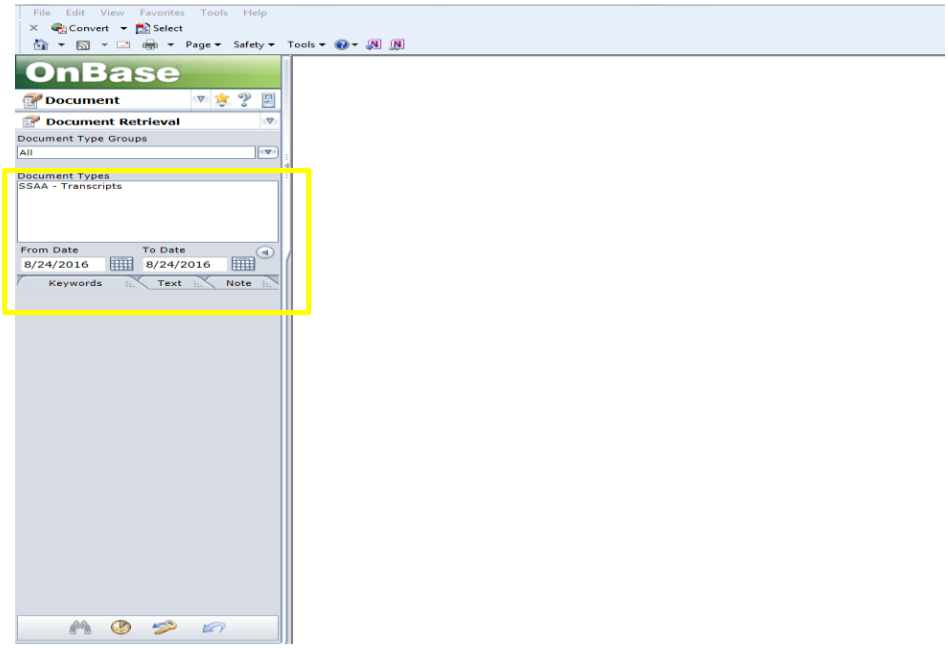
From left to right in the Official Transcript History box, it displays the STS year and sponsor code followed by OTS status code and date/time stamp. If the student is OTS correctly, it will display an S. If the status is an R, then there will be an error message on the Official Transcript History box. If the status continues to be a Q for longer than 24 hours, please contact the STS coordinator.



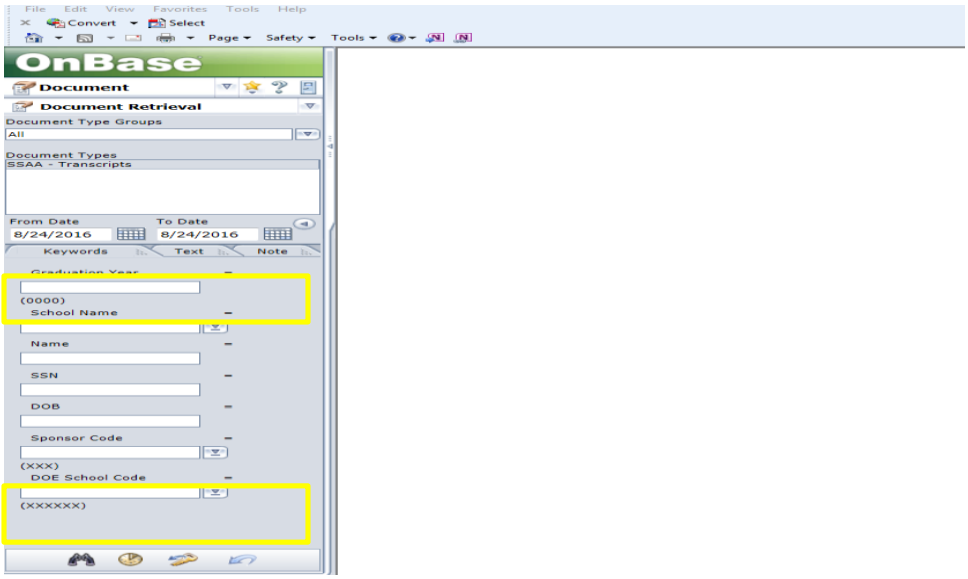
Status Cd	Status Reason	Status Description
Q	**In OTS Queue**	This is the first status until an error is found or the transcript is successfully rendered in OTS. The status will change from 'Q' to either 'S' or 'R'. This status can take several minutes and may require a screen refresh.
S	**Successfully sent to OTS**	If the status shows 'S' the transcript should be found in OTS with a new version number if the transcript was updated or without a version number if this is the first time the record is being created in OTS.
R	**Rejected by OTS**	If the status shows 'R' the transcript was not created to OTS and the rejection reason will be listed. The reason will include graduation requirements not met, site not certified, Met GEE/EOC flag incorrect or missing, etc. Make the corrections to the transcript record in STS and recertify the site to update from the status 'R' to 'Q' and eventually 'S'.

