

Student Educator Course Transcript Data Collection 2016-2017

Data Reporting Instructions

Due

August 15, 2017

IT Team: Data Management & Analysis

(802) 479-1044



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What is the SECT data collection and what is it used for?

The SECT data collections asks for a student course taking information including the educator teaching the class, type of class, marks earned, and other information. Information from this collection will be used in several different ways, including:

- Development of a state-wide student transcript data repository to facilitate the transfer of student information for students transferring between schools in Vermont.
- Development of course-taking patterns as an indicator of how well schools are preparing students for post-secondary success.
- Research on course-taking patterns and student performance.

What are the critical areas to focus on?

- Initial efforts must be the mapping of school course categories to standardized course categories. The SECT data collection will use federal course standards.

The [course catalog for secondary students](#) (grades 9-12) is available online.

A [pre-secondary course catalog](#) (grades PK-8) is also available online.

- Providing information about courses each student attends at a particular school. This information includes course ID, course section, course term, course level, course credits available. In addition, how a student performs in a course will be collected including course credits earned and course marks.
- Providing information about the educator or educators teaching the course section including educator ID and teacher role.
- Refer to the file upload instructions and adhere to proper file format and field format.

How can I be sure that I am reporting my data correctly?

Please refer to these instructions, the file specifications, and the instructions for the software application. The application has built in data validation checks and you will be expected to review the error reports and either review errors or revise data to eliminate the errors. If you have questions, please call the DMAT Helpdesk at (802)479-1044 and we will be happy to help you.

What do I need to know about confidentiality?

Please **do not** email identifiable student data to the AOE.

The SECT data contains confidential information about students. Accordingly, the Vermont Agency of Education adheres to the Family Educational Rights and Privacy Act (FERPA) – 34

C.F.R. Section 99.31. FERPA allows for the collection of data needed to do the work of state and educational agencies. Schools and districts also have a responsibility to protect the confidentiality of student records.

Things to remember when completing the SECT

For the 2016-2017 school year VT AOE is asking for transcript and educator information for students in grades K-12. We will accept data for all student grades.

The due date for SECT is August 15, 2017.

Course information for all students (grades K-12) other than summer dropouts (students who do not return to school following summer break) will be required.

Please refer to the 'Who belongs on your SECT?' section to make sure you are including everyone you should.

If a student has transferred/matriculated out of your school during the year, please provide us with course taking information during the time the student was attending courses at your school.

Remember to call the Helpdesk at (802)479-1044 if you have problems or questions that cannot be answered by these instructions.

Which students should be included on your SECT?

Please **include** these students on your Student Census:

- All students who attended classes in your school at any time during the 2016-2017 school year.
- Technical center students for whom your school is considered the home or base school.
- Attendees of an alternative program who are enrolled in your school.
- Anyone who is on your register, and is currently being evaluated for placement in an independent school or tutorial program. (The student must be in the evaluation process, and NOT yet enrolled in those other schools.)
- Any students who are enrolled in your school, and are receiving tutoring from school personnel at home or in the hospital.
- Any students enrolled in your school and participating in an approved educational experience outside of your school. (e.g., a page in the legislature).
- Any home-study students who attend academic classes at your school.
- Students who have chosen to attend your school rather than their regular school.
- All students, other than summer dropouts, listed on your 2016-2017 spring census.

Which students to exclude from your SECT?

Please **do not include** course information for these students.

- Technical center students for whom your school is not considered the home or base school even when the student lives in your district.
- Students living in your district and attending an independent school.

- Students enrolled in an independent school or home-study taking extracurricular activities at your school.
- Students who have chosen to attend a different school instead of your school. (The other school will report the students from your district.)
- Any student not listed in your 2016-2017 spring census. There may be a case where you need to add a student to your student census. To do so call the Helpdesk at (802)479-1044 or use the forms provided on the [VT AOE website](#).

Again, if you have any questions about the above guidelines; or if you have a student that does not fit into any of these categories, please call the Helpdesk at (802)479-1044 and we can provide you with assistance.

Step 1: Providing information about school courses and student transcripts.

Why do we need school course information?

By collecting school course information, the VT AOE can accumulate student transcript information and assist schools in the proper placement for students who move from one Vermont School to another. Further the course information allows the VT AOE to evaluate how course taking patterns impact a student's preparation for performance on state assessments and for post-secondary success.

What information do I need to provide about school courses?

