

2012-13 STS Training *for Non-Public Schools*

OTS vs. STS

2012-13 STS Workshop



- Official transcripts are created by the Official Transcript System (OTS) based on data imported from STS
 - Student must have a graduation date to have a transcript in OTS
 - OTS does not have auto-delete when a grad date is removed from STS. Users must contact Sue Millican with LDE to delete the student from OTS
- OTS is an imaging system which contains all official transcripts for your school from 1912 to present graduates

OTS vs. STS

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- OTS Access and Technical Support
 - Access to OTS requires a separate access request made to LDE
 - Each site should have at least one person with access to OTS
 - OTS Access and Technical Support Contact: Sue Millican
 - sue.millican@la.gov
 - (225) 342-9963 or (877) 453-2721

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STS Access

Institutional Access to STS Data

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- Colleges and universities have no direct access to any STS records for students still in high school
- Public colleges and universities receive STS data, about students still in high school, from the Board of Regents in the form of an extract file 3 times a year
 - STS data which is incorrect or incomplete on the date the extract file is created will not be corrected for the institution to view until the next extract file is created
- Centenary College is the only nonpublic to receive the reports

STS User Access

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- A STS User ID must be requested for each person who uses the system
 - Do not re-use a User ID
 - STS Users who are no longer authorized by your site must be deleted ASAP
- Non-Public schools request STS access by submitting the STS Security Access Request Form to LOSFA
 - Form is available on the LOSFA website
 - Submission by e-mail to helpdesk@osfa.la.gov is preferred

Access Request Form

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The "Requester" is generally the school's principal or headmaster, but may be someone else if your school has designated a Security Coordinator & informed the Department of Education of that designation.

Enter the information for the person who needs a new password, or whose permissions need to be changed.

STS Password Maintenance

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- Password Reset System (PRS):
<https://password.doe.louisiana.gov/>
 - Allows users to change their password if it is forgotten or expired
 - **Must set up in advance**
 - **and**
 - you will have to create a new password when you do this
 - May not be used if the User ID is revoked
- PRS User Guide:
<https://password.doe.louisiana.gov/help.pdf>



STS Password Maintenance

- If your password is **revoked**
 - Non-Public Schools must E-mail the LOSFA Helpdesk at helpdesk@osfa.la.gov
- **Password Rules**
 - Minimum length: 8 characters
 - Must contain at least 3 of the 4 complexities:
 - - Upper case characters (A-Z)
 - - Lower case characters(a-z)
 - - Numeric digits (0-9)
 - - Non-alphanumeric characters (e.g., %, &,\$)
 - New passwords cannot be the same as any of the previous 5 passwords
 - Not contain the user's ID or parts of the user's full name that exceed two consecutive characters



PRS: Password Reset System – 1st time user



PRS: Password Reset System – 1st time user

This sentence verifies that you have not yet set up your PRS questions

Since this is your first time at PRS you will need to enter your password to the left to get set up.

Enter your current, unexpired, STS password to set up your maintenance protocol, THEN click "Verify Password"

User ID: losfa41

Password:

Please contact the LDOE Security Helpdesk at 1-800-223-2950, 225-342-1821 or via email at securitydoe@la.gov for PRS assistance.



PRS: Password Reset System – 1st time user

Since this is your first time at PRS you will need to answer the questions to the left to get set up.

Answer these questions, then click "Save"

User ID: losfa41

Date Of Birth: MM/DD/YYYY

Last 4 digits of SSN:

Please contact the LDOE Security Helpdesk at 1-800-223-2950, 225-342-1821 or via email at securitydoe@la.gov for PRS assistance.



PRS: Password Reset System – 1st time user

Windows Internet Explorer provided by LOSFA

Address: https://password.doe.louisiana.gov/

Louisiana Department of EDUCATION Password Reset System (PRS)

User ID: losfa41

Change your password?

Change your answers?

Close this window?

Your answers have been changed - what would you like to do now?

Don't forget that you can always click Exit or the X in the top right hand corner to close this application.

Click "Change Password"

Please contact the LDOE Security Helpdesk at 1-800-223-2950, 225-342-1821 or via email at securitydoe@la.gov for PRS assistance.

Taskbar: Novell GroupWise - Mailbox, Microsoft PowerPoint - [...], Student Transcript System..., Password Reset Syst...



PRS: Password Reset System – 1st time user

Windows Internet Explorer provided by LOSFA

Address: https://password.doe.louisiana.gov/

Louisiana Department of EDUCATION Password Reset System (PRS)

User ID: losfa25

All of the rules for creating new passwords will appear here.

Change Your Password

Password Rules

- Minimum length: 8 characters
- Must contain at least 3 of the 4 complexities:
 - - Upper case characters (A-Z)
 - - Lower case characters (a-z)
 - - Numeric digits (0-9)
 - - Non-alphanumeric characters (e.g., %, & \$)
- New passwords cannot be the same as any of the previous 5 passwords
- Not contain the user's ID or parts of the user's full name that exceed two consecutive characters

Enter Your New Password:

Confirm Your New Password:

Enter and confirm your new password, then click "Save". The system will then return to the opening page.

Please contact the LDOE Security Helpdesk at 1-800-223-2950, 225-342-1821 or via email at securitydoe@la.gov for PRS assistance.

Taskbar: Interchange Agent, Premium Agent Status - ..., Password Reset Syst..., Novell GroupWise - Mailbox, STS training 2011 full.po..., 2010-2011 STS Training...

Opening screen after PRS is activated

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This should be the opening page whenever you return to the website.

User ID:

Enter your user id in the box to the left labeled User Id.

From now on, when you come to the PRS, you will enter your current, unexpired, STS user ID, then click next

Please contact the LDOE Security Helpdesk at 1-800-223-2950, 225-342-1821 or via email at securitydoe@la.gov for PRS assistance.

PRS: Password Reset System – Registered user

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Now, whenever you have forgotten your password, or it has expired, you can answer these two verification questions, and go to the next screen to create a new password.

User ID: LOSFA25

Password:

OR

Date Of Birth: MM/DD/YYYY

Last 4 digits of SSN:

Welcome back.

Now we need to verify your identity.

You can either enter your password (even if another system has told you that it is expired) or answer your personal questions you entered last time you were

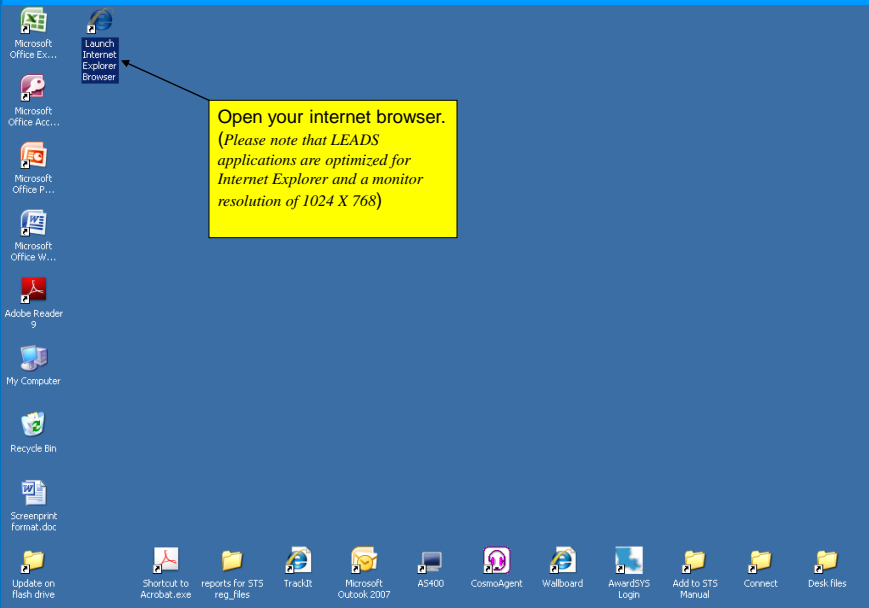
OR, if you need to change your password for other reasons, you can EITHER enter your current password OR use the verification answers to get to the changing screen.

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Working with LEADS – STS




To Start



Open your internet browser.
(Please note that LEADS applications are optimized for Internet Explorer and a monitor resolution of 1024 X 768)

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Taskbar: Start, Internet Explorer, Microsoft PowerPoint - [...], Microsoft Outlook, LOSFA Realtime Walboa..., AS400, Password Reset System ... , Microsoft Excel - 2011-2...

System Tray: Network, Volume, Safely Remove Hardware, 4:37 PM, Thursday



LEADS Portal Address

- The URL for the LEADS Portal is:
 - *https://leads3.doe.louisiana.gov/ptl/*
 - Add this site to your Favorites after you have entered it for the first time

Opening LEADS

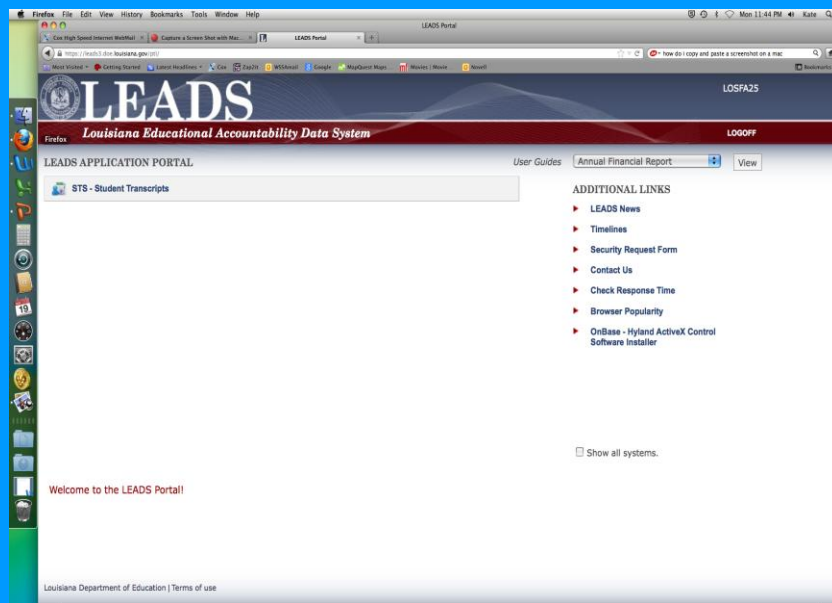
Enter the LEADS URL into your browser address window. Remember, it only works with Internet Explorer.



The screenshot shows the LOSFA website interface. On the left is a navigation menu with links like 'About the Louisiana Award System', 'FAFSA on the Web', 'TOPS On-Line Application', and 'Register for a new student account'. The main content area features a 'Login to the Louisiana Award System' form. The form asks the user to choose a login type (Student or College) and enter their User ID and Password. There are 'Login' buttons for each type and a 'Register' button. A note below the form states: 'Note: Please re-register if you have forgotten user id or password.' At the bottom of the page, there is a disclaimer: 'This LOSFA system is for authorized users only. Use of this system without authority, or in excess of granted authority, is illegal and will be treated as such. Such use may result in civil fines, termination of employment, criminal charges, or other legal penalties. Usage of this site is audited and monitored. All persons are hereby notified that the use of this system constitutes consent to such monitoring and auditing.'

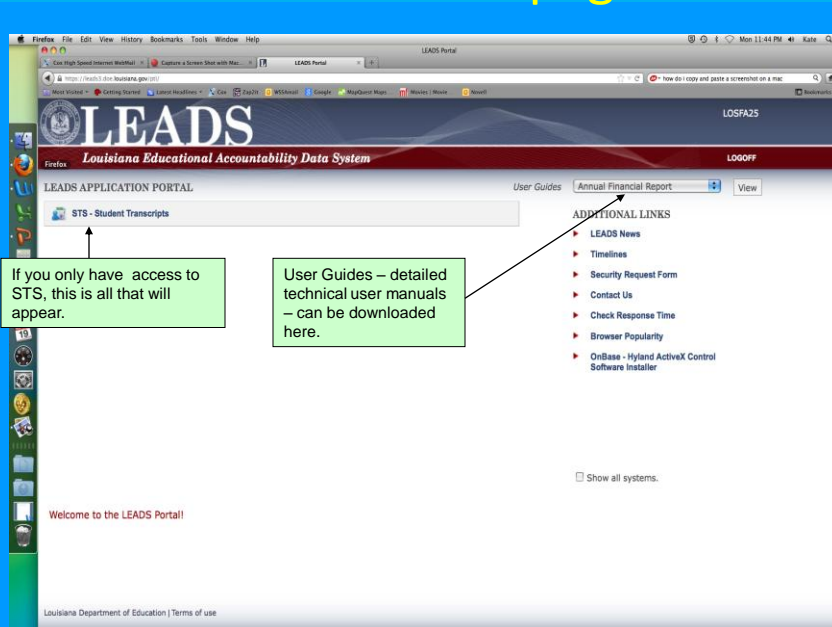
LEADS Home Page

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LEADS home page

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Entering STS

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LEADS
Louisiana Educational Accountability Data System

LEADS APPLICATION PORTAL

AFR - Annual Financial Report	SIS - Student Information System
PEP - Profile of Educational Personnel	STUDENT TRANSCRIPTS
SER - Special Education Reporting	

ADDITIONAL LINKS

- LEADS News
- Timelines
- Security Request Form
- Contact Us
- Check Response Time
- Browser Popularity
- OnBase - Hyland ActiveX Control Software Installer

You are in the STAGING environment.

Welcome to the LEADS Portal!

Louisiana Department of Education | Terms of use

Select Student Transcripts from the Menu

STS Home Page

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Louisiana Department of Education - Student Transcript System - Home page - Windows Internet Explorer provided by LOSFA

Student Transcript System

Inquiry Update Upload Reports **ST Administration** Help

The Student Transcript System (STS) is used by the Louisiana Department of Education (LDE) to collect high school transcripts from Louisiana's public and nonpublic schools. The LDE worked with the Louisiana Office of Student Financial Assistance (LOSFA), the Louisiana Board of Regents, and the Louisiana Educational Agencies (LEAs) to develop the STS. The system was implemented at the beginning of the 2008-09 school year.

The STS comes on the core curriculum based on the Louisiana Department of Education's (LDE) core curriculum and the Louisiana Opportunity Program for Students (TOPS), which creates official electronic high school transcripts. OTS will be used to create official transcripts for students who graduate. The transcript data in the Official Transcript System is derived directly from the Official Transcript System (OTS).

Options are highlighted based on your access permissions.


"STS Administration" will always be grayed-out.

Messages regarding STS system updates and outages are posted here, and are e-mailed to everyone on the STS users list.

V8/AppUser1

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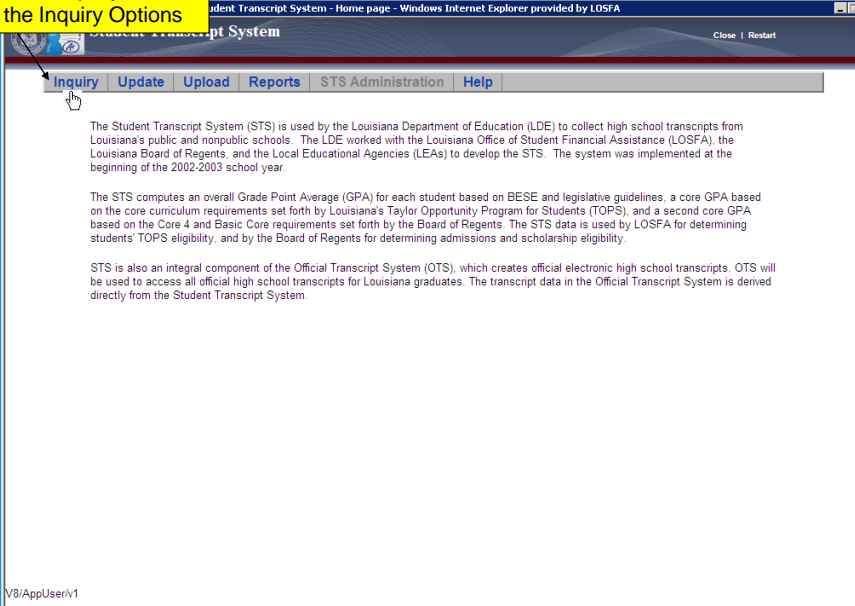
STS Inquiries



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Select Inquiry Mode

Place your cursor over **Inquiry** to view the Inquiry Options



Student Transcript System - Home page - Windows Internet Explorer provided by LOSFA

Student Transcript System

Close | Restart


[Inquiry](#) [Update](#) [Upload](#) [Reports](#) [STS Administration](#) [Help](#)

The Student Transcript System (STS) is used by the Louisiana Department of Education (LDE) to collect high school transcripts from Louisiana's public and nonpublic schools. The LDE worked with the Louisiana Office of Student Financial Assistance (LOSFA), the Louisiana Board of Regents, and the Local Educational Agencies (LEAs) to develop the STS. The system was implemented at the beginning of the 2002-2003 school year.

The STS computes an overall Grade Point Average (GPA) for each student based on BESE and legislative guidelines, a core GPA based on the core curriculum requirements set forth by Louisiana's Taylor Opportunity Program for Students (TOPS), and a second core GPA based on the Core 4 and Basic Core requirements set forth by the Board of Regents. The STS data is used by LOSFA for determining students' TOPS eligibility, and by the Board of Regents for determining admissions and scholarship eligibility.

STS is also an integral component of the Official Transcript System (OTS), which creates official electronic high school transcripts. OTS will be used to access all official high school transcripts for Louisiana graduates. The transcript data in the Official Transcript System is derived directly from the Student Transcript System.

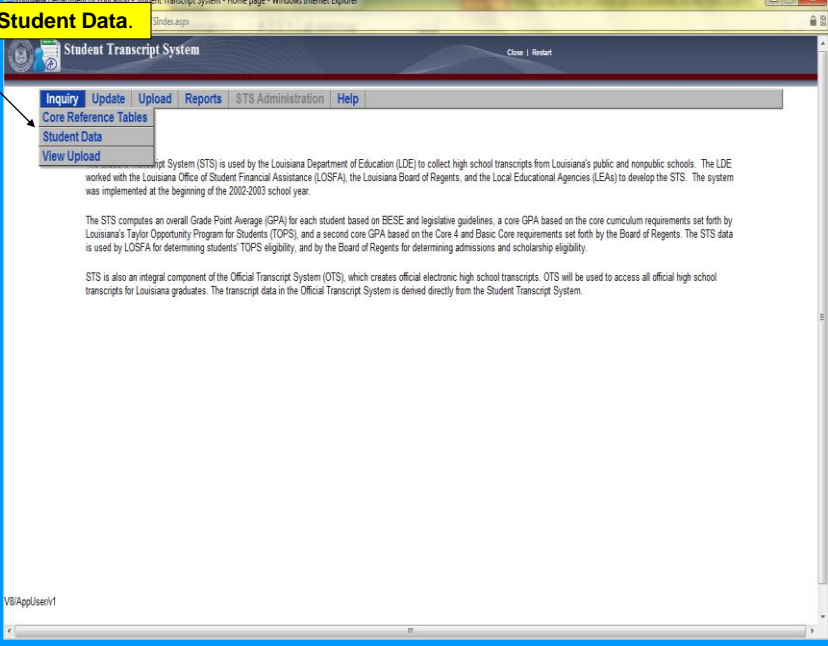
V8/AppUser/v1



Select Student Data Inquiry

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Click **Student Data**.



Student Transcript System (STS) is used by the Louisiana Department of Education (LDE) to collect high school transcripts from Louisiana's public and nonpublic schools. The LDE worked with the Louisiana Office of Student Financial Assistance (LOSFA), the Louisiana Board of Regents, and the Local Educational Agencies (LEAs) to develop the STS. The system was implemented at the beginning of the 2002-2003 school year.

