

Update, add, or remove TSDL courses

Update: To effectively update course data in TSDL, the characteristics identifying a unique course MUST match. When a student record is submitted and certified for a unique course, the course information will UPDATE. The characteristics within the Student Course Component that are used to identify a unique course are: UIC, Operating District, Local Course ID, Course Section ID, and Academic Year.

Add: If the original student course record submitted and the new record course submitted do not match EXACTLY, the original course will remain unchanged and a new course will be ADDED.

Remove: If the original student course is submitted in error, another record should be submitted with the "ER" (Submitted in Error) completion status. A new Student Course record can be submitted with the corrected information after the submission of the "ER" record. Any course submitted with the "ER" completion status will not be used.

Please Note:

- When multiple records have been reported for a unique course, the data reported in the most recently certified record will be used for all reporting purposes.
- The above guidance applies to courses that have been certified in the TSDL Collection.
- **Since TSDL is an ongoing collection, if you upload a new file before certifying courses that already exist in staging, the new uploaded file will replace all courses that were in staging.**