- **School ID (ORGID):** The school ID is a unique identifier assigned by the VT AOE for each educational entity in Vermont.
- **Local Course Code (LOCALCOURSEID):** Optional unique identifier assigned by the school to each of their offered courses in a school year. A school would use this field only when they have an existing local course ID and they want to maintain the crosswalk to the standardized course code in this data file.
- **Course Code (COURSECODE):** Please provide the federally defined standardized course code provided in the course catalog described above.
- **Course Section (COURSESECTION):** The course section is locally defined and can be any alpha-numeric code up to 30 characters.
- **Course Setting (COURSESETTING):** The course setting is where the educational services are provided. Options include:
 - **OF** - Off Campus
 - **ON** - On Campus
 - **TC** - Technical Center
 - **VR** - Virtual Courses or distance learning
- **Course Term (COURSETERM):** The period of time during which the course is offered at the school.
 - **FULL**-Full Year
 - **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 Quinmesters
- **QINN**-Multiple Non-consecutive Quinmesters
- **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
- **MINI11**-Mini-term 11
- **MINI12**-Mini-term 12
- **MINI13**-Mini-term 13
- **MINI14**-Mini-term 14
- **MINI15**-Mini-term 15
- **MINIX**-Multiple Mini-terms
- **MININ**-Multiple Non-consecutive Mini-terms
- **SUMR**-Summer Term
- **INTR**-Intersession
- **Course Level (COURSELEVEL):** The data in this field represents the level of difficulty of the course.
 - **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.
 - **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.
 - **G – General:** A course providing instruction that focuses primarily on general concepts appropriate for the grade level.
 - **E – Enriched:** An enrichment course or program that is inclusive of enrichment, talent development and gifted and talented support systems.
 - **H – Honors:** 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.
- **A – Advanced:** An advanced course designed for students who achieve a specified level of academic performance.
 - **Advanced Placement--** Advanced Placement (AP) is a program sponsored by the College Board through which high school students can earn college credit and advanced college placement. The list of courses identified by the [College Board](#) as preparation for AP tests is available on their website.
 - **Advanced Mathematics-** Advanced mathematics includes the following: trigonometry, trigonometry/algebra, trigonometry/analytic geometry, trigonometry/math analysis, analytic geometry, math analysis, math analysis/analytic geometry, probability and statistics, and pre-calculus.
 - **International Baccalaureate classes--** The IB Diploma Programme, sponsored by the International Baccalaureate Organization, is designed as an academically challenging and balanced program of education with final examinations that prepares students, normally aged 16 to 19, for success at university and life beyond. The program is normally taught over two years. IB Diploma Programme students study six courses at higher level or standard level. Students must choose one subject from each of groups 1 to 5, thus ensuring breadth of experience in languages, social studies, the experimental sciences and mathematics. The sixth subject may be an arts subject chosen from group 6, or the student may choose another subject from groups 1 to 5. Additionally, IB Diploma students must meet three core requirements: the extended essay, the theory of knowledge course, and a creativity/action/service experience.
 - **P – Postsecondary (Dual Enrollment):** 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.
 - **Course Credit Available (COURSECREDITAVAIL):** The number of credits that a student can earn for enrolling in and completing a given course. If course credits are not provided for this course, use the “not applicable” code of zero. The data in this field should be a decimal with a length between 1 and 6 characters with up to 2 decimal places.
 - **Educator 1 (EDUCATOR1):** An educator assigned to the course. You will be allowed to enter up to five educators for each course and number on the field name has no real significance. The educator information is the state-assigned unique educator ID and is seven numbers in length.
 - **Educator 1 Role (EDUCATORROLE1):** The role the educator plays in the course. The role number must match the educator number and you will be allowed to enter up to five roles. Each educator must have a role. The educator role is a two character code set.
 - **10 Teacher of Record:** A teacher who has responsibility for ensuring the course curriculum meets the standards required for the course.

