

# MCCC Extracts (Minnesota)

Last Modified on 10/21/2024 8:20 am CDT

[Report Logic](#) | [Report Layout](#)

Tool Search: MCCC Extracts

The Minnesota Common Course Catalog (MCCC) is a course classification system designed to provide uniform information about courses administered in Minnesota schools. The MCCC Student Course Record Extract collects student and course information for courses aligned to the MCCC.

## MCCC Extracts ☆

### MN MCCC Extracts

This tool will extract data to complete the MN State-defined reporting extracts. Choose the State Format to get the file in the state defined file format, otherwise choose one of the several testing/debugging formats.

#### Extract Options

Extract Type: MCCC Student Course Record

Date Range:   -- 01/09/2023

Inactive Courses:

Validate:

Format: State format(XML)

Report District-wide:

Student Ad Hoc Filter:  

Staff Ad Hoc Filter:  

Report Legal Identities when Provided:

#### Select Calendars

Which calendar(s) would you like to include in the report?

active year  
 list by school  
 list by year

**22-23**

- 22-23 Adams Elementary
- 22-23 Adams Middle
- 22-23 Harrison Elementary
- 22-23 Lincoln High
- 22-23 Washington Middle

CTRL-click or SHIFT-click to select multiple

Refresh Show top 50 tasks submitted between 01/02/2023 and 01/09/2023

Queued Time	Report Title	Status	Download

MCCC Student Course Record Extract Editor

See the [MCCC Extracts \(Minnesota\)](#) article for generation instructions.

For guidance in validating the XML file against your state's schema using a free, third-party

program, see the [Validating an XML File Against a Schema File](#) article.

# Report Logic

A record reports for each scored Grading Task or Standard in the reported section, with one record reported per term. To report, a Grading Task or Standard must be marked as State Reported and Final and the Course must be active and have an SCED Course Identifier. Records report for sections taught in both instructional and non-instructional periods.

The MCCC Student Course Record is made up of seven sub reports. The State Format (XML) reports these sub reports. The formats used for data review and verification (CSV and HTML) reports a collection of fields from all sub reports. Sub report logic is as follows:

Sub Report	Logic
<b>Scheduled Student Course Record</b>	This sub report includes a record for each Score a student earned for a section. Scores from multiple terms associated ONLY with the Primary Term Schedule report 1 record per term. Each record is fully reported and does not combine data from other course/sections. Even when a student is enrolled in multiple sections within the same course, this extract reports each record as if it were from a unique course. Grading Tasks / Standards must have State Reported and Final selected. If more than one Grading Task is assigned to the course, multiple records can be reported for the same course/student combination. Courses must have an SCED Course Identifier entered and must be active. Report only generates when the associated course SCED Subject Area code is '81' or lower.
<b>Scheduled Student Course Record - Early Education</b>	This sub report includes a record for each section in which the student is enrolled that does not have an Early Education Record Type entered on the Course and has an SCED Subject Area of 81 or higher. To report, the Course must also have a Grading Task or Standard marked as Final and State Reported.  If the student is enrolled in multiple sections of the same course, a record reports for each section.  An assessment record reports for each Teacher-Scored test assigned to the course for which the student received a score.
<b>Project Based Learning Student Course Record</b>	This sub report includes a record for each transcript record with a Record Type of <i>Project Based Learning</i> for the School Year selected in the extract editor.  When more than one course record exists on the transcript with the same State Course Code, State Student ID and Site Number, these records are combined into a single file with additional <code>UnscheduledStudentMark</code> parent elements for each course mark.

Sub Report	Logic
<b>Project Based Learning Student Course Record - Early Education</b>	<p>This sub report reports records for students enrolled in courses that have an Early Education Record Type of Project Based Learning and an SCED Subject Area of 81 or higher within the selected calendar. Courses with the same State Code and Record Type are aggregated together. To report, the Course must also have a Grading Task or Standard marked as Final and State Reported.</p> <p>An assessment record reports for each Teacher-Scored test assigned to the course for which the student received a score.</p>
<b>Independent Study Student Record</b>	<p>This sub report includes a record for each transcript record with a Record Type of <i>Independent Study</i> for the School Year selected in the extract editor.</p> <p>When more than one course record exists on the transcript with the same State Course Code, State Student ID and Site Number, these records are combined into a single file with additional <code>UnscheduledStudentMark</code> parent elements for each course mark.</p>
<b>Independent Study Student Record - Early Education</b>	<p>This sub report reports records for students enrolled in courses that have an Early Education Record Type of Independent Study and an SCED Subject Area of 81 or higher within the selected calendar. To report, the Course must also have a Grading Task or Standard marked as Final and State Reported.</p> <p>An assessment record reports for each Teacher-Scored test assigned to the course for which the student received a score.</p>
<b>Direct Pay PSEO Student Course Record</b>	<p>This sub report includes a record for each transcript record with a Record Type of <i>Direct Pay PSEO</i> for the School Year selected in the extract editor.</p> <p>When more than one course record exists on the transcript with the same State Course Code, State Student ID and Site Number, these records are combined into a single file with additional <code>CollegeMark</code> parent elements for each course mark.</p>

