

ALBERTA EDUCATION

HIGH SCHOOL COURSE/MARK USER GUIDE

For

**Course Marks
Diploma Exam Registrations
Alberta Education Files**

June 2009

**Government
of Alberta ■**
Education

Table of Contents

PREFACE 5

HOW TO USE THIS GUIDE.....	5
FILE AND RECORD STANDARDS.....	6
SPECIFICATION CONTENT.....	7
HELP DESK.....	8
1.0 Courses and Marks.....	9
1.1 Submit Course Marks.....	9
1.1.1 Authority / School Header (SCM1).....	11
Transaction Type.....	11
Authority Code.....	11
School Code.....	12
Filler.....	12
File Creation Date.....	12
Student Count.....	13
Edulink Date/Time Stamp.....	13
Edulink Error Count.....	13
Edulink Alert Count.....	14
Edulink Warning Count.....	14
Edulink Version Number.....	14
Filler.....	15
1.1.2 Student ID Detail (SCM2).....	15
Transaction Type.....	15
Authority Code.....	16
School Code.....	16
School/Authority Student ID.....	17
Alberta Student Number.....	17
Legal Surname.....	18
Legal Given Name(s).....	19
Birth date.....	19
Gender.....	21
Course Count.....	21
Credit Hash.....	21
Mark Hash.....	22
1.1.3 Course Mark Detail (SCM3).....	22
Transaction Type.....	23
Authority Code.....	23
School Code.....	23
School/Authority Student ID.....	24
Alberta Student Number.....	24
Course ID.....	25
Form Action Code.....	25
Modification Effective Date.....	26
Course Completion Date.....	27
Course Completion Credit.....	28
Course Completion Fund Flag.....	29
Course Completion External Credential Flag.....	30
Course Completion Funding Schedule Code.....	31
Course Completion Method Code.....	32
Course Evaluation Province Code.....	33
Course Completion Status Code.....	34
Primary Delivery Method Code.....	35
Language Code (Instruction).....	36
School Awarded Mark.....	36
Class ID.....	37
Filler.....	37
1.2 RETURN COURSE MARKS.....	38
1.2.1 Authority/School Header (RCM1).....	39
Transaction Type.....	40
Authority Code.....	40
School Code.....	40
Filler.....	40
File Creation Date.....	40

Student Count	40
Filler	41
1.2.2 Student ID Detail (RCM2).....	41
Transaction Type.....	41
Authority Code.....	41
School Code.....	42
School/Authority Student ID	42
Alberta Student Number.....	42
Legal Surname	42
Legal Given Name(s)	42
Birth date	43
Gender	43
Course Count.....	43
Credit Hash	43
Mark Hash.....	43
1.2.3 Course Mark Detail (RCM3)	44
Transaction Type.....	44
Authority Code.....	45
School Code.....	45
School/Authority Student ID	45
Alberta Student Number.....	45
Course ID.....	45
Filler	46
Modification Effective Date.....	46
Course Completion Date	46
Course Completion Credit.....	47
Course Completion Fund Flag.....	47
Course Completion External Credential Flag	47
Course Completion Funding Schedule Code	47
Course Completion Method Code	48
Course Evaluation Province Code.....	48
Course Completion Status Code	49
Primary Delivery Method Code.....	50
Language Code (Instruction).....	50
Language Code (Exam)	51
School Awarded Mark	51
Diploma Exam Mark	51
Final Blended Mark	51
Class ID.....	52
Filler	52
2.0 DIPLOMA EXAM REGISTRATIONS.....	53
2.1 AUTHORITY / SCHOOL HEADER (DER1).....	54
Transaction Type.....	55
Authority Code.....	55
School Code.....	55
Filler	56
File Creation Date	56
Student Count	56
Edulink Date/Time Stamp.....	57
Edulink Error Count.....	57
Edulink Alert Count.....	57
Edulink Warning Count.....	58
Edulink Version Number.....	58
Filler	58
2.2 STUDENT ID DETAIL (DER2)	59
Transaction Type.....	59
Authority Code.....	60
School Code.....	60
School/Authority Student ID	60
Alberta Student Number.....	61
Legal Surname	61
Legal Given Name(s)	62
Birth date	62
Gender	63
Current Mailing Address 1	63
Current Mailing Address 2.....	63

Current City.....	63
Current Province Code.....	64
Current Postal Code.....	64
Registration Exam Count.....	65
2.3 DIPLOMA EXAM REGISTRATION DETAIL (DER3)	65
Transaction Type	66
Authority Code	66
School Code.....	66
School/Authority Student ID.....	67
Alberta Student Number.....	67
Course ID.....	67
Exam Registration Date.....	68
Language Code (Exam).....	68
Exam Writing Center.....	69
Filler.....	69
3.0 ELECTRONIC FILE NAMING STANDARDS.....	69
3.1 SCHOOL AUTHORITIES SUBMITTING ELECTRONIC FILES.....	70
3.2 SCHOOLS SUBMITTING ELECTRONIC FILES.....	70
3.3 FILES PRODUCED BY ALBERTA EDUCATION.....	70
4.0 CODE TABLES	71
4.1 COMPLETION METHOD.....	71
4.2 COMPLETION STATUS.....	72
4.3 COURSE CATEGORY.....	72
4.4 EXAM TYPE.....	72
4.5 FORM ACTION.....	73
4.6 FUNDING SCHEDULE.....	73
4.7 LANGUAGE.....	73
4.8 PRIMARY DELIVERY METHOD	74
4.9 PROVINCE.....	74
5.0 APPENDIX	75
5.1 SAMPLE CTS MARKS RECORD.....	75
5.2 DOCUMENTS/WEBSITES TO REFERENCE.....	76
Alberta Education Extranet	76
CTS Curriculum Documents	76
Curriculum by Subject.....	76
Funding Manual	76
Guide to Education ECS to Grade 12.....	76
K-12 Learning System Policy, Regulations and Forms Manual.....	76
Policy 1.2.1 – Locally Developed/Acquired and Authorized Junior and Senior High School	
Complementary Courses	76
Quick Reference Code Tables – Course/Marks	76
5.3 CONTACT US.....	77
Client Services Help Desk 780-427-5318.....	77
Curriculum Branch 780-427-2984.....	77
Learner Assessment 780-427-0010	77
School Finance 780-427-2055.....	77
Toll Free Access In Alberta 310-0000	77
5.4 QUICK REFERENCE CODE TABLES – COURSE/MARKS.....	77

PREFACE

The purpose of the Course/Mark User Guide is to assist school and school authority personnel, and vendors in understanding and coding the data elements that make up the electronic data files that are used to exchange information with the department.

This user guide includes all of the information necessary to accurately code the data required by the department to process high school course marks and diploma exam registrations. The course and marks file that is returned to schools and school authorities is also described in detail. The information contained in this user guide can also be used by software vendors to ensure that their systems are providing the correct information.

HOW TO USE THIS GUIDE

The user guide is divided into three major sections based on the contents of a file. Each section may contain one or more file types, depending on whether information is submitted to the department, received from the department or submitted to and received from the department.

- ◆ **Courses and Marks** - Files containing course marks
- ◆ **Diploma Exam Registrations** - Files containing diploma exam registrations
- ◆ **Return Course Marks** - Files containing return course marks

Each major section is made up of the following components:

- ◆ ***The Type of file***

A description of the file and what the file is used for. For example, the submit course mark file type is used to submit high school courses and marks to the department. **SCM** and **DER** files need to be submitted by the **SCHOOLS**.

- ◆ ***An overview of the structure of the file***

A high level description of the structure of the file showing how the components of the file make up the file structure.

- ◆ ***The sort order for the file***

The sort order of the file that is sent for processing by the department.

- ◆ ***The components that make up the structure of the file***

The components of a file include a header and one or more levels of detail records. The file specification for the file component is provided.

- ◆ ***The individual data fields that make up the file component***

Each data field is described in detail. A description is provided followed by the valid values for the field (if appropriate) and the procedure that should be followed when entering data into the field. Special circumstances or conditions regarding the field are included as notes.

Some of the data fields described in this document are not entered by school and school authority personnel. These data fields are provided by the system that schools and school authorities are using. In this document, these system generated fields are identified by the following words; "The stakeholder system" in the **Procedures** section.

FILE AND RECORD STANDARDS

The following general file and record standards apply to all files that are submitted to or received from the department.

1. Files must be ASCII files with a fixed record length. The record length is dependent upon the transaction set contained within a file.
2. Files contain no delimiters other than a carriage return and line feed between the records in the file.
3. All code values are alphanumeric and must be provided in upper case.
4. All other alphanumeric data is case sensitive and must be provided in mixed case.
5. All alphanumeric data is to be left justified and blank filled.
6. All numeric data is to be right justified and zero filled.
7. All date fields are alphanumeric and must contain the date in the format of ***YYYYMMDD***.
8. Each file contains a header record which details header and trailer information. The preferred order of the records within each file is given; however, the first step of processing at the department will be to sort all files into the required order.

SPECIFICATION CONTENT

The specifications for each header and detail record within the transaction sets are documented in the format of tables which provide the following information:

Position	Content	Format		Mandatory	Default

- ◆ *Position* - the start and end position of the field within the fixed record length
- ◆ *Content* - a short description of what the field contains. Any field that contains the word "Code" has a corresponding code table in Section 6.0 of this document with the exception of the Authority Code, School Code, Postal Code or Area Code.
- ◆ *Format* - the format of the field
 - ◆ A - Alphanumeric
 - ◆ N - Numeric
- ◆ *Mandatory* - states whether the field must be entered
 - ◆ Yes - the field must be entered
 - ◆ No - the field does not have to be entered
 - ◆ Note # - refers to a note following which states the business rule
 - ◆ Blank - the field must be blank
- ◆ *Default* - the default value for the field. It is expected that software systems will default the value for these fields as they will be the values needed the majority of the time.

HELP DESK

Alberta Education has an automated Help Desk telephone support service to provide you with assistance and up-to-date information.



Contact the Help Desk at (780) 427-5318 toll-free (310-0000)

E-mail: cshelpdesk@gov.ab.ca

1.0 Courses and Marks

The Course and Mark Transaction File will be used by school authorities and schools to submit a student's high school courses and marks to the department and receive a student's diploma exam marks and final blended marks from the department.

1.1 Submit Course Marks

The Submit Course Marks file will be used by school authorities and schools to submit a student's high school courses and marks to the department. The school that provides the instruction or assessment is the only school that can submit the mark.

Submit Course Mark File Structure

The structure of the file containing these records will conform to the following format.

- ◆ Authority / School 1 *Header*
 - ◆ Student ID 1 *Detail*
 - ◆ Course Mark *Detail*
 - ◆ Course Mark *Detail*
 - ◆ ...
 - ◆ Course Mark *Detail*
 - ◆ Student ID 2 *Detail*
 - ◆ Course Mark *Detail*
 - ◆ ...
 - ◆ Course Mark *Detail*
- ◆ Authority / School 2 *Header*
 - ◆ Student ID 1 *Detail*
 - ◆ Course Mark *Detail*
 - ◆ ...
 - ◆ Course Mark *Detail*
 - ◆ Student ID 2 *Detail*
 - ◆ Course Mark *Detail*
 - ◆ ...
 - ◆ Course Mark *Detail*

File Sort Order

The sort order for the School Course Marks Transaction File is:

Global Position Sort Order: [5,36,CH,A,1,4,CH,A,44,44,CH,D]
Sort positions 5 to 36, Character, Ascending
Then sort positions 1 to 4, Character, Ascending
Then sort position 44, Character, Descending

Authority/School Header

Authority Code
School Code
Filler

(SCM1 Transactions)

Positions 5 - 8 (Ascending)
Positions 9 - 12 (Ascending)
Positions 13 - 36 (Ascending)

Student ID Detail

Authority Code
School Code
School/Authority Student ID
Alberta Student Number

(SCM2 Transactions)

Positions 5 - 8 (Ascending)
Positions 9 - 12 (Ascending)
Positions 13 - 27 (Ascending)
Positions 28 - 36 (Ascending)

Course Mark Detail

Authority Code
School Code
School/Authority Student ID
Alberta Student Number
Form Action Code

(SCM3 Transactions)

Positions 5 - 8 (Ascending)
Positions 9 - 12 (Ascending)
Positions 13 - 27 (Ascending)
Positions 28 - 36 (Ascending)
Position 44 (Descending)

NOTE:

SCM1 record is created as a trailer by the school authority's or school's system, the file sort places **SCM1** as the header.

