



Industry Certification (Summer)

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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:](#)

| | | |
|--|---|--|
| 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. |
|  | 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 . |

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 | 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. <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> |



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