Helpful Hints Guide:
October SCS Report - 2019

The Support Team has prepared a list of helpful tips and recommendations to prepare and report your data for the October SCS Report.

- **The report As of Date for the October SCS collection is October 1.** The data submitted for this collection should be as of this date.
    - **SIF Districts** must set As-of-Date on 2 separate screens:
        - The Last Transmission Date must be set to 10/01/2019. This is set on the DOE ID Manager > DOE Maintenance > DOE Parameters screen. DOE Parameters are school specific so this must be done for EACH school.

          NOTE: This date will reset to the date used when running a SIMS 13 (SCS) or SIMS 52 export. We recommend that you run these exports using 10/01/2019. If you run the exports with a different date, be sure check the Last Data Transmission screen and make sure the data is set back to 10/01/2019.
        - The EPIMS Export As-of-Date must be set to 10/01/2019. This is set on the iStaff Biographical > Procedures – iStaff Bio > iStaff Configuration screen.
    - **Legacy Districts** – The flat-file MA SIMS 13 exports should be run as of 10/01/2019.

- **Make sure that your school calendars and Academic Year Settings have the correct Start/End Dates for the School Year & Terms.** Check each school calendar to confirm the school year Start/End Dates are accurate and that all holidays and vacation days, and non-school days (ie. full curriculum day) have been entered as a Holiday.

  The Academic Year Settings Start/End Dates for each school must also be accurate for each Term. The Start Date for Term 1/Quarter 1 must match the start date of your school calendar.

- **Make sure that all of the students enrolled as of October 1 have a SASID number and are marked as Report to DOE = Yes.** All new students added to iPass default to Report to DOE = No. This is so that students are not reported to the DOE through SIF until a SASID is entered into the student record. Report to DOE must be manually updated to Yes after the SASID is entered. The Report to DOE indicator is located at the top of the student's MA DOE screen.

  Helpful Hint! You can run the DOE ID Manager > Import/Export > Export for SASIDs report to find students with a blank SASID. This file can be sent to the DOE to have SASIDs assigned. The returned file can then be uploaded to iPass using Import SASIDs.

  Helpful Hint! You can download a query from iPass Help to find all enrolled students with Report to DOE = No. The query is titled Enrolled Students Report DOE NO and can be found in My Queries > Query Files for Download. Instructions to import can be found in My Queries > How do I import a query file into my iPass database?

  NEW: Helpful Hint! A mass update feature has been added to the Biographical System > Mass Update Students screen labeled "SIF Report to DOE" which will allow you to select students and set the Report to DOE to Yes.

- **Make sure that all of the students enrolled as of October 1 have a schedule.**

  Helpful Hint! The Course/Terms/Credits Scheduling Report can be used to review the number of courses scheduled. Look for students that have zero (0) courses or less than the number of

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courses they should have. Go to Scheduling System > Reports – Scheduling > Course/Terms/Credits. Set Sort By = Total Courses.

- **Check to make sure each elementary school student has a schedule for a Core, PE, Art, and Music course.** According to the DOE: If an elementary school student has a core classroom teacher and a separate teacher for PE, Art, and Music, then it should be reported that way.

  Helpful Hint! The Course/Terms/Credits Scheduling Report can be used to review the number of courses scheduled. Look for students that have less than the number of courses they should have. Go to Scheduling System > Reports – Scheduling > Course/Terms/Credits. Set Sort By = Total Courses.

- **Check to make sure all summer withdrawals and students withdrawn after the first day of school students have had their schedule removed or adjusted to include only the terms they were in attendance.** Summer withdrawals should not have any courses scheduled. Withdrawn students should only be scheduled for the terms they were in attendance for the course. Make sure the terms that occur AFTER the term they withdrew are removed. For example, if the student withdrew during Q1, then Q2, Q3 & Q4 must be removed from the student's course schedule.

