

STARS Student Grades Template Frequently Asked Questions

1. How many characters should the course code contain? What kind of information will the course coding system provide?

The course code is 8 numeric characters (alphanumeric). The first 4 characters of the course code, termed as the Course Classification Field, provide information on the subject areas (1st 2 characters) as well as the specific course within the subject area. The 5th character, no longer denotes the common field and has moved to the subject fields. Therefore the final four characters, termed Subject Fields, will provide information regarding experiences available in the course, the type of credit received, the main emphasis of the Course or additional detail regarding the Course content. The subject fields will change according to the specific subject area. The subject area fields may be any value between 0000 and 9999 and will not be used by PED for any particular purpose.

2. There are different fields available to collect course grades. These are: Numeric (Field #10), Alpha Grade (Field #11), Pass/Fail (Field #12), and Conduct (Field #28). What fields do I use?

Please populate the specific grade field that corresponds with the final course grade that is given. For example, if the course provides a numeric grade of 85, please populate this in the Numeric field (Field #10). You must populate at least one of these fields with the appropriate grade that corresponds to the type of final course grade that is given.

3. Students will sometimes be enrolled in one course that spans over multiple reporting periods, such as enrolled in the same course on both the 40th and 80th day. How will a grade be reported for this course?

This would require a grade for the last time a student was enrolled in a given reporting period. For example, if a student was enrolled in a course on the 40th day (Semester 1 = 40D) and is still enrolled on the 80th day (Semester 2 = 80D) but is not enrolled on the 120th day (Semester 3 = 120D), then in this scenario the grade will be submitted for the student with the corresponding course code with a Semester of 2 (80D), since that was the last time this student was reported in that class.

4. How do I enter student grades if the student was enrolled in a course at 40 Day but a final grade wasn't available until 80 Day?

In this situation, the student was no longer enrolled in this class at 80th day; therefore, the grade must refer back to their LAST course enrollment record, which was 40th day.

The *Semester* field in the *Student Grades* template must match the *Semester* field values for *Course*, *Course Instructor*, & *Student Course Enrollment* that relate to that grade. Therefore, the *Semester* fields in the templates at 40 Day and 80 Day would be populated as follows:

- 40 Day Templates
Course: Semester = 1; Marking Period=501
Course Instructor: Semester = 1; Course Instructor Snapshot Date=YYYY-10-01
Student Course Enrollment: Semester = 1; Effective Date=YYYY-10-1; Enrollment Period Num=501; Course Instructor Snapshot Date=YYYY-10-01
- 80 Day Submission Window (refers back to 40th day)
Student Grades: Semester = 1 (40D); Marking Period Num=501 (40D); Course Instructor Snapshot Date=YYYY-10-01 (40D)

Note that this situation could also apply in the case where a student withdraws from a course but still receives a letter grade at a later reporting period.

5. How do I report a Student's Grade for a class so it ties back to the teacher and the student's enrollment record?

Goal of PED: To be able to link the student's classroom grade to 1) the teacher of the class and 2) their classroom enrollment record.

Student Grades Template and its association with other templates

- *Student Grades* is associated with these 3 templates:
 - *Course*
 - *Course Instructor*
 - *Student Course Enrollment*

- The following field values must match between the *Student Grades* template and the *Student Course Enrollment* template:
 - School Year
 - District Code
 - Location Code
 - Marking Period
 - Marking Period from *Student Grades* must match the Enrollment Period Number field in *Student Course Enrollment*
 - i.e.) If Marking Period in *Student Grades* is 501 (40D), then the Enrollment Period Number in *Student Course Enrollment* must also be 501 (40D). Having 501 in one template and 502 in the other template means that the linkage between the grade and the Course Enrollment record is lost.
 - In the *Student Course Enrollment* template, if the Enrollment Period Number = 501 (40D), then the OTHER two fields in this same record defining the Reporting Period must also refer to 40th Day. This means the Effective Date must be 10-1 (40D) AND Semester must be 1 (40D).
 - Semester
 - *Student Grades* Semester must match the Semester found in *Student Course Enrollment* AND the Semester found in *Course Instructor* AND the Semester found in the *Course* template
 - Course Instructor Snapshot Date
 - Must refer to the same reporting period as Marking Period and Semester
 - Must match the Snapshot Date in the *Course Instructor* template. For example, if the Snapshot Date is YYYY-12-15 then the Marking Period must be 502 (80D) and the Semester must be 2 (80D) and the Effective Date in *Student Course Enrollment* must be YYYY-12-15.
 - Course Code Long
 - Section Code Long
 - Student ID

