

Student Interchange - Course Completion (Colorado)

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Tool Search: Student Interchange

The Course Completion Report returns a record for all students enrolled in state grade levels 09-12 as of the effective date entered on the Extract editor who have successfully completed an AP course or participated in a PSEO Program.

The screenshot shows the 'Student Interchange' tool interface. The main heading is 'Student Profile Interchange'. Below it, a message states: 'This tool will extract data to complete the Student and Enrollment Interchange files.' The interface is divided into two main sections: 'Extract Options' and 'Select Calendars'.
Extract Options:
 - Report Type: Course Completion (dropdown)
 - Ad Hoc Filter: (dropdown)
 - Effective Date: 05/23/2024 (calendar icon)
 - Report Legal Name: (checkbox, unchecked)
 - Exclude Cross-Site Data: (checkbox, checked)
 - Format: CSV (dropdown)
 - Buttons: 'Generate Extract' and 'Submit to Batch'
Select Calendars:
 - Question: 'Which calendar(s) would you like to include in the report?'
 - Radio buttons: 'active year' (selected), 'list by school', 'list by year'
 - Dropdown menu: '23-24' (selected), showing options: '23-24 Elementary School', '23-24 Middle School', '23-24 High School'.
 Below the screenshot, the text 'Course Completion Extract' is displayed.

- Read** - Access and generate Student Interchange Extracts.
- Write** - N/A
- Add** - N/A
- Delete** - N/A

For more information about Tool Rights and how they function, see the [Tool Rights](#) article.

Report Logic

Only students in grades 9-12 of the school selected in the Campus toolbar are included in this report if they have completed an AP course with a passing grade or participated in a PSEO program.

- The CEPA (PSEO) record has a Start Date that is on or before the effective date entered on the Report Editor, and an End Date that is within the reporting period or is not ended.
- The student's CEPA record must be active for at least one day within the reporting period.

- Advanced Placement reports when the courses are associated with the calendar selected in the Campus toolbar.
 - AP courses can occur any time during the school year (first semester, second semester, or both)
 - If a student does not complete the course, it is not reported.
 - Students must meet all of the following requirements:
 - Student is scheduled into an Advanced Placement course.
 - The Course has a Type of Advanced Placement and an assigned AP Category that is not 00: Not Applicable.
 - Student successfully completed the course with a passing score that is in a score group with a credit value greater than 0.

Students are not included in this report when:

- The enrollment record is marked as No Show.
- The enrollment record is not the primary enrollment.
- Enrollment records are marked as State Exclude.
- Grade levels are marked as State Exclude.
- Grade level of enrollment is mapped to a State Grade level 002.
- Calendars in which the student is enrolled are marked as State Exclude.

Advanced Placement courses are not included in this report when:

- The Course is not active.
- The Course is marked as State Exclude.

Non-Binary Gender Reporting

Schools can assign students a gender of M: Male, F: Female or N: Non-binary. This is done on the [Identities](#) tool and/or the [Demographics](#) tool.

Data Pipeline Extracts and other required extracts use the Legal Gender field included in the Protected Identity Information to report student identity information.

To properly record a gender of N: Non-Binary, on the Identities tool:

1. Assign the **Gender of N: Non-Binary** in the standard identify fields.
2. Assign the **Protected Identity Information Legal Gender** field to M: Male, F: Female or N: Non-Binary.
3. Save the record when finished.

