

Student Course Enrollment Template (New Mexico)

Last Modified on 03/11/2024 8:45 am CDT

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

Tool Search: COURSE_ENROLL

The Student Course Enrollment Template contains information on student enrollment in each course/section combination. The Student Course Enrollment Template must be submitted for all students at each reporting period.

COURSE_ENROLL ☆

[Reporting](#) > [NM State Reporting](#) > [COURSE_ENROLL](#)

Student Course Enrollment Template

This tool extracts data to complete the Student Course Enrollment Template. Choose the State Format to generate the report in the state defined file format; otherwise, choose HTML for testing.

By default, this report is generated using the SSRS report service. Clear the SSRS checkbox if you do not want to use SSRS. The SSRS report service allows reports to be updated to a newer version without needing to update Campus or wait for a Campus release pack or RX pack to be released.

Extract Options

Submission Schedule

40D

Ad Hoc Filter

Format

State Format(CSV)

Use SSRS

☒

Generate Extract

Select Calendars

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

☒ active year
 ☐ list by school
 ☐ list by year

19-20

19-20 Bataan Elementary
 19-20 Bell Elementary
 19-20 Chaparral Elementary
 19-20 Columbus Elementary
 19-20 Deming CC Charter High
 19-20 Deming High School
 19-20 Deming Intermediate
 19-20 Early College High
 19-20 Memorial Elementary
 19-20 Mimbres Valley High
 19-20 My Little School
 19-20 Red Mountain Middle
 19-20 Ruben S. Torres Elem
 ELT 19-20 Deming High School
 ELT 19-20 Deming Intermediate
 ELT 19-20 Early College High
 ELT 19-20 Mimbres Valley High
 ELT 19-20 Red Mountain Middle
 K5P 19-20 Bataan Elementary

CTRL-click or SHIFT-click to select multiple

Student Course Enrollment Template Editor

Report Logic

- Reports all students actively on the roster on at least one day in the specific reporting range based on the Submission Schedule selected on the Extract Editor:
 - The course must have a State Code present to report.
 - The section must be scheduled at least one day in the reporting range to report.
- The Reporting Range is defined by the selected Submission Schedule.

- **K5P** - Reports a student record for each Section in which a student was rostered on at least one instructional day at any time in the calendar/s selected
- **40D** - Calendar start up to & including the 2nd Wednesday of October.
- **80D** - Date after 2nd Wednesday of October up to & including the first M-F date in December.
- **120D** - Date after first M-F date in December up to & including second Wednesday of February.
- **EOY** - Date after the second Wednesday of February up to & including the last calendar date.
- **Open Yr Round** - Reports one record per actively enrolled student, per course with a State Code present per section which is scheduled on the Snapshot Date selected on the extract editor.
- Students flagged No Show or State Exclude on their enrollment, in a grade level flagged State Exclude, or in a calendar flagged State Exclude do not report.
- Students marked as Home Schooled on their Enrollment do not report.

Report Editor

Field	Description
Submission Schedule	The Submission Schedule for which data is being submitted to the state.
Snapshot Date	This date field is only available if the Submission Schedule is Open Yr Round .
Ad Hoc Filter	Ad Hoc Filters allow you to limit report results to those included in the filter. This option is useful for troubleshooting.
Format	The format in which the report will generate. Options include HTML and Comma Separated.
Use SSRS	By default, this report is generated using the SSRS report service. Clear the SSRS checkbox if you do not want to use SSRS. The SSRS report service allows reports to be updated to a newer version without needing to update Campus or wait for a Campus release pack or RX pack to be released.
Select Calendars	The calendar(s) from which data is pulled for the report.