1.1.1 Authority / School Header (SCM1)

Position	Content	Format		Mandatory	Default
1 - 4	Transaction Type	A	4	Yes	SCM1
5 - 8	Authority Code	A	4	Yes	None
9 - 12	School Code	A	4	Yes	None
13 - 36	Filler	A	24	Blank	None
37 - 44	File Creation Date	A	8	Yes	None
45 - 50	Student Count	N	6	Yes	None
51 - 64	EduLink Date/Time Stamp	A	14	Yes	No Input
65 - 70	EduLink Error Count	N	6	Yes	No Input
71 - 76	EduLink Alert Count	N	6	Yes	No Input
77 - 82	EduLink Warning Count	N	6	Yes	No Input
83 - 85	EduLink Version Number	A	3	Yes	No Input
86 - 107	Filler	A	22	No	Blank

TRANSACTION TYPE

Description

The **Transaction Type** for the Authority/School Header is **SCM1**. This field is **mandatory** and there is no other valid data for this field.

Procedure

1. The stakeholder system will write **SCM1** in this field.

AUTHORITY CODE

Description

The **Authority Code** field is used to identify the school authority to which the school submitting the transaction belongs. This is a unique four (4) digit code that is assigned to each school authority in the province by Alberta Education. All schools are assigned to a school authority. This field is **mandatory**.

Procedure

1. Enter the correct Alberta Education four (4) digit numeric authority code.
2. The authority code must be a valid code.
3. Do not use letters in place of zeros and ones.
4. A blank authority code is not valid.

SCHOOL CODE

Description

The **School Code** field is used to identify the school in which the student is or was registered. This is a unique four (4) digit code that is assigned to each school in the province by Alberta Education. This field is **mandatory**.

Procedure

1. Enter the correct Alberta Education four (4) digit numeric school code.
2. The school code must be a valid code.
3. Do not use letters in place of zeros and ones.
4. A blank school code is not valid.

FILLER

Description

All files submitted to the department contain fixed length records or transactions. **Filler** is used to keep the transaction size the same for all of the transaction types in the file. The only valid value for filler is blanks.

Procedure

1. The stakeholder system will write blanks in this field.

FILE CREATION DATE

Description

The **File Creation Date** is used to identify the date the file was created.

Procedure

1. The stakeholder system will write the date the file is created in **YYYYMMDD** format, using numbers only.
2. The stakeholder system must enter a leading 0 for the months of January to September and for the days of the month from 1 to 9 (i.e. 01 to 09).

STUDENT COUNT

Description

The **Student Count** is used to identify the number of students contained in the file and is the total number of **SCM2** transactions in the file.

Procedure

1. The stakeholder system will count the number of **SCM2** transactions in the file and write the number into the Student Count Field.
2. The Student Count must be right justified with leading zeros.

EDULINK DATE/TIME STAMP

Description

The **EduLink Date/Time Stamp** field is used to indicate the date and time that the file was processed. Schools and school authorities are required to use EduLink on all files that are submitted to the department.

Procedure

1. Stakeholder systems must not write any data to this field. When the EduLink utility is run, it will write the date and time in this field.

EDULINK ERROR COUNT

Description

The **EduLink Error Count Field** is used to indicate the number of errors that were encountered when the file was processed. Files that contain errors cannot be processed by the department until the errors have been corrected. Schools and school authorities should correct any errors that were identified and re-process the file using EduLink until the error count is zero.

Procedure

1. Stakeholder systems must not write any data to this field. When the EduLink utility is run, it will write the number of errors found in this field.

EDULINK ALERT COUNT

Description

The **Edulink Alert Count Field** is used to indicate the number of alerts that were encountered when the file was processed. Files that contain alerts can be processed by the department; however, an alert is an indication that something may be wrong with the data contained in the file. Schools and school authorities should check the transactions with alerts to ensure that the transaction is correct. Ideally, files submitted to the department should have a minimum number of alerts.

Procedure

1. Stakeholder systems must not write any data to this field. When the Edulink utility is run, it will write the number of alerts found in this field.

EDULINK WARNING COUNT

Description

The **Edulink Warning Count Field** is used to indicate the number of warnings that were encountered when the file was processed. Files that contain warnings can be processed by the department; however, a warning is an indication that something may be wrong with the data contained in the file. Schools and School authorities should check transactions with warnings to ensure that the transaction is correct. Ideally, files submitted to the department should have a minimum number of warnings.

Procedure

1. Stakeholder systems must not write any data to this field. When the Edulink utility is run, it will write the number of warnings found in this field.

EDULINK VERSION NUMBER

Description

The **Edulink Version Number** indicates the version of Edulink that was used to process the file. This information is used by the department to ensure that all schools and school authorities are using the latest version of Edulink to validate their files.

Procedure

1. Stakeholder systems must not write any data to this field. When the Edulink utility is run, it will write the version number in this field.

FILLER

Description

All files submitted to the department contain fixed length records or transactions. **Filler** is used to keep the transaction size the same for all of the transaction types in the file. The only valid value for filler is blanks.

Procedure

1. The stakeholder system will write blanks in this field.

1.1.2 Student ID Detail (SCM2)

Position	Content	Format		Mandatory	Default
1 - 4	Transaction Type	A	4	Yes	SCM2
5 - 8	Authority Code	A	4	Yes	None
9 - 12	School Code	A	4	Yes	None
13 - 27	School/Authority Student ID	A	15	Yes	None
28 - 36	Alberta Student Number	A	9	Yes	None
37 - 61	Legal Surname	A	25	Yes	None
62 - 86	Legal Given Names	A	25	Yes	None
87 - 94	Birth date	A	8	Yes	None
95	Gender	A	1	Yes	None
96 - 98	Course Count	N	3	Yes	None
99 - 103	Credit Hash	N	5	Yes	None
104 - 107	Mark Hash	N	4	Yes	None

TRANSACTION TYPE

Description

The **Transaction Type** for the Student ID Detail is **SCM2**. This field is **mandatory** and there is no other valid data for this field.

Procedure

1. The stakeholder system will write **SCM2** in this field.

AUTHORITY CODE

Description

The **Authority Code** field is used to identify the school authority to which the school submitting the transaction belongs. This is a unique four (4) digit code that is assigned to each school authority in the province by Alberta Education. All schools are assigned to a school authority. This field is **mandatory**.

Procedure

1. Enter the correct Alberta Education four (4) digit numeric school authority code.
2. The Authority code must be a valid code.
3. Do not use letters in place of zeros and ones.
4. A blank Authority code is not valid.

SCHOOL CODE

Description

The **School Code** field is used to identify the school in which the student is or was registered. This is a unique four (4) digit code that is assigned to each school in the province by Alberta Education. This field is **mandatory**.

Procedure

1. Enter the correct Alberta Education four (4) digit numeric school code.
2. The school code must be a valid code.
3. Do not use letters in place of zeros and ones.
4. A blank school code is not valid.

SCHOOL/AUTHORITY STUDENT ID

Description

The **School/Authority Student ID** is used by the school and/or school authority for internal identification purposes. This ID can be up to fifteen (15) characters in length and may consist of any combination of letters, numbers, and symbols. This ID must be unique within each school.

Procedure

1. Fill in the field with a code consisting of up to fifteen (15) characters.
2. Left justify all entries.

ALBERTA STUDENT NUMBER

Description

The **Alberta Student Number (ASN)** is a computer-generated nine digit numeric code used to manage learner information. The number is unique and permanently assigned to a student. Regardless of whether a student moves from one place to another or legally changes vital statistics information, the Alberta Student Number remains valid and does not change.

Procedure

1. The Alberta Student Number must consist only of numbers, letters are not valid.
2. The field contains nine (9) digits and all nine (9) digits must be filled in.
3. If there are more than nine (9) characters available in your software package, left justify the entry (i.e. do not leave any leading spaces in front of the Alberta Student Number).
4. If the Alberta Student Number is unknown or the student has not previously attended school in the province and does not have an Alberta Student Number, leave the Alberta Student Number field blank. Do not use zeros to indicate an unknown Alberta Student Number.

To register a new student in your school:

- ◆ Ask whether the student has ever attended school in Alberta, and if so, whether he/she knows his/her Alberta Student Number.
- ◆ Check student's transfer documents to verify the Alberta Student Number
- ◆ If not known, call the school or school authority office of the last school attended to obtain the student's Alberta Student Number.
- ◆ Or search for the Alberta Student Number on the Alberta Education Extranet site at:
<https://phoenix.edc.gov.ab.ca>
- ◆ When conducting a search, enter the student's complete legal surname and only the first two letters of the student's legal given name(s)
- ◆ Contact the Client Services Help Desk, 780-427-5318 for further information.

LEGAL SURNAME

Description

Legal Surname is used to record the legal surname of a student as it is documented on an acceptable vital statistics document or if the student was born in an authority outside Alberta, the student's name as registered in that Authority. Acceptable vital statistics documents are:

- ◆ *Alberta birth certificate*
- ◆ *Alberta marriage certificates*

The legal surname must be recorded exactly as found on the validating document to a maximum of twenty-five (25) characters, in mixed case (i.e., use upper and lower case letters), using hyphens, apostrophes, spaces, and periods as required. This field is **mandatory**.

The Legal Surname is recorded on the High School Diploma and High School Transcript.

Procedure

1. The legal surname field must begin with an alphabetic character; it cannot be blank. The name cannot contain any of the following characters: / \ () " ' < > [] { }, * _
2. Enter the student's legal surname, with no variations, using mixed case.
3. Where a single name consists of multiple words, use only one space between each word.
4. If the full legal surname exceeds the twenty-five (25) character limit, enter as much as possible without abbreviating. This ensures that the entry will be the same each time.
5. Do not include characters from the French character set in the name.

To record a legal name change:

- ◆ Obtain court order proof to support the change of surname request (do not make changes without proper validating documents).
- ◆ Make the change to your records system and send the updated information to Client Relationship Services on your next regular registration submission.

LEGAL GIVEN NAME(S)

Description

Legal Given Name(s) is used to record the given name(s) of a student as documented on an acceptable vital statistics document or if the student was born in an authority outside Alberta, the student's name as registered in that Authority. Acceptable vital statistics documents are:

- ♦ *Alberta birth certificate*
- ♦ *Alberta marriage certificate*

The given name(s) must be recorded exactly as found on the validating document to a maximum of twenty-five (25) characters, in mixed case (i.e., use upper and lower case letters), using hyphens, apostrophes, spaces, and periods as required. This field is **mandatory**.

The Legal Given Name is recorded on the High School Diploma and High School Transcript.

Procedure

1. The Legal Given Name(s) field must begin with an alphabetic character; it cannot be blank. The name(s) cannot contain any of the following characters: / \ () " ' < > [] { }, * _
2. Enter the student's given name(s), with no variations, using mixed case.
3. Between each given name, or where a single name consists of multiple words, use only one space between each word.
4. If the full legal given names exceed the twenty-five (25) character limit, enter as much as possible without abbreviating. This ensures that the entry will be the same each time.
5. Do not include characters from the French character set in the name.

