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

Field Name	Data Req’d	Description	Values	Notes
PrimaryCDSCode	Y	Statewide School Code	14 digit #	Numeric. May start with 0. Must be a valid CDE code as listed in the CDE School Directory. Used to roster students in their school of enrollment.
LocalStudentID	Y	Student Local ID	Free Text	Alphanumeric.
StateID	Y	Student State ID (SSID)	10 digit #	Numeric.
FirstName	Y	Student Legal First Name	Free Text	Alphanumeric.
PreferredFirstName	N	Student Preferred First Name	Free Text	Alphanumeric. When a preferred first name value is provided, it]will replace the ‘FirstName’ in the student’s CaliforniaColleges.edu account and as visible to educator accounts and parent accounts associated with the student.
MiddleName	N	Student Legal	Free Text	Alphanumeric.

		Middle Name		
PreferredMiddleName	N	Student Preferred Middle Name	Free Text	Alphanumeric.
LastName	Y	Student Legal Last Name	Free Text	Alphanumeric.
PreferredLastName	N	Student Preferred Last Name	Free Text	Alphanumeric. When a preferred last name value is provided, it will replace the 'LastName' in the student's CaliforniaColleges.edu account and as visible to educator accounts and parent accounts associated with the student.
Suffix	N	Student Legal Name Suffix	I, II, III, IV, V, VI, VII, JR, SR	
DateOfBirth	Y	Student Date of Birth	MM/DD/YYYY	Past value only.
Gender	N	----------	----------	***This data element has been retired in accordance with AB1159. Please do not send data.*** *Any data that is received will be converted to NULL on the CaliforniaColleges.edu platform.*
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.

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.
GPAType	N	High School Provided GPA Type	Weighted, unweighted, college, other	If blank/null, considered unweighted.
CalGrantGPA	N	CalGrant GPA	Number with 2 decimal places	
NSLP	N	----------	----------	***This data element has been retired. Please do not send data.***
LOTECert	N	Language Other than English Certification	Y, N	If blank/null, considered No.
LOTECertSource	N	Language Other than English Notation (Method of proficiency) corresponds to the LOTECertNote in the District Data Specification V1	Free Text	Alphanumeric. Example Notation: Principal Certification
LanguageCode	N	Language Other than English Language corresponds to the LOTELanguage in the District Data Specification V1	Free Text	Alphanumeric. Example: Spanish
FosterYouth	N	Foster Youth (Current)	Y, N	If blank/null, considered No.
ParentConsent	N	----------	----------	***This data element has been retired.***
HispanicEthnicity	N	Student Hispanic Ethnicity	Y, N	Y indicates self-identification of Hispanic Ethnicity. If blank/null,

				considered No.
RaceCode1	N	Student Race Code	3 digit Race Code	Uses CALPADS Code Set
RaceCode2	N	Student Race Code	3 digit Race Code	Uses CALPADS Code Set
RaceCode3	N	Student Race Code	3 digit Race Code	Uses CALPADS Code Set
RaceCode4	N	Student Race Code	3 digit Race Code	Uses CALPADS Code Set
RaceCode5	N	Student Race Code	3 digit Race Code	Uses CALPADS Code Set
EnrollmentStartDate	N	Enrollment Start Date of the Current Academic Year	MM/DD/YYYY	
EnrollmentEndDate	N	Enrollment Exit Date of the Current Academic Year corresponds to the EnrollmentExitDate in the District Data Specification V1	MM/DD/YYYY	
DistrictAssignedStudentEmailAddress	N	District Assigned Student Email Address	A valid email	Required for districts utilizing SSO
SWDIndicator	N	Students with Disabilities Indicator	Y, N	If active, Y. If blank/null, considered No.
504ProgramIndicator	N	504 Program Indicator	Y, N	If active, Y. If blank/null, considered No.
EL	N	English Learner	Y, N	If blank/null, considered No.
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.

Homeless	N	Students currently experiencing homelessness	Y, N	If blank/null, considered No.
Migrant	N	Students who are currently experiencing migrant status	Y, N	If blank/null, considered No.
ParentGuardianEdLevel	N	Parent/Guardian Highest Education Level	10, 11, 12, 13, 14, 15	Uses CALPADS Code Set

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}_StudentTemplate_yyyymmdd.csv