- **20 Co-Teacher of Record:** A teacher who shares the responsibility for ensuring the course curriculum meets the standards required for the course.
- **30 Other Contributing Professional:** An educator who participates in providing education services for the course but who doesn't has direct responsibility for the course curriculum.
- **Educator 2 (EDUCATOR2):** An educator assigned to the course. You will be allowed to enter up to five educators for each course and number on the field name has no real significance. The educator information is the state-assigned unique educator ID and is seven numbers in length.
- **Educator 2 Role (EDUCATORROLE2):** The role the educator plays in the course. The role number must match the educator number and you will be allowed to enter up to five roles. Each educator must have a role. The educator role is a two character code set. See above.
- **Educator 3 (EDUCATOR3):** An educator assigned to the course. You will be allowed to enter up to five educators for each course and number on the field name has no real significance. The educator information is the state-assigned unique educator ID and is seven numbers in length.
- **Educator 3 Role (EDUCATORROLE3):** The role the educator plays in the course. The role number must match the educator number and you will be allowed to enter up to five roles. Each educator must have a role. The educator role is a two character code set. See above.
- **Educator 4 (EDUCATOR4):** An educator assigned to the course. You will be allowed to enter up to five educators for each course and number on the field name has no real significance. The educator information is the state-assigned unique educator ID and is seven numbers in length.
- **Educator 4 Role (EDUCATORROLE4):** The role the educator plays in the course. The role number must match the educator number and you will be allowed to enter up to five roles. Each educator must have a role. The educator role is a two character code set. See above.
- **Educator 5 (EDUCATOR5):** An educator assigned to the course. You will be allowed to enter up to five educators for each course and number on the field name has no real significance. The educator information is the state-assigned unique educator ID and is seven numbers in length.
- **Educator 5 Role (EDUCATORROLE5):** The role the educator plays in the course. The role number must match the educator number and you will be allowed to enter up to five roles. Each educator must have a role. The educator role is a two character code set. See above.
- **Fiscal Year (FY):** This data field represents the fiscal or school year. The accepted field format is "FY" followed by the fiscal year. For this year the only allowed field is FY17.

Step 2: Providing information about student transcripts.

The student transcript information table allows us to associate students with school courses.

What information do I need to provide?

- **Student ID (PERMNUMBER):** A statewide unique identifier assigned by VT AOE. This number is distinct for each student over time. The field length is 7 and the field type is numeric.
- **School ID (OrgID):** The state assigned ID for the school. The field length is 5 and alphanumeric.
- **Local Course Code (LOCALCOURSEID):** Optional unique identifier assigned by the school to each of their offered courses in a school year. A school would use this field only when they have an existing local course ID and they want to maintain the crosswalk to the standardized course code in this data file.
- **Course Code (COURSECODE):** Please provide the federally defined standardized course code provided in the course catalog described above.
- **Course Section (COURSESECTION):** The course section is locally defined and can be any alpha-numeric code up to 10 characters.
- **Course Setting (COURSESETTING):** The course setting is where the educational services are provided. Options include:
 - **OF** - Off Campus
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 - **H – Honors:** 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.

- **A – Advanced:** An advanced course designed for students who achieve a specified level of academic performance.
- **Advanced Placement--** Advanced Placement (AP) is a program sponsored by the College Board through which high school students can earn college credit and advanced college placement. The list of courses identified by the [College Board](#) as preparation for AP tests is available on their website.
- **Advanced Mathematics-** Advanced mathematics includes the following: trigonometry, trigonometry/algebra, trigonometry/analytic geometry, trigonometry/math analysis, analytic geometry, math analysis, math analysis/analytic geometry, probability and statistics, and pre-calculus.
- **International Baccalaureate classes--** The IB Diploma Programme, sponsored by the International Baccalaureate Organization, is designed as an academically challenging and balanced program of education with final examinations that prepares students, normally aged 16 to 19, for success at university and life beyond. The program is normally taught over two years. IB Diploma Programme students study six courses at higher level or standard level. Students must choose one subject from each of groups 1 to 5, thus ensuring breadth of experience in languages, social studies, the experimental sciences and mathematics. The sixth subject may be an arts subject chosen from group 6, or the student may choose another subject from groups 1 to 5. Additionally, IB Diploma students must meet three core requirements: the extended essay, the theory of knowledge course, and a creativity/action/service experience.
- **P – Postsecondary (Dual Enrollment):** 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.
- **Course Status (COURSESTATUS):** The information in this field indicates a student's end of year status in this course. You must use a code from the following values.
 - **10 Enrolled** – the student was still enrolled in the course at the end of the school year (June 30, 2016)
 - **20 Withdrawn** – the student withdrew from the course during the school year without completing the requirements for the course.
 - **30 Completed** – the student completed all course requirements prior to the end of the school year.
 - **40 Incomplete** -
 - **50 Excused** – the student was excused from the course requirements.
- **Course Credits Earned (COURSECREDITEARNED):** The number of credits awarded to a student who successfully meets the objectives of the course. If course credits are not provided for the course, the "not applicable code" of 0 should be used. This field is numeric and can have up to 6 characters with two decimal places.
- **Course Letter Mark (CourseLetterMark):** A meaningful alphabetical or categorical expression of performance of an individual. The results can be expressed in different ranges of passing marks (for example, ABC) and / or levels (for example, A+, A, A-) or

categories (for example, Pass/Fail). This field is optional but when left blank the numeric mark cannot be blank. Valid codes for this field are below.

