



Illinois State Board of Education

Student Course Assignment

SIS School Year at a Glance

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- **January 14, 2022 by 4:00 p.m.**
 - Fall Student Course Assignments due without End Date/Final Grade
 - Fall Teacher Course Assignment Entry Records
 - Verify Teacher and Student Course Assignments
 - Career and Technical Education (CTE) Courses
 - College Course Assignments
 - Outside Course Assignments



Student Course Assignment

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Student Course Assignment Resources: <https://www.isbe.net/Pages/Illinois-State-Course-System.aspx>

- Student Course Assignment Catalog
 - One catalog combined for Grades K – 12



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Student Course Assignment

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Use a Secondary Course Code if you are providing High School Credit:

- 52052A000 Algebra I
 - If high school credit, use 02052A000
- 52061A000 Integrated Math-Multiyear Equivalent
 - If high school credit, use 02061A000
- 52069A000 Algebra-Other
 - If high school credit, use 02069A000
- 52074A000 Principles of Algebra and Geometry
 - If high school credit, use 02074A000
- 52075A000 Particular Topics in Geometry
 - If high school credit, use 02075A000
- 52079A000 Geometry-Other
 - If high school credit, use 02079A000



Student Course Assignment

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▪ **Term Definitions**

- Y1 = Year Long (K - 8 only)
- Y2 = Year Long Summer (K - 8 only)
- S1 = Semester 1
- S2 = Semester 2
- S3 = Semester Summer
- T1 = Trimester 1
- T2 = Trimester 2
- T3 = Trimester 3
- T4 = Trimester Summer
- Q1= Quarter 1
- Q2= Quarter 2
- Q3= Quarter 3
- Q4= Quarter 4
- Q5= Quarter Summer



Student Course Assignment

- **Credit Guidelines (Prior to Secondary Courses Grades K - 8)**

- Primary goals: To better reflect the specific curriculum and to help link Teacher Course Assignments to Student Course Assignments
- Prior to Secondary (K-8) - Student Course Assignments may be submitted as Year Long, Semesters, or Trimesters.

| | | |
|-----------------------|---|------|
| Y1 and Y2 | Year Long, Year Long 2 (Summer) | 1.00 |
| S1, S2 and S3 | Semester 1 (Fall), Semester 2 (Spring) and Semesters 3 (Summer) | 0.50 |
| T1, T2, T3 and T4 | Trimester 1 (Fall), Trimester 2 (Winter), Trimester 3 (Spring) and Trimester 4 (Summer) | 0.33 |
| Q1, Q2, Q3, Q4 and Q5 | Quarter 1, Quarter 2, Quarter 3, Quarter 4 and Quarter 5 (Summer) | 0.25 |



Student Course Assignment

- **Credit Guidelines (Secondary Courses Grades 9-12)**

- Primary goals: To better reflect the specific curriculum and to help link Teacher Course Assignments to Student Course Assignments AND to collect complete transcript-level course data
- High School Student Course Assignments may be submitted as Semesters, Trimesters or Quarters
- Ensure End of the Year reporting is consistent and repeatable across district

| | | |
|-----------------------|---|------|
| S1, S2 and S3 | Semester 1 (Fall), Semester 2 (Spring) and Semester 3 (Summer) | 0.50 |
| T1, T2, T3 and T4 | Trimester 1 (Fall), Trimester 2 (Winter), Trimester 3 (Spring) and Trimester 4 (Summer) | 0.33 |
| Q1, Q2, Q3, Q4 and Q5 | Quarter 1, Quarter 2, Quarter 3, Quarter 4 and Quarter 5 (Summer) | 0.25 |



Student Course Assignment

- **Reporting Student Course Assignments (K-12)**

- Student Course Assignments are entered at the beginning and end of each term or when a student changes courses

- **Submitting Final Letter Grades for Student Course Assignments**

- Final Letter Grades must be submitted at the end of each term
- SIS will populate all K-2 courses (and when feasible 3-12 courses) that are missing Final Letter Grades according to the Exit Type Code provided at the time the enrollment is exited
 - **SIS will not overwrite Final Letter Grades that have already been submitted**
 - **Home, Serving or Service Provider Schools can update the Final Letter Grade at any time**