- The following field values must match between the *Student Grades* template and the *Course Instructor* template

- School Year
- District Code
- Location Code
- Semester
 - *Student Grades* Semester must match the Semester found in *Student Course Enrollment* AND the Semester found in *Course Instructor* AND the Semester found in the *Course* template
- Course Instructor Snapshot Date
 - Must refer to the same reporting period as Semester
 - Must match the Snapshot Date in the *Student Course Enrollment* template. For example, if the Snapshot Date is YYYY-12-15 then the Semester must be 2 (80D) and the Effective Date in Student Course Enrollment must be YYYY-12-15.
- Course Code Long
- Section Code Long

Note: Because the *Course Instructor* template ONLY contains one field for determining the Reporting Period called Semester, the Semester must match the following templates that carry a Semester Field: *Course*, *Course Instructor*, *Student Course Enrollment* and *Student Grades*.

PED needs to be able to link the student's grade to the teacher of the classroom, which is done via the Semester & Course Instructor Snapshot Date fields (along with other key fields listed above).

- The following field values must match between the *Course Instructor* template and the *Student Course Enrollment* template
 - School Year
 - District Code
 - Location Code
 - Semester
 - *Course Instructor* Semester must match the Semester found in *Student Course Enrollment* AND the Semester found in *Course* AND the Semester found in the *Student Grades* (if applicable) template
 - Course Instructor Snapshot Date
 - Must refer to the same reporting period as Semester
 - Must match Snapshot Date in *Student Grades* (if applicable) template. For example, if the Snapshot Date is YYYY-12-15 then the Semester must be 2 (80D).
 - Course Code Long
 - Section Code Long
- The follow field values must match between the *Course* template and the *Course Instructor*, *Student Course Enrollment* and *Student Grades* templates
 - School Year
 - District Code
 - Location Code
 - Semester
 - *Course* Semester must match the Semester field found in *Student Course Enrollment* AND the Semester found in *Course Instructor* AND the Semester found in the *Student Grades*(if applicable) template

- o Course Code Long

Note: Section Code Long is not included in the *Course* template

Business Rules regarding data submission in eDM:

- Because the COURSE related information happens at different periods of time, such as the enrollment in the class occurs before the grade is assigned, the submission of the *Student Grades* template will work differently in STARS eDM due to our snapshot date methodology of reporting. All course related template records (COURSE, COURSE INSTRUCTOR, STUDENT COURSE ENROLLMENT and STUDENT GRADES) referring to the same classroom must be linked in the STARS data warehouse so they APPEAR to have occurred at the same snapshot date. When the grade is assigned, it must be linked to the student's LATEST enrollment record in STARS, so it appears to have occurred at the same time. The fields Course Instructor Snapshot Date, Semester, Effective Date and Marking Period Number (sometimes referred to as Enrollment Period Number) are used for this purpose and ALL represent a Snapshot Date. It's important to note that Semester in STARS does not equate to the District's or Charter's semester but to a Snapshot Date. Typically when grades are assigned, the student will be enrolled in their next class, which means you may be submitting a student's 120th day Course Enrollment record and at the same time you'll also be submitting their 80th day Student Grades record (for a different class which has already ended). Even though the Student Grades template contains a Snapshot Date field (called Course Instructor Snapshot Date), this template will be allowed to be submitted anytime throughout the year, regardless of the data submission window that is open. As long as its corresponding Course Instructor Snapshot record is found, it will load. It's conceivable that a student may have had one teacher when their initial Course Enrollment record was loaded in STARS but a different teacher when the grade was assigned. If the teacher changed between reporting periods and the class has ended, then STARS will contain the FIRST teacher (initial enrollment teacher) and not the LAST teacher (who assigned the grade). This is because The PED will not allow the *Course*, *Course Instructor* and *Student Course Enrollment* records for PRIOR reporting periods to be changed once the data has been finalized. Because the *Student Grades* data will be a moving target, it will not be finalized by The PED until the end of the year (when all grades are in). When *Student Grades* are referring to prior loaded snapshot date records, mixing 40th, 80th, 120th and EOY reporting period values within the SAME record must be avoided; however, your template may contain a mixture of records pertaining to multiple reporting periods.

Example:

- Student Grades may contain these 2 records submitted during the EOY submission window

Marking Period	Semester	Course Instructor Snapshot Date
503	3	YYYY-03-01
901	4	YYYY-06-01

- NEVER have inconsistent reporting period data in the SAME record as illustrated below, or the STARS data warehouse won't be able to link the grade to the student in the classroom to the teacher in the classroom.

