



ASCENDER GUIDES



industrycert

Table of Contents

Industry Certification (Fall) 1

Industry Certification (Fall)

State Reporting > Maintenance > Fall > Student > Industry Cert

Update data for the *StudentExtension* complex types as needed.

The *SchoolLeaverExtension* complex represents student leavers in grade levels 7-12 during the prior school year.

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

Graduation Plan > Maintenance > Student > Individual Maintenance > PGP (if student has a graduation plan)		
Certification	POST-SECONDARY-CERTIFICATION-LICENSURE-CODE (E1640) (Code table: C214)	Industry Credentials or Certification
Registration > Maintenance > Student Enrollment > Demo3 (if student does not have a graduation plan)		
Certification	POST-SECONDARY-CERTIFICATION-LICENSURE-CODE (E1640) (Code table: C214)	Industry Certification 1-15



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: <ul style="list-style-type: none"> Last name, comma, first name Last name initial, comma, first name initial <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>
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 **+Add**.

Certification	POST-SECONDARY-CERTIFICATION-LICENSURE-CODE (E1640) (Code Table: C214) Select any nationally or internationally recognized business or industry certification or license earned by the student. NOTE: More than one row with the same Certification may be added as long as the Date Earned dates are different.
Date Completed	Enter the date on which the student earned the certification.
Result	Enter the date on which the student earned the certification.
Exam Fee	Enter the date on which the student earned the certification.
Vendor Nbr	Enter the date on which the student earned the certification.
	<p>Delete a row.</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 Save.</p>

Click **Save**.

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).

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

The following fields are required:

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

Click **Save**.

Delete	<p>Delete all of the student's records.</p> <p>Click Delete to delete all of the student's records. A confirmation message is displayed.</p> <p>Click OK to continue. Otherwise, click Cancel.</p>
Change ID	<p>Change the student's ID.</p> <p>The Change ID button is disabled until a student is retrieved on the page.</p> <p>Retrieve a student, and click Change ID. The Change Student ID section is displayed at the top of the page.</p> <p>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.</p> <p>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.</p> <p>Click OK to continue. Otherwise, click Cancel.</p>
Prev and Next	<p>Scroll through students.</p> <p>Once a student is retrieved, click Prev or Next to scroll to the previous or next student alphabetically.</p>



Back Cover