California High School Transcript and Student Record Portability Standard

For Electronic Transmission of High School Transcripts

Managed by the California College Guidance Initiative

Version 1
February 2024

CaliforniaColleges.edu is managed by the California College Guidance Initiative.
© 2024 California College Guidance Initiative. All rights reserved.

California High School Transcript and Student Record Portability Standard

For electronic transmission of High School Transcripts
Managed by the California College Guidance Initiative

Version 1: Released February 2024

Contents

Contents 2
Introduction 4
District Data Specification 5
Components 5
Student Data Elements 6
Element 1.01 Primary CDS Code 6
Element 1.02 Local Student ID 6
Element 1.03 Statewide Student Identifier 7
Element 1.04 Student Legal First Name 7
Element 1.05 Student Preferred First Name 7
Element 1.06 Student Legal Middle Name 8
Element 1.07 Student Preferred Middle Name 8
Element 1.08 Student Legal Last Name 8
Element 1.09 Student Preferred Last Name 9
Element 1.10 Student Legal Name Suffix 9
Element 1.11 Student Date of Birth 9
Element 1.12 Student Gender 10
Element 1.13 Student Grade Level 10
Element 1.14 High School Provided GPA 10
Element 1.15 High School Provided GPA Type 11
Element 1.16 High School Provided CalGrant GPA 11
Element 1.17 CSU Eligibility GPA 11
Element 1.18 UC Eligibility GPA 12
Element 1.19 Language Other than English Certification 12
Element 1.20 Language Other than English Language 13
Element 1.21 Language Other than English Notation 13
Element 1.22 Foster Youth 13

© 2024 California College Guidance Initiative. All rights reserved.

Element 1.23 Student Hispanic Ethnicity 14
Element 1.24 Student Race Code 1 14
Element 1.25 Student Race Code 2 15
Element 1.26 Student Race Code 3 16
Element 1.27 Student Race Code 4 17
Element 1.28 Student Race Code 5 18
Element 1.29 School Enrollment Start Date 19
Element 1.30 School Enrollment Exit Date 20
Element 1.31 AB 540 Year Count 21
Element 1.32 AB 469 Opt Out 21
Course Data Elements 22
Element 2.01 Course CDS Code 22
Element 2.02 Course CEEB Code 22
Element 2.03 Course Institution Name 23
Element 2.04 Course Grade Level 23
Element 2.05 Course School Year 23
Element 2.06 Course Term Description 24
Element 2.07 Course Term 24
Element 2.08 Course Curriculum Term 25
Element 2.09 Local Course ID 25
Element 2.10 Course Title Transcript Abbreviation 25
Element 2.11 Course Subject Area 26
Element 2.12 CMP Matched Course 26
Element 2.13 Advanced Coursework Indicator 26
Element 2.14 Dual Enrollment Indicator 27
Element 2.15 Credits Attempted 27
Element 2.16 Credits Earned 27
Element 2.17 Course Grade 28
Graduation Elements 28
Element 3.01 Graduation CDS Code 28
Element 3.02 Graduation Date 29
Element 3.03 Graduation Indicator 29
About the California College Guidance Initiative 30
Appendix. Letter from the California Department of Education 31
Appendix. Accessibility Notice 32

© 2024 California College Guidance Initiative. All rights reserved.

Introduction

Cal. Ed. Code § 60900.5 requires the California College Guidance Initiative (CCGI) to provide:

> *"(8) Transcripts processed in near real time with the California Community Colleges, the California State University, the University of California, and the Student Aid Commission, using an application programming interface."*

To facilitate this work, CCGI has developed the California High School Transcript and Student Record Portability Standard, known hereafter as "the Standard." The Standard provides guidance for California public high school transcripts and details the required and optional data elements for Student Record Portability. These elements include, but are not limited to, those which would be contained in a traditional paper transcript. There is no expectation that paper transcript elements be adjusted to match the Standard, as the Standard is intended for electronic data exchange.

California public unified and high school districts in partnership with CCGI should submit the appropriate elements as outlined in the District Data Specification component, hereafter known as "the Spec," of this Standard to CCGI according to the cadence outlined in the district's signed Memorandum of Understanding (MOU) with CCGI. The current minimum expectation is monthly data transmission (with weekly strongly preferred), specific files at the beginning, middle, and end of the school year, and a final high school graduate file provided in late June each year. Privacy and security processes are additionally outlined in that memorandum.

CCGI provides demographic and transcript data to the state's public systems of higher education, as named in statute. It does so through application integrations, when available, and through provision of final transcripts following a student's high school graduation, according to terms outlined in signed MOUs with each system.

CCGI recommends that institutions of higher education who are considering denial or revocation of admission based on the contents of this Standard additionally seek a transcript directly from the high school, in case additional data elements are available that may not have been transmitted here in accordance with the business rules described.

The Standard has been acknowledged by the California Department of Education (CDE), the California State University (CSU), the University of California (UC), and the California Community Colleges (CCC). The higher education entities agree that the final transcript data elements as outlined here and provided electronically will be accepted as official and sufficient to satisfy admission process requirements. CDE has additionally submitted a letter, provided as an appendix to this Standard, which contains the following language:

> *"The Standard and Spec are to be used by Local Education Agencies (LEAs) and their vendors of School Information Systems (SIS vendors) to transmit current transcript data directly to CCGI, who, in turn, will transmit that transcript data directly to the*

© 2024 California College Guidance Initiative. All rights reserved.

Post-Secondary Institutions to achieve the near real time standard set forth in the statute."

Version 1 of the Standard shall be effective for the 2024-2025 Academic Year, with data element transmission from high school districts to CCGI according to the associated District Data Specification beginning in January 2025 and final high school transcripts provisioned according to the Standard beginning in Summer 2025. Constituents should note that data quality will improve iteratively each year after the adoption of the Standard, as students cycle through high school completion with course and grade data recorded as described. The Standard will be regularly versioned, and notification of updated versions of the Standard inclusive of change notes will be made to entities named in the cited Cal. Ed. Code, as well as to CCGI Partner Districts.

District Data Specification

Many data elements included in the Standard are provided by districts in partnership with CCGI. These are outlined in the District Data Specification, known hereafter as the Spec.

The Spec details the complete set of elements that Partner Districts submit to CCGI. The Standard is not inclusive of every data element in the Spec. For example, a variety of elements included in the Spec, but not the Standard, are used to manage provision of accounts on CaliforniaColleges.edu, including the district-provided email address, test scores, and a flag for in-progress coursework.

A variety of reporting indicators relating to students with disabilities, 504 program participation, English learner status, homeless status, migrant status, and parental education level may also be ingested and used as a reporting indicator for high school counselors to target underserved and at-risk populations with college guidance and support. Institutions/systems of higher education who wish to access these elements for provision of supportive services post admission may inquire about extended data sharing with CCGI.

The Spec is subject to change on an as-needed basis. CCGI Partner Districts will be notified of any changes according to the terms of their signed MOU.

Components

The Standard contains the following components:

1. Student Data
    a. Demographic Information
    b. Institution Data
    c. GPA Data
2. Course Data
3. Graduation Information

Information not contained includes, but is not exclusive to, health or immunization records, test scores, and disciplinary notations.

© 2024 California College Guidance Initiative. All rights reserved.

Each element is numbered. It has a descriptive name, a field name for use on the district data specification, if the field is required, details on allowable values, the data source, a definition, business rules, and notes. Alignment with CALPADS standards has been prioritized and is noted by element. Note that CALPADS does not contain student transcript data, so there are many elements in the Standard for which CALPADS alignment is not possible.