Marking Period	Semester	Course Instructor Snapshot Date
503	4	YYYY-03-01

901	3	YYYY-06-01
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- Resubmission of *Course*, *Course Instructor* and *Student Course Enrollment* data for PRIOR reporting periods that have been closed and finalized should be AVOIDED as this may affect Licensure Discrepancy and Highly Qualified Teacher (HQT) results. If it's necessary to correct this data for prior reporting periods because of NO HQT results, or if you were instructed by PED to make corrections, then you'll request a REOPEN of the closed reporting period for these Course Related Templates only, so it will not affect other funding data that has already been finalized.
- If a *Student Grade* record for a student that has no prior *Student Course Enrollment* record needs to be submitted, then rebuild all these corresponding records at EOY. This means at EOY, [with an EOY snapshot date (Effective Date& Course Instructor Snapshot Date), Semester and Marking Period], please send their corresponding *Course*, *Course Instructor*, *Student Course Enrollment* and *Student Grades* template data. Sending this data at EOY will have no impact on Class Overloads since this data was already reviewed at 40th, 80th and 120th day. Please do not resubmit at EOY the MISSING *Student Course Enrollment* record referring back to a PRIOR reporting period because it may affect Class Overloads and change this data that has already been finalized.

Example:

How to report at EOY two Student Grade records (for a single student) for a class that ended between the 120th day and EOY (Art Appreciation) and another class that ended at EOY (Art History)?

Submitted during 120th day Data Submission Window:

COURSE

Semester	Course Code Long	Course Desc
3 (120D)	11514000	Art Appreciation

COURSE INSTRUCTOR

Semester	Snapshot Date	Course Code Long	Section Code Long	Course Desc (field here for clarity only since it's not submitted in this template)	Teacher
3 (120D)	YYYY-03-01 (120D)	11514000	Period 1	Art Appreciation	Art Teacher

STUDENT COURSE ENROLLMENT

Semester	Course Instructor Snapshot Date	Effective Date	Enrollment Period Number	Course Code Long	Section Code Long	Course Desc (field here for clarity only since it's not)	Student
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						submitted in this template)	
3 (120D)	YYYY-03-01 (120D)	YYYY-03-01 (120D)	503 (120D)	11514000	Period 1	Art Appreciation	Smith, John

Submitted during EOY Data Submission Window:

COURSE

Semester	Course Code Long	Course Desc
4 (EOY)	11524000	Art History

COURSE INSTRUCTOR

Semester	Snapshot Date	Course Code Long	Section Code Long	Course Desc (field here for clarity only since it's not submitted in this template)	Teacher
4 (EOY)	YYYY-06-01 (EOY)	11524000	Period 2	Art History	Art Teacher

STUDENT COURSE ENROLLMENT

Semester	Course Instructor Snapshot Date	Effective Date	Enrollment Period Number	Course Code Long	Section Code Long	Course Desc (field here for clarity only since it's not submitted in this template)	Student
4 (EOY)	YYYY-06-01 (EOY)	YYYY-06-01 (EOY)	901 (EOY)	11524000	Period 2	Art History	Smith, John

STUDENT GRADES

Semester	Course Instructor Snapshot Date	Marking Period Number	Course Code Long	Section Code Long	Course Desc (field here for clarity only since it's not submitted in this template)	Student	Grade
3 (120D)	YYYY-03-01 (120D)	503 (120D)	11514000	Period 1	Art Appreciation	Smith, John	A
4 (EOY)	YYYY-06-01 (EOY)	901 (EOY)	11524000	Period 2	Art History	Smith, John	B

6. How do I properly report the COURSE INSTRUCTOR SNAPSHOT date fields?

Beginning with the 2011-12 School year, a new field called COURSE INSTRUCTOR SNAPSHOT DATE will be collected in three templates, which will enable the data warehouse to tie these related records together at the Course+Section grain:

Course Instructor

- eDM Template Name: CRSE_INSTRUCT
- Field# 24, COURSE INSTRUCTOR SNAPSHOT DATE

Student Course Enrollment

- eDM Template Name: COURSE_ENROLL
- Field# 21, COURSE INSTRUCTOR SNAPSHOT DATE

Student Grades

- eDM Template Name: STUD_GRADES
- Field# 29, COURSE INSTRUCTOR SNAPSHOT DATE

General Business Rules:

- Course Instructor Snapshot Date must be the same in all three templates (to tie records together) if they pertain to the same Class at a particular point in time. This will enable the teacher of the class, students in the class and their assigned alpha grade (as well as credits earned for High School credit classes) to be determined for a unique classroom.
- Since Snapshot Dates refer to a reporting period (40D, 80D, 120D, EOY or Summer), all fields in a single record that also refer to reporting periods must correspond to this same Course Instructor Snapshot Date.