Searching For A Transcript

1. Select (highlight) **SSAA – HS Transcripts** to display all selection keywords as shown by the screen shot on Step 5. Note: if not searching by date range, remove the "From" and "To" dates.



2. Key in the selection keywords. For example, 2008 for Graduation Year to retrieve all 2007- 2008 graduates. Click on the Binoculars (Find) icon.

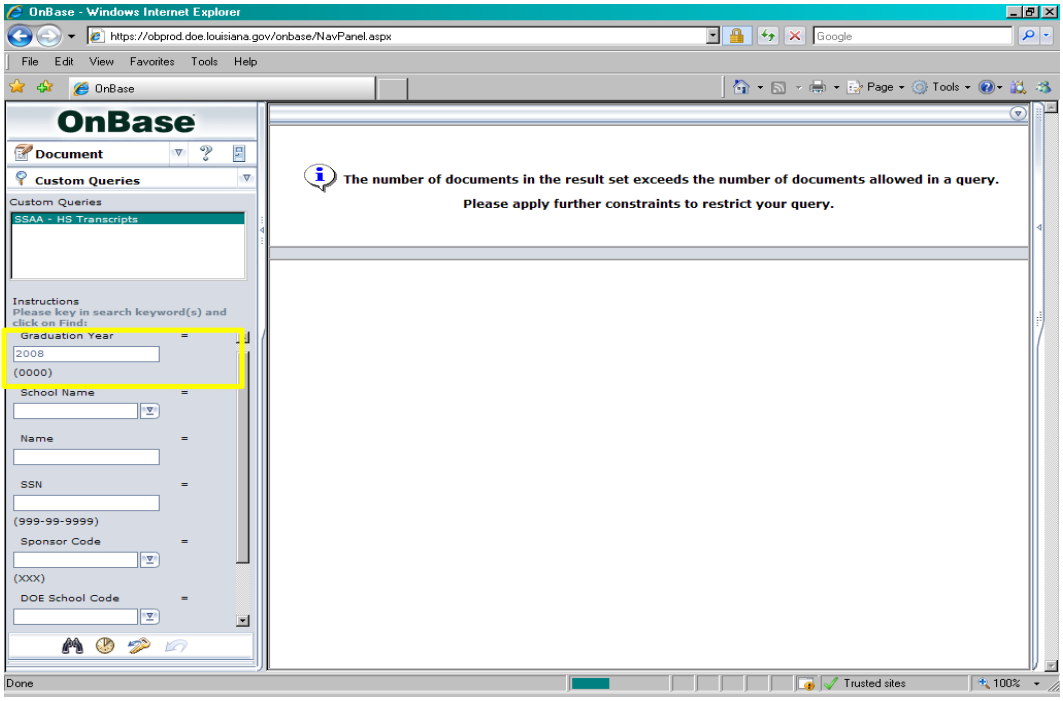


If you get the message "No Documents Found", try clearing the date range field: (delete the dates in both the "From Date" and "To Date" fields.

