

# Data Standard System Administration

## Rev. 7/3/2023

### Ownership and History

**Standard prepared by:**

Josh Whitlow

**Data steward(s)**

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**Office(s)**

Office of Finance and Operations

**Revision history****July 3, 2023**

Reviewed for the 2023-24 school year

Added link to Summer Calendar Setup

Updated Section F – Grade Levels to include information on Exclude from enrollment

**July 14, 2022**

Reviewed for 2022-23 school year.

**October 29, 2021**

Linked Non-Traditional Instruction (NTI) Data Standard in Section A

**October 1, 2021**

Added information on new “Primary Program Offered” indicator in Section B

Added CEP Provision in Section B

**August 4, 2021**

Updated Attendance codes and full day Kindergarten funding

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### Overview

#### Description

Standardized school and district information forms the foundation for the Kentucky Student Information System (KSIS).

The federal requirement is that each school board must have their own policy on what student registry information will include, per FERPA, because student registry information may be released to the public.

#### Regulation citation(s)

- KRS 158.060, KRS 158.070, KRS 159.035

#### Data use

- Registry Information, mailing labels and reports
- Data Sharing between systems: Assist, Kentucky Center for Statistics (KYSTATS)

#### Training

Resource: [USPS Abbreviations](#)

Campus Community: [District Information](#); [School Information](#)

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## Section A – District Information

Classic View: System Administration | Resources | District Information

Search Terms: District Information

Please enter all information using upper and lower case. This data is extracted by KDE for mailing labels and other reports and should be uniform across all districts.

District Detail		
*Name	*State District Number	State
Knox County	301	KY
NCES DistrictID		
2103150		
District Contact First Name		District Contact Last Name
Walter T.		Hulett
*Phone	Fax	
( 606 ) 546 - 3157 x	( 606 ) 546 - 2819 x	
Type	Email	
URL		
Region Number	Federal Tax ID	
Address		
200 Daniel Boone Dr		
City	State	
Barbourville	KY	
Zip	County	
40906	Knox	
Physical Address		
200 Daniel Boone Dr		
Physical City	Physical State	
Barbourville	KY	
Physical Zip		
40906		

**District Name** and **State District Number** are state-owned fields. This information will be entered by KDE and will be visible in district editions as locked, read-only fields.

### District Contact Information

**First Name:** Enter legal first name of the superintendent

**Last Name:** Enter legal last name of the superintendent

**Phone:** Enter the district office phone number - Format: (###) ###-####

**Fax:** Enter the district office fax number - Format: (###) ###-####

**Email:** Enter the email address of the superintendent

**Address:** Use standard USPS abbreviations. If PO Box, enter here. **NO PUNCTUATION, upper and lower case – example PO Box 458**

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**City:** Enter the city of the *mailing* address

**State:** Enter the state of the *mailing* address (system defaults to KY)

**Zip Code:** Enter the zip code of the *mailing* address

**Physical Address:** Use standard USPS abbreviations - **NO PUNCTUATION, upper and lower case**

- Alley – Aly
- Avenue - Ave
- Boulevard - Blvd
- Circle - Cir
- Court - Ct
- Drive – Dr
- Highway - Hwy
- Lane – Ln
- Parkway - Pkwy
- Place - Pl
- Road - Rd
- Route - Rt
- Street - St

**City:** Enter the city for the *physical* address

**State:** Enter the state for the *physical* address (system defaults to KY)

**Zip:** Enter the zip code of district office's *physical* address

### Section B: Non-Traditional Instruction (NTI) Data Collection

Non-Traditional Instruction (NTI) data collection should be entered via System Administration | Resources | District Information | NTI Data Collection tab. Reference the [Non-Traditional Instruction \(NTI\) Data Standard](#) for data entry instruction. The days entered in this section must correspond with NTI Days indicated in the district calendar reference **Section K** of this data standard. Data on the NTI Data Collection tab must be complete by April 1<sup>st</sup> annually.

