

Student Course and Transcript Collection Specifications

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VERMONT DEPARTMENT OF EDUCATION
DATA COLLECTION TO SATISY ARRA/SFSF ASSURANCES (B) (1)

AMERICAN RECOVERY & REINVESTMENT ACT (ARRA) OF 2009 -- VT STATE FISCAL STABILIZATION FUND (SFSF)

With the acceptance of the America Reinvestment and Recovery Act funds Vermont provided an assurance to the federal government to collect and report on several essential education data elements. Many, but not all, of these data elements are currently housed at the Vermont Department of Education (VT DOE). Two of these elements require the collection of student course taking in such a way to allow the linkage of students with teachers and to provide the state with student transcript information (including courses taken, credits earned and so on). The VT DOE must have this information by September, 2011 and will be launching a new data collection this summer in order to meet this requirement.

Assurances (b): Improving Collection and Use of Data

(b) (1) Collect and report for pre-K through grade 12

- A teacher identifier system with the ability to match teachers to students
- Student-level transcript information, including on courses completed and grades earned

Goal: The goal is to meet the assurances listed above with the least amount of disruption to the schools while still maintaining high data quality.

Plan: It is the recommendation of the DOE Information Technology Team that the best method for the collection of the course and student transcript data is to utilize an existing collection that the schools are already familiar with called Spring Census. The core of the collection is based on the schools organization data and student data which will already exist in the Spring Census collection after July 15, 2011.

We will build off this structure and include additional data entry web screens for the schools to enter in the following information:

- Course data at the school level which will include the associated educators
- Student Transcript Data which will be able to be linked back to specific courses and educators

Along with the web data entry screens for manually inputting this information, we will also allow those schools who have the capability of uploading data files of information to do so to alleviate the additional resources required for the data entry process. We will give the schools the specifications for two files for upload; the course data and the student transcript data. We will also be able to give them the ability to download information if necessary.

Benefits:

1. By utilizing the student-teacher link the VT DOE will be able to provide feedback to teachers about how their students performed.
2. The link will also allow for the analysis of teacher effectiveness in preparing students to be promoted from elementary through post-secondary school.
3. Transcript information allows for the analysis of course taking patterns to determine what works best for Vermont students.
4. It also opens the potential for schools requesting transcripts from VT DOE allowing for prompt and appropriate placement of mobile students in courses.
5. It will also allow the VT DOE to adequately calculate class size, an education indicator commonly requested by schools, the public, and policy makers.
6. Schools that lose electronic transcript data of graduated students will have the ability to access transcript data for past school years.

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The promise of this data analysis will take time but the first step is collecting the information. To begin the collection of the student course schedule, course codes across all schools must be standardized. Vermont will be adopting the federal standards published by the National Center for Education Statistics for this purpose. VT DOE will distribute the course catalogs to central offices before the end of the school year. District staff members will need to review the courses offered at their schools and map them to the federal course codes.

Schools will also need to map various other standardized codes if they wish to use the newly available data file upload feature to save data entry time. These codes consist of course term, course level, course status, course letter mark and teacher's role in the course for a total of 6 different course and transcript mappings including the new standardized course codes.

Following the Spring Student Census, the VT DOE will restart this application and have it ready to accept the course and transcript data. District staff members will need to update the course information both on the organization level and on the student level either by data entry or data file upload. The course information will include data elements such as teacher, credits available, credits earned, and marks, among others.

Importantly, the timing of this data collection is late summer. VT DOE is expecting to have the collection enhancements available around August 1. This is significant because it means that each district will need staff in their offices during the summer to meet this requirement and avoid creating a capacity shortage when the fall census launches after the beginning of the 2011-2012 school year. Of course, if at all possible, the use of data file upload could considerably cut down on the amount of staff required to meet this requirement. Schools with an electronic information system should make themselves aware of any issues with their system that might make the extraction of information after the end of the school year more complicated. An example of this might be how the accessibility of senior data is handled electronically after they have graduated.

Summary: The timing of this new collection may not be the best for everyone involved but VT DOE wants to take this opportunity to look to the future and move towards streamlining data collection for schools, reducing data redundancy and enhancing data collected in the Educational Data Warehouse (EDW). With this data collection, we will have the student-teacher data linked discussed earlier and with that, can take another step towards a comprehensive decision support repository of data to enhance the educational system offered to Vermont students.