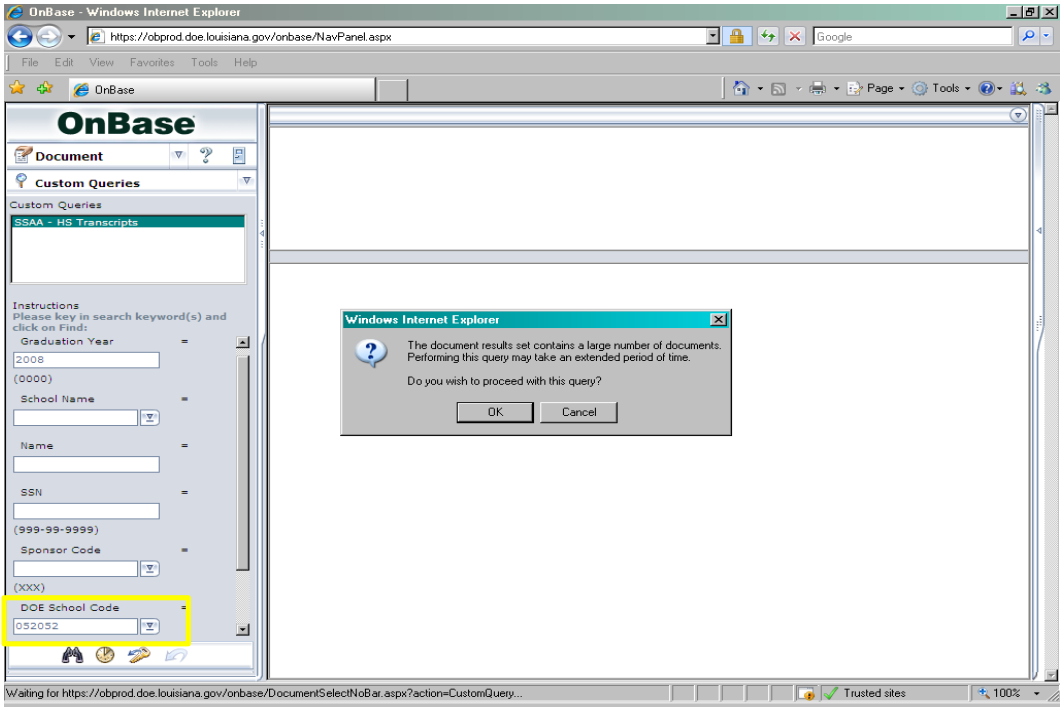
Search Techniques

- **Name** - key in a comma after last name, then a space and first name, a space and middle name
- **SSN** - must have hyphens between the three sets of SSN numbers
- **Sponsor Code** - LEA code
- **DOE School Code** - DOE site, not local school code
- **School Name** - DOE Site Name
- **Graduation Year** – 4-digit year in which the student graduated
- **Use the * key (i.e., wildcard) before and/or after the student or school name to obtain more records.**
- **Graduate Roster**-key in 000-00-0000 (must have hyphens between the three sets of SSN numbers). **This feature accesses only graduate rosters from 2005 or earlier. In 2005-06 and before many school systems submitted these rosters listing graduates' names on one document.**