Report Example

Student Course Enrollment Template Records:1964								
DistrictCode	LocationCode	SchoolYear	EnrollmentPeriod	EffectiveDate	EnrollmentCode	StudentID	Filler1	Filler2
042	005	2016-06-30	501	2015-10-01	CE	123456789		
042	005	2016-06-30	501	2015-10-01	CE	123456789		
042	005	2016-06-30	501	2015-10-01	CE	123456789		
042	005	2016-06-30	501	2015-10-01	CE	123456789		
042	005	2016-06-30	501	2015-10-01	CE	234567891		
042	005	2016-06-30	501	2015-10-01	CE	234567891		
042	005	2016-06-30	501	2015-10-01	CE	234567891		
042	005	2016-06-30	501	2015-10-01	CE	234567891		
042	005	2016-06-30	501	2015-10-01	CE	412345678		

Student Course Enrollment Template Example - HTML

Report Layout

Element Name	Logic	Location
District Code	A three character district code. Numeric, 3 digits	System Administration > Resource > District Information District.number
Location Code	The state school number. Numeric, 5 digits	System Administration > Resources > School > State School Number School.number
School Year	The end year of the selected calendar(s) plus the date 06-30. For example, 2016-06-30. Date field, 10 characters YYYY-MM-DD	N/A

Element Name	Logic	Location																					
Enrollment Period	Indicates the reporting period that corresponds with the Submission Schedule for the extract.	N/A																					
	<table><tr><th>Submission Schedule</th><th>Reports</th></tr><tr><td>40D</td><td>501</td></tr><tr><td>80D</td><td>502</td></tr><tr><td>120D</td><td>503</td></tr><tr><td>EOY</td><td>901</td></tr><tr><td>K5P</td><td>902</td></tr><tr><td>Open Yr Round</td><td>906</td></tr></table>		Submission Schedule	Reports	40D	501	80D	502	120D	503	EOY	901	K5P	902	Open Yr Round	906							
	Submission Schedule		Reports																				
	40D		501																				
	80D		502																				
	120D		503																				
	EOY		901																				
	K5P		902																				
Open Yr Round	906																						
Numeric, 3 digits																							
Effective Date	Indicates the reporting period that corresponds with the Submission Schedule and Semester. The date uses the generated school year and hard coded values.	N/A																					
	<table><tr><th>Submission Schedule</th><th>Reports</th><th>Example</th></tr><tr><td>40D</td><td>10-01</td><td>YYYY-10-1</td></tr><tr><td>80D</td><td>12-15</td><td>YYYY-12-15</td></tr><tr><td>120D</td><td>03-01</td><td>YYYY-03-01</td></tr><tr><td>EOY</td><td>06-01</td><td>YYYY-06-01</td></tr><tr><td>K5P</td><td>09-01</td><td>YYYY-09-01</td></tr><tr><td>Open Yr Round</td><td>07-15</td><td>YYYY-07-15</td></tr></table>		Submission Schedule	Reports	Example	40D	10-01	YYYY-10-1	80D	12-15	YYYY-12-15	120D	03-01	YYYY-03-01	EOY	06-01	YYYY-06-01	K5P	09-01	YYYY-09-01	Open Yr Round	07-15	YYYY-07-15
	Submission Schedule		Reports	Example																			
	40D		10-01	YYYY-10-1																			
	80D		12-15	YYYY-12-15																			
	120D		03-01	YYYY-03-01																			
	EOY		06-01	YYYY-06-01																			
	K5P		09-01	YYYY-09-01																			
Open Yr Round	07-15	YYYY-07-15																					
Date field, 10 characters YYYY-MM-DD																							

Element Name	Logic	Location														
Enrollment Code	<p>This field always reports CE (Course Enrollment).</p> <p>Alphanumeric, 6 characters</p>	N/A														
Student ID	<p>Reports the state-assigned identifier for the student.</p> <p>Numeric, 9 digits</p>	<p>Census > People > Demographics > State ID</p> <p>Person.stateID</p>														
Filler 8, 9	N/A	N/A														
Request Sequence	<p>This field always reports 0.</p> <p>Numeric, 3 digits</p>	N/A														
Filler 11, 12	N/A	N/A														
Semester	<p>Indicates the reporting period and corresponds to the same reporting period as the Effective Date and the Enrollment Period number.</p> <table><tr><th>Submission Schedule</th><th>Reports</th></tr><tr><td>40D</td><td>1</td></tr><tr><td>80D</td><td>2</td></tr><tr><td>120D</td><td>3</td></tr><tr><td>EOY</td><td>4</td></tr><tr><td>K5P</td><td>5</td></tr><tr><td>Open Yr Round</td><td>9</td></tr></table> <p>Numeric, 2 digits</p>	Submission Schedule	Reports	40D	1	80D	2	120D	3	EOY	4	K5P	5	Open Yr Round	9	N/A
Submission Schedule	Reports															
40D	1															
80D	2															
120D	3															
EOY	4															
K5P	5															
Open Yr Round	9															
Course Code Long	<p>The State Code of the course.</p> <p>Numeric, 12 digits</p>	<p>Scheduling > Courses > Course > Course Editor Course/Section > Course > Course Information > State Code</p> <p>Course.stateCode</p>														
Filler 5	N/A	N/A														

