

Data Standard System Administration

Rev. 10/7/2024

Ownership and History

Standard prepared by:

Josh Whitlow

Data steward(s)

[Josh Whitlow](#), (502) 564-5279, ext. 4450

Office(s)

Office of Finance and Operations

Revision history**October 7, 2024**

Updated for Section E – Calendar Information to include information on Student Minutes

July 1, 2024

Updated for New Look

Kindergarten Funding (2024-25 & 2025-26)

July 3, 2023

Added link to Summer Calendar Setup

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

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

Tool Search: District

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 x | |
| 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

Tool Search: NTI Data Collection

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 1st annually.

Section C – School Information

Tool Search: 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:** [Empty]
- District Catalog:** [Empty]
- *Phone:** (606) 542 - 4274 x [Empty]
- Fax:** (606) 542 - 4279 x [Empty]
- Email:** simon.smith@knox.kyschools.u
- Dual Enrollment:**
- 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: (###) ###-####

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

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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) 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: [dropdown]

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.

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.

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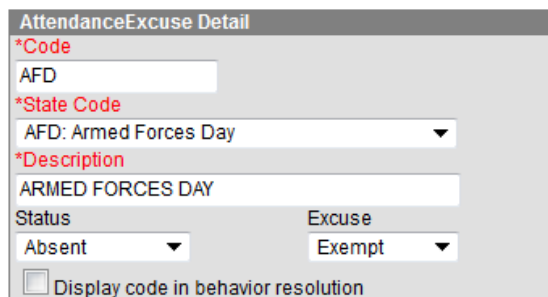
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The primary program shall include the following critical attributes: developmentally appropriate educational practices; multiage and multi-ability classrooms; continuous progress; authentic assessment; qualitative reporting methods; professional teamwork; and positive parent involvement. Please contact 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 Code Setup

Tool Search: Attendance Code



The screenshot shows a form titled "AttendanceExcuse Detail". It contains the following fields and options:

- *Code:** A text input field containing "AFD".
- *State Code:** A dropdown menu showing "AFD: Armed Forces Day".
- *Description:** A text input field containing "ARMED FORCES DAY".
- Status:** A dropdown menu showing "Absent".
- Excuse:** A dropdown menu showing "Exempt".
- Display code in behavior resolution**

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**
- 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**

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- 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 Information

Tool Search: Calendar

| Calendar Info | | |
|---|---|---|
| Calendar ID 310 | School 071 CENTRAL ELEMENTARY SCHOOL (schoolID:14) | |
| *Name 22-23 CENTRAL ELEMENTARY SCHO | 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) <input type="text"/> | 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 <input type="text"/> | | |

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/####**

Student Day: Leave blank

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 Level Setup

Tool Search: Grade Level

Grade Level Detail

Name (locked)

*Sequence Number

*State Grade Level Code

Standard Day

Maximum Membership Days

Whole Day Absence (minutes)

Half Day Absence (minutes)

Maximum Approved School Choice Applications

Kindergarten Code

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 |

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.

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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 6 \(2024\)](#) This will be in effect for the 2024-2025 & 2025-2026 school years.

Full-Day Kindergarten: Notwithstanding KRS 157.320 or any other statute or regulation to the contrary, the Department of Education shall count each kindergarten pupil in full for that respective school year, for the purpose of determining SEEK funds and any other state funding based in whole or in part on average daily attendance for the district, except that a district shall receive an amount equal to one-half of the state portion of the average statewide per pupil guaranteed base funding level for each student who graduated early under the provisions of KRS 158.142. - P. 58 of HB 6 (budget).

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 Setup

Tool Search: Schedule Structure

Schedule Structure Setup: To add a Schedule Structure click New

Schedule Structure Setup

The screenshot displays the 'Schedule Structure Setup' interface. At the top, there are three buttons: 'New' (with a plus icon), 'Save' (with a floppy disk icon), and 'Delete' (with an 'x' icon). Below these is a 'Schedule Structures Editor' table with a header 'Name' and one row containing 'Main'. To the right is a 'Schedule Structure Detail' form. It shows 'Structure ID' as 132. The '*Name' field contains 'Main'. The 'Sequence' field contains '0'. There is a checkbox labeled 'External LMS Exclude' which is currently unchecked.

Name: Enter a meaningful name. Most calendars should only have one schedule structure.

Sequence: If defining multiples, 0 will display them alphabetically. Specify a number to control the order.

Section H – Term Setup

Tool Search: Term

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

Term Setup

Save Term Schedule/Terms + New Term Schedule/Terms x Delete Term Schedule/Terms

Term Schedule/Terms Editor

Name

Quarters

Term Schedule Detail

*Name Primary

Quarters

Term Detail

| *Name | *Sequence | *Start Date | *End Date |
|-------|-----------|-------------|------------|
| X Q1 | 1 | 08/22/2023 | 10/27/2023 |
| X Q2 | 2 | 10/30/2023 | 01/12/2024 |
| X Q3 | 3 | 01/16/2024 | 03/15/2024 |
| X Q4 | 4 | 03/18/2024 | 05/24/2024 |

Add Term

Name: Enter name of the 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 – Period Setup

Tool Search: Period

Period Setup: To add a new period schedule, click New Period Schedule

Save Period Schedules + New Period Schedule x Delete Period Sched/Periods Copy Period Sched/Periods

Period Schedule/Periods Editor

Name

S1

Period Schedule Placement

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

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Period Schedule Info

| | | | | | |
|--------------|------------------|--------------------------|-----------------------|----------------------|------------|
| *Name | *Sequence | 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"/> |

Add Period

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 Setup

Tool Search: School Months

Save
 Print

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 | | | |

Add School Months

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)
- Weather (W)
- Break (K)

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- 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 – Day Setup

Search Path: Day

Day Reset Print Multi Day Event

<< August 2022 >>

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-----|-----|-----|-----|-----|-----|-----|
| | 01 | 02 | 03 | 04 | 05 | 06 |
| 07 | 08 | 09 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 31 | | | |

Event on this Day

Day Detail

Date: 08/10/2022 Day #: 1

Period Schedule: REG

School Day: Instruction: Attendance:

Start Time: End Time: Duration:

The duration field will be calculated automatically

Comments:

Day Events

| Type | Duration | Inst. Minutes |
|--------------|----------|---------------|
| Add DayEvent | | |

Blended Learning Groups

Add Group

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).

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.

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

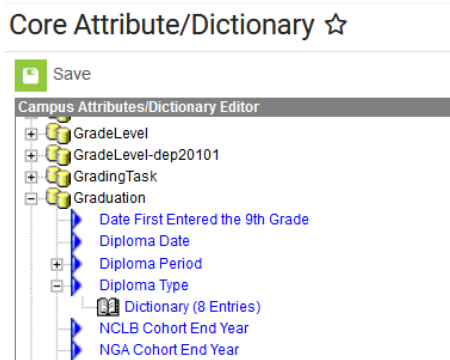
Non-attendance days: Opening (O), Closing (C), Teacher Equivalency (E), Professional Day (P), Holiday (H), Planning (G), Disaster (D), Closed Due to Illness (I), Weather Cancelled (W), Break (K), Makeup (U), Other (M), Non-traditional Instruction (N)

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

Section L – Diploma Codes

Tool Search: Dictionary

Expand Graduation, Expand Diploma Type, Select Dictionary



Local diploma types must be mapped to state diploma standard codes 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 | |

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) |