K12 FILE SPECIFICATIONS

K12 Student Course Records

Version 1.5.0

Generated 11/26/2026

Table of Contents

Table of Contents ..... p. 2
General Information ..... p. 3
Data Decision Tree ..... p. 5
K12 Student Course Records ..... p. 6
- County District Number ..... p. 6
- School Number ..... p. 6
- School Year Ending ..... p. 6
- NDE Staff ID ..... p. 7
- NDE Student ID ..... p. 7
- Course Grade ..... p. 7
- Failed Course Flag ..... p. 7
- Semester ..... p. 8
- Local Course Code ..... p. 9
- Local Section Code ..... p. 9
- State Course Code ..... p. 10
- Dual Credit Code ..... p. 10
- Course Delivery Model ..... p. 10

General Information

This document describes the data elements collected by the Nebraska Statewide Workforce & Educational Reporting System (NSWERS). Valid values and data validation rules that can be performed prior to data submission are listed where appropriate.

High-Level Data Collection Workflow

Scope

All students enrolled in courses (for credit AND/OR noncredit) at the institution for given academic year.

File Names

File Specification	*File Name*
K12 Student Course Records	#####_k12_courses_YYYY_##.csv

Where	Represents
#####	IPEDS Institution ID
YYYY	Academic Year Ending
##	Optional sequence Number

Data Element Names

The following syntax is used throughout this document when referencing data elements.

Format: *NSWERS Field Name [File Specification: Field Name (Field Number)] where:

- An asterisk (*) indicates the data element is a mandatory field. A non-blank or non-null value must be supplied in all mandatory fields for each record, or the data loading process will reject the record.
- NSWERS Field Name represents the name of the data element commonly used by the Nebraska Statewide Workforce & Educational Reporting System (NSWERS).
- File Specification indicates the formal name of the file specification.
- Field Name indicates the formal name of the field within the file specification.
- Field Number indicates the position of the field within the file specification.

Academic Year Ending

The academic year is understood as July 1 – June 30. Postsecondary data will be organized by academic year using Academic Year Ending. For example, the

Academic Year Ending field for 2020 – 2021 will simply read: “2021”.