To record a legal name change:

- ♦ Obtain court order proof to support the change of name request (do not make changes without proper validating documents).
- ♦ Make the change to your records system and send the updated information to Client Relationship Services on your next regular registration submission.

BIRTH DATE

Description

The **Birth Date** is used to record the student's date of birth as recorded on an acceptable vital statistics document. Acceptable vital statistics documents are: Canadian birth certificates, Canadian citizenship papers, Canadian adoption and Canadian marriage certificates, passports, visas, and permanent resident / landed immigrant documents. This field is eight characters long

to accept four (4) digits for the year, two (2) digits for the month and two (2) digits for the day of birth, in that order, with no separators. This field is **mandatory**.

Procedure

1. Enter the student's birth date in **YYYYMMDD** format, using numbers only.
2. Enter a leading 0 for the months of January to September and for the days of the month from 1 to 9 (i.e. 01 to 09).
3. The student must be older than two years.

GENDER

Description

The **Gender** is used to identify a student as male or female, using a single character alphabetic code. This field is **mandatory**.

Procedure

1. Enter a code of M, in upper case if the student is male.
2. Enter a code of F, in upper case if the student is female.
3. Blank is not a valid value for this field.

COURSE COUNT

Description

The **Course Count** indicates the number of Course Mark Detail (**SCM3**) records that are contained in the file for the student identified in the Student ID Detail (**SCM2**) record. This field is **mandatory**.

Procedure

1. The stakeholder system will count the number of **SCM3** records for the student identified in the **SCM2** record and write the number to this field.
2. The Course Count must be right justified with leading zeros.

CREDIT HASH

Description

The **Credit Hash** is a calculated field to reconcile the credits contained in the file for the individual student.

Procedure

1. The stakeholder system will calculate the credit hash (sum all of the credits for the individual student) and write the result to this field.
2. The Credit Hash must be right justified with leading zeros.

MARK HASH

Description

The **Mark Hash** is a calculated field used to reconcile the numeric marks contained in the file for the individual student.

Procedure

1. The stakeholder system will calculate the mark hash (sum all of the numeric marks for the individual student) and write the result to this field.
2. The Mark Hash must be right justified with leading zeros.
3. Do not count any Pass/Fail indicators or letter grades.

1.1.3 Course Mark Detail (SCM3)

Position	Content	Format		Mandatory	Default
1 - 4	Transaction Type	A	4	Yes	SCM3
5 - 8	Authority Code	A	4	Yes	None
9 - 12	School Code	A	4	Yes	None
13 - 27	School/Authority Student ID	A	15	Yes	None
28 - 36	Alberta Student Number	A	9	Yes	None
37 - 43	Course ID	A	7	Yes	None
44	Form Action Code	A	1	Yes	A
45 - 52	Modification Effective Date	A	8	Blank	None
53 - 60	Course Completion Date	A	8	Yes	None
61 - 64	Course Completion Credit	N	4	Yes	None
65	Course Completion Fund Flag	A	1	No	Blank
66	Course Completion External Credential	A	1	Yes	N
67 - 69	Course Completion Funding Schedule	A	3	Yes	REG
70 - 72	Course Completion Method Code	A	3	Yes	REG
73 - 74	Course Evaluation Province Code	A	2	No	None
75 - 77	Course Completion Status Code	A	3	Yes	COM
78 - 80	Primary Delivery Method Code	A	3	Yes	REG
81 - 82	Language Code (Instruction)	A	2	Yes	EN
83 - 84	Filler	A	2	No	Blank
85 - 87	School Awarded Mark	A	3	Note 1	None
88 - 90	Filler	A	3	No	Blank
91 - 93	Filler	A	3	No	Blank
94 - 101	Class ID	A	8	No	None
102 - 107	Filler	A	6	No	Blank

TRANSACTION TYPE

Description

The **Transaction Type** for the Course Mark Detail is **SCM3**. This field is **mandatory** and there is no other valid data for this field.

Procedure

1. The stakeholder system will write **SCM3** in this field.

AUTHORITY CODE

Description

The **Authority Code** field is used to identify the school authority to which the school submitting the transaction belongs. This is a unique four (4) digit code that is assigned to each school authority in the province by Alberta Education. All schools are assigned to a school authority. This field is **mandatory**.

Procedure

1. Enter the correct Alberta Education four (4) digit numeric school authority code.
2. The Authority code must match the Authority code in the **SCM1** and **SCM2** records.
3. The Authority code must be a valid code.
4. Do not use letters in place of zeros and ones.
5. A blank Authority code is not valid.

SCHOOL CODE

Description

The **School Code** field is used to identify the school in which the student is or was registered. This is a unique four (4) digit code that is assigned to each school in the province by Alberta Education. This field is **mandatory**.

Procedure

1. Enter the correct Alberta Education four (4) digit numeric school code.
2. The school code must match the school code in the **SCM2** record.
3. The school code must be a valid code.
4. Do not use letters in place of zeros and ones.
5. A blank school code is not valid.

SCHOOL/AUTHORITY STUDENT ID

Description

The **School/Authority Student ID** is used by the school and/or school authority for internal identification purposes. This ID can be up to fifteen (15) characters in length and may consist of any combination of letters, numbers, and symbols. This ID must be unique within each school. This field is **mandatory** for electronic submissions.

Procedure

1. Fill in the field with a code consisting of up to 15 characters.
2. Left justify all entries.

ALBERTA STUDENT NUMBER

Description

The **Alberta Student Number (ASN)** is a computer-generated nine digit numeric code used to manage learner information. The number is unique and permanently assigned to a student. Regardless of whether a student moves from one place to another or legally changes vital statistics information, the Alberta Student Number remains valid and does not change.

Procedure

1. The Alberta Student Number must consist only of numbers, letters are not valid.
2. The field contains 9 digits and all 9 digits must be filled in.
3. If there are more than 9 characters available in your software package, left justify the entry (i.e. do not leave any leading spaces in front of the Alberta Student Number).
4. If the Alberta Student Number is unknown or the student has not previously attended school in the province and does not have an Alberta Student Number, leave the Alberta Student Number field blank. Do not use zeros to indicate an unknown Alberta Student Number.

COURSE ID

Description

The **Course ID** is an Alberta Education code used to uniquely identify an approved course in the Alberta school system. The course ID format is a seven (7) character alphanumeric code (e.g. ELA1105 - English Language Arts 10-1, ELA2105 - English Language Arts 20-1). This field is **mandatory**.

Procedure

1. This field must contain the valid course ID for the course taken by the student.
2. The first three digits of the course ID must be alphabetic and the last four (4) digits must be numeric.
3. The old four (4) digit course codes are no longer valid for this transaction type.

Note:

Please refer to the "GUIDE to Education - ECS to Grade 12 Handbook" for the list of valid provincially-mandated course codes.

FORM ACTION CODE

Description

The **Form Action Code** identifies the processing to be applied to the transaction being submitted to Alberta Education. The default for this field is 'A' which means that the mark being submitted is to be added to the student's record. In addition to the regular addition to a student's record of a course mark transaction, a school or school authority may now submit course corrections to the department electronically. This field is **mandatory**.

Valid Values

Code	Description	Comment
A	Add data to the department's student record	
D	Delete data from the department's student record	Delete the data and do not replace it
R	Replace data on the department's student record with a following add transaction	Deletes the data but replaces it with new data contained in a following add transaction

Procedure

1. Each transaction must contain a valid Form Action Code indicating the processing that will be applied to the transaction.
2. To add a new course completion, submit the transaction with a Form Action Code of "A" for add.
3. To modify an existing course completion, two transactions are required. First, supply a record of the existing transaction marked with a Form Action Code of "R" for replace and then supply a record of the new transaction marked with a Form Action Code of "A" for add. A transaction with a Form Action Code of "R" must match the following fields to the Alberta Education record exactly.

School Code
Alberta Student Number
Course ID
Course Completion Credit
School Awarded Mark

If there are any differences between the existing transaction and the replace transaction, the record will not be processed.

4. To delete an error, supply a record of the existing transaction marked with a Form Action Code of "D" for delete. A transaction with a Form Action Code of "D" must match the record that Alberta Education has on file exactly (see above for the list of fields that must match). If there are any differences between the existing transaction and the delete transaction, the record will not be processed.
5. Blank is not a valid Form Action Code.

Note:

If the school or school authority submits an 'R' (replace) transaction with no corresponding 'A' (add) transaction, the existing mark will be deleted.

MODIFICATION EFFECTIVE DATE

Description

The **Modification Effective Date** field is not currently being used by Alberta Education for the Course Mark Detail transaction. Stakeholder systems should default this field to blanks.

Procedure

1. The stakeholder system will write blanks in this field.

COURSE COMPLETION DATE

Description

The **Course Completion Date** identifies the actual date when a student completes, is exempted from, withdraws from or does not complete a course. Normally, this date would coincide with the end of term or semester for any given school. In the future, these dates may be different for various schools or school authorities. Year round schooling will further differentiate course completion dates amongst schools.

The following table illustrates how the department will convert Course Completion Dates into the existing Term structure for processing in existing mainframe systems. Any Course Completion Date between the Course Completion Start and Course Completion End dates will be converted into the Equivalent Term:

Course Completion Start	Course Completion End	Equivalent Term	Funding Schedule Code	Term Description
September 1	Feb 28	1	N/A	Term1 First Semester
March 1	June 30	2	REG	Term 2 Second Semester
March 1	June 30	3	FUL	Term 3 Full Year
July 1	August 31	2 or 4	N/A	Term 2 Other Than Summer School Term 4 Summer School

Procedure

1. Enter the date on which the course was completed by the student in **YYYYMMDD** format.
2. The course completion date for incomplete and withdrawn courses is the date the student left the course.
3. For evaluations, the course completion date is the date of the evaluation.

Notes:

- ◆ If the school has a summer program and submits with funding schedule of "SUM", the term will be term 4.
- ◆ If the school does not have a summer program, the term will be term 2 for the July 1 to August 31 timeframe.

COURSE COMPLETION CREDIT

Description

The **Course Completion Credit** field indicates the credits the student was attempting to achieve in the course.

Procedure

1. Credit values are zero filled and right justified.
2. Enter the credits the student was attempting to achieve.
3. The stakeholder system must format the credits to the appropriate format when writing credit information to this field. The following table shows examples of formats for this field.

Credit Value Examples:

Credit Value	Field Format
5 Credits	0005
1 Credit	0001

COURSE COMPLETION FUND FLAG

Description

The **Course Completion Fund Flag** is a flag completed by the school or school authority and indicates whether or not a course completion qualifies for funding. All “completed” courses currently qualify for funding automatically and the school or school authority does not need to complete this field for course completions where the student was instructed and successfully completed the course. However, if the student was “**incomplete**” or “**withdrew**” from the course, the school or school authority must indicate whether or not they are entitled to funding for the course completion. If the course completion is not eligible for funding, the school or school authority must place ‘N’ in the fund flag.

Valid Values

Value	Meaning
Y	The course completion meets funding requirements and the course should be funded
N	The course completion does not meet funding requirements and the course completion should not be funded
Blank	The course completion does not require a verification of funding from the school or school authority

Procedure

1. If required, enter the appropriate Course Completion Fund Flag value in upper case.
2. If the school submits an “incomplete” or “withdrawal” Course Completion with a blank Course Completion Fund Flag, the department will default the Fund Flag to ‘N’.
3. The following rules apply to the Course Completion Fund Flag:

Course Completion Status	Course Completion Fund Flag	Funding Implication
COM	Must be blank or ‘N’	Course will be funded as per normal funding rules
EXP	Must be blank	Exemptions are not funded
INC*	Must be ‘Y’ or ‘N’	School indicates whether or not the course should be funded
WDR	Must be ‘Y’ or ‘N’	School indicates whether or not the course should be funded
*	may only be used for CTS courses	

Note:

- ◆ For the rules regarding funding, refer to the department’s Funding Manual.