- 10 A+
- 11 A
- 12 A-
- 13 B+
- 14 B
- 15 B-
- 16 C+
- 17 C
- 18 C-
- 19 D+
- 20 D
- 21 D-
- 22 F
- 23 Pass
- 24 Fail
- 25 Failing (Very Poor Performance)
- 26 Minimally Acceptable (Lowest passing grade)
- 27 Acceptable (Meets some of the basic standards for the course)
- 28 Good (Meets standards for the assignment or course)
- 29 Outstanding (Meets the highest standards for the assignment of course)
- 30 Withdrawn
- 31 Withdrawn - Pass
- 32 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
- **Course Numeric Mark (CourseNumericMark):** Values must indicate course mark on a 100-point (percentage) scale.
- **Fiscal Year (FY):** This data field represents the fiscal or school year. The accepted field format is "FY" followed by the fiscal year. For this year the only allowed field is FY17.

Step 3: Submit Your Data to AOE

- Please refer to Online Application Instructions for information on uploading your data into the SECT application.

- SECT is due August 15th, 2017.

File Specifications Instructions

Data File Requirements for Educator Courses Files

1. It must be comma delimited (a comma must exist after each field).
2. It must contain a row header using the values listed in the table below in the “Data Element Name” column and **MUST** be in the order listed below.
3. File name must start with your VT AOE assigned ID (i.e. PS001), ‘FY’ followed by the 2 digit fiscal year (FY17) and the letters CRS. The extension for the file must be .csv.
Example: PS001FY17CRS.csv.
4. You will be uploading this file via the Student Educators Course and Transcript Application (SECT).

Data Layout: School Courses

Field Number	Data Element Name	Field Type	Field Length
01	ORGID	String	5
02	LOCALCOURSEID	String	40
03	COURSECODE	String	5
04	COURSESECTION	String	30
05	COURSESETTING	String	2
06	COURSETERM	String	6
07	COURSELEVEL	String	2
08	COURSECREDITAVAIL	Decimal	6
09	Educator1	Number	7
10	EducatorRole1	String	2
11	Educator2	Number	7
12	EducatorRole2	String	2
13	Educator3	Number	7
14	EducatorRole3	String	2
15	Educator4	Number	7
16	EducatorRole4	String	2
17	Educator5	Number	7
18	EducatorRole5	String	2

Field Number	Data Element Name	Field Type	Field Length
19	FY	String	4

School Courses

Field Number: 01

Data Element Name: ORGID

Field Type: String

Field Length: 5

Description: The VT Agency of Education assigned ID for an organization providing direct instructional or educational services.

Valid Codes: You should know your school code. If you do not know your school code, please contact the VT AOE.

Example: PS132

Data Source: VT AOE

Special Instructions:

1. This field must not be blank.
2. It must be alphanumeric with a maximum length of 5 characters.

School Courses

Field Number: 02

Data Element Name: LocalCourseID

Field Type: String

Field Length: 40

Description: A unique identifier assigned by the school to each of their offered courses in a school year.

Valid Codes: Any alphanumeric value of 40 characters or less is acceptable and every course offered throughout the entire school year must have a unique value.

Example: ENG123AT7

Data Source: Your Organization

Special Instructions:

1. This field is optional unless it is used in the Student Transcript file then it must be filled.
2. Special characters other than hyphen, period or underscore are not acceptable.
3. It cannot be duplicated for the same course for the same term for the same setting even if the teachers are different.

School Courses

Field Number: 03

Data Element Name: CourseCode

Field Type: String

Field Length: 5

Description: This is a subject area and a course identifier within the subject area.

Valid Codes: The 5-digit course code listed in the NCES course code list.

Example: 06315

Data Source: NCES Course Code Excel Spreadsheet or NCES SCED Course Code Booklet.

Special Instructions:

1. This field cannot be blank.
2. This field must contain a valid code as specified above or it will be rejected.
3. It must have leading zeros if the course code starts with zero.

School Courses

Field Number: 04

Data Element Name: CourseSection

Field Type: String

Field Length: 30

Description: LEAs define the acceptable values.

Valid Codes: The course section can be any alphanumeric value. It cannot be duplicated for the same course for the same term for the same setting even if the teachers are different.

Example: MATH101

Data Source: Your Organization

Special Instructions:

1. It must be alphanumeric with a maximum length of 30 characters.
2. This field must not be blank.
3. Special characters other than hyphen, period or underscore are not acceptable.
4. It cannot be duplicated for the same course for the same term for the same setting even if the teachers are different.

School Courses

Field Number: 05

Data Element Name: CourseSetting

Field Type: String

Field Length: 2

Description: This is the location of the course that the student's course will primarily take place.

