

**EXCERPT OF DRAFT DOE-COURSE COMPLETION REPORT LAYOUT (3/14/2018)
INCLUDES SCENARIOS**

Course Completion (DOE-CC)
COLLECTION YEAR 2018-2019

Version 00.00.00

Field Order	Fieldname Description	Length	Data Field Specification and Requirements	Notes
7	Post Secondary Institution	2	State assigned number of the post secondary institution from which the dual credit was received. Valid values 00-99	See Reference section for the list of post secondary institutions. The Input Form for this collection will provide filtering by dual credit and record editing with a dropdown of all college codes.
G			Required Field: Yes	Report 00 for not applicable.
8	High School Credits or Applied Units Earned	4	How many high school credits or applied units did the student earn for this high school course? Valid Format: N.N (includes decimal) Valid Values: 0.0 – 9.0 0.0 = none 1.0 = 1 2.0 = 2 3.0 = 3 9.0=not applicable, elementary or middle school course Required Field: Yes	Report the number of high school credits or applied units earned by this student for this course during the reporting period. Students who failed, did not complete, or were not awarded credit or applied unit should be reported with 0 credit or applied unit . For courses where more than 3 credits or applied units were awarded, report the appropriate number of credits or applied units (e.g., for a course where 4 credits or applied units were awarded, report 4.0, etc.). For students in elementary or middle school courses for which credits or applied units are not awarded, report option 9.0 (not applicable). Definition of Applied Unit – ‘ applied course(s) which are tied to the IDOE course(s) via alternate achievement standards or ‘ content connectors ’ and complies with the approved course description.
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9	Applied Units		Did the student receive or attempted to receive high school transcribed applied unit(s) as a result of taking this course? Valid Values are: A, Y, N A=Not Applicable, elementary or middle school course or opting out of reporting for 2018-19 school year Y=Yes N=No Required Field: Yes	A = Not applicable, if the course is not a high school course OR school opted out to report Applied Units earned for 2018-19 school year. NOTE: data will be required for 2019-20 school year reporting Y = if the student received or attempted to receive high school transcribed applied units from the approved applied course list. N = if the student did not receive high school transcribed applied units from the approved applied course list. See scenario #2 for more information about reporting applied units.
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Reporting Students

The following section contains several likely scenarios of student course completion and a description of how they would be reported.

Scenario #1: The student earned transcribed college credits after completing the high school course when the student is admitted to the college or university.

Reporting Result: Report a Y for the student in field 6, dual credit. Report the appropriate college code in field 7, post secondary institution.

Scenario #2: A student with an IEP is working toward a Certification of Completion (COC) and taking Applied Courses toward the COC Course Study.

Reporting Result: Report a Y for the student in field 9, Applied Unit.

Scenario #3: A student with an IEP is taking a general education course that does not have a corresponding 'applied' course, but the course has been modified for the student. Can the student earn an applied unit? Yes, but note that only those 'Applied Courses' identified in the course descriptions have developed course descriptions and content connectors. Courses taken for an applied unit cannot be used towards diploma requirements.

Reporting Result: Report a Y for the student in field 9, Applied Unit.

Scenario #4: The school assigns unique identifiers to classes by semester but is reporting on the first semester only (collection period 1).

Reporting Result: The school should report the first semester class(es) and the students in those classes who completed that first semester course. The second semester class(es) would be reported in period 2 with its own unique ID . **NOTE:** For year-long classes, the same Class ID may be used for both periods 1 and 2.