Student Course Assignment

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- When a student enrollment is exited, the following grades will be applied:

| Code | Definition | Prior to Secondary Courses (K-2) | Prior to Secondary Courses (3-8) | Secondary Courses |
|------|--|----------------------------------|----------------------------------|-------------------|
| 2 | Transfer to another public school within the district | N (26) | N (26) | W (17) |
| 3 | Transfer to Home Schooled | N (26) | N (26) | W (17) |
| 4 | Transfer to Private School | N (26) | N (26) | W (17) |
| 5 | Promotion | P (24) | Must be Provided | Must be Provided |
| 6 | Graduated | | | Must be Provided |
| 7 | Death | N (26) | N (26) | W (17) |
| 8 | Expulsion | N (26) | N (26) | W (17) |
| 9 | Dropped Out | N (26) | N (26) | W (17) |
| 10 | Transfer to GED program | N (26) | N (26) | W (17) |
| 11 | Moved, not known to be continuing | N (26) | N (26) | W (17) |
| 12 | Retained in same grade or demoted to a lower grade | R (25) | Must be Provided | Must be Provided |
| 14 | Aged Out | | | W (17) |
| 15 | Certificate of Completion | | | W (17) |
| 16 | Victim of a Violent Crime | N (26) | N (26) | W (17) |
| 17 | Change in Serving School or Percent of Day Attended | N (26) | N (26) | W (17) |
| 18 | Moved Out of the United States | N (26) | N (26) | W (17) |
| 19 | Transfer to another public school district out of Illinois | N (26) | N (26) | W (17) |
| 20 | Transfer to another public school district in Illinois | N (26) | N (26) | W (17) |
| 99 | Erroneous enrollment | 99 | 99 | 99 |



Student Course Assignment

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- **Student Course Assignment Validations**

- Student Course Assignment can be added or updated via the following:
 - Online
 - Batch
- The Home, Serving and Service Provider District *can* submit Student Course Assignment data
 - The Home District is still ultimately responsible for ensuring data is collected; the Home, Serving and Service Provider districts must communicate to determine who is entering the data
- Student does NOT need to be actively enrolled at the time of submission
- Serving school and Service Provider school can only view courses for students it is serving



Student Course Assignment

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- **Student Course Assignment Validations**

- To add or to update a record, the student must have a valid district enrollment record in SIS with the following characteristics:
 - Enrollment record Home RCDTS matches Student Course Assignment record Home RCDTS
 - Enrollment record Serving RCDTS matches Student Course Assignment record Serving RCDTS
 - Enrollment School Year matches Student Course Assignment School Year
 - Course Start Date must be equal to or greater than the Student's Enrollment Date
 - Course End Date must be equal to or less than the Student's Exit Enrollment Date
 - Enrollment Exit/Withdrawal Type does not equal Code 99 (Erroneous Enrollment)



Student Course Assignment

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- **Student Course Assignment Validations**
 - A school can view and edit all Student Course Assignment data for the enrollments where it is identified as the Home School, Serving School or Service Provider School.
 - SIS ensures active enrollment can view all Student Course Assignments:
 - Once the student is enrolled, all past assignments can be viewed.
 - Student Course Assignment data can only be entered on students in Grades K-12.



Student Course Assignment

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- **Update/Edit Student Course Assignments**

- The following elements must match to update the Student Course Assignment record:
 - SID
 - Home RCDTS
 - Serving RCDTS
 - School Year
 - Term
 - State Course Code
 - Section Number
- Total Attendance and Actual Attendance can be sent with the start of the course and updated throughout the term.



Student Course Assignment

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- **Additional mandatory data collected on the Student Course Assignment**
 - Course Level (Remedial, General, Enriched or Honors)
 - Course Setting (Traditional, Online or Other alternative)
 - Language the Course was Taught In
 - Refer to the Language codes listed in the SIS Data Elements (001 - Spanish, 002 - Greek etc...)
 - 000 - English will be accepted but can be left blank
 - If record left blank it is assumed the course was taught in English
 - Competency Based Education (Yes or No)
 - Link to SIS Data Elements:
 - <https://www.isbe.net/Pages/SIS-Data-Elements-approved-codes-and-indicators.aspx>



Student Course Assignment

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- Student Enrollment – Student Course Assignment Link



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Seal of Biliteracy Application

Demographic

Enrollments

Program Indicators

CCRI Information

Services

SID: 123456789
Legal Last Name: Test
Legal First Name: Test
Legal Middle Name:

Enrollments 1 2 3 4 5 6 7 8 9 10 ...