COURSE COMPLETION EXTERNAL CREDENTIAL FLAG

Description

The **Course Completion External Credential** Flag is used to indicate whether or not the course completion qualifies for an external credential. For example, Alberta Best, Apprenticeship, etc. Currently, only one credit CTS courses qualify for external credentials.

Valid Values

Credential Flag	Description
Y	The course completion qualifies for an external credential(s).
N	The course completion does not qualify for external credential(s). Default

Procedure

1. If the course completion qualifies for an external credential, enter a 'Y' in upper case in this field.
2. If the course does not qualify for an external credential, this field must contain an 'N' in upper case.
3. The default for this field is 'N'.

COURSE COMPLETION FUNDING SCHEDULE CODE

Description

The **Course Completion Funding Schedule Code** represents the different ways in which a course may be scheduled during the calendar year. The course schedule may affect Alberta Education's funding support.

Valid Values

Code	Description	Comment
EVG	Evening course for credit	
FUL*	Full year course for credit	Completion date must be after September 1, 2000
MAJ**	Majority of time spent in ESL for credit	Completion date must be prior to September 1, 2000
REG	Semester course for credit	Default
SAT	Course taken on Weekend	
SUM	Summer course for credit	Typically, this applies to July and August
*	Completion date must be after September 1, 2000	
**	Completion date must be prior to September 1, 2000	

Procedure

1. Enter the appropriate funding schedule code in upper case.
2. This field can not be blank.

Notes

- ◆ For the rules regarding funding, refer to the department's Funding Manual.

COURSE COMPLETION METHOD CODE

Description

The **Course Completion Method Code** identifies the way in which a course completion status was accomplished.

Valid Values

Code	Description	Comment
CHA	Course Challenge	
CON	Concurrent Registration	Not applicable after 1996.
HMF	Highest Mark Forward	<i>Assigned by Alberta Education</i>
JRH	Junior High	High School courses completed in grades 7, 8 or 9
MUS	Music Evaluation	Credits earned through private study
OUT	Out of Province Evaluation	Location specified in Province Table
PVT	Private School Evaluation	See Note
RAC	Retroactive Credits	<i>Assigned by Alberta Education</i>
REG	Regular	
WPC	Waived Prerequisite Credit	Credit for prerequisite waived

Procedure

1. Enter the method by which the course completion was accomplished in upper case.
2. This field can not be blank.

Note:

- ◆ This value is to be used only when a student transfers to a school operated by a public or separate school board or an accredited private Alberta high school, from a registered Alberta private school or other non-accredited school. The student may be awarded credits for previous instruction at the discretion of the Principal.

COURSE EVALUATION PROVINCE CODE

Description

The **Course Evaluation Province Code** indicates where the student was instructed in the course being evaluated.

Valid Values

Code	Description	Comment
AB	Alberta	Not valid for out of province evaluation
BC	British Columbia	
MB	Manitoba	
NB	New Brunswick	
NL	Newfoundland and Labrador	
NS	Nova Scotia	
NT	North West Territories	
ON	Ontario	
PE	Prince Edward Island	
QC	Quebec	
SK	Saskatchewan	
YT	Yukon	
OC	Outside Canada	
Blank		Not Required

Procedure

1. If required, enter the Course Evaluation Province Code in upper case.

Notes:

- ◆ If the Course Completion Method Code is 'OUT', the Course Evaluation Province Code cannot be 'AB'.
- ◆ If the Course Completion Method Code is 'OUT', the Course Evaluation Province Code cannot be blank.
- ◆ If the Course Completion Method Code is 'OUT' and the course was taken outside the country of Canada, the Course Evaluation Province Code must be 'OC'.
- ◆ If the Course Completion Method Code is equal to 'PVT', and the course was taken in Alberta, the Course Evaluation Province Code must be 'AB'.
- ◆ If the Course Completion Method Code is not equal to 'OUT' or 'PVT', the Course Evaluation Province Code must be blank.

COURSE COMPLETION STATUS CODE

Description

The **Course Completion Status Code** indicates the status of a student's course completion record.

Valid Values

Code	Description	Comment
COM	Complete	A "complete" course results in mark(s). Default
EXP	Exemption	An "exemption" course completion occurs when a student is exempted from taking a mandatory part of the high school curriculum.
*INC	Incomplete	An "incomplete" status occurs when a student is registered throughout a course yet does not complete all of the learner expectations. An incomplete completion status has no associated mark(s).
WDR	Withdrawal	A "withdrawal" status occurs when a student is unable to complete the course. A withdrawal has no associated mark(s).

***Applies to CTS courses only**

Procedure

1. Enter the appropriate Course Completion Status, in upper case.
2. This field can not be blank.

PRIMARY DELIVERY METHOD CODE

Description

The **Primary Delivery Method Code** represents how the course was delivered based on the presentation method of the largest component of instructional material. A course can be delivered in a combination of methods. Only the primary (largest component) method is recorded and these values apply to all courses.

Valid Values

Code	Description	Comment
DSL	Distance Learning	Only applies to courses delivered and reported by the ADLC
HED	Home Education	The largest component of instruction delivered under the responsibility of a parent(s) or guardian(s) at home or otherwise
OFC	Off Campus	Instruction in community-based work stations, work sites or volunteer agencies under the cooperative supervision of a teacher coordinator and the employer
ORP**	Outreach Program	Largest component of instruction delivered through an approved outreach program. Completion must be after September 1, 2000
VTL	Online Delivery	Largest component of instruction delivered through an electronic environment
REG**	Regular	Course was not delivered using distance learning, home education, online, outreach or off campus instruction.
ONC*	On Campus	Completion must be prior to September 1, 2000
	*	Completion must be prior to September 1, 2000
	**	Completion must be after September 1, 2000

Procedure

1. Enter the Primary Delivery Method code in upper case.
2. This field can not be blank.

LANGUAGE CODE (INSTRUCTION)

Description

The **Language Code** indicates the language that the course was instructed in. Alberta Education only tracks English and French. However, a school may teach a course in any language.

Valid Values

Code	Description	Comment
EN	English	Default
FR	French	
OT	Other	

Procedure

1. Enter the appropriate Language Code in upper case.
2. This field can not be blank.

SCHOOL AWARDED MARK

Description

The **School Awarded Mark** achieved by the student for this course completion.

Valid Values

Value	Description
0 - 100	Percentage Grade
A,B,C,F	Letter Grade
P or F	Pass/Fail
Blank	For exemption, incomplete or withdrawal

Please refer to the Guide to Education: ECS to Grade 12 for policies relating to the submission of percentage, letter and pass/fail grades

Procedure

1. If the Course Completion Status = 'COM' and the Form Action Code = 'A', the School Awarded Mark cannot be blank.
2. If the Course Completion Status = 'EXP', 'INC' or 'WDR', the School Awarded Mark must be blank.

CLASS ID

Description

The **Class ID** identifies the class within a school which a school wants associated with a student enrolled in a course. The Class ID is used for Diploma exam courses only and can be up to eight characters.

Procedure

1. Enter the Class ID if required.
2. The Class ID must be left justified with trailing blanks.

FILLER

Description

All files submitted to the department contain fixed length records or transactions. Filler is used to keep the transaction size the same for all of the transaction types in the file. The only valid value for filler is blanks.

Procedure

1. The stakeholder system will write blanks in this field.

1.2 RETURN COURSE MARKS

Return Course Mark File Structure

The structure of the file containing these records will conform to the following format. The file will be sorted into the following order by the department.

- ◆ Authority / School 1 Header
 - ◆ Student ID 1 Detail
 - ◆ Course Mark Detail
 - ◆ Course Mark Detail
 - ◆ ...
 - ◆ Course Mark Detail
 - ◆ Student ID 2 Detail
 - ◆ Course Mark *Detail*
 - ◆ ...
 - ◆ Course Mark *Detail*
- ◆ Authority / School 2 Header
 - ◆ Student ID 1 Detail
 - ◆ Course Mark *Detail*
 - ◆ ...
 - ◆ Course Mark *Detail*
 - ◆ Student ID 2 Detail
 - ◆ Course Mark *Detail*
 - ◆ ...
 - ◆ Course Mark *Detail*

File Sort Order

The sort order for the Return Course Marks Transaction File is:

Global Position Sort Order: [5,36,CH,A,1,4,CH,A]
Sort positions 5 to 36, Character, Ascending
Then sort positions 1 to 4, Character, Ascending

Authority/School Header (RCM1 Transactions)

Authority Code	Positions 5 - 8	(Ascending)
School Code	Positions 9 - 12	(Ascending)
Filler	Positions 13 - 36	(Ascending)

Student ID Detail (RCM2 Transactions)

Authority Code	Positions 5 - 8	(Ascending)
School Code	Positions 9 - 12	(Ascending)
School/Authority Student ID	Positions 13 - 27	(Ascending)
Alberta Student Number	Positions 28 - 36	(Ascending)

Course Mark Detail (RCM3 Transactions)

Authority Code	Positions 5 - 8	(Ascending)
School Code	Positions 9 - 12	(Ascending)
School/Authority Student ID	Positions 13 - 27	(Ascending)
Alberta Student Number	Positions 28 - 36	(Ascending)

Note: The **RCM1** record is sent as the header by Alberta Education.

1.2.1 Authority/School Header (RCM1)

Position	Content	Format		Mandatory	Default
1 - 4	Transaction Type	A	4	Yes	RCM1
5 - 8	Authority Code	A	4	Yes	None
9 - 12	School Code	A	4	Yes	None
13 - 36	Filler	A	24	Blank	None
37 - 44	File Creation Date	A	8	Yes	None
45 - 50	Student Count	N	6	Yes	None
51 - 107	Filler	A	57	Blank	None

TRANSACTION TYPE

Description

The **Transaction Type** for the Authority/School Header is **RCM1**.

AUTHORITY CODE

Description

The **Authority Code** field is used to identify the school authority to which the school receiving the transaction belongs. This is a unique four (4) digit code that is assigned to each school authority in the province by Alberta Education. All schools are assigned to a school authority.

SCHOOL CODE

Description

The **School Code** field is used to identify the school in which the student is or was registered. This is a unique four (4) digit code that is assigned to each school in the province by Alberta Education.

FILLER

Description

All files returned from the department contain fixed length records or transactions. Filler is used to keep the transaction size the same for all of the transaction types in the file. This field will contain blanks.

FILE CREATION DATE

Description

The **File Creation Date** is used to identify the date the file was created in **YYYYMMDD** format.

STUDENT COUNT

Description

The **Student Count** is used to identify the number of students contained in the file and is the total number of **RCM2** transactions in the file. The Student Count will be right justified with leading zeros.

FILLER

Description

All files returned from the department contain fixed length records or transactions. Filler is used to keep the transaction size the same for all of the transaction types in the file. The field will contain blanks.

