

# Teacher Course Student Record (Connecticut)

Last Modified on 12/14/2025 8:45 pm CST

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Tool Search: Teacher Course Student Record

The Teacher Course Student Record extract reports student course data and the teacher associated with each reported course section.

Teacher Course Student Record ☆

Reporting > CT State Reporting > Teacher Course Student Record

Teacher Course Student Record

This tool will extract data to complete the CT Teacher Course Student Record Extract. Choose the State Format to get the file in the state defined file format, otherwise choose the testing/debugging format.

Extract Options

Effective Date: 11/21/2024
Format: State Format (Fixed Width)
Ad Hoc Filter:
Include Manual Transcript Records: ☒
Record Types: All Records
Only report courses that have a session end date in the date range entered:
Start Date: End Date:
Exclude Cross-Site Data: ☒

Select Calendars

Which calendar(s) would you like to include in the report?
☒ active year
☐ list by school
☐ list by year

24-25
24-25 BOE
24-25 Booth Hill Elementary Sc
24-25 Daniels Farm Elementary
24-25 ELITE
24-25 Frenchtown Elementary Sc
24-25 Hillcrest Career Night
24-25 Hillcrest Middle School
24-25 Jane Ryan Elementary Sch
24-25 Long Hill
24-25 Madison Career Night
24-25 Madison Middle School
24-25 Middlebrook Elementary S
24-25 Out-of-System
24-25 Out-Placed
24-25 Private Schools
24-25 REACH
24-25 Tashua Elementary School
24-25 Town
24-25 Transportation

Generate Extract Submit to Batch

Refresh Show top 50 tasks submitted between 11/14/2024 and 11/21/2024

Batch Queue List
Queued Time Report Title Status Download

Teacher Course Student Record Editor

## Report Logic

- Students are NOT included if
  - their Enrollment End Date is prior to the first instructional day in the calendar.
  - their enrollment record is marked as No Show.
- Calendars marked as Summer AND Exclude report in the extract.

## Posted Records

- If a student has an enrollment in multiple calendars, data reports from each calendar.

- If a student has multiple enrollments in the same calendar, the enrollment is selected based on the following criteria:
  - Enrollment Type priority: P: Primary, then N: SPED then, S: Partial
  - Enrollment Start Date: The enrollment with the most recent start date reports.
  - Enrollment ID: If the previous criteria is the same for multiple enrollments, the highest enrollment ID reports.
- Students that have an end date in the course report when they meet the following criteria:
  - They have an Outcome Grade Status on either a state-reported grading task or on their roster.
  - They received 20 or more days of instruction in a course.
  - Their enrollment start date is on or before the report's effective date.
- A record reports for each student in **grades P3, PK, KE, KH, KF, 01-12** scheduled into any course where the course has a grading task assigned and marked as 'State Reported'.
- Only courses marked as "Active" with rostered students report.
- The following students will report based on the Effective Date entered in the Extract editor:
  - Students enrolled on the Effective Date.
  - Students with no roster End Date on the Effective Date. Students will report with or without a Final Grade.
  - Students with a roster End Date and a Final Grade. Students with a roster End Date that is before the section End Date and no Final Grade will not be included in the report.
- Reports a record for each student/staff member that is active on the Staff History tool based on the Effective Date selected on the extract editor.
  - Staff members must have a role populated on an active Staff History record OR a title populated on an active district assignment for the school to which the course belongs.
  - If the Title is "undefined," it is considered unpopulated/null.
- Teachers must have an active district assignment record to generate a record.
  - The district Assignment Start Date must be on or before the report Effective Date, and the district assignment End Date must be null, on, or after the report **Effective Date** to generate.
- Records report for ALL enrollments and NOT just primary enrollments.
- A record is reported for any student who has an eligible enrollment in the calendar but is not scheduled into any courses.

It is recommended that schools have only 1 state-reported grading task per course, as there is no identifying information on grading tasks.

