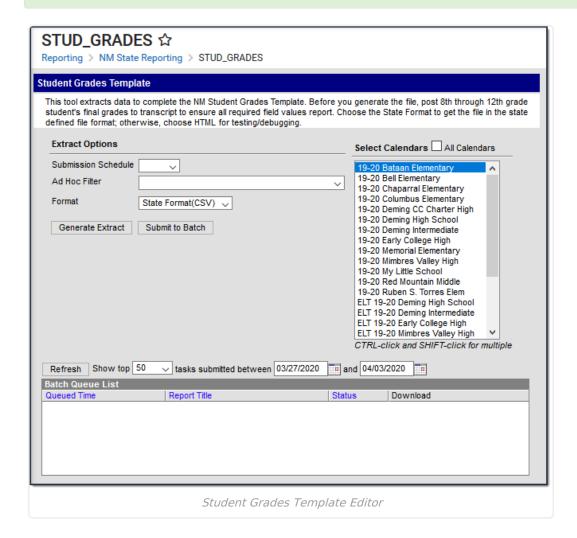# Student Grades Template (New Mexico)

Last Modified on 03/11/2024 8:44 am CDT

Report Logic | Extract Editor | Report Example | Extract Layout | Valid Values for Credits Earned

Tool Search: Student Grades Template

This tool extracts data to complete the NM Student Grades Template. The template reports the course results for each student for each marking period. This template pertains to Middle & High School courses.

Before you generate the file, post 8th through 12th grade student's final grades to transcript to ensure all required field values report.

Student Grades Template Editor

Report Logic

- Reports one record per 08-12 grade student's Grade Posted to Transcript within the School

Year selected on the extract editor.

- To report, the grade earned must be posted to the student's transcript.
- Students must be in a grade level mapped to a State Grade Level Code in 08, 09, 10, 11, or 12 to report.
- Transcript > Transcript Course Editor > State Code MUST contain a value to report.
- Homeschooled students do not report. A record does NOT report if Transcript > Transcript Course Editor > State Code is 0000, 0001,0002,0003,0004,0005,0006,0007, or 0008.
- Records for Calendars flagged as state exclude, Students flagged as state exclude or no show on their enrollment or in a grade level mapped to a state grade flagged state exclude do not report.

Extract Editor

Field	Description
Submission Schedule	The Submission Schedule for which data is being submitted to the state: **EOY**
Ad Hoc Filter	Ad Hoc Filters allow you to limit report results to those included in the filter. This option is useful for troubleshooting. For example, you could filter report results to specific grades.
Format	The format in which the report will generate. - State Format (CSV) - HTML
Select Calendars	The calendars you want to include in the report.
Generate Extract/Submit to Batch	The report can generate immediately using the **Generate Extract** button or can be marked to generate at a later time using the **Submit to Batch** button. See the Batch Queue article for additional guidance.

Report Example

Student Grades Records:103												
DistrictCode	LocationCode	SchoolYearDate	Filler4	Filler5	RequestSequence	Filler7	StudentID	MarkingPeriodNum	NumericGrade	AlphaGrade	PassFail	
123	987	1996-06-30			0		12345			F	F	
123	987	1996-06-30			0		12345			F	F	
123	987	1996-06-30			0		12345			A		
123	987	1996-06-30			0		12345			D		
123	987	1996-06-30			0		12345			C		
		2013-06-30			0		25960			A		

Example Student Grades Template

Extract Layout

Element	Logic	Location
DISTRICT CODE	The District Number from the transcript. *TranscriptCourse.district Number*	Student Information > General > Transcript > Transcript Course Editor > District No.
LOCATION CODE	The School Number from the transcript. *TranscriptCourse.schoolNumber*	Student Information > General > Transcript > Transcript Course Editor > School No.
SCHOOL YEAR DATE	Reports the School Year from transcript.Reports as YYYY-06-30 for all records, where YYYY is the endyear value.	Student Information > General > Transcript > Transcript Course Editor > School Year
FILLER 1 - 2	N\A	N\A
REQUEST SEQUENCE	Reports as 0 for all records.	N\A
FILLER 3	N\A	N\A
STUDENT ID	The student's state ID. *Person.stateID*	Census > People > Demographics > Person Identifiers > Student State ID
MARKING PERIOD NUM	Derives the marking period code based on the most recent Submission Schedule's snapshot date to occur within the class schedule. Reports based on the date the student was last placed on the section roster. If a student drops the class, the most recent Submission Schedule's snapshot date to occur when the student is actively rostered reports. To report, grades must be posted to the student's transcript.	Student Information > General > Transcript > Transcript Course Editor > Date