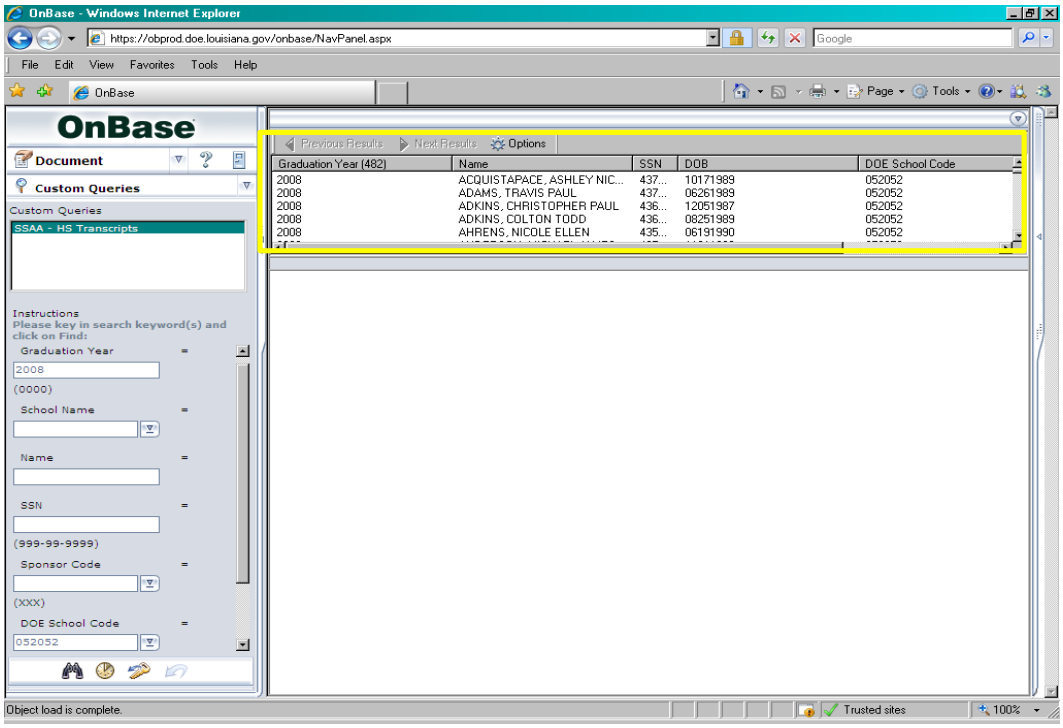
3. The message below appears if the documents available exceed the number allowed in a query. For example; a user in St. Tammany parish (Sponsor 052) with Sponsor level access may find the number of 2008 graduates exceeds the system's limits. (You will need to limit your query results by suing the techniques shown above.)



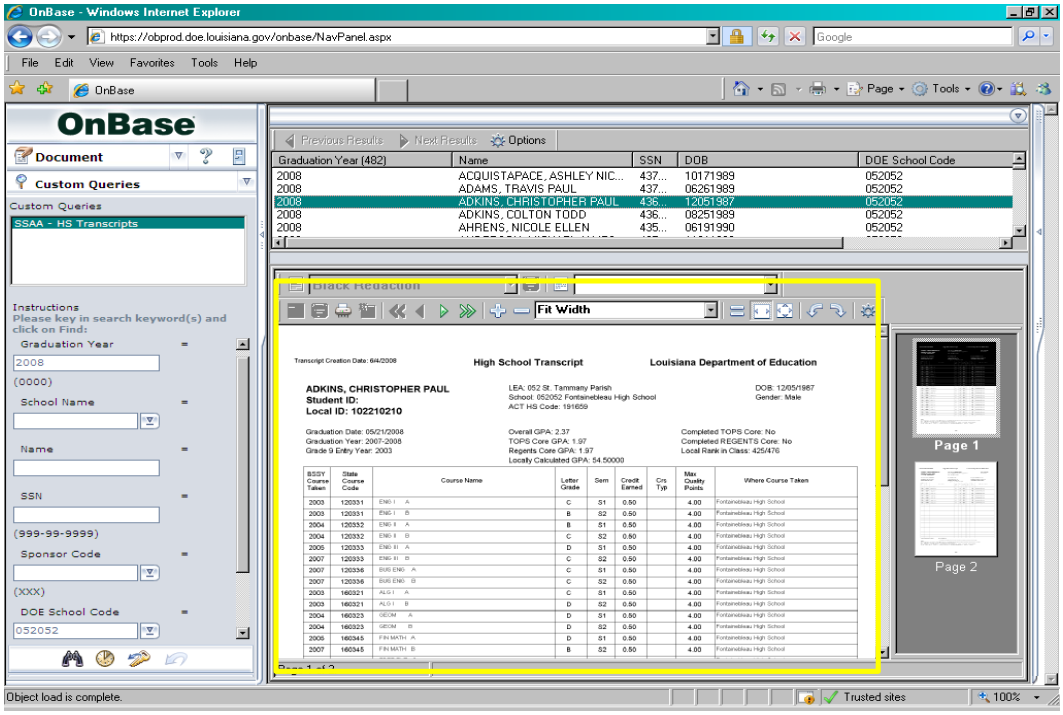
4. A way to further limit the query is to request documents for just a single school. However, if the school has a large number of graduates, such as Fountainbleu High (School Code 052052), the message below may also appear. Click OK to proceed.