- When a Grading Task or Standard is deleted/no longer exists on a course, students do NOT report a record for the Grading Task/Standard.

## Manually Added Records on the Transcript

A record reports for each transcript record added manually (not posted with the Post to Transcript tool) that meet all of the following criteria.

- The student's transcript record has School Number and Course Number that match a Course Number and State Code in a calendar in which the student is enrolled.
- The matched course has: A Grading Task with "State Reported" and "Active" marked while "State Exclude" is NOT marked.

The student must have

- an enrollment in the calendar for at least 1 day.
- a State Grade mapped to P3, PK, KE, KF, or 01-12 during the matched enrollment.

The teacher must have

- an active district assignment record to generate a record.
- the district Assignment Start Date on or before the report Effective Date and district assignment End Date must be null, on or after the report **Effective Date**.

## Report Editor Fields

Field	Description
<b>Effective Date</b>	The date selected determines which data reports.
<b>Format</b>	The format in which the report should be generated. State Format (fixed width) is for submission to the state, or select HTML or text format for data review and verification.
<b>Ad Hoc Filter</b>	Select an Ad Hoc filter to further narrow report results.
<b>Include Manual Transcript Records</b>	When this checkbox is marked, the report includes qualifying courses that were manually added to a student's transcript.

Field	Description								
Record Types	<table><tr><th>Type</th><th>Description</th></tr><tr><td>All Records</td><td>Reports all TCS records that have all fields filled in and those that don't.</td></tr><tr><td>Only Complete Records</td><td>Only reports TCS records that have all mandatory report fields filled in. Does NOT consider the following fields since these are either disallowed or conditional:<ul style="list-style-type: none"><li>• CSDE Use (always reports blank)</li><li>• EIN (conditional)</li><li>• Course Credits Earned (conditional)</li><li>• Dual Enrollment Code (conditional)</li><li>• District Teacher ID (recommended)</li><li>• Number of Membership Sessions Attended (recommended)</li></ul></td></tr><tr><td>Only Incomplete Records</td><td>Only reports TCS records that have at least 1 mandatory field reporting blank. Does NOT consider the following fields since these are either disallowed or conditional:<ul style="list-style-type: none"><li>• CSDE Use (always reports blank)</li><li>• EIN (conditional)</li><li>• Course Credits Earned (conditional)</li><li>• Dual Enrollment Code (conditional)</li><li>• District Teacher ID (recommended)</li><li>• Number of Membership Sessions Attended (recommended)</li></ul> Includes a single record for students whose enrollment qualifies them to report, but who do not have any reportable courses. This means that the student may have in the calendar and year:<ul style="list-style-type: none"><li>• No rostered course</li><li>• No active course</li><li>• No course with a state-reported Grading Task or Standard</li><li>• &lt; 20 instructional days enrolled in any course</li><li>• No qualifying manual transcript course record</li></ul></td></tr></table>	Type	Description	All Records	Reports all TCS records that have all fields filled in and those that don't.	Only Complete Records	Only reports TCS records that have all mandatory report fields filled in. Does NOT consider the following fields since these are either disallowed or conditional: <ul style="list-style-type: none"><li>• CSDE Use (always reports blank)</li><li>• EIN (conditional)</li><li>• Course Credits Earned (conditional)</li><li>• Dual Enrollment Code (conditional)</li><li>• District Teacher ID (recommended)</li><li>• Number of Membership Sessions Attended (recommended)</li></ul>	Only Incomplete Records	Only reports TCS records that have at least 1 mandatory field reporting blank. Does NOT consider the following fields since these are either disallowed or conditional: <ul style="list-style-type: none"><li>• CSDE Use (always reports blank)</li><li>• EIN (conditional)</li><li>• Course Credits Earned (conditional)</li><li>• Dual Enrollment Code (conditional)</li><li>• District Teacher ID (recommended)</li><li>• Number of Membership Sessions Attended (recommended)</li></ul> Includes a single record for students whose enrollment qualifies them to report, but who do not have any reportable courses. This means that the student may have in the calendar and year: <ul style="list-style-type: none"><li>• No rostered course</li><li>• No active course</li><li>• No course with a state-reported Grading Task or Standard</li><li>• &lt; 20 instructional days enrolled in any course</li><li>• No qualifying manual transcript course record</li></ul>
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Field	Description
<b>Only report courses that have a session end date in the date range entered:</b>	Select a <b>Start Date</b> and <b>End Date</b> to only report courses that have a session end date in the date range you select.
<b>Exclude Cross-Site Data</b>	When marked, <a href="#">Cross-Site</a> data is not included in the report.
<b>Select Calendars</b>	The calendar(s) from which data is pulled for the report.
<b>Generate Report Submit to Batch</b>	Users have the option of submitting the report request to the batch queue by clicking <b>Submit to Batch</b> instead of <b>Generate Extract</b> . This process allows larger reports to be generated in the background without disrupting the use of Campus.