Students whose parents/guardians have opted out of sharing their data with CCGI will be excluded from participation in CCGI services, including application integration and final transcript provision. These students should request their high schools send traditional final transcripts to higher education institutions per the usual process.

Institutions receiving transcripts according to the Standard should be aware that elements which are not required may not be available.

Student Data Elements

Element 1.01 Primary CDS Code

Field Name: PrimaryCDSCode
Required Value: Yes
Allowable Values: 14-digit number that may start with 0
Data Source: CCGI Partner District Data File
Definition: The County-District-School (CDS) code is the official, unique identification of a school within California. The first two digits identify the county, the next five digits identify the school district, and the last seven digits identify the school. As a “Student Data Element,” the Primary CDS code refers to the latest school of enrollment, which is issuing the transcript.
Business Rules: A transcript may contain additional CDS codes in “Course Data Elements” that reference prior schools of attendance.
Notes: See https://www.cde.ca.gov/ds/si/ds/ for detailed information.
Example: 36676523630225
Consistent with CALPADS Standard of Operation: Yes

Element 1.02 Local Student ID

Field Name: LocalStudentID
Required Value: Yes
Allowable Values: Free text that may contain letters or numbers (alphanumeric)
Data Source: CCGI Partner District Data File
Definition: A unique identifier assigned to the student by a local educational agency. This may not necessarily be the same as the identifier assigned to the student at the school level.
Business Rules: Local Student ID must not be reused within a school.
Notes: NA
Example: 98765
Consistent with CALPADS Standard of Operation: Yes

© 2024 California College Guidance Initiative. All rights reserved.

Element 1.03 Statewide Student Identifier

Field Name: StateID
Required Value: Yes
Allowable Values: 10-digit number
Data Source: CCGI Partner District Data File
Definition: The unique identifier for the student assigned to or by the first California district in which the student is enrolled, in accordance with CDE established standards. This number follows the student from school to school throughout their association within the California K-12 educational system. Often known as the SSID.
Business Rules: NA
Notes: See https://www.cde.ca.gov/ds/sp/cl/ssid.asp for detailed information.
Example: 1234567890
Consistent with CALPADS Standard of Operation: Yes

Element 1.04 Student Legal First Name

Field Name: FirstName
Required Value: Yes
Allowable Values: Free text (alphanumeric)
Data Source: CCGI Partner District Data File
Definition: The Student Legal First Name of the student. The Student Legal First Name is the first name of the person which is given to a person after birth (e.g., birth, baptism, or other naming ceremony certificate; or birth verification document) or through legal action (e.g., marriage, divorce, adoption, or name change).
Business Rules: NA
Notes: NA
Example: Billie
Consistent with CALPADS Standard of Operation: Yes

Element 1.05 Student Preferred First Name

Field Name: PreferredFirstName
Required Value: No
Allowable Values: Free text (alphanumeric)
Data Source: CCGI Partner District Data File
Definition: An alternative first name to the Student Legal First Name.
Business Rules: NA
Notes: NA
Example: BJ
Consistent with CALPADS Standard of Operation: Yes

© 2024 California College Guidance Initiative. All rights reserved.

Element 1.06 Student Legal Middle Name

Field Name: MiddleName
Required Value: No
Allowable Values: Free text (alphanumeric)
Data Source: CCGI Partner District Data File
Definition: The Student Legal Middle Name of the student. Student Legal Middle Name is the second name of a person which is given to a person after birth (e.g., birth, baptism, or other naming ceremony certificate; or birth verification document) or through legal action (e.g., marriage, divorce, adoption, or name change).
Business Rules: NA
Notes: NA
Example: Jean
Consistent with CALPADS Standard of Operation: Yes

Element 1.07 Student Preferred Middle Name

Field Name: PreferredMiddleName
Required Value: No
Allowable Values: Free text (alphanumeric)
Data Source: CCGI Partner District Data File
Definition: An alternative middle name to the Student Legal Middle Name.
Business Rules: NA
Notes: NA
Example: Jeanie
Consistent with CALPADS Standard of Operation: Yes

Element 1.08 Student Legal Last Name

Field Name: LastName
Required Value: Yes
Allowable Values: Free Text (alphanumeric)
Data Source: CCGI Partner District Data File
Definition: The Student Legal Last Name of the student. The Student Legal Last Name is the name borne in common by members of a person's family, or the last name recognized as the formal and consistent last name given to a person after birth (e.g., birth, baptism, or other naming ceremony certificate; or birth verification document) or through legal action (e.g., marriage, divorce, adoption, or name change).
Business Rules: NA
Notes: NA
Example: King
Consistent with CALPADS Standard of Operation: Yes

© 2024 California College Guidance Initiative. All rights reserved.

Element 1.09 Student Preferred Last Name

Field Name: PreferredLastName
Required Value: No
Allowable Values: Free Text (alphanumeric)
Data Source: CCGI Partner District Data File
Definition: An alternative last/surname to the Student Legal Last Name.
Business Rules: NA
Notes: NA
Example: K
Consistent with CALPADS Standard of Operation: Yes

Element 1.10 Student Legal Name Suffix

Field Name: Suffix
Required Value: No
Allowable Values: I, II, III, IV, V, VI, VII, JR, SR
Data Source: CCGI Partner District Data File
Definition: The Student Legal Name Suffix is the affixation to the person's last name such as Junior, II or III, which constitutes part of the name and is used to differentiate the person from a family member with the same name as the person.
Business Rules: Roman Numerals I to VII denote the first, second, third, fourth, fifth, sixth, and seventh respectively; JR is Junior, SR is Senior.
Notes: NA
Example: I
Consistent with CALPADS Standard of Operation: Yes

Element 1.11 Student Date of Birth

Field Name: DateofBirth
Required Value: Yes
Allowable Values: YYYYMMDD (past value only)
Data Source: CCGI Partner District Data File
Definition: The month, day, and year on which a person was born.
Business Rules: YYYY is the four digit year, MM is the two digit month, and DD is the two digit day.
Notes: NA
Example: 20081025
Consistent with CALPADS Standard of Operation: Yes

© 2024 California College Guidance Initiative. All rights reserved.

Element 1.12 Student Gender

Field Name: Gender
Required Value: No
Allowable Values: M, F, X
Data Source: CCGI Partner District Data File
Definition: Gender is a person's actual sex or perceived sex and includes a person's perceived identity, appearance or behavior, whether or not that identity, appearance, or behavior is different from that traditionally associated with a person's sex at birth.
Business Rules: M is male; F is female; X is nonbinary
Notes: This field represents gender as an individual identifies and should not be mapped with fields for sex.
Example: M
Consistent with CALPADS Standard of Operation: Yes

Element 1.13 Student Grade Level

Field Name: GradeLevel
Required Value: Yes
Allowable Values: 09, 10, 11, 12
Data Source: CCGI Partner District Data File
Definition: A Grade Level is an educational or service level. The Student Grade Level refers to the student's current or most recent grade level at the time of issuance of the transcript.
Business Rules: 09-12 reflects the Student Grade Level. Students who have graduated from High School will have a Student Grade Level of 12.
Notes: NA
Example: 11
Consistent with CALPADS Standard of Operation: Yes

Element 1.14 High School Provided GPA

Field Name: GPA
Required Value: Yes
Allowable Values: Number with two decimal places
Data Source: CCGI Partner District Data File
Definition: The Grade Point Average (GPA) as provided by the high school. It may be on any scale and is provided according to the district standard.
Business Rules: If the student has no GPA, 0.00 may be used. A number with greater than two decimal places will be rounded.
Notes: This often differs from UC and CSU eligibility GPAs and may be in any High School Provided GPA Type. This transcript should be the GPA that a high school would normally issue on its traditional paper transcript.
Example: 3.98
Consistent with CALPADS Standard of Operation: NA

© 2024 California College Guidance Initiative. All rights reserved.