1.2.2 Student ID Detail (RCM2)

Position	Content	Format		Mandatory	Default
1 - 4	Transaction Type	A	4	Yes	RCM2
5 - 8	Authority Code	A	4	Yes	None
9 - 12	School Code	A	4	Yes	None
13 - 27	School/Authority Student ID	A	15	Yes	None
28 - 36	Alberta Student Number	A	9	Yes	None
37 - 61	Legal Surname	A	25	Yes	None
62 - 86	Legal Given Names	A	25	Yes	None
87 - 94	Birth date	A	8	Yes	None
95	Gender	A	1	Yes	None
96 - 98	Course Count	N	3	Yes	None
99 - 103	Credit Hash	N	5	Yes	None
104 - 107	Mark Hash	N	4	Yes	None

TRANSACTION TYPE

Description

The **Transaction Type** for the Student ID Detail is **RCM2**.

AUTHORITY CODE

Description

The **Authority Code** field is used to identify the school authority to which the school receiving the transaction belongs. This is a unique four (4) digit code that is assigned to each school authority in the province by Alberta Education. All schools are assigned to a school authority.

SCHOOL CODE

Description

The **School Code** field is used to identify the school in which the student is or was registered. This is a unique four (4) digit code that is assigned to each school in the province by Alberta Education.

SCHOOL/AUTHORITY STUDENT ID

Description

The **School/Authority Student ID** is used by the school and/or school authority for internal identification purposes. This ID can be up to fifteen (15) characters in length and may consist of any combination of letters, numbers, and symbols. This ID must be unique within each school.

ALBERTA STUDENT NUMBER

Description

The **Alberta Student Number (ASN)** is a computer-generated nine digit numeric code used to manage learner information. The number is unique and permanently assigned to a student. Regardless of whether a student moves from one place to another or legally changes vital statistics information, the Alberta Student Number remains valid and does not change.

LEGAL SURNAME

Description

Legal Surname is used to record the legal surname of a student as it is documented on an acceptable vital statistics document or if the student was born in a Authority outside Alberta, the student's name as registered in that Authority.

LEGAL GIVEN NAME(S)

Description

Legal Given Name(s) is used to record the given name(s) of a student as documented on an acceptable vital statistics document or if the student was born in a Authority outside Alberta, the student's name as registered in that Authority.

BIRTH DATE

Description

Birth Date is used to record the student's date of birth as documented on an acceptable vital statistics document. This field is designed to accept eight (8) numeric characters in the date format of **YYYYMMDD** with no separators.

GENDER

Description

The **Gender** is used to identify a student as male or female, using a single character alphabetic code. An '**M**' indicates the student is a male. An '**F**' indicates the student is a female.

COURSE COUNT

Description

The **Course Count** indicates the number of Course Mark detail (**RCM3**) records that are contained in the file for the student identified in the Student ID Detail (**RCM2**) record. The Course Count will be right justified with leading zeros.

CREDIT HASH

Description

The **Credit Hash** is a calculated field used to reconcile the credits contained in the file. It is the sum of all of the credits for the individual student. The Credit Hash will be right justified with leading zeros.

MARK HASH

Description

The **Mark Hash** is a calculated field used to reconcile the marks contained in the file. It is the sum of all of the numeric marks for an individual student. The Mark Hash will be right justified with leading zeros.

1.2.3 Course Mark Detail (RCM3)

Position	Content	Format	Mandatory	Default
1 - 4	Transaction Type	A 4	Yes	RCM3
5 - 8	Authority Code	A 4	Yes	None
9 - 12	School Code	A 4	Yes	None
13 - 27	School/Authority Student ID	A 15	Yes	None
28 - 36	Alberta Student Number	A 9	Yes	None
37 - 43	Course ID	A 7	Yes	None
44	Filler	A 1	Blank	None
45 - 52	Modification Effective Date	A 8	Blank	None
53 - 60	Course Completion Date	A 8	Yes	None
61 - 64	Course Completion Credit	N 4	Yes	None
65	Course Completion Fund Flag	A 1	No	None
66	Course Completion External Credential Flag	A 1	Yes	None
67 - 69	Course Completion Funding Schedule Code	A 3	Yes	None
70 - 72	Course Completion Method Code	A 3	Yes	None
73 - 74	Course Evaluation Province Code	A 2	No	None
75 - 77	Course Completion Status Code	A 3	Yes	None
78 - 80	Primary Delivery Method Code	A 3	Yes	None
81 - 82	Language Code (Instruction)	A 2	Yes	None
83 - 84	Language Code (Exam)	A 2	Yes	None
85 - 87	School Awarded Mark	A 3	Note 1	None
88 - 90	Diploma Exam Mark	A 3	Yes	None
91 - 93	Final (Blended) Mark	A 3	Yes	None
94 - 101	Class ID	A 8	No	None
102 - 107	Filler	A 6	Blank	None

TRANSACTION TYPE

Description

The **Transaction Type** for the Course Mark Detail is **RCM3**.

AUTHORITY CODE

Description

The **Authority Code** field is used to identify the school authority to which the school submitting the transaction belongs. This is a unique four (4) digit code that is assigned to each school authority in the province by Alberta Education. All schools are assigned to a school authority.

SCHOOL CODE

Description

The **School Code** field is used to identify the school in which the student is or was registered. This is a unique four (4) digit code that is assigned to each school in the province by Alberta Education.

SCHOOL/AUTHORITY STUDENT ID

Description

The **School/Authority Student ID** is used by the school and/or school authority for internal identification purposes. This ID can be up to fifteen (15) characters in length and may consist of any combination of letters, numbers, and symbols. This ID must be unique within each school.

ALBERTA STUDENT NUMBER

Description

The **Alberta Student Number (ASN)** is a computer-generated nine digit numeric code used to manage learner information. The number is unique and permanently assigned to a student. Regardless of whether a student moves from one place to another or legally changes vital statistics information, the Alberta Student Number remains valid and does not change.

COURSE ID

Description

The **Course ID** is an Alberta Education code used to uniquely identify an approved course in the Alberta school system. The course ID format is a 7 character alphanumeric code (e.g. ELA 1105- English Language Arts 10-1, ELA 2105- English Language Arts 20-1).

FILLER

Description

All files returned from the department contain fixed length records or transactions. Filler is used to keep the transaction size the same for all of the transaction types in the file. This field will contain blanks.

MODIFICATION EFFECTIVE DATE

Description

The **Modification Effective Date** field is not currently being used by Alberta Education for Course Mark Detail Transactions and will contain blanks.

COURSE COMPLETION DATE

Description

The **Course Completion Date** identifies the actual date when a student completes, is exempted from, withdraws from or does not complete a course. Normally, this date would coincide with the end of term or semester for any given school. In the future, these dates may be different for various schools or school authorities. Year round schooling will further differentiate course completion dates amongst schools.

The following table illustrates how the department will convert Course Completion Dates into the existing Term structure for processing in existing mainframe systems. Any Course Completion Date between the Course Completion Start and Course Completion End dates will be converted into the Equivalent Term:

Course Completion Start	Course Completion End	Equivalent Term	Funding Schedule Code	Term Description
September 1	Feb 28	1	N/A	Term 1 First Semester
March 1	June 30	2	REG	Term 2 Second Semester
March 1	June 30	3	FUL	Term 3 Full Year
July 1	August 31	2 or 4	N/A	Term 2 Other Than Summer School Term 4 Summer School

Notes:

- ◆ If the school has a summer program, and submits with funding schedule of "SUM", the term will be term 4.
- ◆ If the school does not have a summer program, the term will be term 2 for the July 1 to August 31 timeframe.

COURSE COMPLETION CREDIT

Description

The **Course Completion Credit** field indicates the credits the student has achieved in the course.

Credit Value Examples:

Actual Credit Value	Field Content
5 Credits	0005
1 Credit	0001

COURSE COMPLETION FUND FLAG

Description

The **Course Completion Fund Flag** is a flag completed by the school or school authority and indicates whether or not a course completion qualified for funding. This field will be returned as blanks.

COURSE COMPLETION EXTERNAL CREDENTIAL FLAG

Description

The **Course Completion External Credential Flag** indicates whether or not the course completion qualified for external credentials. This field will be returned as blanks.

COURSE COMPLETION FUNDING SCHEDULE CODE

Description

The **Course Completion Funding Schedule Code** represents the different ways in which a course may be scheduled during the calendar year.

Code	Description	Comment
EVG	Evening course for credit	
FUL*	Full year course for credit	Completion date must be after September 1, 2000
MAJ**	Majority of time spent in ESL for credit	Completion date must be prior to September 1, 2000
REG	Semester course for credit	Default
SAT	Course taken on Weekend	
SUM	Summer course for credit	Typically, this applies to July and August
*	Completion date must be after September 1, 2000	
**	Completion date must be prior to September 1, 2000	

Note: This field will be returned as blanks.

COURSE COMPLETION METHOD CODE

Description

The **Course Completion Method Code** identifies the way in which a course completion status was accomplished.

Valid Values

Code	Description	Comment
CHA	Course Challenge	
CON	Concurrent Registration	Not applicable after 1996.
HMF	Highest Mark Forward	<i>Assigned by Alberta Education</i>
JRH	Junior High	High School courses completed in grades 7, 8 or 9
MUS	Music Evaluation	Credits earned through private study
OUT	Out of Province Evaluation	Location specified in Province Table
PVT	Private School Evaluation	See Note
RAC	Retroactive Credits	<i>Assigned by Alberta Education</i>
REG	Regular	
WPC	Waived Prerequisite Credit	Credit for prerequisite waived on circumstances.

Note:

- ◆ This value is to be used only when a student transfers to a school operated by a public or separate school board or an accredited private Alberta high school, from a registered Alberta private school or other non-accredited school. The student may be awarded credits for previous instruction at the discretion of the Principal.

COURSE EVALUATION PROVINCE CODE

Description

The **Course Evaluation Province Code** indicates the province where the student was instructed.

Note:

- ◆ This field will be returned as blanks.

COURSE COMPLETION STATUS CODE

Description

The **Course Completion Status Code** indicates the status of a student's course completion record.

Valid Values

Code	Description	Comment
COM	Complete	A "complete" course results in mark(s). Default
EXP	Exemption	An "exemption" course completion occurs when a student is exempted from taking a mandatory part of the high school curriculum.
*INC	Incomplete	An "incomplete" status occurs when a student is registered throughout a course yet does not complete all of the learner expectations. An incomplete completion status has no associated mark(s).
WDR	Withdrawal	A "withdrawal" status occurs when a student is unable to complete the course. A withdrawal has no associated mark(s).

***Applies to CTS courses only**

PRIMARY DELIVERY METHOD CODE

Description

The **Primary Delivery Method** Code represents how the course was delivered based on the presentation method of the largest component of instructional material. A course can be delivered in a combination of methods. Only the primary (largest component) method is recorded and these values apply to all courses.

Valid Values

Code	Description	Comment
DSL	Distance Learning	Only applies to courses delivered and reported by the ADLC
HED	Home Education	The largest component of instruction delivered under the responsibility of a parent(s) or guardian(s) at home or otherwise
OFC	Off Campus	Instruction in community-based work stations, work sites or volunteer agencies under the cooperative supervision of a teacher coordinator and the employer
ORP**	Outreach Program	Largest component of instruction delivered through an approved outreach program. Completion must be after September 1, 2000
VTL	Online Delivery	Largest component of instruction delivered through an electronic environment
REG**	Regular	Course was not delivered using distance learning, home education, online, outreach or off campus instruction.
ONC*	On Campus	Completion must be prior to September 1, 2000
*	Completion must be prior to September 1, 2000	
**	Completion must be after September 1, 2000	

Note: This field will be returned as blanks.

LANGUAGE CODE (INSTRUCTION)

Description

The **Language Code** (Instruction) indicates the language that the course was instructed in. Alberta Education only tracks English and French. However, a school may teach a course in any language.

Code	Description	Comment
EN	English	Default
FR	French	
OT	Other	

LANGUAGE CODE (EXAM)

Description

The **Language Code (Exam)** indicates the language of the diploma exam. Currently, only English and French are available.