## Teacher Course Student Record Extract Format

Element Name	Description	Campus Location
<b>State Assigned ID (SASID)</b>	The state assigned student ID. <i>Numeric, 10 characters</i>	Census > People > Demographics > State Student ID  Person.stateID
<b>Reporting District</b>	Three-digit code for the district of attendance. <i>Numeric, 3 characters</i>	School & District Settings > District > District Information > State District Number  District.number
<b>District Student ID</b>	ID generated by local district/school-based system <i>Alphanumeric, 20 characters</i>	Census > People > Demographics > Local Student Number  Person.studentNumber
<b>Date of Birth</b>	The student's date of birth. <i>Date field, 8 characters</i> <i>MMDDYYYY</i>	Census > People > Demographics > Birth date  Identity.birthdate

Element Name	Description	Campus Location
<b>Educator Identification Number (EIN)</b>	The educator's license number. <i>Numeric, 10 characters</i>	Census > Staff > District Employment > License Number  Employment.licenseNumber
<b>Teacher Type</b>	The code from the Role found on the Staff History tool. See the <a href="#">Teacher Type Codes</a> for a complete list of codes. If the Role on Staff History is NULL, the Title on the District Assignment tool with the most recent start date reports. If the District Assignment start date is the same, the Title from the highest assignment ID reports. <i>Alphanumeric, 3 characters</i>	Scheduling > Courses > Section Staff History > Role  SectionStaffHistory.role <hr/> Census > People > Demographics > District Assignments > Title  EmploymentAssignment.title
<b>District Teacher ID</b>	The District Teacher ID. <i>Alphanumeric, 20 characters</i>	Census > People > Demographics > Person Identifiers > Local Staff Number  Person.staffNumber

Element Name	Description	Campus Location
<b>Course Facility Code</b>	<p>The NCES District ID.</p> <p><i>Alphanumeric, 7 characters</i></p>	<p>School &amp; District Settings &gt; District &gt; District Information &gt; State District Number</p> <p>District.number</p> <hr/> <p>School &amp; District Settings &gt; Schools &gt; School Information &gt; School Editor &gt; School Detail &gt; State School Number</p> <p>School.number</p> <hr/> <p>School &amp; District Settings &gt; Schools &gt; School Information &gt; School Editor &gt; School Detail &gt; Institution code</p> <p>School.type</p>
<b>NCES Course Code</b>	<p>The course code assigned by the state. Reports based on the SCED fields selected in the NCES Data section. Options are SCED Subject Area + SCED Course Identifier + SCED Course Level + SCED Available Credit as a 3-digit decimal (such as 0.50) + SCED Sequence (part n of m parts) OR SCED Subject Area + SCED Course Identifier + SCED Course Level + SCED Lowest Grade + SCED Highest Grade + SCED Sequence (part n of m parts).</p> <p><i>Numeric, 12 characters</i></p>	<p>Scheduling &amp; Courses &gt; Courses &gt; Course Information &gt; NCES Data</p> <p>Calculated</p>
<b>Local Course Code</b>	<p>The locally assigned course code.</p> <p><i>Numeric, 20 characters</i></p>	<p>Scheduling &amp; Courses &gt; Courses &gt; Course Information &gt; Number</p> <p>Course.number</p>