  To adjust a student's course schedule, go to Scheduling System > Modify Schedules > select a student. To maintain a record of the course for the term in attendance, use "Drop/Restore" to drop the course. This will maintain the student's schedule for the term they were active in the course and remove all subsequent terms automatically. Note that using "Remove" will delete the course, no record will be kept and the course will not be reported to the DOE. More details can be found in iPass Help > Scheduling > Help > Quick Guide: Modify Scheduling – Drop, Restore, & Remove Courses.

  Helpful Hint! There is a system parameter that can be set to automatically drop courses when a withdrawal record is created. This can be set up by school. To see if your school has this set up, refer to iPass Help > Scheduling > Help > Drop/Restore Schedules & Withdrawal Enhancements Help Document.

  Courses may still be manually adjusted. Note that this method does not flag courses as "Dropped". Click on each individual Course ID and modify the course to highlight only the terms the student was enrolled. More details can be found iPass Help > Scheduling > Help > Addendum to Scheduling for Massachusetts SCS Reporting.

  Withdrawn students reported in October with a withdrawal date <u>after</u> the first day of school must have a schedule reported in the October SCS and EOY SCS Reports. If their schedule was deleted, it must be added back.

  Helpful Hint! To find the missing course schedule go to Scheduling System > Modify Schedules > select student; Click on Drop/Add Report and look for the deleted (DEL) courses.

- **Check that all students that have transferred from one school to another <u>within</u> the school district (TRF code) since the first day of school have had their schedule adjusted to include only the terms they were in attendance at each school.** This includes students transferred to an out-of-district placement. These OOD students need to have their schedule adjusted to

include only the terms they were in attendance for the courses at the in-district school. Refer to iPass Help > Biographical > FAQ > How do I transfer a student to another school within the same school district.

If you use the TRF code to report a change in student enrollment status (ie. Resident/School Choice), keep in mind that the TRF withdrawal record will drop the student's scheduled courses if the school is set up to automatically drop courses upon withdrawal unless you check off the box to "Retain Student Schedules" prior to submitting the screen. If the courses were dropped in error, go to the Modify Schedules screen for the student and check off the box "Show Dropped Courses" and use Drop/Restore to restore the courses. Refer to iPass Help > Biographical > FAQ > What do you need to do in iPass when a student enrolled as "School Choice" changes mid-year to "Resident" (or vice versa).

Helpful Hint! The Entry/Withdrawal report can be run with the TRF Entry/Withdrawal code to find these students.

- **Check to make sure that students that transferred from one course to another have had their course schedule adjusted to show only the terms they were in the dropped course.** A student will be identified as "Withdrawn" in the SCS report only if the student's course schedule is adjusted to remove terms. Use the Drop/Restore feature to drop all terms after the term in which the course is dropped. For example, if the student dropped the course during Q1, then Q2, Q3 & Q4 will be removed automatically from the course. If the student transferred out of a course section that only meets one term (ie. T1 only course), then a grade of "W" will have to be entered as a Final Grade to report them as withdrawn.

For the October submission, students whose schedules changed prior to school starting should use Remove to delete the course from the student's schedule. If the schedule changed after school started through September 30 and NO record is needed for the course, then the Remove option to delete the original course section from the student's schedule can be used. Note that this is a district decision. The student's schedule should only show the course section the student is in as of October 2 and will be graded on for Progress Reports and Report Cards.

Helpful Hint! To adjust a student's course schedule: Go to Scheduling System > Modify Schedules > select a student. To maintain a record of the course for the term in attendance, use "Drop/Restore" to drop the course. This will maintain the student's schedule for the term they were active in the course and remove all subsequent terms automatically. iPass sites can be set up to drop courses automatically upon withdrawal. Note that using "Remove" will delete the course, no record will be kept and the course will not be reported to the DOE. More details can be found in iPass Help > Scheduling > Help > Quick Guide: Modify Scheduling – Drop, Restore, & Remove Courses. If mid-term Progress Report Grades have already been entered in the course section that will be dropped and the plan is to transfer the grades to the new course section, then the new Transfer Grade feature can be used to Drop, Add and Transfer the Grade in one step. Refer to iPass Help > Scheduling > Help > Quick Guide: Grade Transfer During Schedule Changes.

