



# Industry Certification (Summer)



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# Industry Certification (Summer)

**State Reporting > Maintenance > Summer > Student > Industry Cert**

Update data for the *StudentExtension* complex types as needed. Only certifications earned on dates between September 1 and May 31 of the school year can be entered, and only for students in grade levels 9-12 (TEA edit 40100-0180).

[Cross reference for Industry Cert tab:](#)

|  |   |  |
|--|---|--|
| <b>Graduation Plan &gt; Maintenance &gt; Student &gt; Individual Maintenance &gt; PGP</b> (if student has a graduation plan) |   |  |
| <b>Certification</b>   | POST-SECONDARY-CERTIFICATION-LICENSURE-CODE (E1640)<br>(Code Table: C214) | <b>Industry Credentials or Certification</b> |
| <b>Registration &gt; Maintenance &gt; Student Enrollment &gt; Demo3</b> (if student does not have a graduation plan)         |   |  |
| <b>Certification</b>   | POST-SECONDARY-CERTIFICATION-LICENSURE-CODE (E1640)<br>(Code Table: C214) | <b>Industry Certification 1-15</b>           |




## Modify a record:

[Select a student](#)

To retrieve a student's records, select the student in one of the following ways:

|                            |   |
|----------------------------|---|
| <b>Stu ID</b>              | Begin typing the student ID. As you begin typing the student ID, a drop-down list displays students whose ID matches the numbers you have typed. The drop-down list displays the students' full name and grade level. From the drop-down list you can select the student.   |
| <b>Stu Name</b>            | Begin typing the student's name in one of the following formats: <ul style="list-style-type: none"> <li>Last name, comma, first name</li> <li>Last name initial, comma, first name initial</li> </ul> <p>As you begin typing the name, a drop-down list displays students whose names match the letters you have typed. The drop-down list also displays student IDs, and grade levels. From the drop-down list you can select the student.</p> |
| <b>Texas Unique Stu ID</b> | Begin typing the student's Texas Unique Student ID. As you begin typing the ID, a drop-down list displays students whose ID matches the numbers you have typed. The drop-down list also displays student's last name, first name, middle name, and grade level. From the drop-down list you can select the student.   |
| <b>Directory</b>           | Click <b>Directory</b> to select a student from the <a href="#">directory</a> .   |

Click **+Add**.

|   |   |
|---|---|
| <b>Certification</b>  | <p>POST-SECONDARY-CERTIFICATION-LICENSURE-CODE (E1640) (Code Table: C214)</p> <p>Select any nationally or internationally recognized business or industry certification or license earned by the student.</p> <p><b>NOTE:</b> More than one row with the same Certification may be added as long as the <b>Date Earned</b> dates are different.</p> |
| <b>Date Earned</b>  | Enter the date on which the student earned the certification.   |
| <b>Result</b>   | <p>POST-SECONDARY-CERTIFICATION-LICENSURE-RESULT (E1733) (Code Table: C232)</p> <p>Select the result of the state, nationally, or internationally recognized industry-based certification exam taken by a the student.</p>  |
| <b>Exam Fee</b>   | <p>IBC-EXAM-FEE-AMOUNT (E1654)</p> <p>Enter the amount of money that was paid for a student's industry-based certification examination by the local education agency (LEA) for which the local education agency is requesting reimbursement from TEA.</p>   |
| <b>Vendor Nbr</b>   | <p>IBC-VENDOR-CODE (E1655) (Code Table: C226)</p> <p>Click  to select the vendor number that identifies the organization or company that offered the service.</p>  |
|  | <p><a href="#">Delete a row.</a></p> <p>Click  to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved.</p> <p>Click <b>Save</b>.</p>  |

Click **Save**.

