

2016-2017 Teacher-Student Data Link Interchange – Course Enrollment




Purpose: The Course Enrollment file for the Teacher-Student Data Link (TSDL) interchange captures data that link students to courses and instructors (if available) for the reported school year. All districts are required to submit data for the course enrollment file for all current and past students, including students enrolled in a charter, online, post-secondary, or home school program, for the report school year. CDE relies on data from the course enrollment file to populate and create the Student Course Participation and Achievement Report (as required by C.R.S 22-11-503.5). Other CDE reports, such as educator effectiveness, and federal programs, such as the Office of Civil Rights, rely on accurate data from the course enrollment file.

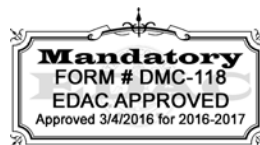
Dependencies: Each student has been assigned a Student Identifier (SASID) and updated through the Record Integration Tracking System (RITS). Each SASID is also reported in the Student Interchange for the reporting LEA. The Local Course Code has been mapped to a State Standard Course Code (SSCC) through the SSCC interchange.

Record Expectation: In the Teacher-Student Data link Interchange file, the LEA should submit one record for each unique course, section, and student enrolled for the reporting LEA in the selected school year.

Use Summary: (Fields from this file are used in the following CDE Collections which require LEA/AU effort): [TSDL Snapshot](#)

 - Indicates Primary Key

Name of Field	Field Length	Text Start Position	Text End Position	CSV Order	Excel Column	Examples	Remarks
Course Enrollment File							
Note: ZERO-FILL ALL NON-APPLICABLE FIELDS							
*Indicates Required							
** Indicates Required for MIGRANT Students							
District Code* 	4	1	4	1	A2	0001	
School Code* 	4	5	8	2	B2	2200	
Local Course Code* 	100	9	108	3	C2	1234	



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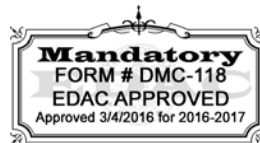
Section Number*	25	109	133	4	D2	1	
SASID*	10	134	143	5	E2	123456789	
Student's Last Name*	30	144	173	6	F2	Smith	
Student's First Name*	30	174	203	7	G2	John	
Student's Gender*	2	204	205	8	H2	01	
Student's Date of Birth*	8	206	213	9	I2	01012000	
Roster Start Date	8	214	221	10	J2	09152012	
Roster End Date	8	222	229	11	K2	12152012	
Course Completion Status*	1	230	230	12	L2	2	
Verified	2	231	232	13	M2	02	
Student's Grade Level*	3	233	235	14	N2	060	The grade level of the student at the time of the course
Term*	3	236	238	15	O2	Q1	
Credits Granted**	3	239	241	16	P2	1.0	Required for migrant students
Final Grade**	1	242	242	17	Q2	1	Required for migrant students

Course Enrollment Data Elements and Definitions

School District/BOCES Code - A unique code assigned to a district by CDE. Refer to School District/BOCES Code table at http://www.cde.state.co.us/DataPipeline/org_dist-BOCES.asp

School Code – A unique code assigned by CDE to a school building. Refer to School Building Code Table at http://www.cde.state.co.us/DataPipeline/org_school.asp.

Local Course Code – The identifier designated by the local district for the course.



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Section Number – The identifier designated by the local district for the section for the course.

SASID – A **unique** ten-digit numeric field containing the ten digit value assigned by CDE to the student whose record is being submitted for processing.

Student's Last Name – The thirty character field contains the student's last name. This thirty digit field is REQUIRED and if left blank will result in an error.

Student's First Name – The thirty character field contains the student's first name. This thirty digit field is REQUIRED and if left blank will result in an error.

Student's Gender - A two digit numeric field containing the value of the student's gender.