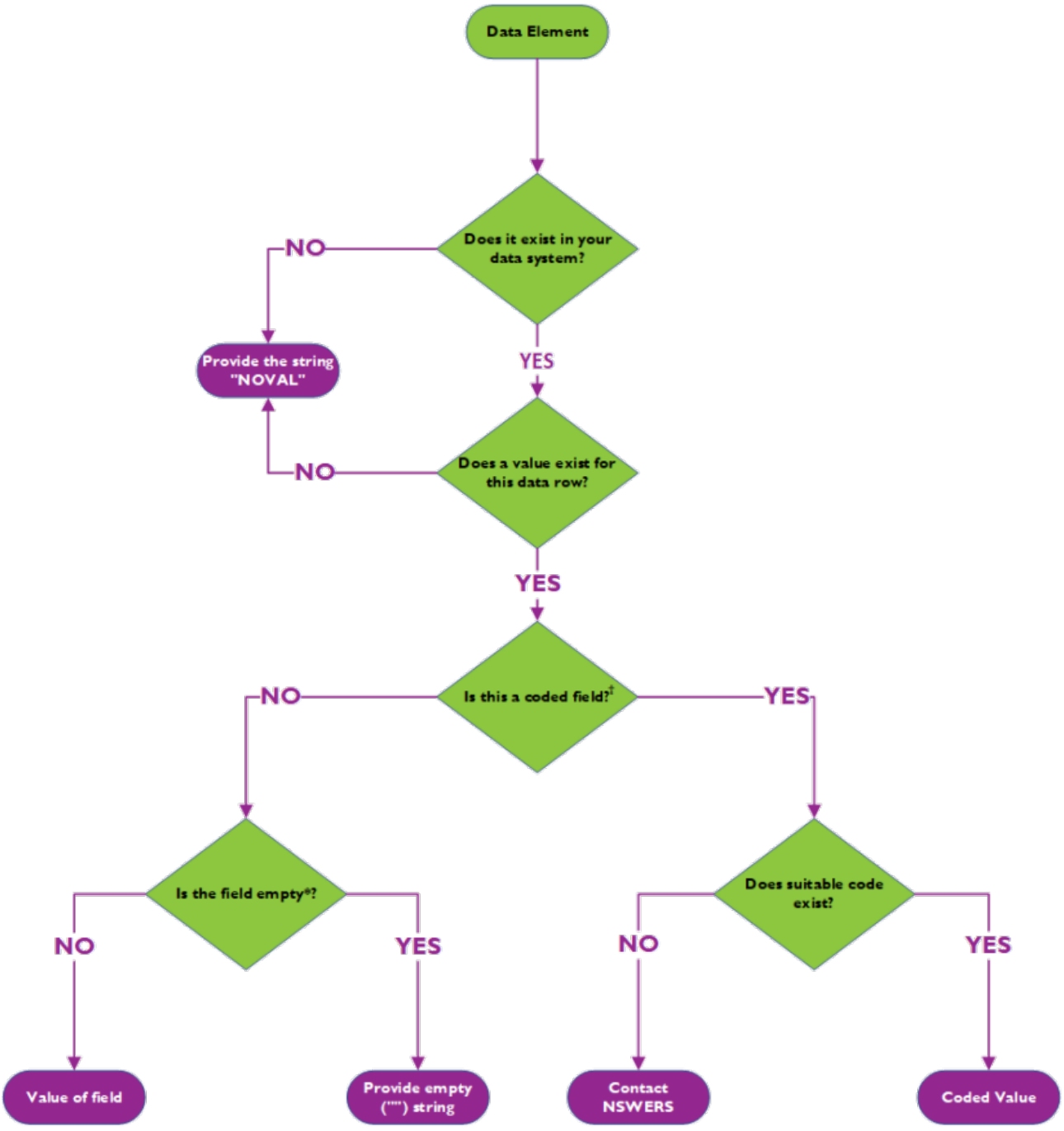
Notes of Importance

- Any values that contain a comma must be enclosed with quotes.
- Data fields should be ordered in the same sequence as identified in this document.

All files should be submitted in .csv format.

To maintain data privacy and security, and to preserve the informational chain of custody, NSWERS staff cannot edit original source data files. It is the responsibility of each data contributing partner to resolve errors discovered during data submission, validation, and certification processes. Corrected data files should be re-uploaded by partners into the NSWERS data system.

Decision Tree: Reporting for Nonmandatory Data Elements



†The field is represented by a code in the data specifications (e.g. gender, GED Status, etc)

*The field is blank or represented by a blank placeholder in your data system

K12 Student Course Records

The K12 Student Course Records file collects information regarding courses students in grade levels prekindergarten through 12 completed during a particular school year. Exclude information pertaining to courses started but not completed. A K12 Enrollment record must first be submitted for each student appearing in the K12 Student Course Records file or the data loading process will reject the record.

Submissions will include records beginning with the 2012 school year ending until the most recently completed school year. Data for future school years will be submitted on an annual basis in alignment with the NSWERS data submission cycle.

Additional details can be found on our website at https://nswers.orgs/insights/data-dictionary-and-elements/

*County District Number [K12 Student Course Records: District Code (1)]

Provide the number assigned to the school district/system by NDE and should include a hyphen (“-“) between county number and district number. The number is based on the county in which the district/system headquarters is located and an assigned district number.

This is a mandatory field; a value must be supplied for each record or the data loading process will reject the record.

Format
##-####

*School Number [K12 Student Course Records:Location Code (2)]

Provide the primary school number for the student or staff.

This is a mandatory field; a value must be supplied for each record or the data loading process will reject the record.

Format
###

*School Year Ending [K12 Student Course Records:School Year Ending (3)]

Provide the literal school year ending in the format “YYYY”. The school year is understood as July 1 - June 30. For example, the value of the School Year Ending field for July 1, 2020 – June 30, 2021, would simply read: “2021”.

This is a mandatory field; a value must be supplied for each record or the data loading process will reject the record.

Format

yyyy

*NDE Staff ID [K12 Student Course Records:Evaluator 1 Staff ID (4)]

Provide the 10-digit number assigned by the NDE Staff ID system. This number will be used to uniquely identify the staff person.

This is a mandatory field; a value must be supplied for each record or the data loading process will reject the record.

Format

##########

*NDE Student ID [K12 Student Course Records:Student ID (5)]

Provide the 10-digit Nebraska Department of Education Student Identifier.

This is a mandatory field; a value must be supplied for each record or the data loading process will reject the record.

Format

##########

Course Grade [K12 Student Course Records:Alpha Grade (6)]

Provide the appropriate code indicating the course grade earned in this course by this student if assigned to grades 9, 10, 11, or 12. Provide the literal “0” for all students in grades prekindergarten through grade 8.

*Failed Course Flag [K12 Student Course Records:Failed Course Flag (7)]

Provide the appropriate code indicating if the student failed the course if the student is assigned to grades 9, 10, 11, or 12. Provide the literal “0” for all students in grades prekindergarten through grade 8.

Code	*Description*
0	Unknown or NA
1	Pass
2	Fail
3	Incomplete
4	Withdrawn

This is a mandatory field; a value must be supplied for each record or the data loading process will reject the record.

Format
#

*Semester [K12 Student Course Records:Semester (8)]

For courses completed during regular school year
Provide the appropriate code reflecting when the course was offered and the length of the course.

For courses completed during summer school
Provide the value of "SS" (Summer school course) indicating this is a summer school course.