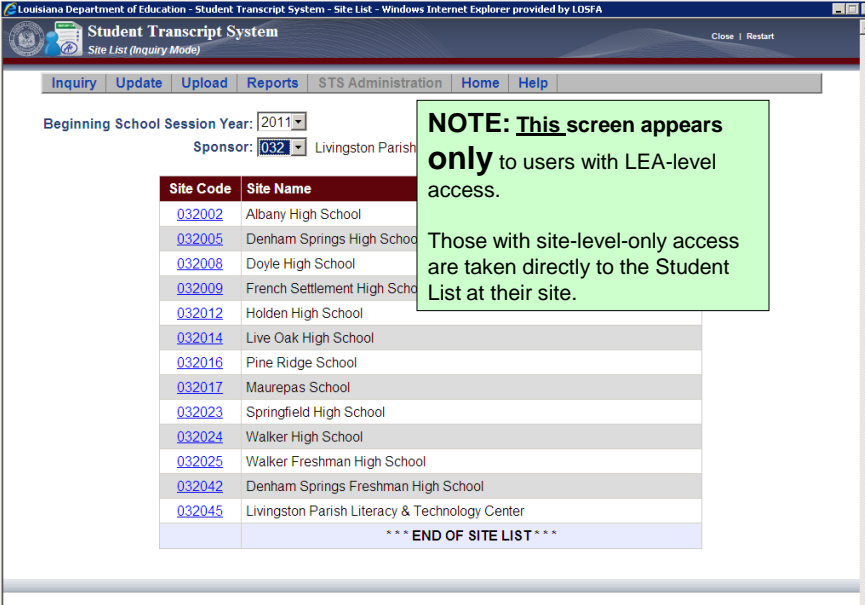
The STS computes an overall Grade Point Average (GPA) for each student based on BESE and legislative guidelines, a core GPA based on the core curriculum requirements set forth by Louisiana's Taylor Opportunity Program for Students (TOPS), and a second core GPA based on the Core 4 and Basic Core requirements set forth by the Board of Regents. The STS data is used by LOSFA for determining students' TOPS eligibility, and by the Board of Regents for determining admissions and scholarship eligibility.

STS is also an integral component of the Official Transcript System (OTS), which creates official electronic high school transcripts. OTS will be used to access all official high school transcripts for Louisiana graduates. The transcript data in the Official Transcript System is derived directly from the Student Transcript System.

VBI@AppUser1

STS Sites Screen

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Beginning School Session Year:

 Sponsor: Livingston Parish

Site Code	Site Name
032002	Albany High School
032005	Denham Springs High School
032008	Doyle High School
032009	French Settlement High School
032012	Holden High School
032014	Live Oak High School
032016	Pine Ridge School
032017	Maurepas School
032023	Springfield High School
032024	Walker High School
032025	Walker Freshman High School
032042	Denham Springs Freshman High School
032045	Livingston Parish Literacy & Technology Center
END OF SITE LIST	

NOTE: This screen appears only to users with LEA-level access.

Those with site-level-only access are taken directly to the Student List at their site.



Student List (in Internet Explorer)

This screen will appear immediately for stand-alone schools, OR after a school is selected for LEA users.

Search by State ID, partial name, or grade

Beginning School Session Year: 2011
 Sponsor: 502 Baton Rouge Diocese
 Site: 502002 Catholic High School (Boys) (C)
 Search: Enter ID, Partial First or Last Name, or Grade, and press ENTER.

State ID	Name	Birth Date	Gender	Grade
436	AL	12/01/1993	M	12
436	ADAMS	05/04/1994	M	12
436	ADLER	10/28/1993	M	12
147	R H ALDRICH	07/04/1994	M	12
437	AMOND			
433	ERSON			
433	NNALORO			
436	Y	05/05/1994	M	12
436	YMOND	09/08/1992	M	12

The Student List can be sorted by State ID, Name, or Grade by clicking on the appropriate down arrow

Select student by clicking on the State ID (SSN)

Student List in Firefox



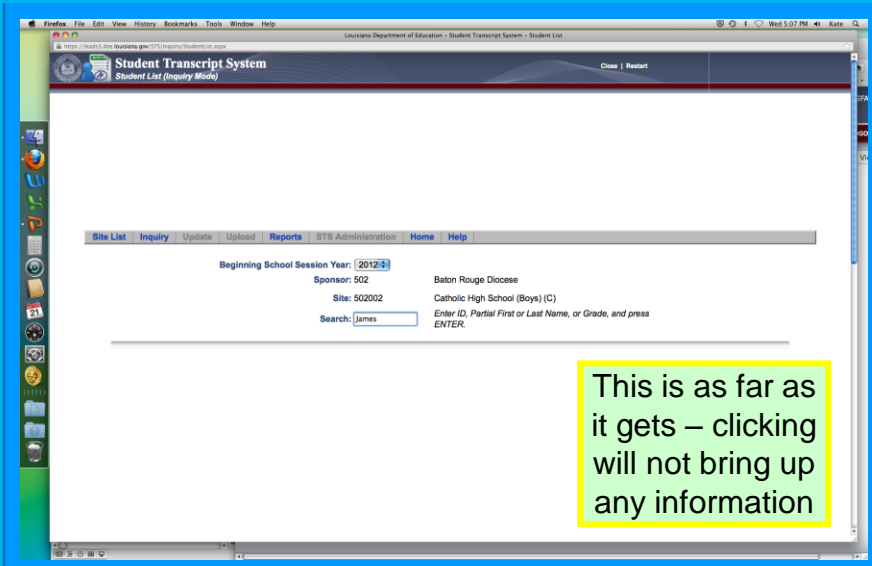
Student Transcript System
 Student List (Inquiry Mode)

Site List Inquiry Update Upload Reports STS Administration Home Help

Beginning School Session Year: 2012
 Sponsor: 502 Baton Rouge Diocese
 Site: 502002 Catholic High School (Boys) (C)
 Search: Enter ID, Partial First or Last Name, or Grade, and press ENTER.

Student List in Firefox

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Record Data Types

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Student Record Data section

FICTIONAL STUDENT

Sponsor: 502 Baton Rouge Diocese
 Site: 502002 Catholic High School (Boys) (C)
 State ID #: 123456789
 Birth Date: 12/01/1993

Local ID #: 85501183
 Grad Date: 5/19/2012

Academic Endorsement:
 Career/Tech Endorsement:
 Ethnicity: Hispanic; Y @ N @ Race: Am Indian Asian Black Pac Islander White

Gender: MALE
 Career Option:

Last Update: 11/15/2012 10:11 PM
 Grade: 12
 Grade 9 Entry BSSY: 2008
 Anticipated Grad BSSY: 2011
 Passed GEE?:
 Local Rank:
 Local GPA: 2.66
 Overall GPA: 2.66

Student Transcript Data section

	Course Name	Part Number	Letter Grade	Local Code
		1	B	000205
2008	030501 ART I	2	B	000205
2008	120331 ENGLISH I	1	B	000102
2008	120331 ENGLISH I	2	B	000102
2008	122501 SPANISH I	1	C	000320
2008	122501 SPANISH I	2	B	000320
2008	150301 BIOLOGY	1	C	000601
2008	150301 BIOLOGY	2	C	000601



Reading the Student Record Data

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Louisiana Department of Education - Student Transcript System - Transcript List - Windows Internet Explorer

https://leadfdtq.doe.louisiana.gov/STS/inquiry/TranscriptList.aspx

Beginning School Session Year (for the 2011-2012 school year, the BSSY is 2011)

Optional field entered by the school. If the school has its own ID numbers

Note that STS does not automatically promote students after annual rollover – must be done by school

MUST Be Social Security #

BSSY: 2011

Sponsor: 502 Baton Rouge Diocese

Site: 502002 Catholic High School (Boys) (C)

State ID #: 123456789

Birth Date: 12/01/1993

Local ID #: 85501183

Grad Date: 5/19/2012

FICTIONAL STUDENT

Academic Endorsement:

Career/Tech Endorsement:

Federal designations:

Gender: MALE

Ethnicity: Hispanic: Y N

Race: Am Indian Asian Black His Islander White

Career Option:

Not used by non-public schools

Optional fields entered by the school, using the school's own grading system

Last Update: 11/15/2012

Grade: 12

Grade 9 Entry BSSY: 2008

Anticipated Grad BSSY: 2011

Passed GEE?:

Local Rank: 2.66

Local GPA: 2.66

Overall GPA: 2.66

Course BSSY	Course Code	Course Name	Part Number	Grade	Score	Standard
2008	030501	ART I	1			
2008	030501	ART I	2			
2008	120331	ENGLISH I	1			
2008	120331	ENGLISH I	2	B	000102	
2008	122501	SPANISH I	1	C	000320	
2008	122501	SPANISH I	2	B	000320	
2008	150301	BIOLOGY	1	C	000601	
2008	150301	BIOLOGY	2	C	000601	

Calculated by the STS System, under DoE rules, which convert all grading scales to the standard 4-point scale

If filled, indicates that student is aiming for Basic Core and/or TOPS Tech II

Student data record notes

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▪ BSSY

- Stands for “Beginning School Session Year”
- Instead of the usual shortening of an academic year to the 2nd half, as most schools do
 - (e.g., 2011-2012 usually shortened to 2012),
- BESE shortens it to the 1st half, or the “beginning” half
 - (e.g., 2011-2012 shortened to 2011)

▪ “STATE ID #”

- must be Social Security number for DoE, TOPS, and colleges
- If your school uses something different in its internal software, that goes in the “LOCAL ID” field



Note that
 “Transcript Record”
 in the following slides refers to the
 information about a single class,
 not
 to the student’s entire transcript

To see transcript record data details



Only a portion of the classes taken are displayed at any one point. The scroll bar is used to view those courses not displayed

Course BSSY	Course Code	Course Name	Part Number	Letter Grade	Local Code
2008	030501	ART I	1	B	000205
2008	030501	ART I	2	B	000205
2008	120331	ENGLISH I	1	B	000102
2008	120331	ENGLISH I	2	B	000102
2008	122501	SPANISH I	1	C	000320
2008	122501	SPANISH I	2	B	000320
2008	150301	BIOLOGY	1	C	000601

Click the **Course Code** to view the Transcript Record



Transcript Record example

Example of ONE of a fictional student's transcript records

11/25/2012 11:00 PM
Last Update: 11/15/2012

BSSY: 2011
Sponsor: 502 Baton Rouge Diocese
Site: 502002 Catholic High School (Boys) (C)
State ID #: 4123456789
Birth Date: 12/01/1993
Local ID #: 85501183
Grad Date: 5/19/2012
Academic Endorsement:
Career/Tech Endorsement:
Gender: MALE
Ethnicity: Hispanic: N Race: Am Indian Asian Black Pac Islander White
Career Option:

Grade: 12
Grade 9 Entry BSSY: 2008
Anticipated Grad BSSY: 2011
Passed GEE?:
Local Rank:
Local GPA: 2.66
Overall GPA: 2.66

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Course Beg. Year: 2008	Course: 030501 ART I	Grade Point Max: 4.00
Letter Grade: B		Qual. Pts. Awrd Cnt: 3.00
Course Part Number: 1		Credit Attempted: 0.50
Semester: S1 - 1ST SEMESTER		Credit Earned: 0.50
Course Type Cd: RG - REGULAR		Core Cur. Waiver: N
Dis. Lrn. Type Cd:		Local Course Cd: 000205
Course Sponsor: 502 Baton Rouge Diocese		DE PostSec CreditHrs: 0.00
Course Site: 502002 Catholic High School (Boys) (C)		DE Secondary Site:
Course Site Name:		
Transcript Crs Name: ART I		

Reading the Transcript Record



More detailed information on the transcript data fields can be found in the slides immediately following this one

Maximum number of quality points a student could have earned, in the school's own grading system

Number of points actually earned

Maximum number of credits a student could have earned

Number of credits student actually earned

Waiver of Core Curriculum requirement

If course was taken for college credit, indicates number of college credit hours earned

If course was taken for college credit, will be high school code

Designates which section of the course this record is for

Designates the section of the year in which the course in this record was taken

If filled, indicates that the course was taken online or by correspondence

Location where course was taken.

If taken for college credit, will be college codes

BSSY when course was taken

Designates the section of the course this record is for

Designates the section of the year in which the course in this record was taken

If filled, indicates that the course was taken online or by correspondence

Location where course was taken.

If taken for college credit, will be college codes

Student data record notes

2012-13 STS Workshop



▪ BSSY

- Stands for “Beginning School Session Year”

Instead of the usual shortening of an academic year to the 2nd half, as most schools do

- (e.g., 2011-2012 usually shortened to 2012),

BESE shortens it to the 1st half, or the “beginning” half

- (e.g., 2011-2012 shortened to 2011)

▪ “STATE ID #”

must be Social Security number for DoE, TOPS, and colleges

If your school uses something different in its internal software, that goes in the “LOCAL ID” field

Transcript Record Field Information

Letter Grade

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▪ Letter Grade

- Choices: A, B, C, D, F, P, E

- A letter grade of “P” may only be given for an entire course – “P” is not a valid grade for only one semester of a course

- “E” must be used for courses which will receive a Core Course Waiver

- Must be given for the entire course, not for only one semester



Transcript Record Field Information

Course Part Number

- **Course Part Number** – designates the section (*part*) of the full course
 - Must be used for courses which are reported in time spans of less than one year
 - Part 1 – 1st half of class
 - Part 2 – 2nd half of class
 - Has no direct connection to the “semester” code
 - Failure to include the Course Part Number on courses reported by semester will result in a GPA calculation error and an error in the core categories met



Transcript Record Field Information

Semester

- **Semester** - time of year course was taken
 - Y1 – Year Long Course (default)
 - S1 – First Semester
 - S2 – Second Semester
 - B1-B4 – Blocks 1 - 4
 - Z1-Z2 – Summer Sessions 1 & 2
 - C1-C2 – Credit Recovery 1 & 2 (**only** used for courses that are part of a state-funded and parish – administered, explicitly named, credit recovery program)

Transcript Record Field Information - **Course Type** AP & DE

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- **Course Type**

- AP – Advanced Placement

- May be used only with the courses designated as AP by the College Board
- If your school wishes any other class to show on a student's transcript as "AP", enter the AP with the course name in the Transcript Course Name field

- DE – Dual Enrollment

- May be used only for those classes taught by a college teacher, whether taught on the college campus, online, or at the high school. This is a teacher who is paid by the college, to teach that course, and is listed as part of the college's own faculty.

Transcript Record Field Information - **Course Type** other

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- **Course Type**

- RG – Regular
- HR – Honors
- GT – Gifted
- SE – Special Education
- TA – Talented
- IB – International Baccalaureate



Distance Learning Courses

Distance Learning Course Type Codes

“Louisiana Virtual School” courses

- online program offered through a partnership with the Louisiana Department of Education and the Louisiana School for Math, Science, and the Arts. The online school uses Internet, e-mail and other online resources to offer courses in a variety of subjects

“8g” Satellite courses

- classes conducted on television and delivered via satellite through the Statewide Distance Learning Network

Other Distance Learning

- Includes correspondence, online, etc. – everything other than LVS and 8g.

Navigation from Transcript Record



The screenshot shows the Student Transcript System interface. At the top, there are navigation tabs: Student List, Transcript List, Core Progress, APC Courses, Home, and Help. The main content area displays student information for a 'FICTIONAL STUDENT' and a transcript record for course 030501 ART I. Two yellow callout boxes provide navigation instructions:

- Return to the Student List, or use the Previous and Next buttons to view another Transcript Record** (pointing to the 'Student List' tab and 'Prev/Next' buttons).
- Return to the Student List view another Student Record** (pointing to the 'Student List' tab).

Transcript Record Details:

Course Beg. Year: 2008	Course: 030501 ART I	Grade Point Max: 4.00
Letter Grade: B		Qual. Pts. Awd Cnt: 3.00
Course Part Number: 2		Credit Attempted: 0.50
Semester: S2 - 2ND SEMESTER		Credit Earned: 0.50
Course Type Cd: RG - REGULAR		Core Cur. Waiver: N
Dis. Lm. Type Cd:		Local Course Cd: 000205
Course Sponsor: 502 Baton Rouge Diocese		DE PostSec CreditHrs: 0.00
Course Site: 502002 Catholic High School (Boys) (C)		DE Secondary Site:
Course Site Name:		
Transcript Crs Name: ART I		



To See Core Progress

Student Transcript System

Transcript Data

Student List | Transcript List | **Core Progress** | APC Courses | Home | Help

FICTIONAL STUDENT 11/28/2012 12:20 AM

BSSY: 2011 Last Update: 11/15/2012

Sponsor: 502 Baton Rouge Diocese Grade: 12

Site: 502002 Catholic High School (Boys)(C) Grade 9 Entry BSSY: 2008

State ID #: 123456789 Local ID #: 85501183 Anticipated Grad BSSY: 2011

Birth Date: 12/01/1993 Grad Date: 5/19/2012 Passed GEE?:

Gender: MALE Academic Endorsement: Local Rank:

Ethnicity: Hispanic: Y N Race: Am Indian Asian Black Pac Islander White Local GPA: 2.66

Career Option: Career/Tech Endorsement: Overall GPA: 2.66

TRANSCRIPT RECORD 2 of 57

Course Beg. Year: 2008 Course: 030501 ART I

Letter Grade: B Grade Point Max: 4.00

Course Part Number: 2 Qual. Pts. Awdr Cnt: 3.00

Semester: S2 - 2ND SEMESTER Credit Attempted: 0.50

Course Type Cd: RG - REGULAR Credit Earned: 0.50

Dis. Lm. Type Cd: Core Cur. Waiver: N

Course Sponsor: 502 Baton Rouge Diocese Local Course Cd: 000205

Course Site: 502002 Catholic High School (Boys)(C) DE PostSec CreditHrs: 0.00

Course Site Name: DE Secondary Site:

Transcript Crs Name: ART I

Select Core Progress to view the student's progress in completing any one of the core curricula



Select a Curriculum

Student Transcript System

Transcript Data

Student List | Transcript List | **Core Progress** | APC Courses | Home | Help

Core 4

BSSY: 2011 Basic Core

Sponsor: 502 Baton Rouge Diocese TOPS Opportunity, Performance and Honors Award

Site: 502002 Catholic High School (Boys)(C) TOPS Tech 1 Award

State ID #: 43987528 TOPS Tech 2 Award

Birth Date: 12/3456789 Grad Date: 5/19/2012

Gender: MALE Academic Endorsement:

Ethnicity: Hispanic: Y N Race: Am Indian Asian Black Pac Islander White Career/Tech Endorsement:

Career Option: Career/Tech Endorsement:

Click to select the TOPS Opportunity, Performance & Honors Award Core Progress

NOTE: The Basic Core and TOPS Tech 2 Award are "grayed out" because the Career Option Code has not been populated, and The TOPS Tech 1 Award is "grayed out" because those requirements have been met within the TOPS OPH core, but The OPH core is never grayed out.

Grade Point Max: 4.00

Qual. Pts. Awdr Cnt: 3.00

Credit Attempted: 0.50

Credit Earned: 0.50

Core Cur. Waiver: N

Local Course Cd: 000205

DE PostSec CreditHrs: 0.00

DE Secondary Site:

Core Progress Data – TOPS OPH

2012-13 STS Workshop



Number of categories all students in this cohort need to complete the TOPS OPH Core Curriculum.
2014 & thereafter graduates will need 19 for TOPS OPH.

Number of categories this student still needs to complete the TOPS Core Curriculum for his/her cohort

Core GPA 1.91 = RELATIVE GRADE POINTS / CREDIT UNITS ALLOWED= 32.59/17.00 = 1.91

Shows how GPA calculation is determined

Categories	Cat Req Met	Credit Units Req	Credit Units Allow	Course	Grade	Relative Grade Points
GLUSH I	Y	1.00	1.00	ENGLISH I	C, D	1.50
GLUSH II	Y	1.00	1.00	ENGLISH II	D, C	1.50
GLUSH III	Y	1.00	1.00	ENGLISH III	C, C	2.00
GLUSH IV	Y	1.00	1.00	ENGLISH IV	C, C	2.00
ALGEBRA I	Y	1.00	1.00	ALGEBRA I	C, D	1.50
ALGEBRA II	N	1.00	0.50	ALGEBRA II	A	2.00
UNIT MATH ELECTIVES	Y	1.00	1.00	GEOMETRY	D, D	1.00

Core Progress Data – Core 4

2012-13 STS Workshop



Number of categories all students in this cohort need to complete the Core 4 curriculum.

