

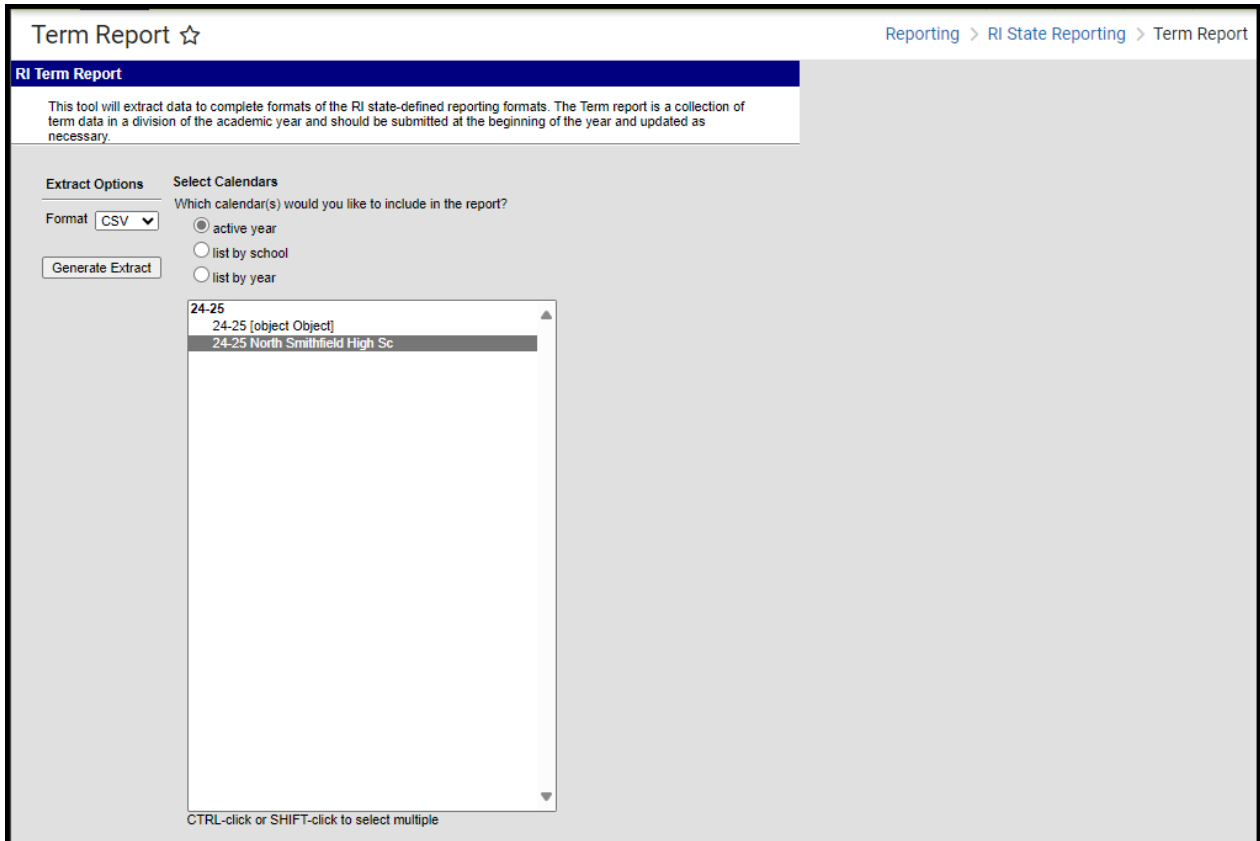
Term Report (Rhode Island)

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

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Tool Search: Term Report

The Term data submission reports school term information from the Local Education Agencies.