Timeline:

Date	Milestone
May 6, 2011	Brief presentation to the Superintendents at the VSA meeting.
May 11, 2011	<ul style="list-style-type: none"> Distribution to the schools of proposed standardized codes and upload table structure for courses linked to teachers and student transcripts. VTDOE will provide Schools with a list of their staff with a login to the application (users of the Spring Census will be the initial starting point). Schools will be instructed to notify VT DOE of additional data entry user logins needed.
May 23, 2011	Deadline for schools to provide feedback to VTDOE on standardized codes (excluding federal course codes) and import
June 17, 2011	Deadline for requests for additional logins for school staff
July 25, 2011	Instructions distributed to the field
August 1, 2011	Application activated
September 15, 2011	Data Submission Deadline

Data Table Structure

File Upload Tables

Table: DA_ORG_COURSES_LDR

Data table that will house the courses provided at each school and the associated educators VIA the file upload process. A validation process will be run against this table. Courses submitted should only be courses that were active during the school year being submitted. **For this first collection, only courses taken by students grades 7 – 12 are required but you are more than welcome to submit grades prek-6 if you are able to supply the data in the required format.**

Column Name	Data Type	Primary/Foreign Key	Description/Comments
OrgID	AlphaNumeric – Length (6)	ME_ORG.orgid	The state assigned school ID and cannot be null.
LocalCourseID	AlphaNumeric Length (30)	DA_STU_TRANSCRIPT_LDR.LocalCourseID	Cannot be null. This can be defined by the school but must be a unique value and must be referenced in the student transcript records.
CourseCode	Numeric Length (5)	CO_SCED_COURSES.CourseCode	Cannot be null and must be a valid code from the Federal course code list supplied to you.
CourseSection	AlphaNumeric Length (10)		Cannot be null and can be defined by the school
CourseTerm	AlphaNumeric Length (6)	CO_COURSE_TERM.TermCode	Cannot be null
CourseLevel	Alpha (1)	CO_COURSE_LEVEL.LevelCode	Cannot be null
CourseCreditAvailable	Decimal (5,2)		Cannot be null. If a no credit course then enter zero (0).
Educator1	Number	ME_EDUCATOR_PSL.EducatorID	Cannot be null. This is the state assigned educator ID.
EducatorRole1	AlphaNumeric Length (2)	CO_EDUCATOR_ROLE.RoleCode	Cannot be null.
Educator2	Number	ME_EDUCATOR_PSL.EducatorID	Can be null. This is the state assigned educator ID.
EducatorRole2	AlphaNumeric Length (2)	CO_EDUCATOR_ROLE.RoleCode	Can't be null if Educator2 has a value
Educator3	Number	ME_EDUCATOR_PSL.EducatorID	Can be null. This is the state assigned educator ID.
EducatorRole3	AlphaNumeric Length (2)	CO_EDUCATOR_ROLE.RoleCode	Can't be null if Educator3 has a value
Educator4	Number	ME_EDUCATOR_PSL.EducatorID	Can be null. This is the state assigned educator ID.
EducatorRole4	AlphaNumeric Length (2)	CO_EDUCATOR_ROLE.RoleCode	Can't be null if Educator4 has a value
Educator5	Number	ME_EDUCATOR_PSL.EducatorID	Can be null. This is the state assigned educator ID.
EducatorRole5	AlphaNumeric Length (2)	CO_EDUCATOR_ROLE.RoleCode	Can't be null if Educator5 has a value.
FY	Numeric Length (4)		Can't be null. Fiscal Year End Date (i.e. for this school year ending, it should be 2011)

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Table: DA_STU_TRANSCRIPT_LDR

Data table that will house the student transcript from each school VIA the file upload process. A validation process will be run against this file. ***The course grades submitted should be the student's final grade for the course and not each grade for each marking period for the course.***

Column Name	Data Type	Primary/Foreign Key	Description/Comments
PermNumber	Number	ME_STU_PSL.PermNumber	Can't be null. This is the Student's State Assigned ID.
OrgID	AlphaNumeric Length (6)	ME_ORG.orgid	Can't be null. This is the School's State Assigned ID.
LocalCourseID	AlphaNumeric Length (30)	DA_ORG_COURSES_LDR.LocalCourseID	Can't be null. This code must refer to one of the LocalCourseIDs submitted in the DA_ORG_COURSES file.
CourseStatus	AlphaNumeric Length (2)	CO_COURSE_ENROLLSTATUS.EnrollStat usCode	Can't be null.
CourseCreditEarned	Decimal (5,2)		Can't be null. If no credit earned then enter a zero (0). This value cannot be greater than the corresponding CourseCreditAvail value for the course in the school's courses uploaded file.
CourseLetterMark	AlphaNumeric Length (2)	CO_COURSE_LETTERMARK.LetterMarkC ode	This can be null but if null then the CourseNumericMark must have a value.
CourseNumericMark	Decimal (6,2)		This can be null but if null then the CourseLetterMark must have a value.
FY	AlphaNumeric Length (4)		Can't be null. Fiscal Year End Date (i.e. for this school year ending, it should be 2011)