Number of categories this student still needs to complete the Core 4 Curriculum.

Core GPA 2.05 = RELATIVE GRADE POINTS / CREDIT UNITS ALLOWED= 40.00/19.50 = 2.05

Shows how GPA calculation is determined

Core 4 Curriculum GPA

Categories	Cat Req Met	Credit Units Req	Credit Units Allow	Course	Grade	Relative Grade Points
ENGLISH I	Y	1.00	1.00	ENGLISH I	C, D	1.50
ENGLISH II	Y	1.00	1.00	ENGLISH II	D, C	1.50
ENGLISH III	Y	1.00	1.00	ENGLISH III	C, C	2.00
ENGLISH IV	Y	1.00	1.00	ENGLISH IV	C, C	2.00
ALGEBRA I	Y	1.00	1.00	ALGEBRA I	C, D	1.50
GEOMETRY	Y	1.00	1.00	GEOMETRY	D, D	1.00
ALGEBRA II	N	1.00	0.50	ALGEBRA II	A	2.00



Reading the Progress Report

Louisiana Department of Education - Student Transcript System - Tops Opportunity, Performance a - Windows Internet Explorer pro

Categories	Cat Req Met	Credit Units Req	Credit Units Allow	Course	Grade	Relative Grade Points
ENGLISH I	Y	1.00	1.00	ENGLISH I	B, C	2.50
ENGLISH II	Y	1.00	1.00	ENGLISH II	D, D	1.00
ENGLISH III	N	1.00	1.00	ENGLISH III	F, F	0.00
ENGLISH IV	N	1.00	0.00			0.00
ALGEBRA I	Y	1.00	1.00	ALGEBRA I	B, F, D	2.00
ALGEBRA II	N	1.00	0.50	ALGEBRA II	B	1.50
1ST UNIT MATH ELECTIVES	N	1.00	1.00	GEOMETRY	C, F	1.00
BIOLOGY	Y	1.00	1.00	BIOLOGY	D, C	1.50
CHEMISTRY	N	1.00	0.50	CHEMISTRY	C	1.00
1ST UNIT SCIENCE ELECTIVE	Y	1.00	1.00	PHYSICAL SCIENCE	B, D	1.00
UNITED STATES HISTORY	N	1.00	0.00			0.00
1ST UNIT SOCIAL STUDIES E	Y	1.00	1.00	WORLD GEOGRAPHY	C, C	2.00
CIVICS/FREE ENTERPRISE	N	1.00	0.50	CIVICS-1st SEMESTER	D	0.50
FINE ARTS SURVEY	Y	1.00	1.00	WORLD HISTORY	A, B	3.50
FOREIGN LANGUAGE	Y	2.00	1.00	SPANISH I	P	2.50
				SPANISH II	C, B	2.50
COMPUTER SCIENCE	Y	0.50	0.50			
ADDITIONAL MATH/SCIENCE	N	1.00	0.00			
TOTALS		17.50	12.00			

English III was taken, but the category is not filled because the class was failed

Algebra I has a failed semester but the category is filled because that semester was retaken and passed

Geometry was taken but the category is not filled because one semester was failed

The grade points for the Foreign Language category are normally calculated using the grades from both semesters of both classes. Here, they were calculated using only the grades from the Spanish II class – the "P" has no grade points so it isn't used in the calculation

Categories which have not been filled are in **BOLD** print

Categories that need 2 credits . . .

Louisiana Department of Education - Student Transcript System - Transcript List - Windows Internet Explorer provided by LOSFA

Student Transcript System

Site List Student List Core Progress APC Courses Home Help

FICTIONAL STUDENT

BSSY: [2011] Last Update: 02/20/11

Sponsor: 032 Livingston Parish Grade: 11

Site: 020605 D'Arbonne Springs High School Grade 9 Entry BSSY: 2008

State ID #: 123456789 Local ID #: 334274 Anticipated Grad BSSY: 2012

Birth Date: 06/01/1994 Grad Date: Career/TECH Endorsement: Passed GEE?:

Gender: FEMALE Academic Endorsement: Local Rank: 0 of 0

Ethnicity: Hispanic: Y F N # Race: Am Indian # Asian # Black # Pac Islander # White # Local GPA: Overall GPA: 3.18

Career Option:

Year	Course	Grade	Relative Grade Points
2010	ENGLISH II	B	3.00
2010	ENGLISH III	B	3.00
2010	FRENCH I	A	3.00
2010	FRENCH II	B	3.00
2010	CHEMISTRY	B	3.00
2010	CHEMISTRY	B	3.00
2010	ADVANCED MATHEMATICS - PRE-CALCULUS	B	2.50
2010	ADVANCED MATHEMATICS - PRE-CALCULUS	B	2.50

Categories	Cat Req Met	Credit Units Req	Credit Units Allow	Course	Grade	Relative Grade Points
CIVICS/FREE ENTERPRISE	Y	1.00	1.00	FREE ENTERPRISE SYST...	C	2.50
FINE ARTS SURVEY	Y	1.00	1.00	BEGINNING BAND	A, A	4.00
FOREIGN LANGUAGE	N	2.00	0.00	INTERMEDIATE BAND	A, A	4.00
COMPUTER SCIENCE	Y	0.50	0.50	FRENCH I	A, B	1.75
ADDITIONAL MATH/SCIENCE	Y	1.00	1.00	ADVANCED MATHEMATICS...	B, B	3.00
TOTALS		17.50	14.50			42.25

The Foreign Language category requires 2 credits.

The student has taken French I but has not yet taken French II, so the category is not filled.

But for students graduating 2013 and prior years – not graduating 2014 & thereafter – since he has not yet taken Computer Science, either, French I can fill that Category.





For graduates
2014 & thereafter,
ONLY
foreign language
needs 2 credits in OPH

– unless taking Agriscience for one of the science electives – that requires both I and II.

Choice of courses for GPA



REGARDLESS OF GRADUATING YEAR

The system always tries to give the student
both
the most categories filled
and
the best possible GPA.

"Fluid Plug-Ins" - Prior to 2014 grads

Louisiana Department of Education - Student Transcript System - Tops Opportunity, Performance a - Windows Internet Explorer pro

Core GPA 1.92 = RELATIVE GRADE POINTS / CREDIT UNITS ALLOWED= 18.25/9.50 = 1.92

Categories	Cat Req Met	Credit Units Req	Credit Units Allow	Course	Grade	Relative Grade Points
ENGLISH I	Y	1.00	1.00	ENGLISH I	D, D	1.00
ENGLISH II	Y	1.00	1.00	ENGLISH II	D, C	1.50
ENGLISH III	N	1.00	0.00			
ENGLISH IV	N	1.00	0.00			
ALGEBRA I	Y	1.00	1.00	ALGEBRA I		
ALGEBRA II	N	1.00	0.00			
1ST UNIT MATH ELECTIVES	Y	1.00	1.00	GEOMETRY		
BIOLOGY	Y	1.00	1.00	BIOLOGY		
CHEMISTRY	N	1.00	0.00			
1ST UNIT SCIENCE ELECTIVE	Y	1.00	1.00	PHYSICAL SCIEN		
UNITED STATES HISTORY	N	1.00	0.00			
1ST UNIT SOCIAL STUDIES E	Y	1.00	1.00	WORLD GEOGRAPHY	B, D	2.00
CIVICS/FREE ENTERPRISE	Y	1.00	1.00	FREE ENTERPRISE SYST... CIVICS-1st SEMESTER	C D	1.50
FINE ARTS SURVEY	Y	1.00	1.00	INTRODUCTION TO BUSI...	B, C	2.50
FOREIGN LANGUAGE	N	2.00	0.00			0.00
COMPUTER SCIENCE	Y	0.50	0.50	AGRISCIENCE II	C, B	1.25
ADDITIONAL MATH/SCIENCE	N	1.00	0.00			0.00
TOTALS		17.50	9.50			18.25

Here, IBCA is substituting for Fine Arts Survey because the full 1 credit for FAS works better than the ½ credit for Computer Science.

And Agriscience II is then substituted in the Computer Science category, because using Agriscience in the 1st Unit Science Elective category requires both AgSci I & AgSci II.

Navigating back from Core Progress

Louisiana Department of Education - Student Transcript System - Tops Opportunity, Performance a - Windows Internet Explorer

https://reading.doe.louisiana.gov/sts/inquiry/topsprogress.aspx

Student Transcript System

Core 4

Student List | Transcript List | Core Progress | APC Courses | Home | Help

BSSY: 2011

Sponsor: 502 Baton Rouge Diocese

Site: 502002 Catholic High School (Boys) (C)

State ID #: 123456789

Local ID #: [blank]

Birth Date: 05/04/1994

Grad Date: [blank]

Academic Endorsement: [blank]

Gender: MALE

Career/Tech Endorsement: [blank]

Ethnicity: Hispanic: N Race: Am Indian Asian Black Pac Islander White

Career Option: [blank]

Local GPA: 2.29

Overall GPA: 2.35

NOT ALL OF THE CORE 4 CURRICULUM REQUIREMENTS HAVE BEEN MET.

Requirements: [blank]

ALLOWED= 40.00/19.50 = 2.05

Categories	Cat Req Met	Credit Units Req	Credit Units Allow	Course	Grade	Relative Grade Points
ENGLISH I	Y	1.00	1.00	ENGLISH I	C, D	1.50
ENGLISH II	Y	1.00	1.00	ENGLISH II	D, C	1.50
ENGLISH III	Y	1.00	1.00	ENGLISH III	C, C	2.00
ENGLISH IV	Y	1.00	1.00	ENGLISH IV	C, C	2.00
ALGEBRA I	Y	1.00	1.00	ALGEBRA I	C, D	1.50
GEOMETRY	Y	1.00	1.00	GEOMETRY	D, D	1.00
ALGEBRA II	N	1.00	0.50	ALGEBRA II	A	2.00

Return to the Transcript List to view the student's full transcript record again

Return to the Student List view another Student's record

STS Deadlines

2012-13 STS Workshop



- **February 15:** Board of Regents Extract
 - Report through 1st semester of 2012-2013
 - Used by colleges and universities for admissions and scholarship decisions
- **June 15:** 12th grade transcript data
 - Allows LOSFA to determine TOPS eligibility for most students by mid-July
- **September 15:** 2012-2013 9th-11th grade transcript data
 - Last clean-up before final extract for previous year – October rollover will change entry year & remove graduated seniors from last year.

2012-13 STS Workshop



Batch Files
VS.
Manual Entries

Batch vs. Manual : Pros & Cons

2012-13 STS Workshop



- For large schools and for major changes in data, batch data entry is much faster and easier to submit than manual data entry --- if your internal software can create the files properly.
- Check with your administrative software provider for the availability of a module to create STS batch files.
 - For small schools, or for only a reasonable number of changes, manual data entry is generally faster and easier to submit than batch data entry.
 - For anyone who only needs to change a few files, manual entry is definitely the way to go.

2012-13 STS Workshop



Update Student or Transcript

*Add New Students
and Update Existing Students*



Update Mode

Click on **Update** mode:

- To add a new student
- or
- To add transcript records to an existing student
- or
- To correct or update a student's records
- or
- To delete a student

State ID	Name	DOB	Sex	Grade
433	AL	12/11/1993	M	12
433	ADAMS	05/04/1994	M	12
433	ADLER	10/28/1993	M	12
147	R H ALDRICH	07/04/1994	M	12
437	AMOND	09/15/1993	M	12
433	BERSON	12/29/1993	M	12
433	BENALORO	12/17/1993	M	12
433	BY	05/05/1994	M	12
433	BYMOUND	09/08/1992	M	12

This can be done from the Student List page, as shown here, or from the opening page, as shown on the next screen



Choosing "Update"

Rest your cursor over **Update** to view the Update Options

The Student Transcript System (STS) is used by the Louisiana Department of Education (LDE) to collect high school transcripts from Louisiana's public and nonpublic schools. The LDE, the Louisiana Board of Regents, and the Local Educational Agencies (LEAs) to develop the STS. The system is used for the 2002-2003 school year.

Grade Point Average (GPA) for each student based on BESE and legislative guidelines, a core GPA based on the core curriculum requirements set forth by the Louisiana Department of Education (LDE), and a second core GPA based on the Core 4 and Basic Core requirements set forth by the Board of Regents. The STS data is used for determining students' TOPS eligibility, and by the Board of Regents for determining admissions and scholarship eligibility.

The Official Transcript System (OTS), which creates official electronic high school transcripts. OTS will be used to access all official high school transcripts. The transcript data in the Official Transcript System is derived directly from the Student Transcript System.

Choose Update Option

2012-13 STS Workshop



NOTE: The Certify Graduate Transcripts option will be "grayed out" for non-public schools, since they are not required to do this.

The STS computes an overall Grade Point Average (GPA) for each student based on BESE and legislative guidelines, a core G Louisiana's Taylor Opportunity Program for Students (TOPS), and a second core GPA based on the Core 4 and Basic Core requirements set forth by the Board of Regents. The STS data is used by LOSFA for determining students' TOPS eligibility, and by the Board of Regents for determining admissions and scholarship eligibility.

STS is also an integral component of the Official Transcript System (OTS), which creates official electronic high school transcripts. OTS will be used to access all official high school transcripts for Louisiana graduates. The transcript data in the Official Transcript System is derived directly from the Student Transcript System.

2012-13 STS Workshop



Adding a New Student

Adding a new student

2012-13 STS Workshop



There are two ways to add a new student :
manually or by using the “Student Reassignment” function

IF the student does not have records at another Louisiana school, it must be done manually

IF the student has records at another school the easiest way to add him/her is to use the “Student Reassignment” function


2012-13 STS Workshop



Reassigning a Student

Student Reassignment

2012-13 STS Workshop



Louisiana Department of Education - Student Transcript System - Student List - Windows Internet Explorer provided by LOSFA

Student Transcript System
Student List (Inquiry Mode)

Close | Restart

Site List Inquiry **Update** Upload Reports STS Administration Home Help

Beginnin Student or Transcript
 Certify Graduate Transcripts
Student Reassignment

Livingston Parish
 Site: 032005 Denham Springs High School
 Search: Enter ID, Partial First or Last Name, or Grade, and press ENTER.

State ID	Name	Birth Date	Gender	Grade
31	BOTT	04/20/1990	M	11
43	T	01/11/1991	F	11
53	RRE	01/18/1992	M	10
59	LAIN	02/05/1991	M	11
93	BA-CRUZ	08/16/1991	F	11
43	ERS	06/03/1992	M	10
43	N	12/26/1991	M	10
43	N			
43	ELLO			


Select Student Reassignment from the Update options list

NOTE: If the student is reassigned from another LEA, the data will be **copied**
 If the reassignment is within the same LEA, the data will be **moved**

Start | Interchange Agent | LEADS Portal - Wi... | Novell GroupWise ... | Premium Agent St... | STS training 2011 ... | 12:14 PM Friday

Student Reassignment

2012-13 STS Workshop



em - Student Reassignment - Windows Internet Explorer provided by LO

Restart

Reports STS Adminis

Beginning School Session Year: **2011**

Copy From Sponsor:

Copy From Site:

State ID Number:

Please enter BSSY, Current Sponsor and State ID, then press SUBMIT

Birth Date: _____ Name: _____

Grade 9 Entry BSSY: _____ Ethnicity: _____

Grad Date: _____

New Sponsor: 032: Livingston Parish

Select New Site: 032002: Albany High School

Submit Reset

Select the appropriate BSSY and the Sponsor Code for the school the student previously attended, and enter the student's State ID Number
 If a student's data is not available in the current BSSY, try the previous year

If you don't know the sponsor code of the student's previous school, you can look it up using this link

These fields will default to your school

Start | Interchange Agent | LEADS Portal - Wi... | Novell GroupWise ... | Premium Agent St... | STS training 2011 ... | 12:17 PM

Sponsor list search

2012-13 STS Workshop

Filled reassignment request form

2012-13 STS Workshop

Copy Student

2012-13 STS Workshop

12:45:12 PM

Beginning School Session Year: 2011

Copy From Sponsor: 503

Copy From Site: 999001

State ID Number: 123456789

Local ID Number:

Please select a new Site code and press Copy Student

Name: FICTIONAL Q. STUDENT

Birth Date: 8/15/1993 Ethnicity: WHITE Gender: FEMALE

Grade 9 Entry BSSY: 2009 Grad Date: Grade: 09

New Sponsor: 032: Livingston Parish

Select New Site: 032002: Albany High School

Copy Student Reset

Click the **Copy Student** button to copy data to your site

This message appears if STS data is available for the student

Please select a new Site code and press Copy Student

Start

Interchange Agent

LEADS Portal - Wi...

Novell GroupWise ...

Premium Agent St...

STS training 2011 ...

2010-2011 STS Tr...

Reflection Worksp...

Search Results

Louisiana Depar...

12:48 PM

Friday

Copying done

2012-13 STS Workshop

12:45:12 PM

Beginning School Session Year: 2011

Copy From Sponsor: 503

Copy From Site: 5

State ID Number: 1

Student 123456789 successfully copied to Albany High School

Name:

Birth Date: 8/15/1993 Ethnicity: LE

Grade 9 Entry BSSY: 2009 Grad Date:

New Sponsor: 032: Livingston Parish

Select New Site: 032002: Albany High School

Copy Student Reset

This message indicates that the student's transcript data was successfully copied to your site

Start

Interchange Agent

LEADS Portal - Wi...

Novell GroupWise ...

Premium Agent St...

STS training 2011 ...

2010-2011 STS Tr...

Reflection Worksp...

Search Results

Louisiana Depar...

12:48 PM

Friday



Manually Adding a Student

Please Note :

A Student Record cannot be added without at least one Transcript Record

- In the lower section of the “Add a Student “ screen, fill in the appropriate data fields with the student’s first Transcript Record .
- **Note:** In order to add your new freshmen before their first mid-term grades, you can give them all the same record for the first semester of the same class (for instance, English I), then just change the grades at mid-term.
- Some incoming freshmen may have taken **courses in the 7th or 8th grade** for which they can receive high school credit. Those courses can also be added prior to their freshman year mid-terms.



Manually adding student

2012-13 STS Workshop

The screenshot shows the 'Student Transcript System' home page. The navigation menu includes 'Inquiry', 'Update', 'Upload', 'Reports', 'STS Administration', and 'Help'. The 'Update' menu is expanded, showing options: 'Student or Transcript', 'Certify Graduate transcripts', and 'Student Reassignment'. A yellow callout box with the text 'Click on Update Student or Transcript: To add a new student' has an arrow pointing to the 'Update' menu item.

The page content includes a description of the system: 'The STS computes an overall Grade Point Average (GPA) for each student based on BESE and legislative guidelines... a core GPA based on the core curriculum requirements set forth by Louisiana's Taylor Opportunity Program for Students (TOPS), and a second core GPA based on the Core 4 and Basic Core requirements set forth by the Board of Regents. The STS data is used by LOSFA for determining students' TOPS eligibility, and by the Board of Regents for determining admissions and scholarship eligibility.'

At the bottom, there is a section for 'Official Transcript System (OTS), which creates official electronic high school transcripts. OTS will Louisiana graduates. The transcript data in the Official Transcript System is derived

The taskbar at the bottom shows the user is logged in as 'V8/AppUser/v1' and the system time is 4:33 PM on Friday.

"Add a New Student" button

2012-13 STS Workshop

The screenshot shows the 'Student List' page in 'Update Mode'. The navigation menu includes 'Inquiry', 'Update', 'Upload', 'Reports', 'STS Administration', 'Home', and 'Help'. The page displays search criteria: 'Beginning School Session Year: 2012', 'Sponsor: 502 Baton Rouge Diocese', and 'Site: 502002 Catholic High School (Boys) (C)'. There is a search input field and a note: 'Enter ID, Partial First or Last Name, or Grade, and press ENTER'. A yellow callout box with the text 'Click Add a New Student' has an arrow pointing to the 'ADD A NEW STUDENT' button.

Below the search area is a table with the following columns: State ID, Name, Birth Date, Gender, Grade. The table currently displays 'NO STUDENTS FOUND.'



