

Collection File Specification

1 6	School Year SchoolYear	<input type="checkbox"/>	Option Set School Years	4	/	Required	YYYY	4/30/2012
<i>The school year for this course section in '2011-2012' format. Summer term is considered part of the following school year, i.e. summer 2012 is part of the 2012-2013 school year.</i>								
1 7	Session Session	<input type="checkbox"/>	varchar	25	/	Required		4/30/2012
<i>A description for the term or session for the course section, for example 'Fall semester' or '2nd Trimester'</i>								
1 8	Timetable Day Identifier TimetableDayIdentifier	<input type="checkbox"/>	varchar	10	/	Required		4/30/2012
<i>The unique identifier for the locally defined rotation cycle date code when the class meets (e.g., in a two day schedule, valid values could be "A" and "B", or "1" and "2").</i>								
1 9	Class Period ClassPeriod	<input type="checkbox"/>	varchar	4	/	Required		4/30/2012
<i>An identifier for the period during the day in which this section is held. If a Section spans multiple periods, report just the initial Class Period.</i>								
1 10	Section Identifier SectionIdentifier	<input type="checkbox"/>	varchar	25	/	Optional		4/30/2012
<i>Some Student Information Systems, PowerSchool for example, have a unique section identifier, which can optionally be reported here.</i>								
1 11	Session Type SessionType	<input type="checkbox"/>	Option Set Session Type	2	/	Required	XX	4/30/2012
<i>The type of term or session this is.</i>								
1 12	Teacher 1 Last name T1LastName	<input type="checkbox"/>	varchar	25	/	Required		4/30/2012
<i>The last, family or surname for the primary teacher for the course section as reported in the HQT system</i>								
1 13	Teacher 1 First Name T1FirstName	<input type="checkbox"/>	varchar	25	/	Required		4/30/2012
<i>The first or given name for the primary teacher for the course section as reported in the HQT system</i>								
1 14	Teacher 1 Middle Initial T1MI	<input type="checkbox"/>	varchar	1	/	Optional	X	4/30/2012
<i>The middle initial for the primary teacher for the course section as reported in the HQT system</i>								
1 15	Teacher 1 Birthdate T1Birthdate	<input type="checkbox"/>	Date	10	/	Conditional	YYYY/MM/DD or YY/MM/DD	4/30/2012
<i>The primary teacher's birthdate as reported in the HQT system</i>								

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1 16	Teacher 1 Role T1Role	<input type="checkbox"/>	Option Set Teaching Role	1	/	Required	X	4/30/2012
<i>The role of the primary teacher for this course section</i>								
1 17	Teacher 1 Begin Date T1BeginDate	<input type="checkbox"/>	Date	10	/	Required	YYYY/MM/DD or YY/MM/DD	5/22/2012
<i>The date when Teacher 1 begins being associated with this section</i>								
1 18	Teacher 1 End Date T1EndDate	<input type="checkbox"/>	Date	10	/	Optional	YYYY/MM/DD or YY/MM/DD	5/22/2012
<i>The Date upon which the primary teacher is no longer associated with this section</i>								
1 19	Teacher 1 Educator Stakeholder ID T1EducatorID	<input type="checkbox"/>	varchar	16	/	Conditional		5/24/2012
<i>The Arizona Educator Stakeholder Id (if available)</i>								
1 20	Teacher 1 Contribution Percent T1Contribution	<input type="checkbox"/>	Numeric	4 2	/	Optional	n.nn	4/30/2012
<i>A percentage used to weight the educator's assigned responsibility for student learning in a Class Section, particularly when more than one educator is assigned to the class section.</i>								
1 21	Teacher 2 Last name T2LastName	<input type="checkbox"/>	varchar	25	/	Optional		4/30/2012
<i>The last, family or surname for the secondary teacher for the course section as reported in the HQT system</i>								
1 22	Teacher 2 First Name T2FirstName	<input type="checkbox"/>	varchar	25	/	Conditional		4/30/2012
<i>The first or given name for the secondary teacher for the course section as reported in the HQT system</i>								
1 23	Teacher 2 Middle Initial T2MI	<input type="checkbox"/>	varchar	1	/	Optional	X	4/30/2012
<i>The middle initial for the secondary teacher for the course section as reported in the HQT system</i>								
1 24	Teacher 2 Birthdate T2Birthdate	<input type="checkbox"/>	Date	10	/	Conditional	YYYY/MM/DD or YY/MM/DD	4/30/2012
<i>The secondary teacher's birthdate as reported in the HQT system</i>								
1 25	Teacher 2 Role T2Role	<input type="checkbox"/>	Option Set Teaching Role	1	/	Conditional	X	4/30/2012
<i>The role of the secondary teacher for this course section</i>								

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1	26	Teacher 2 Begin Date T2BeginDate	<input type="checkbox"/>	Date	10	/	Conditional	YYYY/MM/DD or YY/MM/DD	5/22/2012
Teaching Assignment Start Date									
<i>The date when Teacher 2 begins being associated with this section</i>									
1	27	Teacher 2 End Date T2EndDate	<input type="checkbox"/>	Date	10	/	Optional	YYYY/MM/DD or YY/MM/DD	5/22/2012
Teaching Assignment End Date									
<i>The Date upon which the teacher 2 is no longer associated with this section</i>									
1	28	Teacher 2 Educator Stakeholder ID T2EducatorID	<input type="checkbox"/>	varchar	16	/	Conditional		5/24/2012
Staff Member Identifier									
<i>The Arizona Educator Stakeholder Id (if available)</i>									
1	29	Teacher 2 Contribution Percent T2Contribution	<input type="checkbox"/>	Numeric	4	2	/	Optional	n.nn
Teaching Assignment Contribution Percentage									
<i>A percentage used to weight the educator's assigned responsibility for student learning in a Class Section, particularly when more than one educator is assigned to the class section.</i>									
1	30	Teacher 3 Last name T3LastName	<input type="checkbox"/>	varchar	25	/	Optional		4/30/2012
Last or Surname									
<i>The last, family or surname for the tertiary teacher for the course section as reported in the HQT system</i>									
1	31	Teacher 3 First Name T3FirstName	<input type="checkbox"/>	varchar	25	/	Conditional		4/30/2012
First Name									
<i>The first or given name for the tertiary teacher for the course section as reported in the HQT system</i>									
1	32	Teacher 3 Middle Initial T3MI	<input type="checkbox"/>	varchar	1	/	Optional	X	4/30/2012
<i>The middle initial for the tertiary teacher for the course section as reported in the HQT system</i>									
1	33	Teacher 3 Birthdate T3Birthdate	<input type="checkbox"/>	Date	10	/	Conditional	YYYY/MM/DD or YY/MM/DD	4/30/2012
Birthdate									
<i>The tertiary teacher's birthdate as reported in the HQT system</i>									
1	34	Teacher 3 Role T3Role	<input type="checkbox"/>	Option Set	1	/	Conditional	X	4/30/2012
Teaching Role									
Teaching Assignment Role									
<i>The role of the tertiary teacher for this course section</i>									
1	35	Teacher 3 Begin Date T3BeginDate	<input type="checkbox"/>	Date	10	/	Conditional	YYYY/MM/DD or YY/MM/DD	5/22/2012
Teaching Assignment Start Date									
<i>The date when Teacher 3 begins being associated with this section</i>									

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1 36	Teacher 3 End Date T3EndDate	<input type="checkbox"/>	Date	10	/	Optional	YYYY/MM/DD or YY/MM/DD	5/22/2012
<i>The Date upon which the teacher 3 is no longer associated with this section</i>								
1 37	Teacher 3 Educator Stakeholder ID T3EducatorID	<input type="checkbox"/>	varchar	16	/	Conditional		5/24/2012
<i>The Arizona Educator Stakeholder Id (if available)</i>								
1 38	Teacher 3 Contibution Percent T3Contribution	<input type="checkbox"/>	Numeric	4 2	/	Optional	n.nn	4/30/2012
<i>A percentage used to weight the educator's assigned responsibility for student learning in a Class Section, particularly when more than one educator is assigned to the class section.</i>								
1 39	Teacher 4 Last Name T4LastName	<input type="checkbox"/>	varchar	25	/	Optional		5/7/2012
<i>The last, family or surname for the fourthteacher for the course section as reported in the HQT system</i>								
1 40	Teacher 4 First Name T4FirstName	<input type="checkbox"/>	varchar	25	/	Conditional		5/7/2012
<i>The first or given name for the fourth teacher for the course section as reported in the HQT system</i>								
1 41	Teacher 4 Middle Initial T4MI	<input type="checkbox"/>	varchar	1	/	Optional		5/7/2012
<i>The fourth teacher's birthdate as reported in the HQT system</i>								
1 42	Teacher 4 Birthdate T4Birthdate	<input type="checkbox"/>	Date	10	/	Conditional	YYYY/MM/DD or YY/MM/DD	5/7/2012
<i>The fourth teacher's birthdate as reported in the HQT system</i>								
1 43	Teacher 4 Role T4Role	<input type="checkbox"/>	Option Set	1	/	Conditional		5/7/2012
<i>The role of the fourth teacher for this course section</i>								
1 44	Teacher 4 Begin Date T4BeginDate	<input type="checkbox"/>	Date	10	/	Conditional	YYYY/MM/DD or YY/MM/DD	5/22/2012
<i>The date when Teacher 4 begins being associated with this section</i>								
1 45	Teacher 4 End Date T4EndDate	<input type="checkbox"/>	Date	10	/	Optional	YYYY/MM/DD or YY/MM/DD	5/22/2012
<i>The Date upon which the teacher 4 is no longer associated with this section</i>								