Element 1.15 High School Provided GPA Type

Field Name: GPAType
Required Value: No
Allowable Values: Weighted, unweighted, college, other
Data Source: CCGI Partner District Data File
Definition: This describes the High School Provided GPA to denote if it meets the district standard for weighted (5.0 scale), unweighted (4.0 scale), a GPA earned in college-level coursework, or other type of GPA.
Business Rules: If this field is blank/null, the GPA should be considered unweighted.
Notes: NA
Example: Unweighted
Consistent with CALPADS Standard of Operation: NA

Element 1.16 High School Provided CalGrant GPA

Field Name: CalGrantGPA
Required Value: No
Allowable Values: Number with two decimal places
Data Source: CCGI Partner District Data File
Definition: The CalGrant Grade Point Average (GPA) as provided by the high school, according to the California Student Aid Commission (CSAC)'s requirements.
Business Rules: NA
Notes: See https://www.csac.ca.gov/sites/main/files/file-attachments/gpa_calculation_instructions.pdf?1616602961 for detailed information.
Example: 3.98
Consistent with CALPADS Standard of Operation: NA

Element 1.17 CSU Eligibility GPA

Field Name: CSUGPA
Required Value: NA
Allowable Values: Number with two decimal places
Data Source: CCGI Derived Value, based on course enrollment data
Definition: The CSU Grade Point Average (GPA) as calculated by CCGI according to the parameters outlined in the CSU Admission Handbook based on the best available[1] course enrollment and grade data. The CSU Eligibility GPA is displayed to students in their CaliforniaColleges.edu interface.
Business Rules: NA
Notes: For details, see CSU Admission Handbook at https://www.calstate.edu/attend/student-services/Documents/Admission-Handbook-2023-2024.pdf.
Example: 3.98
Consistent with CALPADS Standard of Operation: NA

[1]That is, the course and grade data that can be successfully matched against the UC Course Management Portal and that meets the school, term, and letter grade requirements for electronic data transmission to the CSU.

© 2024 California College Guidance Initiative. All rights reserved.

Element 1.18 UC Eligibility GPA

Field Name: UCGPA
Required Value: NA
Allowable Values: Number with two decimal places
Data Source: CCGI Derived Value, based on course enrollment data
Definition: The UC Grade Point Average (GPA) as calculated by CCGI according to the parameters outlined in the Quick Reference Guide to UC Admissions based on the best available[2] course enrollment and grade data. The UC Eligibility GPA is displayed to students in their CaliforniaColleges.edu interface.
Business Rules: NA
Notes: For details, see the UC Quick Reference Guide at https://admission.universityofcalifornia.edu/counselors/_files/documents/quick-reference-guide-to-uc-admissions.pdf.
Example: 3.98
Consistent with CALPADS Standard of Operation: NA

Element 1.19 Language Other than English Certification

Field Name: LOTECert
Required Value: No
Allowable Values: Y, N
Data Source: CCGI Partner District Data File
Definition: This field denotes if the student has met the criteria for Language other than English proficiency for admission to the UC or CSU.
Business Rules: Y is Yes, N or null is No.
Notes: This replaces the “LOTECertSource” on the prior CCGI district data spec. For details, see CSU Admission Handbook "Verification procedures to demonstrate language competence" at https://www.calstate.edu/attend/student-services/Documents/Admission-Handbook-2023-2024.pdf and UC Quick Reference Guide “"Certification by a High School Principal" at https://admission.universityofcalifornia.edu/counselors/_files/documents/quick-reference-guide-to-uc-admissions.pdf.
Example: Y
Consistent with CALPADS Standard of Operation: NA

[2]That is, the course and grade data that can be successfully matched against the UC Course Management Portal and that meets the school, term, and letter grade requirements for electronic data transmission to the UC.

© 2024 California College Guidance Initiative. All rights reserved.

Element 1.20 Language Other than English Language

Field Name: LOTELanguage
Required Value: No
Allowable Values: Free Text (alphanumeric)
Data Source: CCGI Partner District Data File
Definition: The language other than English in which the student is certified to be proficient.
Business Rules: NA
Notes: This field was “LanguageCode” in the previous CCGI district data spec.
Example: Spanish
Consistent with CALPADS Standard of Operation: NA

Element 1.21 Language Other than English Notation

Field Name: LOTECertNote
Required Value: No
Allowable Values: Free Text (alphanumeric)
Data Source: CCGI Partner District Data File
Definition: Notation indicating the method by which the student demonstrated proficiency in a Language other than English in lieu of high school coursework. Conferral of the State Seal of Biliteracy may be noted here.
Business Rules: NA
Notes: NA
Example: Principal certification of LOTE equivalent to 2 years of HS Spanish
Consistent with CALPADS Standard of Operation: NA

Element 1.22 Foster Youth

Field Name: FosterYouth
Required Value: No
Allowable Values: Y, N
Data Source: CCGI Partner District Data File
Definition: This indicator denotes if the school district has identified the student as a current foster youth.
Business Rules: Y is Yes, N and null are No
Notes: This element may be used for institutions administering SB 307, the provision of last dollar scholarships for Foster Youth, but should not be the only mechanism by which a student may qualify. Note that SB 307 is applicable to current and former foster youth, and this element identifies current foster youth only. Former may be collected in a future version of this Standard based on available datasets.
Example: Y
Consistent with CALPADS Standard of Operation: Yes

© 2024 California College Guidance Initiative. All rights reserved.

Element 1.23 Student Hispanic Ethnicity

Field Name: HispanicEthnicity
Required Value: No
Allowable Values: Y, N
Data Source: CCGI Partner District Data File
Definition: An indication of whether or not a Student identifies him or herself as having an ethnicity (how a person identifies him/herself in the context of: heritage, culture (i.e., religion, language, customs, music, etc.), lineage, or country of birth of the person or the person's ancestors; and is not nationality or race) of Hispanic.
Business Rules: A Y would indicate that a Student has identified him or herself as having an ethnicity of Hispanic. An N would indicate that he or she does not.
Notes: NA
Example: Y
Consistent with CALPADS Standard of Operation: Yes

Element 1.24 Student Race Code 1

Field Name: RaceCode1
Required Value: No
Allowable Values: 100, 201, 202, 203, 204, 205, 206, 207, 208, 299, 301, 302, 303, 304, 399, 400, 600, 700, 999
Data Source: CCGI Partner District Data File
Definition: A coded value representing a person's Race Category.
Business Rules: Values should be listed according to this code set:

- 100 – American Indian or Alaska Native
- 201 – Chinese
- 202 – Japanese
- 203 – Korean
- 204 – Vietnamese
- 205 – Asian Indian
- 206 – Laotian
- 207 – Cambodian
- 208 – Hmong
- 299 – Other Asian Native Hawaiian or Other Pacific Islander
- 301 – Hawaiian
- 302 – Guamanian
- 303 – Samoan
- 304 – Tahitian
- 399 – Other Pacific Islander
- 400 – Filipino
- 600 – Black or African American
- 700 – White
- 999 – Decline to State

Notes: NA
Example: 600
Consistent with CALPADS Standard of Operation: Yes

© 2024 California College Guidance Initiative. All rights reserved.