Business Rules for Course Instructor & Snapshot Date:

- If Course Instructor Snapshot Date = YYYY-10-01 (40D) then SEMESTER must be 1 so both fields reflect the same reporting period (40th day in this example)
- Both fields must refer to the SAME reporting period (40D, 80D, 120D, EOY)

Business Rules for Student Course Enrollment & Snapshot Date:

- If Course Instructor Snapshot Date = YYYY-10-01 then:
 - Enrollment Period Number = 501 (40D)
 - Effective Date = YYYY-10-01 (40D)
 - Semester = 1 (40D)
- All 4 fields must refer to the SAME reporting period (40D, 80D, 120D, EOY)

Business Rules for Student Grades & Snapshot Date:

- If Course Instructor Snapshot Date = YYYY-10-01 (40D) then:
 - Marking Period Num = 501 (40D)
 - Semester = 1 (40D)
- All 3 fields must refer to the SAME reporting period (40D, 80D, 120D, EOY)

7. Two grade records are appearing at EOY (EOY is the open data submission window) in the *STUDENT GRADES* template for the same Student ID/course/section, and it is causing records not to load in eDM due to DUPLICATE KEYS. What do I need to do to get these 2 grade records loaded? One grade was received for the 1st half of the year, and the 2nd grade for the 2nd half of the year.

Answer: Because the semester and reporting period snapshot dates are part of the unique key, you need to change them to reflect the correct grade received for the correct semester. That being said,

for the first record of the set for a Student ID/Course ID/Section, change field #9 (Marking Period Num) from 901 (EOY) to 502 (80D) AND change field #22 (Semester) from 4 (EOY) to 2 (80D) AND change field #29 (Course Instructor Snapshot Date) from YYYY-06-01 (EOY) to YYYY-12-15 (80D). All fields referring to a reporting period must be consistent in a SINGLE record, which includes Course Instructor Snapshot Date, even though it's not defined as a key field. The instructor of this course will also be found in the 80th day templates. This grade record should find a MATCHING *Student Course Enrollment* record already loaded for this 80th day course (otherwise this grade wouldn't make sense in STARS). In eDM, all that is required for this record to load is that the corresponding 80th day *COURSE* record already be loaded. Even though the grade comes later, it MUST refer back to a previously loaded *Course Enrollment* record as well as a previously loaded *Course Instructor* record (so we know who the instructor was on 80th day).

Then for the 2nd student record (with the SAME Course ID/Section), no change is necessary since this grade was received at EOY and you'll be submitting it's corresponding EOY Student Course Enrollment record (as well as the other corresponding course related EOY templates (Course/Course Instructor/Student Course Enrollment/Student Grades). Both these student "grade" records (1st half of year and 2nd half of year) will now load because they will no longer be seen as duplicate records in the system (because one refers to 80th day and the other refers to EOY).

When dealing with the *Student Grades* template, think of the snapshot date (reporting period) as referring to the student's LAST *Course Enrollment* record for the class (as opposed to the reporting period that's open for data submission now). Grades are a different type of situation, since the grade is given when the class ends (but what we collect in STARS at a snapshot date is, "Who was enrolled in a class at a given point-in-time"). What PED won't do is open up PRIOR reporting periods (such as 80th day) so you can submit a missing *COURSE ENROLLMENT* record to go with the GRADE you are trying to load now at EOY, because it could have an effect on Class Overloads for a closed reporting period. These GRADE records that are unmatched with Course Enrollment and Course Instructor records should be rebuilt with an EOY reporting period to know 1) what the enrollment data was and 2) who assigned the grade.

8. How can I change an incorrect Grade or Credits Earned in STARS?

Since all the "grade" fields (Field #10 Numeric Grade; Field #11 Alpha Grade; Field #12 Pass/Fail) and "Credits Earned" field (Field #24) are updatable, you would send the exact same key fields in the record to change the Grade and Credits Earned values. Key fields are District Code, Location Code, School Year Date, Request Sequence (0), Student ID, Marking Period Num, Semester, Course Code Long & Section Code Long.

9. How do I report high school graduation credits that were earned outside of our school district or charter? These are credits earned elsewhere that were transferred to our school and apply towards graduation credit.