"Add a New Student" screen

Several Record Fields, both Data and Transcript, are populated with standard default values. You may type over any default value that is incorrect

Enter the student's name, Social Security Number, date of birth, and gender

Enter the student's current grade level and the BSSY for the year in which the student entered grade 9

The "Hispanic" field **must** be marked 'Y' or 'N'.

At least one of the "Race" fields **must** be marked.

Optional fields used to record data which is not generated by STS – this data does not affect the student's records in any way

These fields are not applicable for non-public schools



Demographic data fields to fill

"Career Options"

2012-13 STS Workshop

If a student has opted for Basic Core, or intends to work toward a TOPS Tech II scholarship, the "Career Option" field MUST be filled

Click here to get a drop-down menu of all of the available Career Options

"Career Options" Drop-down

2012-13 STS Workshop

Click on the Career Option the student has chosen

The best way to see which courses work for each option is to run the STSQ12 report for either TOPS Tech Option II or Basic Core

a few notes

2012-13 STS Workshop



- Note : DO NOT enter graduation date now – it should be entered only after all graduation requirements are met
- Anticipated Graduation BSSY will be entered after student data and a transcript record have been completed and submitted

2012-13 STS Workshop



Manually Adding a Student's Class Records

Transcript record fields – course information

2012-13 STS Workshop

Finding a course code

2012-13 STS Workshop

Transcript record fields – course information

2012-13 STS Workshop



Louisiana Department of Education - Student Transcript System - Update Student - Windows Internet Explorer provided by LOSFA

Student Transcript System
Add a Student

Site List Student List Core Progress Home Help

BSSY: 2010
Sponsor: 032 Livingston Parish
Site: 032005 Denham Springs High School

State ID #: 123456789 Local ID #:
Birth Date: 01/05/1997 Grad Date:
Acad. Endor.: N/A Passed GEE?
Gender: FEMALE C/T Endor.: N/A Local Rank:
Ethnicity: Hispanic: Y C N Race: Am Indian Black Pac Islander White Local GPA:
Career Option: N/A Overall GPA: n/a

See "Transcript Record Field Information", next several slides, for details on the section below

TRANSCRIPT RECORD 1 of 1

Course Beg. Year: Course:
Letter Grade: A Grade Point Max: 4.00
Course Part Number: Qual. Pts. Awrd Cnt: 0.00
Semester: Y1 YEAR LONG COURSE Credit Attempted: 1.00
Course Type Cd: REGULAR Credit Earned: 1.00
Dis. Lrn. Type Cd: N/A Core Cur. Waiver: N
Course Sponsor: 032 Livingston Parish
Course Site: 032005 Denham Springs High School
Course Site Name:
Transcript Crs Name:

The "Transcript Record Field Information" can also be found in the "STS INQUIRY" chapter

Start Interch... Premium... LEADS P... Novell G... STS tra... 2010-20... Louisiana... 1:13 PM

Transcript Record Field Information Letter Grade

2012-13 STS Workshop



Letter Grade

- Choices: A, B, C, D, F, P, E
 - A letter grade of "P" may only be given for an entire course – "P" is not a valid grade for only one semester of a course
 - "E" must be used for courses which will receive a Core Course Waiver
 - Must be given for the entire course, not for only one semester



Transcript Record Field Information

Course Part Number

- **Course Part Number** – designates the section (*part*) of the full course
 - Must be used for courses which are reported in time spans of less than one year
 - Part 1 – 1st half of class
 - Part 2 – 2nd half of class
 - Has no direct connection to the “semester” code
 - Failure to include the Course Part Number on courses reported by semester will result in a GPA calculation error and an error in the core categories met



Transcript Record Field Information

Semester

- **Semester** - time of year course was taken
 - Y1 – Year Long Course (default)
 - S1 – First Semester
 - S2 – Second Semester
 - B1-B4 – Blocks 1 - 4
 - Z1-Z2 – Summer Sessions 1 & 2
 - C1-C2 – Credit Recovery 1 & 2 (only used for courses that are part of a state-funded and parish – administered, explicitly named, credit recovery program)

Transcript Record Field Information - **Course Type** AP & DE

2012-13 STS Workshop



- **Course Type**

- AP – Advanced Placement

- May be used only with the courses designated as AP by the College Board
- If your school wishes any other class to show on a student's transcript as "AP", enter the AP with the course name in the Transcript Course Name field

- DE – Dual Enrollment

- May be used only for those classes taught by a college teacher, whether taught on the college campus, online, or at the high school. This is a teacher who is paid by the college, as part of their own faculty, to teach that course.

Transcript Record Field Information - **Course Type** other

2012-13 STS Workshop



- **Course Type**

- RG – Regular

- HR – Honors

- GT – Gifted

- SE – Special Education

- TA – Talented

- IB – International Baccalaureate



Distance Learning Courses

Distance Learning Course Type Codes

“Louisiana Virtual School” courses

- online program offered through a partnership with the Louisiana Department of Education and the Louisiana School for Math, Science, and the Arts. The online school uses Internet, e-mail and other online resources to offer courses in a variety of subjects

“8g” Satellite courses

- classes conducted on television and delivered via satellite through the Statewide Distance Learning Network

Other Distance Learning

- Includes correspondence, online, etc. – everything other than LVS and 8g.

Transcript record fields – grades, credits



Enter the maximum grade points a student could have earned at your school

Enter the number the student actually did earn

Enter the maximum credits a student could have earned

Enter the credits the student actually did earn

IF the student has a 504 or IEP already in place, and is being given a waiver, enter a 'Y'

Student Transcript System
 Student List | Core Progress | Home | Help

BSSY: 2012
 Sponsor: 502 Baton Rouge Diocese
 Site: 502002 Catholic High School (Boys)
 State ID #: Local
 Birth Date: Grad Date:
 Acad. Endor.: N/A
 Gender: Ethnicity: Hispanic: Y @ N
 Career Option: N/A

Grade: 09
 Grade 9 Entry BSSY:
 Anticipated Grad BSSY:
 Passed GEE?
 Local Rank: of
 Local GPA:
 Overall GPA: n/a

TRANSCRIPT RECORD 1 of 1

Course Beg. Year: Letter Grade: A
 Course Part Number: Semester: Y1 | YEAR LONG COURSE
 Course Type Cd: REGULAR
 Dis. Lrn. Type Cd: N/A
 Course Sponsor: 502 Baton Rouge Diocese
 Course Site: 502002 Catholic High School (Boys) (C)
 Course Site Name: Transcript Crs Name:

Grade Point Max: 4.00
 Qual. Pts. Awrd Cnt: 0.00
 Credit Attempted: 1.00
 Credit Earned: 1.00
 Core Cur. Waiver: N
 Local Course Cd:
 DEPostSecCreditHr: 0.00
 Secondary Site:

Transcript record fields – course information

2012-13 STS Workshop



Louisiana Department of Education - Student Transcript System - Update Student - Windows Internet Explorer provided by LOSFA

Student Transcript System
Add a Student

Site List Student List Core Progress Home Help

Location where course was taken; it defaults to your school. PM

BSSY: 2010
Sponsor: 032 Livingston Parish
Site: 032005 Denham Springs High School
Last Update: Grade: 09
Grade 9 Entry BSSY: 2011

State ID #: 123456789 Local ID #:
Birth Date: 01/05/1997 Grad Date:
Acad. Endor.: N/A Anticipated Grad BSSY:
Gender: FEMALE C/T Endor.: N/A Passed GEE? of
Ethnicity: Hispanic: Y C N G Race: Am Indian Asian Black Pac Islander White Local Rank:
Career Option: N/A Overall GPA: n/a

TRANSCRIPT RECORD 1 of 1

Course Beg. Year: Course: Grade Point Max: 4.00
Letter Grade: A Qual. Pts. Awrd Cnt: 0.00
Course Part Number: Semester: Y1 YEAR LONG COURSE Credit Attempted: 1.00
Course Type Cd: REGULAR Dis. Lrn. Type Cd: N/A Credit Earned: 1.00
Course Sponsor: 032 Livingston Parish Course Site: 032005 Denham Springs High School
Course Site Name: Transcript Crs Name:

See "Courses Taken at a Different Site" for details on entering courses with different locations.

Courses taken at Another Site

2012-13 STS Workshop



- Courses taken at another approved Louisiana high school:
 - Change the **Course Site** and **Course Sponsor** to the codes for the school where the course was completed
 - **Course Site Name** will remain blank
- Courses taken at an out-of-state high school:
 - Delete your **Course Site** and **Course Sponsor** fields and leave blank
 - Type the name and state of the out-of-state school in the **Course Site Name** field



Courses taken at Another Site (post-secondary)

- Courses taken through college or university
 - Use the college’s **Course Sponsor** and **Course Site** codes
 - Enter the name of the college or university in the **Course Site Name** field
 - Enter the number of course credits the student earned at the college in the **DEPostSecCreditHr** field
 - Enter your high school’s **Course Sponsor Code** in the DE Secondary Site field



Courses taken at Another Site (home study)

- Delete your codes from the **Course Site** and **Course Sponsor** fields and leave blank
- Type “Home Study” in the **Course Site Name** field



Courses taken at Another Site (distance)

- Courses taken on-line or by correspondence
 - Use the appropriate code in the Distance Learning Type field
 - Leave your own codes in the **Course Sponsor** and **Course Site** fields
 - Enter the name of the on-line or correspondence program in the **Course Site Name** field

Select A Different High School Sponsor & Site



The screenshot shows the 'Student Transcript System' interface in 'Update Mode'. A search window is open, displaying a table of high school sponsors. A yellow callout box points to the 'Course Sponsor' and 'Course Site' fields, stating: 'The Course Sponsor and Course Site fields can be searched by clicking on the field name'. Another yellow callout box points to the 'Submit' button, stating: 'Press "Submit" when data has been entered into all applicable fields'. The table lists various parishes with their respective codes.

Code	Sponsor Name
Select 001	Acadia Parish
Select 002	Allen Parish Schools
Select 003	Ascension Parish
Select 004	Assumption Parish
Select 005	Avoyelles Parish
Select 006	Beauregard Parish
Select 007	Bienville Parish
Select 008	Bossier Parish
Select 009	Caddo Parish
Select 010	Calcasieu Parish
Select 011	Caldwell Parish
Select 012	Cameron Parish
Select 013	Catahoula Parish
Select 014	Claiborne Parish
Select 015	Concordia Parish
Select 016	DeSoto Parish



Completed new student record

Louisiana Department of Education - Student Transcript System - Update Student - Windows Internet Explorer

https://lead4k12.doe.louisiana.gov/STS/UpdateStudentTranscript/UpdateStudent.aspx

Student Transcript System
Transcript List (Update Mode)

Site List | Student List | Transcript List | Core Progress | APC Courses | Home | Help

First: FICTIONAL Middle: Q

BSSY: 2012
Sponsor: 502 Baton Rouge Diocese
Site: 502002 Catholic High School (Boys) (C)
State ID #: 123456789 Local ID #:
Birth Date: 10/20/1998 Grad Date:
Acad. Endor.: N/A
Gender: MALE C/T Endor.: N/A
Ethnicity: Hispanic: Y N Race: Am Indian Asian Black Pac Islander White
Career Option: N/A Overall GPA: n/a

STUDENT RECORD ADDED

Course BSSY	Course Code	Course Name	Part Number	Letter Grade	Local Code
2012	120331	ENGUSHI	1	A	
** End of Transcript List **					

Add A Transcript | Change State ID | Delete Student

This notation tells you that the student is now entered into the STS system



Completed new student record

Louisiana Department of Education - Student Transcript System - Update Student - Windows Internet Explorer

https://lead4k12.doe.louisiana.gov/STS/UpdateStudentTranscript/UpdateStudent.aspx

Student Transcript System
Transcript List (Update Mode)

Site List | Student List | Transcript List | Core Progress | APC Courses | Home | Help

First: FICTIONAL Middle: Q Last: STUDENT

BSSY: 2012
Sponsor: 502 Baton Rouge Diocese
Site: 502002 Catholic High School (Boys) (C)
State ID #: 123456789 Local ID #:
Birth Date: 10/20/1998 Grad Date:
Acad. Endor.: N/A
Gender: MALE C/T Endor.: N/A
Ethnicity: Hispanic: Y N Race: Am Indian Asian Black Pac Islander White
Career Option: N/A Overall GPA: n/a

STUDENT RECORD ADDED

Course BSSY	Course Code	Course Name
2012	120331	ENGUSHI
** End of Transcript List **		

Add A Transcript | Change State ID | Delete Student

To add another class' transcript record, after the very first record, click here and repeat previous steps



Updating an Existing Student



To add transcript records

The screenshot shows the 'Student Transcript System' web application in 'Update Mode'. The 'Update' menu item is highlighted with a yellow box and an arrow pointing to it. A yellow callout box contains the text: 'Click on **Update** mode: To add transcript records to an existing student'. Below the callout is a table of student records.

State ID	Name	Birth Date	Gender	Grade
435	AL	12/01/1993	M	12
435	ADAMS	05/04/1994	M	12
435	ADLER	10/28/1993	M	12
147	R H ALDRICH	07/04/1994	M	12
437				12
433				12
433				12
435	Y	05/05/1994	M	12
434	YMOND	09/09/1992	M	12



Select a Student

Louisiana Department of Education - Student Transcript System - Student List - Windows Internet Explorer

https://lead4stg.doe.louisiana.gov/STS/inquiry/StudentList.aspx

Student Transcript System
Student List (Inquiry Mode)

Inquiry | Update | Upload | Reports | STS Administration | Home | Help

Beginning School Session Year: 2011
 Sponsor: 502
 Site: 502002
 Search:

Baton Rouge Diocese
 Catholic High School (Boys) (C)
 Enter ID, Partial First or Last Name, or Grade, and press ENTER.

Search by State ID, partial name, or grade

State ID	Name	Birth Date	Gender	Grade
433	AL	12/01/1993	M	12
433	ADAMS	05/04/1994	M	12
433	ADLER	10/28/1993	M	12
147	R H ALDRICH	07/04/1994	M	12
437	AMOND			
433	PERSON			
433	NNALORO			
433	Y	03/03/1994	M	12
433	YAMOND	09/08/1992	M	12

The Student List can be sorted by State ID, Name, or Grade by clicking on the appropriate down arrow

Or Select student by clicking on the State ID (SSN)



Add a New Transcript Record

https://lead4stg.doe.louisiana.gov/ - Louisiana Department of Education - Student Transcript S - Windows Internet Explorer pro

Student Transcript System
Transcript List (Update Mode)

Site List | Student List | Transcript List | Core Progress | APC Courses | Home | Help

12/4/2012 4:11 PM

First: SECOND Middle: FICTIONAL Last: STUDENT Suffix:

BSSY: 2012
 Sponsor: 502 Baton Rouge
 Site: 502002 Catholic High
 State ID #: 123456788 Loc
 Birth Date: 12/01/1995

Click "Add a Transcript" to add without opening a transcript record.


Last Update: 12/4/2012
 Grade: 12
 Grade 9 Entry BSSY: 2009
 Anticipated Grad BSSY: 2012
 Passed GEE?
 Local Rank: of
 Local GPA:
 Overall GPA: 2.50
 Submit

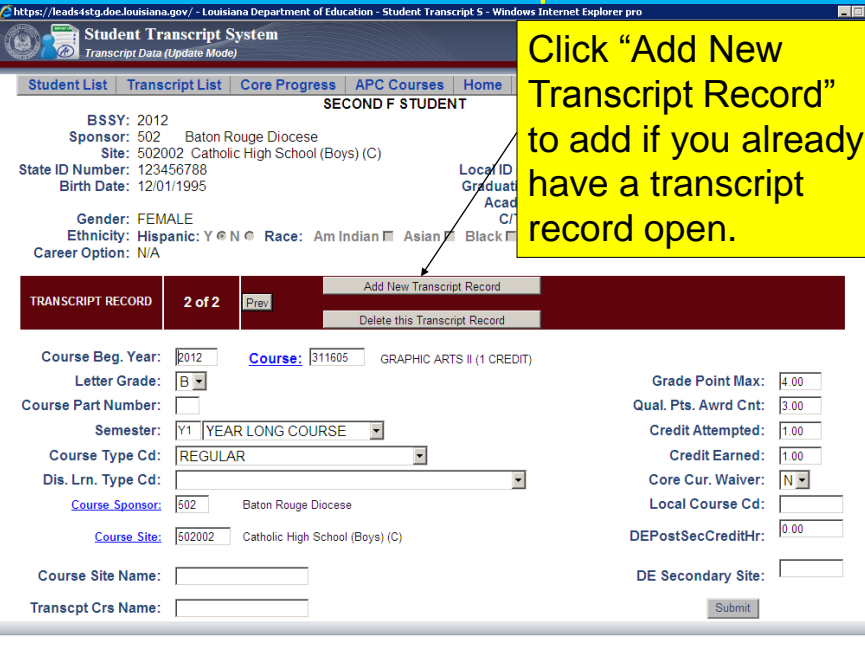
Course BSSY	Course Code	Course Name	Part Number	Letter Grade	Local Code
2012	310705	COMMERCIAL ART II (1 CREDIT)		C	
2012	311605	GRAPHIC ARTS II (1 CREDIT)		B	
** End of Transcript List **					

Add A Transcript | Change State ID | Delete Student

Add a New Transcript Record

2012-13 STS Workshop




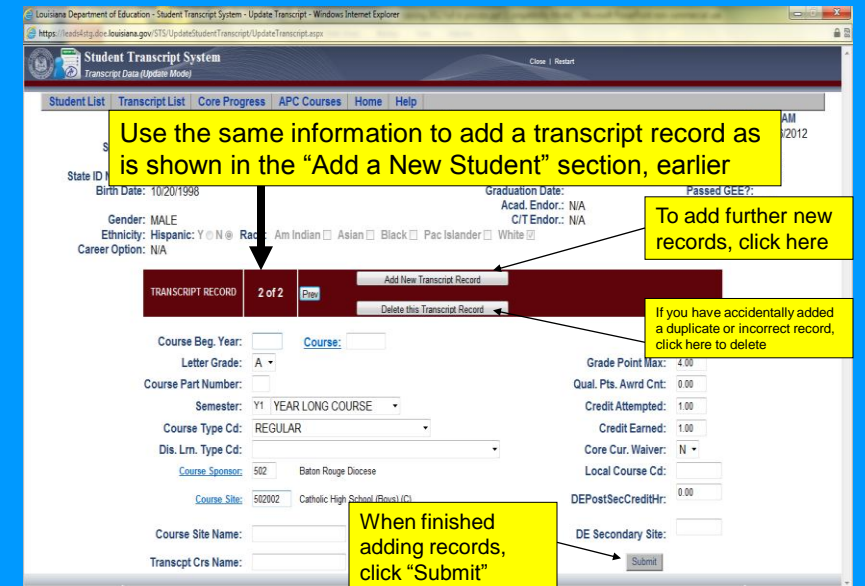


Click "Add New Transcript Record" to add if you already have a transcript record open.

Adding the record

2012-13 STS Workshop





Use the same information to add a transcript record as is shown in the "Add a New Student" section, earlier

To add further new records, click here

If you have accidentally added a duplicate or incorrect record, click here to delete

When finished adding records, click "Submit"

To correct / update records

2012-13 STS Workshop

Click on **Update** mode:
To correct or update an existing student's records

Louisiana Department of Education - Student Transcript System - Student List - Windows Internet Explorer
https://lead.k12.la.gov/STS/inquiry/StudentList.aspx

Student Transcript System
Student List (Inquiry Mode) Close | Restart

[Inquiry](#) [Update](#) [Upload](#) [Reports](#) | [STS Administration](#) [Home](#) [Help](#)

Beginning School Session Year: 2011

Sponsor: 502 Baton Rouge Diocese
 Site: 502002 Catholic High School (Boys) (C)
 Search: Enter ID, Partial First or Last Name, or Grade, and press ENTER.