Example: ON = On Campus

Data Source: VT AOE

Special Instructions:

1. This field must not be blank.
2. It must be alpha with a maximum length of 2 characters.
3. It must be one of the valid codes listed in the type table below.

Valid Codes: Please refer to the code set below, supplied by VT AOE

Setting Code	Setting Description
OF	Off Campus
ON	On Campus
TC	Technical Center
VR	Virtual

School Courses

Field Number: 06

Data Element Name: CourseTerm

Field Type: String

Field Length: 6

Description: The length of an individual course. For the purposes of reporting, the term sequence and it must be provided in the value.

Example: QTR1

Data Source: VT AOE

Special Instructions:

1. This field cannot be blank.
2. It must be one of the valid codes listed in the table below and continuing to the next page. (If your organization uses additional course codes that are not listed, please call IT help desk to have them added to our data definition table.)

Valid Codes: Please refer to the code set below, supplied by VT AOE.

Term Code	Term Description
FULL	Full School Year
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

Term Code	Term Description
QIN3	Third Quinmester
QIN4	Fourth Quinmester
QIN5	Fifth Quinmester
QINX	Multiple Quinmesters
QINN	Multiple Non-consecutive Quinmesters
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
MINI11	Mini-term 11
MINI12	Mini-term 12
MINI13	Mini-term 13
MINI14	Mini-term 14
MINI15	Mini-term 15
MINIX	Multiple Mini-terms
MININ	Multiple Non-consecutive Mini-terms
SUMR	Summer Term
INTR	Intersession

School Courses

Field Number: 07

Data Element Name: CourseLevel

Field Type: String

Field Length: 2

Description: An indication of the general nature and difficulty of instruction provided throughout a course.

Example: G = General

Data Source: VT AOE

Special Instructions:

1. This field must not be blank.
2. It must be alphanumeric with a maximum length of 2 characters.
3. It must be one of the valid codes listed in the type table below.

Valid Codes: Please refer to the Course Level code set below, supplied by the VT AOE.

Level Code	Level Description
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: An enrichment course or program that is inclusive of enrichment, talent development and gifted and talented support systems.
G	General: A course providing instruction that focuses primarily on general concepts appropriate for the grade level.
H	Honors: 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.

Level Code	Level Description
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.

School Courses

Field Number: 08

Data Element Name: CourseCreditAvail

Field Type: Number - Decimal

Field Length: 6

Description: If course credits are not provided for this course, the "not applicable" code must be used.

Valid Codes: This can be a whole number or a decimal

Example: 1 or 1.5

Data Source: Numeric value assessed by the LEA.

Special Instructions:

1. This field must not be blank.
2. If the course offers no credit then you must enter in a zero (0) value.
3. It must be a decimal with length between 1 and 6 characters including the decimal point.
4. Value may contain up to 2 decimal places.

School Courses

Field Number: 09

Data Element Name: Educator1

Field Type: Number

Field Length: 7

Description: This is an educator assigned to the course.

Valid Codes: The unique identifier assigned to the educator by the VT AOE.

Example: 8010000

Data Source: Download a list of educators from the Spring Census/SECT Online Application.

Special Instructions:

1. This field must not be blank.
2. It must be numeric, 7 Characters in length and must be included in the downloaded list of educators.
3. If educator is not on the downloaded list, call IT Help desk to receive their educator ID.
4. There are 3 codes for Educators that do not have permnumbers in the Vermont System.

9999100 Postsecondary Educator

9999200 Out of State Educator

9999300 Virtual Educator

School Courses

Field Number: 10

Data Element Name: EducatorRole1

Field Type: String

Field Length: 2

Description: The role an educator plays in providing services to a student.

Example: 10

Data Source: Codes assigned by VT AOE

Special Instructions:

1. This field must not be blank.
2. If only one teacher of record, this field value must be 10.
3. If there is more than one teacher of record then one teacher must be coded as 10, "Teacher of Record" and other teacher are coded as 20, "Co-Teachers of Record". Both Teachers will be considered teachers of record for the course, but our internal application validation rules require one "Teacher of Record" in each course record.

Valid Codes: Please refer to the Educator Role code set below, supplied by the VT AOE.

Role Code	Role Description
10	Teacher of Record
20	Co-Teacher of Record
30	Other Contributing Professional

School Courses

Field Number: 11

Data Element Name: Educator2

Field Type: Number

Field Length: 7

Description: This is the educator assigned to the course.

Valid Codes: The unique identifier assigned to the educator by the VT AOE.

Example: 8010001

Data Source: Download a list of educators from the Spring Census/SECT Online Application.