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- <MCCCStudentSubmission>
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- <Header>
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- <StudentSectionRecords>
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    - <Student>
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      <MiddleName>Jo</MiddleName>
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    </Student>
  </DirectPayStudentRecord>
</StudentSectionRecords>

```

Student Course Record - XML

	A	B	C	D	E	F	G
1	UnitNumber	UnitType	SiteNumber	AcademicYearNumber	CalendarNumber	TermType	TermNumber
2	281	1	40	12			1
3	281	1	40	12			1
4	281	1	40	12			1
5	281	1	40	12			1
6	281	1	40	12			1
7	281	1	40	12			1
8	281	1	40	12			1
9	281	1	40	12			1
10	281	1	40	12			1
11	281	1	40	12			1

Student Course Record - CSV

**Records:168**

LocalCourseCode	LocalTitle	SiteNumber	StateCourseCode	CourseLevel1	CourseLevel2
4810	Adv. Foundations Math I	050	23210	B	
4811	Adv. Foundations Math II	050	23210	B	
4618	Algebra Standards I	050	23211	B	
4619	Algebra Standards II	050	23211	B	
1622	Content Language Arts I	050	23201	B	

*Student Course Record - HTML*

## Report Layout

These report layouts report describe the data reporting in the XML format of this report. First, a header record will report, followed by the Student Section Records, which report based on the sub report logic.

If the **Report Legal Name When Provided** is marked, Demographics fields report from Census > People > Identities > Active Identity > Protected Identity Information.

## Header

Element	Description and Format	Campus Location
<b>Unit Number</b>	The district's identification number.  <i>Numeric, 4 digits</i>	School & District Settings > District > District Information > State District Number  District.number
<b>Unit Type</b>	The type of district.  <i>Numeric, 2 digits</i>	School & District Settings > District > District Information > Type  District.type
<b>Year</b>	The end year of the reporting year.  <i>Date field, 4 digits, YYYY</i>	Scheduling & Courses > Calendar Setup > School Year Setup > End Year  Calendar.endYear

# Student Section Records

The sub report reporting is indicated in the XML file, as shown in *Image 2*.

- [Scheduled Student Course Record Layout](#)
- [Scheduled Student Course Record - Early Education Layout](#)
- [Project Based Learning Student Course Record Layout](#)
- [Project Based Learning Student Course Record - Early Education Layout](#)
- [Independent Study Student Record Layout](#)
- [Independent Study Student Record - Early Education Layout](#)
- [Direct Pay PSEO Student Course Record Layout](#)

## Scheduled Student Course Record Layout

Element	Description and Format	Location
<b>Site Number</b>	Identifies the course as district wide (000) or associated with a specific school, in which case the school number will report. This field only appears in the XML format.  <i>Numeric, 3 digits</i>	School & District Settings > Schools > School Information > State School Number  School.number
<b>Academic Year Number</b>	The academic year identification number recorded as the MCCC Year ID.  <i>Numeric, 3 digits</i>	Scheduling & Courses > Calendar Setup > Schedule Structure Setup > MCCC Year ID  SchoolYear.stateGeneratedYearID
<b>Calendar Number</b>	The district calendar identification number recorded as the MCCC Schedule ID.  <i>Numeric, 3 digits</i>	Scheduling & Courses > Calendar Setup > Schedule Structure Setup > MCCC Schedule ID  ScheduleStructure.stateGeneratedScheduleID
<b>Term Type</b>	The type of term a district or school uses to schedule courses, such as quarter, semester, etc.  See the <a href="#">Term Type &amp; Term Number</a> logic section for more information.  <i>Alphanumeric, 2 characters</i>	Scheduling & Courses > Calendar Setup > Term Setup > Term Type  Term.stateCode

Element	Description and Format	Location
<b>Term Number</b>	<p>Identifier of the term in which the course section occurs.</p> <p>See the <a href="#">Term Type &amp; Term Number</a> logic section for more information.</p> <p><i>Numeric, 2 digits</i></p>	<p>Scheduling &amp; Courses &gt; Calendar Setup &gt; Term Setup &gt; Sequence</p> <p>Term.seq</p>
<b>Marking Term Type</b>	<p>The State Code of the term that applies to the student mark being reported.</p> <p><i>Alphanumeric, 2 characters</i></p>	<p>Scheduling &amp; Courses &gt; Calendar Setup &gt; Term Setup &gt; Term Type</p> <p>Terms.stateCode</p>
<b>Marking Term Number</b>	<p>The term number that applies to the student mark being reported.</p> <p><i>Numeric, 2 characters</i></p>	<p>Scheduling &amp; Courses &gt; Calendar Setup &gt; Term Setup &gt; Terms</p> <p>Term.seq</p>
<b>Local Course Code</b>	<p>Identifier used by the district or school to identify each course in the local curriculum.</p> <p><i>Alphanumeric, 4 digits</i></p>	<p>Scheduling &amp; Courses &gt; Courses &gt; Course Information &gt; Number</p> <p>Course.number</p>
<b>Section Code</b>	<p>The local code identifying the section of the course. Reports the Section Number + the CalendarID.</p> <p><i>Numeric, 6 digits</i></p>	<p>Scheduling &amp; Courses &gt; Courses &gt; Course Information &gt; Section &gt; Number</p> <p>Section.number Calendar.calendarID</p>
<b>State Student ID</b>	<p>The MARSS identification number of the student.</p> <p><i>Numeric, 13 digits</i></p>	<p>Census &gt; People &gt; Demographics &gt; Person Identifiers &gt; State ID</p> <p>Person.stateID</p>