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1 46	Teacher 4 Educator Stakeholder ID T4EducatorID	<input type="checkbox"/>	varchar	16		/	Conditional	Staff Member Identifier	5/24/2012
<i>The Arizona Educator Stakeholder Id (if available)</i>									
1 47	Teacher 4 Contribution Percent T4Contribution	<input type="checkbox"/>	Numeric	4	2	/	Optional	Teaching Assignment Contribution Percentage	5/7/2012
<i>A percentage used to weight the educator's assigned responsibility for student learning in a Class Section, particularly when more than one educator is assigned to the class section.</i>									
1 48	Teacher 5 Last Name T5LastName	<input type="checkbox"/>	varchar	25		/	Optional	Last or Surname	5/7/2012
<i>The last, family or surname for the fifth teacher for the course section as reported in the HQT system</i>									
1 49	Teacher 5 First Name T5FirstName	<input type="checkbox"/>	varchar	25		/	Conditional	First Name	5/7/2012
<i>The first or given name for the fifth teacher for the course section as reported in the HQT system</i>									
1 50	Teacher 5 Middle Initial T5MI	<input type="checkbox"/>	varchar	1		/	Optional		5/7/2012
<i>The fifth teacher's birthdate as reported in the HQT system</i>									
1 51	Teacher 5 Birthdate T5Birthdate	<input type="checkbox"/>	Date	10		/	Conditional	YYYY/MM/DD or YY/MM/DD Birthdate	5/7/2012
<i>The fifth teacher's birthdate as reported in the HQT system</i>									
1 52	Teacher 5 Role T5Role	<input type="checkbox"/>	Option Set	1		/	Conditional	Teaching Role Teaching Assignment Role	5/7/2012
<i>The role of the fifth teacher for this course section</i>									
1 53	Teacher 5 Begin Date T5BeginDate	<input type="checkbox"/>	Date	10		/	Conditional	YYYY/MM/DD or YY/MM/DD Teaching Assignment Start Date	5/22/2012
<i>The date when Teacher 5 begins being associated with this section</i>									
1 54	Teacher 5 End Date T5EndDate	<input type="checkbox"/>	Date	10		/	Optional	YYYY/MM/DD or YY/MM/DD Teaching Assignment End Date	5/22/2012
<i>The Date upon which the teacher 4 is no longer associated with this section</i>									
1 55	Teacher 5 Educator Stakeholder ID T5EducatorID	<input type="checkbox"/>	varchar	16		/	Conditional	Staff Member Identifier	5/24/2012
<i>The Arizona Educator Stakeholder Id (if available)</i>									

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1 56	Teacher 5 Contribution Percent T5Contribution	<input type="checkbox"/>	Numeric	4	2	/	Optional		5/7/2012
	Teaching Assignment Contribution Percentage								
	<i>A percentage used to weight the educator's assigned responsibility for student learning in a Class Section, particularly when more than one educator is assigned to the class section.</i>								
1 57	Course Begin Date CourseBegin	<input type="checkbox"/>	Date	10		/	Required	YYYY/MM/DD or YY/MM/DD	4/30/2012
	Course Begin Date								
	<i>The date of the first day of instruction</i>								
1 58	Course End Date CourseEnd	<input type="checkbox"/>	Date	10		/	Required	YYYY/MM/DD or YY/MM/DD	4/30/2012
	Course End Date								
	<i>The date of the last day of instruction</i>								
1 59	Credits Offered CreditsOffered	<input type="checkbox"/>	Numeric	4	2	/	Conditional	n.nn	4/30/2012
	Course Credit Value								
	<i>The number of credits offered for this course (HS Only)</i>								
1 60	Instructional Setting InstructionalSetting	<input type="checkbox"/>	Option Set	2		/	Required	XX	4/30/2012
	Instructional Setting								
	<i>The instructional setting for the course</i>								
1 61	Low Grade Level LowGrade	<input type="checkbox"/>	Option Set	2		/	Required	XX	4/30/2012
	Grade Level								
	Grades Offered								
	<i>The lowest grade level of students either enrolled in the course or for which the course is targetted</i>								
1 62	High Grade Level HighGrade	<input type="checkbox"/>	Option Set	2		/	Required	XX	4/30/2012
	Grade Level								
	Grades Offered								
	<i>The highest grade level of students either enrolled in the course or for which the course is targetted</i>								
1 63	Is Dual Credit DualCredit	<input type="checkbox"/>	Option Set	1		/	Conditional	X	4/30/2012
	Yes/No/NA								
	<i>A flag indicating if students enrolled in this course have the option of receiving both high school and post-secondary credit, regardless of whether any students avail themselves of that option. High School Courses only</i>								
1 64	Concurrent Enrollment Concurrent	<input type="checkbox"/>	Option Set	1		/	Conditional	X	4/30/2012
	Yes/No/NA								
	<i>A flag indicating if students enrolled in the course are concurrently enrolled in a post-secondary institution and receiving credit at both levels. High School Courses Only</i>								

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1 65	Course Level Characteristic CourseLevel	<input type="checkbox"/>	Option Set Course Level Characteristic	2	/	Required	XX	5/22/2012
<i>An indication of the level of rigor in a course</i>								
1 66	Is CTE Certificate (HS Only) Certificate	<input type="checkbox"/>	Option Set Yes/No/NA	1	/	Conditional	X	4/30/2012
<i>A flag indicating if the course is part of a career or technical education program leading to a specific technical certification. High School Courses Only</i>								
1 67	Is Required for Graduation (HS Only) GradRequirement	<input type="checkbox"/>	Option Set Yes/No/NA	1	/	Conditional	X	4/30/2012
<i>A flag indicating if this course is one of the required courses a student must take to meet graduation requirements. High School Course Only</i>								
1 68	External Provider Name Provider	<input type="checkbox"/>	varchar Name of Institution	40	/	Optional		4/30/2012
<i>If the course is being provided by an external organization, e.g. a distance education or virtual course, the name of that providing organization.</i>								
1 69	Provider Teacher 1 Last Name ProviderT1LastName	<input type="checkbox"/>	varchar Last or Surname	25	/	Optional		4/30/2012
<i>If the course is being provided by an external provider, the last, family, or surname of the provider's primary instructor.</i>								
1 70	Provider Teacher 1 First Name ProviderT1FirstName	<input type="checkbox"/>	varchar First Name	25	/	Conditional		4/30/2012
<i>If the course is being provided by an external provider, the first or given name of the provider's primary instructor.</i>								
1 71	Provider Teacher 1 Role ProviderT1Role	<input type="checkbox"/>	Option Set Teaching Role	1	/	Conditional	X	4/30/2012
<i>The instructional role of the provider's primary instructor</i>								
1 72	Provider Teacher 2 Last Name ProviderT2LastName	<input type="checkbox"/>	varchar Last or Surname	25	/	Optional		4/30/2012
<i>If the course is being provided by an external provider, the last, family, or surname of the provider's secondary, if any, instructor.</i>								
1 73	Provider Teacher 2 First Name ProviderT2FirstName	<input type="checkbox"/>	varchar First Name	25	/	Conditional		4/30/2012
<i>If the course is being provided by an external provider, the first or given name of the provider's secondary, if any, instructor.</i>								
1 74	Provider Teacher 2 Role ProviderT2Role	<input type="checkbox"/>	Option Set Teaching Role	1	/	Conditional	X	4/30/2012
<i>The instructional role of the provider's secondary, if any, instructor</i>								