Courses may still be manually adjusted. Note that this method does not flag courses as "dropped". Click on each individual Course ID and modify the course to highlight only the

terms the student was enrolled. More details can be found iPass Help > Scheduling > Help > Addendum to Scheduling for Massachusetts SCS Reporting

NOTE: SCS validates courses on the Subject Area Course code. The DOE does not require you to keep the original course a student dropped <u>if it has the same Subject Area Course code</u>. This applies to students that move from <u>one section to another in the same course</u>, whether they change teachers or not. Note that any assignment or progress report grades given must be moved to the new course section before deleting the dropped course section. Just be aware that if the student changes teachers, moving the grade to the new course section will mean the grade is no longer associated with the teacher who gave the grade.

- **Check to make sure all of your courses have Subject Area Course Codes.** Every course reported in SCS must have a Subject Area Course Code. This code is selected and displayed on the Course Details screen in the Subject Area/Course (EPIMS) field. The magnifying glass can be used to search for the appropriate code. Check that codes are appropriate for Secondary and Prior-to-Secondary School level (ie. Secondary = Codes begin with 0-2; Prior-to-Secondary = Codes begin with 5-7).

  NOTE: SCS and EPIMS validate on the Subject Area Course code. If you change the Subject Area Course code for a course <u>after</u> you have created your October EPIMS Work Assignments, SCS and EPIMS courses will no longer match and you will get a cross validation error. If you make a change to the code in the course catalog, be sure to adjust the EPIMS Work Assignment so they will match for cross validation.

  Helpful Hint! There a few ways you search for missing or incorrect Subject Area Course codes:
  - Go to Scheduling System > Course Catalog and on the Search/Update Course Catalog screen select Fields to Update = DOE Subjected Area/Course and click Search. Click through all pages, checking for missing codes.
  - Go to DOE ID Manager > MA DOE Sims 13 to run the SCS export file. Look for missing Subject Area Course codes and confirm codes are appropriate for Secondary and Prior to Secondary school levels. This report will give you the numeric value for the Subject Area Course code.

- **Check to make sure all AP courses have appropriate AP Subject Area Course code or DOE Instructional Level is set.**
  - **SIF Districts** – The "DOE Instructional Level" must be set to = 03 – Advanced on the Course Details Screen.
  - **Legacy Districts** – On the Course Details screen the appropriate AP Subject Area Course code must be selected in the Subject Area/Couse (EPIMS) field.

  NOTE: The DOE State Codes (Discontinued DOE047-DOE051) are no longer used to report AP courses. This field must remain blank. Use the *Helpful Hint* below to confirm the correct reporting fields are filled in.

  Helpful Hint! Go to Scheduling System > Course Catalog *(if your AP courses begin with AP in the Course Name you can use this to filter your search)* and on the Search/Update Course Catalog screen, select Fields to Update = DOE Subjected Area/Course <u>AND</u> Fields to Update = DOE Instructional Level, Click Search. Confirm selections are updated as needed. Submit to save.

- **Check to make sure that all Dual Enrollment and Virtual High School courses have a school code entered in two locations:**
    - The appropriate school code must be entered on the Course Details screen in the "DOE Attending School" field. This school code will be used for all course sections. A course should be set up for each Dual Enrollment school. This is a required field for SIF SCS reporting.
    - On each Course Section Schedule screen enter the appropriate school code in the "MA VHS Course ID" field. This field location is used by both SIF and Legacy districts to populate the Subject Area Course code field when creating EPIMS Work Assignments. This is a required field for Legacy SCS reporting.