State ID	Name	Birth Date	Gender	Grade
435	AL	12/01/1993	M	12
435	ADAMS	05/04/1994	M	12
435	ADLER	10/28/1993	M	12
147	R H ALDRICH	07/04/1994	M	12
437				12
433				12
433				12
435	Y	05/05/1994	M	12
435	YMOND	09/08/1992	M	12



Select a Student

2012-13 STS Workshop

Search by State ID, partial name, or grade

Or
Select student by clicking on the **State ID** (SSN)

Louisiana Department of Education - Student Transcript System - Student List - Windows Internet Explorer
https://lead.k12.la.gov/STS/inquiry/StudentList.aspx

Student Transcript System
Student List (Inquiry Mode) Close | Restart

[Inquiry](#) [Update](#) [Upload](#) [Reports](#) | [STS Administration](#) [Home](#) [Help](#)

Beginning School Session Year: 2011

Sponsor: 502 Baton Rouge Diocese
 Site: 502002 Catholic High School (Boys) (C)
 Search: Enter ID, Partial First or Last Name, or Grade, and press ENTER.

State ID	Name	Birth Date	Gender	Grade
435	AL	12/01/1993	M	12
435	ADAMS	05/04/1994	M	12
435	ADLER	10/28/1993	M	12
147	R H ALDRICH	07/04/1994	M	12
437	AMOND	09/15/1993	M	12
433	ERSON	12/29/1993	M	12
433	NNALORO	12/17/1993	M	12
435	Y	05/05/1994	M	12
435	YMOND	09/08/1992	M	12



Update or Correct a Record

2012-13 STS Workshop



All fields having entry boxes in the student demographics section can be changed – just delete the current information and type in the new information.

See the information pages in the “Add a New Student” section for detailed information on the fields

State ID #: 123456789 Local ID #: Anticipated Grad BSSY: 2015
Birth Date: 10/20/1998 Grad Date: Passed CEE? of
Acad. Endor.: NIA Local Rank: of
Gender: MALE CIT Endor.: NIA Local GPA:
Ethnicity: Hispanic: Y N Race: Am Indian Asian Black Pac Islander White Overall GPA: 2.92
Career Option: N/A

Course BSSY	Course Code	Course Name	Part Number	Letter Grade	Local Code
2012	010361	FORESTRY (1 CREDIT)		B	
2012	030214	VOICE I	1	C	
2012	120331	ENGLISH I	1	A	
2012	180337	ALGEBRA I - PART I	1	A	
2012	180338	ALGEBRA I - PART II	2	D	
2012	220401	WORLD HISTORY		B	

To update or correct a transcript record, click on the code for the course to be corrected

2012-13 STS Workshop



Correcting a
Social Security Number /
State ID Number



Correct a Social Security Number

On the Transcript List Page, click the **Change State ID** Button to correct a SSN

Course BSSY	Course Code	Course Name	Part Number	Letter Grade	Local Code
2012	010361	FORESTRY (1 CREDIT)		B	
2012	030314	VOICE I	1	C	
2012	120331	ENGLISH I	1	A	
2012	160337	ALGEBRA I - PART I	1	A	
2012	160338	ALGEBRA I - PART II	2	D	
2012	220401	WORLD HISTORY		B	



Correct a Social Security Number

(1) Enter the new **State ID** in the text box

ENTER THE NEW STATE ID AND PRESS CHANGE STATE ID AGAIN

Course BSSY	Course Code	Course Name	Part Number	Letter Grade	Local Code
2012	010361	FORESTRY (1 CREDIT)		B	
2012	030314	VOICE I	1	C	
2012	120331	ENGLISH I	1	A	
2012	160337	ALGEBRA I - PART I	1	A	
2012	160338	ALGEBRA I - PART II	2	D	
2012	220401	WORLD HISTORY		B	

Correct a Social Security Number

2012-13 STS Workshop



Louisiana Department of Education - Student Transcript System - Update Student - Windows Internet Explorer

https://lead.lde.louisiana.gov/STS/UpdateStudentTranscript/UpdateStudent.aspx

Student Transcript System
Transcript List (Update Mode)

Site List Student List Transcript List Core Progress APC Courses Home Help

First: FICTIONAL Middle: Q Last: STU

BSSY: 2012
Sponsor: 502 Baton Rouge Diocese
Site: 502002 Catholic High School (Boys) (C)
State ID #: 123456789 Local ID #:
Birth Date: 10/20/1998 Grad Date:
Acad. Endor.: N/A C/T Endor.: N/A
Gender: MALE Ethnicity: Hispanic: Y @ N * Race: Am Indian Asian Black Pac Islander White
Career Option: N/A

Passed GEE? Local Rank: of
Local GPA: Overall GPA: 2.92

ENTER THE NEW STATE ID AND PRESS CHANGE STATE ID AGAIN

Course BSSY	Course Code	Course Name	Part Number	Letter Grade	Local Code
2012	010361	FORESTRY (1 CREDIT)		B	
2012	030314	VOICE I	1	C	
2012	120331	ENGLISH I	1	A	
2012	160337	ALGEBRA I - PART I	1	A	
2012	160338	ALGEBRA I - PART II	2	D	
2012	220401	WORLD HISTORY		B	

Add A Transcript Change State ID 123884567 Delete Student

(2) and then click the Change State ID button again

Correct a Social Security Number

2012-13 STS Workshop



Louisiana Department of Education - Student Transcript System - Update Student - Windows Internet Explorer

https://lead.lde.louisiana.gov/STS/UpdateStudentTranscript/UpdateStudent.aspx

Student Transcript System
Transcript List (Update Mode)

Site List Student List Transcript List Core Progress APC Courses Home Help

First: FICTIONAL Middle: Q Last: STU

BSSY: 2012
Sponsor: 502 Baton Rouge Diocese
Site: 502002 Catholic High School (Boys) (C)
State ID #: 123984567 Local ID #:
Birth Date: 10/20/1998 Grad Date:
Acad. Endor.: N/A C/T Endor.: N/A
Gender: MALE Ethnicity: Hispanic: Y @ N * Race: Am Indian Asian Black Pac Islander White
Career Option: N/A

Passed GEE? Local Rank: of
Local GPA: Overall GPA: 2.92

RECORD UPDATED

Course BSSY	Course Code	Course Name	Part Number	Letter Grade	Local Code
2012	010361	FORESTRY (1 CREDIT)		B	
2012	030314	VOICE I	1	C	
2012	120331	ENGLISH I	1	A	
2012	160337	ALGEBRA I - PART I	1	A	
2012	160338	ALGEBRA I - PART II	2	D	
2012	220401	WORLD HISTORY		B	

Add A Transcript Change State ID Delete Student

The new State ID will appear in the State ID # field and a RECORD UPDATED message is shown



Update a Transcript Record

Louisiana Department of Education - Student Transcript System - Update Transcript - Windows Internet Explorer

https://lead.lde.louisiana.gov/STS/UpdateStudentTranscript.aspx

Student Transcript System
Transcript Data (Update Mode)

Student List | Transcript List | Core Progress

BSSY: 2012
Sponsor: 502 Baton Rouge
Site: 502002 Catholic High School (Boys) (C)
State ID Number: 123984567
Birth Date: 10/20/1998

Local ID Number:
Graduation Date:
Acad. Endor.: N/A
C/T Endor.: N/A

Gender: MALE
Ethnicity: Hispanic: Y N Race: Am Indian Asian Black Pac Islander White
Career Option: N/A

When changing a Letter Grade, remember to also update the Quality Points Awarded Count

When changes are finished, click "Submit"

TRANSCRIPT RECORD 2 of 6

Course Beg. Year: 2012 Grade Point Max: 1.00
Letter Grade: C Qual. Pts. Awrd Cnt: 2.00
Course Part Number: 1 Credit Attempted: 0.50
Semester: S2 2ND SEMESTER Credit Earned: 0.50
Course Type Cd: REGULAR Core Cur. Waiver: N
Dis. Lrn. Type Cd: Local Course Co:
Course Sponsor: 502 Baton Rouge Diocese DEPostSecCredit: 0.00
Course Site: 502002 Catholic High School (Boys) (C) DE Secondary Site:
Course Site Name:
Transcript Crs Name:



Update a Transcript Record

Louisiana Department of Education - Student Transcript System - Update Student - Windows Internet Explorer

https://lead.lde.louisiana.gov/STS/UpdateStudentTranscript/UpdateStudent.aspx

Student Transcript System
Transcript List (Update Mode)

Site List | Student List | Transcript List | Core Progress | APC Courses | Home | Help

The Record Updated message indicates the data was changed successfully

BSSY: 2012
Sponsor: 502 Baton Rouge Diocese
Site: 502002 Catholic High School (Boys) (C)
State ID #: 123984567
Birth Date: 10/20/1998

Local ID #:
Grad Date:
Acad. Endor.: N/A
C/T Endor.: N/A

Grade: 09
Grade 9 Entry BSSY: 2012
Anticipated Grad BSSY: 2015

Gender: MALE
Ethnicity: Hispanic: Y N Race: Am Indian Asian Black Pac Islander White
Career Option: N/A

Passed GEE?
Local Rank: of
Local GPA:
Overall GPA: 2.92

RECORD UPDATED

Course BSSY	Course Code	Course Name	Part Number	Letter Grade	Local Code
2012	010361	FORESTRY (1 CREDIT)		B	
2012	030314	VOICE I	1	C	
2012	120331	ENGLISH I	1	A	
2012	160337	ALGEBRA I - PART I	1	A	
2012	160338	ALGEBRA I - PART II	2	D	
2012	220401	WORLD HISTORY		B	



Delete a Transcript Record

Louisiana Department of Education - Student Transcript System - Update Transcript - Windows Internet Explorer

https://lead401.org/loisiana.gov/STS/UpdateStudentTranscript/UpdateTranscript.aspx

Student Transcript System

Transcript | Student List | Transcript Data (Update Mode)

Close | Restart

Student List | Transcript List | Core Progress | APC Courses | Home | Help

BSSY: 2012
Sponsor: 502
Site: 502002
State ID Number: 12
Birth Date: 11/16/2012

Gender: MALE
Ethnicity: Hispanic: Y @ N @ Race: Am Indian Asian Black Pac Islander White
Career Option: N/A

CIT Endor.: N/A
Local GPA: 4.00
Overall GPA: 4.00

TRANSCRIPT RECORD 2 of 2 [Prev] [Add New Transcript Record] [Delete this Transcript Record]

Course Beg. Year: [] Course: []
Letter Grade: A - Grade Point Max: 4.00
Course Part Number: [] Qual. Pts. Awdr Crt: 0.00
Semester: Y1 | YEAR LONG COURSE Semester Credit Attempted: 1.00
Course Type Cd: REGULAR Credit Earned: 1.00
Dis. Lrn. Type Cd: [] Core Cur. Waiver: N -
Course Sponsor: 502 | Baton Rouge Diocese Local Course Cd: []
Course Site: 502002 | Catholic High School (Boys) (C) DEPostSecCreditHr: 0.00
Course Site Name: [] DE Secondary Site: []
Transcript Crs Name: [] [Submit]

If you have accidentally added a duplicate record, or a record belonging to another student, it is often easier to delete the record rather than change the incorrect pieces.

Click here to delete a transcript record.



Delete a Transcript Record

Louisiana Department of Education - Student Transcript System - Update Transcript - Windows Internet Explorer

https://lead401.org/loisiana.gov/STS/UpdateStudentTranscript/UpdateTranscript.aspx

Student Transcript System

Transcript Data (Update Mode)

Close | Restart

Student List | Transcript List | Core Progress | APC Courses | Home | Help

BSSY: 2012
Sponsor: 502
Site: 502
State ID Number: 12
Birth Date: 11/16/2012

Gender: MALE
Ethnicity: Hispanic: Y @ N @ Race: Am Indian Asian Black Pac Islander White
Career Option: N/A

CIT Endor.: N/A
Local GPA: 4.00
Overall GPA: 4.00

TRANSCRIPT RECORD 2 of 2 [Prev] [Add New Transcript Record] [Delete this Transcript Record]

Course Beg. Year: [] Course: []
Letter Grade: A - Grade Point Max: 4.00
Course Part Number: [] Qual. Pts. Awdr Crt: 0.00
Semester: Y1 | YEAR LONG COURSE Semester Credit Attempted: 1.00
Course Type Cd: REGULAR Credit Earned: 1.00
Dis. Lrn. Type Cd: [] Core Cur. Waiver: N -
Course Sponsor: 502 | Baton Rouge Diocese Local Course Cd: []
Course Site: 502002 | Catholic High School (Boys) (C) DEPostSecCreditHr: 0.00
Course Site Name: [] DE Secondary Site: []
Transcript Crs Name: [] [Submit]

After clicking the delete button, you must also click the OK button on the popup to delete the Transcript Record

Microsoft Internet Explorer
Do you want to delete this record?
[OK] [Cancel]

After a transcript record is deleted

2012-13 STS Workshop

STB
 Louisiana Department of Education - Student Transcript System - Update Student - Windows Internet Explorer
 https://leadatg.doe.louisiana.gov/STS/UpdateStudentTranscript/UpdateStudent.aspx

Student Transcript System
 Transcript List (Update Mode) Close | Restart

Site List | Student List | **Transcript List** | Core Progress | APC Courses | Home | Help

4:38 AM

First: FICTIONAL MI
 BSSY: 2012
 Sponsor: 502 Baton Rouge Diocese
 Site: 502002 Catholic High School (Boys) (C)
 State ID #: 123456789 Local ID #:
 Birth Date: 10/20/1998 Grad Date:
 Acad: New Orleans Diocese
 Gender: MALE CIT: Fictional High School
 Ethnicity: Hispanic: Y N Race: Am Indian Asian Black Pac Islander White
 Career Option: N/A

Grade 9 Entry BSSY: 2012
 Anticipated Grad BSSY: 2015
 Passed CEE? of
 Local Rank:
 Local GPA:
 Overall GPA: 2.92

Course BSSY	Course Code	Course Name	Part Number	Letter Grade	Local Code
2012	010361	FORESTRY (1 CREDIT)		B	
2012	030314	VOICE I	1	C	
2012	120331	ENGLISH I	1	A	
2012	160337	ALGEBRA I - PART I	1	A	
2012	160338	ALGEBRA I - PART II	2	D	
2012	220401	WORLD HISTORY		B	



2012-13 STS Workshop

Deleting a Student





To delete a student

Deleting a student is easy,
just click this button,
but
FIRST
Read the rules for when to delete

Delete a Transcript Record



After clicking the delete button, you must also click the
OK button
on the popup to delete the Transcript Record

When do I Delete a Student?

2012-13 STS Workshop



- If students leave your school during the academic year, do NOT delete them during the current academic year unless they are transferring to another school within your Sponsor Code
 - Catholic schools are almost the only ones to whom this applies
- If students leave your school at the end of the academic year, do NOT delete them from the current BSSY
 - The current BSSY records will be archived at the rollover to the next BSSY at the beginning of October.

When do I Delete a Student?

2012-13 STS Workshop



- If students left your school during or after the previous academic year, delete them only after the rollover to the next BSSY, at the beginning of October.

Batch Upload

Why Batch?

- Batch data entry is much faster and easier to submit than manual data entry
- Check with your administrative software provider for the availability of a module to create STS batch files

To enter using batch upload

2012-13 STS Workshop



- Your first step is to have your school's internal software create a file that meets the parameters for batch files
- Different schools use many different kinds of internal software, but there is probably at least one other school in the state that uses the one you do, and has already had their system "tweaked"

To enter using batch upload

2012-13 STS Workshop



Batch files are usually submitted in ".txt" format, but can also be submitted in ".zip" format

Data Elements of Batch Upload

2012-13 STS Workshop

The STS User Guide explains exactly what each field needs to contain, and in what format

LDD690R1 *Input Record Layout*
STS
Student Transcript System

Input Record Name: STS Header Record
Input Record Code: 010
Input Record Description: Input Header Record used to control the type of update to the data base (partial, full or none). Required on all submissions.
Date Record Implemented: 1/1/2005 *Date Record Last Modified:* 10/3/2011

Starting Position	Data Element Name	Length	Type	Decimal Places	Number of Occurrence	Description
1	System Indicator	3	Alphanumeric	0	1	Must be "STS".
4	Transaction Code	3	Alphanumeric	0	1	Must be "010".
7	Beginning School Session Year	4	Numeric	0	1	The beginning year of the school session of data submission. For example, "2005" for the 2005-2006 school session.
11	Sponsor Code	3	Alphanumeric	0	1	Sponsor (LEA) code of district submitting transcript data.
14	Transcript File Type Code	1	Alphanumeric		1	Code "1" for partial file with one or more students or "3" for full LEA Transcript File data on all students. Type 3 is a complete delete and replace file.
15	Filler-186	186		0	1	Leave blank (spaces).



Batch File Types

2012-13 STS Workshop

This particular section is out of date.

Will be explained in the "Batch Upload Screen (new)" slide

LDD690R1 *Input Record Layout*
STS
Student Transcript System

Input Record Name: STS Header Record
Input Record Code: 010
Input Record Description: Input Header Record used to control the type of update to the data base (partial, full or none). Required on all submissions.
Date Record Implemented: 1/1/2005 *Date Record Last Modified:* 10/3/2011

Starting Position	Data Element Name	Length	Type	Decimal Places	Number of Occurrence	Description
1	System Indicator	3	Alphanumeric	0	1	Must be "STS".
4	Transaction Code	3	Alphanumeric	0	1	Must be "010".
7	Beginning School Session Year	4	Numeric	0	1	The beginning year of the school session of data submission. For example, "2005" for the 2005-2006 school session.
11	Sponsor Code	3	Alphanumeric	0	1	Sponsor (LEA) code of district submitting transcript data.
14	Transcript File Type Code	1	Alphanumeric		1	Code "1" for partial file with one or more students or "3" for full LEA Transcript File data on all students. Type 3 is a complete delete and replace file.
15	Filler-186	186		0	1	Leave blank (spaces).



Batch Upload

2012-13 STS Workshop



Click the Upload Button

Batch Upload Screen (new)

2012-13 STS Workshop



This button takes the place of the "File Type" data element.

This button allows you to do a "test" submission.

Load Begin	User ID	File Size	Records Matching	Records Affected Database	Records Loaded	Status	Upload End
11/15/2012 10:05:01 AM	apptst15	2654280	13139	0	3423	9716	Complete
1							



Batch Upload

Student Transcript System

Site List Inquiry Update Upload Reports STS Administration Home Help

30302 Catholic High School (Boys) (C)

Beginning School Session Year: 2012

Delete all existing students? No Yes

Validate only? No Yes

File to upload:

History

Load Begin	User ID	File Size	Records	Records	Records	Status	Upload End	
			Matching	Affected	Loaded			
			Database	By	Errors			
11/15/2012 10:05:01 AM	apptst15	2654280	13139	0	3423	9716	Complete	11/15/2012 10:22:00 AM



Batch Upload

Choose File to Upload

STC correspondence > Non-Pub tables

Name	Date modified
Montet, Maria - E D White - Re STS/STOPS eligibility...	6/22/2012 4:34 PM
NonPub Grad Table as of 2012-05-30.xls	5/30/2012 3:01 PM
NonPub Grad Table as of 2012-06-05.xls	6/6/2012 10:09 AM
NonPub Grad Table as of 2012-06-11.xls	6/12/2012 3:59 PM
NonPub Grad Table.xls	5/15/2012 2:10 PM
NonPub with 2011-12 records as of 2011-01-30.bt	11/26/2012 6:19 AM
NonPub with 2011-12 records as of 2011-01-30.xls	2/13/2012 3:24 PM
NonPub with 2011-12 records as of 2012-02-18.xls	2/10/2012 1:52 PM
NonPub with 2011-12 records as of 2012-02-13, tr...	2/14/2012 4:50 PM
NonPub with 2011-12 records as of 2012-02-13, tr...	2/14/2012 5:10 PM
NonPub with 2011-12 records as of 2012-02-13, tr...	2/14/2012 1:35 PM
NonPub with 2011-12 records as of 2012-02-13.xls	2/13/2012 3:08 PM
NonPub with 2011-12 records as of 2012-05-30.xls	5/30/2012 3:01 PM
NonPub with 2011-12 records as of 2012-06-05.xls	6/6/2012 10:09 AM

File name: NonPub with 2011-12 records as of 2011-01-30.bt



Batch Upload

Click the "Upload My File Now" button

Your file must be of type .txt or .zip

This note will appear if you accidentally tried to upload a file of the wrong type

Load Begin	User ID	File Size	Records Matching Database	Records Affected By Errors	Records Loaded	Status	Upload End	
11/15/2012 10:05:01 AM	apptst15	2654280	13139	0	3423	9716	Complete	11/15/2012 10:22:00 AM



Batch Upload

This note will appear if you uploaded a file of the correct type, but with completely wrong information.