The screenshot shows the 'Term Report' interface. At the top, there is a breadcrumb trail: 'Reporting > RI State Reporting > Term Report'. Below this is a header 'Term Report ☆'. A blue bar contains the text 'RI Term Report'. A message box states: 'This tool will extract data to complete formats of the RI state-defined reporting formats. The Term report is a collection of term data in a division of the academic year and should be submitted at the beginning of the year and updated as necessary.' Below the message, there are two sections: 'Extract Options' and 'Select Calendars'. In 'Extract Options', the 'Format' is set to 'CSV' and there is a 'Generate Extract' button. In 'Select Calendars', the question is 'Which calendar(s) would you like to include in the report?'. There are three radio buttons: 'active year' (selected), 'list by school', and 'list by year'. Below these is a list box showing '24-25' and '24-25 North Smithfield High Sc'. At the bottom, a note says 'CTRL-click or SHIFT-click to select multiple'.

A term is a division of an academic year and may be divided into semesters, trimesters, quarters, etc. Each term start and end date is included in the report.

Report Logic

The following logic is assigned to each term sequence.

Semesters

- S1 - Sequence 1 of 2 Semester Term
- S2 - Sequence 2 of 2 Semester Term

Trimesters

- T1 - Sequence 1 of 3 Trimester Term
- T2 - Sequence 2 of 3 Trimester Term

- T3 - Sequence 3 of 3 Trimester Term

Quarters

- Q1 - Sequence 1 of 4 Quarter Term
- Q2 - Sequence 2 of 4 Quarter Term
- Q3 - Sequence 3 of 4 Quarter Term
- Q4 - Sequence 4 of 4 Quarter Term

5 Term Schedule

- M1 - Sequence 1 of 5 Term Schedule
- M2 - Sequence 2 of 5 Term Schedule
- M3 - Sequence 3 of 5 Term Schedule
- M4 - Sequence 4 of 5 Term Schedule
- M5 - Sequence 5 of 5 Term Schedule

Year Long Schedule

- Y1 - Sequence 1 of 1 Term Schedule

Summer

- Sequence 1 of 1 Summer Schedule
 - Name must be Summer

Generate the Report

1. Select the **Format** of the Term report. It can be generated in either **CSV** or **HTML**.
2. Select the **Calendars** to include on the report.
3. Click the **Generate Extract** button. The report displays in a new browser window in the selected format.

	A	B	C	D	E	F	G	H
1	DISTCODE	SCHCODE	TERMCODE	TERMBEGINDATE	TERMENDDATE	DESCRIPTION		
2	25	25108	Q1	7/1/2011	9/30/2011	Q1		
3	25	25108	Q2	10/1/2011	12/31/2011	Q2		
4	25	25108	Q3	1/1/2012	4/1/2012	Q3		
5	25	25108	Q4	4/2/2012	6/30/2012	Q4		
6								
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Term Report - CSV Format

RI Term Report Records:4					
DISTCODE	SCHCODE	TERMCODE	TERMBEGINDATE	TERMENDDATE	DESCRIPTION
25	25108	Q1	07/01/2011	09/30/2011	Q1
25	25108	Q2	10/01/2011	12/31/2011	Q2
25	25108	Q3	01/01/2012	04/01/2012	Q3
25	25108	Q4	04/02/2012	06/30/2012	Q4

Term Report - HTML Format

Report Layout

Data Element	Description	Type, Format and Length	Campus Database	Campus Interface
District Code	Identifier assigned to the LEA by the State Education Agency.	Alphanumeric, 2 characters	District.number	District Information > State District Number
School Code	State assigned school number.	Alphanumeric, 5 characters	School.number	School Information > School Detail > State School Number

Data Element	Description	Type, Format and Length	Campus Database	Campus Interface
Term Code	Code used to identify the term. See the Report Logic section for report codes.	Alphanumeric, 10 characters	Term.sequence	System Administration > Calendar > Calendar > Term System Administration > Calendar > Calendar > Terms > Terms Detail > Sequence
Term Begin Date	The month, day and year in which the term begins.	Date field, 10 characters MM/DD/YYYY	Term.startDate	System Administration > Calendar > Calendar > Terms > Term Detail > Start Date
Term End Date	The month, day and year in which the term ends.	Date field, 10 characters MM/DD/YYYY	Term.endDate	System Administration > Calendar > Calendar > Terms > Term Detail > End Date
Description	Description of the term.	Alphanumeric, 200 characters	Term.name	System Administration > Calendar > Calendar > Terms > Term Detail > Name