To report Dual Enrollment courses provided by colleges: The four digit college institution codes used to report degree institutions (EPIMS Appendix C: Degree Institutions) will be preceded by "CLBR" (all uppercase letters only) to form the 8 character code (ie. CLBR3551).

The following two codes will be used to report online Virtual courses: "CLBRVK12" will be used to report online courses for grades K -12; "CLBRVCLG" will be used to report online college-level courses

- **Reporting courses worth zero (0) Credits via SIF.** For SIF transmission, iPass no longer uses Print on Transcripts = No to indicate that a course is worth zero (0) credits. Now the courses can be printed on Transcripts if desired and all you need to do is set the Department Credits = 0.00 on the Course Details screen. The course gets transmitted via SIF with 0 Credits in the SectionMarksInfo object.

- **Reporting non-graded courses via SIF.** For SIF transmission, iPass no longer requires a grade (ie. UG or NG) be entered for non-graded courses. Now the courses can be set to "Non Graded Course" = Yes on the Course Details screen. When set to Yes, the course gets transmitted via SIF as a non-graded course in the SchoolCourseInfo object.

Changes for 2017-2018 SCS Report:

- *New to 2017-2018* – **Course Level (SCS09):** This element has an additional Curriculum Level of "05" added to the MA DOE School Parameters screen to distinguish between post-secondary level courses that offer college credit toward a degree and post-secondary courses that are remedial/developmental and do not offer credit toward a degree. Review your Course Catalog and updated post-secondary courses as needed.

    - 01 – Basic or Remedial
    - 02 – General
    - 03 – Advanced
    - 04 – Post secondary, offers college credit toward a degree
    - 05 – Post secondary, remedial/developmental or not for college credit toward a degree

Notes for SIF Districts:

Additional SIF SCS Terms – SIF transmission of SCS data includes multiple course term records for each student. The DOE expects to receive a record indicating each term the student was scheduled into the course as well as the course term code representing the combination of terms (ie. Full Year, Semester 1, Third Trimester, Multiple Non-Consecutive Quarters, etc.). For example, a Full Year course will send 5 term records at EOY: Q1, Q2, Q3, Q4 and FY. The FY is what we refer to as an "additional SIF SCS term." SIF Districts need to have Term Codes set up for all of the course term combinations used in their course catalog during the school year. These additional SIF SCS terms are used only for SCS reporting and are not used in Grading or Scheduling.

- **Make sure you have set up the SIF SCS additional ("Fake") terms.** The additional SIF SCS terms need to be selected on each school's Academic Year Settings screen.

  NOTE: New terms may need to be created to reflect new term combinations not previously reported to the DOE. See section below on creating "new" SIF SCS terms.

  "Turn on" existing additional SIF SCS terms:
  a) On the Academic Year Settings screen you need to select/highlight the additional SIF SCS terms that were shut off (ie. FY, S1, S2).
  b) Enter a Start and End Date for these additional SIF SCS terms (ie. FY should start on first day of school and end on last day of school; S1 should start on first day of T1 and end on last day of T2; S2 should start on first day of T3 and end on last day of T4/last day of school)

     NOTE: Be sure that your school calendars and Academic Year Setting Start/End Dates have been adjusted for holidays, vacations and non-school days (ie full curriculum days or snow days) with accurate term start/end dates.
  c) Set Term (display) Order of additional SIF SCS terms (ie FY, S1, S2) = 0 (zero). Setting it to zero helps keep the additional SIF SCS terms from defaulting as the current term on some screens.

  Helpful Hint! iPass allows SIF "fake terms" to remain highlighted all the time and not display on user screens. To hide these additional terms you need to identify the SIF fake term codes in System Configuration > Parameter Maintenance. Directions can be found in iPass Help > DOE ID Manager > FAQ > Our district has been updated to the new Sync release and we are reporting SCS through SIF 2.7; how do I hide the additional SIF SCS 'fake terms'.