Element Name	Description	Campus Location
<b>Section Number</b>	<p>The section number for the course plus the state school number.</p> <p><i>Numeric, 30 characters</i></p>	<p>Scheduling &amp; Courses &gt; Courses &gt; Course Information &gt; Section Number</p> <p>Section.number</p> <hr/> <p>School &amp; District Settings &gt; Schools &gt; School Information &gt; School Editor &gt; School Detail &gt; State School Number</p> <p>School.number</p>
<b>Outcome Grade</b>	<p>The student's final grade for the course. Returns the score given to a task when the Grading Task on the <a href="#">Grading Tasks</a> tool is marked "State Reported."</p> <p>If the student does not have a posted grade, the code from the <a href="#">Outcome/Grade Status</a> reports.</p> <p>If the state reported grading task for a course is not graded (is NULL) and there is no Outcome/Grade Status for a P3, PK, KE, KH, KF, 01 - 06 student, then the following reports:</p> <ul style="list-style-type: none"> <li>When (Scheduling &gt; Courses &gt; Course &gt; Standards-based) is marked, <b>SB</b> reports.</li> <li>When (Scheduling &gt; Courses &gt; Course &gt; Standards-based) is NOT marked, <b>P</b> reports.</li> </ul> <p>The "SB" and "P" Outcome Grade records only report when no other record for the student/section is reported.</p> <p><i>Alphanumeric, 10 characters</i></p>	<p>Scheduling &amp; Courses &gt; Courses &gt; Course Grading Tasks</p> <p>Grading Score.score</p> <hr/> <p>Student Information &gt; General &gt; Schedule &gt; Walk-in Scheduler</p> <p>Scorelistitem.stateScore</p> <hr/> <p>Scheduling &amp; Courses &gt; Course &gt; Section Roster Batch Edit</p> <p>Roster.exitReason</p>



Element Name	Description	Campus Location
<b>Facility Code</b>	<p>Reports the District Code + School Code + Institution Code from the school of the student's primary enrollment.</p> <p><i>Numeric, 7 characters</i></p>	<p>School &amp; District Settings &gt; District &gt; District Information &gt; State District Number</p> <p>District.number</p> <hr/> <p>School &amp; District Settings &gt; Schools &gt; School Information &gt; School Editor &gt; School Detail &gt; Institution code</p> <p>School.number School.institutionCode</p>
<b>Session Begin Date</b>	<p>The date the class/section began.</p> <p><i>Date, 10 characters</i> <i>MMDDYYYY</i></p>	<p>Scheduling &amp; Courses &gt; Calendar Setup &gt; Term Setup &gt; Term Detail &gt; Start Date</p> <p>Term.startDate</p>
<b>Session End Date</b>	<p>The date the class/section ended.</p> <p><i>Date, 10 characters</i> <i>MMDDYYYY</i></p>	<p>Scheduling &amp; Courses &gt; Calendar Setup &gt; Term Setup &gt; Term Detail &gt; End Date</p> <p>Term.endDate</p>

Element Name	Description	Campus Location
<b>Outcome/Grade Status</b>	<p>An indicator to clarify the Outcome/Grade field that describes the circumstances under which the student exited from membership in a class section.</p> <p>The code reports the State Score from the student's posted grade that is marked as state reported. If the student does not have a posted grade, the code reports from the Outcome/Grade Status that is selected in the Roster Edit or Roster Batch Edit dropdown list.</p> <p>If the student does not have a posted grade or an Outcome/Grade Status, then</p> <ul style="list-style-type: none"> <li>Grades P3, PK, KE, KH, KF or 01-06 report all students as P - Passing Grade.</li> <li>Grades 07-12 report as blank.</li> </ul> <p><i>Alphanumeric, 10 characters</i></p>	<p>Student Information &gt; General &gt; Schedule &gt; Walk-in Scheduler</p> <p>Scorelistitem.stateScore</p> <hr/> <p>Scheduling &amp; Courses &gt; Course &gt; Section Roster Batch Edit</p> <p>Roster.exitReason</p>

