

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: • 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 **+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. • 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
• **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**	• **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**	• **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	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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