Identities ☆ Census > People > Identities

Student, Luka A DOB: 04/16/2006
AHS Class of 2024 Related Tools ^

Save New

Identity Information

PersonID: 120648

*Last Name: Student *First Name: Luka Middle Name: Andrea Suffix:

*Gender: N: Nonbinary Pronouns:

*Birth Date (Age: 17): 04/16/2006 Soc Sec Number: --

Protected Identity Information

Legal Last Name: Student Legal First Name: Luka Legal Middle Name: Legal Suffix:

Legal Gender: Female

Race/Ethnicity [\(Edit\)](#)

Gender and Legal Gender Assignment

Report Editor

Field	Description
Report Type	Selection determines the Student Interchange report that generates. Choose Course Completion .
Ad hoc Filter	Select a saved ad hoc filter to only include those students in the filter in the report, assuming those students meet the reporting logic and business rules of this report.
Effective Date	The entered date is auto-populated to the current date and returns those students actively enrolled in the selected calendar on this date.
Report Legal Name	When marked, the student's name and gender report from the Protected Identity Information section on the student's Identities record.
Exclude Cross-Site Data	When marked, students enrolled as Cross-Site Students at one or more schools are excluded from the report.
Format	The School Association report can be generated in either CSV or HTML formats.
Calendar Selection	At least one calendar needs to be selected in order to generate the report. Reports can be selected by Active Year, School or Year.
Report Generation	The Student Layout extract can be generated immediately using the Generate Report button. Or, use the Submit to Batch button to select when the report is generated. See the Batch Queue article for more information on this functionality.

Generate the Report

1. Select the **Course Completion** from the **Report Format** field.
2. If desired, select students from an existing **Ad hoc Filter**.
3. Enter the desired **Effective Date**.
4. Mark the **Report Legal Name** checkbox, if desired.
5. Mark the **Exclude Cross-Site Data** checkbox, if desired.
6. Select the **Format** of the report.
7. Select the **Calendar(s)** from which to report information.
8. Click the **Generate Extract** button or the **Submit to Batch** button. The report displays in the desired format.

CO Data Pipeline Student Interchange: Course Completion Records:6

DistrictCode	SASID	SchoolBuildingCode	FirstName	LastSurname	Gender	BirthDate	AdvancedPla
0140	123456789	0299	Abraham	Student	02	07221996	00
0140	234567890	0299	Brenda	Student	01	01221998	00
0140	345678901	0299	Collin	Student	02	06191997	00
0140	456789012	0299	Deena	Student	02	10181995	00
0140	567890123	0299	Frank	Student	02	09051994	00
0140	678901234	0299	Gigi	Student	01	06091995	00

Course Completion Report - HTML Format

	A	B	C	D	E	F	G	H	I
1	DistrictCo	SASID	SchoolBui	FirstName	LastSurname	Gender	BirthDate	Advanced	Advanced Adv
2	140	123456789	299	Abraham	Student	2	7221996	0	0
3	140	234567890	299	Brenda	Student	1	1221998	0	0
4	140	345678901	299	Collin	Student	2	6191997	0	0
5	140	456789012	299	Deena	Student	2	10181995	0	0
6	140	567890123	299	Frank	Student	2	9051994	0	0
7	140	678901234	299	Gigi	Student	1	6091995	0	0
8									
9									
10									

Course Completion Report - CSV Format

Report Layout

Data Element	Description	Location
District Code	The number assigned to a school district by the state department of education. Numeric, 4 digits	District Information > State District Number District.number

Data Element	Description	Location
SASID	<p>A unique number assigned to a student by the Department of Education.</p> <p>Numeric, 10 digits</p>	<p>Demographics > Person Identifiers > Student State ID</p> <p>Person.stateID</p>
School Code	<p>Number assigned to the school building by the Department of Education.</p> <p>Numeric, 4 digits</p>	<p>School Information > State School Number</p> <p>School.number</p>
First Name	<p>Reports the student's first name.</p> <p>When the Report Legal Name checkbox is marked, the student's First Name reports from the Legal First Name field.</p> <p>Alphanumeric, 30 characters</p>	<p>Demographics > Person Information > First Name</p> <p>Identity.first Name</p> <hr/> <p>Identities > Protected Identity Information > Legal First Name</p> <p>Identity.legalFirstName</p>
Last Name	<p>Reports the student's last name.</p> <p>When the Report Legal Name checkbox is marked, the student's Last Name reports from the Legal Last Name field.</p> <p>Alphanumeric, 30 characters</p>	<p>Demographics > Person Information > Last Name</p> <p>Identity.last Name</p> <hr/> <p>Identities > Protected Identity Information > Legal Last Name</p> <p>Identity.legalLastName</p>

