

District Data Specification

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

Version 1
February 2024



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

Version 1: Released February 2024

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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.

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.

				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.

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.

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

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.

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.

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

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

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