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1 75 **Notes**
Notes

varchar

250

/

Optional

4/30/2012

Any clarifying information for this course section

Section: Student Section Enrollment

2 1	AZ LEA ID LEAID	<input type="checkbox"/>	Option Set AZ Districts	10	/	Required	NNNN	4/30/2012
<i>The state assigned unique LEA identifier</i>								
2 2	AZ School ID SchoolId	<input type="checkbox"/>	Option Set AZ Schools	10	/	Required		4/30/2012
<i>The state assigned public or charter school identifier</i>								
2 3	Course Identifier CourseId	<input type="checkbox"/>	Option Set Course Identifiers	20	/	Required	Course Identifier	4/30/2012
<i>The identifying code for the course content</i>								
2 4	Course Identifier System CourseIdSystem	<input type="checkbox"/>	Option Set Course Identifier System	1	/	Required	X	4/30/2012
<i>The system used for the course identifier- either Local or State. If local course codes are used, the course must be mapped in the CourseWalk system to a state course code.</i>								
2 5	School Year SchoolYear	<input type="checkbox"/>	Option Set School Years	4	/	Required	YYYY	4/30/2012
<i>The school year for this course section in '2011-2012' format. Summer term is considered part of the following school year, i.e. summer 2012 is part of the 2012-2013 school year.</i>								
2 6	Session Session	<input type="checkbox"/>	varchar	25	/	Required		4/30/2012
<i>A description for the term or session for the course section, for example 'Fall semester' or '2nd Trimester'</i>								
2 7	Timetable Day Identifier TimetableDayIdentifier	<input type="checkbox"/>	varchar	10	/	Required	Timetable Day Identifier	4/30/2012
<i>The unique identifier for the locally defined rotation cycle date code when the class meets (e.g., in a two day schedule, valid values could be "A" and "B", or "1" and "2").</i>								
2 8	Class Period ClassPeriod	<input type="checkbox"/>	varchar	4	/	Required	Class Period	4/30/2012
<i>An identifier for the period during the day in which this section is held. If a Section spans multiple periods, report just the initial Class Period.</i>								
2 9	Primary Teacher's Last Name T1LastName	<input type="checkbox"/>	varchar	25	/	Required	Last or Surname	4/30/2012
<i>The last, family or surname for the primary teacher for the course section as reported in the HQT system</i>								

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2 10	Primary Teacher's First Name T1FirstName	<input type="checkbox"/>	varchar	25	/	Required		4/25/2012
<i>The first or given name for the primary teacher for the course section as reported in the HQT system</i>								
2 11	Section Identifier SectionIdentifier	<input type="checkbox"/>	varchar	25	/	Conditional		4/30/2012
<i>Some Student Information Systems, PowerSchool for example, have a unique section identifier, which can optionally be reported here.</i>								
2 12	SAIS Student ID SAISID	<input type="checkbox"/>	Option Set SAIS	16	/	Required		4/30/2012
<i>The state assigned student ID in the SAIS</i>								
2 13	Local Student ID LocalStudentID	<input type="checkbox"/>	varchar	30	/	Optional		4/30/2012
<i>An optional local ID for the student in the local student information system.</i>								
2 14	Student Last Name LastName	<input type="checkbox"/>	varchar	25	/	Required		4/30/2012
<i>The last, family, or sur name for the student as reported in SAIS</i>								
2 15	Student First Name FirstName	<input type="checkbox"/>	varchar	25	/	Required		4/30/2012
<i>The first or given name for the student as reported in SAIS</i>								
2 16	Student Middle Initial MI	<input type="checkbox"/>	varchar	1	/	Optional	X	4/30/2012
<i>The middle name of the student as reported in SAIS</i>								
2 17	Student Birthdate Birthdate	<input type="checkbox"/>	Date	10	/	Required	YYYY/MM/DD or YY/MM/DD	4/30/2012
<i>The student's birthdate</i>								
2 18	Student Gender Gender	<input type="checkbox"/>	Option Set Gender	1	/	Required	X	4/30/2012
<i>The student's gender</i>								
2 19	Course Entry Date CourseEntryDate	<input type="checkbox"/>	Date	10	/	Required	YYYY/MM/DD or YY/MM/DD	4/30/2012
<i>The date of the first day the student received instruction in this course</i>								

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2 20	Course Entry Type EntryType	<input type="checkbox"/>	Option Set Course Entry Type	2	/	Required	XX	4/30/2012
<i>The way the student entered this course section, either as a new enrollee or as a transfer from another section at the same school</i>								
2 21	Course Exit Date CourseExitDate	<input type="checkbox"/>	Date	10	/	Optional	YYYY/MM/DD or YY/MM/DD	4/30/2012
<i>The date of the last day the student received instruction in this course. Leave blank if the student is still enrolled at the time of reporting.</i>								
2 22	Course Exit Type ExitType	<input type="checkbox"/>	Option Set Course Exit Type	2	/	Conditional	XX	4/30/2012
<i>The type of exit the student had from this course. Required if the exit date is not empty.</i>								
2 23	Credits Earned CreditsEarned	<input type="checkbox"/>	Numeric	4 2	/	Conditional	n.nn	4/30/2012
<i>The number of credits the student earned from this course. Required for High school courses when the exit date is not empty.</i>								
2 24	Grade Mark Earned GradeMark	<input type="checkbox"/>	varchar	15	/	Conditional		4/30/2012
<i>The final grade mark the student earned for the course. Required when the exit date is not empty.</i>								
2 25	Earning Dual Credit DualCredit	<input type="checkbox"/>	Option Set Yes/No/NA	1	/	Conditional	X	5/22/2012
<i>A flag indicating if this student is earning Dual Credit in a Dual Credit course. Use X when not a Dual Credit course</i>								
2 26	Concurrently Enrolled ConcurrentlyEnrolled	<input type="checkbox"/>	Option Set Yes/No/NA	1	/	Conditional	X	5/22/2012
<i>A Flag indicating if this student is concurrently enrolled in a course that offers concurrent enrollment. Use 'X' when the course does not offer concurrent enrollment</i>								
2 27	Notes Notes	<input type="checkbox"/>	varchar	250	/	Optional		4/30/2012
<i>Any clarifying information for this student section enrollment record</i>								

Option Set Details STCConnection

Course Entry Type

Code	Description	Definition
N	New Enrollment	New Class Section enrollment
R	Re-entry	
T	Transfer	Student transferred from another Class Section of the same course in the same educational institution

Course Exit Type

Code	Description	Definition
CF	Content Complete - Full Credit	The student finished covering the full course content -- Normal course termination.
CP	Content Complete - Partial Credit	The student covered the course content, but full credit for the course was not earned. Partial or no credit was granted for this course.
CN	Content Complete - No Credit	The student failed or otherwise did not receive any credit for the course
SC	Schedule Change	This course was dropped to accomodate a schedule change for another course or student activity/need.
LS	Left the School	The student is no longer enrolled in the school, so all courses have been dropped

Course Identifier System

Code	Description	Definition
L	L - Local Course Code	
S	S - State Course Code	

Course Level Characteristic

Code	Description	Definition
RM	Remedial	
SE	Students with Disabilities	
BA	Basic	A course focusing primarily on skills development, including literacy in language, mathematics, and the physical and social sciences. These courses are typically less rigorous than standard courses and may be intended to prepare a student for a general course.
GN	General or Regular	A course providing instruction in a given subject area that focuses primarily on general concepts appropriate for the grade level. General courses typically meet the state's or district's expectations of scope and difficulty for mastery of the content
AD	Enriched or Advanced	A course that augments the content and/or rigor of a general course, but does not carry an honors designation.
HO	Honors	An advanced level course designed for students who have earned honors status according to educational requirements. These courses typically include additional content not found in general courses, and are formally designated as honors courses.
GT	Gifted or Talented	
CL	College Level	
EL	English Language Learners	
HS	High School Equivalent	
UN	Untracked	

Gender

Code	Description	Definition
M	Male	Man or Boy
F	Female	Woman or Girl

Grade Level

Code	Description	Definition
IT	Infant/Toddler	
PR	Preschool	
PK	PreKindergarten	
TK	Transitional Kindergarten	
KG	Kindergarten	
01	First Grade	
02	Second Grade	
03	Third Grade	
04	Fourth Grade	
05	Fifth Grade	
06	Sixth Grade	
07	Seventh Grade	
08	Eighth Grade	
09	Ninth Grade	
10	Tenth Grade	
11	Eleventh Grade	
12	Twelfth Grade	
PS	Post Secondary	
AE	Adult Education	
UG	Ungraded	
XX	Other	

Instructional Setting

Code	Description	Definition
RC	Regular Departmentalized Classroom	<i>This is regular instruction in a departmentalized environment. This applies to the typical high school or junior high setting, but may also apply to art, music, or PE elementary course taught in a specialized setting.</i>
RR	Resource Room	<i>A pull-out or scheduled time where the students are receiving specialized supporting instruction.</i>
SC	Self-Contained Classroom	<i>An environment where the student remain as a group and receive instruction in multiple subjects from the same teacher or teachers in the same classroom. This can still apply even when students are re-grouped for instruction in reading or math, for example.</i>
CT	Co Taught	
SI	Structured English Immersion	
DA	Distance Learning (All Students)	<i>The instructor and all the students in the course are in different locations. The instruction interaction takes place in real time. Examples include video conferencing, Webex, etc.</i>
DS	Distance learning (Some Students)	<i>The instructor is in the classroom with some students, while other students are at another location. the instruction interaction is in real time. Examples include video conferencing and webex.</i>
VI	Virtual	<i>Virtual class where the instructor and the student are in different locations and the interaction is not in real time. Examples include on-line, correspondence, computer-based, etc.</i>

