

# 2017-2018 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](#)

Name of Field	Field Length	Text Start Position	Text End Position	CSV Order	Excel Column	Examples	Remarks
<b>Course Enrollment File</b>							
<b>*Indicates Required</b>							
<b>** Indicates Required for MIGRANT Students</b>							
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	
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	



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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	REQUIRED if district wants CDE to prepopulate CRDC data
Roster End Date	8	222	229	11	K2	12152012	REQUIRED if district wants CDE to prepopulate CRDC reporting data
Course Completion Status*	1	230	230	12	L2	2	-
Verified	2	231	232	13	M2	02	-
Student's Grade Level*	3	230	232	12	L2	060	The grade level of the student at the time of course
Term*	3	233	235	13	M2	Q1	
Credits Granted**	3	236	238	14	N2	1.0	Required for migrant students
Final Grade/Course Completion Status*	1	239	239	15	O2	1	Required for ALL 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](http://www.cde.state.co.us/DataPipeline/org_dist-BOCES.asp)

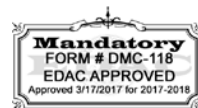
**School Code** – A unique code assigned by CDE to a school building. Refer to School Building Code Table at

[http://www.cde.state.co.us/DataPipeline/org\\_school.asp](http://www.cde.state.co.us/DataPipeline/org_school.asp).

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

**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.



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**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

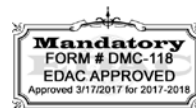
**Roster Start Date** – The month, day and year on which the student began enrollment in the course.

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

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

002	Infant
004	Pre-Kindergarten (Preschool)
006	Half Day Kindergarten (450+ hours)
007	Full Day Kindergarten (900+ hours)
010	Grade 1
020	Grade 2
030	Grade 3
040	Grade 4

050	Grade 5
060	Grade 6
070	Grade 7
080	Grade 8
090	Grade 9
100	Grade 10
110	Grade 11
120	Grade 12



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

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

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

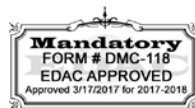
S2	2 <sup>nd</sup> Semester
SS1	Summer School Session 1
SS2	Summer School Session 2
SS3	Summer School Session 3
T1	1 <sup>st</sup> Trimester
T2	2 <sup>nd</sup> Trimester
T3	3 <sup>rd</sup> Trimester
YR	Full Year

**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.

**Final Grade / Course Completion Status** – The final indicator of the student’s performance and course completion status at the time of data submission.

Districts may find “Completed – Pass” and “Completed – Satisfactory” to be similar; for clarification, districts may opt to use “Completed – Pass” for secondary level courses and “Completed – Satisfactory” for elementary courses.

0	N/A
0	N/A
1	Completed - No Credit/No Grade/No Mark
2	Completed - Pass
3	Completed - Satisfactory
4	Completed - Unsatisfactory
5	Completed - Fail



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<b>6</b>	<b>Incomplete – No Credit/No Grade/No Mark</b>
<b>7</b>	<b>Withdrew – No Credit/No Grade/No Mark</b>

## Document Changes

Date	Description of change	Reason for change	Elements affected
3-7-2017	Removed 'Verified' Field	Field is not required	'Verified Status'
3-7-2017	Removed 'Course Completion Status'	Field is merged with Final Grade field	'Course Completion Status and Final Grade'
3-7-2017	Updated Final Grade to include Course Completion Status	Remove duplicity and clarified field	Final Grade/Course Completion Status

