Dual Enrollment Data Exchange Specifications

Exchange Files/Specifications

The [VTAOE Data Exchange – All Import File Types](#) is used to upload all course data including Course Types, Course Sections, Voucher Data and Course Change information.

This All Import File Types file contains the following tabs:
- Instructions for all 4 course data specifications
- Crosswalks - contains applicable fields which should be updated before data submission
- Specification – Course Types
- Specification – Course Sections
- Specification – Voucher Data (registration and grades)
- Specification - Course Change (uploading changes to existing vouchers, i.e., course not listed to math 101)

Note: Vouchers can only be updated with information for the same year/semester. For example, a spring 2018 voucher cannot be updated to reflect a fall 2018 course.

Steps to Prepare the Voucher Data File

1. College staff will download the "All Course Requests/Claim Status" report in the Dual Enrollment System. This will provide a listing of each student with an approved voucher at your college/university.
2. College staff can use this file to match registration (and grade data if available) to their own internal systems.
3. Once the data has been compiled, college staff should open the attached import template for registration/grade data and fill in the appropriate cells.
4. File should be named "DEVoucherRegistrations-Upload-School-Date" (if an excel file then the tab should contain the same naming convention).

Questions?

Technical questions related to the Dual Enrollment System or course/data uploads should be emailed to [Public Consulting Group (PCG)](#).

All questions related to eligibility, processes and participation in the program should be directed to AOE.DualEnrollment@vermont.gov, Agency of Education.

The [Globalscape Secure File Transfer Site (SFTP)](#) is where Dual Enrollment course data, registration data, course not listed information, and grades need to be uploaded. Colleges have the option to manually enter the registration data and grades into the Dual Enrollment System however all other data needs to be uploaded into the SFTP folder. All usernames and passwords will be provided by the AOE to the designated college contact. If you have any issues accessing AOE's secure folder, please contact Toni Marra.

Contact Information:

If you have questions about this document or would like additional information please contact:

Student Pathways at AOE.DualEnrollment@vermont.gov