  You will need to set up new term codes for any additional term combinations for Term 1 not previously reported by your district. The October SCS report only includes courses that meet in Term 1 such as T1, Q1, Semester 1, and Full Year.

  Helpful Hint! To check to see what combinations you need to create, run your Master Schedule (Narrow) report. Look in the Term column for different term combinations. For example: 234 is a course that meets in Term 2, 3 and 4; 23 is a course that meets in Term 2 and 3.

- **To set up new additional SIF SCS terms:**

  1. **Create new DOE StaffWACourseTermCode:** Go to DOE ID Manager > MA School Parameters > DOE Fields > StaffWACourseTermCode and add new Code, Description, and State Code for the additional SIF SCS terms needed.

     a) **Code** – The new Code should use the Schedule Term Code <u>Abbreviation</u> *(refer to 2c below)* used for each of the "real" Term Codes used in the term combination. For example, the term combination of T1 and T2 would use the Abbreviation of T1 and T2 to make a new Code = T1T2.

     b) **Description** – This Description must be <u>UNIQUE</u> to describe each term combination used in your district. For example, a district could have T1T2T3 to represent Full Year at one school and Q1Q2Q3Q4 to represent Full Year at another school. These are 2 different Full Year code combinations. Both would have the same State Code (ie. 01 - Full School Year), but each must have a UNIQUE Description to differentiate them. This Description must be copied exactly when creating the new Schedule Term Code in the Scheduling System *(refer to 2b below).* For example, T1T2T3 Full Year could have a Description = Full Year T and Q1Q2Q3Q4 could have a Description = Full Year Q.

     Try to keep the Description as short in length as possible. Do not use any special characters. This Description must be the <u>exact same</u> Description used in creating the Schedule Term Code *(referenced below).*

     Helpful Hint! Click on the underlined code Description to get to the New DOE Value screen where it is easier to see if there are any hidden spaces in the Description. Spacing must match exactly.

     c) **State Code** – Enter the State Code for the term combination. Reference the SCS07 Available Terms table in the SCS Handbook for available course term codes.

  2. **Create new Schedule Term Code:** Go to Maintenance – Scheduling > Term Codes > and add new Term Code, Description, and Abbreviation for the additional SIF SCS terms needed.

     a) **Term Code** – This code is visible to iPass users. Create a Term Code that best represents the term combination. For example, the term combination of T1 and T2 would have a Term Code = T1T2. You can match the codes used in the DOE Parameters > StaffWACourseTermCode DOE Field but this is not required.

     b) **Description** – Must be the <u>exact same</u> Description used in the corresponding term combination Code in the StaffWACourseTermCode DOE Field. Make sure to match upper/lower case and spacing. The Description entered for the StaffWACourseTermCode must be UNIQUE for the entire district. No two descriptions can be the same *(Refer to 1b above).*

     c) **Abbreviation** – The Abbreviation for additional SIF SCS terms can be set to anything that best represents the term combination. For example, Full Year could be set to FY, Semester 1 can be set to S1 and Semester 2 can be set to S2.
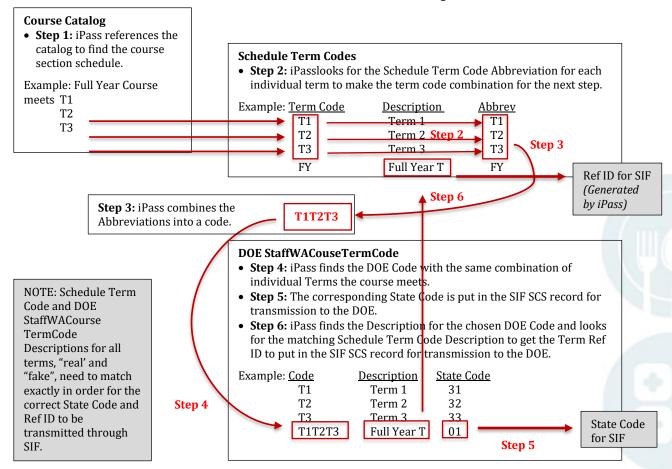
NOTE: Schedule Term Codes for the additional SIF SCS terms must be set up for EACH school in the district. Your reportable Out-of-District School must have at least one Term Code, such as FY, set up even though students have no schedules.