Special Instructions:

1. This field is optional if there is only one educator responsible for the instruction of the course.
2. It must be numeric, 7 Characters in length and must be included in the downloaded list of educators.
3. If educator is not on the downloaded list, call IT Help desk to receive their educator ID.
4. There are 3 codes for Educators that do not have permnumbers in the Vermont System.

9999100 Postsecondary Educator

9999200 Out of State Educator

9999300 Virtual Educator

School Courses

Field Number: 12

Data Element Name: EducatorRole2

Field Type: String

Field Length: 2

Description: The role an educator plays in providing services to a student.

Example: 10

Data Source: Codes assigned by VT AOE

Special Instructions:

1. This field must not be blank if EDUCATOR2 is not blank.

Valid Codes: Please refer to the Educator Role code set below, supplied by the VT AOE.

Role Code	Role Description
10	Teacher of Record
20	Co-Teacher of Record
30	Other Contributing Professional

School Courses

Field Number: 13

Data Element Name: Educator3

Field Type: Number

Field Length: 7

Description: This is the educator assigned to the course.

Valid Codes: The unique identifier assigned to the educator by the VT AOE.

Example: 8010000

Data Source: Download a list of educators from the Spring Census/SECT Online Application.

Special Instructions:

1. This field is optional.
2. It must be numeric, 7 Characters in length and must be included in the downloaded list of educators.
3. If educator is not on the downloaded list, call IT Help desk to receive their educator ID.
4. There are 3 codes for Educators that do not have permnumbers in the Vermont System.

9999100 Postsecondary Educator

9999200 Out of State Educator

9999300 Virtual Educator

School Courses

Field Number: 14

Data Element Name: EducatorRole3

Field Type: String

Field Length: 2

Description: The role an educator plays in providing services to a student.

Example: 10

Data Source: Codes assigned by VT AOE

Special Instructions:

This field must not be blank if EDUCATOR3 is not blank.

Valid Codes: Please refer to the Educator Role code set below, supplied by the VT AOE.

Role Code	Role Description
10	Teacher of Record
20	Co-Teacher of Record
30	Other Contributing Professional

School Courses

Field Number: 15

Data Element Name: Educator4

Field Type: Number

Field Length: 7

Description: This is the educator assigned to the course.

Valid Codes: The unique identifier assigned to the educator by the VT AOE.

Example: 8010001

Data Source: Download a list of educators from the Spring Census/SECT Online Application.

Special Instructions:

1. This field is optional.
2. It must be numeric, 7 Characters in length and must be included in the downloaded list of educators.
3. If educator is not on the downloaded list, call IT Help desk to receive their educator ID.
4. There are 3 codes for Educators that do not have permnumbers in the Vermont System.

9999100 Postsecondary Educator

9999200 Out of State Educator

9999300 Virtual Educator

School Courses

Field Number: 16

Data Element Name: EducatorRole4

Field Type: String

Field Length: 2

Description: The role an educator plays in providing services to a student.

Example: 10

Data Source: Codes assigned by VT AOE

Special Instructions:

1. This field must not be blank if EDUCATOR4 is not blank.

Valid Codes: Please refer to the Educator Role code set below, supplied by the VT AOE.

Role Code	Role Description
10	Teacher of Record
20	Co-Teacher of Record
30	Other Contributing Professional

School Courses

Field Number: 17

Data Element Name: Educator5

Field Type: Number

Field Length: 7

Description: This is the educator assigned to the course.

Valid Codes: The unique identifier assigned to the educator by the VT AOE.

Example: 8010001

Data Source: Download a list of educators from the Spring Census/SECT Online Application.

Special Instructions:

1. This field is optional.
2. It must be numeric, 7 Characters in length and must be included in the downloaded list of educators.
3. If educator is not on the downloaded list, call IT Help desk to receive their educator ID.
4. There are 3 codes for Educators that do not have permnumbers in the Vermont System.

9999100 Postsecondary Educator

9999200 Out of State Educator

9999300 Virtual Educator

School Courses

Field Number: 18

Data Element Name: EducatorRole5

Field Type: String

Field Length: 2

Description: The role an educator plays in providing services to a student.

Example: 10

Data Source: Codes assigned by VT AOE

Special Instructions:

1. This field must not be blank if EDUCATOR5 is not blank.

Valid Codes: Please refer to the Educator Role code set below, supplied by the VT AOE.

Role Code	Role Description
10	Teacher of Record
20	Co-Teacher of Record
30	Other Contributing Professional

School Courses

Field Number: 19

Data Element Name: FY

Field Type: String

Field Length: 4

Description: This is the fiscal/school year that the course information is being reported for.

Valid Codes: FY plus the 2 digit fiscal year.