<b>Last Name</b>	<p>The last name of the student.</p> <p><i>Alphanumeric, 25 characters</i></p>	<p>Census &gt; People &gt; Demographics &gt; Last Name</p> <p>Identity.lastName</p>
<b>First Name</b>	<p>The first name of the student.</p> <p><i>Alphanumeric, 20 characters</i></p>	<p>Census &gt; People &gt; Demographics &gt; First Name</p> <p>Identity.firstName</p>



Element	Description and Format	Location
<b>Middle Name</b>	The middle name of the student. <i>Alphanumeric, 20 characters</i>	Census > People > Demographics > Middle Name  Identity.middleName
<b>Suffix</b>	The additional identifier following the student's last name. <i>Alphanumeric, 3 characters</i>	Census > People > Demographics > Suffix  Identity.suffix
<b>Gender</b>	The gender of the student. <i>Alphanumeric, F or M</i>	Census > People > Demographics > Gender  Identity.gender
<b>Birth Date</b>	The date of birth of the student. <i>Date field, 10 characters, YYYY-MM-DD</i>	Census > People > Demographics > Birth Date  Identity.birthdate
<b>File Folder Number</b>	The folder number of the teacher teaching the course. Reports the most recent active Primary Teacher prior to the Term End Date. If the primary teacher has an End Date prior to the Term End Date, reports the most recent teacher with a Role of TR. If no active teacher is found, reports the most recent inactive Primary teacher from the term.  License number is reported first from the Credential > License Number field. If more than one License is found, reports the most recent. If no Credential is found, reports the employment License Number.  Teachers with a section Staff History Role of NR: Not State Reported are not included in the report.  <i>Numeric, 6 digits</i>	Census > People > Credentials > License > License Number; Census > People > District Employment > License Number  Credential.licenseNumber

Element	Description and Format	Location
<b>Local Mark Earned</b>	<p>The State Score of the score posted for the Grading Task marked as State Reported and Final. If no State Score is entered, reports Score.</p> <p><i>Alphanumeric, 2 characters</i></p>	<p>Student Information &gt; General &gt; Transcript &gt; Score (Grading &amp; Standards &gt; Score Groups &amp; Rubrics &gt; State Score)</p> <p>TranscriptCourse.score</p>
<b>Local Credits Earned</b>	<p>The number of credits earned. Reports the Credit multiplied by the Credit Coefficient for the reported Score of a Grading Task marked as State Reported and Final. If multiple grading tasks are assigned to the course, the credit values are added together to report this field.</p> <p><i>Numeric, 3 digits</i></p>	<p>Scheduling &amp; Courses &gt; Courses &gt; Course Information &gt; Grading Task &gt; Credit; Grading &amp; Standards &gt; Score Groups and Rubrics &gt; Credit Coefficient</p> <p>Calculated, not dynamically stored</p>
<b>College Credits Earned</b>	<p>The college credits earned for the course.</p> <p>For records reporting from Transcripts, reports the value of College Credits Earned from the Transcript if Record Type on the Transcript is DPP.</p> <p>For records reporting from Grading Tasks, the Grading Task must be marked as State Reported, with a Code of COLLEGECREDIT, and the Course must have a Course Level or SCED Course Level of D. If so, reports Credits multiplied by the Credit Coefficient.</p> <p><i>Numeric, 3 digits</i></p>	<p>Scheduling &gt; Courses &gt; Grading Task &gt; Credit; Grading &amp; Standards &gt; Grading Setup &gt; Score Groups &amp; Rubric Setup &gt; Credit Coefficient</p> <p>Calculated, not dynamically stored</p>

Element	Description and Format	Location
<b>Subject Area</b>	<p>The subject area of the associated Credit Type. If there are multiple identical grading tasks assigned to the course, this field reports based on the Credit Type that has a Subject Area selected, that has the highest Credit value if the same, and is the first entered if the same. Reports only if the SCED Subject Area is 01, 23, 73, or 74. Otherwise reports as blank.</p> <p><i>Numeric, 2 digits</i></p>	<p>Grading &amp; Standards &gt; Grading Setup &gt; Credit Group Setup &gt; Subject Area</p> <p>CreditGroup.subjectArea</p>
<b>Term Type</b>	<p>Reports the Code selected for the Term Type for the term related to this score.</p> <p><i>Alphanumeric, 2 characters</i></p>	<p>Scheduling &amp; Courses &gt; Calendar Setup &gt; Term Setup &gt; Term Type</p> <p>Terms.stateCode</p>
<b>Term Number</b>	<p>Reports the Sequence for the term related to this score.</p> <p><i>Numeric, 2 characters</i></p>	<p>Scheduling &amp; Courses &gt; Calendar Setup &gt; Term Setup &gt; Term Sequence</p> <p>Term.seq</p>
<b>Rubric Levels</b>	<p>Reports the number of score levels in the Rubric associated with the standard.</p> <p><i>Numeric, 2 digits</i></p>	<p>Grading &amp; Standards &gt; Grading Setup &gt; Score Group &amp; Rubric Setup &gt; Rubric</p> <p>Calculated, not dynamically stored</p>
<b>Standard Code</b>	<p>The Code entered on the Standard associated with the course. Only reports if the standard is marked as State Reported and Final. Otherwise this field is not reported.</p> <p><i>Numeric, 2 characters</i></p>	<p>Grading &amp; Standards &gt; Standards Setup &gt; Standards Bank &gt; Code</p> <p>Standard.code</p>