Element Name	Description	Campus Location
<b>Class/Section Credits Earned</b>	<p>The number of Carnegie credits the student earned in the course, expressed as a number with 2 decimal places. This is only for courses using NCES Secondary Course Codes.</p> <ul style="list-style-type: none"> <li>• When a student in the associated course/section roster has Section &gt; Roster Batch Edit &gt; No Credit marked, <b>0.00</b> reports.</li> <li>• When a student in the associated course/section roster does not have Section &gt; Roster Batch Edit &gt; No Credit marked or when the connection back to the course section cannot be made, Campus <ul style="list-style-type: none"> <li>◦ Uses credit attempted &amp; credit earned on a posted or manually added transcript record for the course as a multiplier to determine Carnegie credits earned. Campus divides the credits earned by the credits attempted to determine the multiplier. <ul style="list-style-type: none"> <li>▪ If the Credits Earned is greater than 0 and Credits Attempted is NULL or 0, <b>ERR</b> reports to indicate a data error.</li> <li>▪ If the Credits Attempted is greater than 0 and the SCED Available Credits is NULL or 0, <b>ERR</b> reports to indicate a data error.</li> <li>▪ If the Credits Attempted AND Credits Earned are NULL or 0, reports blank.</li> <li>▪ Once a multiplier is determined, Campus multiplies that number by the SCED Available Credits entered (Carnegie Units) entered on the course and reports that value.</li> <li>▪ Otherwise, this field reports blank.</li> </ul> </li> </ul> </li> </ul>	<p>Scheduling &amp; Courses &gt; Courses &gt; Course Information &gt; NCES Data &gt; SCED Available Credit</p>

Element Name	<i>Numeric, 4 characters</i> Description	Campus Location
<b>Number of Membership Sessions</b>	<p>The number entered in the Membership Sessions Override field on the course. If that field is blank, the number of instructional days the course section meets is reported by using the period schedule/day rotation based on the section schedule placement for that course section.</p> <p>When a student is enrolled in sections belonging to the same course, the Number of Membership Sessions is not counted more than once per section.</p> <p>The course must be marked as <b>Attendance</b> for this field to report.</p> <p><i>Numeric, 3 characters</i></p>	<p>Scheduling &amp; Courses &gt; Courses &gt; Course Information &gt; Membership Sessions Override CustomCourse.value</p>

Element Name	Description	Campus Location
<b>Number of Membership Sessions Attended</b>	<p>The number of instructional days for which the student was present for the course.</p> <p>The course must be marked as <b>Attendance</b> for this field to report.</p> <p>To determine the total number of Instructional days the student was in the course, Campus uses the student's roster start and end dates. If those dates are blank, Campus uses the course section's term start and end dates. If the Membership Sessions Override field is populated, the number of days cannot exceed that value.</p> <p>Campus also subtracts the total number of Course absences from the Instructional day value calculated. The student must have an attendance status = <b>A</b> and must be marked absent for the entire length of the period(s) the course occurs to be considered absent.</p> <p>When the student has dropped and re-added the same course-section to their schedule, Campus</p> <ul style="list-style-type: none"> <li>• Adds their Number of Sessions Attended (but not the Number of Membership Sessions), and outputs the student/class combination in a single row.</li> <li>• The NumberAttended is counted across all enrollments into the section during the period.</li> </ul> <p>When the student has only 1 enrollment in the course/section during the period, Campus Count the number of instructional days the student was present for that course based on students roster start and end dates.</p> <p><i>Numeric, 3 characters</i></p>	Not dynamically stored