School Years

Code	Description	Definition
2012	School year 2011-12	
2013	School year 2012-13	

Session Type

Code	Description	Definition
SE	Semester	<i>One of two equal segments into which a school year is divided - Not including a summer session</i>
TR	Trimester	<i>One of three equal segments into which a school year is divided - not including a summer session</i>
FS	Full School Year	<i>A regular school term consisting of no major subdivision of time segments. It usually begins in the late summer or early fall and ends in late spring or early summer (e.g., elementary school)</i>
QR	Quarter	<i>One of four equal segments into which a school year is divided - not including a summer session</i>
QN	Quinmester	<i>One of five equal segments into which a school year is divided not including a summer session</i>
ST	Summer Term	<i>A school term which takes place in the summer between two regular school terms</i>
IN	Intersession	<i>A short session which occurs between longer sessions.</i>
LS	Long Session	<i>A session that is longer than a semester but shorter than a full year.</i>
MT	Mini Term	<i>A school term which is shorter than a regular session</i>
12	Twelve Month	<i>An educational program that operates on a full twelve month cycle.</i>
XX	Other	<i>Other</i>

Teaching Role

Code	Description	Definition
R	Regular Class	Teacher of record that is solely in charge of a classroom and leading instruction
S	Special Education Consultant	
C	Co-Teacher	Class is team taught and this teacher shares duties equally with another teacher. Each teacher has an assignment and student courses are generated for each teacher. Both teachers are considered the "Teacher of Record"
1	Lead Team Teacher	Teacher works with another, but is in the master or mentor teacher role. Students are all assigned to this teacher's assignment.
2	Assisting Teacher	Teacher assisting a lead team teacher. May share the same class period and assignment, but the students will be assigned to the lead teacher
U	Long Term Substitute	Person continuously substituting in 1 class for 4 or more weeks.
A	Absent Teacher of Record	Teacher of Record for a course section but is not the primary provider of instruction. May be a teacher out on maternity or other leave, or a Highly qualified staff member working with a Resource Room teacher.
P	Course Proctor	A person who is responsible for monitor students where the content is being provided by an external provider.
L	Student Teacher	A person who is in the practicum or student teacher segment of a teacher education program and overseen by an employee of the district.

Yes/No/NA

Code	Description	Definition
Y	Yes	
N	No	
X	Not Applicable	

Data Validation Rules Details STCConnection

Rule ID	Rule	Description	Business Logic	Official Message	Detail Message	Effective
Severity	Applies to:	Sect	#	Item Name		Expiration

Collection File Specification

10010 **Missing Required Field
(Course Section)**

Missing Required Field (Course Section) Field {1} is required

6/1/2012

Error

1	1	AZ LEA ID
1	2	AZ School ID
1	3	Course Identifier
1	4	Course Identifier System
1	5	Local Course Title
1	6	School Year
1	7	Session
1	8	Timetable Day Identifier
1	9	Class Period
1	11	Session Type
1	12	Teacher 1 Last name
1	13	Teacher 1 First Name
1	16	Teacher 1 Role
1	17	Teacher 1 Begin Date
1	57	Course Begin Date
1	58	Course End Date
1	60	Instructional Setting
1	61	Low Grade Level
1	62	High Grade Level
1	65	Course Level Characteristic

Collection File Specification

10011 **Field Exceeds its
Maximum Length
(Course Section)**

Field Exceeds its Maximum
Length (Course Section)

Field {1} exceeded its maximum
length of {2} characters

6/1/2012

Error

1	5	Local Course Title
1	10	Section Identifier
1	12	Teacher 1 Last name
1	13	Teacher 1 First Name
1	14	Teacher 1 Middle Initial
1	19	Teacher 1 Educator Stakeholder ID
1	21	Teacher 2 Last name
1	22	Teacher 2 First Name
1	23	Teacher 2 Middle Initial
1	28	Teacher 2 Educator Stakeholder ID
1	30	Teacher 3 Last name
1	31	Teacher 3 First Name
1	32	Teacher 3 Middle Initial
1	37	Teacher 3 Educator Stakeholder ID
1	39	Teacher 4 Last Name
1	40	Teacher 4 First Name
1	41	Teacher 4 Middle Initial
1	46	Teacher 4 Educator Stakeholder ID
1	48	Teacher 5 Last Name
1	49	Teacher 5 First Name
1	50	Teacher 5 Middle Initial
1	55	Teacher 5 Educator Stakeholder ID
1	68	External Provider Name
1	69	Provider Teacher 1 Last Name
1	70	Provider Teacher 1 First Name
1	72	Provider Teacher 2 Last Name
1	73	Provider Teacher 2 First Name
1	75	Notes

Collection File Specification

10020 **Missing Required Field
(Student Section
Enrollment)**

Missing Required Field (Student Section Enrollment) Field {1} is required

6/1/2012

Error

2	1	AZ LEA ID
2	2	AZ School ID
2	3	Course Identifier
2	4	Course Identifier System
2	5	School Year
2	6	Session
2	7	Timetable Day Identifier
2	8	Class Period
2	9	Primary Teacher's Last Name
2	10	Primary Teacher's First Name
2	12	SAIS Student ID
2	14	Student Last Name
2	15	Student First Name
2	17	Student Birthdate
2	18	Student Gender
2	19	Course Entry Date
2	20	Course Entry Type

Collection File Specification

10021 **Field Exceeds its Maximum Length (Student Section Enrollment)**

Field Exceeds its Maximum Length (Student Section Enrollment)

Field {1} exceeded its maximum length of {2} characters

6/1/2012

Error

2	6	Session
2	7	Timetable Day Identifier
2	8	Class Period
2	9	Primary Teacher's Last Name
2	10	Primary Teacher's First Name
2	11	Section Identifier
2	13	Local Student ID
2	14	Student Last Name
2	15	Student First Name
2	16	Student Middle Initial
2	24	Grade Mark Earned
2	27	Notes

10022 **Missing Teacher Field**

For Teacher x, if the last name is provided, the first name, role and begin date are required.

Missing Teacher Field

{1} is required when [Teacher Last Name] is not empty.

6/1/2012

Error

1	21	Teacher 2 Last name
1	22	Teacher 2 First Name
1	25	Teacher 2 Role
1	26	Teacher 2 Begin Date
1	30	Teacher 3 Last name
1	31	Teacher 3 First Name
1	34	Teacher 3 Role
1	35	Teacher 3 Begin Date
1	39	Teacher 4 Last Name
1	40	Teacher 4 First Name
1	43	Teacher 4 Role
1	44	Teacher 4 Begin Date
1	48	Teacher 5 Last Name
1	49	Teacher 5 First Name
1	52	Teacher 5 Role
1	53	Teacher 5 Begin Date

Collection File Specification

10110	LEA ID Invalid (Course Section)		LEA ID Invalid (Course Section)	Reported LEA ID could not be found in the list of LEAs	6/1/2012																		
Error	<table border="1"> <tr> <td>1</td> <td>1</td> <td>AZ LEA ID</td> </tr> </table>					1	1	AZ LEA ID															
1	1	AZ LEA ID																					
10111	School ID Invalid (Course Section)		School ID Invalid (Course Section)	Reported School ID could not be found in the list of Schools	6/1/2012																		
Error	<table border="1"> <tr> <td>1</td> <td>2</td> <td>AZ School ID</td> </tr> </table>					1	2	AZ School ID															
1	2	AZ School ID																					
10112	Course Identifier Invalid (Course Section)	Lookup the course code in CoureWalk Match based on whether [Course Identifier System] is L- Local or S-State codes.	Course Identifier Invalid (Course Section)	Reported Course Identifier could not be found in the list of {local course for this district state courses}	6/1/2012																		
Error	<table border="1"> <tr> <td>1</td> <td>1</td> <td>AZ LEA ID</td> </tr> <tr> <td>1</td> <td>3</td> <td>Course Identifier</td> </tr> <tr> <td>1</td> <td>4</td> <td>Course Identifier System</td> </tr> </table>					1	1	AZ LEA ID	1	3	Course Identifier	1	4	Course Identifier System									
1	1	AZ LEA ID																					
1	3	Course Identifier																					
1	4	Course Identifier System																					
10113	Teacher w ID not found in HQT	Teacher with [Stakeholder ID] could not be found in the HQT system	If [Teacher Educator Stakeholder ID] provided, look that up in the HQT system. Error if not records found	Teacher Name not Matched Teacher {1} could not be found in the HQT System	6/1/2012																		
Error	<table border="1"> <tr> <td>1</td> <td>1</td> <td>AZ LEA ID</td> </tr> <tr> <td>1</td> <td>19</td> <td>Teacher 1 Educator Stakeholder ID</td> </tr> <tr> <td>1</td> <td>28</td> <td>Teacher 2 Educator Stakeholder ID</td> </tr> <tr> <td>1</td> <td>37</td> <td>Teacher 3 Educator Stakeholder ID</td> </tr> <tr> <td>1</td> <td>46</td> <td>Teacher 4 Educator Stakeholder ID</td> </tr> <tr> <td>1</td> <td>55</td> <td>Teacher 5 Educator Stakeholder ID</td> </tr> </table>					1	1	AZ LEA ID	1	19	Teacher 1 Educator Stakeholder ID	1	28	Teacher 2 Educator Stakeholder ID	1	37	Teacher 3 Educator Stakeholder ID	1	46	Teacher 4 Educator Stakeholder ID	1	55	Teacher 5 Educator Stakeholder ID
1	1	AZ LEA ID																					
1	19	Teacher 1 Educator Stakeholder ID																					
1	28	Teacher 2 Educator Stakeholder ID																					
1	37	Teacher 3 Educator Stakeholder ID																					
1	46	Teacher 4 Educator Stakeholder ID																					
1	55	Teacher 5 Educator Stakeholder ID																					

