


# Course Completion (Extended)

# Table of Contents

**Course Completion (Extended)** ..... 1

# Course Completion (Extended)

***State Reporting > Maintenance > Extended > Course Completion***

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:

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| **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:<br>• Last name, comma, first name<br>• Last name initial, comma, first name initial<br><br>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.

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| **Campus ID** | CAMPUS-ID-OF-ENROLLMENT (E0782)<br><br>Type or select the three-digit campus ID.<br>For submission 4, this is the campus that scheduled and/or awarded the high school credit for the dual-credit course attempted by the student in the summer between school years. |

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| **Class ID** | CLASS-ID-NUMBER (E1056)<br><br>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.<br><br>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.<br><br>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)<br>Code table: C022<br><br>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. |
| **Course Sequence** | COURSE-SEQUENCE-CODE (E0948)<br>Code table: C135<br><br>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.<br><br>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)<br>Code table: C136<br><br>Select the student's outcome for the course. You must enter a pass/fail indicator for each service ID reported.<br><br>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)<br>Code table: C088<br><br>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.<br><br>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** | COLLEGE-CREDIT-HOURS (E1081)<br><br>This is the number of college hours the student earned for the completion of the dual-credit course. If a student takes a dual-credit course and does not complete the course, type 0. |
| **ATC** | ATC-INDICATOR-CODE ATC (E1058)<br>PEIMS code table: C088<br><br>For Submission 4, the field must be 0 (i.e., not selected). |

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| **Course Completion** | COURSE-COMPLETION-INDICATOR (E1068)<br><br>This indicates if the student finished the full sequence of instruction for the course, but does not necessarily indicate that the student met all requirements to receive credit or a grade for the course.<br><br>The PASS/FAIL-CREDIT-INDICATOR-CODE field is used for COURSE-COMPLETION-INDICATOR.<br><br>All students must have a Pass/Fail indicator to create the course completion record. |
| **Begin Date** | STUDENT-BEGIN-DATE (E1069)<br><br>Type the beginning date for the student's current year class assignment. Use the MMDDYYYY format. This is the date the dual-credit course began. If a student is assigned to a class, withdraws from that class, and then returns to that class at a later date, there must be a record for each begin date. |
| **End Date** | STUDENT-END-DATE (E1070)<br><br>Type the ending date for the student's current year class assignment. Use the MMDDYYYY format. This is the date the dual-credit course ended. If a student withdraws from a class, returns to that class, and then withdraws from class at a later date, there must be a course completion record for each of these STUDENT-END-DATEs. Whether or not a student completes a particular course section, report the STUDENT-END-DATE as the last day the student was assigned to the class. The STUDENT-END-DATE should never be greater than a student’s withdrawal date from the campus. |

❑ Click **Save**.

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**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).

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| **State Stu ID** | 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.<br>• The first character must start with S or 0-8.<br>• The first three characters cannot be 000, 666, or 900-999.<br>• The middle digits (4th and 5th digit) cannot be 00.<br>• The last four digits cannot be 0000.<br>• The number cannot be 123456789, 219099999, or 078051120. |

The following fields are required:

| Fall | Summer | Extended |
|---|---|---|
| • **State Stu ID**<br>• **First Name**<br>• **Last Name**<br>• **Sex**<br>• **Date of Birth**<br>• **Grade Level**<br>• At least one race must be selected.<br>• **TX Unique Student ID**<br>• **Attribution Code**<br>• **Economic Disadvantage**<br>• **Homeless Status**<br>• **Asylee/Refugee**<br>• **As of Status** | • **State Stu ID**<br>• **First Name**<br>• **Last Name**<br>• **Sex**<br>• **Date of Birth**<br>• **Grade**<br>• At least one race must be selected.<br>• **TX Unique Student ID**<br>• **Attribution Code**<br>• **Economic Disadvantage**<br>• **Homeless Status**<br>• **Asylee/Refugee**<br>• **As of Status**<br>• **Campus**<br>• **Foundation Coursework**<br>• **Unaccompanied Youth Status** (if **Homeless Status** is not 0)<br>• **Career and Technical Ed**<br>• **Foster Care**<br>• **Military Connected** | • **State Stu ID**<br>• **First Name**<br>• **Last Name**<br>• **Sex**<br>• **Date of Birth**<br>• **Grade Level**<br>• At least one race must be selected.<br>• **TX Unique Student ID**<br>• **Foster Care** |

Click **Save**.

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| **+Add** | Add a course completion record for the student. |
|  | Delete a row.<br>Click  to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved.<br><br>Click **Save**. |
| **Delete** | Delete all of the student's records.<br>Click **Delete** to delete all of the student's records. A confirmation message is displayed.<br><br>Click **OK** to continue. Otherwise, click **Cancel**. |
| **Change ID** | Change the student's ID.<br>The **Change ID** button is disabled until a student is retrieved on the page.<br><br>Retrieve a student, and click **Change ID**. The **Change Student ID** section is displayed at the top of the page.<br><br>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**.<br><br>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.<br><br>Click **OK** to continue. Otherwise, click **Cancel**. |
| **Prev and Next** | Scroll through students.<br>Once a student is retrieved, click **Prev** or **Next** to scroll to the previous or next student alphabetically. |


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# Back Cover