You will only report Credits Earned if they were earned at your school and you will NOT report in STARS credits earned elsewhere. Other than the exceptions allowed for reporting DUMMY Staff IDs for Concurrent Enrollment/Dual Credit (777777777) and Distance Learning (888888888), in which case these teachers are not actually employees of your school and hence the classes may not actually be taught at your school district or charter, but because these credits are earned at your school district or charter, these will be reported in STARS. The purpose of the Course related templates in STARS is to attach the grade a student earned in a classroom to their teacher and their enrollment record, and if there isn't a teacher to attach the student to, then it doesn't make sense to send their STUDENT GRADES record which contains the alphanumeric grade the student earned in the classroom as well as the number of graduation credits earned. STARS will not contain ALL high school graduation credits earned. At this time point in time, STARS will only contain credits earned at your school district or charter.

10. It's End-of-Year, and when submitting student's grades to STARS, my 1st semester grades are not loading. Why?

Submitting STUDENT_GRADES in STARS is tricky because the grade typically is assigned AFTER the class has ended. A few items to keep in mind...every STUDENT_GRADES record needs to attach to a single COURSE_ENROLL record. The linking occurs by these key fields: School_Year, District_Code, Location_Code, Enrollment Period Number (identifies Snapshot; same as Marking_Period_Num in STUDENT_GRADES), Effective Date (Snapshot Date), Semester (identifies Snapshot), Course Code, Section Code & Student ID.

Here are your options:

1. If it's a Year-Long course, and you'd like to submit TWO grades for the SAME Course ID + Section, then during your EOY Open Window, submit 2 STUDENT_GRADES records for the same COURSE_ID+Section. One record refers to 80D (3 key-field values: 502, 2, 2015-12-15); the other to EOY (3 key-field values: 901, 4, 2016-06-01).
2. If the class ended after the 1st semester, AND the student is enrolled in a DIFFERENT COURSE_ID+Section for the 2nd semester, AND you want to submit a grade for BOTH classes during your EOY Open Window, the same scenario applies as option 1. Submit 2 STUDENT_GRADES records for the same Student ID, but the COURSE_ID+Sections will be different. One record refers to 80D (3 key-field values: 502, 2, 2015-12-15); the other to EOY (3 key-field values: 901, 4, 2016-06-01).

The STUDENT_GRADES template is the only template that allows a mixture of 40D, 80D, 120D and EOY records within the same submission template, AND also allows any of these reporting periods to be submitted even though only the EOY data window is open. The only requirement for loading a STUDENT_GRADES record is that its corresponding COURSE_ENROLL (Student_Course_Enrollment) record is found in STARS (which would be its 80th day record in this example).

Note: When districts refer to Semester 1 and Semester 2, don't confuse them with the field Semester 1, 2, 3 & 4 in STARS, which refer to "snapshot dates." As an example, when districts refer to Semester 1, it means semester 1 & 2 in STARS and Semester 2 means semester 3 & 4 in STARS.

To troubleshoot, run the following STARS reports:

[STARS Site Collection](#) > [STARS Reporting](#) > [Public Folders](#) > [eScholar Framework - Verify](#) > [Location Reports](#) > [Student Grades](#)

[Classes By District, School, Course, Student with Grade and Teacher](#)
[Classes By District, School, Course, Student with Grade and Teacher-Dummy Staff ID](#)
[Student Grade Template Exceptions](#)
[Student Grades Exception - Inconsistent Reporting Periods](#)

[STARS Site Collection](#) > [STARS Reporting](#) > [Public Folders](#) > [eScholar Framework - Verify](#) > [Reports](#) > [Template Verification Reports](#) > [Student](#)

[Student Course Enrollment Template Verification](#)
[Student Grades Template Verification](#)

To determine the last COURSE_ENROLL record for attaching the grade, run the following STARS report:

[STARS Site Collection](#) > [STARS Reporting](#) > [Public Folders](#) > [eScholar Framework - Verify](#) > [Reports](#) > [General Reports](#)

11. What should I do about courses that do not have a grade to report at End of Year (EOY)?
For funding accountability, all CTE and dual credit courses must have a grade.

1. *The student is no longer at the school.*

If the student has withdrawn from the school and has a STUDENT COURSE ENROLLMENT record, then a STUDENT GRADES record should be submitted with a valid value (choices include W for withdrawal or I for incomplete in the alpha grade field).

2. *The student switched into another class.*

If the student stopped taking a class and has a STUDENT COURSE ENROLLMENT record, then a STUDENT GRADES record should be submitted with a valid value (choices include W for withdrawal or I for incomplete in the alpha grade field). If they transfer out before a STUDENT COURSE ENROLLMENT record is created, no STUDENT GRADES record is required.

3. *The class was less than a full school year in length.*

If the class is over and will be reported on the student's transcript, a STUDENT COURSE ENROLLMENT record and a STUDENT GRADES record must be reported by EOY