Enrollment has been exited

| | | | |
|-------------------------------|---|-------------------------------|--|
| School Year for Serving | 2022 | RCDTS for Home | 123456789012345 |
| Enrollment Type for Serving | Transfer in from within District | RCDTS for Serving | 123456789012345 |
| Entry/Grade Level for Serving | 9 - Grade 9 | RCDTS for Service Provider | 123456789012345 |
| Enrollment Date for Serving | 08/11/2021 | Percent of Day Attended (PDA) | 1.00 |
| Exit Date | | Tuition Received | No |
| Exit Status | Permanent | Dual Language | Not A Participant in Dual Language Program |
| Exit Type | Transfer to another public school within the district | Language of Instruction | |

Collections

| | | | |
|---------------------------|--------------|---------------------------------|--------------|
| Student Course Assignment | View Details | Physical Restraint and Time Out | View Details |
| | | Student Attendance | View Details |
| Discipline | | | |
| Homeless | | Regional Safe School Program | |
| 504 Plan | View Details | | |

Add Enrollment





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- View Courses



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Student Course Assignment

SID: 123456789

Legal Last Name: Test

Home RCDTS: 123456789012345

Exit Date:

Legal First Name: Test

Serving RCDTS: 123456789012345

Middle Name:

Service Provider 123456789012345

Enrollment Date: 08/11/2021

School Year: 2022

No Courses Assigned

Edit


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Student Course Assignment

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- Search Courses

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Student Course Assignment

SID: 123546789

Legal Last Name: Test

Home RCDTS: 123456789012345

Exit Date:

Legal First Name: Test

Serving RCDTS: 123456789012345

Middle Name:

Service Provider: 123456789012345

Enrollment Date: 08/11/2021

School Year: 2022

Subject Area:

Mathematics ▾

State Course:

02072A000-Geometry ▾

53 ▾

Academic Term:

02053A000-Algebra I--Part 1 ▾

02153A000-Technical Mathematics

02153A001-High School Transitional Math 4 - Technical Math

[View State Course Catalog](#)

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No Courses Assigned

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- Search Courses

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Student Course Assignment

SID: 123546789

Legal Last Name: Test

Home RCDTS: 123456789012345

Exit Date:

Legal First Name: Test

Serving RCDTS: 123456789012345

Middle Name:

Service Provider: 123456789012345

Enrollment Date: 08/11/2021

School Year: 2022

Subject Area:

Mathematics

State Course:

02072A000-Geometry

53

02053A000-Algebra I-Part 1

02153A000-Technical Mathematics

02153A001-High School Transitional Math 4 - Technical Math

Academic Term:

View State Course Catalog

No Courses Assigned

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Student Course Assignment

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- Add Course



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Student Course Assignment

SID: 123456789
Legal Last Name: Test
Home RCDTS: 123456789012345
Exit Date:

Legal First Name: Test
Serving RCDTS: 123456789012345

Middle Name:
Service Provider: 123456789012345

Enrollment Date: 08/03/2021
School Year: 2022

To enter course data from the following facilities: Out-of-State, Out-of-Country, Home Schooled Students, Illinois Non-Public Schools, IVS Illinois Virtual School, and Correspondence Course, please use the *Outside Course Assignment* page.

Subject Area:
Mathematics ▾

State Course:
02153A000-Technical Mathematics ▾ ⓘ

Academic Term:
S1 - Semester 1 ▾

[View State Course Catalog](#)

Add Course

No Courses Assigned

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Student Course Assignment

SID: 123456798

Legal Last Name: Test

Legal First Name: Test

Middle Name:

Enrollment Date: 08/03/2021

Home RCDTS: 123456789012345

Serving RCDTS: 123456789012345

Service Provider: 123456789012345

School Year: 2022

Exit Date:

To enter course data from the following facilities: Out-of-State, Out-of-Country, Home Schooled Students, Illinois Non-Public Schools, IVS Illinois Virtual School, and Correspondence Course, please use the *Outside Course Assignment* page.

Subject Area:

Mathematics

State Course:

02153A000-Technical Mathematics

Academic Term:

S1 - Semester 1

View State Course Catalog

Add Course

| Academic Term | State Course Id | State Course Title | Section | Start | End | Credit | Grade | Action |
|---------------|-----------------|-----------------------|---------|-------|-----|--------|-------|-------------------------|
| Semester 1 | 02153A000 | Technical Mathematics | | | | | | <div>SelectDelete</div> |

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Cancel



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Student Course Assignment

SID: 123456789

Legal Last Name: Test

Home RCDTS: 123456789012345

Exit Date:

Legal First Name: Test

Serving RCDTS: 123456789012345

Middle Name:

Service Provider: 123456789012345

Enrollment Date: 08/03/2021

School Year: 2022

To enter course data from the following facilities: Out-of-State, Out-of-Country, Home Schooled Students, Illinois Non-Public Schools, IVS Illinois Virtual School, and Correspondence Course, please use the [Outside Course Assignment](#) page.