Element 1.25 Student Race Code 2

Field Name: RaceCode2
Required Value: No
Allowable Values: 100, 201, 202, 203, 204, 205, 206, 207, 208, 299, 301, 302, 303, 304, 399, 400, 600, 700, 999
Data Source: CCGI Partner District Data File
Definition: A coded value representing a person's Race Category.
Business Rules: Values should be listed according to this code set:

- 100 – American Indian or Alaska Native
- 201 – Chinese
- 202 – Japanese
- 203 – Korean
- 204 – Vietnamese
- 205 – Asian Indian
- 206 – Laotian
- 207 – Cambodian
- 208 – Hmong
- 299 – Other Asian Native Hawaiian or Other Pacific Islander
- 301 – Hawaiian
- 302 – Guamanian
- 303 – Samoan
- 304 – Tahitian
- 399 – Other Pacific Islander
- 400 – Filipino
- 600 – Black or African American
- 700 – White
- 999 – Decline to State

Notes: NA
Example: 600
Consistent with CALPADS Standard of Operation:

© 2024 California College Guidance Initiative. All rights reserved.

Element 1.26 Student Race Code 3

Field Name: RaceCode3
Required Value: No
Allowable Values: 100, 201, 202, 203, 204, 205, 206, 207, 208, 299, 301, 302, 303, 304, 399, 400, 600, 700, 999
Data Source: CCGI Partner District Data File
Definition: A coded value representing a person's Race Category.
Business Rules: Values should be listed according to this code set:

- 100 – American Indian or Alaska Native
- 201 – Chinese
- 202 – Japanese
- 203 – Korean
- 204 – Vietnamese
- 205 – Asian Indian
- 206 – Laotian
- 207 – Cambodian
- 208 – Hmong
- 299 – Other Asian Native Hawaiian or Other Pacific Islander
- 301 – Hawaiian
- 302 – Guamanian
- 303 – Samoan
- 304 – Tahitian
- 399 – Other Pacific Islander
- 400 – Filipino
- 600 – Black or African American
- 700 – White
- 999 – Decline to State

Notes: NA
Example: 600
Consistent with CALPADS Standard of Operation: Yes

© 2024 California College Guidance Initiative. All rights reserved.

Element 1.27 Student Race Code 4

Field Name: RaceCode4
Required Value: No
Allowable Values: 100, 201, 202, 203, 204, 205, 206, 207, 208, 299, 301, 302, 303, 304, 399, 400, 600, 700, 999
Data Source: CCGI Partner District Data File
Definition: A coded value representing a person's Race Category.
Business Rules: Values should be listed according to this code set:

- 100 – American Indian or Alaska Native
- 201 – Chinese
- 202 – Japanese
- 203 – Korean
- 204 – Vietnamese
- 205 – Asian Indian
- 206 – Laotian
- 207 – Cambodian
- 208 – Hmong
- 299 – Other Asian Native Hawaiian or Other Pacific Islander
- 301 – Hawaiian
- 302 – Guamanian
- 303 – Samoan
- 304 – Tahitian
- 399 – Other Pacific Islander
- 400 – Filipino
- 600 – Black or African American
- 700 – White
- 999 – Decline to State

Notes: NA
Example: 600
Consistent with CALPADS Standard of Operation: Yes

© 2024 California College Guidance Initiative. All rights reserved.

Element 1.28 Student Race Code 5

Field Name: RaceCode5
Required Value: No
Allowable Values: 100, 201, 202, 203, 204, 205, 206, 207, 208, 299, 301, 302, 303, 304, 399, 400, 600, 700, 999
Data Source: CCGI Partner District Data File
Definition: A coded value representing a person's Race Category.
Business Rules: Values should be listed according to this code set:

- 100 – American Indian or Alaska Native
- 201 – Chinese
- 202 – Japanese
- 203 – Korean
- 204 – Vietnamese
- 205 – Asian Indian
- 206 – Laotian
- 207 – Cambodian
- 208 – Hmong
- 299 – Other Asian Native Hawaiian or Other Pacific Islander
- 301 – Hawaiian
- 302 – Guamanian
- 303 – Samoan
- 304 – Tahitian
- 399 – Other Pacific Islander
- 400 – Filipino
- 600 – Black or African American
- 700 – White
- 999 – Decline to State

Notes: NA
Example: 600
Consistent with CALPADS Standard of Operation: Yes

© 2024 California College Guidance Initiative. All rights reserved.

Element 1.29 School Enrollment Start Date

Field Name: SchoolEnrollmentStartDate
Required Value: Yes
Allowable Values: YYYYMM
Data Source: CCGI Derived Value, based on course enrollment data
Definition: This date references the school enrollment start date based on the first known term enrollment date from grades 9-12. If a student enrolls at a high school, departs, and later returns, the listed School Enrollment Start Date will correspond to their first known enrollment term start date.
Business Rules: YYYY is the four digit year, MM is the two digit month. Derived from student course enrollment according to the provided table.

Term Type	Term	Start Month	End Month	# of Months	Total # of Months for this Term Type
Full Year	F	Aug	June	11	11
Semester	S1	Aug	Dec	5	11
	S2	Jan	June	6	
Quarter	Q1	Aug	Sep	2	11
	Q2	Oct	Dec	3	
	Q3	Jan	March	3	
	Q4	April	June	3	
Trimester	T1	Aug	Oct	3	11
	T2	Nov	March	4	
	T3	April	June	4	
Summer	S1,SS1,QS1, TS1,CSS1	July	July	1	1
Other	(unknown combination)	Aug	June	11	11

Notes: Note that the CALPADS Enrollment Start Date field references a specific academic year, while this element references a student's first known enrollment date which may fall outside of the current academic year.
Example: 20200801
Consistent with CALPADS Standard of Operation: NA

© 2024 California College Guidance Initiative. All rights reserved.

Element 1.30 School Enrollment Exit Date

Field Name: SchoolEnrollmentExitDate
Required Value: Yes
Allowable Values: YYYYMM
Data Source: CCGI Derived Value, based on course enrollment data
Definition: This date references the school enrollment exit date based on the expected final term of enrollment in grades 9-12. If a student enrolls at a high school, departs, and later returns, the listed School Enrollment Exit Date will correspond to their last expected enrollment term exit date.
Business Rules: YYYY is the four digit year, MM is the two digit month. Derived from student course enrollment according to the provided table.

Term Type	Term	Start Month	End Month	# of Months	Total # of Months for this Term Type
Full Year	F	Aug	June	11	11
Semester	S1	Aug	Dec	5	11
	S2	Jan	June	6	
Quarter	Q1	Aug	Sep	2	11
	Q2	Oct	Dec	3	
	Q3	Jan	March	3	
	Q4	April	June	3	
Trimester	T1	Aug	Oct	3	11
	T2	Nov	March	4	
	T3	April	June	4	
Summer	S1,SS1,QS1, TS1,CSS1	July	July	1	1
Other	(unknown combination)	Aug	June	11	11

Notes: Note that the CALPADS Enrollment Exit Date field references a specific academic year, while this element references a student's last expected enrollment date which may fall outside of the current academic year.
Example: 20200601
Consistent with CALPADS Standard of Operation: NA

© 2024 California College Guidance Initiative. All rights reserved.

Element 1.31 AB 540 Year Count

Field Name: AB540YearCount
Required Value: Yes
Allowable Values: Numeric
Data Source: CCGI Derived Value, based on course enrollment data
Definition: The number of academic years a student has been enrolled in a California high school, for use in determining if the three academic years of enrollment required by AB 540 have been met.
Business Rules: Derived from student course enrollment according to the provided table.