## Other functions and features:

**Add**

[Add a student.](#)

Click to add a student who does not already exist in ASCENDER State Reporting tables. Manual entry of a student is rare and generally only needed when a district is using ASCENDER State Reporting only. Most districts extract the data from ASCENDER. If you add or modify a student record in ASCENDER State Reporting, you should also update in ASCENDER (live).

|                     |  |
|---------------------|--|
| <b>State Stu ID</b> | <p>This field is required only if you are adding a new student in State Reporting. Otherwise, the ID is extracted from Registration and not editable.</p> <ul style="list-style-type: none"> <li>• The first character must start with S or 0-8.</li> <li>• The first three characters cannot be 000, 666, or 900-999.</li> <li>• The middle digits (4th and 5th digit) cannot be 00.</li> <li>• The last four digits cannot be 0000.</li> <li>• The number cannot be 123456789, 219099999, or 078051120.</li> </ul> |
|---------------------|--|

The following fields are required:

| <b>Fall</b>   | <b>Summer</b>   | <b>Extended</b>  |
|---|---|--|
| <ul style="list-style-type: none"> <li>• <b>State Stu ID</b></li> <li>• <b>First Name</b></li> <li>• <b>Last Name</b></li> <li>• <b>Sex</b></li> <li>• <b>Date of Birth</b></li> <li>• <b>Grade Level</b></li> <li>• At least one race must be selected.</li> <li>• <b>TX Unique Student ID</b></li> <li>• <b>Attribution Code</b></li> <li>• <b>Economic Disadvantage</b></li> <li>• <b>Homeless Status</b></li> <li>• <b>Asylee/Refugee</b></li> <li>• <b>As of Status</b></li> </ul> | <ul style="list-style-type: none"> <li>• <b>State Stu ID</b></li> <li>• <b>First Name</b></li> <li>• <b>Last Name</b></li> <li>• <b>Sex</b></li> <li>• <b>Date of Birth</b></li> <li>• <b>Grade</b></li> <li>• At least one race must be selected.</li> <li>• <b>TX Unique Student ID</b></li> <li>• <b>Attribution Code</b></li> <li>• <b>Economic Disadvantage</b></li> <li>• <b>Homeless Status</b></li> <li>• <b>Asylee/Refugee</b></li> <li>• <b>As of Status</b></li> <li>• <b>Campus</b></li> <li>• <b>Foundation Coursework</b></li> <li>• <b>Unaccompanied Youth Status</b> (if <b>Homeless Status</b> is not 0)</li> <li>• <b>Career and Technical Ed</b></li> <li>• <b>Foster Care</b></li> <li>• <b>Military Connected</b></li> </ul> | <ul style="list-style-type: none"> <li>• <b>State Stu ID</b></li> <li>• <b>First Name</b></li> <li>• <b>Last Name</b></li> <li>• <b>Sex</b></li> <li>• <b>Date of Birth</b></li> <li>• <b>Grade Level</b></li> <li>• At least one race must be selected.</li> <li>• <b>TX Unique Student ID</b></li> <li>• <b>Foster Care</b></li> </ul> |

Click **Save**.

|                      |   |
|----------------------|---|
| <b>Delete</b>        | <p><a href="#">Delete all of the student's records.</a></p> <p>Click <b>Delete</b> to delete all of the student's records. A confirmation message is displayed.</p> <p>Click <b>OK</b> to continue. Otherwise, click <b>Cancel</b>.</p>   |
| <b>Change ID</b>     | <p><a href="#">Change the student's ID.</a></p> <p>The <b>Change ID</b> button is disabled until a student is retrieved on the page.</p> <p>Retrieve a student, and click <b>Change ID</b>. The <b>Change Student ID</b> section is displayed at the top of the page.</p> <p>In the <b>New Student ID</b> field, type a valid social security number that you would like to change the existing ID to, and then click <b>Submit</b>.</p> <p>The <b>Change Student ID</b> dialog box is displayed prompting you to review the change ID request information and accept the information if it is correct.</p> <p>Click <b>OK</b> to continue. Otherwise, click <b>Cancel</b>.</p> |
| <b>Prev and Next</b> | <p><a href="#">Scroll through students.</a></p> <p>Once a student is retrieved, click <b>Prev</b> or <b>Next</b> to scroll to the previous or next student alphabetically.</p>  |



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