Student Educator Course Transcript Collection
School Year 2016-2017
Upload Instructions

Due | August 15, 2017

IT Team: Data Management & Analysis

(802) 479-1044

VERMONT
AGENCY OF EDUCATION

Table of Contents

System Requirements

Adobe Acrobat Reader (Free Download)
Java 6 Update 26

Operating System	Certified Browsers
Windows 2000	IE 7, Firefox 2.0
Windows 2003	IE 7 & 8, Firefox 2.0
Windows XP	IE 7 & 8, Firefox 2.0 & 3.5+
Windows Vista	IE 7 & 8, Firefox 3.5+
Windows 7	IE 8, Firefox 3.5+
Mac OS X (We recommend v. 10.4.7 or greater but other OS X versions may work)***SEE NOTE BELOW	Safari 1.2 or 2.0.3)***SEE NOTE BELOW
Linux	Firefox 3.0

***At this time, the upload file functionality is not supported for Macs. The upload process will need to be completed using a Windows operation system. Reports needed to create import files can be viewed/printed using a Mac.

Starting the Application

Windows users open Internet Browser.

Mac users open Internet Browser.

Login to the program using the User Name and Password sent to you. The Username and Password are case sensitive. Please use all caps.

Technical Support

Call the Helpdesk at (802) 479-1044 for assistance.

Due Date

Please submit completed data to the DMAT by August 15, 2017

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Data File Requirements for Loading Courses

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.

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
19	FY	String	4

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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.

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.

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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.

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.

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

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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

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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

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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.

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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.	

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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.

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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

VERMONT
AGENCY OF EDUCATION

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

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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: 8010000

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

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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

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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:
1. 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

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

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

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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

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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

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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.

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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

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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.

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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.

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.

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.

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.

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

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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

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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

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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.

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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.

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

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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.

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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

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.

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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.

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Main Menu Options

Application Instructions

Spring Census Reporting and Data Entry Instructions – This button allows you to view and print the Spring Census Reporting and Data Entry Instructions.

S.E.C.T. Reporting and Upload Instructions – This button allows you to print the Student Educator Course Transcript Data Reporting and Upload Instructions.

Data Entry Forms

Spring Student Census/S.E.C.T Contacts – This button allows you to view the Spring Student Census Contact and the Student Educator Course Transcript (S.E.C.T) contact.

Organization (Spring Student Census) – This button allows you to view the Organization Information for your school. The information provided here was entered from the Spring Census.

Student (Spring Student Census/S.E.C.T.) – This button allows you to view the Student Information entered from the Spring Census and Student Transcript information uploaded from S.E.C.T.

Report Menu

Reports Menu – This button will allow you to view reports to obtain data needed to upload and to verify uploaded data.

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Import Data

Import S.E.C.T. Data – This button allows you to upload the Course and Transcript files to complete the S.E.C.T. Collection. Please refer to the Data Reporting Instructions for specifications.

Data Submission

Spring Student Census Error Report/ Submit Spring Student Census – This button is for Spring Census users only.

S.E.C.T. data is submitted when course and transcript files have successfully loaded.

Miscellaneous

Exit- This button will allow you to exit the application, Not using this button to exit can result in the user being locked out of the application for up to 30 minutes.

Application Instructions

Spring Student Census Reporting and Data Entry Instructions – This button allows you to print the Spring Census Reporting and Data Entry Instructions.

S.E.C.T. Reporting and Upload Instructions – This button allows you to print the Student Educator Course Transcript Data Reporting and Upload Instructions.

Spring Student Census/S.E.C.T. Contacts

Click on Spring Student Census/S.E.C.T. Contacts to view the contact person completing the Spring Student Census and the Student Educator Course Transcript. To view or enter the contact person for the Student Educator Course Transcript collection, click on the right blue arrow at the top of the screen.

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Organization Information

Click on Organization (Spring Student Census) to view the Organizational Information for your school. The information entered here is provided from the Spring Census.

Report Menu

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Click on the down arrow next to Choose a Report to view or print in the Report Menu. The reports listed above in the dropdown will appear before you load your course and transcript files.

The following are S.E.C.T reports that are needed/beneficial for upload:

Student information (EXCEL EXTRACT) – This report lists the Students that are enrolled in your school from the Spring Census. This report lists the Student ID number needed for the transcript upload file. To add a student you must call the helpdesk at (802) 479-1044 or use the form provided on the VT AOE website.

Course Master List (Courses available to this Enrolling Organization (EXCEL EXTRACT) – This report lists the NCES course codes that are needed for upload.

Educator Master List (Educators available to this Enrolling Organization (EXCEL EXTRACT) – This report allows you to view the preloaded educator information from the 2016-2017 Educator Census. This report provides educator information for your school as well as the Technical Centers. This report lists the Educator ID number needed for the course upload File. To add an educator you will need to call the helpdesk at (802)479-1044.

Once your upload files have loaded successfully, the following reports can be viewed for data verification.