Element Name	Logic	Location
Course Content Code	<p>The Distance Learning Provider for the class. If there is not a Distance Learning Provider, this element reports blank.</p> <ul style="list-style-type: none"> • APLUS: APlus • BLB: Blended Learning Bureau • BYU: Digital learning • EDCONN: EdConnection • EDGENU: Edgenuity • EDMENT: Edmentum • FUELED: Fuel Ed • IDEAL: Innovative Digital Education and Learning Online Course • K-12: K-12 (Including A+ Instructional Materials) • ODYSSE: Odysseyware • OTHER: Other distance learning provider • PROXIM: Proximity <p>Alphanumeric, 6 characters</p>	<p>Course/Section > Section > Distance Learning Provider</p> <p>Section.provider</p>
Filler 17	N/A	N/A
Special Program Code	<p>Reports the Dual Concurrent Credit field. If there is not a Dual Concurrent Credit selected, this element reports blank.</p> <ul style="list-style-type: none"> • D: Dual Credit Course • C: Concurrent Enrollment Course <p>Alphanumeric, 3 characters</p>	<p>Scheduling > Course > Dual/Concurrent Credit Course/Section > Course > Course Information > Dual/Concurrent Credit Indicator</p> <p>Course.dualEnrollmentCourse</p>
Alternate Credit Course	<p>If this class is being offered for alternative credit, this element reports the 8-digit course number for the course it is replacing; otherwise, this element reports blank.</p> <p>Numeric, 12 digits</p>	<p>Scheduling > Course > Course/Section > Course > Course Information > Alternate Credit Course</p> <p>Course.alternateCreditCode</p>
Section Code Long	<p>The Campus generated Section ID.</p> <p>Alphanumeric, 25 characters</p>	<p>Course/Section > Section > Section Editor > Section ID</p> <p>Section.sectionID</p>

Element Name	Logic	Location																					
Course Instructor Snapshot Date	<p>Indicates the reporting period that corresponds with the Enrollment Period and Effective Date. The date uses the current year and hard coded values.</p> <table> <tr> <th>Submission Schedule</th><th>Reports</th><th>Example</th></tr> <tr> <td>40D</td><td>10-01</td><td>YYYY-10-01</td></tr> <tr> <td>80D</td><td>12-15</td><td>YYYY-12-15</td></tr> <tr> <td>120D</td><td>03-01</td><td>YYYY-03-01</td></tr> <tr> <td>EOY</td><td>06-01</td><td>YYYY-06-01</td></tr> <tr> <td>K5P</td><td>09-01</td><td>YYYY-09-01</td></tr> <tr> <td>Open Yr Round</td><td>07-15</td><td>YYYY-07-15</td></tr> </table> <p>Date field, 10 characters YYYY-MM-DD</p>	Submission Schedule	Reports	Example	40D	10-01	YYYY-10-01	80D	12-15	YYYY-12-15	120D	03-01	YYYY-03-01	EOY	06-01	YYYY-06-01	K5P	09-01	YYYY-09-01	Open Yr Round	07-15	YYYY-07-15	N/A
Submission Schedule	Reports	Example																					
40D	10-01	YYYY-10-01																					
80D	12-15	YYYY-12-15																					
120D	03-01	YYYY-03-01																					
EOY	06-01	YYYY-06-01																					
K5P	09-01	YYYY-09-01																					
Open Yr Round	07-15	YYYY-07-15																					
Course Section	<p>HTML Only</p> <p>Reports the concatenated course number AND section number only in the HTML output.</p>	<p>Course/Section > Course > Course Number Course/Section > Section > Section Number</p> <p>Course.number Section.number</p>																					