

# Student Course Enrollment Template (New Mexico)

Last Modified on 10/21/2024 8:20 am CDT

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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.

*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
<b>Submission Schedule</b>	The Submission Schedule for which data is being submitted to the state.
<b>Snapshot Date</b>	This date field is only available if the Submission Schedule is <b>Open Yr Round</b> .
<b>Ad Hoc Filter</b>	Ad Hoc Filters allow you to limit report results to those included in the filter. This option is useful for troubleshooting.
<b>Format</b>	The format in which the report will generate. Options include HTML and Comma Separated.
<b>Use SSRS</b>	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.
<b>Select Calendars</b>	The calendar(s) from which data is pulled for the report.

## Report Example

DistrictCode	LocationCode	SchoolYear	EnrollmentPeriod	EffectiveDate	EnrollmentCode	StudentID	Filler1	Fi
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	234567891		

Student Course Enrollment Template Example - HTML

# Report Layout

Element Name	Logic	Location														
<b>District Code</b>	A three character district code.  Numeric, 3 digits	District Information > District Number  District.number														
<b>Location Code</b>	The state school number.  Numeric, 5 digits	School Information > State School Number  School.number														
<b>School Year</b>	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														
<b>Enrollment Period</b>	Indicates the reporting period that corresponds with the Submission Schedule for the extract.  <table border="1"> <thead> <tr> <th>Submission Schedule</th> <th>Reports</th> </tr> </thead> <tbody> <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> </tbody> </table> Numeric, 3 digits	Submission Schedule	Reports	40D	501	80D	502	120D	503	EOY	901	K5P	902	Open Yr Round	906	N/A
Submission Schedule	Reports															
40D	501															
80D	502															
120D	503															
EOY	901															
K5P	902															
Open Yr Round	906															

Element Name	Logic	Location																					
<b>Effective Date</b>	<p>Indicates the reporting period that corresponds with the Submission Schedule and Semester. The date uses the generated school year and hard coded values.</p> <table border="1" data-bbox="384 472 1002 1178"> <thead> <tr> <th data-bbox="384 472 699 571">Submission Schedule</th> <th data-bbox="699 472 847 571">Reports</th> <th data-bbox="847 472 1002 571">Example</th> </tr> </thead> <tbody> <tr> <td data-bbox="384 571 699 674">40D</td> <td data-bbox="699 571 847 674">10-01</td> <td data-bbox="847 571 1002 674">YYYY-10-1</td> </tr> <tr> <td data-bbox="384 674 699 777">80D</td> <td data-bbox="699 674 847 777">12-15</td> <td data-bbox="847 674 1002 777">YYYY-12-15</td> </tr> <tr> <td data-bbox="384 777 699 880">120D</td> <td data-bbox="699 777 847 880">03-01</td> <td data-bbox="847 777 1002 880">YYYY-03-01</td> </tr> <tr> <td data-bbox="384 880 699 983">EOY</td> <td data-bbox="699 880 847 983">06-01</td> <td data-bbox="847 880 1002 983">YYYY-06-01</td> </tr> <tr> <td data-bbox="384 983 699 1086">K5P</td> <td data-bbox="699 983 847 1086">09-01</td> <td data-bbox="847 983 1002 1086">YYYY-09-01</td> </tr> <tr> <td data-bbox="384 1086 699 1178">Open Yr Round</td> <td data-bbox="699 1086 847 1178">07-15</td> <td data-bbox="847 1086 1002 1178">YYYY-07-15</td> </tr> </tbody> </table> <p>Date field, 10 characters YYYY-MM-DD</p>	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	N/A
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40D	10-01	YYYY-10-1																					
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K5P	09-01	YYYY-09-01																					
Open Yr Round	07-15	YYYY-07-15																					
<b>Enrollment Code</b>	<p>This field always reports <b>CE</b> (Course Enrollment).</p> <p>Alphanumeric, 6 characters</p>	N/A																					
<b>Student ID</b>	<p>Reports the state-assigned identifier for the student.</p> <p>Numeric, 9 digits</p>	Demographics > State ID  Person.stateID																					
<b>Filler 8, 9</b>	N/A	N/A																					
<b>Request Sequence</b>	<p>This field always reports <b>0</b>.</p> <p>Numeric, 3 digits</p>	N/A																					