Term Type	Term	Start Month	End Month	# of Months	Total # of Months for this Term Type
Full Year	F	Aug	June	11	11
Semester	S1	Aug	Dec	5	11
	S2	Jan	June	6	
Quarter	Q1	Aug	Sep	2	11
	Q2	Oct	Dec	3	
	Q3	Jan	March	3	
	Q4	April	June	3	
Trimester	T1	Aug	Oct	3	11
	T2	Nov	March	4	
	T3	April	June	4	
Summer	S1,SS1,QS1, TS1,CSS1	July	July	1	1
Other	(unknown combination)	Aug	June	11	11

Notes: NA
Example: 4
Consistent with CALPADS Standard of Operation: NA

Element 1.32 AB 469 Opt Out

Field Name: AB469OptOut
Required Value: No
Allowable Values: Y, N
Data Source: CCGI Partner District Data File
Definition: AB 469 requires students to complete a Free Application for Federal Student Aid (FAFSA) or California Dream Act Application (CADAA), unless a student's parent/guardian opts out. This element tracks students whose families have followed the district's procedure for opting out.
Business Rules: Y is Yes, N (or a null value) is No.
Notes: NA
Example: Y
Consistent with CALPADS Standard of Operation: NA

© 2024 California College Guidance Initiative. All rights reserved.

Course Data Elements

Element 2.01 Course CDS Code

Field Name: CourseCDSCode
Required Value: No for all coursework, Yes for courses completed at a California public high school
Allowable Values: 14-digit number that may start with 0
Data Source: CCGI Partner District Data File
Definition: The County-District-School (CDS) code is the official, unique identification of a school within California. The first two digits identify the county, the next five digits identify the school district, and the last seven digits identify the school. As a “Course Data Element” this CDS code refers to the school from which the course grade was issued.
Business Rules: The student's Primary CDS Code reflects the student’s current or latest school of primary enrollment. The transcript contains many course grade records, each of which should be associated with the Course CDS Code of the school that issued those grades and credits. While this field is not required to account for private, out-of-state, out-of-country, and dual enrollment coursework, it should be provided for all coursework taken at schools for which a CDS code has been issued (California public schools).
Notes: See https://www.cde.ca.gov/ds/si/ds/ for detailed information on CDS Code assignment. This field was named “CDSCode” in the previous CCGI district data spec.
Example: 36676523630225
Consistent with CALPADS Standard of Operation: Yes, the CDS Code is consistent but its use as a “Course Data Element” is specific to this Standard

Element 2.02 Course CEEB Code

Field Name: CourseCEEBCode
Required Value: No for all coursework (though it is recommended), Yes for dual enrollment courses
Allowable Values: Four or six digit number
Data Source: CCGI Partner District Data File
Definition: The College Entrance Examination Board (CEEB) code is a unique identifier as assigned by the College Board. These codes are used to identify different institutions in the college application process—including colleges, universities, and scholarship programs, as well as individual high schools.
Business Rules: As a “Course Data Element” this CEEB code refers to the school of instruction for a given course. Four digit CEEB codes may be provided as-is or converted to six digit with the addition of 00 to the front of the code.
Notes: For dual enrollment courses, the college CEEB code should be used. This field was named the “ATPCode” in the previous CCGI district data spec.
Example: 4051 or 004051
Consistent with CALPADS Standard of Operation: NA

© 2024 California College Guidance Initiative. All rights reserved.

Element 2.03 Course Institution Name

Field Name: CourseInstitutionName
Required Value: No (though it is recommended in all instances in which the Course CDS Code and/or Course CEEB Code are not fully descriptive or available)
Allowable Values: Free text (alphanumeric)
Data Source: CCGI Partner District Data File
Definition: This is the name of the institution where the course was taken.
Business Rules: The name should correspond to the Course CDS Code and/or Course CEEB Code, if provided. It is possible to list all three fields
Notes: This optional field is encouraged especially when Course CDS Code is not available and Course CEEB Code is not sufficiently descriptive (e.g., all international high schools use CEEB 000004 so this free text field provides an opportunity to list the school name).
Example: Hyderabad American School
Consistent with CALPADS Standard of Operation: NA

Element 2.04 Course Grade Level

Field Name: CourseGradeLevel
Required Value: Yes
Allowable Values:, 07, 08, 09, 10, 11, 12
Data Source: CCGI Partner District Data File
Definition: A Grade Level is an educational or service level. The Course Grade Level indicates the grade of the student when the course was taken.
Business Rules: All courses taken in grade levels 09-12 should be included.
Notes: Mathematics and Language Other Than English courses taken in grade levels 07-08 should be included only if they are comparable in content to high school coursework and a-g eligible.
Example: 11
Consistent with CALPADS Standard of Operation: Yes

Element 2.05 Course School Year

Field Name: SchoolYear
Required Value: Yes
Allowable Values: YYYY-YY
Data Source: CCGI Partner District Data File
Definition: The school year in which the course was taken.
Business Rules: The first four digits YYYY reference the calendar year in which the school year began, with the last two digits YY referencing the calendar year in which the school year ends.
Notes: NA
Example: 2022-23
Consistent with CALPADS Standard of Operation: NA

© 2024 California College Guidance Initiative. All rights reserved.

Element 2.06 Course Term Description

Field Name: TermDescription
Required Value: No
Allowable Values: Free text (alphanumeric)
Data Source: CCGI Partner District Data File
Definition: The name of the term the course was taken, as determined by the school.
Business Rules:
Notes: NA
Example: Fall Semester
Consistent with CALPADS Standard of Operation: NA

Element 2.07 Course Term

Field Name: Term
Required Value: Yes
Allowable Values: Q1, Q2, Q3, Q4, T1, T2, T3, S1, S2, SS1, SS2, F
Data Source: CCGI Partner District Data File
Definition: The term the course was taken as best mapped to UC and CSU acceptable term values.
Business Rules: The allowable values correspond to the type of term and its position within the school year as described below.

- Q1, Q2, Q3, Q4 (quarter)
- T1, T2, T3 (trimester)
- S1, S2 (semester)
- SS1, SS2 (summer school)
- F (full year)

Notes: These are the only term options for a-g coursework that will be used for admission consideration to the UC or CSU.
Example: T1
Consistent with CALPADS Standard of Operation: NA

© 2024 California College Guidance Initiative. All rights reserved.

Element 2.08 Course Curriculum Term

Field Name: CourseCurriculumTerm
Required Value: No
Allowable Values: Q1, Q2, Q3, Q4, T1, T2, T3, S1, S2, SS1, SS2, F
Data Source: CCGI Partner District Data File
Definition: The term of content delivered during a course, which may not be the Course Term according to the calendar.
Business Rules: This field is used primarily for repeated coursework, taught in a term other than that which it was originally offered. The allowable values correspond to the type of term and its position within the school year as described below.

- Q1, Q2, Q3, Q4 (quarter)
- T1, T2, T3 (trimester)
- S1, S2 (semester)
- SS1, SS2 (summer school)
- F (full year)

Notes: NA
Example: T1
Consistent with CALPADS Standard of Operation: NA

Element 2.09 Local Course ID

Field Name: LocalCourseID
Required Value: Yes
Allowable Values: Free Text (alphanumeric)
Data Source: CCGI Partner District Data File
Definition: The ID for a given course as assigned by the school or district.
Business Rules: NA
Notes: The local course ID is used for matching a-g courses in the Course Management Portal (CMP), to determine UC and CSU admission eligibility.
Example: 1235AB
Consistent with CALPADS Standard of Operation: NA

Element 2.10 Course Title Transcript Abbreviation

Field Name: TranscriptAbbreviation
Required Value: Yes
Allowable Values: Free text (alphanumeric)
Data Source: CCGI Partner District Data File
Definition: The course title abbreviation intended for the student's transcript as determined by the district or school.
Business Rules: NA
Notes: This element is used for matching a-g courses in the Course Management Portal (CMP), to determine UC and CSU admission eligibility.
Example: History 9
Consistent with CALPADS Standard of Operation: NA

© 2024 California College Guidance Initiative. All rights reserved.

