

## CCGI High School Graduate Template for CaliforniaColleges.edu

The High School Graduate Template is designed to enable the upload of students' graduation status to detach the student from the school so the account will remain active and accessible for graduated students. **All field headers are required.** Please note the following:

- All fields are required
- **If students are not reported as graduated**, if they login after graduation they may “attach” themselves to your school sites.
- **If students are reported as graduated**, if they login after graduation they will be able to navigate their planner and not affect your school site's student list in the Educator Dashboard.

Field Name	Req'd	Definition	Values	Notes	Example
CDSCode	Y	Statewide School Code	14 digit #	May start with zero. (Where the course was taken).	01234567891234
StateID	Y	Statewide Student ID	10 digit #	Also known as SSID	1234567890
GRAD_DATE	Y	Graduation Date of Student	YYYYMM		202206
HAS_GRADUATED	Y	Identifies whether a student has graduated	Y or N		Y

### 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.

### Upload the CSV template

Using an sFTP client, use [sftp.californiacolleges.edu](https://sftp.californiacolleges.edu) and upload the HG file to the hold\_for\_review folder for processing.

If there are any questions regarding this file, please contact your CCGI Technical Assistance via [Contact Us](#).