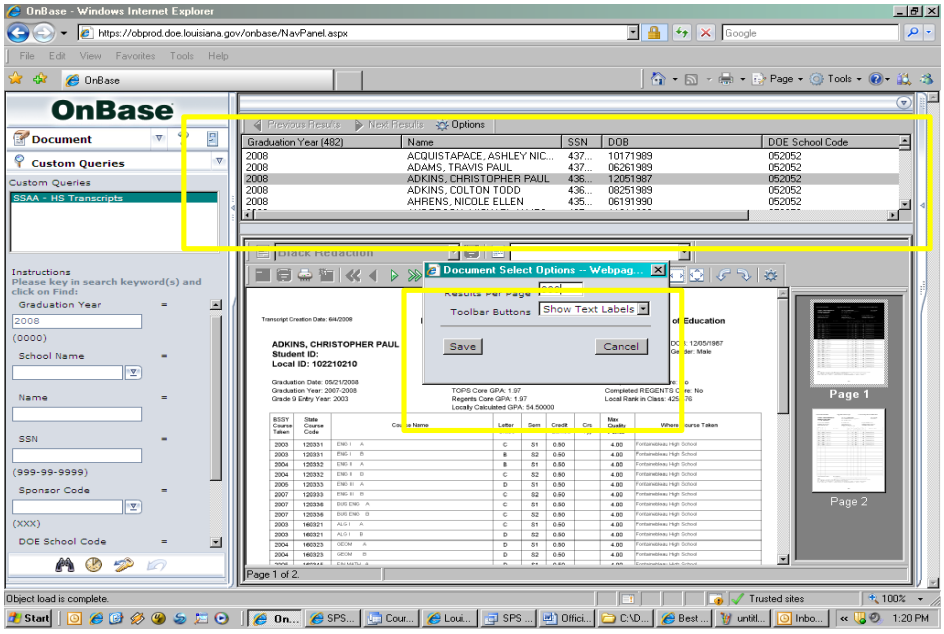
5. Double click the desired selection on the list to display the document.



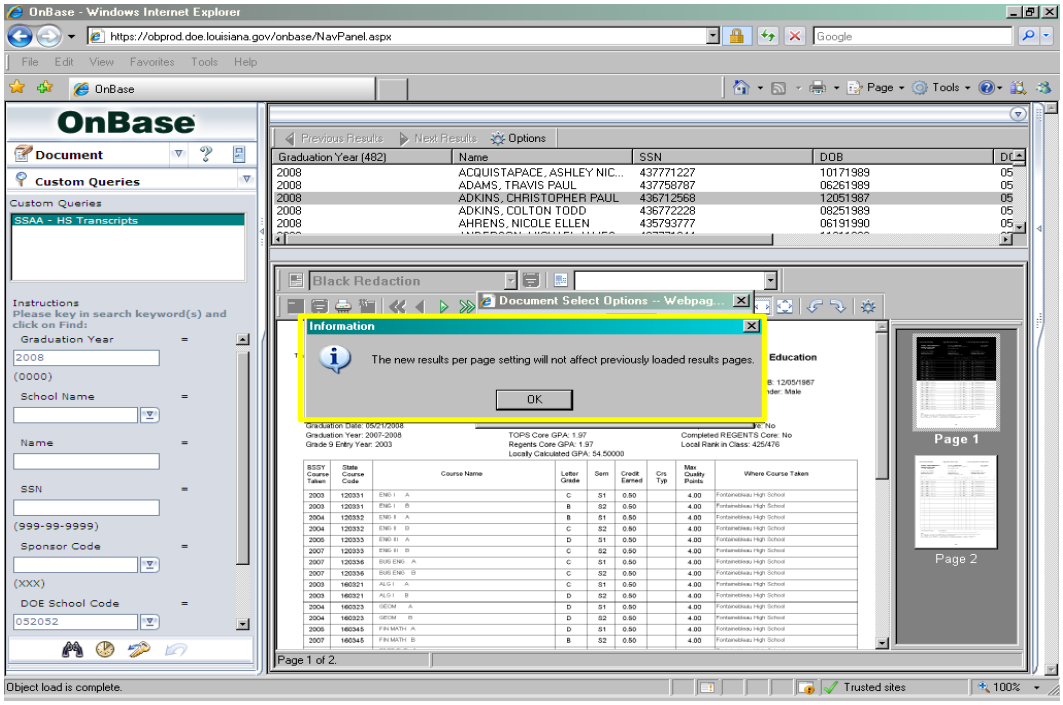
6. The selected document appears in the reading pane.