Code Table Values

Code Values: CO_COURSE_TERM

TermCode	TermDescription
SEM1	First Semester
SEM2	Second Semester
TRI1	First Trimester
TRI2	Second Trimester
TRI3	Third Trimester
TRIX	Multiple Trimesters
TRIN	Multiple Non-consecutive Trimesters
QTR1	First Quarter
QTR2	Second Quarter
QTR3	Third Quarter
QTR4	Fourth Quarter
QTRX	Multiple Quarters
QTRN	Multiple Non-consecutive Quarters
QIN1	First Quinmester
QIN2	Second Quinmester
QIN3	Third Quinmester
QIN4	Fourth Quinmester
QIN5	Fifth Quinmester
QINX	Multiple Quinesters
QINN	Multiple Non-consecutive Quinesters
MINI1	Mini-term 1
MINI2	Mini-term 2
MINI3	Mini-term 3
MINI4	Mini-term 4
MINI5	Mini-term 5
MINI6	Mini-term 6
MINI7	Mini-term 7
MINI8	Mini-term 8
MINI9	Mini-term 9
MINI10	Mini-term 10
MINIX	Multiple Mini-terms
MININ	Multiple Non-consecutive Mini-terms
SUMR	Summer Term
INTR	Intersession

Code Values: CO_SCED_COURSES

Refer to the NCES Secondary and Prior to Secondary Course Lists

Code Values: CO_COURSE_ENROLLSTATUS

EnrollStatusCode	EnrollmentDescription
01	Enrolled
02	Withdrawn
03	Completed
04	Incomplete
05	Excused

Code Values: CO_EDUCATOR_ROLE

RoleCode	RoleDescription
01	Teacher of Record
02	Co-Teacher of Record
03	Other Contributing Professional

Code Values: CO_COURSE_LEVEL

LevelCode	LevelDescription
A	Advanced: An advanced course designed for students who achieve a specified level of academic performance.
B	Basic or Remedial: A course focusing primarily on skills development. The course offered may focus on the improvement of a particular deficiency in content previously taught but not learned.
E	Enriched course: A course that augments the contents and/or rigor of a general course, but does not carry an honors distinction.
G	General: A course providing instruction that focuses primarily on general concepts appropriate for the grade level.
H	Honors course: A course carrying an honors status according to educational requirements. These courses typically include additional content and/or a higher level of rigor than that found in general courses and they are formally designated as honors classes
P	Postsecondary: A course, often taken at or in conjunction with a postsecondary institution, which contains instruction equivalent to a college-level course and for which a student may earn college credits.
X	No Specified Rigor: The notion of rigor may not be appropriate for some courses at the elementary and middle levels; survey or interest courses that expose students to a variety of subjects are examples.

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Code Values: CO_COURSE_LETTERMARK

LetterMarkCode	LetterMarkDescription
01	A+
02	A
03	A-
04	B+
05	B
06	B-
07	C+
08	C
09	C-
10	D+
11	D
12	D-
13	F
14	Pass
15	Fail
16	Failing (Very Poor Performance)
17	Minimally Acceptable (Lowest passing grade)
18	Acceptable (Meets some of the basic standards for the course)
19	Good (Meets standards for the assignment or course)
20	Outstanding (Meets the highest standards for the assignment of course)
21	Withdrawn
22	Withdrawn - Pass
23	Withdrawn - Fail
40	Incomplete
50	Excused
55	Mark is not required
66	Ungraded Course
77	Audited
88	Course in Progress
99	Numeric Mark (only) provided for this course

DATA ENTRY WORK FLOW

If you are a school who is unable to take advantage of the new data file upload functionality for this data collection, a complete comprehensive set of instructions will be delivered to you prior to August 1, 2011.

DATA FILE UPLOAD WORK FLOW

***THIS IS JUST AN INITIAL DRAFT OF THE WORK FLOW. A MORE COMPREHENSIVE SET OF INSTRUCTIONS WILL BE DELIVERED TO YOU WHEN THE DATA COLLECTION APPLICATION IS COMPLETED.

If you are a school who is able to take advantage of the new data file upload functionality for this data collection, you must upload your school's courses and student transcription information. This is a DRAFT outline of the process flow.

1. Educator Data
 - a. Download a list of the educators that are in the application and make sure that all of your educators are showing up on this list. If there are any educators missing, you will need to add them into the data collection application and note the temporary educator id that has been assigned to them.
 - b. OR just add educators as you find that they are missing if you get a "missing educator" error on the courses import.
2. Crosswalk Code Values
 - a. Crosswalk all the code values listed in this document to your school's data.
3. Upload the Org Courses File
 - a. If no errors you can proceed to #4.
 - b. If errors, you must review the error report and correct the errors and upload the file again. This must be done until no errors are returned.
4. Upload the Student Transcript File
 - a. If no errors you can proceed to #5
 - b. If errors, you must review the error report and correct the errors and upload the file again. This must be done until no errors are returned. At any time, to correct the upload errors, you may need to upload not just the Student Transcript file but you may need to correct the Org Courses File and upload that again.
5. There will be some error reports available to assure data quality
 - a. One example might be a list of students who have no courses assigned and who weren't summer dropouts or who never started school.
6. Run the report by Educator, Term and course so each educator or designated school employee can verify that the students listed in the courses on the report is accurate.
7. Run the Official Sign Off page once the data has been verified as accurate.
8. Have an authorized school official sign it and then have it faxed to the VT DOE.