Load Begin	User ID	File Size	Records Matching Database	Records Affected By Errors	Records Loaded	Status	Upload End	
11/26/2012 6:25:36 AM	apptst15	9005	1			File not accepted	11/26/2012 6:25:36 AM	
11/15/2012 10:05:01 AM	apptst15	2654280	13139	0	3423	9716	Complete	11/15/2012 10:22:00 AM



Batch Upload

Student Transcript System

Site List Inquiry Update Upload Reports STS Administration Home Help

902002 Catholic High School (Boys) (C)

Beginning School Session Year: 2012

Delete all existing students? No Yes

Validate only? No Yes

File to upload: Browse...

Upload My File Now View Upload Status View Errors View Input Data

Refresh History

Load Begin	User ID	File Size	Records	Records Matching Database	Records Affected By Errors	Records Loaded	Status	Upload End
11/26/2012 6:25:36 AM	appltst15	9005	1				File not accepted	11/26/2012 6:25:36 AM
11/15/2012 10:05:01 AM	appltst15	2654280	13139	0	3423	9716	Complete	11/15/2012 10:22:00 AM



Batch Upload

Student Transcript System

Site List Inquiry Update Upload Reports STS Administration Home Help

902002 Catholic High School (Boys) (C)

Beginning School Session Year: 2012

Delete all existing students? No Yes

Validate only? No Yes

File to upload: Browse...

Upload My File Now View Upload Status View Errors View Input Data

Refresh History

Load Begin	User ID	File Size	Records	Records Matching Database	Records Affected By Errors	Records Loaded	Status	Upload End
11/26/2012 6:25:36 AM	appltst15	9005	1				File not accepted	11/26/2012 6:25:36 AM
11/15/2012 10:05:01 AM	appltst15	2654280	13139	0	3423	9716	Complete	11/15/2012 10:22:00 AM



Batch Upload

Viewinput - Windows Internet Explorer
 https://readstg.doe.louisiana.gov/sts/ViewUpload/Viewinput.aspx

Sponsor: 502 Baton Rouge Diocese Beginning School Session Year: 2011
 Load Begin: 11/15/2012 10:05:01 AM

Page 1 of 657 Total records: 13139

Record Number	System Indicator	Transaction Code	Begin School Year	Sponsor Code	Student ID Number	Rest of Record	Begin School Session Year	Sponsor Code	Student ID Number	Rest of Record
1	STS	030	2011	502	147967772	85501191	502002	Christophe	Haven	Aldrich
2	STS	030	2011	502	147967772	20091504011810050050400	NS02502002			
3	STS	030	2011	502	147967772	20091504011810050050400	NS02502002			
4	STS	030	2011	502	147967772	2009190102	52A050050400	NS02502002		
5	STS	030	2011	502	147967772	2009220200	51B050050400	NS02502002		
6	STS	030	2011	502	147967772	2009220200	51B050050400	NS02502002		
7	STS	030	2011	502	147967772	2009220200	52A050050400	NS02502002		
8	STS	030	2011	502	147967772	2009220200	51B050050400	NS02502002		
9	STS	030	2011	502	147967772	200903050222	52A050050400	NS02502002		
10	STS	030	2011	502	147967772	200903050222	51B050050400	NS02502002		
11	STS	030	2011	502	147967772	2009120322	52B050050400	NS02502002		
12	STS	030	2011	502	147967772	200912250218	51B050050400	NS02502002		
13	STS	030	2011	502	147967772	2009160322	52B050050400	NS02502002		
14	STS	030	2011	502	147967772	2009160322	51B050050400	NS02502002		
15	STS	030	2011	502	147967772	200912250228	52B050050400	NS02502002		
16	STS	030	2011	502	147967772	200818030128	52B050050400	NS02502002		
17	STS	030	2011	502	147967772	200815030118	51A050050400	NS02502002		
18	STS	030	2011	502	147967772	2008190101	52A050050400	NS02502002		
19	STS	030	2011	502	147967772	2008220501	51B050050400	NS02502002		
20	STS	030	2011	502	147967772	2007160321	Y1P100100400	NS025020355	Jude	



Batch Upload

Louisiana Department of Education - Student Transcript System - File Upload - Windows Internet Explorer
 https://readstg.doe.louisiana.gov/sts/upload/Upload.aspx

Student Transcript System

Site List Inquiry Update Upload Reports STS Administration Home Help

502002 Catholic High School (Boys) (C)

Beginning School Session Year: 2012

Delete all existing students? No Yes

Validate only? No Yes

File to upload: Browse...

Upload My File Now View Upload Status View Errors View Input Data

History

Load Begin	User ID	File Size	Records	Records Matching Database	Records Affected By Errors	Records Loaded	Status	Upload End
11/26/2012 6:25:36 AM	apptst15	9005	1				File not accepted	11/26/2012 6:25:36 AM
11/15/2012 10:05:01 AM	apptst15	2654280	13139	0	3423	9716	Complete	11/15/2012 10:22:00 AM

To see exactly any errors that might have been in the file you uploaded to STS, click this button.



Batch Upload

ViewErrors - Windows Internet Explorer
 https://lead4tgy.sos.louisiana.gov/sts/ViewUpload/ViewErrors.aspx

Sponsor: Baton Rouge Diocese
 Load Begin: 11/15/2012 10:05:01 AM

Record Number	Record Type	Site Code	Student ID	Field in Error	Data in Error	Error Message
396	030	502002295964723	041	Course Code	222099.302	INVALID COURSE CODE
1184	030	502002433890493	055	Quality Points Awarded Count	400	333QUAL PNT AWD CNT NOT < GRD PNT MAX CNT
1202	030	502002433890493	041	Course Code	222099.302	INVALID COURSE CODE
1254	030	502002433890504	041	Course Code	222099.302	INVALID COURSE CODE
2016	030	502002433896594	041	Course Code	222099.302	INVALID COURSE CODE
2228	030	502002433898626	041	Course Code	222099.302	INVALID COURSE CODE
2370	030	502002433913651	041	Course Code	222099.302	INVALID COURSE CODE
2461	030	502002434871606	041	Course Code	222099.302	INVALID COURSE CODE
2623	030	502002434877981	055	Quality Points Awarded Count	500	332QTY PTS AWD CNT NOT = GD PT MAX CT FOR A
2632	030	502002434877981	055	Quality Points Awarded Count	500	332QTY PTS AWD CNT NOT = GD PT MAX CT FOR A
2653	030	502002434890932	041	Course Code	222099.302	INVALID COURSE CODE
2698	030	502002434890947	041	Course Code	222099.302	INVALID COURSE CODE
2994	030	502002434891805	041	Course Code	030711.302	INVALID COURSE CODE
3297	030	502002434894934	041	Course Code	222099.302	INVALID COURSE CODE
3480	030	502002434895133	055	Quality Points Awarded Count	500	332QTY PTS AWD CNT NOT = GD PT MAX CT FOR A
3853	030	502002434896340	041	Course Code	222099.302	INVALID COURSE CODE
3948	030	502002434897321	041	Course Code	222099.302	INVALID COURSE CODE
4143	030	502002434899117	055	Quality Points Awarded Count	400	333QUAL PNT AWD CNT NOT < GRD PNT MAX CNT
4184	030	502002434899121	041	Course Code	222099.302	INVALID COURSE CODE
4327	030	502002434933290	041	Course Code	222099.302	INVALID COURSE CODE
4368	030	502002435876399	041	Course Code	222099.302	INVALID COURSE CODE
4748	030	502002435890184	041	Course Code	222099.302	INVALID COURSE CODE
4956	030	502002435892836	041	Course Code	222099.302	INVALID COURSE CODE

1 2 3


Generate Error Report | Generate Error Report By Site | Mask Student ID Numbers on Report | Export Errors

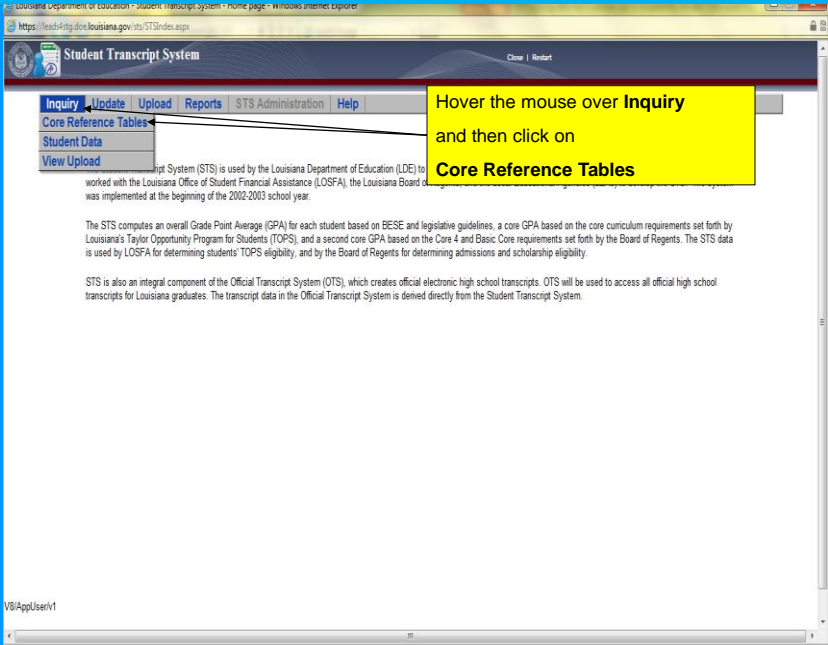


Core Reference Tables

Core Reference Tables

2012-13 STS Workshop




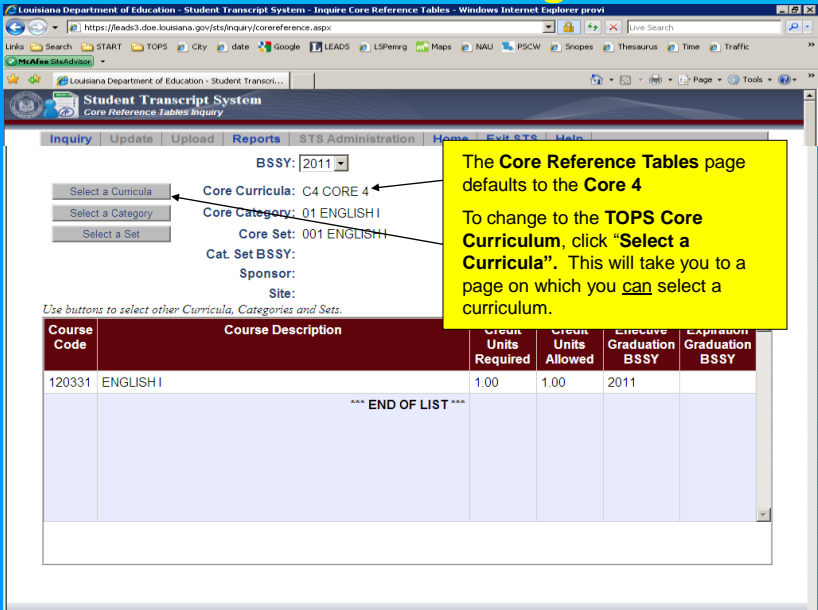


Hover the mouse over **Inquiry** and then click on **Core Reference Tables**

Core Tables Page

2012-13 STS Workshop





The **Core Reference Tables** page defaults to the **Core 4**. To change to the **TOPS Core Curriculum**, click "**Select a Curricula**". This will take you to a page on which you can select a curriculum.

Course Code	Course Description	Current Units Required	Current Units Allowed	Effective Graduation BSSY	Expiration Graduation BSSY
120331	ENGLISH I	1.00	1.00	2011	
*** END OF LIST ***					



Core Curriculum Options

Louisiana Department of Education - Student Transcript System - Inquire Core Reference Tables - Windows Internet Explorer

https://leadstg.doc.louisiana.gov/sts/inquiry/corereference.aspx

Student Transcript System
Core Reference Tables Inquiry

Inquiry | Update | Upload | Reports | STS Administration | Home | Help

BSSY: 2012

Select a Curricula
Select a Category
Select a Set

Core Curricula: C4 CORE 4
Core Category: 01 ENGLISH I
Core Set: 001 ENGLISH I
Cat. Set BSSY:
Sponsor:
Site:

Use buttons to select other Curricula, Categories and Sets.

Cur. Type Code	Core Curricula Description	Career Option Required?	Effective Graduation BSSY	Expiration Graduation BSSY
C4	CORE 4		2011	
C5	BASIC CORE	Y	2011	
R1	TOPS OPPORTUNITY, PERFORMANCE AND HONORS		2002	
T1	TOPS TECH OPTION 1		2002	
T2	TOPS TECH OPTION 2	Y	2002	

Click on the "R1" to select the TOPS Core



Curriculum Category Page

Louisiana Department of Education - Student Transcript System - Inquire Core Reference Tables - Windows Internet Explorer provi

https://leadstg.doc.louisiana.gov/sts/inquiry/corereference.aspx

Student Transcript System
Core Reference Tables Inquiry

Inquiry | Update | Upload | Reports | STS Administration | Home | Help

BSSY: 2011

Select a Curricula
Select a Category
Select a Set

Core Curricula: R1 TOPS OPPORTUNITY, PERFORMANCE AND HONORS
Core Category: 01 ENGLISH I
Core Set: 100 ENGLISH I
Cat. Set BSSY:
Sponsor:
Site:

Use buttons to select other Curricula, Categories and Sets.

The "R1" Curriculum page shows the course categories required for the TOPS core. It defaults to English I, the first category in the list. Click "Select a Category" to view all of the R1 categories

Course Code	Course Description	Credit Units Required	Credit Units Allowed	Effective Graduation BSSY	Expiration Graduation BSSY
120331	ENGLISH I	1.00	1.00	2002	
*** END OF LIST ***					

Curriculum Category Information

Louisiana Department of Education - Student Transcript System - Inquire Core Reference Tables Inquiry

Student Transcript System
Core Reference Tables Inquiry

Inquiry | Update | Upload | Reports | STS Administration

BSSY: 2011

Select a Curricula: Core Curricula: C4 CORE 4
 Select a Category: Core Category: 01 ENGLISH I
 Select a Set: Core Set: 001 ENGLISH I
 Cat. Set BSSY:
 Sponsor:
 Site:

Use buttons to select other Curricula, Categories and Sets.

Students graduating in the BSSY indicated in this column, and thereafter, were/are/will be required to fill the **category** indicated. The category does not apply to graduates of previous BSSYs

Students graduating after the BSSY indicated in this column, were/are/will be unable to use the **category** indicated to fulfill their core requirements. If there is no BSSY, the category is unexpired

Core Category Type Code	Core Category Description	Credit Units Required	Career Option Required?	Effective Graduation BSSY	Expiration Graduation BSSY
01	ENGLISH I	1.00		2011	
02	ENGLISH II	1.00		2011	
03	ENGLISH III	1.00		2011	
04	ENGLISH IV	1.00		2011	
05	ALGEBRA I	1.00		2011	
06	GEOMETRY	1.00		2011	



Curriculum Category Information

Louisiana Department of Education - Student Transcript System - Inquire Core Reference Tables - Windows Internet Explorer provi

Student Transcript System
Core Reference Tables Inquiry

Inquiry | Update | Upload | Reports | STS Administration | Home | Help

BSSY: 2011

Select a Curricula: Core Curricula: R1 TOPS OPPORTUNITY, PERFORMANCE AND HONORS
 Select a Category: Core Category: 17 FINE ARTS SURVEY
 Select a Set: Core Set: 100 FINE ARTS SURVEY
 Cat. Set BSSY:
 Sponsor:
 Site:

Use buttons to select other Curricula, Categories and Sets.

Example of categories (not necessarily the classes) that will expire – students graduating after BSSY 2012 will not be able to use these categories

Core Category Type Code	Core Category Description	Credit Units Required	Career Option Required?	Effective Graduation BSSY	Expiration Graduation BSSY
13	U. S. HISTORY	1.00		2002	
14	1ST UNIT SOCIAL STUDIES E	1.00		2002	
15	2ND UNIT SOCIAL STUDIES E	1.00		2013	
16	CIVICS/FREE ENTERPRISE	1.00		2002	
17	FINE ARTS SURVEY	1.00		2002	
18	FOREIGN LANGUAGE	2.00		2002	
19	COMPUTER SCIENCE	0.50		2002	2012
20	ADDITIONAL MATH/SCIENCE	1.00		2007	2012
*** END OF LIST ***					





Credits required

Louisiana Department of Education - Student Transcript System - Inquire Core Reference Tables - Windows Internet Explorer provi

Student Transcript System
Core Reference Tables Inquiry

Inquiry | Update | Upload | Reports | STS Administration | Home | Help

BSSY: 2011

CU Req: 1.00, Eff Grad: 2002, Exp Grad: 2002

Select a Curricula: Core Curricula: R1 TOPS OPPORTUNITY, PERFORMANCE AND HONORS

Select: Most categories require 1 full credit to be filled. However, Foreign Language requires 2 full credits, and Computer Science only ½ credit. Note that Computer Science expires after the 2012-2013 students graduate

Select a Set

Use buttons to select other Curricula, Categories and Sets.

CU Req	Eff Grad	Exp Grad
1.00	2002	
1.00	2002	
1.00	2013	
1.00	2002	
1.00	2002	
1.00	2002	
2.00	2002	
0.50	2002	2012
1.00	2007	2012

*** END OF LIST ***

Example of category that will not yet be active for 2013 graduates

Core Category Selection



Louisiana Department of Education - Student Transcript System - Inquire Core Reference Tables - Windows Internet Explorer provi

Student Transcript System
Core Reference Tables Inquiry

Inquiry | Update | Upload | Reports | STS Administration | Home | Help

BSSY: 2011

CU Req: 1.00, Eff Grad: 2002, Exp Grad: 2002

Select a Curricula: Core Curricula: R1 TOPS OPPORTUNITY, PERFORMANCE AND HONORS

Select a Category: Core Category: 01 ENGLISH I

Select a Set: Core Set: 100 ENGLISH I

Cat. Set BSSY: Sponsor: Site:

Scroll up and down to see all of the categories

Use buttons to select other Curricula, Categories and Sets.

CU Req	Eff Grad	Exp Grad
1.00	2002	
1.00	2002	
1.00	2002	
1.00	2002	
1.00	2002	
1.00	2002	
1.00	2013	
1.00	2002	
1.00	2002	
1.00	2002	



Core Category Selection

Note that new categories have been added, some categories renamed, and all categories after "07" have been renumbered.

The core categories that do not apply to the 2013 graduates show up furthest down.

Example of re-named category, from "Geometry or equivalent"

Example of category added for 2013 BSSY graduates (students graduating 2014 and thereafter)

Example of re-numbered category

CU Req	Eff Grad	Exp Grad
1.00	2002	
1.00	2002	
1.00	2002	
1.00	2002	
1.00	2002	
1.00	2002	
1.00	2002	
1.00	2002	
1.00	2002	
1.00	2002	
1.00	2002	
1.00	2002	



Select a category

To view all of the courses that can be used to fill a particular category, click on that category's number.
For the Fine Arts Survey category, for instance, click on the "17"

CU Req	Eff Grad	Exp Grad
1.00	2002	
1.00	2002	
1.00	2002	
1.00	2002	
1.00	2002	
1.00	2002	
1.00	2002	
1.00	2002	
1.00	2002	
1.00	2002	
1.00	2002	
1.00	2002	
1.00	2002	
1.00	2002	
1.00	2002	
1.00	2002	
1.00	2002	

Category Sets

2012-13 STS Workshop



Louisiana Department of Education - Student Transcript System - Inquire Core Reference Tables - Windows Internet Explorer provi

Student Transcript System
Core Reference Tables Inquiry

Inquiry Update Upload Reports STS Administration Home Help

BSSY: 2011

Select a Curricula Core Curricula: R1 TOPS OPPORTUNITY, PERFORMANCE AND HONORS

Select a Category Core Category: 17 FINE ARTS SURVEY

Select a Set Core Set: 100 FINE ARTS SURVEY

Cat. Set BSSY: Sponsor: Site:

CU Req Eff Grad Exp Grad

1.00 2002

1.00 2002

Use buttons to select other Curricula, Categories and Sets.