01	Female
02	Male

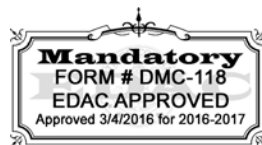
Student's Date of Birth - The month, day, and year on which an individual was born

Roster Start Date – The month, day and year on which the student began enrollment in the course.

Roster End Date – The month, day and year on which the student stopped enrollment in the course.

Course Completion Status– An indicator of whether the student completed the course (pass or fail), withdrew or ended the term with an incomplete status.
For assistance: If an elementary student (K-6th grade) is being promoted to the next grade level for the next school year; then this field can be reported with code 2 (completed-pass) for all records pertaining to that particular student at the end of the school year.

0	Currently Enrolled
1	Completed - Fail
2	Completed - Pass
3	Incomplete/Partial



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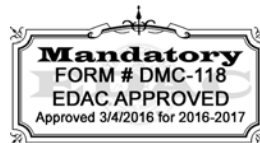
4	Withdrew
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Verified – Indicates the educator reviewed and verified the students were enrolled in the course for the duration reported. **This field is no longer required and will be removed in the 2017-18 course enrollment file. This field may be reported with a valid code or left blank in the 2016-17 file.**

00	N/A
01	Not Verified
02	Verified

Student's Grade Level – The grade level of the student for the reported course.

002	Infant	050	Grade 5
004	Pre-Kindergarten (Preschool)	060	Grade 6
006	Half Day Kindergarten (450+ hours)	070	Grade 7
007	Full Day Kindergarten (900+ hours)	080	Grade 8
010	Grade 1	090	Grade 9
020	Grade 2	100	Grade 10



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030	Grade 3
040	Grade 4

110	Grade 11
120	Grade 12

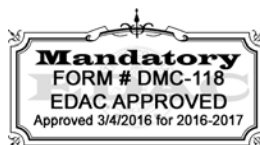
Term- The time frame when instruction occurred. Required for all records.

H1	1 st Hexamester
H2	2 nd Hexamester
H3	3 rd Hexamester
H4	4 th Hexamester
H5	5 th Hexamester
H6	6 th Hexamester
IS1	Intersession
LS1	Long Session
Q1	1 st Quarter

Q2	2 nd Quarter
Q3	3 rd Quarter
Q4	4 th Quarter
QM1	1 st Quinmester
QM2	2 nd Quinmester
QM3	3 rd Quinmester
QM4	4 th Quinmester
QM5	5 th Quinmester
S1	1 st Semester

S2	2 nd Semester
SS1	Summer School Session 1
SS2	Summer School Session 2
SS3	Summer School Session 3
T1	1 st Trimester
T2	2 nd Trimester
T3	3 rd Trimester
YR	Full Year

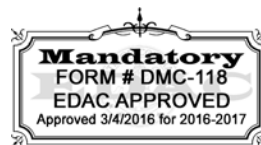
Credits Granted – The credits granted to the student in Carnegie units for completing a given course or section of a course (e.g., 1.0, .50, .25, .20). Required for Migrant students only; this field may be left blank for all other students.



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Final Grade – For courses that have had credit granted (course completion status reported as 'Completed – Pass', 'Incomplete/Partial', or 'Withdrew' codes 2, 3 or 4); a final indicator of student performance in a class at the time of withdrawal as submitted by the instructor. Required for Migrant students only; this field may be left blank for all other students.

0	N/A
1	No Credit/No Grade/No mark
2	Pass
3	Satisfactory
4	Unsatisfactory



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Document Changes

Date	Description of change	Reason for change	Elements affected
2-24-2016	Added fields: 'Term', 'Credits Granted' and 'Final Grade'	Added fields for Migrant student reporting requirements	New fields in file layout
2-26-2016	Removed code for N/A in the Verified Status field	Verified Status is required for reporting	Verified field
7-26-2016	Clarified Verified Status field. Noted this is no longer required to be reported	Verified status is no longer required to be reported	Verified Field
10-3-2016	Update file layout Text Start Position, Text End Position, CSV order and Excel Columns to be correct	Incorrect information was provided previously	