To check your Schedule Term Codes against your DOE Field StaffWACourseTermCodes you can open the DOE field pop up and minimize it to overlap with the Scheduling – Maintenance > Term Codes screen and click on the Description to check for hidden spaces:

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How does this all work in iPass to transmit schedule information through SIF?

Course Catalog
- **Step 1:** iPass references the catalog to find the course section schedule.

Example: Full Year Course meets T1
        T2
        T3

Schedule Term Codes
- **Step 2:** iPass looks for the Schedule Term Code Abbreviation for each individual term to make the term code combination for the next step.

Example: Term Code   Description   Abbrev

Term Code	Description	Abbrev
T1	Term 1	T1
T2	Term 2 **Step 2**	T2
T3	Term 3	T3
FY	Full Year T	FY

Step 3

Ref ID for SIF
(Generated by iPass)

Step 3: iPass combines the Abbreviations into a code.

T1T2T3

Step 6

DOE StaffWACouseTermCode
- **Step 4:** iPass finds the DOE Code with the same combination of individual Terms the course meets.
- **Step 5:** The corresponding State Code is put in the SIF SCS record for transmission to the DOE.
- **Step 6:** iPass finds the Description for the chosen DOE Code and looks for the matching Schedule Term Code Description to get the Term Ref ID to put in the SIF SCS record for transmission to the DOE.

NOTE: Schedule Term Code and DOE StaffWACourse TermCode Descriptions for all terms, "real' and "fake", need to match exactly in order for the correct State Code and Ref ID to be transmitted through SIF.

Step 4

Example:

Code	Description	State Code
T1	Term 1	31
T2	Term 2	32
T3	Term 3	33
T1T2T3	Full Year T	01

Step 5

State Code for SIF

- **Courses in the Course Catalog must have only "real" terms selected.** To find courses that may have an additional SIF SCS "fake" term selected in error, run the Master Schedule (Narrow) report. Select the additional "fake" terms only. The report will show courses that have one of these additional terms selected in the Course Section in error. Look for a "0" in the Term column. *(This is based your additional SIF SCS Terms having a Display Order of "0" on the Academic Year Setting Screen.)*

  Helpful Hint! A "real" term is any term used to schedule a course. Additional SIF SCS terms are "fake" terms set up to represent term combinations that must be reported in SCS (ie T1T2T3 real term combination would be a fake term of Full Year T). Remember, "fake" terms should not be used when scheduling courses.

- **Make sure the new terms are mapped.** Go to SIF Agent > SIF Data Mapping > Select SIF Table = SCS06-Term Codes. Make sure all terms, including the SIF SCS additional terms, are selected for each school in the iPass Value box for the correct corresponding SIF Description.
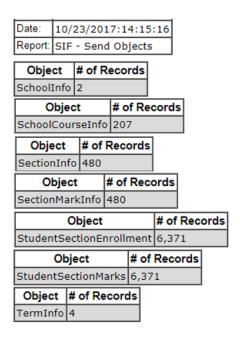
- **Make sure your SIF Events and Response Processors are running and that there are SIF Events in the Events Logs.** This is found at the top of the SIF Processor screen under the header "SIF Processers." It is recommended that you keep the daily Logs throughout the reporting period.

If "No Data Available" – If you see "No Data Available" in the SIF Error Report for a school or a large amount of records are missing, check for missing additional SIF SCS terms and make sure your SIF mapping is set up. If changes are made to your terms or mapping you will need to send your SCS objects to the DOE.

