



Indiana Department of Education

Dr. Katie Jenner, Secretary of Education

To: Superintendents, Curriculum Directors, Registrars, Counselors and Academic Advisors

From: Indiana Department of Education

Date: December 2, 2022

Subject: Student Academic Records Report Replacing Course Completion (CC) Collection

This memo is intended to provide schools with clear guidance and expectations around reporting of student academic records for the 2022-2023 and 2023-2024 school years. These changes will impact all schools which report course level data to the Indiana Department of Education (IDOE).

Background

For years, Indiana has collected information from schools about semester-based courses through the Application Center (App Center). During the 2021-2022 school year, IDOE gained a more complete understanding of the challenges surrounding the accurate and complete reporting of course completion when this data was attempted through the Data Exchange. *This memo along with an accompanying frequently asked questions (FAQ) document maps out the expectations and guidance for improving this data reporting in the coming years.*

1. CC Collection now called Student Academic Records Report

IDOE will now refer to this collection as the **student academic records report**. This report will rely on data schools already have in their student information systems. Please note this shift in approach is the foundation to the support IDOE can provide in the following areas:

- Reflecting student progress on Graduation Pathways,
- Supporting accurate metrics for on-track metrics planned for GPS,
- Understanding course offerings and demand across the state, and
- Transfer of digital student records between schools and potentially to higher education.

2. Core Reporting Goals for Student Academic Records Report

The new Student Academic Records collection which replaces the CC collection will draw from data schools already capture in their student information systems and will be organized around the following goals:

- A. IDOE will collect attempts for all state-approved courses where a student may earn a grade and/or be awarded a credit or other outcome designation.
- B. IDOE will collect course outcomes for each student reported as attempting a state-approved course.
- C. All course attempts and/or outcomes reported to the state will have a staff member as the teacher of record associated with the school reporting the data.



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- D. Schools are expected to report course attempts and course outcomes as soon as they are available in the local student information system.
- E. IDOE will collect course outcomes for high school credits awarded in other states or by other entities. These credits will be reported by the enrolling school as a transfer grade.
- F. The quality, completeness, and accuracy of the course data reported to the state should align to the standards for reporting transcripts for all students (PK-13) and will be subject to logic checks and quality control measures.

These principles for reporting on student academic records will impact the use of student information systems (SIS). It will be important for each school to understand how its student information system can support the expected data reporting for Student Academic Records. IDOE is developing a dynamic [FAQ document](#) to catalog how the above principles should be applied to particular cases. Several primary use cases and their impacts are detailed below.

Five Use Cases

Below are five high-level examples of how the Student Academic Record collection will require standardized approaches to certain instructional and scheduling scenarios.

1. Credit Recovery & Independent Studies Course Attempts & Course Outcomes

Reporting enrollment in credit recovery courses is expected just as with all other courses. A student's enrollment in credit recovery should be connected to a state-approved course and a faculty member of record. Students may be enrolled in multiple credit recovery courses simultaneously as long as they are connected to a state-approved course and a faculty member within the school. An enrollment in a credit recovery course or independent study course will be required in order to submit an outcome. It will be important for each school to utilize the capabilities of its SIS to create these associations between students, teachers, and courses within the SIS if that has not been the local practice. During this transition year (2022-2023), schools will be able to submit all necessary data for the Student Academic Record Report through the bulk upload option in the Data Exchange if they are not able to submit it directly from their SIS. Schools should be using their SIS to submit all course enrollment and completion data by 2023-2024 school year.

2. Use of Sections

Course sections are an important means of linking students to state-approved courses and faculty members within the school. During this transition year (2022-2023), schools will be able to submit all necessary data for the Student Academic Record Report through the bulk upload option in the Data Exchange if they are not able to submit it directly from their SIS. Schools should be using their SIS to submit all student-course-teacher associations by the 2023-2024 school year.

3. Summer School Course Completions

Beginning with the summer session following the 2023-2024 school year, all schools will be required to submit summer school courses just as they do for all semester-based courses. *Schools*



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will be encouraged but not required to report this data for the summer session following the 2022-2023 school year.

4. Out-of-State and Transfer Credits

Out-of-state and transfer credits are expected to be reported by the school which enrolls the student and accepts such credits as part of the student's academic record. Such credits will need to be associated with the corresponding state approved course but will not be required to be associated with a faculty member in the school. During this transition year (2022-2023), schools will be able to submit all necessary data for the Student Academic Record Report through the bulk upload option in the Data Exchange if they are not able to submit it directly from their SIS. Schools should be using their SIS to submit all out-of-state and transfer credits by the 2023-2024 school year.

5. Dual Credit

As a continuing requirement for the 2022-2023 school year, dual credit course completions should be reflected in the student's schedule and associated with a state-approved course number and the institution sponsoring the credit. Enrollments in dual credit offerings as well as outcomes should be reported to ensure the complete student academic record is maintained.

Summary

Reporting and maintaining a complete academic record for each PK-13 student is a big job but one that has many benefits. This will take some time and more work as a team to accomplish. The 2023-2024 school year will be the focus of this major effort to have a transcript for each student. The 2022-2023 school year will see some incremental improvements as schools and SIS partners position themselves for the 2023-2024 school year. IDOE will continue to update the companion FAQ on this topic and offer further support such as webinars and additional communication as needed.

Questions about Data Exchange can be directed [here](#).

Questions about course scheduling best practices may be directed to engagement@doe.in.gov.