- **Course with Assigned Educators (Educators Grouped by Courses)**- This report lists the courses from your upload with the assigned educators. Note: This report can only be viewed after your course and transcript files have been successfully uploaded.
- **Educators with Students Enrolled at this Organization by Term, Section, Course and Class Setting**- This report lists educators with students that are enrolled at this organization by term, section, course and class setting. Note: This report can only be viewed after your course and transcript file have been successfully uploaded.
- **Educators with their Assigned Courses (Courses Grouped by educator)-**
- **SECT Signature Page** - print and mail the signed Signature page when your course and transcript files have been loaded successfully.
- **Students Grouped by Course and Term**- this report allows you to view the students at you your school by course and term. Note: This report can only be viewed after your course and transcript files have been loaded successfully.
- **Students Grouped by Course, Term and Setting** – This report allows you to view the students at your school by course, term and setting. Note: This report can only be viewed after your course and transcript files have been successfully uploaded.

If you are Spring Student Census You have the option to open the Spring Census reports in the dropdown list as well.

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Note: If your report screen does not appear, hold down the CTRL or CTRL and ALT keys while clicking on the Submit Request button.

Import Data

The Import Data allows you to import Courses and Student Transcript information.

Please review the FY2017 Student Course and Transcript Data Collection Reporting Instructions for the specifications for the Course Import files and Transcript Import Files.

Steps to follow to Import Data

School Courses: To review list of educators preloaded in the Student Educator Course Transcript Collection, go to the Main Menu, click on reports, select Educators available to this Enrolling Organization. This Report provides the Educator ID number needed for the School Courses import csv file.

Student Transcript: To review list of students entered in the Spring Student Census/Student Educator Course Transcript, go to the Main Menu, click on reports, select Student table (EXCEL EXTRACT). This report provides the Student permnumber that is needed for the Student Transcript import csv file.

When your CSV files are ready to be imported, click on Import Data from the Main Menu. Click on [...] to locate your School Courses file. Click open and click on Upload.
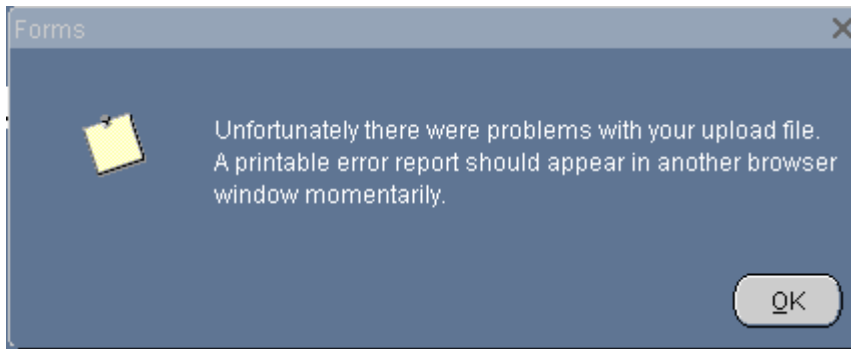
You will receive an error report if there are issues with your upload file.

Note: If your report screen does not appear, hold down the CTRL or CTRL and ALT keys while clicking on OK.

S.E.C.T. Upload Edit Report (Educator/Course Records) 2013 - 2014 School Year

The following are your educator/course record(s) from your online Student Educator Transcript Collection (S.E.C.T.) data submission for School Year 2011 - 2012. Please correct the deficiencies in your educator/course file and return to the online application to re-upload it.

**Enrolling Organization:** PS036 - BLUE MOUNTAIN USD #21

Course Info:	1001 -		
Section: 11	Term: FULL	* Assigned Course ID: 0100111FULL	
DOE Assigned Error #	Error Description		
E1103-3	Course Code. Course code must exist in the supplied code set.		
Course Info:	1001 -		

After you have corrected all of the issues on the Error Report, click on [...] to locate your School Courses file. Click open and click on Upload.
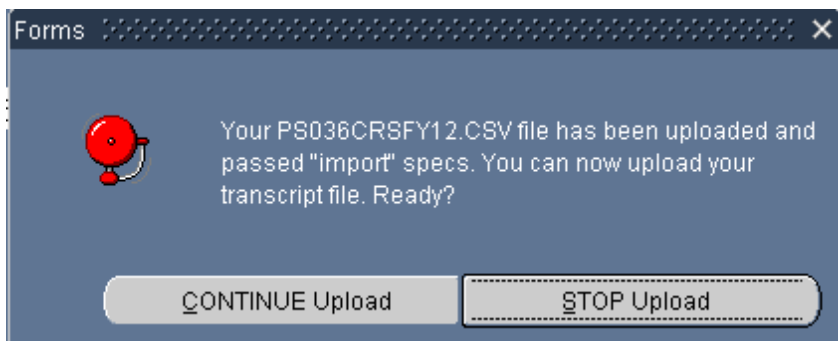
You will receive this message when your Course file has been successfully loaded and you can continue with the Transcript file.

You will follow the same steps as the school courses by, clicking on [...] to locate your Student Transcript file. Click open and click on Upload. If there are issues you will receive a message that issues were found and a printable error report will appear.