<b>Score Value</b>	<p>The State Score the student earned for this standard.</p> <p><i>Numeric, 3 digits</i></p>	<p>Scheduling &amp; Courses &gt; Courses &gt; Section Grading by Student &gt; Score OR Campus Instruction &gt; Post Grades &gt; Grading by Student &gt; Score (Grading &amp; Standards &gt; Grading Setup &gt; Score Group &amp; Rubric Setup &gt; State Score)</p>

## Term Type & Term Number Logic

Term Type	Term Number	Logic (Report when...)
Y	1	Section is taught in all terms in the term schedule.
S	1	Section is taught in any of the following scenarios: <ul style="list-style-type: none"> <li>• 4 terms in the schedules, section is taught in 2 terms, and section ending term is Term 2</li> <li>• 6 terms in the schedules, section is taught in 3 terms, and section ending term is Term 3</li> <li>• 8 terms in the schedules, section is taught in 4 terms, and section ending term is Term 4</li> <li>• 10 terms in the schedules, section is taught in 5 terms, and section ending term is Term 5</li> </ul>
S	2	Section is taught in any of the following scenarios: <ul style="list-style-type: none"> <li>• 4 terms in the schedules, section is taught in 2 terms, and section ending term is Term 3 or 4</li> <li>• 6 terms in the schedules, section is taught in 3 terms, and section ending term is Term 4, 5, or 6</li> <li>• 8 terms in the schedules, section is taught in 4 terms, and section ending term is Term 5, 6, 7, or 8</li> <li>• 10 terms in the schedules, section is taught in 5 terms, and section ending term is Term 6, 7, 8, 9, or 10</li> </ul>
SU	Last term section meets	Term Type is SU
State Code of latest Term of Section	Sequence of latest Term of Section	Any other scenario

## Scheduled Student Course Record - Early Education Layout

Element	Description & Format	Campus Location
<b>Site Number</b>	Identifies the course as district wide (000) or associated with a specific school, in which case the school number will report. This field only appears in the XML format.  <i>Numeric, 3 digits</i>	School & District Settings > Schools > School Information > State School Number  School.number

Element	Description & Format	Campus Location
<b>Academic Year Number</b>	<p>The academic year identification number recorded as the MCCC Year ID.</p> <p><i>Numeric, 3 digits</i></p>	<p>Scheduling &amp; Courses &gt; Calendar Setup &gt; School Year Setup &gt; MCCC Year ID</p> <p>SchoolYear.stateGeneratedYearID</p>
<b>Calendar Number</b>	<p>The district calendar identification number recorded as the MCCC Schedule ID.</p> <p><i>Numeric, 3 digits</i></p>	<p>Scheduling &amp; Courses &gt; Calendar Setup &gt; Schedule Structure Setup &gt; MCCC Schedule ID</p> <p>ScheduleStructure.stateGeneratedScheduleID</p>
<b>Term Type</b>	<p>The type of term a district or school uses to schedule courses, such as quarter, semester, etc.</p> <p>See the <a href="#">Term Type &amp; Term Number</a> logic section for more information.</p> <p><i>Alphanumeric, 2 characters</i></p>	<p>Scheduling &amp; Courses &gt; Calendar Setup &gt; Term Setup &gt; Term Type</p> <p>Term.stateCode</p>
<b>Term Number</b>	<p>Identifier of the term in which the course section occurs. See the <a href="#">Term Type &amp; Term Number</a> logic section for more information.</p> <p><i>Numeric, 2 digits</i></p>	<p>Scheduling &amp; Courses &gt; Calendar Setup &gt; Term Setup &gt; Sequence</p> <p>Term.seq</p>
<b>Local Course Code</b>	<p>Identifier used by the district or school to identify each course in the local curriculum.</p> <p><i>Alphanumeric, 4 digits</i></p>	<p>Scheduling &amp; Courses &gt; Courses &gt; Course Information &gt; Number</p> <p>Course.number</p>
<b>Section Code</b>	<p>The local code identifying the section of the course. Reports the Section Number + the CalendarID.</p> <p><i>Numeric, 6 digits</i></p>	<p>Scheduling &amp; Courses &gt; Courses &gt; Course Information &gt; Section &gt; Number</p> <p>Section.number Calendar.calendarID</p>

Element	Description & Format	Campus Location
<b>State Student ID</b>	The MARSS identification number of the student.  <i>Numeric, 13 digits</i>	Census > People > Demographics > Person Identifiers > State ID  Person.stateID
<b>Last Name</b>	The last name of the student.  <i>Alphanumeric, 25 characters</i>	Census > People > Demographics > Last Name  Identity.lastName
<b>First Name</b>	The first name of the student.  <i>Alphanumeric, 20 characters</i>	Census > People > Demographics > First Name  Identity.firstName
<b>Middle Name</b>	The middle name of the student.  <i>Alphanumeric, 20 characters</i>	Census > People > Demographics > Middle Name  Identity.middleName
<b>Suffix</b>	The additional identifier following the student's last name.  <i>Alphanumeric, 3 characters</i>	Census > People > Demographics > Suffix  Identity.suffix
<b>Gender</b>	The gender of the student.  <i>Alphanumeric, F or M</i>	Census > People > Demographics > Gender  Identity.gender
<b>Birth Date</b>	The date of birth of the student.  <i>Date field, 10 characters, YYYY-MM-DD</i>	Census > People > Demographics > Birth Date  Identity.birthdate
<b>EE Instructional Approach Code</b>	Code indicating the Early Education Instructional Approach.  Reports the Value entered for the Inst. Approach and Implementation. If null, reports the default value if entered. Otherwise reports as NONE.  <i>Alphanumeric, 5 characters</i>	Scheduling & Courses > Courses > Course Information > Inst. Approach and Implementation  Course.eeInstApproachAndImp

Element	Description & Format	Campus Location