Element Name	Logic	Location														
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 border="1" data-bbox="384 533 871 969"> <thead> <tr> <th data-bbox="384 533 724 595">Submission Schedule</th> <th data-bbox="724 533 871 595">Reports</th> </tr> </thead> <tbody> <tr> <td data-bbox="384 595 724 658">40D</td> <td data-bbox="724 595 871 658">1</td> </tr> <tr> <td data-bbox="384 658 724 721">80D</td> <td data-bbox="724 658 871 721">2</td> </tr> <tr> <td data-bbox="384 721 724 784">120D</td> <td data-bbox="724 721 871 784">3</td> </tr> <tr> <td data-bbox="384 784 724 846">EOY</td> <td data-bbox="724 784 871 846">4</td> </tr> <tr> <td data-bbox="384 846 724 909">K5P</td> <td data-bbox="724 846 871 909">5</td> </tr> <tr> <td data-bbox="384 909 724 969">Open Yr Round</td> <td data-bbox="724 909 871 969">9</td> </tr> </tbody> </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
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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>Course &gt; State Code</p> <p>Course.stateCode</p>														
Filler 5	N/A	N/A														

Element Name	Logic	Location
<b>Course Content Code</b>	<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"> <li>• <b>APLUS</b>: APlus</li> <li>• <b>BLB</b>: Blended Learning Bureau</li> <li>• <b>BYU</b>: Digital learning</li> <li>• <b>EDCONN</b>: EdConnection</li> <li>• <b>EDGENU</b>: Edgenuity</li> <li>• <b>EDMENT</b>: Edmentum</li> <li>• <b>FUELED</b>: Fuel Ed</li> <li>• <b>IDEAL</b>: Innovative Digital Education and Learning Online Course</li> <li>• <b>K-12</b>: K-12 (Including A+ Instructional Materials)</li> <li>• <b>ODYSSE</b>: Odysseyware</li> <li>• <b>OTHER</b>: Other distance learning provider</li> <li>• <b>PROXIM</b>: Proximity</li> </ul> <p>Alphanumeric, 6 characters</p>	<p>Course Sections &gt; Section &gt; Distance Learning Provider</p> <p>Section.provider</p>
<b>Filler 17</b>	<p>N/A</p>	<p>N/A</p>
<b>Special Program Code</b>	<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"> <li>• <b>D</b>: Dual Credit Course</li> <li>• <b>C</b>: Concurrent Enrollment Course</li> </ul> <p>Alphanumeric, 3 characters</p>	<p>Course &gt; Dual/Concurrent Credit</p> <p>Course/Section &gt; Course &gt; Course Information &gt; Dual/Concurrent Credit Indicator</p> <p>Course.dualEnrollmentCourse</p>
<b>Alternate Credit Course</b>	<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>Course/Section &gt; Course &gt; Course Information &gt; Alternate Credit Course</p> <p>Course.alternateCreditCode</p>
<b>Section Code Long</b>	<p>The Campus generated Section ID.</p> <p>Alphanumeric, 25 characters</p>	<p>Course/Section &gt; Section &gt; Section Editor &gt; Section ID</p> <p>Section.sectionID</p>

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<b>Course Instructor Snapshot Date</b>	<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 border="1" data-bbox="384 472 1002 1178"> <thead> <tr> <th data-bbox="384 472 699 575">Submission Schedule</th> <th data-bbox="699 472 847 575">Reports</th> <th data-bbox="847 472 1002 575">Example</th> </tr> </thead> <tbody> <tr> <td data-bbox="384 575 699 678">40D</td> <td data-bbox="699 575 847 678">10-01</td> <td data-bbox="847 575 1002 678">YYYY-10-01</td> </tr> <tr> <td data-bbox="384 678 699 781">80D</td> <td data-bbox="699 678 847 781">12-15</td> <td data-bbox="847 678 1002 781">YYYY-12-15</td> </tr> <tr> <td data-bbox="384 781 699 884">120D</td> <td data-bbox="699 781 847 884">03-01</td> <td data-bbox="847 781 1002 884">YYYY-03-01</td> </tr> <tr> <td data-bbox="384 884 699 987">EOY</td> <td data-bbox="699 884 847 987">06-01</td> <td data-bbox="847 884 1002 987">YYYY-06-01</td> </tr> <tr> <td data-bbox="384 987 699 1090">K5P</td> <td data-bbox="699 987 847 1090">09-01</td> <td data-bbox="847 987 1002 1090">YYYY-09-01</td> </tr> <tr> <td data-bbox="384 1090 699 1178">Open Yr Round</td> <td data-bbox="699 1090 847 1178">07-15</td> <td data-bbox="847 1090 1002 1178">YYYY-07-15</td> </tr> </tbody> </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	<p>N/A</p>
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<b>Course Section</b>	<p><b>HTML Only</b> Reports the concatenated course number AND section number only in the HTML output.</p>	<p>Course/Section &gt; Course &gt; Course Number Course/Section &gt; Section &gt; Section Number</p> <p>Course.number Section.number</p>																					