Example: FY17

Data Source:

Special Instructions:

1. This field must not be blank.
2. It must be alphanumeric with a length of 4 characters.
3. First two characters must be FY.

Data File Requirements for Loading Student Transcripts

1. It must be comma delimited (a comma must exist after each field).
2. It must contain a row header using the values listed below in the "Data Element Name" column and must be in the order listed below.
3. File name must start with your VT AOE assigned ID (i.e. PS001), the 4 digit fiscal year (FY17) and the letters TRN. Example: PS001FY17TRN.csv.

Data Layout: Student Transcripts

Field Number	Data Element Name	Field Type	Field Length
01	PermNumber	Number	7
02	OrgID	String	5
03	LOCALCOURSEID	String	40
04	CourseCode	String	5
05	CourseSection	String	30
06	CourseSetting	String	2
07	CourseTerm	String	6
08	COURSELEVEL	String	2
09	CourseStatus	String	2
10	CourseCreditEarned	Decimal	6
11	CourseLetterMark	String	2
12	CourseNumericMark	Decimal	6
13	FY	String	4

Student Transcripts

Field Number: 01

Data Element Name: PermNumber

Field Type: Number

Field Length: 7

Description: A statewide unique identifier assigned by VT AOE. This number is distinct for each student over time. (State Assigned Unique Student Identifier)

Valid Codes: You should know your students' AOE IDs. If you don't know a student's AOE ID number, please contact the VT AOE.

Example: 1234567

Data Source: VT AOE

Special Instructions:

1. This field must not be blank.
2. It must be numeric, 7 Characters in length and begin with the number 1.

Student Transcripts

Field Number: 02

Data Element Name: OrgID

Field Type: String

Field Length: 5

Description: The VT Agency of Education assigned ID for an organization providing direct instructional or educational services.

Valid Codes: You should know your school code. If you don't know your school code, please contact the VT AOE.

Example: PS132

Data Source: VT AOE

Special Instructions:

1. This field must not be blank.
2. It must be alphanumeric with a maximum length of 5 characters.

Student Transcript

Field Number: 03

Data Element Name: LocalCourseID

Field Type: String

Field Length: 40

Description: A unique identifier assigned by the school to each of their offered courses in a school year.

Valid Codes: Any alphanumeric value of 40 characters or less is acceptable and every course offered throughout the entire school year must have a unique value.

Example: ENG123AT7

Data Source: Your Organization

Special Instructions:

1. This field is optional unless it is used in the school course file then it must be filled.
2. Special characters other than hyphen, period or underscore are not acceptable.
3. It cannot be duplicated for the same course for the same term for the same setting even if the teachers are different.

Student Transcripts

Field Number: 04

Data Element Name: CourseCode

Field Type: String

Field Length: 5

Description: A subject area and a course identifier within the subject area.

Valid Codes: The 5 digit course code listed in the NCES course code list.

Example: 06315

Data Source: NCES Course Code Excel Spreadsheet or NCES SCED Course Code Booklet.

Special Instructions:

1. This field cannot be blank.
2. This field must contain a valid code as specified above or it will be rejected.
3. It must have leading zeros if the course code starts with zero.

Student Transcript

Field Number: 05

Data Element Name: CourseSection

Field Type: String

Field Length: 30

Description: LEAs define the acceptable values.

Valid Codes: The course section can be any alphanumeric value. It cannot be duplicated for the same course for the same term for the same setting even if the teachers are different.

Example: MATH101

Data Source: Your Organization

Special Instructions:

1. It must be alphanumeric with a maximum length of 30 characters.
2. This field must not be blank.
3. Special characters other than hyphen, period or underscore are not acceptable.
4. It cannot be duplicated for the same course for the same term for the same setting even if the teachers are different.

Student Transcript

Field Number: 06

Data Element Name: CourseSetting

Field Type: String

Field Length: 2

Description: This is the location of the course that the student's course will primarily take place.

Example: ON = On Campus

Data Source: VT AOE

Special Instructions:

1. This field must not be blank.
2. It must be alphabetic with a maximum length of 2 characters.
3. It must be one of the valid codes listed in the type table below.

Valid Codes: Please refer to the code set below, supplied by VT AOE

Setting Code	Setting Description
OF	Off Campus
ON	On Campus
TC	Technical Center
VR	Virtual

Student Transcript

Field Number: 07

Data Element Name: CourseTerm

Field Type: String

Field Length: 6

Description: The length of an individual course. For the purposes of reporting, the term sequence must be provided in the value.

Example: QTR1

Data Source: VT AOE

Special Instructions:

1. This field cannot be blank.
2. It must be one of the valid codes listed in the table below and continuing to the next page. (If your organization uses additional course codes that are not listed, please call IT help desk to have them added to our data definition table.)