<b>EE Instructional Approach Implementation Code</b>	<p>Reports the Standard Code for the Inst. Approach and Implementation. If null, reports the default value if entered. Otherwise reports as X.</p> <p><i>Alphanumeric, 5 characters</i></p>	<p>Scheduling &amp; Courses &gt; Courses &gt; Course Information &gt; Inst. Approach and Implementation</p> <p>Course.eeInstApproachAndImp</p>
<b>Site Based Initiative Code</b>	<p>Code indicating the Site-Based Initiative that the course section is a part of.</p> <p>Reports the Value entered for the Site-Based Initiative and Impl. If null, reports the default value if entered. Otherwise reports as NONE.</p> <p><i>Alphanumeric, 5 characters</i></p>	<p>Scheduling &amp; Courses &gt; Courses &gt; Course Information &gt; Site-Based Initiative and Impl.</p> <p>Course.eeSiteBasedInitAndImp</p>
<b>Site Based Initiative Implementation Code</b>	<p>Reports the Standard Code entered for the Site-Based Initiative and Impl. If null, reports the default value if entered. Otherwise reports as X.</p> <p><i>Alphanumeric, 5 characters</i></p>	<p>Scheduling &amp; Courses &gt; Courses &gt; Course Information &gt; Site-Based Initiative and Impl.</p> <p>Course.eeSiteBasedInitAndImp</p>

## Project Based Learning Student Course Record Layout

Element	Description & Format	Campus Location
<b>Site Number</b>	<p>Identifies the course as district wide (000) or associated with a specific school, in which case the school number will report. This field only appears in the XML format.</p> <p><i>Numeric, 3 digits</i></p>	<p>School &amp; District Settings &gt; Schools &gt; School Information &gt; State School Number</p> <p>School.number</p>
<b>State Course Code</b>	<p>The state identification code of the course.</p> <p><i>Alphanumeric, 6 characters</i></p>	<p>Student Information &gt; General &gt; Transcript &gt; State Code</p> <p>TranscriptCourse.stateCode</p>

Element	Description & Format	Campus Location
<b>State Student ID</b>	The MARSS identification number of the student.  <i>Numeric, 13 digits</i>	Census > People > Demographics > Person Identifiers > State ID  Person.stateID
<b>Last Name</b>	The last name of the student.  <i>Alphanumeric, 25 characters</i>	Census > People > Demographics > Last Name  Identity.lastName
<b>First Name</b>	The first name of the student.  <i>Alphanumeric, 20 characters</i>	Census > People > Demographics > First Name  Identity.firstName
<b>Middle Name</b>	The middle name of the student.  <i>Alphanumeric, 20 characters</i>	Census > People > Demographics > Middle Name  Identity.middleName
<b>Suffix</b>	The additional identifier following the student's last name.  <i>Alphanumeric, 3 characters</i>	Census > People > Demographics > Suffix  Identity.suffix
<b>Gender</b>	The gender of the student.  <i>Alphanumeric, F or M</i>	Census > People > Demographics > Gender  Identity.gender
<b>Birth Date</b>	The date of birth of the student.  <i>Date field, 10 characters, YYYY-MM-DD</i>	Census > People > Demographics > Birth Date  Identity.birthdate
<b>Subject Area</b>	The subject area of the mark received. Reports the Subject Area of the associated Credit Name. Multiple Subject Areas can report if multiple Credit Names are found on the transcript record. This value is only reported for State Codes that begin with 23, 51, or 52.  <i>Numeric, 2 digits</i>	Grading & Standards > Grading Setup > Credit Group Setup > Subject Area; Student Information > General > Transcript > Transcript Credit > Credit Name  TranscriptCourse.creditName



Element	Description & Format	Campus Location
<b>File Folder Number</b>	<p>The folder number of the teacher teaching the course. Reports the most recent active Primary Teacher prior to the Term End Date. If the primary teacher has an End Date prior to the Term End Date, reports the most recent teacher with a Role of TR. If no active teacher is found, reports the most recent inactive Primary teacher from the term.</p> <p>License number is reported first from the Credential &gt; License Number field. If more than one License is found, reports the most recent. If no Credential is found, reports the employment License Number.</p> <p>Teachers with a section Staff History Role of NR: Not State Reported are not included in the report.</p> <p><i>Numeric, 6 digits</i></p>	<p>Census &gt; People &gt; Credentials &gt; License &gt; License Number; Census &gt; People &gt; District Employment &gt; License Number</p> <p>Credential.licenseNumber</p>
<b>Local Mark Earned</b>	<p>The State Score of the score posted for the Grading Task marked as State Reported and Final. If no State Score is entered, reports Score.</p> <p><i>Numeric</i></p>	<p>Student Information &gt; General &gt; Transcript &gt; Score (Grading &amp; Standards &gt; Grading Setup &gt; Score Group &amp; Rubric Setup &gt; State Score)</p> <p>TranscriptCourse.score</p>
<b>Local Credits Earned</b>	<p>The number of credits earned for the record to the third decimal place.</p> <p><i>Decimal, 8 characters</i></p>	<p>Student Information &gt; General &gt; Transcript &gt; Credit</p> <p>TranscriptCourse.creditsEarned</p>
<b>Rubric Levels</b>	<p>Reports the number of score levels in the Rubric associated with the standard.</p> <p><i>Numeric, 2 digits</i></p>	<p>Grading &amp; Standards &gt; Grading Setup &gt; Score Group &amp; Rubric Setup &gt; Rubric</p> <p>Calculated, not dynamically stored</p>

Element	Description & Format	Campus Location