Code	Description	Comment
EN	English	
FR	French	

SCHOOL AWARDED MARK

Description

The **School Awarded Mark** awarded by the school for this course completion.

Valid Values

Value	Description
0 - 100	Percentage Grade
A,B,C,F	Letter Grade
P or F	Pass/Fail
Blank	For exemption, incomplete or withdrawal

Please refer to the Guide to Education: ECS to Grade 12 for policies regarding the submission of percentage and letter grades and pass/fail.

DIPLOMA EXAM MARK

Description

The mark achieved by the student on the diploma examination.

FINAL BLENDED MARK

Description

The **Final Blended Mark** achieved by the student based on the school awarded mark and the diploma examination mark.

CLASS ID

Description

The **Class ID** identifies the class within a school which a school wants associated with a student enrolled in a course. The Class/Group identifier is used for Diploma exam courses only and can be up to eight characters.

FILLER

Description

All files returned from the department contain fixed length records or transactions. Filler is used to keep the transaction size the same for all of the transaction types in the file. This field will contain blanks.

2.0 DIPLOMA EXAM REGISTRATIONS

Diploma Exam Registrations are submitted to the department for the diploma exams that a student is going to write.

Diploma Exam Registrations File Structure

The structure of the file containing these records will conform to the following format. While this is the preferred file structure for reporting purposes, the file will be sorted into the appropriate order by the department.

- ◆ Authority / School 1 Header
 - ◆ Student ID 1 *Detail*
 - ◆ Diploma Exam Registration *Detail*
 - ◆ Diploma Exam Registration *Detail*
 - ◆ ...
 - ◆ Diploma Exam Registration *Detail*
 - ◆ Student ID 2 *Detail*
 - ◆ Diploma Exam Registration *Detail*
 - ◆ Diploma Exam Registration *Detail*
- ◆ Authority / School 2 Header
 - ◆ Student ID 1 *Detail*
 - ◆ Diploma Exam Registration *Detail*

File Sort Order

The sort order for the Diploma Exam Registration File is:

Global Position Sort Order: [5,36,CH,A,1,4,CH,A]
 Sort positions 5 to 36, Character, Ascending
 Then sort positions 1 to 4, Character, Ascending

Authority/School Header	(DER1 Transactions)
Authority Code	Positions 5 - 8 (Ascending)
School Code	Positions 9 - 12 (Ascending)
Filler	Positions 13 - 36 (Ascending)
Student ID Detail	(DER2 Transactions)
Authority Code	Positions 5 - 8 (Ascending)
School Code	Positions 9 - 12 (Ascending)
School/Authority Student ID	Positions 13 - 27 (Ascending)
Alberta Student Number	Positions 28 - 36 (Ascending)
Diploma Exam Registration Detail	(DER3 Transactions)
Authority Code	Positions 5 - 8 (Ascending)
School Code	Positions 9 - 12 (Ascending)
School/Authority Student ID	Positions 13 - 27 (Ascending)
Alberta Student Number	Positions 28 - 36 (Ascending)

2.1 AUTHORITY / SCHOOL HEADER (DER1)

Position	Content	Format		Mandatory	Default
1 - 4	Transaction Type	A	4	Yes	DER1
5 - 8	Authority Code	A	4	Yes	None
9 - 12	School Code	A	4	Yes	None
13 - 36	Filler	A	24	Blank	None
37 - 44	File Creation Date	A	8	Yes	None
45 - 50	Student Count	N	6	Yes	None
51 - 64	EduLink Date/Time Stamp	A	14	Yes	No Input
65 - 70	EduLink Error Count	N	6	Yes	No Input
71 - 76	EduLink Alert Count	N	6	Yes	No Input
77 - 82	EduLink Warning Count	N	6	Yes	No Input
83 - 85	EduLink Version Number	A	3	Yes	No Input
86 - 185	Filler	A	100	No	Blank

TRANSACTION TYPE

Description

The **Transaction Type** for the Authority/School Header is **DER1**. This field is **mandatory** and there is no other valid data for this field.

Procedure

1. The stakeholder system will write **DER1** in this field.

AUTHORITY CODE

Description

The **Authority Code** field is used to identify the school authority to which the school submitting the transaction belongs. This is a unique four (4) digit code that is assigned to each school authority in the province by Alberta Education. All schools are assigned to a school authority. This field is **mandatory**.

Procedure

1. Enter the correct Alberta Education four (4) digit numeric school authority code.
2. The Authority code must be a valid code.
3. Do not use letters in place of zeros and ones.
4. A blank Authority code is not valid.

SCHOOL CODE

Description

The **School Code** field is used to identify the school in which the student is registered. This is a unique four (4) digit code that is assigned to each school in the province by Alberta Education. This field is **mandatory**.

Procedure

1. Enter the correct Alberta Education four (4) digit numeric school code.
2. The school code must be a valid code.
3. Do not use letters in place of zeros and ones.
4. A blank school code is not valid.

FILLER

Description

All files submitted to the department contain fixed length records or transactions. Filler is used to keep the transaction size the same for all of the transaction types in the file. The only valid value for filler is blanks.

Procedure

1. The stakeholder system will write blanks in this field.

FILE CREATION DATE

Description

The **File Creation Date** is used to identify the date the file was created.

Procedure

1. The stakeholder system will provide the date the file is created in **YYYYMMDD** format, using numbers only.
2. The stakeholder system must enter a leading 0 for the months of January to September and for the days of the month from 1 to 9 (i.e. 01 to 09).

STUDENT COUNT

Description

The **Student Count** is used to identify the number of students contained in the file and corresponds to the total number of **DER2** transactions in the file.

Procedure

1. The stakeholder system will count the number of **DER2** transactions in the file and write the number into the Student Count Field.
2. The Student Count must be right justified with leading zeros.

EDULINK DATE/TIME STAMP

Description

The **Edulink Date/Time Stamp** field is used to indicate the date and time that the file was processed. Schools and school authorities are required to run Edulink on all files that are submitted to the department.

Procedure

1. Stakeholder systems must not write any data to this field. When the Edulink utility is run, it will write the date and time in this field.

EDULINK ERROR COUNT

Description

The **Edulink Error Count** Field is used to indicate the number of errors that were encountered when the file was processed. Files that contain errors cannot be processed by the department until the errors have been corrected. Schools and school authorities should correct any errors that were identified and re-process the file using Edulink until the error count is zero.

Procedure

1. Stakeholder systems must not write any data to this field. When the Edulink utility is run, it will write the number of errors found in this field.

EDULINK ALERT COUNT

Description

The **Edulink Alert Count** Field is used to indicate the number of alerts that were encountered when the file was processed. Files that contain alerts can be processed by the department; however, an alert is an indication that something may be wrong with the data contained in the file. Schools and school authorities should check the transactions with alerts to ensure that the transaction is correct. Ideally, files submitted to the department should have a minimum number of alerts.

Procedure

1. Stakeholder systems must not write any data to this field. When the Edulink utility is run, it will write the number of alerts found in this field.

EDULINK WARNING COUNT

Description

The **Edulink Warning Count** Field is used to indicate the number of warnings that were encountered when the file was processed. Files that contain warnings can be processed by the department; however, a warning is an indication that something may be wrong with the data contained in the file. Schools and School authorities should check transactions with warnings to ensure that the transaction is correct. Ideally, files submitted to the department should have a minimum number of warnings.

Procedure

1. Stakeholder systems must not write any data to this field. When the Edulink utility is run, it will write the number of warnings found in this field.

EDULINK VERSION NUMBER

Description

The **Edulink Version Number** indicates the version of Edulink that was used to process the file. This information is used by the department to ensure that all schools and school authorities are using the latest version of the utility(s) to validate their files.

Procedure

1. Stakeholder systems must not write any data to this field. When the Edulink utility is run, it will write the version number in this field.

FILLER

Description

All files submitted to the department contain fixed length records or transactions. Filler is used to keep the transaction size the same for all of the transaction types in the file. The only valid value for filler is blanks.

Procedure

1. The stakeholder system will write blanks in this field.

2.2 STUDENT ID DETAIL (DER2)

Position	Content	Format		Mandatory	Default
1 - 4	Transaction Type	A	4	Yes	DER2
5 - 8	Authority Code	A	4	Yes	None
9 - 12	School Code	A	4	Yes	None
13 - 27	School/Authority Student ID	A	15	Yes	None
28 - 36	Alberta Student Number	A	9	Yes	None
37 - 61	Legal Surname	A	25	Yes	None
62 - 86	Legal Given Names	A	25	Yes	None
87 - 94	Birth date	A	8	Yes	None
95	Gender	A	1	Yes	None
96 - 125	Current Mailing Address 1	A	30	No	None
126 - 155	Current Mailing Address 2	A	30	No	None
156 - 175	Current City	A	20	No	None
176 - 177	Current Province Code	A	2	No	None
178 - 183	Current Postal Code	A	6	No	None
184 - 185	Registration Exam Count	N	2	Yes	None

TRANSACTION TYPE

Description

The **Transaction Type** for the Student ID Detail is **DER2**. This field is **mandatory** and there is no other valid data for this field.

Procedure

1. The stakeholder system will write **DER2** in this field.

AUTHORITY CODE

Description

The **Authority Code** field is used to identify the school authority to which the school submitting the transaction belongs. This is a unique four (4) digit code that is assigned to each school authority in the province by Alberta Education. All schools are assigned to a school authority. This field is **mandatory**.

Procedure

1. Enter the correct Alberta Education four (4) digit numeric school authority code.
2. The Authority code must be a valid code.
3. Do not use letters in place of zeros and ones.
4. A blank Authority code is not valid.

SCHOOL CODE

Description

The **School Code** field is used to identify the school where the student will be writing the diploma exam. This is a unique four (4) digit code that is assigned to each school in the province by Alberta Education. This field is **mandatory**.

Procedure

1. Enter the correct Alberta Education four (4) digit numeric school code.
2. The school code must be a valid code.
3. Do not use letters in place of zeros and ones.
4. A blank school code is not valid.

SCHOOL/AUTHORITY STUDENT ID

Description

The **School/Authority Student ID** is used by the school and/or school authority for internal identification purposes. This ID can be up to fifteen (15) characters in length and may consist of any combination of letters, numbers, and symbols. This ID must be unique within each school.

Procedure

1. Fill in the field with a code consisting of up to fifteen (15) characters.
2. Left justify all entries.

ALBERTA STUDENT NUMBER

Description

The **Alberta Student Number (ASN)** is a computer-generated nine digit numeric code used to manage learner information. The number is unique and permanently assigned to a student. Regardless of whether a student moves from one place to another or legally changes vital statistics information, the Alberta Student Number remains valid and does not change.

Procedure

1. The Alberta Student Number must consist only of numbers; letters are not valid.
2. The field contains 9 digits and all 9 digits must be filled in.
3. If there are more than 9 characters available in your software package, left justify the entry (i.e. do not leave any leading spaces in front of the Alberta Student Number).
4. If the Alberta Student Number is unknown or the student has not previously attended school in the province and does not have an Alberta Student Number, leave the Alberta Student Number field blank. Do not use zeros to indicate an unknown Alberta Student Number.

LEGAL SURNAME

Description

Legal Surname is used to record the legal surname of a student as it is documented on an acceptable vital statistics document or if the student was born in a Authority outside Alberta, the student's name as registered in that Authority. Acceptable vital statistics documents are:

- ◆ *Alberta birth certificate*
- ◆ *Alberta marriage certificates*

The legal surname must be recorded exactly as found on the validating document to a maximum of twenty-five (25) characters, in mixed case (i.e., use upper and lower case letters), using hyphens, apostrophes, spaces, and periods as required. This field is **mandatory**.