Element 2.11 Course Subject Area

Field Name: SubjectArea
Required Value: Yes
Allowable Values: A, B, C, D, E, F, G, Z
Data Source: CCGI Partner District Data File
Definition: The a-g matching subject area for a course as determined by the district or school.
Business Rules: Values A to G refer to the corresponding Course Management Portal (CMP) Subject Area, while Z refers to non a-g coursework.
Notes: See https://hs-articulation.ucop.edu/guide for detailed information.
Example: A
Consistent with CALPADS Standard of Operation: NA

Element 2.12 CMP Matched Course

Field Name: MatchedCourseAGValue
Required Value: No
Allowable Values: A, B, C, D, E, F, G
Data Source: Course Management Portal (CMP) as matched by CCGI
Definition: The a-g matching subject area for a course as validated through CCGI's CMP matching process.
Business Rules: Values A to G refer to the corresponding CMP Subject Area.
Notes: See https://hs-articulation.ucop.edu/guide for detailed information. A course may be listed as meeting an a-g requirement by the high school in Course Subject Area and may not carry a CMP Matched Course designation.
Example: A
Consistent with CALPADS Standard of Operation: NA

Element 2.13 Advanced Coursework Indicator

Field Name: AcademicIndicator
Required Value: No
Allowable Values: AP, IB, H
Data Source: CCGI Partner District Data File
Definition: This indicator denotes courses that are Advanced Placement, International Baccalaureate, or Honors.
Business Rules: AP is Advanced Placement, IB is International Baccalaureate, H is Honors. Courses that do not qualify should have null value.
Notes: These values are used in calculating UC and CSU admissions GPAs according to their respective handbooks.
Example: AP
Consistent with CALPADS Standard of Operation: NA

© 2024 California College Guidance Initiative. All rights reserved.

Element 2.14 Dual Enrollment Indicator

Field Name: DualEnrollmentIndicator
Required Value: No
Allowable Values: DE
Data Source: CCGI Partner District Data File
Definition: This indicator denotes courses that are taken for college credit while still enrolled in high school, inclusive of those in College and Career Access Pathways (CCAP) and those which are non-CCAP.
Business Rules: DE is Dual Enrollment. Courses that do not qualify should have null value.
Notes: NA
Example: DE
Consistent with CALPADS Standard of Operation: NA

Element 2.15 Credits Attempted

Field Name: CreditsAttempted
Required Value: Yes
Allowable Values: Numeric
Data Source: CCGI Partner District Data File
Definition: The number of credits or units attempted for the course.
Business Rules: NA
Notes: Five is generally accepted to be full credit for a semester course.
Example: 5
Consistent with CALPADS Standard of Operation: NA

Element 2.16 Credits Earned

Field Name: CreditsEarned
Required Value: Yes
Allowable Values: Numeric
Data Source: CCGI Partner District Data File
Definition: The number of credits or units earned for the course.
Business Rules: NA
Notes: This value may be used for identification of partial credit coursework (e.g., courses with fewer than five credits earned). Five is generally accepted to be full credit for a semester course.
Example: 5
Consistent with CALPADS Standard of Operation: NA

© 2024 California College Guidance Initiative. All rights reserved.

Element 2.17 Course Grade

Field Name: CourseGrade
Required Value: Yes
Allowable Values: Free text (alphanumeric)
Data Source: CCGI Partner District Data File
Definition: The +/- A, B, C, D, or F letter grade earned for a course, or an indication of another status in lieu of a Course Grade.
Business Rules: Letter grades should be entered, with plus/minus grading acceptable. Courses without an earned grade may be marked W for Withdrawn (applicable to dual enrollment/college coursework), WIP for Work In Progress, P for Pass, CR for Credit, or NC for Non-Credit.
Notes: A Course Grade in a final transcript provided according to the Standard will include any value, as provided by the CCGI Partner District Data File. However, note that only a subset of values is permitted for application integration: letter grades +/- A, B, C, D, and F, other than the COVID exception year where P, Pass, C, and CR are also accepted.
Example: B+
Consistent with CALPADS Standard of Operation: NA

Graduation Elements

Element 3.01 Graduation CDS Code

Field Name: GradCDSCode
Required Value: Yes (for graduated students)
Allowable Values: 14-digit number that may start with 0
Data Source: CCGI Partner District Graduate File
Definition: The County-District-School (CDS) code is the official, unique identification of a school within California. The first two digits identify the county, the next five digits identify the school district, and the last seven digits identify the school. As a “Graduation Information Element,” the Graduation CDS code refers to the school graduating the student.
Business Rules: A transcript may contain additional CDS codes in “Course Data Elements” that reference prior schools of attendance.
Notes: See https://www.cde.ca.gov/ds/si/ds/ for detailed information.
Example: 36676523630225
Consistent with CALPADS Standard of Operation: Yes

© 2024 California College Guidance Initiative. All rights reserved.

Element 3.02 Graduation Date

Field Name: GradDate
Required Value: Yes (For graduated students)
Allowable Values: YYYYMMDD (past or present values only)
Data Source: CCGI Partner District Graduate File
Definition: The date that the student graduated from the high school denoted by the Graduation CDS Code.
Business Rules: YYYY is the four digit year, MM is the two digit month, DD is the two digit day.
Notes: This is not a field for an intended graduation date, it is only for students who have successfully graduated. Its presence indicates that graduation has occurred.
Example: 20230609
Consistent with CALPADS Standard of Operation: NA

Element 3.03 Graduation Indicator

Field Name: GradIndicator
Required Value: Yes (For graduated students)
Allowable Values: Y, N
Data Source: CCGI Partner District Graduate File
Definition: This indicator Y confirms that graduation has occurred.
Business Rules: Y is Yes, N is No.
Notes: NA
Example: Y
Consistent with CALPADS Standard of Operation: NA

© 2024 California College Guidance Initiative. All rights reserved.

About the California College Guidance Initiative

CCGI is a state-funded nonprofit that seeks to help California's public education systems—K-12 districts, CCC, CSU, UC, and CSAC—work together to create seamless transitions and pipelines for students.

Through CaliforniaColleges.edu, the State of California's official college and career planning platform, CCGI develops and makes available college, career, and financial aid planning information, curricula, and tools. In addition, CCGI staff provides assistance to CCGI Partner Districts with clarifying data standards, identifying data conflicts, and implementing routines that improve data quality.

CCGI serves over half of California's high school students, and is slated to scale statewide by 2026 through the California Cradle-to-Career Data System.

CCGI is housed at the Foundation for California Community Colleges but is an autonomous initiative with its own mission, goals, and leadership team.

© 2024 California College Guidance Initiative. All rights reserved.

Appendix. Letter from the California Department of Education

CALIFORNIA DEPARTMENT OF EDUCATION

TONY THURMOND
STATE SUPERINTENDENT OF PUBLIC INSTRUCTION

1430 N STREET, SACRAMENTO, CA 95814-5901 • 916-319-0800 • WWW.CDE.CA.GOV

January 26, 2024

Tessa Carmen De Roy, President
California College Guidance Initiative
1102 Q Street, Suite 4800
Sacramento, CA 95811

Dear President De Roy,

The purpose of this letter is to respond to California College Guidance Initiative's ("CCGI") January 8, 2024 communication in which you requested the California Department of Education (CDE) provide written acknowledgement of the current revised draft of the California High School Transcript and Student Record Portability Standard (the "Standard") and associated District Data Specification (the "Spec").