Data Element	Description	Location
Gender	<p>Reports the student's gender.</p> <ul style="list-style-type: none"> • 01 - Female • 02 - Male • 03 - Non-binary <p>When the Report Legal Name checkbox is marked, the student's Gender reports from the Legal Gender field.</p> <p>Numeric, 2 digits</p>	<p>Demographics > Person Information > Gender</p> <p>Identity.gender</p> <hr/> <p>Identities > Protected Identity Information > Legal Gender</p> <p>Identity.legalGender</p>
Birth Date	<p>Student's date of birth.</p> <p>Date field, 8 characters (MMDDYYYY)</p>	<p>Demographics > Person Information > Birth Date</p> <p>Identity.brithDate</p> <hr/> <p>Identities > Identities Editor > Birth Date</p>
Advanced Placement Course 1 through 10	<p>Reports the code assigned to the AP Course when the student completed any AP course during the entire school year. Reports when:</p> <ul style="list-style-type: none"> • The student was scheduled into an Advanced Placement Course. • The Course Type is set to Advanced Placement and the Advanced Placement Category is NOT 00. • The student successfully completed the course with a posted grade. • The associated grading score has a credit coefficient greater than zero. <p>Numeric, 2 digits</p>	<p>Course Information > AP Category</p> <p>Course.honorsCode</p>
Post Secondary Participation, 1st Semester A	<p>Indicates which Post Secondary Program in which the student participated during the first semester. If this field is null, reports 0.</p> <p>Numeric, 2 digits</p>	<p>PSEO > 1st Semester A Participation</p> <p>PSEO.participation1A</p>

Data Element	Description	Location
Institution Codes, 1st Semester A	<p>Reports the code assigned to the institution where the student was enrolled in post-secondary programming.</p> <p>If this field is null, reports 0000.</p> <p>Numeric, 4 digits</p>	PSEO > 1st Semester A Institution Code PSEO.institutionCode
Post Secondary Participation, 1st Semester B	<p>Indicates which Post Secondary Program in which the student participated during the first semester.</p> <p>If this field is null, reports 0.</p> <p>Numeric, 2 digits</p>	PSEO > 1st Semester B Participation PSEO.participation1B
Institution Codes, 1st Semester B	<p>Reports the code assigned to the institution where the student was enrolled in post-secondary programming.</p> <p>If this field is null, reports 0000.</p> <p>Numeric, 4 digits</p>	PSEO > 1st Semester B Institution Code PSEO.institutionCode
Post Secondary Participation, 2nd Semester A	<p>Indicates which Post Secondary Program in which the student participated during the second semester.</p> <p>If this field is null, reports 0.</p> <p>Numeric, 2 digits</p>	PSEO > 2nd Semester A Participation PSEO.participation2A
Institution Codes, 2nd Semester A	<p>Reports the code assigned to the institution where the student was enrolled in post-secondary programming.</p> <p>If this field is null, reports 0000.</p> <p>Numeric, 4 digits</p>	PSEO > 2nd Semester A Institution Code PSEO.institutionCode
Post Secondary Participation, 2nd Semester B	<p>Indicates which Post Secondary Program in which the student participated during the second semester.</p> <p>If this field is null, reports 0.</p> <p>Numeric, 2 digits</p>	PSEO > 2nd Semester B Participation PSEO.participation2B

Data Element	Description	Location
Institution Codes, 2nd Semester B	<p>Reports the code assigned to the institution where the student was enrolled in post-secondary programming.</p> <p>If this field is null, reports 0000.</p> <p>Numeric, 4 digits</p>	<p>PSEO > 2nd Semester B Institution Code</p> <p>PSEO.institutionCode</p>