Collection File Specification

10114 **Teacher w/o ID not found in HQT** Teacher (without an [Educator Stakeholder ID]) could not be found in the HQT system For teachers 1-5 that don't have an Educator Stakeholder ID, attempt to look up the [Last Name], [First Name], MI, [AZ LEA ID], and [Birthdate] in the HQT system. Error if the record is not found Teacher Name not found in HQT Teacher could not be found in the HQT system 6/14/2012

Error

1	1	AZ LEA ID
1	12	Teacher 1 Last name
1	13	Teacher 1 First Name
1	14	Teacher 1 Middle Initial
1	15	Teacher 1 Birthdate
1	19	Teacher 1 Educator Stakeholder ID
1	21	Teacher 2 Last name
1	22	Teacher 2 First Name
1	23	Teacher 2 Middle Initial
1	24	Teacher 2 Birthdate
1	28	Teacher 2 Educator Stakeholder ID
1	30	Teacher 3 Last name
1	31	Teacher 3 First Name
1	32	Teacher 3 Middle Initial
1	33	Teacher 3 Birthdate
1	37	Teacher 3 Educator Stakeholder ID
1	39	Teacher 4 Last Name
1	40	Teacher 4 First Name
1	41	Teacher 4 Middle Initial
1	42	Teacher 4 Birthdate
1	46	Teacher 4 Educator Stakeholder ID
1	48	Teacher 5 Last Name
1	49	Teacher 5 First Name
1	50	Teacher 5 Middle Initial
1	51	Teacher 5 Birthdate
1	55	Teacher 5 Educator Stakeholder ID

Collection File Specification

10115 Teacher with ID - Name mismatch

Teacher with and [Educator Stakeholder ID] has a different [First Name] or [Last Name] than in the HQT system

Teacher with Educator Stakeholder ID has a different name in HQT system

6/14/2012

Warning

1	12	Teacher 1 Last name
1	13	Teacher 1 First Name
1	14	Teacher 1 Middle Initial
1	19	Teacher 1 Educator Stakeholder ID
1	21	Teacher 2 Last name
1	22	Teacher 2 First Name
1	23	Teacher 2 Middle Initial
1	28	Teacher 2 Educator Stakeholder ID
1	30	Teacher 3 Last name
1	31	Teacher 3 First Name
1	32	Teacher 3 Middle Initial
1	37	Teacher 3 Educator Stakeholder ID
1	39	Teacher 4 Last Name
1	40	Teacher 4 First Name
1	41	Teacher 4 Middle Initial
1	46	Teacher 4 Educator Stakeholder ID
1	48	Teacher 5 Last Name
1	49	Teacher 5 First Name
1	50	Teacher 5 Middle Initial
1	55	Teacher 5 Educator Stakeholder ID

10120 LEA ID Invalid (Student Section Enrollment)

LEA ID Invalid (Student Section Enrollment)

Reported LEA ID could not be found in the list of LEAs

6/1/2012

Error

2	1	AZ LEA ID
---	---	-----------

10121 School ID Invalid (Student Section Enrollment)

School ID Invalid (Student Section Enrollment)

Reported School ID could not be found in the {list of Schools}

6/1/2012

Error

2	2	AZ School ID
---	---	--------------

Collection File Specification

10122 **Course Identifier Invalid (Student Section Enrollment)** Lookup the Course Identifier in DataSpecs. Match based on whether [Course Identifier System] is L- Local or S-State codes. Course Identifier Invalid (Student Section Enrollment) Reported Course Identifier could not be found in the list of local course for this district|state courses 6/1/2012

Error

2	1	AZ LEA ID
2	3	Course Identifier
2	4	Course Identifier System

10123 **SAIS ID Invalid (Student Section Enrollment)** Look-up SAIS ID in the SAIS SAIS ID Invalid (Student Section Enrollment) Reported SAIS ID could not be found in the SAIS database 6/1/2012

Error

2	12	SAIS Student ID
---	----	-----------------

10210 **Invalid Value [Course Identifier System] (Course Section)** Invalid Value [Course Identifier System] (Course Section) [Course Identifier system] must be either L or S 6/1/2012

Error

1	4	Course Identifier System
---	---	--------------------------

10211 **Invalid Value [School Year] (Course Section)** Invalid Value [School Year] (Course Section) The reported value for [School Year] is not valid. Use the format 'YYYY', for example '2013' for school year 2012-13 6/1/2012

Error

1	6	School Year
---	---	-------------

10212 **Invalid Value [Session Type]** Invalid Value [Session Type] The value for [Session Type] must be one of the options in the Option Set 6/1/2012

Error

1	11	Session Type
---	----	--------------

10213 **Invalid Value [Teacher Role]** Invalid Value [Teacher Role] The value for [Teacher Role] must be one of the options in the Option Set 6/1/2012

Error

1	16	Teacher 1 Role
1	25	Teacher 2 Role
1	34	Teacher 3 Role
1	43	Teacher 4 Role
1	52	Teacher 5 Role

Collection File Specification

10214	Invalid Value [Instructional Setting]	Invalid Value [Instructional Setting]	The value for [Instructional Setting] must be one of the options in the Option Set	6/1/2012						
Error	<table border="1"> <tr> <td>1</td> <td>60</td> <td>Instructional Setting</td> </tr> </table>				1	60	Instructional Setting			
1	60	Instructional Setting								
10215	Invalid Value [Grade Level]	Invalid Value [Grade Level]	The value for {1} must be one of the options in the Option Set	6/1/2012						
Error	<table border="1"> <tr> <td>1</td> <td>61</td> <td>Low Grade Level</td> </tr> <tr> <td>1</td> <td>62</td> <td>High Grade Level</td> </tr> </table>				1	61	Low Grade Level	1	62	High Grade Level
1	61	Low Grade Level								
1	62	High Grade Level								
10216	Invalid Value [Dual Credit]	Invalid Value [Dual Credit]	The value for [Is Dual Credit] must be one of the options in the Option Set	6/1/2012						
Error	<table border="1"> <tr> <td>1</td> <td>63</td> <td>Is Dual Credit</td> </tr> </table>				1	63	Is Dual Credit			
1	63	Is Dual Credit								
10217	Invalid Value [Concurrent Enrollment]	Invalid Value [Concurrent Enrollment]	The value for [Concurrent Enrollment] must be one of the options in the Option Set	6/1/2012						
Error	<table border="1"> <tr> <td>1</td> <td>64</td> <td>Concurrent Enrollment</td> </tr> </table>				1	64	Concurrent Enrollment			
1	64	Concurrent Enrollment								
10219	Invalid Value [Course Level Characteristics]	Invalid Value [Course Level Characteristics]	The value for [Course Level Characteristics] must be one of the options in the Option Set	6/1/2012						
Error	<table border="1"> <tr> <td>1</td> <td>65</td> <td>Course Level Characteristic</td> </tr> </table>				1	65	Course Level Characteristic			
1	65	Course Level Characteristic								
10220	Invalid Value [Earning Dual Credit]	Invalid Value [Earning Dual Credit]	The value for [Earning Dual Credit] must be one of the options in the Option Set	6/1/2012						
Error	<table border="1"> <tr> <td>2</td> <td>25</td> <td>Earning Dual Credit</td> </tr> </table>				2	25	Earning Dual Credit			
2	25	Earning Dual Credit								
10221	Invalid Value [Concurrently Enrolled]	Invalid Value [Concurrently Enrolled]	The value for [Concurrently Enrolled] must be one of the options in the Option Set	6/1/2012						
Error	<table border="1"> <tr> <td>2</td> <td>26</td> <td>Concurrently Enrolled</td> </tr> </table>				2	26	Concurrently Enrolled			
2	26	Concurrently Enrolled								
10222	Invalid Value [Is CTE Certificate]	Invalid Value [Is CTE Certificate]	The value for [Is CTE Certificate] must be one of the options in the Option Set	6/1/2012						
Error	<table border="1"> <tr> <td>1</td> <td>66</td> <td>Is CTE Certificate (HS Only)</td> </tr> </table>				1	66	Is CTE Certificate (HS Only)			
1	66	Is CTE Certificate (HS Only)								

