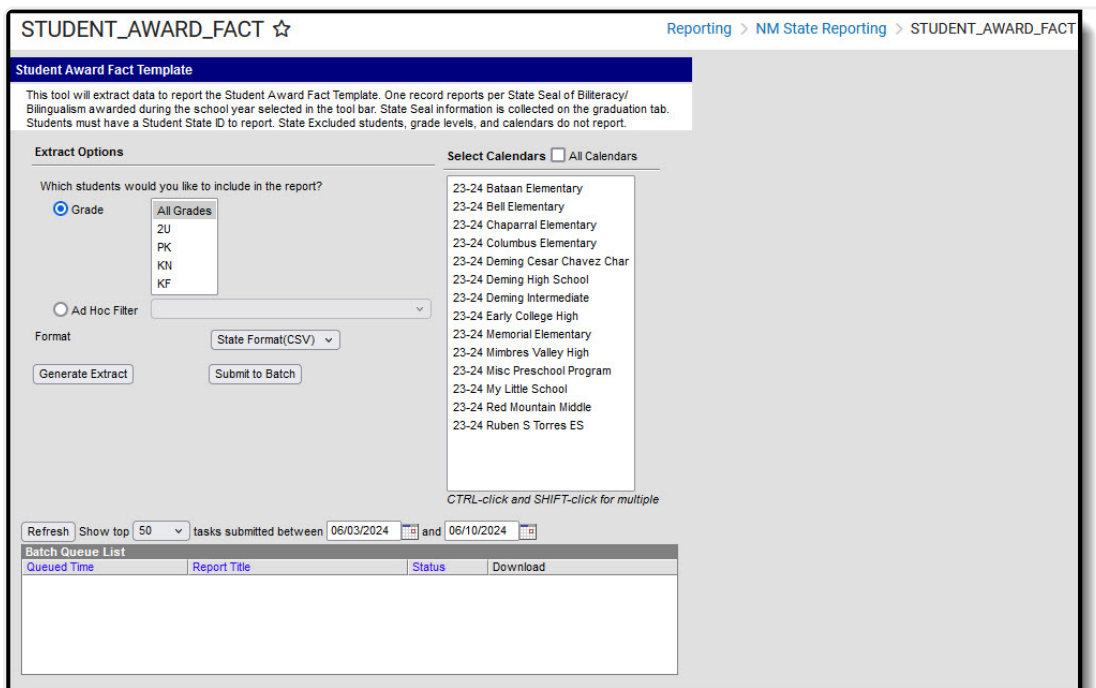# Student Award Fact Template (New Mexico)

Last Modified on 09/17/2025 11:53 am CDT

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Tool Search: Student Award Fact Template

The Student Award Fact Template reports one record per State Seal of Biliteracy/Bilingualism awarded during the school year selected in the tool bar. State Seal information is collected on the graduation tab. Students must have a Student State ID to report. State Excluded students, grade levels, and calendars do not report.

Student Award Fact Template Editor

Report Logic

- Students must have a Student State ID to report.
- Reports one record per awarded State Seal of Bilingualism-Biliteracy per student during the school year.
  - Awarded Code must = 01 (NM State Seal of Bilingualism-Biliteracy) to report
  - Date Awarded must fall on/between July 1st to June 30th in the calendar year selected on the toolbar to report.
- State Excluded students, grade levels, and calendars do NOT report.

- Student's marked as No Show do not report.

Report Editor

Field	Description
Which students would you like to include in the report?	This option allows you to narrow your search results by using one of the following options. **Grade** - Select a single grade or multiple grades (CTRL-click or SHIFT-click to select multiple). **Ad Hoc Filter** - Select a filter to limit results to students included in the filter.
Format	The format in which the report will generate. Options include State Format (CSV) and HTML.
School Calendars	The calendars you want to include in the report.
Generate Extract/Submit to Batch	The report can be marked to 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 Layout

Element	Logic	Type, Format, and Length	Campus Database	Campus Location
District Code	A three character district code.	Numeric, 3 digits	District.number	District Information > State District Number
School Year Date	Reports YYYY-06-30 where YYYY is the end year for the school year selected on the tool bar.	Date field, 10 characters YYYY-MM-DD	N/A	N/A
Student ID	The state-assigned identifier for the student.	Alphanumeric, 12 characters	Identity.stateID	Identities > Student State ID
Award Code	The language selected on the Graduation tab.	Alphanumeric, 30 characters	Graduation.language	Graduation > Language

Element	Logic	Type, Format, and Length	Campus Database	Campus Location
Award Type	The Award Type selected on the Graduation tab. **Valid Values** **TLC** - Tribal Language Certification **CA** - 4 units of Credit and an Assessment **CPP** - 4 Units of Credit and an Alternative Process Portfolio **APP** - Assessment and Alternative Process Portfolio	Alphanumeric, 20 characters	GraduationSeal.method	Graduation > Award Type
Award Date	Reports YYYY-06-30 where YYYY is the end year for the school year selected on the tool bar.	Date field, 10 characters YYYY-MM-DD	N/A	N/A