<b>Standard Code</b>	The Code entered on the Standard associated with the course. Only reports if the standard is marked as State Reported and Final. Otherwise this field is not reported.  <i>Numeric, 2 characters</i>	Grading & Standards > Standards Setup > Standards Bank > Code  Standard.code
<b>Score Value</b>	The Score the student earned for this standard.  <i>Numeric, 3 digits</i>	Scheduling & Courses > Courses > Section Grading by Student > Score OR Campus Instruction > Post Grades > Grading by Student > Score

## Project Based Learning Student Course Record - Early Education Layout

Element	Description & Format	Campus Location
<b>Site Number</b>	Identifies the course as district wide (000) or associated with a specific school, in which case the school number will report. This field only appears in the XML format.  <i>Numeric, 3 digits</i>	School & District Settings > Schools > School Information > State School Number  School.number
<b>State Course Code</b>	The state identification code of the course.  <i>Alphanumeric, 6 characters</i>	Student Information > General > Transcript > State Code  TranscriptCourse.stateCode
<b>State Student ID</b>	The MARSS identification number of the student.  <i>Numeric, 13 digits</i>	Census > People > Demographics > Person Identifiers > State ID  Person.stateID
<b>Last Name</b>	The last name of the student.  <i>Alphanumeric, 25 characters</i>	Census > People > Demographics > Last Name  Identity.lastName
<b>First Name</b>	The first name of the student.  <i>Alphanumeric, 20 characters</i>	Census > People > Demographics > First Name  Identity.firstName

Element	Description & Format	Campus Location
<b>Middle Name</b>	The middle name of the student. <i>Alphanumeric, 20 characters</i>	Census > People > Demographics > Middle Name  Identity.middleName
<b>Suffix</b>	The additional identifier following the student's last name. <i>Alphanumeric, 3 characters</i>	Census > People > Demographics > Suffix  Identity.suffix
<b>Gender</b>	The gender of the student. <i>Alphanumeric, F or M</i>	Census > People > Demographics > Gender  Identity.gender
<b>Birth Date</b>	The date of birth of the student. <i>Date field, 10 characters, YYYY-MM-DD</i>	Census > People > Demographics > Birth Date  Identity.birthdate

## Independent Study Student Record Layout

Element	Description & Format	Campus Location
<b>Site Number</b>	Identifies the course as district wide (000) or associated with a specific school, in which case the school number will report. This field only appears in the XML format.  <i>Numeric, 3 digits</i>	School & District Settings > Schools > School Information > State School Number  School.number
<b>Local Course Code</b>	The local identification number of the course.  <i>Numeric, 4 digits</i>	Student Information > General > Transcript > Number  TranscriptCourse.number
<b>State Student ID</b>	The MARSS identification number of the student.  <i>Numeric, 13 digits</i>	Census > People > Demographics > Person Identifiers > State ID  Person.stateID
<b>Last Name</b>	The last name of the student.  <i>Alphanumeric, 25 characters</i>	Census > People > Demographics > Last Name  Identity.lastName

Element	Description & Format	Campus Location
<b>First Name</b>	The first name of the student. <i>Alphanumeric, 20 characters</i>	Census > People > Demographics > First Name  Identity.firstName
<b>Middle Name</b>	The middle name of the student. <i>Alphanumeric, 20 characters</i>	Census > People > Demographics > Middle Name  Identity.middleName
<b>Suffix</b>	The additional identifier following the student's last name. <i>Alphanumeric, 3 characters</i>	Census > People > Demographics > Suffix  Identity.suffix
<b>Gender</b>	The gender of the student. <i>Alphanumeric, F or M</i>	Census > People > Demographics > Gender  Identity.gender
<b>Birth Date</b>	The date of birth of the student. <i>Date field, 10 characters, YYYY-MM-DD</i>	Census > People > Demographics > Birth Date  Identity.birthdate
<b>Subject Area</b>	The subject area of the mark received. Reports the Subject Area of the associated Credit Name. Multiple Subject Areas can report if multiple Credit Names are found on the transcript record. This value is only reported for State Codes that begin with 23, 51, or 52. <i>Numeric, 5 digits</i>	Grading & Standards > Grading Setup > Credit Group Setup > Subject Area; Student Information > General > Transcript > Transcript Credit > Credit Name  TranscriptCourse.creditName
<b>File Folder Number</b>	The folder number of the teacher teaching the course. <i>Numeric, 6 digits</i>	Student Information > General > Transcript > File Folder Number  TranscriptCourse.teacherNumber
<b>Local Mark Earned</b>	The State Score of the score posted for the Grading Task marked as State Reported and Final. If no State Score is entered, reports Score. <i>Numeric</i>	Student Information > General > Transcript > Score (Grading & Standards > Grading Setup > Score Group & Rubric Setup > State Score)  TranscriptCourse.score

Element	Description & Format	Campus Location
<b>Local Credits Earned</b>	<p>The number of credits earned for the record to the third decimal place.</p> <p><i>Decimal, 8 characters</i></p>	<p>Student Information &gt; General &gt; Transcript &gt; Credit</p> <p>TranscriptCourse.creditsEarned</p>
<b>Rubric Levels</b>	<p>Reports the number of score levels in the Rubric associated with the standard.</p> <p><i>Numeric, 2 digits</i></p>	<p>Grading &amp; Standards &gt; Grading Setup &gt; Score Group &amp; Rubric Setup &gt; Rubric</p> <p>Calculated, not dynamically stored</p>