Element	If the Last Day occurs...	And the student...	Then this code reports...	Location
	ON or AFTER 07/01 of the school year selected in the extract editor AND on or before the Second Wednesday of October	was actively rostered **ON** the Second Wednesday of October	501	
		was NOT actively rostered **ON** the Second Wednesday of October	901	
	AFTER the Second Wednesday of October AND on or before the First working day (M-F) in December Assumes the class was not scheduled during 40D. If the class was scheduled during 40D, 501 may report.	was actively rostered **ON** the First working day (M-F) in December	502	
		was **NOT** actively rostered ON the First working day (M-F) in December	901	
Element	If the Last Day occurs...	And the student...	Then this code reports...	Location

Element	If the Last Day occurs...	And the student...	Then this code reports...	Location
	AFTER the first working day in December (M-F) AND on or before the Second Wednesday of February. Assumes the class was not scheduled during 40D or 80D. If the class was scheduled and the student was rostered during 80D, 502 may report. If the class was scheduled and the student was not rostered on 80D, but was rostered on 40D, 501 may report. AFTER the Second Wednesday of February	was actively rostered **ON** the Second Wednesday of February	503	
		was NOT actively rostered **ON** the Second Wednesday of February	901	
		=	901	
NUMERIC GRADE	The Current Score from the reporting transcript when the score is numeric. If not numeric or null, this field reports blank. *TrancsriptCourse.score*			Student Information > General > Transcript > Transcript Course Editor > Current Score
ALPHA GRADE	The Current Score from the reporting transcript when the score is NOT numeric and NOT P. The plus + and minus - are removed. For example if the score is A-, A reports. If the score is D+, D reports. The following values report: A, B, C, D, F, I (Incomplete), W (Withdrawn), and NC (No Credit) *TrancsriptCourse.score*			Student Information > General > Transcript > Transcript Course Editor > Current Score
PASS/FAIL	The Current Score from the reporting transcript when the score is **P** (Pass). *TrancsriptCourse.score*			Student Information > General > Transcript > Transcript Course Editor > Current Score
FILLER 4 - 12	N\A			N\A
SEMESTER	Reports one of the following values based on the value reported in the MARKING PERIOD NUM field. This field reports **4**.			Student Information > General > Transcript > Transcript Course Editor > Term Start Date; Term End Date

Element	Logic	Location
FILLER 13	N\A	N\A
CREDITS EARNED	The total of all credits earned. See the following Valid Values for Credits Earned for more information. *TranscriptDetail.creditsEarned*	Student Information > General > Transcript > Transcript Credit > Earned
FILLER 14	N\A	N\A
COURSE CODE LONG	The State Code from the transcript. *TranscriptCourse.stateCode*	Student Information > General > Transcript > Transcript Credit > State Code
SECTION CODE LONG	The Section Identifier from the transcript. *Section.sectionID*	Course/Section > Section > Section Editor > Section ID Student Information > General > Transcript > Transcript Course Editor > Section Identifier
CONDUCT GRADE	Reports blank.	N/A
COURSE INSTRUCTOR SNAPSHOT DATE	Reports the logical date based on the value reported in the **MARKING PERIOD NUM** field where YYYY is the School Year from the transcript. YYYY-06-01	N/A
Course Section	**HTML Only** Reports the concatenated course number AND section number only in the HTML output. *Course.number* *Section.number*	Course/Section > Course > Course Number Course/Section > Section > Section Number

Valid Values for Credits Earned

Total Credits Earned	Reports	Description
< 0.250	**0**	Grade F (failed) OR incomplete class OR non-High School credit class.

Total Credits Earned	Reports	Description
>= .250 & < 0.330	.25	Traditional High School ½ semester class
>= 0.330 & < 0.340	.33	1 College Credit Hour OR 1/3 Credit for Trimester reporting
>= 0.340 & < 0.500	.34	1/3 Credit for Trimester reporting
>= 0.500 & < 0.660	.5	Traditional High School 1 semester class OR its equivalent in block scheduling systems
>= 0.660 and < 1.670	.66	2 College Credit Hours
> 0.670 & < 1.000	.67	2 College Credit Hours
>= 1.000 and < 1.330	1	3 College Credit Hours OR traditional year-long High School class OR its equivalent in block scheduling systems
>= 1.330 and < 1.500	1.33	4 College Credit Hours
>= 1.500 and < 1.660	1.5	Special case for block classes
>= 1.660 and < 1.670	1.66	5 College Credit Hours
>= 1.670 and < 2.000	1.67	5 College Credit Hours
>= 2.000	2	6 College Credit Hours