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## Section C – School

Classic View: System Administration | Resources | School  
Search Terms: School

Please enter all information using upper and lower case. This data is extracted by KDE for mailing labels and other reports and should be uniform across all districts.

The screenshot shows a 'School Detail' form with the following fields and values:

- \*Name:** DEWITT ELEMENTARY SCHOOL
- \*Location Number:** 170
- NCES School Number:** 2103150 - 00842
- \*Type:** 01: Regular School
- Standard Code (SIF StatePrid):** [Empty]
- CEEB Number:** [Empty]
- State Classification:** A1: Principal or head teacher controlled school
- Course Catalog - Master List:** District Catalog
- \*Phone:** (808) 542 - 4274 x
- Fax:** (808) 542 - 4279 x
- Email:** simon.smith@knox.kyschools.u
- URL:** [Empty]
- Principal Name:** Simon Smith
- Principal Title:** [Empty]
- Principal Email:** simon.smith@knox.kyschools.u
- Agency:** [Empty]
- \*Address:** P O BOX 9
- \*City:** DEWITT
- \*State:** Kentucky
- \*Zip:** 40930
- Physical Address:** P O BOX 9
- Physical City:** DEWITT
- Physical State:** Kentucky
- Physical Zip:** 40930
- Comments:** [Empty]
- FRYSC Center:** 30104: DEWITT/FLAT LICK FRC\*
- eTranscript School ID:** [Empty]
- Food Service SiteID:** [Empty]

- Modified by: Unknown

**School Name, Location Number, School Type and State Classification** are state-owned fields. This information will be entered by KDE and will be visible in district editions as locked, read-only fields.

**Phone:** Enter the school's phone number -Format: (###) ###-####

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**Fax:** Enter the school's fax number - Format: (###) ###-####

**Principal:** Enter full legal name of the school principal

**Principal Email:** Enter the email address of the school principal **Note: This field is used for missing child notifications from KDE.**

**Address:** Use standard USPS abbreviations. If PO Box, enter here. **NO PUNCTUATION, upper and lower case**

**City:** Enter the city of the school's mailing address

**State:** Enter the state of school's mailing address (system defaults to KY)

**Zip Code:** Enter the zip code of school's mailing address

**Physical Address (use standard USPS abbreviations). NO PUNCTUATION, upper and lower case**

- Avenue - Ave
- Boulevard - Blvd
- Circle - Cir
- Court - Ct
- Drive - Dr
- Highway - Hwy
- Lane - Ln
- Parkway - Pkwy
- Place - Pl
- Road - Rd
- Route - Rt
- Street - St

**City:** Enter the city of school's physical address

**State:** Enter the state of school's physical address (system defaults to KY)

**Zip Code:** Enter the zip code of school's physical address

**FRYSC Center:** Select the appropriate center from the dropdown box. Contact Tonya Cookendorfer ([Tonya.Cookendorfer@ky.gov](mailto:Tonya.Cookendorfer@ky.gov)) for changes/additions to the list of centers.

DEWITT ELEMENTARY SCHOOL (170) School History  
Original Record

Program Participation

Title 1: Schoolwide Program  
Title III:

RCCI School:   
Primary Program Offered:

USDA Programs

School Breakfast Program(SBP):   
National School Lunch Program(NSLP):

Provision: 5: CEP  
Provision Type: SBP  NSLP   
Provision Base Year: 18-19  
Provision End Year: 21-22

- Modified by: EVANS, MELISSA 05/29/2012 11:34

**Title I:** Reference the [Title I Data Standards](#) for reviewing and updating the school's Title I Status annually.

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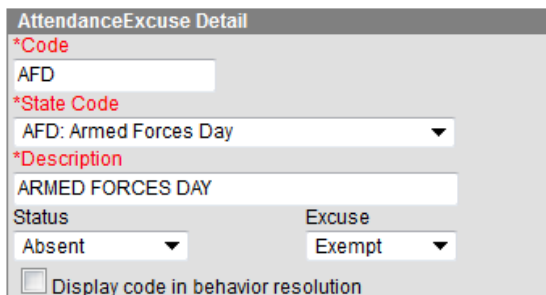
**Primary Program Offered:** This indicator should be checked if a school offers a primary program as defined by [KRS 158.031 \(3\)](#). Indicator can be checked in most recent school history record. A new school history record should be created if a school discontinues a primary program to uncheck this indicator.