Pursuant to Education Code 69000.5(e)(8), the Standard and Spec were drafted to allow CCGI to provide a service to process transcripts in near real time with California's public post-secondary institutions, University of California, California State University and California Community Colleges, as well as the California Student Aid Commission (collectively, the Post-Secondary Institutions), using an application programing interface. The Standard and Spec are to be used by Local Education Agencies (LEAs) and their vendors of School Information Systems (SIS vendors) to transmit current transcript data directly to CCGI, who, in turn, will transmit that transcript data directly to the Post- Secondary Institutions to achieve the near real time standard set forth in the statute.

Accordingly, the Standard and Spec for near real time transcript processing does not involve or apply to the CDE or its operations. However, the CDE does have experience collecting data from LEAs and their SIS vendors, has a strong interest and desire in making the Standard and Spec work as smoothly and efficiently as possible for all involved (especially California's LEAs), and values its fruitful and ongoing collaboration with CCGI. Thus, the CDE has gladly contributed the Department's knowledge and experience with educational data to this project. Please allow this letter to convey our acknowledgement of CDE's receipt and review of the Standard and Spec for its intended purpose.

If you have any questions regarding this subject, please contact Liberty Van Natten, Interim Division Director, Educational Data Management Division, by phone at 916-327- 0192 or by email at LVanNatten@cde.ca.gov.

Sincerely,

Mary Nicely Digitally signed by Mary Nicely
Date: 2024.02.02 10:05:13 -08'00'

Mary Nicely
Chief Deputy Superintendent

© 2024 California College Guidance Initiative. All rights reserved.

Appendix. Accessibility Notice

We are committed to ensuring accessibility for all individuals.

If you require this document in an alternative format or need assistance accessing its content, please Contact Us: https://www.californiacolleges.edu/#/contact-us.

Accessible versions are available upon request.

© 2024 California College Guidance Initiative. All rights reserved.

District Data Specification

Supplement to the California High School Transcript and Student Record Portability Standard

Version 1
February 2024

CaliforniaColleges.edu is managed by the California College Guidance Initiative.
© 2024 California College Guidance Initiative. All rights reserved.

District Data Specification

Supplement to the California High School Transcript and Student Record Portability Standard

Version 1: Released February 2024

Contents

Contents	**2**
Introduction	**2**
Student Data Elements	**3**
Course Data Elements	**7**
Test Data Elements	**10**
Graduation Elements	**11**
Appendix. Accessibility Notice	**12**

Introduction

The California College Guidance Initiative (CCGI) District Data Specification, hereafter known as “the Spec,” supplements the California High School Transcript and Student Record Portability Standard Version 1, hereafter known as “the Standard.” California public unified and high school districts in partnership with CCGI should submit the elements in this Spec to CCGI, according to the cadence outlined in the district’s signed Memorandum of Understanding (MOU) with CCGI. CCGI’s current minimum expectation from districts is monthly data transmission (with weekly strongly preferred), specific files at the beginning, middle, and end of the school year, and a final high school graduate file provided in late June each year. Privacy and security are additionally outlined in the aforementioned MOU. These elements support Partner Accounts on CaliforniaColleges.edu and provide the needed elements for transcripts provisioned according to the Standard.

Version 1 of the Standard shall be effective for the 2024-2025 Academic Year, with data element transmission from high school districts to CCGI according to this Spec beginning in January 2025 and final high school transcripts provisioned, according to the Standard, beginning in Summer 2025. Constituents should note that data quality will improve iteratively each year after the adoption of the Standard, as students cycle through high school completion with course and grade data recorded as described.

© 2024 California College Guidance Initiative. All rights reserved.

Student Data Elements

Please note the following:

- All fields with a “Y” in the “Data Required” column must contain a valid value.
- All fields with an “N” in the “Data Required” column can be left blank/null.
- Fields in this Spec which correspond to the Standard have their Element Number noted.

Standard Element Number	Field Name	Data Req’d	Description	Values	Notes
1.01	PrimaryCDSCode	Y	Statewide School Code	14-Digit Number	Numeric. May start with 0.
1.02	LocalStudentID	Y	Student Local ID	Free Text	Alphanumeric.
1.03	StateID	Y	Statewide Student ID (SSID)	10-Digit Number	Numeric.
1.04	FirstName	Y	Student Legal First Name	Free Text	Alphanumeric.
1.05	PreferredFirstName	N	Student Preferred First Name	Free Text	Alphanumeric.
1.06	MiddleName	N	Student Legal Middle Name	Free Text	Alphanumeric.
1.07	PreferredMiddleName	N	Student Preferred Middle Name	Free Text	Alphanumeric.
1.08	LastName	Y	Student Legal Last Name	Free Text	Alphanumeric.
1.09	PreferredLastName	N	Student Preferred Last Name	Free Text	Alphanumeric.
1.10	Suffix	N	Student Legal Name Suffix	I, II, III, IV, V, VI, VII, JR, SR	
1.11	DateOfBirth	Y	Student Date of Birth	YYYYMMDD preferred	Past value only.

© 2024 California College Guidance Initiative. All rights reserved.

				MM/DD/YYYY allowable	
1.12	Gender	N	Student Gender	Male: M Female: F Nonbinary: X	
1.13	GradeLevel	Y	Student Grade Level (Current or Latest)	06, 07, 08, 09, 10, 11, 12	2 digits, for example 8 should be 08, preferred. 1 or 2 digits, example 8 can be either 08 or 8, allowable.
1.14	GPA	Y	High School Provided GPA	Number With 2 Decimal Places	If no GPA, use 0.00. If GPA includes more than 2 decimals places, the GPA will be rounded.
1.15	GPAType	N	High School Provided GPA Type	Weighted Unweighted College Other	If blank/null, considered unweighted.
1.16	CalGrantGPA	N	CalGrant GPA	Number With 2 Decimal Places	
1.19	LOTECert	N	Language Other than English Certification	Y N	If blank/null, considered No.
1.20	LOTELanguage	N	Language Other than English Language	Free Text	Alphanumeric.
1.21	LOTECertNote	N	Language Other than English Notation (Method of Proficiency)	Free Text	Alphanumeric. Example Notation: Principal Certification of LOTE equivalent to 2 years of High School Spanish.
1.22	FosterYouth	N	Foster Youth (Current)	Y N	If blank/null, considered No.

© 2024 California College Guidance Initiative. All rights reserved.

1.23	HispanicEthnicity	N	Student Hispanic Ethnicity	Y N	Y indicates self-identification of Hispanic Ethnicity. If blank/null, considered No.
1.24	RaceCode1	N	Student Race Code	3-Digit Race Code	Uses CALPADS Code Set.
1.25	RaceCode2	N	Student Race Code	3-Digit Race Code	Uses CALPADS Code Set.
1.26	RaceCode3	N	Student Race Code	3-Digit Race Code	Uses CALPADS Code Set.
1.27	RaceCode4	N	Student Race Code	3-Digit Race Code	Uses CALPADS Code Set.
1.28	RaceCode5	N	Student Race Code	3-Digit Race Code	Uses CALPADS Code Set.
NA	EnrollmentStartDate	N	Enrollment Start Date of the Current Academic Year	YYYYMMDD preferred. MM/DD/YYYY allowable.	
NA	EnrollmentExitDate	N	Enrollment Exit Date of the Current Academic Year	YYYYMMDD preferred. MM/DD/YYYY allowable.	
NA	DistrictAssignedStudentEmailAddress	N	District Assigned Student Email Address	A Valid Email	Required for districts utilizing SSO.
NA	SWDIndicator	N	Students with Disabilities Indicator	Y N	If active, Y. If ended N, if never blank/null.
NA	504ProgramIndicator	N	504 Program Indicator	Y N	If active, Y. If ended N, if never blank/null.
NA	EL	N	English Learner	Y N	If blank/null, considered No.