7. To change the number of results per each page of the student list, click the Options button to display the Document Selection Options screen. Change the number in the Results per Page box to 999 and click the Save button. This eliminates having to scroll through "Previous" and "Next" results.



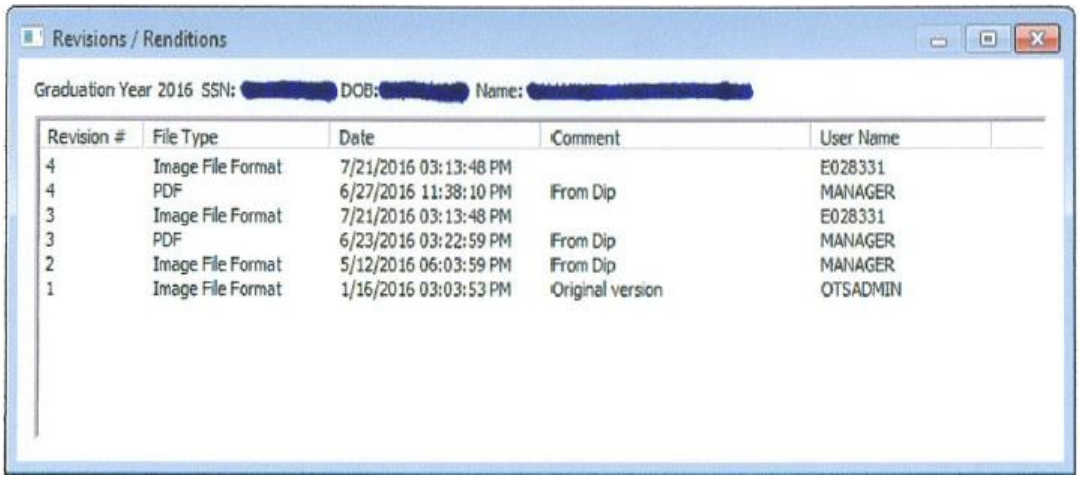
8. Click OK to save the change.



Errors

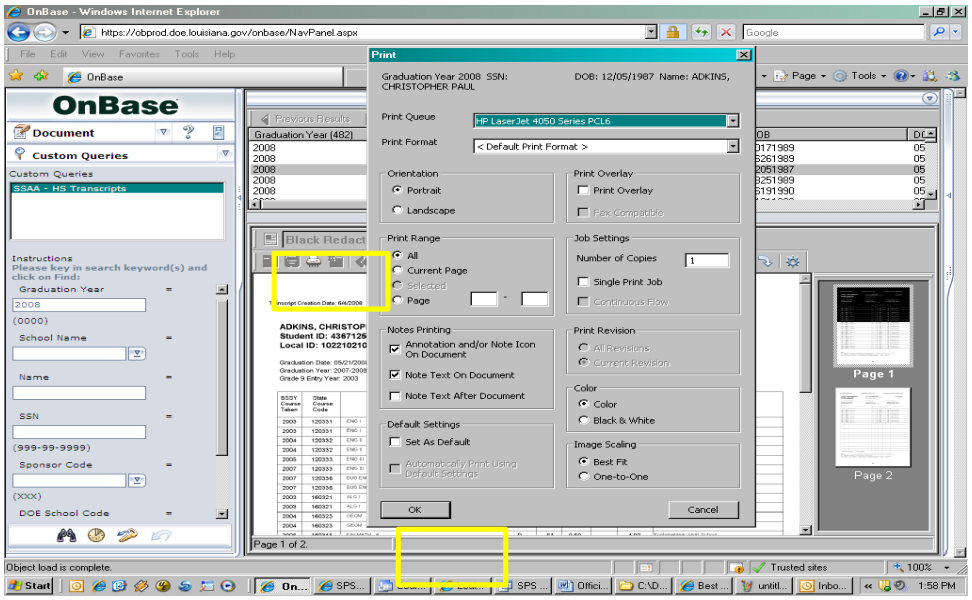
1. If you are searching for a newer transcript record and get the error message "There was an error processing your request".