The primary program shall include the following critical attributes: developmentally appropriate educational practices; multiage and multiability classrooms; continuous progress; authentic assessment; qualitative reporting methods; professional teamwork; and positive parent involvement. Please contact [standards@education.ky.gov](mailto:standards@education.ky.gov) with any questions.

**Community Eligibility Provision (CEP):** This is an important step for new CEP districts or those that have added new CEP schools since the previous year. Notice the school name at the top to ensure that you are adding the provision to the correct school. Typically, CEP will be approved for your school or districts for 4 years so you can update that under Provision End Year to prevent from having to do this every year, unless something changes.

### Section D – Attendance Codes

Classic View: System Administration | Attendance | Attendance Codes  
Search Terms: Attendance Codes



**Code:** Enter the Attendance Code as it should appear in the drop-down menu

**State Code:** Select the appropriate State Code from the drop-down menu

**Description:** Enter the description of the Attendance Code

**Status:** Select the appropriate Status (Absent, Present) from the drop-down menu

**Note: Tardy should not be selected; KY attendance is based on minutes absent/present**

**Excuse:** Select the appropriate Excuse (Excused, Unexcused, Exempt) from the drop-down menu

**State Code, Status, and Excuse for frequently used attendance codes:**

- Armed Forces Day = **AFD**; Status = **Absent**; Excuse = **Exempt**
- Armed Forces Rest and Recuperation = **AFR**; Status = **Absent**; Excuse = **Exempt**
- Athlete Tournament Attendance = **ATA**; Status = **Present**; Excuse = **Exempt**
- Basic Training in the U.S. Armed Forces = **BT**; Status = **Present**; Excuse = **Exempt**



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- College Visit = **O: Other**; Status = **Absent**; Excuse = **Exempt**
- Educational Enhancement Opportunity = **EHO**; Status = **Absent**; Excuse = **Exempt**
- Illness Related Closing (flu like symptoms) = **ILD/ILE/ILP**; Status = **Absent**; Excuse = **Excused**
- Illness Related Closing (flu like symptoms) = **ILU**; Status = **Absent**; Excuse = **Unexcused**
- Field Trip = **O: Other**; Status = **Present**; Excuse = **Exempt**
- 4-H Activities = **O: Other**; Status = **Present**; Excuse = **Exempt**
- Home Hospital = **O: Other**; Status = **Present**; Excuse = **Exempt**
- Honor Guard = **O: Other**; Status = **Present**; Excuse = **Exempt**
- Quarantined Receiving Services = **QRS**; Status = **Absent**; Excuse = **Exempt**
- State Fair = **O: Other**; Status = **Absent**; Excuse = **Exempt**
- Suspension = **S: Suspended**; Status = **Absent**; Excuse = **Unexcused**
- Carryover Expulsion Excused = **CXE** = **O: Other**; Status = **Absent**; Excuse = **Exempt**
- Carryover Expulsion Unexcused = **CXU** = **O: Other**; Status = **Absent**; Excuse = **Exempt** (Reference [Carryover Expulsion Instruction](#) for additional guidance)

Districts should not create Exempt codes other than those listed above.

Contact Josh Whitlow by [email](#), for approval of district Exempt Attendance Codes.