© 2024 California College Guidance Initiative. All rights reserved.

1.32	AB469OptOut	N	Students with Financial Aid Application Parent Opt Out	Y N	Y indicates a Parent/Guardian has opted out. If blank/null, considered No.
NA	Homeless	N	Students Currently Experiencing Homelessness	Y N	If blank/null, considered No.
NA	Migrant	N	Students Who Are Currently Experiencing Migrant Status	Y N	If blank/null, considered No.
NA	ParentGuardianEdLevel	N	Parent/Guardian Highest Education Level	10, 11, 12, 13, 14, 15	Uses CALPADS Code Set.

To be CSV-Compliant

- File names must have the .csv extension
- Files must be UTF-8 encoded with no byte order mark
- Files must have a header row
- Fields containing commas must be enclosed within double quotes
- File name format: {districtname}_StudentTemplate_yyyymmdd
    - Example: Sacramento_StudentTemplate_20171125.csv

© 2024 California College Guidance Initiative. All rights reserved.

Course Data Elements

Please note the following:

- All fields with a “Y” in the “Data Required” column must contain a valid value.
- All fields with an “N” in the “Data Required” column can be left blank/null.
- Fields in this Spec which correspond to the Standard have their Element Number noted.

Standard Element Number	Field Name	Data Req’d	Description	Values	Notes
1.03	StateID	Y	Statewide Student ID (SSID)	10-Digit Number	Numeric.
2.01	CourseCDSCode	Y (For CA Public HS)	Statewide School Code, where the course was taken	14-Digit Number	Numeric. May start with 0.
2.02	CourseCEEBCode	Y (For Dual Enrollment)	College Entrance Examination Board (CEEB) code, as assigned by the College Board, where the course was taken	4- or 6-Digit Number	Numeric. May start with 0.
2.03	CourseInstitutionName	N	Name of the institution where the course was taken	Free Text	Alphanumeric. This field is encouraged especially when Course County-District-School Administration (CDS) Code is not available and Course CEEB Code is not sufficiently descriptive (e.g., international high schools)
NA	IsWorkInProgress	Y	Identifies if the course is in progress or completed.	Y N	Y indicates work in progress.

© 2024 California College Guidance Initiative. All rights reserved.

2.04	CourseGradeLevel	Y	Grade level when the course was taken	07, 08, 09, 10, 11, 12	2 digits Example: 8 becomes 08
2.05	SchoolYear	Y	School year when the course was taken	YYYY-YY	Example: 2022-23
2.06	TermDescription	N	Name of the term the course was taken, as determined by the high school	Free Text	Alphanumeric. Example: Fall Semester
2.07	Term	Y	Term the course was taken, as best mapped to the UC and CSU acceptable term values	Quarter: Q1, Q2, Q3, Q4 Trimester: T1, T2, T3 Semester: S1, S2 Summer: SS1, SS2 Full Year: F	
2.08	CourseCurriculumTerm	N	Term of content delivered during a course, which may not be the course term according to the calendar	Quarter: Q1, Q2, Q3, Q4 Trimester: T1, T2, T3 Semester: S1, S2 Summer: SS1, SS2 Full Year: F	
2.09	LocalCourseID	Y	The Local ID for a given course	Free Text	Alphanumeric.
2.10	TranscriptAbbreviation	Y	The course abbreviation included on a student's transcript	Free Text	Alphanumeric.
2.11	SubjectArea	Y	The a-g subject area for a course as determined by the HS	A, B, C, D, E, F, G, Z	Enter Z for non a-g coursework.
2.13	AcademicIndicator	N	Advanced Coursework Indicator	Advanced Placement: AP International Baccalaureate: IB Honors: H	If blank/null, considered non-advanced course.
2.14	DualEnrollmentIndicator	N	Dual Enrollment Indicator	Dual Enrollment: DE	If blank/null, considered a non-dual enrollment course.

© 2024 California College Guidance Initiative. All rights reserved.

2.15	CreditsAttempted	Y	Number of credits or units attempted for the course	Numeric	5 is generally accepted as full credit for a semester course.
2.16	CreditsEarned	Y	Number of credits or units earned for the course	Numeric	5 is generally accepted as full credit for a semester course.
2.17	CourseGrade	Y	+/- A, B, C, D, or F letter grade earned for a course, or an indication of another status	Free Text	Alphanumeric. If IsWorkInProgress=Y, it must contain “WIP”. While any value will appear on a final transcript, only letter grades +/- A, B, C, D, and F are permitted for application integration (other than the COVID exception year where P, Pass, C, and CR are also accepted).

To be CSV-Compliant

- File names must have the .csv extension
- Files must have a header row
- Fields containing commas must be enclosed within double quotes
- File name format: {districtname}_CourseGradeTemplate_yyyymmdd
    - Example: Sacramento_CourseGradeTemplate_20210925.csv

© 2024 California College Guidance Initiative. All rights reserved.

Test Data Elements

Please note the following:

- All fields with a “Y” in the “Data Required” column must contain a valid value.
- All fields with an “N” in the “Data Required” column can be left blank/null.
- Fields in this Spec which correspond to the Standard have their Element Number noted.

Standard Element Number	Field Name	Data Req’d	Description	Values	Notes
1.03	StateID	Y	Statewide Student ID (SSID)	10-Digit Number	Numeric.
NA	TestName	N	Name of the test taken	Free Text	Alphanumeric.
NA	TestDate	N	Date the test was administered	YYYYMM	
NA	TestAttribute	N	Attribute of the test taken	Free Text	Alphanumeric.
NA	TestScore	N	Score of the test taken	Free Text	Alphanumeric.

To be CSV-Compliant

- File names must have the .csv extension
- Files must be UTF-8 encoded with no byte order mark
- Files must have a header row
- Fields containing commas must be enclosed within double quotes
- File name format: {districtname}_TestTemplate_yyyymmdd
  - Example: Sacramento_TestTemplate_20210925.csv

© 2024 California College Guidance Initiative. All rights reserved.

Graduation Elements

Please note the following:

- All fields with a “Y” in the “Data Required” column must contain a valid value.
- All fields with an “N” in the “Data Required” column can be left blank/null.
- This file should be submitted after final grades have been sent
- Fields in this Spec which correspond to the Standard have their Element Number noted.

Standard Element Number	Field Name	Data Req’d	Description	Values	Notes
1.03	StateID	Y	Statewide Student ID (SSID)	10-Digit Number	Numeric.
3.01	GradCDSCode	Y	Statewide School Code for the school graduating the student	14-Digit Number	Numeric. May start with 0.
3.02	GradDate	Y	Date the student graduated from HS	YYYYMMDD	Past or present values only.
3.03	GradIndicator	Y	Indicator to confirm graduation has occurred	Y N	

To be CSV-Compliant

- File names must have the .csv extension
- Files must have a header row
- File name format: {districtname}_HGTemplate_yyyymmdd
  - Example: CCGIPartnerHighSchoolDistrict_HGTemplate_20221125.csv

© 2024 California College Guidance Initiative. All rights reserved.

Appendix. Accessibility Notice

We are committed to ensuring accessibility for all individuals.

If you require this document in an alternative format or need assistance accessing its content, please Contact Us: https://www.californiacolleges.edu/#/contact-us.

Accessible versions are available upon request.

© 2024 California College Guidance Initiative. All rights reserved.