2. Right click instead of double- clicking and select 'Revisions/Renditions' select the transcript with the highest version number and double click on the newest version of the image file or PDF to view it.

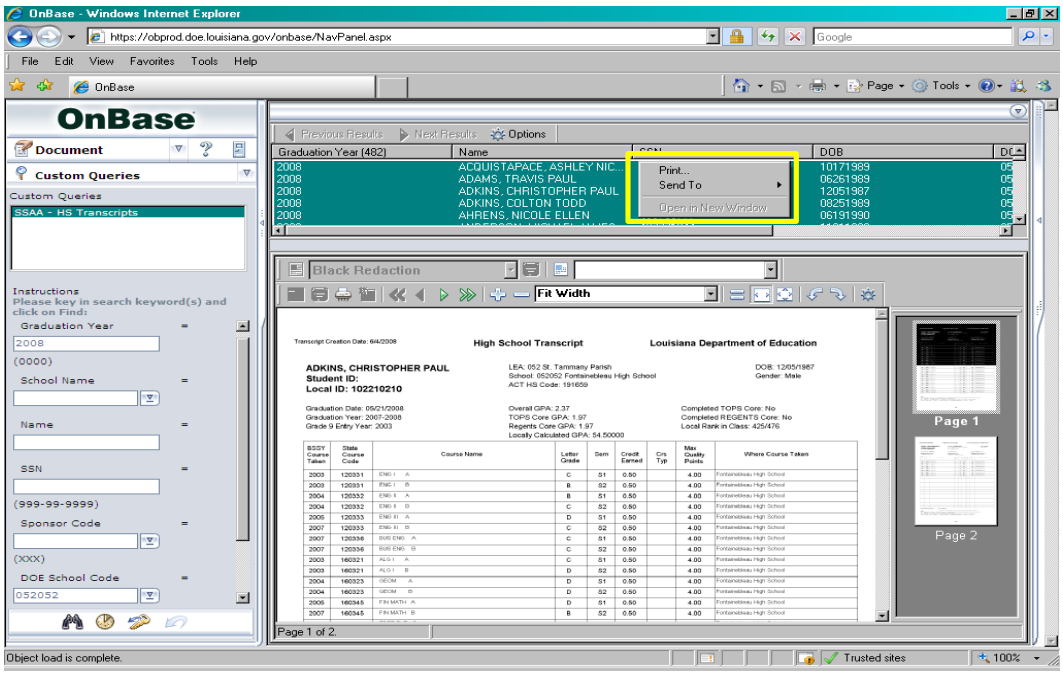


Printing A Transcript

1. **If you have permissions to print the document**, click on Printer button to prompt the Printer menu. Select the printer and Print Range, key in the number of copies and then click the OK button to print the current document displayed on the screen.



2. To print all documents on the list, select a document and hold the "Shift" key down. Then use the "Down" arrow key on your keyboard to select all documents. Right click in the highlighted area to access the print function. Click Print to bring up the Print screen shown above.



APPENDIX O: Out of State or Home Study Credits

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

B. 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”