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Student Course Enrollment Template

**Target Table: COURSE\_ENROLL**

**Data Submission Schedule: K5P, 40D, 80D, 120D, EOY, OPEN YEAR ROUND (7/15) and SUMMER (optional)**

**Grain:** One record per district / location / school year / course code / section / student / semester (reporting period/snapshot date)

**Load Sequence/Dependencies**

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| **Load Sequence/Dependencies** | **Optional** | **Lookup** |
| **1. COURSE** | **N** | **N** |
| **2 STUDENT** | **N** | **N** |

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**Template Description**

The Student Course Enrollment Template contains information on student enrollment in each course/section combination. The Student Course Enrollment template must be submitted for all students at each reporting period. Be sure to include all students currently enrolled in the class on a given snapshot date. (EOY being an exception).

Hospitalized students (Location Code = 993), homebound students (Location Code = 998), home schooled students (Location Code = 999), and students enrolled in private school but receiving public special education services (Location Code = 997), should not be submitted in this template.

Semester, Course Instructor Snapshot Date, Course Code Long and Section Code Long MUST match the corresponding fields in the *COURSE INSTRUCTOR* Template and *COURSE* Template for proper HQT results and to connect a student to a teacher for teacher evaluations.

Please note that in order for districts to receive funding for instructional materials purchased for Dual Credit Courses, Field #18 must = D

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CHANGES

* No Changes

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**FAQs**

**Student Course Enrollment Template Specifications**

| **Field #** | **Start** | **End** | **Length** | **Data Type**  | **Field Name** | **R/O/CR** | **Code** | **Definition** | **Business Rules** | **Valid Values/Example Data** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **1** | **1** | **8** | **8** | **C** | **DISTRICT CODE**  | **R**  | **K,M** | **PED defined three character district code.** |  | **Example: 033** |
| **2** | **9** | **14** | **6** | **C** | **LOCATION CODE** | **R** | **K,M** | **PED defined three character location code.**  |  | **Example: 120** |
| **3** | **15** | **24** | **10** | **D** | **SCHOOL YEAR** **DATE** | **R** | **K,M** | **Provide the school year in the ISO format: YYYY-MM-DD. The PED standard school year runs from July 1 through June 30. PED uses the June 30th date to designate the full school year.**  | **All dates must be entered in ISO format** | **Example: YYYY-06-30** |
| **4** | **25** | **27** | **3** | **N(0)** | **ENROLLMENT** **PERIOD****NUMBER** | **R** | **K,M** | **Indicator of reporting period and corresponds to the same reporting period as *Effective Date* (field #5) and *Semester* (field #13). See valid values.** | **Use codes 501, 502, 503, 901, 902, and 906.** | **501 = 40D502 = 80D503 = 120D901 = EOY****902 = K5P****903 = SUMMER****906 = Open Year Round** |
| **5** | **28** | **37** | **10** | **D** | **EFFECTIVE DATE** | **R** | **K,M** | **Indicator of reporting period. Corresponds to same reporting period as *Enrollment Period Number* (field #4) and *Semester* (field #13). See valid values.** | **All dates must be entered in ISO format (YYYY-MM-DD).** **Must correspond to the same reporting period as the *Snapshot Date* (field #83) in the *STUDENT SNAPSHOT* template for the student.** | **YYYY-10-01 = 40D****YYYY-12-15 = 80D****YYYY-03-01 = 120D****YYYY-06-01 = EOY****YYYY-09-01 = K5P****YYYY-06-29 = SUMMER****YYYY-07-15 = Open Year Round** |
| **6** | **38** | **43** | **6** | **C** | **ENROLLMENT** **CODE** | **R** | **K,M** |  | **Use constant of “CE” for Course Enrollment.****The value used should be the code (e.g. CE) only. Valid values are case sensitive. The descriptions are for reference only.** | **CE = Course Enrollment** |
| **7** | **44** | **55** | **12** | **C** | **STUDENT ID** | **R** | **K,M** | **State issued student identification number.**  | **Must match the Student ID (field #4) in the *STUDENT SNAPSHOT* template for corresponding key fields.** | **Example: 123456789** |
| 8-9 | 56 | 67 | 8 | Not Collected |
| **10** | **68** | **70** | **3** | **N(0)** | **REQUEST SEQUENCE** | **R** | **K,D** | **eScholar Request Sequence.** | **Use constant value of 0.****The value used should be the code (e.g. 0) only.** | **0** |
| 11-12 | 71 | 118 | 8 | Not Collected |
| **13** | **119** | **120** | **2** | **C** | **SEMESTER** | **R** | **K** | **Indicator of reporting period and corresponds to same reporting period as *Effective Date* (field #5) and *Enrollment Period Number* (field #4).**  | **Use codes 1, 2, 3, 4, 5, and 9.** **Must match the *Semester* field in the *COURSE* and *COURSE INSTRUCTOR* templates for the same corresponding key fields.** | **1 = 40D2 = 80D3 = 120D4 = EOY****5 = K5P****6 = SUMMER****9 = Open Year Round** |
| **14** | **121** | **132** | **12** | **C** | **COURSE CODE** **LONG** | **R** | **K\*** | **PED defined 8 character course code.**  | **The full 8 digit Course Code, with the first four digits pertaining to the Course Classification and 5-8 representing the Subject Fields.** **Subject Fields are optional and may contain 0000. Must match the Course Code Long field in the COURSE and COURSE INSTRUCTOR templates for the same corresponding key fields.** | **Example: 17214144**  |
| **15** | **133** | **138** | **6** | **C** | **COURSE DELIVERY MODEL CODE** | **R** | **U** | **Indicates course delivery model used in this class.** * **For Hybrid, Distance Learning or Computer-based, the Online Vendor must be specified in the Course Content Code (field #16).**
 | **Face-to-Face:*** **Report local instructor’s SSN as primary instructor with one exception; for Dual Credit report Dummy Staff ID 777777777. Majority of classes use this delivery model code.**