The Legal Surname is recorded on the High School Diploma and High School Transcript.

Procedure

1. The legal surname field must begin with an alphabetic character, it cannot be blank. The name cannot contain any of the following characters: / \ () " ' < > [] { }, * _ # &
2. Enter the student's legal surname, with no variations, using mixed case.
3. Where a single name consists of multiple words, use only one space between each word.
4. Left justify the name, i.e. do not enter any leading spaces.
5. If the full legal surname exceeds the twenty five (25) character limit, enter as much as possible without abbreviating. This ensures that the entry will be the same each time.
6. Do not include characters from the French character set in the name.

LEGAL GIVEN NAME(S)

Description

Legal Given Name(s) is used to record the given name(s) of a student as documented on an acceptable vital statistics document or if the student was born in a Authority outside Alberta, the student's name as registered in that Authority. Acceptable vital statistics documents are:

- ◆ *Alberta birth certificate*
- ◆ *Alberta marriage certificate*

The given name(s) must be recorded exactly as found on the validating document to a maximum of twenty-five (25) characters, in mixed case (i.e., use upper and lower case letters), using hyphens, apostrophes, spaces, and periods as required. This field is **mandatory**.

The Legal Given Name is recorded on the High School Diploma and High School Transcript.

Procedure

1. The legal given names field must begin with an alphabetic character, it cannot be blank. The name cannot contain any of the following characters: / \ () " ' < > [] { }, * _ # &
2. Enter the student's given name(s), with no variations, using mixed case.
3. Between each given name, or where a single name consists of multiple words, use only one space between each word.
4. Left justify the name, i.e. do not enter any leading spaces.
5. If the full legal given names exceed the twenty-five (25) character limit, enter as much as possible without abbreviating. This ensures that the entry will be the same each time.
6. Do not include characters from the French character set in the name.

BIRTH DATE

Description

The **Birth Date** is used to record the student's date of birth as recorded on an acceptable vital statistics document. Acceptable vital statistics documents are: Canadian birth certificates, Canadian citizenship papers, Canadian adoption and Canadian marriage certificates, passports, visas, and permanent resident / landed immigrant documents. This field is eight characters long to accept four (4) digits for the year, two (2) digits for the month and two (2) digits for the day of birth, in that order, with no separators. This field is **mandatory**.

Procedure

1. Enter the student's birth date in **YYYYMMDD** format, using numbers only.
2. Enter a leading 0 for the months of January to September and for the days of the month from 1 to 9 (i.e. 01 to 09).
3. The student must be older than two years.

GENDER

Description

The **Gender** is used to identify a student as male or female, using a single character alphabetic code. This field is **mandatory**.

Procedure

1. Enter a code of M, in upper case, if the student is male.
2. Enter a code of F, in upper case, if the student is female.
3. Blank is not a valid value for this field.

CURRENT MAILING ADDRESS 1

Description

The **Current Mailing Address line 1** is used to record the apartment or suite number at which the student currently receives mail. If the address does not contain an apartment or suite number, this field should not be used.

Procedure

1. Enter the apartment or suite number if applicable. Otherwise, leave this field blank.

CURRENT MAILING ADDRESS 2

Description

The **Current Mailing Address line 2** is used to record the complete street address or postal box number at which the student currently receives mail.

Procedure

1. Enter the complete street address or postal box number.

CURRENT CITY

Description

The **Current City** is used to record the town or city in which the student currently receives mail.

Procedure

1. Enter the name of the city where the student receives mail.

CURRENT PROVINCE CODE

Description

The **Current Province Code** is used to record the province or territory in which the student currently receives mail.

Valid Values

Code	Description	Comment
AB	Alberta	Not valid for out of province evaluation
BC	British Columbia	
MB	Manitoba	
NB	New Brunswick	
NL	Newfoundland and Labrador	
NS	Nova Scotia	
NT	North West Territories	
ON	Ontario	
PE	Prince Edward Island	
QC	Quebec	
SK	Saskatchewan	
YT	Yukon	
OC	Outside Canada	
Blank		Not Required

Procedure

1. Enter the valid province code in upper case.

CURRENT POSTAL CODE

Description

The **Current Postal Code** is used to record the postal code for the address at which the student currently receives mail.

Procedure

1. Enter the valid postal code, ensuring that 1's (the number one) and l's (lower case L) and 0's (the number zero) and O's (the letter O) are not confused.

REGISTRATION EXAM COUNT

Description

The **Registration Exam Count** contains the number of diploma exam registrations that are contained in the file for the student identified in the **DER2** record. The Registration Exam Count is the number of **DER3** records associated with the **DER2** record that precedes them.

Procedure

1. The stakeholder system will count the number of **DER3** records associated with the **DER2** record and write the number into this field. For example, if the student is registering for diploma exams in Pure Mathematics 30 and Biology 30, the Registration Exam Count will equal two (02).
2. The Registration Exam Count must be right justified with a leading zero.

2.3 DIPLOMA EXAM REGISTRATION DETAIL (DER3)

Position	Content	Format		Mandatory	Default
1 - 4	Transaction Type	A	4	Yes	DER3
5 - 8	Authority Code	A	4	Yes	None
9 - 12	School Code	A	4	Yes	None
13 - 27	School/Authority Student ID	A	15	Yes	None
28 - 36	Alberta Student Number	A	9	Yes	None
37 - 43	Course ID	A	7	Yes	None
44 - 51	Exam Registration Date	A	8	Yes	None
52 - 53	Language Code (Exam)	A	2	Yes	EN
54 - 57	Exam Writing Center	A	4	Yes	School Code
58 - 185	Filler	A	128	No	Blank

TRANSACTION TYPE

Description

The **Transaction Type** for the Diploma Exam Registration Detail is **DER3**. This field is **mandatory** and there is no other valid data for this field.

Procedure

1. The stakeholder system will write **DER3** in this field.

AUTHORITY CODE

Description

The **Authority Code** field is used to identify the school authority to which the school submitting the transaction belongs. This is a unique four (4) digit code that is assigned to each school authority in the province by Alberta Education. All schools are assigned to a school authority. This field is **mandatory**.

Procedure

1. Enter the correct Alberta Education 4-digit numeric school authority code.
2. The Authority code must be a valid code.
3. Do not use letters in place of zeros and ones.
4. A blank Authority code is not valid.
5. The Authority code must match the Authority code in the **DER1** record.

SCHOOL CODE

Description

The **School Code field** is used to identify the school where the student will be writing the diploma exam. This is a unique four (4) digit code that is assigned to each school in the province by Alberta Education. This field is **mandatory**.

Procedure

1. Enter the correct Alberta Education four (4) digit numeric school code.
2. The school code must be a valid code.
3. Do not use letters in place of zeros and ones.
4. A blank school code is not valid.
5. The school code must match the school code in the **DER2** record.

SCHOOL/AUTHORITY STUDENT ID

Description

The **School/Authority Student ID** is used by the school and/or school authority for internal identification purposes. This ID can be up to fifteen (15) characters in length and may consist of any combination of letters, numbers, and symbols. This ID must be unique within each school.

Procedure

1. Fill in the field with a code consisting of up to fifteen (15) characters.
2. Left justify all entries.

ALBERTA STUDENT NUMBER

Description

The **Alberta Student Number (ASN)** is a computer-generated nine digit numeric code used to manage learner information. The number is unique and permanently assigned to a student. Regardless of whether a student moves from one place to another or legally changes vital statistics information, the Alberta Student Number remains valid and does not change.

Procedure

1. The Alberta Student Number must consist only of numbers, letters are not valid.
2. The field contains nine (9) digits and all nine (9) digits must be filled in.
3. If there are more than nine (9) characters available in your software package, left justify the entry (i.e. do not leave any leading spaces in front of the Alberta Student Number).
4. If the Alberta Student Number is unknown or the student has not previously attended school in the province and does not have an Alberta Student Number, leave the Alberta Student Number field blank. Do not use zeros to indicate an unknown Alberta Student Number.

COURSE ID

Description

The **Course ID** is an Alberta Education code used to uniquely identify an approved diploma examination course in the Alberta school system. The course ID format is a 7 character alphanumeric code (e.g. MAT3037 – Pure Mathematics 30).

Procedure

1. This field must contain a valid diploma exam course ID.
2. The first three digits of the course ID must be alphabetic and the last four (4) digits must be numeric.
3. The old four (4) digit course codes are no longer valid for this transaction type.

EXAM REGISTRATION DATE

Description

The **Exam Registration Date** represents the date that the student will write the diploma examination.

Procedure

1. The stakeholder system will provide the Exam Registration Date in numeric **YYYYMMDD** format.
2. The stakeholder system must enter a leading 0 for the months of January to September and for the days of the month from 1 to 9 (i.e. 01 to 09).

LANGUAGE CODE (EXAM)

Description

The **Language Code** represents the language of the diploma exam. Diploma Exams can be written in either English or French.

Valid Values

Code	Description
Blank	English
EN	English
FR	French

Procedure

1. Enter the Language Code indicating the language that the diploma exam will be written in.
2. Use only upper case letters.
3. If the Language Code is blank, the department will assume that the exam will be written in English.

EXAM WRITING CENTER

Description

The **Exam Writing Center** indicates the location where the diploma exam will be written. In most cases, this will be the School Code but there are exceptions.

Procedure

1. Enter the valid four (4) digit Exam Writing Center code.

Note:

- ♦ The Exam Writing Center code is usually the same as the School Code unless the student is writing the exam at a different place.

FILLER

Description

All files submitted to the department contain fixed length records. Filler is used to keep the transaction size the same for all of the transaction types in the file. The only valid value for filler is blanks.

Procedure

1. The stakeholder system will write blanks in this field.

3.0 ELECTRONIC FILE NAMING STANDARDS

This section provides the information regarding the department's file naming standards. Schools and school authorities that submit data electronically must use this information to name their electronic files. In addition, the naming standards that are used for files produced by the department are also provided.

3.1 SCHOOL AUTHORITIES SUBMITTING ELECTRONIC FILES

SCM and **DER** files need to be submitted by the **SCHOOLS**.

The following file naming standards apply to electronic files created by school authorities.

File Type	Prefix	Authority Code	Suffix	Extension	File Name
School Course Marks	SCM	9999	J	None	SCM9999J
Diploma Exam Registrations	DER	9999	J	None	DER9999J

Note:

- ◆ Where **9999** is the four (4) digit school authority code and the **J** suffix indicates that the file is coming from a school authority.

3.2 SCHOOLS SUBMITTING ELECTRONIC FILES

SCM and **DER** files need to be submitted by the **SCHOOLS**.

The following file naming standards apply to electronic files created by schools.

File Type	Prefix	School Code	Suffix	Extension	File Name
School Course Marks	SCM	1234	S	None	SCM1234S
Diploma Exam Registrations	DER	1234	S	None	DER1234S

3.3 FILES PRODUCED BY ALBERTA EDUCATION

This section provides the file naming standards that will be used by the Department.

3.3.1 School and School Authority Specific Files

File Type	Prefix	School/ Authority Code	Suffix	Extension	File Name
Return Course Marks	RCM	1234	S	None	RCM1234S
Return Course Marks	RCM	9999	J	None	RCM9999J

Notes: Where **1234** is the four (4) digit school code, 9999 represents a four (4) digit school authority code. The **S** suffix indicates the file is for a school. The **J** suffix indicates the file is for a school authority.

4.0 CODE TABLES

The data fields identified with the content of “Code” on the record layouts for each transaction set must contain an appropriate value that has been coded to represent a specific meaning. The exceptions to this are the Authority Code, School Code, Postal Code and Area Code.