Collection File Specification

10223	Invalid Value [Is Required for Graduation]	Invalid Value [Is Required for Graduation]	The value for [Is Required For Graduation] must be one of the options in the Option Set	6/1/2012						
Error	<table border="1"> <tr> <td>1</td> <td>67</td> <td>Is Required for Graduation (HS Only)</td> </tr> </table>				1	67	Is Required for Graduation (HS Only)			
1	67	Is Required for Graduation (HS Only)								
10224	Invalid Value [Provider Role]	Invalid Value [Provider Role]	The value for [Provider Role] must be one of the options in the Option Set	6/1/2012						
Error	<table border="1"> <tr> <td>1</td> <td>71</td> <td>Provider Teacher 1 Role</td> </tr> <tr> <td>1</td> <td>74</td> <td>Provider Teacher 2 Role</td> </tr> </table>				1	71	Provider Teacher 1 Role	1	74	Provider Teacher 2 Role
1	71	Provider Teacher 1 Role								
1	74	Provider Teacher 2 Role								
10225	Invalid Value [Course Identifier System] (Student Section Enrollment)	Invalid Value [Course Identifier System] (Student Section Enrollment)	Invalid Value [Course Identifier System] (Student Section Enrollment)	6/1/2012						
Error	<table border="1"> <tr> <td>2</td> <td>4</td> <td>Course Identifier System</td> </tr> </table>				2	4	Course Identifier System			
2	4	Course Identifier System								
10226	Invalid Value [School Year] (Student Section Enrollment)	Invalid Value [School Year] (Student Section Enrollment)	The reported value for [School Year] is not valid. Use the format 'YYYY', for example '2013' for school year 2012-13.	6/1/2012						
Error	<table border="1"> <tr> <td>2</td> <td>5</td> <td>School Year</td> </tr> </table>				2	5	School Year			
2	5	School Year								
10227	Invalid Value [Gender]	Invalid Value [Gender]	The value for [Gender] must be one of the options in the Option Set	6/1/2012						
Error	<table border="1"> <tr> <td>2</td> <td>18</td> <td>Student Gender</td> </tr> </table>				2	18	Student Gender			
2	18	Student Gender								
10228	Invalid Value [Entry Type]	Invalid Value [Entry Type]	The value for [Entry Type] must be one of the options in the Option Set	6/1/2012						
Error	<table border="1"> <tr> <td>2</td> <td>20</td> <td>Course Entry Type</td> </tr> </table>				2	20	Course Entry Type			
2	20	Course Entry Type								
10229	Invalid Value [Exit Type]	Invalid Value [Exit Type]	The value for [Exit Type] must be one of the options in the Option Set	6/1/2012						
Error	<table border="1"> <tr> <td>2</td> <td>22</td> <td>Course Exit Type</td> </tr> </table>				2	22	Course Exit Type			
2	22	Course Exit Type								

Collection File Specification

10410 **Invalid Date Format
(Course Section)**

Invalid Date Format

Date should be entered in
YYYY/MM/DD or YY/MM/DD
format

6/1/2012

Error

1	15	Teacher 1 Birthdate
1	17	Teacher 1 Begin Date
1	18	Teacher 1 End Date
1	24	Teacher 2 Birthdate
1	26	Teacher 2 Begin Date
1	27	Teacher 2 End Date
1	33	Teacher 3 Birthdate
1	35	Teacher 3 Begin Date
1	36	Teacher 3 End Date
1	42	Teacher 4 Birthdate
1	44	Teacher 4 Begin Date
1	45	Teacher 4 End Date
1	51	Teacher 5 Birthdate
1	53	Teacher 5 Begin Date
1	54	Teacher 5 End Date
1	57	Course Begin Date
1	58	Course End Date

10411 **Invalid Format Teacher
Contribution Percent**

Invalid Format Teacher
Contribution Percent

6/1/2012

Error

1	20	Teacher 1 Contribution Percent
1	29	Teacher 2 Contribution Percent
1	38	Teacher 3 Contribution Percent
1	47	Teacher 4 Contribution Percent
1	56	Teacher 5 Contribution Percent

10412 **Invalid Format For
[Credits Offered]**

Invalid Format For [Credits
Offered]

6/1/2012

Error

1	59	Credits Offered
---	----	-----------------

10413 **Invalid Format for
[Credits Earned]**

Invalid Format for [Credits
Earned]

6/1/2012

Error

2	23	Credits Earned
---	----	----------------

Collection File Specification

10420 **Invalid Date Format
(Student Section
Enrollment)**

Invalid Date Format

Date should be entered in
YYYY/MM/DD or YY/MM/DD
format

6/1/2012

Error

2	17	Student Birthdate
2	19	Course Entry Date
2	21	Course Exit Date

10511 **Course Section without
Students**

Match Records in Course
Section with the child Student
Section Enrollments on [LEA ID],
[School ID], [Course Code],
[Course Code System],[Term],
[Schedule], [Period], [Teacher 1
Last Name], [Teacher 1 First
Name]

Course Section without Students

Reported Course Section has no
students enrolled in the course.
Be sure Teacher first and last
names are spelled identically in
both files.

6/1/2012

Warning

1	1	AZ LEA ID
1	2	AZ School ID
1	3	Course Identifier
1	4	Course Identifier System
1	6	School Year
1	7	Session
1	8	Timetable Day Identifier
1	9	Class Period
1	12	Teacher 1 Last name
1	13	Teacher 1 First Name
2	1	AZ LEA ID
2	2	AZ School ID
2	3	Course Identifier
2	4	Course Identifier System
2	5	School Year
2	6	Session
2	7	Timetable Day Identifier
2	8	Class Period
2	9	Primary Teacher's Last Name
2	10	Primary Teacher's First Name

Collection File Specification

10512 **Open School without Course Sections**

Group Course Sections by School Year and Term, then match to open Schools

Open School without Course Sections

6/1/2012

Warning

1	1	AZ LEA ID
1	2	AZ School ID
1	6	School Year
1	7	Session

10513 **Student in SAIS without Courses**

Student in SAIS without Courses

Student in SAIS without Courses

6/1/2012

Warning

2	12	SAIS Student ID
---	----	-----------------

Collection File Specification

10514 **Teacher in HQT System
without Courses**

Match teachers in this collection based on Educator Stakeholder ID, or combination of first name, last name, middle initial and birthdate. For teachers in HQT there should be at least 1 course section reported for them

Teacher in HQT System without Courses

6/1/2012

Warning

1	1	AZ LEA ID
1	12	Teacher 1 Last name
1	13	Teacher 1 First Name
1	14	Teacher 1 Middle Initial
1	15	Teacher 1 Birthdate
1	19	Teacher 1 Educator Stakeholder ID
1	21	Teacher 2 Last name
1	22	Teacher 2 First Name
1	23	Teacher 2 Middle Initial
1	24	Teacher 2 Birthdate
1	28	Teacher 2 Educator Stakeholder ID
1	30	Teacher 3 Last name
1	31	Teacher 3 First Name
1	32	Teacher 3 Middle Initial
1	33	Teacher 3 Birthdate
1	37	Teacher 3 Educator Stakeholder ID
1	39	Teacher 4 Last Name
1	40	Teacher 4 First Name
1	41	Teacher 4 Middle Initial
1	42	Teacher 4 Birthdate
1	46	Teacher 4 Educator Stakeholder ID
1	48	Teacher 5 Last Name
1	49	Teacher 5 First Name
1	50	Teacher 5 Middle Initial
1	51	Teacher 5 Birthdate
1	55	Teacher 5 Educator Stakeholder ID

Collection File Specification

10521 **Student Section Enrollment without Matching Course Section**

Match Records in Student Section Enrollment with the parent Course Section on [LEA ID],[School ID], [Course Identifier],[Course Identifier System],[Session], [Timetable Day identifier], [Class Period], [Teacher 1 Last Name], [Teacher 1 First Name]

Student Section Enrollment without Matching Course Section

Match Course Section Record could not be found for this Student Section Enrollment record

6/1/2012

Error

1	1	AZ LEA ID
1	2	AZ School ID
1	3	Course Identifier
1	4	Course Identifier System
1	6	School Year
1	7	Session
1	8	Timetable Day Identifier
1	9	Class Period
1	12	Teacher 1 Last name
1	13	Teacher 1 First Name
2	1	AZ LEA ID
2	2	AZ School ID
2	3	Course Identifier
2	4	Course Identifier System
2	5	School Year
2	6	Session
2	7	Timetable Day Identifier
2	8	Class Period
2	9	Primary Teacher's Last Name
2	10	Primary Teacher's First Name

Collection File Specification

10522 **Extremely Large Section**

Extremely Large Section

This section has more than 50 students enrolled

5/22/2012

Warning

2	1	AZ LEA ID
2	2	AZ School ID
2	3	Course Identifier
2	4	Course Identifier System
2	5	School Year
2	6	Session
2	7	Timetable Day Identifier
2	8	Class Period
2	9	Primary Teacher's Last Name
2	10	Primary Teacher's First Name

