

CCGI Student Template for CaliforniaColleges.edu

The Student Template is designed to enable the creation of multiple student accounts. **All field headers are required.** Please note the following:

- All fields with a “Y” in the “Required” column must contain a valid value.
- All fields with an “N” in the “Required” column can be left blank.

Field Name	Req'd	Definition	Values	Notes	Example
PrimaryCDSCode	Y	Statewide School Code	14 digit #	Numeric. May start with 0.	01234567891234
LocalStudentID	Y	Student Local ID	Free Text	May contain letters or numbers.	98765
StateID	Y	Student State ID	10 digit #	Also known as SSID.	1234567890
FirstName	Y	Student First Name	Free Text		Mickey
MiddleName	N	Student Middle Name	Free Text		Fauntleroy
LastName	Y	Student Last Name	Free Text		Mouse
DateOfBirth	Y	Student's Date of Birth	MM/DD/YYYY		08/03/2001
Gender	N	Students' gender	M, F, X (decline to state)	M, F, X	M
GradeLevel	Y	Student current grade in School	06,07,08,09, 10,11,12	1 or 2 digits, example 8 can be either 08 or 8.	10
GPA	Y	Student's GPA	Number with 2 decimal points	If no GPA, use 0.00. If GPA includes more than 2 decimals, the GPA will be rounded.	3.75
GPAType	N	GPA Type	Weighted, unweighted, college, other.	If blank, considered unweighted.	Weighted
NSLP	N	Please do not provide this data	Please do not provide this data	Please do not provide this data	

LoteCertSource	N	Source of the student's proficiency certification in a Language Other Than English (LOTE).	10, 11, 12, 99	10 – High School Principal 11 – Special Organization 12- Locally Administered Exam 99 - Other	10
LanguageCode	N	The (Language Other Than English) that the student is proficient in.	Please see CALPADS for exhaustive list of Language Codes List	Only include if LOTE Certified.	01
FosterYouth	N	“Y” indicates a student is a Foster Youth	Y or N		N
ParentConsent	Y	“Y” indicates a parent/ Guardian has not opted out	Y or N	Cannot be blank.	Y
HispanicEthnicity	N	“Y” indicates that a student has identified him/ herself as having an ethnicity of Hispanic. “N” indicates that he/she does not.	Y or N		N
RaceCode1	N			100 – American Indian or Alaska Native 201 – Chinese 202- Japanese 203-Korean 204 – Vietnamese 205 – Asian Indian 206 – Laotian 207 – Cambodia 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 of African American (not Hispanic) 700 – White (not Hispanic) 999 – Decline to state	

RaceCode2	N		Same as RaceCode1		
RaceCode3	N		Same as RaceCode1		
RaceCode4	N		Same as RaceCode1		
RaceCode5	N		Same as RaceCode1		
EnrollmentStartDate	N	Enrollment Start Date	MM/DD/YYYY		08/05/2016
EnrollmentEndDate	N	Enrollment End Date	MM/DD/YYYY		06/01/2020

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