## Section E – Calendar

Classic View: System Administration | Calendar | Calendar | Calendar Tab

Searcher Terms: Calendar

Calendar Info		
Calendar ID 310	School 071 CENTRAL ELEMENTARY SCHOOL (schoolID:14)	
*Name 22-23 CENTRAL ELEMENTARY SCHOO	Number <input type="text"/>	Sequence <input type="text"/>
*Start Date 07/01/2022	*End Date 06/30/2023	Summer School <input type="checkbox"/>
Student Day (instructional minutes) 415	Teacher Day (minutes) <input type="text"/>	Exclude <input type="checkbox"/>
Whole Day Absence (minutes) <input type="text"/>	Half Day Absence (minutes) <input type="text"/>	School Choice <input type="checkbox"/>
Type I: Instructional		
Require Student Assignment <input type="checkbox"/>	External LMS Exclude <input type="checkbox"/>	
Comments rolling 05/18/2022 09:13 AM		

**Name:** Name of the calendar for the school

**Start Date:** Enter the start date of the fiscal year – **07/01/####**

**End Date:** Enter the end date of the fiscal year - **06/30/####**

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**Type:** Choose Instructional from the drop-down menu

Please see the [Summer School Setup](#) on how to create a Summer School calendar.

## Section F – Grade Levels

Classic View: System Administration | Calendar | Calendar | Grade Levels Tab

Search Terms: Grade Levels

**Grade Level Detail**

Name (locked)  
00

\*Sequence Number  
6

\*State Grade Level Code  
00: Kindergarten

Standard Day

Maximum Membership Days

Whole Day Absence (minutes)

Half Day Absence (minutes)

Maximum Approved School Choice Applications

Kindergarten Code  
FDK: Full Day Kindergarten

Exclude from cumulative GPA/Rank calculations

Exclude from state reporting

Exclude from Enrollment

Exempt from Assignment

Standard Code (SIF code)

Exclude from SIF reporting

Exclude from Grade/Age Validation

External LMS Exclude

Exclude from Online Registration Calculations

State Grade Mapping	
State Grade	Sequence #
14	0
95	1
96	2
97	3
98	4
99	5
00	6
01	7
02	8
03	9
04	10
05	11
06	12
07	13
08	14
09	15
10	16
11	17
12	18
20	19

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**Name:** Enter the grade name as you want it to appear in the system dropdown menu.

**Sequence:** Enter the sequence number as shown in the State Grade Mapping table.

**State Grade Level Code:** Verify each grade level is mapped to the appropriate state code.

*This must be done for state reporting purposes.*

State Grade Level 20: Post-Secondary should be selected for those persons taking adult classes. Adult education students enrolled in this grade level should be marked state exclude and scheduled into a calendar marked Exclude.

**Kindergarten Code:** For Grade 00 select from the dropdown menu the type of Kindergarten offered at the school, if applicable. Options are Half-Day Kindergarten, Full-Day Kindergarten or Full and Half Day Kindergarten.

[HB 1 \(2022\)](#) allocated funding for full day kindergarten during the 2022-2023 school year. This Kindergarten Code data, along with the number of instructional minutes for kindergarten students, will be pulled to verify full day kindergarten funding. KDE anticipates fully funded kindergarten to continue for 23-24 school year, general assembly must officially pass legislation during the 2024 session for this to occur.

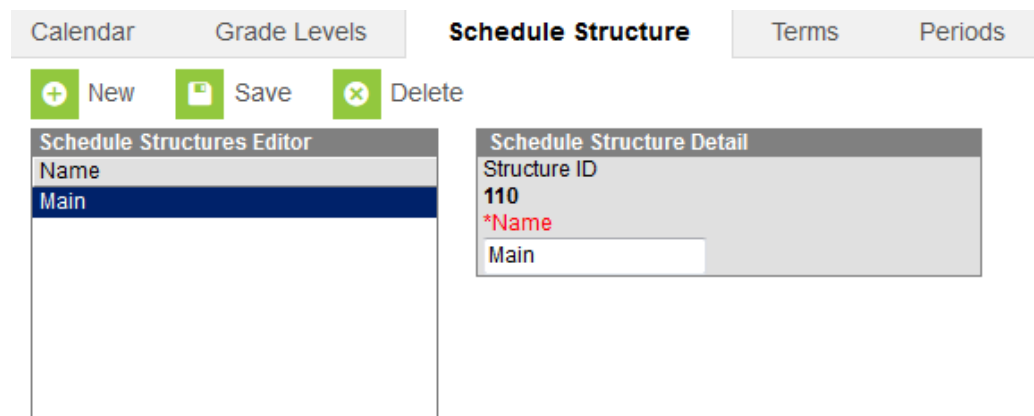
**Exclude from Enrollment:** Check if the grade level is only defined to include high school credits earned on the transcript. The grade level will not be available on the enrollment editor. See [Grade Levels](#) for additional information.

