

CCGI High School Graduate Data Element 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 with a “Y” in the “Data Required” column must contain a valid value.

| Field Name | Data Req'd | Description | Values | Notes |
|---------------|------------|---|------------|------------------------------|
| CDSCode | Y | Statewide School Code for the school graduating the student; corresponds to the GradCDSCode in the District Data Specification V1 | 14 digit # | Numeric. May start with 0. |
| StateID | Y | Student State ID (SSID) | 10 digit # | Numeric. |
| GRAD_DATE | Y | Date the student graduated from HS; corresponds to the GradDate in the District Data Specification V1 | YYYYMM | Past or present values only. |
| HAS_GRADUATED | Y | Indicator to confirm graduation has occurred; corresponds to the GradIndicator in the District Data Specification V1 | Y, N | |

File Structure Requirements

- File names must have the .csv extension.
- Files must be **UTF-8 encoded** with no byte order mark.
- Files must contain a **header row containing all field headers listed above.**
- Fields containing **commas** must be enclosed within double quotes.
- **File name format:** {districtname}_HG_Template_yyyymmdd.csv