Element Name	Description	Campus Location
<b>Dual Enrollment Code</b>	<p>A code created by the Department of Education. The Dual Enrollment Code indicates courses for which a college has agreed to issue credit.</p> <p>See the following <a href="#">Dual Enrollment Codes</a> table for a comprehensive list of codes.</p> <p><i>Alphanumeric, 10 characters</i></p>	<p>Scheduling &amp; Courses &gt; Courses &gt; Course Information &gt; Dual Enrollment</p> <p>Course.Provider</p>
<b>CSDE Use</b>	N/A	N/A
<b>End of Record Marker</b>	Reports as X.	N/A

## Teacher Type Codes

Code	Name
101	Certified Teacher, Teacher of Record
102	Certified Teacher, Instructional Support
103	Certified Teacher, Co-Teacher
104	Certified Teacher, In-class Facilitator
105	Certified Teacher, Online-class Facilitator
106	Certified Teacher, Tutor of Homebound Student
107	Certified Teacher, Tutor of Expelled Student
201	Non-certified Teacher, Teacher of Record
202	Non-certified Teacher, Instructional Support
203	Non-certified Teacher, Co-Teacher
204	Non-certified Teacher, In-class Facilitator
205	Non-certified Teacher, Online-class Facilitator
206	Non-certified Teacher, Tutor of Homebound Student
207	Non-certified Teacher, Tutor of Expelled Student
301	Long-term Sub with EIN, Teacher of Record
302	Long-term Sub with EIN, Instructional Support

Code	Name
303	Long-term Sub with EIN, Co-Teacher
304	Long-term Sub with EIN, In-class Facilitator
305	Long-term Sub with EIN, Online-class Facilitator
401	Long-term Sub without EIN, Teacher of Record
402	Long-term Sub without EIN, Instructional Support
403	Long-term Sub without EIN, Co-Teacher
404	Long-term Sub without EIN, In-class Facilitator
405	Long-term Sub without EIN, Online-class Facilitator
501	Teacher of student placed Out of State
502	International Guest Teacher
503	Teacher of student placed Out of District
504	Teacher of Transfer Student
505	Case Worker
506	Occupational/Physical Therapist
507	Professor - Community College
508	Teachers with Rotating Schedules
509	Teacher with Teach for America
510	Case Manager of student in Transitional Program/TVSP (ages 18-21)

## Outcome/Grade Status Codes

Code	Name
P	Pass
F	Fail
TR	Transferred
I	Incomplete
R	Retained
W	Withdrew
AU	Audit

Code	Name
NG	No Grade
SE	Working Towards IEP Goals/Objectives

## Dual Enrollment Codes

Code	Name
1000039	Albertus Magnus College
1030039	Clemens College
1040039	Connecticut College
1050039	Fairfield University
1100039	Lincoln College of New England
1120039	Mitchell College
1130039	Paier College of Art
1140039	Post University
1150039	Quinnipiac University
1160039	Rensselaer at Hartford
1170039	Sacred Heart University
1180039	Sanford-Brown College
1200039	St. Joseph College
1220039	St. Vincent's College
1250039	Trinity College
1260039	University of Bridgeport
1270039	University of Hartford
1280039	University of New Haven
1290039	Wesleyan University
1300039	Yale University
5420039	Goodwin College
5750038	Asnuntuck Community College
5760038	Capital Community College



Code	Name
5770038	Gateway Community College
5780038	Housatonic Community College
5790038	Manchester Community College
5800038	Middlesex Community College
5810038	Naugatuck Valley Community College
5820038	Northwestern Connecticut Community College
5830038	Norwalk Community College
5840038	Quinebaug Valley Community College
5850038	Tunxis Community College
5860038	Three Rivers Community College
7010038	Central Connecticut State University
7020038	Eastern Connecticut State University
7030038	Southern Connecticut State University
7040038	Western Connecticut State University
9470038	University of Connecticut
9990199	Generic Other-In State
9990299	Generic Other-Out of State