Subject Area:

Mathematics

State Course:

02153A000-Technical Mathematics

Academic Term:

S1 - Semester 1

View State Course Catalog

Add Course

| Academic Term | State Course Id | State Course Title | Section | Start | End | Credit | Grade | Action |
|----------------------------------|--|--------------------|--------------------------|-------|-----|--------|-------|-------------------------|
| Academic Term | Semester 1 | | | | | | | <div>UpdateCancel</div> |
| State Course Id | 02153A000 | | Local Course Code | | | | | |
| State Course Title | Technical Mathematics | | Local Course Title | | | | | |
| Credit | 1.00 | | Section | | | | | |
| Course Level | General | | Course Setting | | | | | |
| Start | 08/11/2021 | | End | | | | | |
| Language Course Was Taught In | - Select - | | Grade | | | | | |
| Numeric Grade Actual | | | Numeric Grade Maximum | | | | | |
| Attendance Actual | | | Attendance Total | | | | | |
| Dual Credit | <div><div>Yes</div><div>No</div></div> | | Community College Course | | | | | |
| Competency Based Education | <div><div>Yes</div><div>No</div></div> | | Articulated Credit | | | | | |
| Single Parents or Pregnant Women | <div><div>Yes</div><div>No</div></div> | | Displaced Homemaker | | | | | |

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Student Course Assignment

SID: 123456789

Legal Last Name: Test

Home RCDTS: 123456789012345

Exit Date:

Legal First Name: Test

Serving RCDTS: 123456789012345

Middle Name:

Service Provider: 123456789012345

Enrollment Date: 08/03/2021

School Year: 2022

To enter course data from the following facilities: Out-of-State, Out-of-Country, Home Schooled Students, Illinois Non-Public Schools, IVS Illinois Virtual School, and Correspondence Course, please use the *Outside Course Assignment* page.

Subject Area:

Mathematics

State Course:

02153A000-Technical Mathematics

Academic Term:

S1 - Semester 1

View State Course Catalog

Add Course

| Academic Term | State Course Id | State Course Title | Section | Start | End | Credit | Grade | Action |
|---------------|-----------------|-----------------------|---------|------------|-----|--------|-------|---------------|
| Semester 1 | 02153A000 | Technical Mathematics | ABC | 08/11/2021 | | 1.00 | | Select Delete |

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Student Course Assignment

SID: 123456789

Legal Last Name: Test

Legal First Name: Test

Middle Name:

Enrollment Date: 08/03/2021

Home RCDTS: 123456789012345

Serving RCDTS: 123456789012345

Service Provider: 123456789012345

School Year: 2022

Exit Date:

To enter course data from the following facilities: Out-of-State, Out-of-Country, Home Schooled Students, Illinois Non-Public Schools, IVS Illinois Virtual School, and Correspondence Course, please use the *Outside Course Assignment* page.

| Academic Term | State Course Id | State Course Title | Section | Start | End | Credit | Grade |
|---------------|-----------------|-----------------------|---------|------------|-----|--------|-------|
| Semester 1 | 02153A000 | Technical Mathematics | ABC | 08/11/2021 | | 1.00 | |

Submit

Change

Cancel

Student Course Assignment

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- Updated Successful

← → ↻ appsqa.isbe.net/SIS/Search/wfStudentCourseAssignment2.aspx

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Student Course Assignment

SID: 123456789

Legal Last Name: Test Legal First Name: Test Middle Name: Enrollment Date: 08/03/2021

Home RCDTS: 123456789012345 Serving RCDTS: 123456789012345 Service Provider: 123456789012345 School Year: 2022

Exit Date:

To enter course data from the following facilities: Out-of-State, Out-of-Country, Home Schooled Students, Illinois Non-Public Schools, IVS Illinois Virtual School, and Correspondence Course, please use the *Outside Course Assignment* page.

The course assignment has been successfully updated.


| Academic Term | State Course Id | State Course Title | Section | Start | End | Credit | Grade |
|---------------|-----------------|-----------------------|---------|------------|-----|--------|-------|
| Semester 1 | 02153A000 | Technical Mathematics | ABC | 08/11/2021 | | 1.000 | |

Edit

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- Student Enrollment #2



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DemographicEnrollmentsProgram IndicatorsCCRI InformationServices

SID: 123456789
Legal Last Name: TestLegal First Name: TestLegal Middle Name:

Enrollments12345678910...