<b>Standard Code</b>	<p>The Code entered on the Standard associated with the course. Only reports if the standard is marked as State Reported and Final. Otherwise this field is not reported.</p> <p><i>Numeric, 2 characters</i></p>	<p>Grading &amp; Standards &gt; Standards Setup &gt; Standards Bank &gt; Code</p> <p>Standard.code</p>
<b>Score Value</b>	<p>The Score the student earned for this standard.</p> <p><i>Numeric, 3 digits</i></p>	<p>Scheduling &amp; Courses &gt; Courses &gt; Course Information &gt; Section &gt; Grading by Student &gt; Score OR Campus Instruction &gt; Post Grades &gt; Grading by Student &gt; Score</p>

Element	Description & Format	Campus Location
<b>File Folder Number</b>	<p>The folder number of the teacher teaching the course. Reports the most recent active Primary Teacher prior to the Term End Date. If the primary teacher has an End Date prior to the Term End Date, reports the most recent teacher with a Role of TR. If no active teacher is found, reports the most recent inactive Primary teacher from the term.</p> <p>License number is reported first from the Credential &gt; License Number field. If more than one License is found, reports the most recent. If no Credential is found, reports the employment License Number.</p> <p>Teachers with a section Staff History Role of NR: Not State Reported are not included in the report.</p> <p><i>Numeric, 6 digits</i></p>	<p>Census &gt; People &gt; Credentials &gt; License &gt; License Number; Census &gt; People &gt; District Employment &gt; License Number</p> <p>Credential.licenseNumber</p>

## Independent Study Student Record - Early Education Layout

Element	Description & Format	Campus Location
<b>Site Number</b>	<p>Identifies the course as district wide (000) or associated with a specific school, in which case the school number will report. This field only appears in the XML format.</p> <p><i>Numeric, 3 digits</i></p>	<p>School &amp; District Settings &gt; Schools &gt; School Information &gt; State School Number</p> <p>School.number</p>
<b>Local Course Code</b>	<p>The local identification number of the course.</p> <p><i>Numeric, 4 digits</i></p>	<p>Student Information &gt; General &gt; Transcript &gt; Number</p> <p>TranscriptCourse.number</p>

Element	Description & Format	Campus Location
<b>State Student ID</b>	The MARSS identification number of the student.  <i>Numeric, 13 digits</i>	Census > People > Demographics > Person Identifiers > State ID  Person.stateID
<b>Last Name</b>	The last name of the student.  <i>Alphanumeric, 25 characters</i>	Census > People > Demographics > Last Name  Identity.lastName
<b>First Name</b>	The first name of the student.  <i>Alphanumeric, 20 characters</i>	Census > People > Demographics > First Name  Identity.firstName
<b>Middle Name</b>	The middle name of the student.  <i>Alphanumeric, 20 characters</i>	Census > People > Demographics > Middle Name  Identity.middleName
<b>Suffix</b>	The additional identifier following the student's last name.  <i>Alphanumeric, 3 characters</i>	Census > People > Demographics > Suffix  Identity.suffix
<b>Gender</b>	The gender of the student.  <i>Alphanumeric, F or M</i>	Census > People > Demographics > Gender  Identity.gender
<b>Birth Date</b>	The date of birth of the student.  <i>Date field, 10 characters, YYYY-MM-DD</i>	Census > People > Demographics > Birth Date  Identity.birthdate
<b>EE Instructional Approach Code</b>	Code indicating the Early Education Instructional Approach.  Reports the Value entered for the Inst. Approach and Implementation. If null, reports the default value if entered. Otherwise reports as NONE.  <i>Alphanumeric, 5 characters</i>	Scheduling & Courses > Courses > Course Information > Inst. Approach and Implementation  Course.eeInstApproachAndImp
<b>EE Instructional Approach Implementation Code</b>	Reports the Standard Code for the Inst. Approach and Implementation. If null, reports the default value if entered. Otherwise reports as X.  <i>Alphanumeric, 5 characters</i>	Scheduling & Courses > Courses > Course Information > Inst. Approach and Implementation  Course.eeInstApproachAndImp

Element	Description & Format	Campus Location
<b>Site Based Initiative Code</b>	Code indicating the Site-Based Initiative that the course section is a part of.  Reports the Value entered for the Site-Based Initiative and Impl. If null, reports the default value if entered. Otherwise reports as NONE.  <i>Alphanumeric, 5 characters</i>	Scheduling & Courses > Courses > Course Information > Site-Based Initiative and Impl.  Course.eeSiteBasedInitAndImp
<b>Site Based Initiative Implementation Code</b>	Reports the Standard Code entered for the Site-Based Initiative and Impl. If null, reports the default value if entered. Otherwise reports as X.  <i>Alphanumeric, 5 characters</i>	Scheduling & Courses > Courses > Course Information > Site-Based Initiative and Impl.  Course.eeSiteBasedInitAndImp
<b>EE Instructional Minutes</b>	Reports the sum of instructional minutes (minus lunch minutes if applicable) for each period this student's section is scheduled for.  <i>Numeric, 4 digits</i>	Calculated, not dynamically stored
<b>File Folder Number</b>	The folder number of the teacher teaching the course. Reports the License Number from each Primary Teacher and Teacher recorded on the Section Staff History tool, excluding records marked as NR: Not State Reported. If License Number is null, reports the License Number from the Employment record.  <i>Numeric, 6 digits</i>	Census > People > Credentials > License > License Number; Census > People > District Employment > License Number  Credential.licenseNumber