Code	*Description*	*Explanation of Use*
YL	Year-Long Course	Course lasting approximately 180 days/36 Weeks/All Year
S1	First Semester Course	Course lasting approximately 90 Days/18 Weeks/1/2 of the year
S2	Second Semester Course	Course lasting approximately 90 Days/18 Weeks/1/2 of the year
T1	First Trimester Course	Course lasting approximately 60 Days/12 Weeks/1/3 of the year
T2	Second Trimester Course	Course lasting approximately 60 Days/12 Weeks/1/3 of the year
T3	Third Trimester Course	Course lasting approximately 60 Days/12 Weeks/1/3 of the year
Q1	First Quarter Course	Course lasting approximately 45 Days/9 Weeks/1/4 of the year

Code	*Description*	*Explanation of Use*
Q2	Second Quarter Course	Course lasting approximately 45 Days/9 Weeks/1/4 of the year
Q3	Third Quarter Course	Course lasting approximately 45 Days/9 Weeks/1/4 of the year
Q4	Fourth Quarter Course	Course lasting approximately 45 Days/9 Weeks/1/4 of the year
H1	First Hextor Course	Course lasting approximately 30 Days/6 Weeks/1/6 of the year
H2	Second Hextor Course	Course lasting approximately 30 Days/6 Weeks/1/6 of the year
H3	Third Hextor Course	Course lasting approximately 30 Days/6 Weeks/1/6 of the year
H4	Fourth Hextor Course	Course lasting approximately 30 Days/6 Weeks/1/6 of the year
H5	Fifth Hextor Course	Course lasting approximately 30 Days/6 Weeks/1/6 of the year
H6	Sixth Hextor Course	Course lasting approximately 30 Days/6 Weeks/1/6 of the year
SS	Summer School Course	

This is a mandatory field; a value must be supplied for each record or the data loading process will reject the record.

*Local Course Code [K12 Student Course Records:Local Course Code Long (9)]

Provide the district-assigned code corresponding to this course.

This is a mandatory field; a value must be supplied for each record or the data loading process will reject the record.

*Local Section Code [K12 Student Course Records:Local Section Code Long (10)]

Provide the district-assigned code that uniquely identifies this specific instance of a course.

This is a mandatory field; a value must be supplied for each record or the data loading process will reject the record.

*State Course Code [K12 Student Course Records:State Course Code (11)]

Provide the state course code corresponding to this course.

This is a mandatory field; a value must be supplied for each record or the data loading process will reject the record.

Format
######

*Dual Credit Code [K12 Student Course Records:Dual Credit Code (12)]

Provide the code indicating if the student earned both high school and postsecondary credit for this course. The only courses that should be coded as 1 or 2 would be those that are transcripted as dual credit with a specific 2- or 4-year college. Articulated courses should NOT be coded as dual credit courses.

Code	*Description*	*Explanation of Use*
0	Not Applicable	This course is not eligible for dual credit.
1	Yes	This course is eligible for dual credit and the student earned both high school and postsecondary credit.
2	No	This course is eligible for dual credit but the student did not earn both high school and postsecondary credit.

This is a mandatory field; a value must be supplied for each record or the data loading process will reject the record.

*Course Delivery Model [K12 Student Course Records:Course Delivery Model (13)]

Provide the code indicating the method used to deliver instructions for this course.

Code	*Description*	*Explanation of Use*
0	Classroom - Not Career Academy	Most courses will be coded with this code. Those courses offered in a regular classroom within the school or at an alternative classroom site. Teacher and students are co-located in the classroom.
1	Synchronous – Not Career Academy	[10-004.04D1] Synchronous Course Option: Synchronous courses are those multi-site or distance learning courses in which the teacher and student(s) are simultaneously present; can both see and hear one another; and questions may be answered and instructional accommodations made immediately.
2	Asynchronous – Not Career Academy	[10-004.04D2] Asynchronous Course Options: Asynchronous courses are those multi-site or distance learning courses in which communication between teacher and student is delayed, as are the cases, for example, with written correspondence courses and many computer-delivered courses.
3	Career Academy Synchronous	Career Academy Courses approved by NDE: Multi-site or distance learning courses in which the teacher and student(s) are simultaneously present; can both see and hear one another; and questions may be answered and instructional accommodations made immediately.
4	Career Academy Asynchronous	Career Academy Courses approved by NDE: Those multi-site or distance learning courses in which communication between teacher and student is delayed, as are the cases, for example, with written correspondence courses and many computer delivered courses.
5	Career Academy In Classroom	Career Academy Courses approved by NDE: Those courses offered in a regular classroom within the school or at an alternative classroom site. Teacher and students are co-located in this classroom. The class may include students from multiple districts.
6	Iowa School for the Deaf Courses	Courses provided to Nebraska Students attending the Iowa School for the Deaf. These students should remain in membership of the resident district. The NDE Staff ID reported should be the case manager for the student's Individualized Education Plan.

This is a mandatory field; a value must be supplied for each record or the data loading process will reject the record.

K12 Student Course Records

Key	*Position*	*Name*	*Type*	*Length*	*Format*
	1	County District Number	String	7	##-####
	2	School Number	String	3	###
	3	School Year Ending	Date	4	yyyy
	4	NDE Staff ID	String	10	##########
	5	NDE Student ID	String	10	##########
	6	Course Grade	String	2	
	7	Failed Course Flag	Integer	1	(one of set)
	8	Semester	String	2	(one of set)
	9	Local Course Code	String	25	
	10	Local Section Code	String		
	11	State Course Code	String	6	######
	12	Dual Credit Code	Integer	1	(one of set)
	13	Course Delivery Model	Integer	1	(one of set)