Valid Codes: Please refer to the code set below, supplied by VT AOE.

Term Code	Term Description
FULL	Full School Year
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

Term Code	Term Description
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
MINI11	Mini-term 11
MINI12	Mini-term 12
MINI13	Mini-term 13
MINI14	Mini-term 14
MINI15	Mini-term 15
MINIX	Multiple Mini-terms
MININ	Multiple Non-consecutive Mini-terms
SUMR	Summer Term
INTR	Intersession

Student Transcripts

Field Number: 08

Data Element Name: CourseLevel

Field Type: String

Field Length: 2

Description: An indication of the general natures and difficulty of instruction provided throughout a course.

Example: G = General

Data Source: VT AOE

Special Instructions:

1. This field must not be blank.
2. It must be alphanumeric with a maximum length of 2 characters.
3. It must be one of the valid codes listed in the type table below.

Valid Codes: Please refer to the Course Level code set below, supplied by the VT AOE.

Level Code	Level Description
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: An enrichment course or program that is inclusive of enrichment, talent development and gifted and talented support systems.
G	General: A course providing instruction that focuses primarily on general concepts appropriate for the grade level.
H	Honors: 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.

Level Code	Level Description
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.

Student Transcript

Field Number: 09

Data Element Name: CourseStatus

Field Type: String

Field Length: 2

Description: Indicates a student's status in each course in which they were enrolled.

Example: 30

Data Source: VT AOE

Special Instructions:

1. This field cannot be blank.
2. It must be alphanumeric with a length of 2 characters.
3. It must be one of the valid codes listed in the type table below.

Valid Codes: Please refer to the code set below, supplied by VT AOE.

Status Code	Status Description
10	Enrolled
20	Withdrawn
30	Completed
40	Incomplete
50	Excused

Student Transcript

Field Number: 10

Data Element Name: CourseCreditEarned

Field Type: Number - Decimal

Field Length: 6

Description: The number of credits awarded to a student who successfully meets the objectives of the course. Use the "not applicable" code if a course does not provide course credits.

Valid Codes: This can be a whole number or a decimal

Example: 1 or 1.5

Data Source: Numeric value assessed by the LEA.

Special Instructions:

1. This field must not be blank.
2. If the student received no credit or the course didn't offer credit, then you must enter in a zero (0) value.
3. It must be a decimal with a length between 1 and 6 characters including the decimal point.
4. May contain up to 2 decimal places.
5. Credit earned cannot exceed credit available for the course.

Student Transcript

Field Number: 11

Data Element Name: CourseLetterMark

Field Type: String

Field Length: 2

Description: A meaningful alphabetical or categorical expression of performance of an individual. The results can be expressed in different ranges of passing marks (for example, ABC) and/or levels (for example, A+, A, A-) or categories (for example, Pass/Fail)

Example: 10

Data Source: VT AOE

Special Instructions:

1. This field cannot be blank. If only Numeric Mark are provided for a course use code (99).
2. It must be a number with a length of 2 characters.
3. It must be one of the valid codes listed in the type table below.

Valid Codes: Please refer to the code set below, supplied by VT AOE

Letter Mark Code	Letter Mark Description
10	A+
11	A
12	A-
13	B+
14	B
15	B-
16	C+
17	C
18	C-
19	D+
20	D
21	D-
22	F
23	Pass
24	Fail

Letter Mark Code	Letter Mark Description
25	Failing (Very Poor Performance)
26	Minimally Acceptable (Lowest passing grade)
27	Acceptable (Meets some of the basic standards for the course)
28	Good (Meets standards for the assignment or course)
29	Outstanding (Meets the highest standards for the assignment of course)
30	Withdrawn
31	Withdrawn – Pass
32	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

Student Transcript

Field Number: 12

Data Element Name: CourseNumericMark

Field Type: Number - Decimal

Field Length: 6

Description: Values must indicate course mark on a 100-point (percentage) scale.

Valid Codes: Any numeric value

Example: 99.5, 50.0

Data Source: Your Organization

Special Instructions:

1. This field is optional.
2. It must be numeric with length between 1 and 6 characters including the decimal point.
3. Value may contain up to 2 decimal places.

Student Transcripts

Field Number: 13

Data Element Name: FY

Field Type: String

Field Length: 4

Description: This is the fiscal/school year that the course information is being reported for.

Valid Codes: FY plus the 2 digit fiscal year.

Example: FY17

Data Source:

Special Instructions:

1. This field must not be blank.
2. It must be alphanumeric with a length of 4 characters.
3. First two characters must be FY.