Default values for each of these fields have been identified in the record layouts for each transaction set. In addition, the additional valid values for these codes are listed here. It is fully expected that these values may change over time and should therefore be set up as tables that can be easily changed at the school or Authority.

4.1 COMPLETION METHOD

The **Course Completion Method Code** identifies the way in which a course completion status was accomplished.

Code	Description	Comment
CHA	Course Challenge	
CON	Concurrent Registration	Not applicable after 1996.
HMF	Highest Mark Forward	<i>Assigned by Alberta Education</i>
JRH	Junior High	High School courses completed in grades 7, 8 or 9
MUS	Music Evaluation	Credits earned through private study
OUT	Out of Province Evaluation	Location specified in Province Table
PVT	Private School Evaluation	See Note
RAC	Retroactive Credits	<i>Assigned by Alberta Education</i>
REG	Regular	
WPC	Waived Prerequisite Credit	Credit for prerequisite waived

Note:

- ◆ This value is only used when a student transfers to a school operated by a public or separate school board or an accredited private Alberta high school, from a registered Alberta private school or other non-accredited school. The student may be awarded credits for previous instruction at the discretion of the Principal.

4.2 COMPLETION STATUS

The **Course Completion Status** indicates the status of a student's course completion record.

Code	Description	Comment
COM	Complete	A "complete" course results in mark(s). Default
EXP	Exemption	An "exemption" course completion occurs when a student is exempted from taking a mandatory part of the high school curriculum.
*INC	Incomplete	An "incomplete" status occurs when a student is registered throughout a course yet does not complete all of the learner expectations. An incomplete completion status has no associated mark(s).
WDR	Withdrawal	A "withdrawal" status occurs when a student is unable to complete the course. A withdrawal has no associated mark(s).

4.3 COURSE CATEGORY

The grouping of courses to assist students in the selection of courses based on their interest, credential program requirement or special circumstances.

Code	Description	Comment
IOC	Integrated Occupational Program (Core)	
IOO	Integrated Occupational Program (Occupational)	
KAE	Knowledge and Employability	
MSO	Mature Student Only	
RAP	Registered Apprenticeship Program	
REG	Regular	Default

4.4 EXAM TYPE

The type of exam associated with a specific course. There is no default value.

Code	Description	Comment
DPE	Diploma Exam	
GED	General Educational Development Test	
PDE	Pilot Diploma Exam	
SCH	School Evaluation	
SPE	Special Evaluation	

4.5 FORM ACTION

An indication of the processing to be applied against the transaction. There is no default value.

Code	Description	Comment
A	Add data to the department's student record	
D	Delete data from the department's student record	Delete the data and do not replace it
R	Replace data on the department's student record with a following add transaction	Deletes the data but replaces it with new data contained in a following add transaction

4.6 FUNDING SCHEDULE

The different ways in which a course may be scheduled during the calendar year as it affects the Alberta Education funding support.

Code	Description	Comment
EVG	Evening course for credit	
FUL*	Full year course for credit	Completion date must be after September 1, 2000
MAJ**	Majority of time spent in ESL for credit	Completion date must be prior to September 1, 2000
REG	Semester course for credit	Default
SAT	Course taken on Weekend	
SUM	Summer course for credit	Typically, this applies to July and August
*	Completion date must be after September 1, 2000	
**	Completion date must be prior to September 1, 2000	

4.7 LANGUAGE

The different languages that a course may be taught in or an exam may be written in. Alberta Education only tracks English and French. However, a school may teach a course in any language.

Code	Description	Comment
EN	English	Default
FR	French	
OT	Other	

4.8 PRIMARY DELIVERY METHOD

Represents how the course was delivered based on the presentation method of the largest component of instructional material.

Code	Description	Comment
DSL	Distance Learning	Only applies to courses delivered and reported by the ADLC
HED	Home Education	The largest component of instruction delivered under the responsibility of a parent(s) or guardian(s) at home or otherwise
OFC	Off Campus	Instruction in community-based work stations, work sites or volunteer agencies under the cooperative supervision of a teacher coordinator and the employer
ORP**	Outreach Program	Largest component of instruction delivered through an approved outreach program. Completion must be after September 1, 2000
VTL	Online Delivery	Largest component of instruction delivered through an electronic environment
REG**	Regular	Course was not delivered using distance learning, home education, online, outreach or off campus instruction.
ONC*	On Campus	Completion must be prior to September 1, 2000
*	Completion must be prior to September 1, 2000	
**	Completion must be after September 1, 2000	

4.9 PROVINCE

A listing of the valid provinces and states.

Code	Description	Comment
AB	Alberta	Not valid for out of province evaluation
BC	British Columbia	
MB	Manitoba	
NB	New Brunswick	
NL	Newfoundland and Labrador	
NS	Nova Scotia	
NT	North West Territories	
ON	Ontario	
PE	Prince Edward Island	
QC	Quebec	
SK	Saskatchewan	
YT	Yukon	
OC	Outside Canada	
Blank		Not Required

5.0 APPENDIX

5.1 SAMPLE CTS MARKS RECORD

SAMPLE CTS MARKS RECORD

CTS Marks Record (Lists All Course Expectations)		
Weighting	Score/Total Marks	Weight
Assignment 1	0/25	12.50%
Quiz	0/25	12.50%
Assignment 2	15/25	12.50%
Assignment 3	0/25	12.50%
Final Project	30/40	50.00%

Q: Does this student meet the CTS funding criteria (worked on and been assessed on 50% of the course content)?

A: Total number of items: 2/5 items worked on & assessed on = N
Total marks of items: 65/140 total marks worked on & assessed on = N
Weight of items: $12.5 + 50.0 = 62.5\%$ worked on & assessed on = Y

This student has worked on and been assessed on 62.5% of the total weight for the course. This student is eligible for funding.

5.2 DOCUMENTS/WEBSITES TO REFERENCE

The following links are supplied to assist with locating critical funding and programming documents

Alberta Education Extranet

<https://phoenix.edc.gov.ab.ca>

CTS Curriculum Documents

www.education.gov.ab.ca/K_12/curriculum/bySubject/cts/

Curriculum by Subject

www.education.gov.ab.ca/K_12/curriculum/bySubject/

Funding Manual

www.education.gov.ab.ca/funding/FundingManual/

Guide to Education ECS to Grade 12

www.education.gov.ab.ca/educationguide/guide.asp

K-12 Learning System Policy, Regulations and Forms Manual

www.education.gov.ab.ca/educationguide/pol-plan/polregs/toc.asp

Policy 1.2.1 – Locally Developed/Acquired and Authorized Junior and Senior High School Complementary Courses

www.education.gov.ab.ca/educationguide/pol-plan/polregs/121.asp

Quick Reference Code Tables – Course/Marks

www.education.gov.ab.ca/technology/isb/current/Quick_Reference_Codecourses_Tables.pdf

Schedule of Activities

www.education.gov.ab.ca/technology/isb/current/Schedule_1page.pdf

5.3 CONTACT US

Client Services Help Desk **780-427-5318**

For Technical Assistance
cshelpdesk@gov.ab.ca

Curriculum Branch **780-427-2984**

For questions regarding Curriculum or High School course content, CTS
prerequisites

Learner Assessment **780-427-0010**

For questions regarding the content of Diploma and Achievement Reports

School Finance **780-427-2055**

For questions regarding School Finance or other Funding Systems (FES,
RACERS, PUFS)

Toll Free Access In Alberta **310-0000**

5.4 QUICK REFERENCE CODE TABLES – COURSE/MARKS

QUICK REFERENCE CODE TABLES- COURSE/MARKS

TRANSACTION TYPE– STUDENT LIST	COURSE ID
SCM2 The Transaction Type for the Student ID Detail is SCM2. Stakeholder system will write to field. No entry required by school/jurisdiction	This field must contain the valid course ID for the course taken by the student. Refer to the "Guide to Education – ECS to Grade 12 Handbook" for the list of valid provincially-mandated course codes
JURISDICTION CODE	FORM ACTION CODE
Enter the correct Alberta Education 4-digit numeric school authority code.	A Add course to the student's department record D Delete course from the student's department record R Replace course on student's record with a following "A" transaction
SCHOOL CODE	MODIFICATION EFFECTIVE DATE
Enter the correct Alberta Education 4- digit numeric school code.	Blank This field is currently not being used. This field should be blank
SCHOOL/JURISDICTION STUDENT ID	COURSE COMPLETION DATE
The School/Jurisdiction ID is used by the school and/or school authority for internal identification purposes. This ID must be unique within each school.	Enter the date on which the course was completed by the student in YYYYMMDD format
ALBERTA EDUCATION ID	COURSE COMPLETION CREDIT
The ASN must consist only of numbers, letters are not valid. Do not use zeros to indicate an unknown ASN	Enter the credits the student was attempting to achieve in the course. (Not what the student earned)
LEGAL SURNAME	COURSE COMPLETION FUND FLAG
The legal surname of a student as it is documented on an acceptable vital statistics document	Y The course completion meets funding requirements and the course should be funded. N The course completion does not meet funding requirements and the course should not be funded Blank The course completion does not require verification of funding
LEGAL GIVEN NAME	COURSE COMPLETION EXTERNAL CREDENTIAL FLAG
The legal given name of a student as it is documented on an acceptable vital statistics document.	Y Enter "Y" if course qualifies for an external credential N Enter "N" if course does not qualify for an external credential
BIRTH DATE	COURSE COMPLETION FUNDING SCHEDULE CODE
The birth date as it is documented on an acceptable vital statistics document. Enter the student's birth date in YYYYMMDD format using numbers only	REG Semester course for credit FUL Full year course for credit SUM Summer course for credit SAT Course taken on weekend EVG Evening course for credit
GENDER	COURSE COMPLETION METHOD CODE
M Enter a code of M if student is male F Enter a code of F if student is female Blank is not a valid value for this field	CHA Course Challenge JRH Junior High –high school courses completed in grade 7,8 or 9 MJS Music Evaluation – credits earned through private study OUT Out of province evaluation PVT Private School Evaluation REG Regular WPC Waived Pre-requisite credit
COURSE COUNT	COURSE EVALUATION PROVINCE CODE
The stakeholder system will count the number of SCM3 records for the student identified in the SCM2 record and write the number to this field. No entry required by school/jurisdiction	Indicates where the student was instructed in the course being evaluated. (If the course completion method is not equal to OUT or PVT, the course evaluation province must be blank.)

Revised: June 2007

CREDIT HASH	COURSE COMPLETION STATUS CODE		
<p>The stakeholder system will calculate the credit hash total (sum of all credits for the individual student) and write the result to the field. No entry required by school/jurisdiction</p>	<p>COM EXP INC WDR</p>	<p>A complete course results in marks Student is exempted from taking a mandatory part of curriculum An INC status has no associated marks (may only be used for CTS courses) – registered throughout the course yet does not complete all of learner expectations Student is unable to complete the course. A WDR status has no associated marks</p>	
MARK HASH	PRIMARY DELIVERY METHOD CODE		
<p>The stakeholder system will calculate the mark hash total (sum of all numeric marks for the individual student) and write the result to the field. No entry required by school/jurisdiction</p>	<p>DSL HED OFC ORP VTL REG</p>	<p>Distance Learning Home Education Off Campus Outreach Program Online Delivery Regular</p>	
TRANSACTION TYPE – COURSE DETAILS FOR SELECTED STUDENT			LANGUAGE CODE (INSTRUCTION)
<p>SCM3 Stakeholder system will write SCM3 in this field No entry required by school/jurisdiction</p>	<p>EN FR OT</p>		<p>English French Other</p>
SCHOOL AWARDED MARK			
<p>Mark achieved by student for this course completion</p>			

Revised: June 2007