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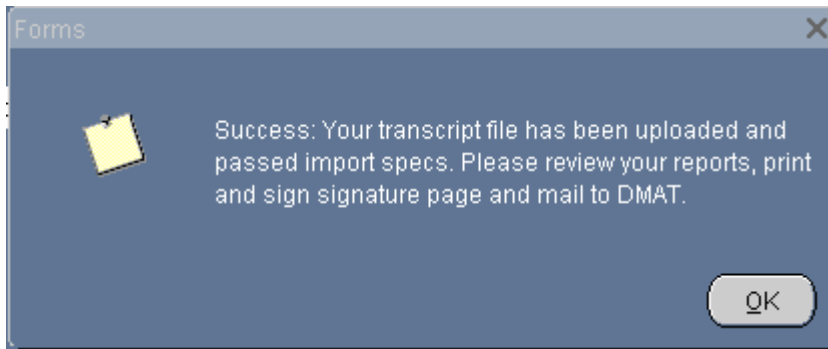
You will receive this message when your file has been successfully uploaded.

To verify your data is correct, please review your reports by going to the Main Menu, click on Reports. The S.E.C.T. reports are located at the bottom of the dropdown list. You can view the uploaded transcript data on the Student Screen.

Student
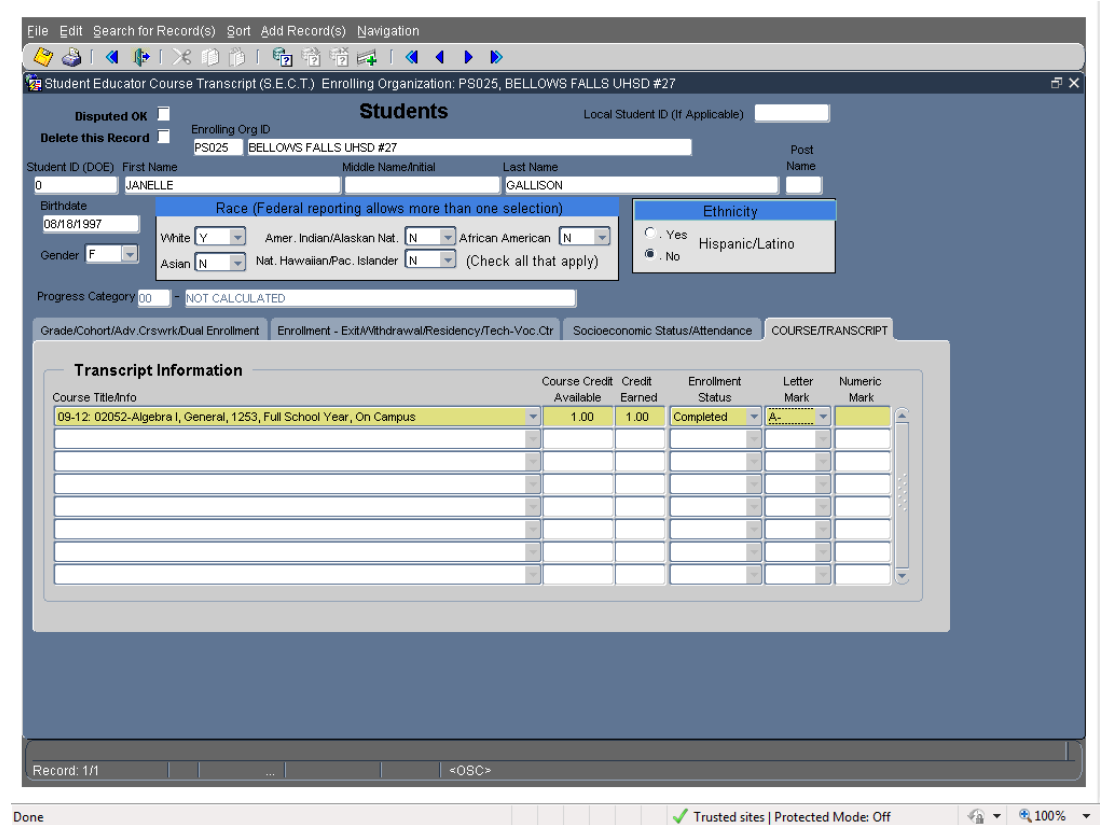
Select option from top toolbar.

Search – This button lets you enter a student ID number or student name to search for students.

Sort – This button lets you sort by last name, grade or student ID.

You will not be able add or edit any of the Student information, If you need to make any changes or add a student, please call the helpdesk at 479-1044.

To return to the main menu you must select File, then Return to Main Menu OR you can use the back arrow on the left side of the toolbar.

Submission

The S.E.C.T. is submitted when the course and transcript file have successfully been uploaded. Verify your data is correct by viewing the reports provided in the Reports Menu. Print and Sign and the SECT signature page located in the dropdown list in the Reports menu. Mail to the address listed on the report.

Miscellaneous

Click on Exit to close out of the application and the data will be saved before exiting. This ensures that the application has been properly shut down.