10610 **Unauthorized User for this LEA (Course Section)**

Unauthorized User for this LEA (Course Section)

6/1/2012

Error

1	1	AZ LEA ID
---	---	-----------

10611 **Unauthorized User for this School (Course Section)**

Unauthorized User for this School (Course Section)

6/1/2012

Error

1	1	AZ LEA ID
1	2	AZ School ID

10620 **Unauthorized User for this LEA (Student Section Enrollment)**

Unauthorized User for this LEA (Student Section Enrollment)

6/1/2012

Error

2	1	AZ LEA ID
---	---	-----------

10621 **Unauthorized User for this School (Student Section Enrollment)**

Unauthorized User for this School (Student Section Enrollment)

6/1/2012

Error

2	1	AZ LEA ID
2	2	AZ School ID

Collection File Specification

10701 **Field Must be 'X' When Not High School**

Field Must be 'X' When Not High School

6/1/2012

Error

1	1	AZ LEA ID
1	2	AZ School ID
1	63	Is Dual Credit
1	64	Concurrent Enrollment
1	66	Is CTE Certificate (HS Only)
1	67	Is Required for Graduation (HS Only)

10702 **Field must be 'Y' or 'N' when High School**

Field must be 'Y' or 'N' when High School

6/1/2012

Error

1	1	AZ LEA ID
1	2	AZ School ID
1	63	Is Dual Credit
1	64	Concurrent Enrollment
1	66	Is CTE Certificate (HS Only)
1	67	Is Required for Graduation (HS Only)

10703 **Skipped Teacher Info**

Can't have Teacher 3 without Teacher 2; Teacher 4 without Teacher 3, nor Teacher 5 without Teacher 4.

Skipped Teacher Info

Teacher {1} info provided without information for prior Teacher. Can't skip Teacher

6/1/2012

Error

1	12	Teacher 1 Last name
1	21	Teacher 2 Last name
1	30	Teacher 3 Last name
1	39	Teacher 4 Last Name
1	48	Teacher 5 Last Name

10704 **Missing Provider First Name**

Missing Provider First Name

6/1/2012

Error

1	69	Provider Teacher 1 Last Name
1	70	Provider Teacher 1 First Name
1	72	Provider Teacher 2 Last Name
1	73	Provider Teacher 2 First Name

Collection File Specification

10705 **Provider 2 Without Provider 1**

Provider 2 Without Provider 1

6/1/2012

Error

1	69	Provider Teacher 1 Last Name
1	72	Provider Teacher 2 Last Name

10706 **Missing Provider Role**

Missing Provider Role

Provider Role must be provided when [Provider Last Name] is not empty

6/1/2012

Error

1	69	Provider Teacher 1 Last Name
1	71	Provider Teacher 1 Role
1	72	Provider Teacher 2 Last Name
1	74	Provider Teacher 2 Role

10707 **Missing Exit Type**

Missing Exit Type

[Exit Type] is required when [Exit Date] is not empty

6/1/2012

Error

2	21	Course Exit Date
2	22	Course Exit Type

10708 **Missing Credits Earned**

Missing Credits Earned

Missing Credits Earned

[Credits Earned] is required for high school courses when [Exit Date] is not empty and [Exit type] is CF - Complete Full Credit or CP - Complete Partial Credit

6/14/2012

Error

2	2	AZ School ID
2	21	Course Exit Date
2	22	Course Exit Type
2	23	Credits Earned

10709 **Missing Grade Mark**

Missing Grade Mark

Missing Grade Mark

Grade Mark Earned Required when Exit Date is not empty and Exit Type is Complete full credit or Complete partial credit

6/1/2012

Error

2	21	Course Exit Date
2	22	Course Exit Type
2	24	Grade Mark Earned

Collection File Specification

10710 [Section Identifier] <-->
Section Key Fields
Mismatch

Matching the parent [Course Section] to the child [Student Section Enrollment] records on [AZ LEA ID], [AZ School ID], [Course Identifier], [Course IdentifierSystem], [School Year], [Session], [Timetable DayIdentifier], [Class Period], [Primary Teacher Last Name], and [Primary Teacher First Name]. The [Section Identifiers] (when provided) should match.

[Section Identifier] <--> Section
Key Fields Mismatch

The key fields for course Section matches the Student Section Enrollment, but the Section Identifiers don't match.

6/1/2012

Error

1	1	AZ LEA ID
1	2	AZ School ID
1	3	Course Identifier
1	4	Course Identifier System
1	6	School Year
1	7	Session
1	8	Timetable Day Identifier
1	9	Class Period
1	10	Section Identifier
1	12	Teacher 1 Last name
1	13	Teacher 1 First Name
2	1	AZ LEA ID
2	2	AZ School ID
2	3	Course Identifier
2	4	Course Identifier System
2	5	School Year
2	6	Session
2	7	Timetable Day Identifier
2	8	Class Period
2	9	Primary Teacher's Last Name
2	10	Primary Teacher's First Name
2	11	Section Identifier

Collection File Specification

10711 Invalid Characters in Teacher Name

Invalid Characters in Teacher Name

Teacher Names should only contain alphabetic characters, latin characters, a space, a hyphen, and/or an apostrophy. Do not include name suffixes or generation identifiers (e.g. Jr, III, etc.)

6/1/2012

Warning

1	12	Teacher 1 Last name
1	13	Teacher 1 First Name
1	14	Teacher 1 Middle Initial
1	21	Teacher 2 Last name
1	22	Teacher 2 First Name
1	23	Teacher 2 Middle Initial
1	30	Teacher 3 Last name
1	31	Teacher 3 First Name
1	32	Teacher 3 Middle Initial
1	39	Teacher 4 Last Name
1	40	Teacher 4 First Name
1	41	Teacher 4 Middle Initial
1	48	Teacher 5 Last Name
1	49	Teacher 5 First Name
1	50	Teacher 5 Middle Initial

10712 Invalid Charaters in the Student Name

Invalid Charaters in the Student Name

Student Names should only contain alphabetic characters, latin characters, a space, a hyphen, and/or an apostrophy. Do not include name suffixes or generation identifiers (e.g. Jr, III, etc.)

6/1/2012

Warning

2	14	Student Last Name
2	15	Student First Name
2	16	Student Middle Initial

Collection File Specification

10713 **Local course not mapped** Local course not mapped Local Course Identifier was found in CourseWalk, but has not been mapped to a State Course Identifier 6/1/2012

Error

1	1	AZ LEA ID
1	3	Course Identifier
1	4	Course Identifier System

10714 **Student Gender/Birthdate <--> SAIS Mismatch** Student Gender/Birthdate <--> SAIS Mismatch {1} does not match the value from SAIS for the student with id {2} 6/1/2012

Error

2	12	SAIS Student ID
2	17	Student Birthdate
2	18	Student Gender

10715 **Invalid Characters in the Provider Name** Invalid Characters in the Provider Name Provider Names should only contain alphabetic characters, latin characters, a space, a hyphen, and/or an apostrophy. Do not include name suffixes or generation identifiers (e.g. Jr, III, etc.) 6/1/2012

Warning

1	69	Provider Teacher 1 Last Name
1	70	Provider Teacher 1 First Name
1	72	Provider Teacher 2 Last Name
1	73	Provider Teacher 2 First Name

10716 **Student Name <--> SAIS Mismatch** Student Name <--> SAIS Mismatch 6/1/2012

Warning

2	12	SAIS Student ID
2	14	Student Last Name
2	15	Student First Name
2	16	Student Middle Initial

10717 **[Low Grade] > [High Grade]** [Low Grade] > [High Grade] The [Low Grade] served by a course section must be less than or equal to the [High Grade] served by a course section 5/22/2012

Error

1	61	Low Grade Level
1	62	High Grade Level

Collection File Specification

10718 [Credits Offered] is required for High Schools

[Credits Offered] is required for High Schools

5/22/2012

Error

1	1	AZ LEA ID
1	2	AZ School ID
1	59	Credits Offered

10719 Student [Credits Earned] more than [Credit Offered]

[Credits Earned], when provided, should be less than or equal to the [Credits Offered] for a particular course section.