**Hybrid (Blended learning):*** **Use for courses that offer both face-to-face and online instruction.**
* **Report local instructor’s SSN as primary instructor**
* **Requires vendor**

**Distance Learning:*** **Use if teacher and students are separated by space and time.**
	+ **Report Dummy Staff ID 888888888 as primary instructor; unless the teacher is employed by the district and their ID is known.**
	+ **Requires vendor**

**Computer-based:*** **Instruction via computer only without an instructor**
* **Report Dummy Staff ID 888888888**
* **Requires vendor**
 | **Use the code as the description is for a reference only.****FF = Face-to-Face****HY = Hybrid (Blended)****DL = Distance Learning****CB = Computer-based** |
| **16** | **139** | **144** | **6** | **C** | **COURSE CONTENT CODE** | **CR** | **U** | **PED defined 6 character code.** | **Use code of “BLB” to define an online course offered through the PED’s Blended Learning Bureau.****Required if field # 15 (Course Delivery Model Code) is HY (Hybrid), DL (Distance Learning) or CG (Computer-based).** | **APLUS****BYU****EDCONN****EDGENU****EDMENT****FUELED****K-12****ODYSSE****OTHER****PROXIM****BLB** |
| 17 | 145 | 150 | 6 |  |
| **18** | **151** | **153** | **3** | **C** | **SPECIAL PROGRAM CODE** | **CR** | **U** | **Use this field to indicate if a student is enrolled in either a Dual Credit or Concurrent Enrollment course.** **See the** [**FAQ**](#ConcurrentDual) **at the end of this document for more information.** | **This field must be completed at all reporting periods as applicable.The value used should be the code (e.g., D) only. Valid values are cas­­­­­e sensitive.**  | **D = Dual Credit****Course****C = Concurrent Enrollment Course** |
| **19** | **154** | **165** | **12** | **C** | **ALTERNATE CREDIT COURSE CODE** | **O** | **U** | **For use in High School Only****If this class is offered for alternative credit, enter the 8-digit course number of the course this course is replacing, otherwise leave blank**  | **Must match the *Course Code Long* field in the *COURSE* template for the same corresponding key fields.** | **Example 1: 17184144** **Example 2:** If a student is enrolled in British Literature that qualifies as Language Arts credit, provide the Language Arts course code here. The British Literature course code will be reported as Course Code Long (field #14). |
| **20** | **166** | **190** | **25** | **C** | **SECTION CODE** **LONG** | **R** | **K\*** | **Class section number assigned by school district to identify district classes.** | **This field should only be the local section number. Must match the *Section Code Long* field in the *COURSE INSTRUCTOR* template for the same corresponding key fields.** | **Example: PERIOD1****Class Period or Section** |
| **21** | **191** | **200** | **10** | **D** | **COURSE INSTRUCTOR SNAPSHOT DATE** | **R** | **U** | **Field indicating the report date.**  | **Date must be entered in ISO format: YYYY-MM-DD.**Must find corresponding Snapshot Date record in the *COURSE INSTRUCTOR* template for:* School Year
* District
* Location
* Semester
* Snapshot Date
* Course
* Section

Must match *Effective Date* (field #5).Must refer to the same reporting period as *Enrollment Period Number* (field #4) & *Semester* (field #13). | **YYYY-10-01 = 40D****YYYY-12-15 = 80D****YYYY-03-01 = 120D****YYYY-06-01 = EOY****YYYY-09-01 = K5P****YYYY-06-29 = SUMMER****YYYY-07-15 = Open Year Round** |

FAQ

**Q: What is the difference between concurrent enrollment and dual credit reported in field 18?**

**A: If a high school student is taking a course for credit at an institution of higher education but not receiving high school graduation credit at the primary enrollment high school location, the student is considered to be concurrently enrolled. However, if a student is taking a class for credit at an institution of higher education and the class counts for credit toward high school graduation, the student would be considered to be dually enrolled.**