## Section G – Schedule Structure

Classic View: System Administration | Calendar | Calendar | Schedule Structure

Search Terms: Schedule Structure

**Schedule Structure Editor:** To add a Schedule Structure click New and add schedule Name



The screenshot shows the 'Schedule Structure Editor' interface. At the top, there are tabs for 'Calendar', 'Grade Levels', 'Schedule Structure' (which is active), 'Terms', and 'Periods'. Below the tabs are three buttons: 'New' (with a plus icon), 'Save' (with a floppy disk icon), and 'Delete' (with a minus icon). The main area is divided into two panes. The left pane, titled 'Schedule Structures Editor', contains a table with one row: 'Main'. The right pane, titled 'Schedule Structure Detail', shows the details for the selected structure: 'Structure ID' is 110, and '\*Name' is Main.

Most schools should only have one schedule structure.

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## Section H – Terms

Classic View: System Administration | Calendar | Calendar | Terms  
Search Terms: Calendar Terms

**Terms Editor:** To add a new term/term schedule click New Term Schedule/Terms

The screenshot shows the 'Terms' tab in the system administration interface. It includes a navigation bar with 'Calendar', 'Grade Levels', 'Schedule Structure', 'Terms', and 'Periods'. Below the navigation bar are buttons for 'Save Term Schedule/Terms', 'New Term Schedule/Terms', and 'Delete'. The main content area is divided into three sections:

- Term Schedule/Terms Editor:** A form with a 'Name' field containing the text 'QUARTERS'.
- Term Schedule Detail:** A form with a 'Name' field containing 'QUARTERS' and a 'Primary' checkbox that is checked.
- Term Detail:** A table with columns for Name, Sequence, Start Date, and End Date. It lists four terms: TERM 1, TERM 2, TERM 3, and TERM 4, each with a corresponding sequence number and date range.

*Name	*Sequence	*Start Date	*End Date
TERM 1	1	08/09/2022	10/07/2022
TERM 2	2	10/17/2022	12/16/2022
TERM 3	3	01/03/2023	03/07/2023
TERM 4	4	03/08/2023	05/15/2023

**Term Schedule Detail:** Enter name of Term Schedule

**Term Detail:** Enter name of Terms, Sequence, Start, and End Date. Terms must cover all instructional days in order for attendance reports to calculate correctly.

## Section I – Periods

Classic View: System Administration | Calendar | Calendar | Periods  
Search Terms: Calendar Periods

**Periods Editor:** To add a new period schedule click New Period Schedule

The screenshot shows the 'Periods' tab in the system administration interface. It includes a navigation bar with 'Calendar', 'Grade Levels', 'Schedule Structure', 'Terms', 'Periods', 'Days', 'Overrides', and 'School Months'. Below the navigation bar are buttons for 'Save Period Schedules', 'New Period Schedule', 'Delete Period Sched/Periods', and 'Copy Period Sched/Periods'. The main content area is divided into two sections:

- Period Schedule/Periods Editor:** A form with a 'Name' field containing the text 'S1'.
- Period Schedule Placement:** A table with columns for period numbers (1-6) and activity types (ACTIVITY, VIRTUAL).