## Direct Pay PSEO Student Course Record Layout

See the [Course Setup for Direct Pay PSEO Records](#) section below.

Element	Description & Format	Campus Location
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Element	Description & Format	Campus Location
<b>Site Number</b>	The Minnesota Dept of Education identification code for the school. This field only appears in the XML format.  <i>Numeric, 3 digits</i>	Student Information > General > Transcript > School Number  School.number
<b>State Course Code</b>	The identifier assigned to each unique course in the local curriculum.  <i>Numeric, 4 digits</i>	Student Information > Transcript > State Code  TranscriptCourse.stateCode
<b>College Code</b>	The federal identification number of the college.  <i>Alphanumeric, 6 characters</i>	Student Information > General > Transcript > Federal College Number  TranscriptCourse.collegeCode
<b>State Student ID</b>	The MARSS identification number of the student.  <i>Numeric, 13 digits</i>	Census > People > Demographics > Person Identifiers > State ID  Person.stateID
<b>Last Name</b>	The last name of the student.  <i>Alphanumeric, 25 characters</i>	Census > People > Demographics > Last Name  Identity.lastName
<b>First Name</b>	The first name of the student.  <i>Alphanumeric, 20 characters</i>	Census > People > Demographics > First Name  Identity.firstName
<b>Middle Name</b>	The middle name of the student.  <i>Alphanumeric, 20 characters</i>	Census > People > Demographics > Middle Name  Identity.middleName
<b>Suffix</b>	The additional identifier following the student's last name.  <i>Alphanumeric, 3 characters</i>	Census > People > Demographics > Suffix  Identity.suffix
<b>Gender</b>	The gender of the student.  <i>Alphanumeric, F or M</i>	Census > People > Demographics > Gender  Identity.gender
<b>Birth Date</b>	The date of birth of the student.  <i>Date field, 10 characters, YYYY-MM-DD</i>	Census > People > Demographics > Birth Date  Identity.birthdate

Element	Description & Format	Campus Location
<b>Subject Area</b>	Identifies the subject area for the mark given. Reports the Subject Area from the associated Credit Name. Only reported for State Codes that begin with 23, 51, or 52.  <i>Numeric, 5 digits</i>	Grading & Standards > Grading Setup > Credit Group Setup > Subject Area; Student Information > General > Transcript > Transcript Credit > Credit Name  TranscriptCourse.creditName
<b>College Mark Earned</b>	The college mark awarded.  <i>Numeric</i>	Student Information > General > Transcript > Score  TranscriptCourse.score
<b>College Credits Earned</b>	The college credits earned for the course.  <i>Decimal, 8 characters, ####.###</i>	Student Information > General > Transcript > College Credit Earned  TranscriptCourse.secondaryCredit
<b>College Course Code</b>	The college course number or code.  <i>Alphanumeric, 20 characters</i>	Student Information > General > Transcript > Number  TranscriptCourse.courseNumber
<b>College Course Title</b>	The name of the college course.  <i>Alphanumeric, 255 characters</i>	Student Information > General > Transcript > Name Setting Up Direct Pay PSEO Records  Transcript.courseName

## Course Setup for Direct Pay PSEO Records

For Direct Pay PSEO records, the Minnesota Department of Education collects:

Collected Data	Field to Populate on Course	Description
College Course Title	Name	This is pulled from the course Name field (Course.name). You should make sure to set up the course with a Name matching the college course name.

Collected Data	Field to Populate on Course	Description
State Course Code	State Code	Using the state course code description, find the state course code that best describes the course content. Do not use 23010 for the state course code. The state course codes are listed in the Minnesota Common Course Classification Catalogue.
College Credits	College Course Credit	Use this field to indicate how many college course credits this course qualifies for.
College Code	College Code	The Federal college code found in appendix F of the How to Create a Local Course Index K-12.
College Course Code	College Course Code	The registration number of the course is usually the letters of the course department and the number of the course (ENG 100)

## Add Course ☆

Save Delete

**Course Information**

\*Number  \*Name

Standards-based  Active State Report Exclude  External LMS Exclude

Course-Only Curriculum

Subject Type

State Code  Department

Schedule Load Priority  Max Students

Terms  Schedules  Periods  Sections to Build  Preferred Room Type

GPA Weight  Bonus Points  Advisory  Section Template Group  Transcript  Required

Type  Honors  Responsive  Activity

Homeroom  Allow student requests  Allow teacher requests/recommendations  Hide Standards On Portal  Repeatable  Attendance  Positive Attendance  High School Credit

Instruction Method / EE Location  Section Enrollment Type

Instruction Language

Online Learning

Perkins Code  College Place Holder  College Course Credit

Comments

**NCES Data**

**Description**

**Custom Data Elements**

Standard Addressed

Period Minutes

Course Grade Code

Period Count

Perkins Program Code

Secondary Course Level

College Code

End of Course Indicator

College Course Code

STAR Assignment Code