Enrollment is active

| | | | |
|-------------------------------|-----------------------------|-------------------------------|--|
| School Year for Serving | 2022 | RCDTS for Home | 500821890220043 |
| Enrollment Type for Serving | Re-entry to the same school | RCDTS for Serving | 500821890220043 < Area Career Center |
| Entry/Grade Level for Serving | 12 - Grade 12 | RCDTS for Service Provider | 500821890220043 Edit |
| Enrollment Date for Serving | 08/03/2021 | Percent of Day Attended (PDA) | 1.00 |
| Exit Date | | Tuition Received | No |
| Exit Status | | Dual Language | Not A Participant in Dual Language Program |
| Exit Type | | Language of Instruction | |

Collections

| | | | |
|---------------------------|--------------|---------------------------------|--------------|
| Student Course Assignment | View Details | Physical Restraint and Time Out | View Details |
| Discipline | View Details | Student Attendance | View Details |
| Homeless | | Regional Safe School Program | |
| 504 Plan | View Details | | |



Add Enrollment



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- **View Courses**



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Student Course Assignment

SID: 123456789

Legal Last Name: Test

Home RCDTS: 500821890220043

Exit Date:

Legal First Name: Test

Serving RCDTS: 240327900404000

Middle Name:

Service Provider 123456789012345

Enrollment Date: 08/11/2021

School Year: 2022

No Courses Assigned

Edit



Student Course Assignment

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- SIS Reports – Student Course Assignment

The screenshot displays the SIS (Student Information System) interface for the Illinois State Board of Education. The left sidebar contains a navigation menu with the following items: SIS, IBM SIS Test User, Home, Student, Assessment, Adjusted Cohort, Teacher, Early Childhood Transition, Prenatal, Reports (highlighted with a red box), Batch File Processing, District Data Verification, and Seal of Biliteracy Application. The main content area is titled 'Reports' and features a search bar labeled 'Search Reports...'. Below the search bar, a list of report categories is shown, including Student, Assessment, Attendance, Bilingual, Demographics and Enrollment, Discipline, Early Learning, Homeless, Individual Student, Nutrition, Physical Restraint and Time Out, Regional Safe School, Special Education, Course Assignments (highlighted with a red box), Student and Teacher Reports (highlighted with a red box), Teacher/Student Course Assignment - Course Information, Student Course Assignment (highlighted with a red box), Student Information, Teacher Course Assignment, Teacher Course Assignment for Outplaced Students, Student Outside Course Assignment, College Course Assignment, Competency Based Education Student Course Assignment, Missing Courses, Summative Designation, State Reporting, Prenatal, and Miscellaneous Reporting. The 'Student Course Assignment' report is selected, and its details are displayed in a table with columns for 'Summary' and 'Details'.

| Report Name | Summary | Details |
|--|---------|---------|
| Teacher/Student Course Assignment - Course Information | | |
| Student Course Assignment | Summary | Details |
| Student Information | Summary | Details |
| Teacher Course Assignment | | Details |
| Teacher Course Assignment for Outplaced Students | | Details |
| Student Outside Course Assignment | | Details |
| College Course Assignment | Summary | Details |
| Competency Based Education Student Course Assignment | Summary | Details |

Student Course Assignment

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- Student Course Assignment Report

2022 Student Course Assignment - Course Information (Detail)

8/24/2021 10:20:14AM

SIS Home School: 123456789012345

ISBE Test District

Selection Criteria:

Show Local Course Codes = No

Show Students = Yes

| | | | | | | | | | | | | | |
|------------------------------|--|---|--|--|--|---------------------|--|--|--|---------------|--|--|--|
| State Course Code: 02153A000 | | State Course Title: Technical Mathematics | | | | Assigned By: School | | | | CTE Course: N | | | |
| Term: Semester 1 | | | | | | | | | | | | | |
| Section: ABC | | | | | | | | | | | | | |

| Student ID | Student Name | Birth Date | Private School | Serving | Grade | Course Level | Course Setting | Credit | Start Date | Dual | Articulated | End Date | Grade A/T | Attend A/T | Final | CBE | Lang. Taught In |
|--|--------------|------------|----------------|-----------------|-------|--------------|----------------|--------|------------|------|-------------|----------|-----------|------------|-------|-----|-----------------|
| 123456789 | Test, Test | 01/01/2000 | No | 123456789012345 | 12 | General | Online | 1.000 | 08/11/2021 | No | No | | / | / | | No | |
| Total Students In This Section: 1 | | | | | | | | | | | | | | | | | |
| Total Students In This Section By State Course Code: 1 | | | | | | | | | | | | | | | | | |

| | | | | | |
|---------------------|--|---------|---------------------|--|----------|
| | | Courses | | | Students |
| Assigned by EFE: | | 0 | Unduplicated Count: | | 1 |
| Assigned by School: | | 1 | Duplicated Count: | | 1 |
| Total: | | 1 | | | |