Check your SIF Transmission Report confirm the SIF SCS Object count includes all of your district's student course records. Make sure the number of objects sent from iPass (reported in My Reports after using SIF - Send Objects) equals the number of objects received by the DOE.

iPass > My Reports
SendSIFObjects report:

MA DESE Security Portal
SIF Reports > SIF Transmission Reports > District Reports > SIF Object Counts > SCS:

Date:	10/23/2017:14:15:16
Report:	SIF - Send Objects

Object	# of Records
SchoolInfo	2

Object	# of Records
SchoolCourseInfo	207

Object	# of Records
SectionInfo	480

Object	# of Records
SectionMarkInfo	480

Object	# of Records
StudentSectionEnrollment	6,371

Object	# of Records
StudentSectionMarks	6,371

Object	# of Records
TermInfo	4

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Source Object	Counts	Latest Update Time
LEAInfo	1	10/31/2017 11:25:0 AM
StudentPersonal	776	11/01/2017 08:26:26 AM
SchoolInfo	2	10/31/2017 11:25:0 AM
SchoolCourseInfo	207	10/23/2017 02:51:19 PM
TermInfo	4	10/23/2017 02:51:19 PM
SectionInfo	480	10/23/2017 03:00:6 PM
SectionMarkInfo	480	10/23/2017 02:57:28 PM
StudentSectionEnrollment	6,392	10/26/2017 02:16:32 PM
StudentSectionMarks	6,371	10/24/2017 01:45:30 PM

For more information on how to send SIF Objects, go to iPass Help > SIF > Help > SCS Error Clearing – Sending SIF Objects.

Helpful Reports:

- **DOE ID Manager > DOE Import/Export > MA DOE SIMS 13** – This creates an export file with the 13 SCS elements. This is used to create the SCS files for Legacy flat-file submission. The file can also be used to identify the SCS codes in iPass to compare to the SIF SCS data reported. These export files are run by School (Set Default School). You can filter the report by Grade Level or Sped Status and Include Summer Transfers. You can run the report for the

entire school or filter for just one student or group of students. In the Students field you can enter a single Student ID # or a series of Student ID #'s separated by comma and no space (ie. 1234,3456,5678).

NOTE: **SIF Districts** – The DOE Parameter > Last Transmission Date will reset to the date used when running a SIMS 13 (SCS) or SIMS 52 export. We recommend that you run these exports using 10/01/2019. If you run the exports with a different date, be sure check the Last Data Transmission screen and make sure the data is set back to 10/01/2019.

- **Scheduling System > Reports – Scheduling > Course/Terms/Credits** (Set Sort By = Total Courses) – Can be used to review the number of courses scheduled.
  - Look for students that have no courses or less than the number of courses expected
  - Look for students that have less than the number of courses they should have.

- **Scheduling System > Reports – Scheduling > Master Schedule (Narrow)**
  - **SIF Districts** can check to see what combinations of terms are used in your course catalog. This will help determine what additional SIF SCS terms need to be created. Look in the Term column for different term combinations For example: 12 is a course that meets in Term 1 and Term 2; 23 is a course that meets in Term 2 and 3.
  - **SIF Districts** can check to see if there were any SIF SCS additional "fake" terms selected for a course in the course catalog in error. When running the report, select the additional "fake" terms only. The report will show any courses that have one of these additional terms selected in the Course Section in error. Look for a "0" in the Term column. *(This is based your additional SIF SCS Terms having a Display Order of "0" on the Academic Year Setting Screen.)*

SCS Data Elements Reference Table (aka SIMS 13)

SCS Data Elements	
SCS01	Locally Assigned Student Identifier (LASID)
SCS02	State-Assigned Student Identifier (SASID)
SCS03	School/Program ID Number
SCS04	Local Course Code
SCS05	Subject Area–Course Code
SCS06	Class Section
SCS07	Course Term
SCS08	Course Enrollment Status
SCS09	Course Level
SCS10	Course Credit Available
SCS11	Course Credit Earned
SCS12	Course Letter Mark
SCS13	Course Numeric Mark