Course Code	Course Description	Effective Date	Expiration Graduation BSSY
030332	FINE ARTS SURVEY		

"Sets" are discrete groups of courses that can be used, separately, to fill a category. The "Fine Arts Survey" Category has several such sets.

The FAS category page defaults to "Fine Arts Survey", the first category in the list

Category Sets

2012-13 STS Workshop



Louisiana Department of Education - Student Transcript System - Inquire Core Reference Tables - Windows Internet Explorer provi

Student Transcript System
Core Reference Tables Inquiry

Inquiry Update Upload Reports STS Administration Home Help

BSSY: 2011

Select a Curricula Core Curricula: R1 TOPS OPPORTUNITY, PERFORMANCE AND HONORS

Select a Category Core Category: 17 FINE ARTS SURVEY

Select a Set Core Set: 100 FINE ARTS SURVEY

Cat. Set BSSY: Sponsor: Site:

CU Req Eff Grad Exp Grad

1.00 2002

1.00 2002

Use buttons to select other Curricula, Categories and Sets.

Course Code	Course Description	Credit Units Required	Credit Units Allowed	Effective Graduation BSSY	Expiration Graduation BSSY
030332	FINE ARTS SURVEY	1.00	1.00	2002	
*** END OF LIST ***					

The "Fine Arts Survey" page shows the course sets that can be used to fill the F.A.S. category. It defaults to the class named Fine Arts Survey, the set in the category.

Click Select a Set to view all of the Fine Arts Survey sets.



Category Sets

Louisiana Department of Education - Student Transcript System - Inquire Core Reference Tables - Windows Internet Explorer provi

Student Transcript System
Core Reference Tables #

Inquiry Upd Update Help

BSSY: 2011

CU Eff Exp
Req Grad Grad

Select a Curricula Core Curricula: R1 TOPS OPPORTUNITY, PERFORMANCE AND HONORS 2002

Select a Category Core Category: 17 FINE ARTS SURVEY 1.00 2002

Select a Set Core Set: 100 FINE ARTS SURVEY 1.00 2002

Cat. Set BSSY:
Sponsor:
Site:

Use buttons to select other Curricula, Categories and Sets.

Category Set Type Code	Core Set Description	Course BSSY	Sponsor Code	Site Code	Credit Units Required	Effective Graduation BSSY	Expiration Graduation BSSY
100	FINE ARTS SURVEY				1.00	2002	
200	MUSIC, DANCE, THEATER				2.00	2002	2012
201	MUSIC, DANCE, THTR (1 CR)				1.00	2013	
300	VISUAL ARTS				2.00	2002	2012
301	VISUAL ARTS (1 CR)				1.00	2013	
400	STUDIO ARTS				2.00	2002	2012
401	STUDIO ARTS (1 CR)				1.00	2013	

Note the changes for the BSSY 2013 graduates: the various arts substitutes will only need one credit instead of two.



Category Set List

Louisiana Department of Education - Student Transcript System - Inquire Core Reference Tables - Windows Internet Explorer provi

This screen shows all of the classes that can be used for the "Studio Arts" set of the "Fine Arts Survey" category substitutes

BSSY: 2011

CU Eff Exp
Req Grad Grad

Select a Curricula Core Curricula: R1 TOPS OPPORTUNITY, PERFORMANCE AND HONORS 2002

Select a Category Core Category: 17 FINE ARTS SURVEY 1.00 2002

Select a Set Core Set: 400 STUDIO ARTS 1.00 2002

Cat. Set BSSY:
Sponsor:
Site:

Use buttons to select other Curricula, Categories and Sets.

Course Code	Course Description	Credit Units Required	Credit Units Allowed	Effective Graduation BSSY	Expiration Graduation BSSY
030364	STUDIO ARTS ELECTIVE I(LOCALLY INITIATED ELECT-STUDIO ART)	1.00	0.50	2002	2012
030365	STUDIO ARTS ELECTIVE II(LOCALLY INITIATED ELECT-STUDIO ART)	1.00	0.50	2002	2012
030501	ART I	1.00	0.50	2002	2012
030502	ART II	1.00	0.50	2002	2012
030503	ART III	1.00	0.50	2002	2012
030504	ART IV	1.00	0.50	2002	2012

Note that some classes have expiration BSSY dates, and cannot be used for TOPS by students graduating after those dates.

Restricted Sets

2012-13 STS Workshop



Louisiana Department of Education - Student Transcript System - Inquire Core Reference Tables - Windows Internet Explorer provi

https://leads3.doe.louisiana.gov/sts/inquiry/corereference.aspx

Student Transcript System
Core Reference Tables Inquiry

Inquiry **Note that some sets may only be used by specified schools . The same applies to some classes within normal sets.** Home Exit STS Help

Select
Select
Select a Set

Core Set: 300 ENGLISH IV
Cat. Set BSSY:
Sponsor:
Site:

CU Req Eff Grad Exp Grad
2002
1.00 2002
1.00 2002

Use buttons to select other Curricula, Categories and Sets.

Category Set Type Code	Core Set Description	Course BSSY	Sponsor Code	Site Code	Credit Units Required	Effective Graduation BSSY	Expiration Graduation BSSY
200	ENGLISH IV				1.00	2002	
201	ENG.IV EQUIVALENT		302	302006	1.00	2002	
202	EN311A AM LIT +302		302	302006	1.00	2002	
203	EN311A AM LIT +304			302006	1.00	2002	
204	EN311A AM LIT +312			302006	1.00	2002	

Done Trusted sites 100%

2012-13 STS Workshop



Reports

STS Reports

2012-13 STS Workshop



Student Transcript System
Core Reference Tables Inquiry

[Inquiry](#) | [Update](#) | [Upload](#) | **Reports** | [STS Administration](#) | [Home](#) | [Exit STS](#) | [Help](#)

The Student Transcript System (STS) is used by the Louisiana Department of Education (LDE) to collect high school transcripts from Louisiana's public and nonpublic schools. The LDE worked with the Louisiana Office of Student Financial Assistance (LOSFA), the Louisiana Board of Regents, and the Local Educational Agencies (LEAs) to develop the STS. The system was implemented at the beginning of the 2002-2003 school year.

The STS computes a Grade Point Average (GPA) for each student based on the core curriculum requirements set forth by Louisiana's Tuition Opportunity Program for Students (TOPS). The STS data is used by LOSFA for determining students' TOPS eligibility. The Board of Regents uses STS data in their admissions process.

STS is also an integral component of the Official Transcript System (OTS), which creates official electronic high school transcripts. OTS will be used to access all official high school transcripts for Louisiana graduates. The transcript data in the Official Transcript System is derived directly from the Student Transcript System.

Click the Reports button

Reports Menu

2012-13 STS Workshop



Student Transcript System
Site List (Inquiry Mode)

[Inquiry](#) | [Update](#) | [Upload](#) | **Reports** | [STS Administration](#) | [Home](#) | [Help](#)

Beginning School Session Year:

Sponsors:

To search for a Sponsor, type a key...

Site Code	Report Name
001005	STSQ01: Student Transcript Detail Download
001007	STSQ02: Student TOPS GPA Detail Download
001017	STSQ03: Regents GPA/Ranking Extract File
001021	STSQ04: Student Level Transcript Summary Report
001034	STSQ06: Core Progress Detail Report
001036	STSQ07: Detail Report
	STSQ08: Course Part Number Edit Report
	STSQ11: Regents GPA/Ranking Report
	STSQ12: Core Reference Tables Report
	STSQ13: Selected Data Element Report
	Rayne High School
	Iota High School
	AMIKids Acadiana

*** END OF SITE LIST ***

Click on the Report Name to select Reports you are authorized to request are indicated in blue



STSQ04: TOPS Summary Report

- May request a single or multiple grade levels
- One line per student
- Includes the Overall GPA
- Includes TOPS GPA for each core curriculum and a core curriculum completion indicator
 - T1 – Tech Option 1 will only be populated if the student does not have at least a 2.50 on the R1 curriculum or if they have not completed the R1 core curriculum
 - T2 – Tech Option 2 will be blank for non-public schools
- Excellent tool for identifying the existence of transcript errors on 12th grade students after final grades have been added



Request STSQ04 Report

The screenshot shows the 'Student Transcript System - Report Request - Q11 GPA Ranking' interface in Internet Explorer. The page title is 'Student Transcript System STSQ04 Report Request'. The navigation menu includes 'Inquiry', 'Update', 'Upload', 'Reports', 'STS Administration', 'Home', 'Exit STS', and 'Help'. The main content area is titled 'Student Level Transcript Summary' and includes the following fields and options:

- BSSY:** A dropdown menu set to '2010'. A yellow callout box points to it with the text: 'Select BSSY – defaults to current year'.
- Sponsor code:** A dropdown menu set to '019' with 'East Feliciana Parish' displayed next to it.
- Site code:** A dropdown menu set to '014: East Feliciana High School'.
- Grade Levels:** Four checkboxes labeled '9th Grade', '10th Grade', '11th Grade', and '12th Grade', all of which are checked. A yellow callout box points to these checkboxes with the text: 'Select the grade levels you want included in the report'.
- Buttons:** 'Submit' and 'Reset' buttons are located at the bottom of the form. A yellow callout box points to the 'Submit' button with the text: 'Click the Submit button to request the report'.

The browser's address bar shows the URL: <https://leads3.doe.louisiana.gov/sts/reports/stsq04/report.aspx>. The page timestamp is '11/29/2010 10:09 PM'.

ReportOutput[1].pdf - Adobe Acrobat Professional

File Edit View Document Comments Forms Tools Advanced Window Help

1 / 2 67.9%

Pop-Up Blocker must be turned off in Internet Explorer to receive STS reports

Louisiana Department of Education / Student Transcript
STSQ04: Student Level Transcript Summary.

#School session: 2010 - 2011
#Sponsor: 019 E. Feliciana Parish Ecole.
#Site: 01904 West Feliciana High School
Grade:
Anticipated Graduation BEST: ****

State ID Number	Local ID Number	Name	Birth Date	Overall GPA	Core GPA	Core Curriculum Requirements Met	
				R1	T1 T2 T3 T4 T5	C1 C2 C3 C4 C5	
431	4	194	01	TYLER ARMSTRONG	0	1/1994 1.78 1.82 / M 1.88 / M /	1.78 / M /
431	7	194	02	MELANIE MARIE BULLIO	0	1/1994 1.04 1.90 / M 1.90 / M /	1.90 / M /
431	8	193	01	CHRIS PAUL CARTER	1	1/1993 1.83 1.60 / M 1.60 / M /	1.83 / M /
431	9	193	01	I'CARUS DE'VAN COLLINS	0	1/1993 1.93 1.81 / M 2.04 / M /	2.00 / M /
431	9	194	01	YANOFIA LYNN COMERY	0	1/1994 2.13 2.18 / M 2.18 / M /	2.33 / M /
431	8	193	02	KATELIN VICTORIA CORBAN	0	1/1993 1.87 2.00 / M 2.00 / M /	2.12 / M /
431	9	193	02	TERRANCE COVINGTON	1	1/1993 2.20 2.00 / M 2.16 / M /	2.35 / M /
431	7	193	01	JAMIE FRANCIS COE	0	1/1992 0.91 0.81 / M 0.82 / M /	0.71 / M /
431	3	193	01	COURTNEY DEON CURTIS	0	1/1993 1.89 1.84 / M 1.84 / M /	1.82 / M /
431	9	193	01	DEXTER DEON DAVIS	0	1/1992 1.17 1.18 / M 1.18 / M /	1.00 / M /
431	8	193	02	JOHNATHAN DAVIS	0	1/1991 2.00 1.85 / M 1.80 / M /	1.77 / M /
431	1	193	01	MARQUAN MARSHON DAVIS	0	1/1993 1.25 1.29 / M 1.37 / M /	1.29 / M /
431	5	194	01	CHRISTY DANIELLE DEON	0	1/1994 1.71 1.76 / M 1.73 / M /	1.75 / M /
431	2	193	01	MONTIQUE ROCHELLE DOUGLAS	0	1/1993 1.39 1.34 / M 1.33 / M /	1.37 / M /
431	8	193	01	BRITTANY NICOLE DUBROG	1	1/1993 2.42 2.24 / M 2.87 / M /	2.80 / M /
431	4	193	01	JACQUELIN DEAN DUNE DUNE	0	1/1993 1.49 1.42 / M 1.42 / M /	1.33 / M /
431	5	193	02	ELLIS MARCELL EUBANKS	1	1/1993 4.00 4.00 / M 4.00 / M /	4.00 / M /
431	9	193	01	KALANDEIA DEWEIA-SHANNON FERDODO	0	1/1992 2.04 1.88 / M 2.00 / M /	2.10 / M /
431	4	193	02	CHRY JUSTIN GERGER	1	1/1991 3.00 / / / / /	/ / / / /
431	5	193	01	JAMIE KATHLEEN HAWKINS	0	1/1992 1.23 1.20 / M 1.28 / M /	1.13 / M /
431	5	193	02	DERICK DEMOND HILLS JR	1	1/1993 3.31 3.34 / M 3.40 / M /	3.44 / M /
431	2	196	01	MAR LAURA LORRAINE HOLLINS	0	1/1995 4.00 4.00 / M 4.00 / M /	4.00 / M /
431	5	194	01	JERIN NICOLE HIDE	0	1/1994 2.18 2.25 / M 2.28 / M /	2.18 / M /
431	0	194	01	WALTER JARRELL JARRELL IV	0	1/1994 1.31 1.33 / M 1.27 / M /	1.20 / M /
431	5	193	03	RONALD CHARLES JEFFERSON JR	0	1/1993 2.19 2.00 / M 2.00 / M /	2.00 / M /
431	0	194	01	CHRISTY LA'EL JOHNSON	0	1/1994 1.75 1.75 / M 1.77 / M /	1.60 / M /
431	2	193	02	KENTIN CARROLL JONES JR	0	1/1991 1.27 1.00 / M 1.16 / M /	1.00 / M /
431	1	192	01	JARVIS KILBOURNE	1	1/1992 1.44 1.57 / M 1.60 / M /	0.93 / M /
431	0	193	01	TIPPERANI ANNE LAFLEUR	0	1/1993 2.27 2.37 / M 2.37 / M /	2.33 / M /
431	0	193	02	IRENA LOCKETT	0	1/1993 1.27 1.54 / M 1.50 / M /	1.14 / M /

R1 - TOPS Opportunity, Performance, Honors C4 - Core 4
T1 - TOPS Tech Option 1 C5 - Basic Core

2012-13 STS Workshop

STSQ06: TOPS Detail Report

- Provides the same data as the TOPS Core Progress Screen in STS Inquiry
- One page per student
- May request a single or multiple grade levels
- Lists courses selected by STS for each TOPS Core Curriculum Category
 - **Caution:** courses can move to a different core category when new courses are added to STS
- Core categories which have not been completed are shown in Bold
- Excellent to distribute to parents at the beginning of the senior year

LOSFA
Louisiana Office of
Student Assessment

Request the STSQ06 Report

2012-13 STS Workshop



Student Transcript System - Report Request - Q06 Core Progress Detail - Windows Internet Explorer provided by LOSFA

https://leads3.doe.louisiana.gov/sts/reports/stsq06report.aspx

Student Transcript System
STSQ06 Report Request

Inquiry Update Upload Reports STS Administration Home Exit STS Help

Core Progress Detail 11/29/2010 10:28 PM

BSSY: 2010

Sponsor code: 397 RSD-SUNO Institute for Academic Excellence

Site code: 001: Sophie B. Wright Inst of Academic Excellence

Core Curricula: C4: CORE 4

9th Grade 10th Grade 11th Grade 12th Grade

Submit Reset

Done Trusted sites 100%

You may select:
> BSSY
> Core Curricula
> Grade Levels to include

Request the STSQ06 Report

2012-13 STS Workshop



Student Transcript System - Report Request - Q06 Core Progress Detail - Windows Internet Explorer provided by LOSFA

https://leads3.doe.louisiana.gov/sts/reports/stsq06report.aspx

Student Transcript System
STSQ06 Report Request

Inquiry Update Upload Reports STS Administration Home Exit STS Help

Core Progress Detail 11/29/2010 10:28 PM

BSSY: 2010

Sponsor code: 397 RSD-SUNO Institute for Academic Excellence

Site code: 001: Sophie B. Wright Inst of Academic Excellence

Core Curricula: C4: CORE 4

9th Grade

C4: CORE 4
C3: BASIC CORE
R1: TOPS OPPORTUNITY, PERFORMANCE AND HONORS
T1: TOPS TECH OPTION 1
T2: TOPS TECH OPTION 2

Click the Submit button to request the report

Submit Reset

Done Trusted sites 100%

ReportOutput[1].pdf - Adobe Acrobat Professional

File Edit View Document Comments Forms Tools Advanced Window Help

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Louisiana Department of Education / Student Transcript System Page: 1

STSQ: TQPS Detail Report. Run Date: 11/29/2010

FICTIONAL STUDENT

TQPS OPPORTUNITY, PERFORMANCE AND HONORS Grade: 10

School Session: 2010 - 2011

Sponsor: 333 Avoyelles Public Charter

#site: 333001 Avoyelles Public Charter School

State ID Number: 48009973

Local ID Number:

Birth Date: 0 395 Grade 9 Entry Year: 2009

Ethnicity: Non-Hispanic, White Graduation Date:

Gender: Female Anticipated Graduation Year: 2012

Overall GPA: 3.92


Not all of the TQPS core curriculum requirements have been met
 17 categories are required for TQPS OPPORTUNITY, PERFORMANCE AND HONORS
 11 categories still needed to meet requirements for TQPS OPPORTUNITY, PERFORMANCE AND HONORS
 TQPS GPA = Relative Grade Points / Credit Units Allowed = 18.50 / 5.50 = 3.36

Category	Met	Requirements		Code	Name	Grade	Points
		Required	Allowed				
ENGLISH I	Y	1.00	1.00	110331	ENGLISH I	B	3.00
ENGLISH II	N	1.00	0.00				0.00
ENGLISH III	N	1.00	0.00				0.00
ENGLISH IV	N	1.00	0.00				0.00
ALGEBRA I	Y	1.00	1.00	140321	ALGEBRA I	A	4.00
ALGEBRA II	N	1.00	0.00				0.00
GEOMETRY OR OTHER COMPARABLE ADVANCED MA	N	1.00	0.00				0.00
BIOLOGY	N	1.00	0.00				0.00
CHEMISTRY	N	1.00	0.00				0.00
EARTH SCIENCE OR 1 OF OTHERS LISTED	Y	1.00	1.00	150802	PHYSICAL SCIENCE	A	4.00
AMERICAN HISTORY	N	1.00	0.00				0.00
WORLD HISTORY, WESTERN CIV., OR WORLD GE	Y	1.00	1.00	220401	WORLD HISTORY	B	3.00
CIVICS/PEER ENTERPRISE	N	1.00	0.00				0.00
FINE ARTS SURVEY	Y	1.00	1.00	112501	SPANISH I	B	3.00
FOREIGN LANGUAGE	N	2.00	0.00				0.00
COMPUTER SCIENCE	Y	0.50	0.50	110890	ADVANCED TECHNICAL DRAFTING	B	1.50
ADDITIONAL MATH/SCIENCE	N	1.00	0.00				0.00
Totals		17.50	5.50				18.50

