

Course Completion (Extended)

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Update data for the *TeacherSectionAssociationExtension* complex type as needed.

The *TeacherSectionAssociationExtension* complex represents a person employed by the LEA or other educational unit engaged in student instruction. These are instructional-type staff members.

Modify a record:

Select a student

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

Stu ID	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.
Stu Name	Begin typing the student's name in one of the following formats: • Last name, comma, first name • Last name initial, comma, first name initial 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.
Texas Unique Stu ID	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.
Directory	Click **Directory** to select a student from the directory.

Click **Retrieve** to retrieve the selected student.

Click **+Add** to add a blank row.

Field	Description
Campus ID	CAMPUS-ID-OF-ENROLLMENT (E0782) Type or select the three-digit campus ID.

Field	Description
Class ID	CLASS-ID-NUMBER (E1056) Type the 14-digit number identifying the class. The class ID can be any 14-character district-defined identifier comprised of letters and numbers that uniquely identifies a class at the employee and campus level. Spaces are not allowed. The ID is unique for each employee at the campus. The first 7-11 digits are required. The length depends on the length of the course number. The ID is automatically zero-filled when you save. When extracting from the master schedule, the class ID is set to the course number (4-8 digits) + 2-digit section number + 1-digit semester number + padding with zeros.
Service ID	SERVICE-ID (E0724) Code table: C022 Select the code indicating the services supplied by the employee. Service IDs that begin with SA, SE, SR, SS, 01, 8, or 9 are not reported. Service IDs for PK and KG that begin with 02 cannot be reported. Verify that all service IDs to be reported exist in code table 022 (C022) in the TEDS.
Sequence	COURSE-SEQUENCE-CODE (E0948) Code table: C135 This is the order in which the course was scheduled. This should only be used if the course, or part of the course, is taught out of sequence. Leave blank if the course is not taught out of sequence. Rule 43415-0036: If a student passed a course where **Dual Credit** is selected and **Course Sequence** is 0, 2, 5, or 9, then **College Credit Hrs** must be greater than 0.
Pass/Fail	PASS/FAIL-CREDIT-INDICATOR-CODE (E0949) Code table: C136 Select the student's outcome for the course. You must enter a pass/fail indicator for each service ID reported. Rule 43415-0036: If a student passed a course where **Dual Credit** is selected and **Course Sequence** is 0, 2, 5, or 9, then **College Credit Hrs** must be greater than 0.
Dual Credit	DUAL-CREDIT-INDICATOR-CODE (E1011) Code table: C088 Select if the student is eligible to receive both high school and college credit for the course. You can select **Dual Credit** or **ATC**, but not both. Rule 43415-0036: If a student passed a course where **Dual Credit** is selected and **Course Sequence** is 0, 2, 5, or 9, then **College Credit Hrs** must be greater than 0.
College Credit Hrs	Type the one-digit number of college credit hours earned for this course.

Field	Description
ATC	ATC-INDICATOR-CODE ATC (E1058) Code table: C088 For Submission 4, the field must be 0 (i.e., not selected). Select if this is a high school course for which college credit may be awarded by a post-secondary institution under the conditions of a local articulation agreement or the statewide Advanced Technical Credit (ATC) program agreement. You can select **Dual Credit** or **ATC**, but not both.
Course Completion	Select if the student completed the course.
Begin Date	Type the beginning date for the student's current year class assignment. Use the MMDDYYYY format.
End Date	Type the ending date for the student's current year class assignment. Use the MMDDYYYY format.

Click **Save**.

Other functions and features:

Add	Add a student.
+Add	Add a course completion record for the student.
	Delete a row. Click  to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved. Click **Save**.
Delete	Delete all of the student's records. Click **Delete** to delete all of the student's records. A confirmation message is displayed. Click **OK** to continue. Otherwise, click **Cancel**.
Change ID	Change the student's ID. The **Change ID** button is disabled until a student is retrieved on the page. Retrieve a student, and click **Change ID**. The **Change Student ID** section is displayed at the top of the page. In the **New Student ID** field, type a valid social security number that you would like to change the existing ID to, and then click **Submit**. The **Change Student ID** dialog box is displayed prompting you to review the change ID request information and accept the information if it is correct. Click **OK** to continue. Otherwise, click **Cancel**.
Prev and Next	Scroll through students. Once a student is retrieved, click **Prev** or **Next** to scroll to the previous or next student alphabetically.


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