

# 2018-2019 Teacher-Student Data Link Interchange – Course Enrollment

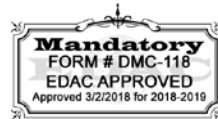
**Purpose:** The Course Enrollment file for the Teacher-Student Data Link (TSDL) interchange captures data that link students to courses and instructors (if available) for the reported school year. All districts are required to submit data for the course enrollment file for all current and past students, 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>              |              |                     |                   |           |              |           |         |
| *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      |         |
| 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     |         |



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|                                       |    |     |     |    |    |          |  |
|---------------------------------------|----|-----|-----|----|----|----------|--|
| 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 | 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      |
| 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 8 <sup>th</sup> – 12 <sup>th</sup> grade migrant students |
| Final Grade/Course Completion Status* | 1  | 239 | 239 | 15 | O2 | 1        | Required for ALL students  |

## Course Enrollment Data Elements and Definitions

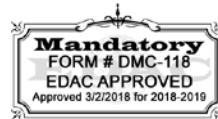
**School District/BOCES Code** - A unique code assigned to a district by CDE. Refer to School District/BOCES Code table at [http://www.cde.state.co.us/DataPipeline/org\\_dist-BOCES.asp](http://www.cde.state.co.us/DataPipeline/org_dist-BOCES.asp)

**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

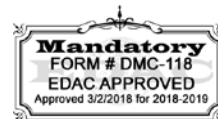
**Roster Start Date** – The month, day and year on which the student began enrollment in the course.

**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 |



# 2018-2019 Teacher-Student Data Link Interchange – Course Enrollment

**Term-** The time frame when instruction occurred.

|     |                            |
|-----|----------------------------|
| 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                  |
| B1 | 1 <sup>st</sup> of 9 Terms |
| B2 | 2 <sup>nd</sup> of 9 Terms |
| B3 | 3 <sup>rd</sup> of 9 Terms |
| B4 | 4 <sup>th</sup> of 9 Terms |
| B5 | 5 <sup>th</sup> of 9 Terms |
| B6 | 6 <sup>th</sup> of 9 Terms |
| B7 | 7 <sup>th</sup> of 9 Terms |
| B8 | 8 <sup>th</sup> of 9 Terms |
| B9 | 9 <sup>th</sup> of 9 Terms |

**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 8<sup>th</sup> – 12<sup>th</sup> grade 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.

|   |  |
|---|--|
| 1 | Completed - No Credit/No Grade/No Mark |
| 2 | Completed - Pass                       |
| 3 | Completed - Satisfactory               |
| 4 | Completed - Unsatisfactory             |

|   |   |
|---|---|
| 5 | Completed - Fail                        |
| 6 | Incomplete – No Credit/No Grade/No Mark |
| 7 | Withdrew – No Credit/No Grade/No Mark   |



# 2018-2019 Teacher-Student Data Link Interchange – Course Enrollment

## Document Changes

| Date | Description of change | Reason for change | Elements affected |
|------|-----------------------|-------------------|-------------------|
|      |                       |                   |                   |
|      |                       |                   |                   |
|      |                       |                   |                   |
|      |                       |                   |                   |