Student [Credits Earned] more than [Credit Offered]

Student [Credits Earned] value of {1} is more than is available to be earned in the Course

5/22/2012

Error

1	1	AZ LEA ID
1	2	AZ School ID
1	3	Course Identifier
1	4	Course Identifier System
1	6	School Year
1	7	Session
1	8	Timetable Day Identifier
1	9	Class Period
1	12	Teacher 1 Last name
1	13	Teacher 1 First Name
1	59	Credits Offered
2	1	AZ LEA ID
2	2	AZ School ID
2	3	Course Identifier
2	4	Course Identifier System
2	5	School Year
2	6	Session
2	7	Timetable Day Identifier
2	8	Class Period
2	9	Primary Teacher's Last Name
2	10	Primary Teacher's First Name
2	23	Credits Earned

Collection File Specification

10722 [Is Dual Credit] < -- >
[Earning Dual Credit]
mismatch

[Earning Dual Credit] must be Y
or N when [Is Dual Credit] = 'Y'
and 'X' or blank otherwise

[Is Dual Credit] < -- > [Earning
Dual Credit] mismatch

Student is shown as {1} which
does not align with the [Dual
Credit] availability

5/22/2012

Error

1	1	AZ LEA ID
1	2	AZ School ID
1	3	Course Identifier
1	4	Course Identifier System
1	6	School Year
1	7	Session
1	8	Timetable Day Identifier
1	9	Class Period
1	12	Teacher 1 Last name
1	13	Teacher 1 First Name
1	63	Is Dual Credit
2	1	AZ LEA ID
2	2	AZ School ID
2	3	Course Identifier
2	4	Course Identifier System
2	5	School Year
2	6	Session
2	7	Timetable Day Identifier
2	8	Class Period
2	9	Primary Teacher's Last Name
2	10	Primary Teacher's First Name
2	25	Earning Dual Credit

Collection File Specification

10723 **[Concurrent Enrollment] <--> [Concurrently Enrolled] mismatch**

[Concurrently Enrolled] must be Y or N when [Concurrent Enrollment] = 'Y' and 'X' or blank otherwise

[Concurrent Enrollment] <--> [Concurrently Enrolled] mismatch

Student is shown as {1} which does not align with the [Concurrent Enrollment] availability

5/22/2012

Error

1	1	AZ LEA ID
1	2	AZ School ID
1	3	Course Identifier
1	4	Course Identifier System
1	6	School Year
1	7	Session
1	8	Timetable Day Identifier
1	9	Class Period
1	12	Teacher 1 Last name
1	13	Teacher 1 First Name
1	64	Concurrent Enrollment
2	1	AZ LEA ID
2	2	AZ School ID
2	3	Course Identifier
2	4	Course Identifier System
2	5	School Year
2	6	Session
2	7	Timetable Day Identifier
2	8	Class Period
2	9	Primary Teacher's Last Name
2	10	Primary Teacher's First Name
2	26	Concurrently Enrolled

Collection File Specification

10724 **Missing Teacher Birthdate and Educator ID** Missing Teacher Birthdate and Educator ID When [Last Name] for teacher x is provided, then either [Birthdate] or [Educator Stakeholder ID] is required Missing Teacher Birthdate and Educator ID When [Last Name] for teacher x is provided, then either [Birthdate] or [Educator Stakeholder ID] is required 6/1/2012

Error

1	12	Teacher 1 Last name
1	15	Teacher 1 Birthdate
1	19	Teacher 1 Educator Stakeholder ID
1	21	Teacher 2 Last name
1	24	Teacher 2 Birthdate
1	28	Teacher 2 Educator Stakeholder ID
1	30	Teacher 3 Last name
1	33	Teacher 3 Birthdate
1	37	Teacher 3 Educator Stakeholder ID
1	39	Teacher 4 Last Name
1	42	Teacher 4 Birthdate
1	46	Teacher 4 Educator Stakeholder ID
1	48	Teacher 5 Last Name
1	51	Teacher 5 Birthdate
1	55	Teacher 5 Educator Stakeholder ID

Collection File Specification

10801 **Duplicate Course Section** Duplicate Course Section The combination of district, school, course Identifier, course Identifier System, school year, Session, Timetable Day identifier, Class Period, and primary teacher first and last name should be unique within Course Sections. Duplicate Course Section Duplicate Course Section 6/1/2012

Error

1	1	AZ LEA ID
1	2	AZ School ID
1	3	Course Identifier
1	4	Course Identifier System
1	6	School Year
1	7	Session
1	8	Timetable Day Identifier
1	9	Class Period
1	12	Teacher 1 Last name
1	13	Teacher 1 First Name

10802 **Duplicate Student Section Enrollment** Duplicate Student Section Enrollment The combination of district, school, course code, code type, school year, term, schedule id, period, and primary teacher first and last name, state student ID should be unique within Student Section Enrollment. Duplicate Student Section Enrollment Duplicate Student Section Enrollment 6/1/2012

Error

2	1	AZ LEA ID
2	2	AZ School ID
2	3	Course Identifier
2	4	Course Identifier System
2	5	School Year
2	6	Session
2	7	Timetable Day Identifier
2	8	Class Period
2	9	Primary Teacher's Last Name
2	10	Primary Teacher's First Name
2	12	SAIS Student ID

Collection File Specification

10803 **Duplicate Course Enrollment** Duplicate Course Enrollment The combination of SAIS Student ID, course code, Course code type should be unique for all days between course entry date and course exit date Duplicate Course Enrollment Student is simultaneously enrolled in two sections of the same course 6/1/2012

Warning

2	3	Course Identifier
2	4	Course Identifier System
2	12	SAIS Student ID
2	19	Course Entry Date
2	21	Course Exit Date

10911 **[Course Exit Date] Before [Course Entry Date]** [Course Exit Date] Before [Course Entry Date] 6/1/2012

Error

2	19	Course Entry Date
2	21	Course Exit Date

10912 **[Course End Date] Before [Course Begin Date]** [Course End Date] Before [Course Begin Date] 6/1/2012

Error

1	57	Course Begin Date
1	58	Course End Date

10913 **[Course Begin Date] not in Reported [School Year]** [Course Begin Date] not in Reported [School Year] 6/1/2012

Error

1	6	School Year
1	57	Course Begin Date

10914 **[Course End Date] not in [Reported School Year]** [Course End Date] not in [Reported School Year] 6/1/2012

Error

1	6	School Year
1	58	Course End Date

Collection File Specification

10915 **Student [Course Entry Date] Before [Course Begin Date]**

Student [Course Entry Date]
Before [Course Begin Date]

6/1/2012

Error

1	1	AZ LEA ID
1	2	AZ School ID
1	3	Course Identifier
1	6	School Year
1	7	Session
1	8	Timetable Day Identifier
1	9	Class Period
1	10	Section Identifier
1	57	Course Begin Date
2	1	AZ LEA ID
2	2	AZ School ID
2	3	Course Identifier
2	5	School Year
2	6	Session
2	7	Timetable Day Identifier
2	8	Class Period
2	11	Section Identifier
2	19	Course Entry Date

Collection File Specification

10916 **Student [Course Exit Date] After [Course End Date]**

Student [Course Exit Date] After [Course End Date]

6/1/2012

Error

1	1	AZ LEA ID
1	2	AZ School ID
1	3	Course Identifier
1	6	School Year
1	7	Session
1	8	Timetable Day Identifier
1	9	Class Period
1	10	Section Identifier
1	58	Course End Date
2	1	AZ LEA ID
2	2	AZ School ID
2	3	Course Identifier
2	5	School Year
2	6	Session
2	7	Timetable Day Identifier
2	8	Class Period
2	11	Section Identifier
2	21	Course Exit Date

10917 **Teacher Begin Date before a Course Begin Date**

Teacher [Begin Dates] have to be later than or equal to a course Section [Begin Date]

Teacher Begin Date before a Course Begin Date

The Teacher [Begin Date] is before the course starts

5/22/2012

Error

1	17	Teacher 1 Begin Date
1	26	Teacher 2 Begin Date
1	35	Teacher 3 Begin Date
1	44	Teacher 4 Begin Date
1	53	Teacher 5 Begin Date
1	57	Course Begin Date

Collection File Specification

10918 **Teacher Begin Date after Course End Date** Teacher [Begin Dates] have to be less than a Course Section [End Date] Teacher Begin Date after Course End Date The Teacher [Begin Date] is after the course has ended 5/22/2012

Error

1	17	Teacher 1 Begin Date
1	26	Teacher 2 Begin Date
1	35	Teacher 3 Begin Date
1	44	Teacher 4 Begin Date
1	53	Teacher 5 Begin Date
1	58	Course End Date

10919 **Teacher End Date before Course Begin Date** Teacher [End Dates] have to be greater than the Course Section [Begin Date] Teacher End Date before Course Begin Date The Teacher [End Date] is before the course has started 5/22/2012

Error

1	18	Teacher 1 End Date
1	27	Teacher 2 End Date
1	36	Teacher 3 End Date
1	45	Teacher 4 End Date
1	54	Teacher 5 End Date
1	57	Course Begin Date

10920 **Teacher End Date after Course End Date** Teacher [End Dates] have to be less than or equal to the Course Section [End Date] Teacher End Date after Course End Date The Teacher [End Date] is after the course has ended 5/22/2012

Error

1	18	Teacher 1 End Date
1	27	Teacher 2 End Date
1	36	Teacher 3 End Date
1	45	Teacher 4 End Date
1	54	Teacher 5 End Date
1	58	Course End Date