STSQ07: Student Level Transcript Detail Report

- Complete listing of each student's transcript records
- May request for all grade levels, a single grade level, or a single student
- Can be used to ensure accuracy of data entry by comparing to the student's cum card
- Will be accepted by most colleges as a transcript prior to the creation of the Official High School Transcript

2012-13 STS Workshop



Request the STSQ07 Report

Student Transcript System - Report Request - Q07 Transcript Detail - Windows Internet Explorer provided by LOSFA

https://leads3.doe.louisiana.gov/sts/reports/stsq07/report.aspx

Student Transcript System
STSQ07 Report Request

Inquiry Update Upload Reports STS Administration Home Exit STS Help

Transcript Detail 11/29/2010 10:50 PM

BSSY: 2010

Sponsor code: 397 RSD-SUNO Institute for Academic Excellence

Site code: 001 Sophie B. Wright Inst of Academic Excellence

Student ID: ALL

9th Grade 10th Grade 11th Grade 12th Grade

Submit Reset

Click the **Submit** button to request the report

You may request this report for a specific student or for one or more grade levels

Louisiana Department of Education / Student Transcript System

Page: 1

STSQ07: Detail Report. (v8)

Run Date: 11/29/2010

School Session: 2010 - 2011

Sponsor: 302 LMSA

Site: 302206 Louisiana School for Math Science & the Arts

Local ID Number: 088007

State ID Number: 41380 Acad Endorsement: Grade 9 Entry Year: 2008

Birth Date: 06/1994 Tech Endorsement: Graduation Date:

Gender: Female Passed GRE: Yes Overall GPA: 3.87

Ethnicity/Race: Local GPA: 0 of 0

Local Rank: 0 of 0

Year	Course Code	Course Name	Part No	Seq	Grade	Credit Attempted	Credit Earned	Grd	Core	Cur	Cyc	Prs	Erp	Site	Site Name	Trans	Course Name
2007	140321	ALGEBRA I	Y1	A		1.00	1.00	4.00	M	RR	4.00	088	088007	LEESVILLE JO	M	ALGEBRA I	
2008	040401	INTRODUCTION TO BU	Y1	A		1.00	1.00	4.00	M	RG	4.00	088	088004	LEESVILLE HI	INTRO TO BU		
2008	140302	CORE FOR AMERICAN	Y1	A		1.00	1.00	4.00	M	RG	4.00	088	088004	LEESVILLE HI	EDUCATION FOR CAR		
2008	120331	ENGLISH I	Y1	A		1.00	1.00	4.00	M	GT	4.00	088	088004	LEESVILLE HI	G ENGLISH I		
2008	120401	LATIN I	Y1	A		1.00	1.00	4.00	M	RG	4.00	302	302006	LMSA	FORM LATIN I		
2008	110802	PHYSICAL SCIENCE	Y1	A		1.00	1.00	4.00	M	RR	4.00	088	088004	LEESVILLE HI	PHYSICAL SCIENCE		
2008	140321	CHEMISTRY	Y1	A		1.00	1.00	4.00	M	RR	4.00	088	088004	LEESVILLE HI	M CHEMISTRY		
2008	190108	PHYSICAL EDUCATION	Y1	A		1.00	1.00	4.00	M	RG	4.00	088	088004	LEESVILLE HI	PHYSICAL EDUCATIO		
2008	220308	WORLD GOVERNANCE	Y1	A		1.00	1.00	4.00	M	RR	4.00	088	088004	LEESVILLE HI	M WORLD GOVERNANCE		
2009	010602	ART II	02	A		0.50	0.50	4.00	M	RR	4.00	302	302006	LMSA	C DIGITAL MEDIA I		
2009	120330	ENGLISH II	Y1	B		1.00	1.00	4.00	M	RR	3.00	302	302006	LMSA	C INTRO WRITING/II		
2009	121601	LATIN II	Y1	A		1.00	1.00	4.00	M	RR	4.00	302	302006	LMSA	C ACCEL. LATIN II		
2009	180301	BIOLOGY	Y1	B		1.00	1.00	4.00	M	RG	3.00	302	302006	LMSA	INTRO BIOLOGY		
2009	140322	ALGEBRA II	Y1	A		1.00	1.00	4.00	M	RR	4.00	302	302006	LMSA	C COLLEGE ALGEBRA		
2009	140348	PRE-CALCULUS	02	A		0.50	0.50	4.00	M	RR	4.00	302	302006	LMSA	C PRE-CALCULUS		
2009	190500	HEALTH EDUCATION	01	A		0.50	0.50	4.00	M	RR	4.00	302	302006	LMSA	C HEALTH & WELLNE		
2009	220403	AMERICAN HISTORY	1	02	A	0.50	0.50	4.00	M	RR	4.00	302	302006	LMSA	C ADV. AMER. HIST		
2009	220403	AMERICAN HISTORY	2	01	A	0.50	0.50	4.00	M	RR	4.00	302	302006	LMSA	C ADV. AMER. HIST		
						15.50	15.50										



STSQ08: Course Part Number Edit Report

- Report should be checked after each data submission
- Identifies *potential* **Course Part Number** problems
- May not be an error
- Conditions which will generate a report
 - No Course Part Number for possible split course
 - Course Part #1 exists, no Course Part #2 for a course
 - Course Part #2 exists, no Course Part #1 for a course
 - Credit should be 0.5 when a Course Part Number is used
- Report has been modified so the requestor can select TOPS Core Courses only or all courses



Request the STSQ08 Report

Student Transcript System - Report Request - Q08 Course Part Number Edit - Windows Internet Explorer provided by LOSFA

https://leads3.doe.louisiana.gov/sts/reports/stsq08/report.aspx

Student Transcript System
STSQ08 Report Request

Inquiry | Update | Upload | Reports | STS Administration | Home | Exit STS | Help

Course Part Number Edit 11/29/2010 11:00 PM

BSSY: 2010

Sponsor code: 025 Jackson Parish

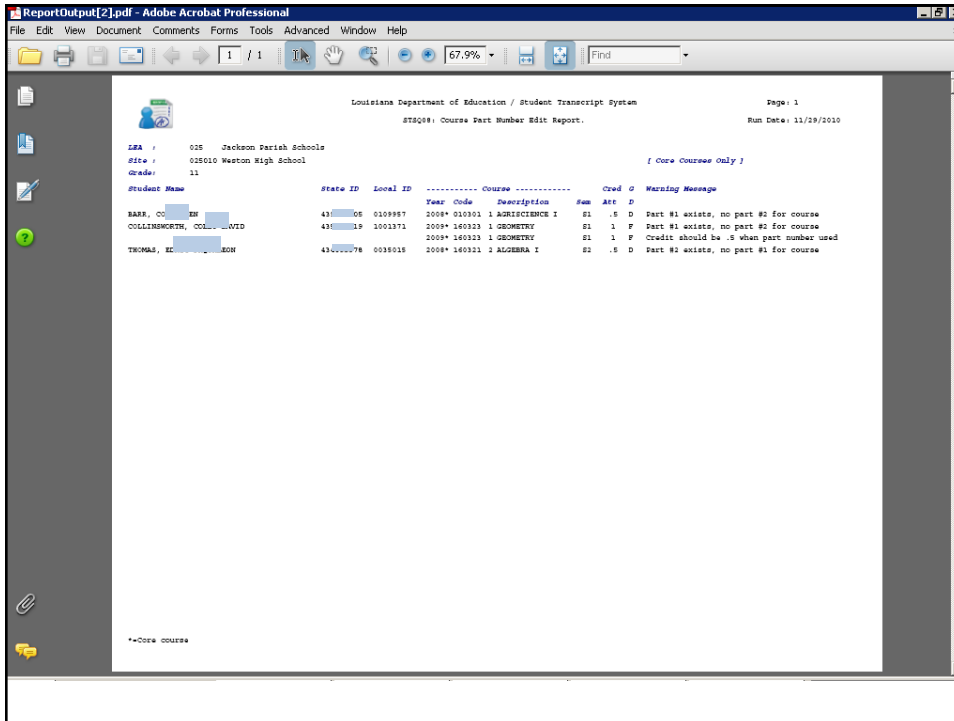
Site code: 010: Weston High School

Check to limit report to core courses only:

Check this box if you want the report to contain only courses in the TOPS Core

Click the Submit button to request the report


Submit Reset



STSQ12: Core Reference Tables Report

- This report lists all of the courses in the TOPS Core Curricula
- May be requested for a specific core curriculum or for all TOPS curricula
- The report is year specific and may be requested for prior years
- The report includes courses approved for a single district or school

2012-13 STS Workshop



Request the STSQ12 Report

2012-13 STS Workshop



Student Transcript System - Report Request - Q12 Core Reference Tables - Windows Internet Explorer provided by LOSFA

https://leads3.doe.louisiana.gov/sts/reports/stsq12report.aspx

Student Transcript System - Report Request - Q12 Co...

Student Transcript System
STSQ12 Report Request

Inquiry Update Upload Reports STS Administration Home Exit STS Help

Core Reference Tables 11/29/2010 11:06 PM

BSSY: 2010

Core Curricula: ALL

C4: CORE 4
C5: BASIC CORE
R1: TOPS OPPORTUNITY, PERFORMANCE AND HONORS
T1: TOPS TECH OPTION 1
T2: TOPS TECH OPTION 2

Submit Reset

Click the **Submit** button to request the report

Select a core curriculum or all TOPS core curricula

ReportOutput[1].pdf - Adobe Acrobat Professional

File Edit View Document Comments Forms Tools Advanced Window Help

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Example

Louisiana Department of Education / Student Transcript System Page: 1 of 32

Beginning School Session Year: 2002

STSQ12

R1 - TOPS OPPORTUNITY, PERFORMANCE AND HONORS

Option	Required	Allowed	Seas Yr	Code	Code	BSSY	BSSY
01 - ENGLISH I	1.00					2002	
100 - ENGLISH I	1.00					2002	
120331 - ENGLISH I	1.00	1.00				2002	
02 - ENGLISH II	1.00					2002	
100 - ENGLISH II	1.00					2002	
120332 - ENGLISH II	1.00	1.00				2002	
03 - ENGLISH III	1.00					2002	
100 - ENGLISH III	1.00					2002	
120333 - ENGLISH III	1.00	1.00				2002	
101 - ENG. III EQUIV	1.00			302	302006	2002	
120339 - LASMGA ENG III EQUIV	1.00	1.00		302	302006	2002	
04 - ENGLISH IV	1.00					2002	
100 - ENGLISH IV	1.00					2002	
120334 - ENGLISH IV	1.00	1.00				2002	
201 - ENG. IV EQUIVALENT	1.00			302	302006	2002	
120339 - LASMGA - (EN 311A)	0.50	0.50		302	302006	2002	
120340 - LASMGA - (EN 311B)	0.50	0.50		302	302006	2002	
202 - EN311A AM.LIT +302	1.00			302	302006	2002	
120339 - LASMGA - (EN 311A)	0.50	0.50		302	302006	2002	
120503 - LASMGA - (EN 302)	0.50	0.50		302	302006	2002	
203 - EN311A AM.LIT +304	1.00				302006	2002	
120339 - LASMGA - (EN 311A)	0.50	0.50			302006	2002	
120504 - LASMGA (EN 304)	0.50	0.50			302006	2002	
204 - EN311A AM.LIT +312	1.00				302006	2002	
120339 - LASMGA - (EN 311A)	0.50	0.50			302006	2002	
120505 - LASMGA (EN 312)	0.50	0.50			302006	2002	

This report shows all of the classes that can be used for every required category for TOPS Opportunity, Performance, and Honors

Request the STSQ13 Report

2012-13 STS Workshop



Student Transcript System - Report Request - Q13 Selected Data Element Report - Windows Internet Explorer provided by LOSFA

Student Transcript System
SisQ13 Selected Data Element Report

Inquiry Update Upload Reports STS Administration Home Help

Selected Data Element Report 3:14 PM

You may select:
 > BSSY
 > Sponsor and Site Code
 > Data Element to include

BSSY: 2011
 Sponsor code: ALL
 Site code: ALL

Endorsements Dual Enrollment Advanced Placement Credit Recovery Career Option Code

Submit Reset

ReportOutput[2].pdf - Adobe Reader

Louisiana Department of Education / Student Transcript System
 STSQ13: Selected Data Element Report - Advanced Placement

Page: 1
 Run Date: 11/22/2011

School session: 2010
 Sponsor: 502 Baton Rouge Diocese
 Site: 502036 St. Michael the Archangel Diocesan Regional HS

Student ID	Name	Birth Date	Course BSSY	Course Code	Course Name	Semester Code
43 07	DAVIANO	0 / 1993	2010	220403	AMERICAN HISTORY	S1
			2010	220403	AMERICAN HISTORY	S2
62 13	KRIEMENT	0 / 1993	2009	220403	AMERICAN HISTORY	S1
			2009	220403	AMERICAN HISTORY	S2
			2010	120334	ENGLISH IV	S1
			2010	120334	ENGLISH IV	S2
43 46	JENNER	0 / 1994	2010	220403	AMERICAN HISTORY	S1
			2010	220403	AMERICAN HISTORY	S2
43 22	MICARDNEY	0 / 1993	2009	220403	AMERICAN HISTORY	S1
			2009	220403	AMERICAN HISTORY	S2
43 82	HANBOLD	0 / 1993	2009	220403	AMERICAN HISTORY	S1
			2009	220403	AMERICAN HISTORY	S2
			2010	120334	ENGLISH IV	S1
			2010	120334	ENGLISH IV	S2
43 83	CASPER	0 / 1992	2010	120334	ENGLISH IV	S1
			2010	120334	ENGLISH IV	S2
43 22	BRAUN	0 / 1994	2010	220403	AMERICAN HISTORY	S1
			2010	220403	AMERICAN HISTORY	S2
43 87	CHERRYBAILEY	1 / 1992	2009	220403	AMERICAN HISTORY	S1
			2009	220403	AMERICAN HISTORY	S2
43 43	BANKS	0 / 1993	2009	220403	AMERICAN HISTORY	S1
			2009	220403	AMERICAN HISTORY	S2
			2010	120334	ENGLISH IV	S1
			2010	120334	ENGLISH IV	S2
43 88	LATIMER	1 / 1993	2010	220403	AMERICAN HISTORY	S1
			2010	220403	AMERICAN HISTORY	S2
43 34	MCCOY	0 / 1994	2010	220403	AMERICAN HISTORY	S1
			2010	220403	AMERICAN HISTORY	S2



STS User Guide

STS User Guide Link



LEADS APPLICATION PORTAL

LEADS

Louisiana Educational Accountability Data System

LOGOFF

User Guides

- Student Transcripts
- Annual Financial Report
- Calendar
- Curriculum
- Curriculum Verif. & Reporting
- LaTAAP
- Nonpublic Schools Security and Confidentiality
- NP-902 Site Level Security Request Form
- NPASR User Guide
- NPASR User Guide 2011 ATTACHMENTS
- Personnel Evaluation
- Profile of Educational Personnel
- Reference Tables
- Special Education Reporting
- Sponsor-Site
- Student Information
- System Transcripts

ST- Student Transcripts

View

Show all system

**** Please note that all production applications accessible from both the LEADS Portal and the INSIGHT Portal will be unavailable on December 5, from 3:00 PM to 9:00 PM, for normal monthly server maintenance. Please adjust your schedules accordingly. ****

Desktop

3:52 AM
Monday
11/26/2012

Louisiana Department of Education Terms of use

STS User Guide Location

2012-13 STS Workshop



The screenshot shows a web browser window displaying the Louisiana Department of Education website. The page title is "Data Collection Systems". A yellow box highlights the link "STX USER GUIDE" PDF, with an arrow pointing to it from a text box that says "Click on the 'STX USER GUIDE' link." The page content includes sections for "Student Transcript System", "Student Transcript System (STS) User Guide", "Program Dates", and "STS and the Official Transcript System".

STS User Guide

2012-13 STS Workshop



The screenshot shows the cover page of the "Student Transcript System 'STS' USER GUIDE" for the 2011-2012 school year. The cover is white with black text and features a logo of a stack of books. The text on the cover includes: "Student Transcript System 'STS' USER GUIDE", "2011-2012", "Louisiana Department of Education", "John White State Superintendent of Education", "reaching for results" logo, and "Last Revised 05/16/2012". The page is displayed in a PDF viewer window.

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STS User Guide In-Depth Details

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Data Elements

Things to keep in mind:

- Which elements are always required?
- Which elements are required as applicable?
- Which values are valid within the particular field?

Sponsor Code and Site Code are different from Course Sponsor Code and Course Site Code. The Sponsor Code and the Site Code refer to where the student is currently enrolled, the Course Sponsor Code and Course Site Code signify where the student took the course. Course Sponsor Code and Course Site Code may or may not be the same as Sponsor Code and Site Code.

It is very important that the Course Site Code and Course Site Name be entered correctly on all transfer credit. OSFA will need this information to verify residency requirements for TOPS.

The Course Part Number is particularly important. This data element is only used when a one-unit course is reported as two separate half-unit records. If the course is not reported as two separate half-unit records, leave this field blank. In cases where a one-unit course is reported as two records, each with half-unit credit, the Course Part Number is used by the program calculating core curricula requirements to combine the half-unit courses and to recognize the student has completed a full unit in the course. Without the Course Part Number, the two parts are treated as a repeated course, and only the record with the highest letter grade is recognized (half-unit). Again, Course Part Number applies only when a one-unit course is reported as two half-unit records.

If Letter Grade is "P" or "E" then Course Part Number must be blank. Records with Letter Grade of "P" or "E" must be submitted as whole records; they cannot be split into two parts.

If course was taken for .5 credit, the Quality Points Awarded Count is the same as if it were taken for 1.0 credit.

Rules or formats for data entry differ between Batch File and Online Entry. For example, the format for dates in batch is MMDDYY, but for online entry, dates must be entered as MM/DD/YY (with the slashes). The format for Credit Attempted and Credit Earned Count has an implied decimal in batch; for online entry, the decimal point must be used.

All alphanumeric data must be submitted in batch as uppercase, except Student Name, Course Site Name, Transcript Course Name, and Local Identification Number, which can be submitted as either uppercase or lowercase. The student name, Course Site Name, and Transcript Course Name will be converted to uppercase by LDE upon processing.

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The screenshot shows a PDF document in Adobe Acrobat Professional. The document contains two data element definitions. The first is for 'Graduation Date', which includes a description, format (MMDDYYYY), and a table with fields: Length (8), Type (Alphanumeric), Position (107), and Required (If applicable (graduates only)). The second is for 'Career Option Code', which includes a description, a list of optional fields (e.g., 001 - AGENCIES, PUBLIC SOCIAL AND NATURAL RESOURCES), and a table with fields: Length (3), Type (Numeric), Position (115), and Required (If applicable (Tech 2 students only)). A yellow box labeled 'Career Option Codes' has an arrow pointing to the 'Career Option Code' section.

2012-13 STS Workshop



Contacts

LOSFA STS Technical Support

2012-13 STS Workshop



- To Reset an STS Password (*only if* the Password Reset System isn't working for you):
 - helpdesk@osfa.la.gov
- Other STS-only access problems
 - *Steven Leblanc*
 - Operations@la.gov
 - (225) 219-7633
- Data Entry Information:
 - Kate Herke
 - Kate.Herke@la.gov
 - (225) 219-7587
 - Ebony Holmes
 - Ebony.Holmes@la.gov
 - (225) 219-7579

Dept. of Education Contacts

2012-13 STS Workshop



- Data Management – STS
 - Jacqueline Lewis
 - Jacqueline.Lewis@la.gov
 - (225) 342-9133
- Official Transcript System – OTS
 - Sue Millican
 - Sue.Millican@la.gov
 - (225) 342-9963
- Information Resources – STS
 - (*you may receive emails from these names*)
 - Mary Anne Fife (IT project leader for STS)
 - Clarence Moritz

Dept. of Education Contacts

2012-13 STS Workshop

- **Dept. of Education Helpdesk**
 - (800) 223-2950 or (225) 342-1821
- **Course Information and Descriptions**
 - Nancy Beben
 - Nancy.Beben@la.gov
 - (225) 219-0835
- **Course Code List STS** (*you may receive emails from this name*)
 - Dwayne Fontenot