	S1
1	1
2	2
3	3
4	4
5	5
6	6
ACTIVITY	ACTIVITY
VIRTUAL	VIRTUAL

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**Period Schedule Info**

<b>*Name</b>	<b>*Sequence</b>	Exception/Special Day	Instructional Minutes	Standard Day Minutes	School Day
S1	1	<input type="checkbox"/>	390	420	420

Warning: Values in existing attendance records will be updated if you add or delete a period, modify a period's start or end time, or check or uncheck Standard Day. You may experience a delay upon saving these changes.

---

**Period Info**

*Name	*Sequence	Start Time	End Time	Non Instructional Time	Non Instructional Period	Responsive	Standard Day
X 1	1	08:00 AM	09:00 AM	0	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
X 2	2	09:00 AM	10:05 AM	0	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
X 3	3	10:05 AM	11:10 AM	0	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
X 4	4	11:10 AM	12:45 PM	25	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
X 5	5	12:45 PM	01:50 PM	0	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
X 6	6	01:50 PM	03:00 PM	5	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
X ACTIVITY	7	03:01 PM	03:02 PM	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
X VIRTUAL	8	03:03 PM	04:13 PM	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Period Schedule Info:** Enter the name of Period Schedule

**Period Info:** Enter the Name, Sequence, Start Time, End Time, and Non-Instructional Time, if applicable, for each period. Mark if the period is a Non-Instructional Period, if applicable.

**Standard Day Box:** Periods, with the Standard Day box checked, determine the length of the school day used for attendance calculations. Instructional periods can be outside the standard day, for example night classes or early bird classes.

**Note:** Start Time and End Time should be consecutive between periods. Non instructional time includes time during the day for lunch, recess and passing time that is more than 5 minutes.

## Section J – School Months

Classic View: System Administration | Calendar | Calendar | School Months

Search Terms: Calendar School Months

Calendar    Grade Levels    Schedule Structure    Terms    Periods    Days    Overrides    **School Months**    Calendar GPA    Copy Section Placements

---

**School Months Detail**

*Name	*Seq	*Start Date	*End Date	Exclude Start	Exclude End	Close Date
X Month 1	1	08/02/2023	08/29/2023			
X Month 2	2	08/30/2023	09/26/2023			
X Month 3	3	09/27/2023	10/23/2023			
X Month 4	4	10/24/2023	11/20/2023			
X Month 5	5	11/21/2023	12/20/2023			
X Month 6	6	12/21/2023	01/29/2024			
X Month 7	7	01/30/2024	02/28/2024			
X Month 8	8	02/29/2024	03/28/2024			
X Month 9	9	03/29/2024	05/09/2024			
X Month 10	10	05/10/2024	05/25/2024			

**School Month Editor (Attendance Months):** Add school months. Enter beginning and ending date of school calendar months; total should equal 20 days, excluding days marked:

- Other (M)

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- Weather (W)
- Break (K)
- Makeup (U)
- Closed Due to Illness (I)

**Note:** Month 10 date ranges need to include all days in the calendar, including makeup days.

## Section K – School Days

Classic View: System Administration | Calendar | Calendar | Days  
Search Path: Calendar Days

The screenshot displays the 'Days' administration page. At the top, there are navigation tabs: Calendar, Grade Levels, Schedule Structure, Terms, Periods, Days (selected), Overrides, School Months, Calendar GPA, and Copy Section Placements. Below the tabs are three buttons: Day Reset, Print, and Multi Day Event. The main area shows a calendar for August 2022 with days 01 through 31. A 'Day Detail' form is open for August 10, 2022 (Day # 1). The form includes checkboxes for 'School Day', 'Instruction', and 'Attendance', all of which are checked. It also has input fields for 'Start Time', 'End Time', and 'Duration' (set to 0). A note states 'The duration field will be calculated automatically'. Below the form are sections for 'Day Events' and 'Blended Learning Groups', each with an 'Add' button.

**Day Detail:** Choose the day you want to edit and mark if the day is a School Day, Instruction Day, and/or Attendance Day

### School Day, Instruction and Attendance checkboxes:

- For Opening (O), Closing (C), Teacher Equivalency (E), Professional Day (P), Holiday (H), Planning (G), and Disaster (D) days, only the School Day checkbox should be marked.
- For all days in which students are in attendance, the School Day, Instruction and Attendance checkboxes must all be checked
- For Closed Due to Illness (I), Weather Cancelled (W), Break (K), Makeup (U), and Other (M) days, none of the three checkboxes should be marked.
- For Non-traditional Instruction (N) days, the School Day and Instruction checkboxes should be marked. NTI Days must also be documented on the NTI Data Collection tab, reference section A of the [Non-Traditional Instruction \(NTI\) Data Standards](#).

**Start Time:** Enter start time of shortened school day. **Note:** Time should only be entered if start time is different from Period Schedule for that day (e.g. One-hour delay).

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**End Time:** Enter end time of shortened school day. **Note: Time should only be entered if end time is different from Period Schedule for that day (e.g. Early Dismissal).**

**Duration:** The duration will be calculated automatically from entries in the Start and End Time fields.

**Day Events:** To add a day event, choose Add Day Event and select the appropriate Event.

**Non-attendance days:** Opening (O), Closing (C), Teacher Equivalency (E), Professional Day (P), Holiday (H), Planning (G), Disaster (D), Closed Due to Illness (I), Weather Cancelled (W), Break (K), Makeup (U), Other (M), Non-traditional Instruction (N)

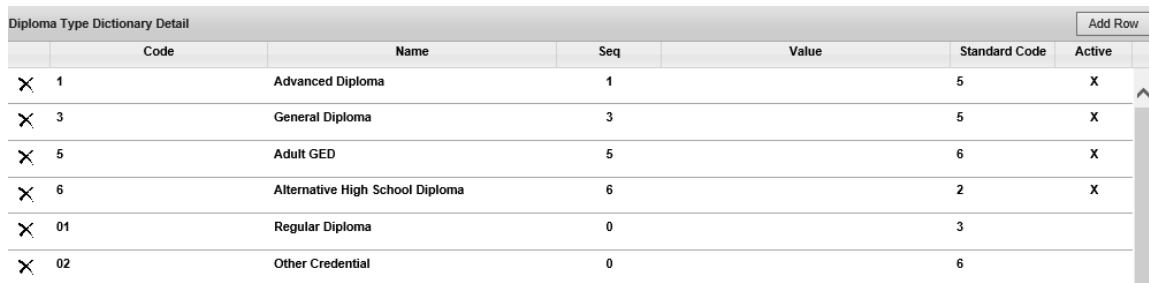
**Attendance days:** Regular (R), Low Attendance Weather SAAR (L)

### Section L – Diploma Codes

Classic View: System Administration | Custom | Attribute Dictionary | Graduation | Diploma Types | Dictionary

Search Terms: Attribute Dictionary

Local diploma types must be mapped to state diploma codes in order for the dropout and graduation reports to work correctly.



Diploma Type Dictionary Detail						Add Row
	Code	Name	Seq	Value	Standard Code	Active
X	1	Advanced Diploma	1		5	X
X	3	General Diploma	3		5	X
X	5	Adult GED	5		6	X
X	6	Alternative High School Diploma	6		2	X
X	01	Regular Diploma	0		3	
X	02	Other Credential	0		6	

The State Diploma codes are:

Standard Code	Diploma Name
1	Advanced Diploma (no longer offered)
2	Alternative Diploma
3	Commonwealth Diploma (no longer offered)
4	District/State Approved Secondary GED (no longer offered)
5	General Diploma
6	Adult GED (formerly listed as Secondary GED)

Depending upon what type of other credentials are being used, 6 may or may not be the correct code for **Other Credential** (shown in screenshot).