

# **CA - CCGI - High School Graduate Data Element Extract**

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## CA - CCGI - High School Graduate Data Element Extract

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## Version Control

Version	Date	Author(s)	Brief Description of Change
1.0	9/25	<a href="#">Collette Hoppe</a>	Initial version

## Overview

### Summary

This tool will create files to upload CCGI (California College Guidance Initiative) High School Graduate Extract into [Californiacolleges.edu](https://californiacolleges.edu) or to print a review document of the extracts. Choose the state defined format (CSV) for uploading into the CGI web app or choose other formats (HTML or XML) for the review documents.

### Due Dates

Review all year long.

Final submission due EOY

### Scope and Purpose

This extract will be used to import High School Graduate data to CCGI (California College Guidance Initiative).

This is 1 extract out of 5 total.

Background from CA documentation:

CCGI works with the California [Department of Education](#) (CDE), California Community Colleges Chancellor's Office (CCCCO), the California State University Chancellor's Office (CSUCO), the University of California Office of the President (UCOP), the California Student Aid Commission (CSAC) and with K–12 LEAs to streamline the college and financial aid application processes for students.

Currently, CCGI provides individual transcript-informed *Partner Accounts* on [Californiacolleges.edu](https://californiacolleges.edu) to students enrolled at LEAs choosing to partner with CCGI. Students with accounts in these “Partner LEAs” access a tool that displays courses they are enrolled in and have completed; thus tracking their progress towards eligibility for admission to the California State University (CSU) and University of California (UC). As they near the end of their secondary education, students can launch California public college and financial aid applications from their account thus streamlining their transition to postsecondary education.

In 2021, the Governor's C2C Initiative leveraged California's existing college and career planning platform, [CaliforniaColleges.edu](https://california.colleges.edu), and statutorily *authorized* CCGI to provide *all* 6th–12th grade public school students with student accounts on the platform. This statewide scaling of CCGI was part of the C2C Initiative because of its potential to significantly improve college and career outcomes for all students, particularly those who lack resources or support, by removing barriers and creating a guided pipeline that seamlessly moves students through secondary public education into California's public postsecondary institutions. This year's 2024 omnibus budget trailer bill for education, Senate Bill (SB)153 (Chapter 38, Statutes of 2024), further *requires* all public schools offering grades 9–12 to partner with CCGI to provide transcript-informed Partner Accounts to 9th–12th grade students, per *Education Code (EC)* Section 60900(f)(3).

## Functional Requirements

### Reporting Population and Business Rules

#	Requirement
R1	Report all students active as of Effective date OR has State End Status in (100, 106, 108)
R2	Only report students with state grade 09-12
R3	Report 1 record per student
R3.BR1	If multiple enrollments, choose Primary
R3.BR2	If multiple primary enrollments, choose most recent
R6	Do not report State Excluded students

#### Note:

1. 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.
2. All field headers are required. Please note the following:
  - a. All fields with a "Y" in the "Data Required" column must contain a valid value.

### 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

## Report Data Elements

Sequence	Standard Element Number	Element	Required	State Description	Format	Length	Values	Logic
1	1.03	StateID	Y	Student State ID (SSID)	Numeric	10	N/A	Census > Demographics > Student State ID  Person.stateID
2	3.01	GradCDSCode	Y	Statewide School Code for the school graduating the student; corresponds to the GradCDSCode in the District Data Specification V1	Numeric	14	N/A	State District Number + State School Number  School.schoolNumber
3	3.02	GradDate	Y	Date the student graduated from HS; corresponds to the GradDate in the District Data Specification V1	Date	YYYYMM	N/A	Past or Present values only  Student Information > Graduation > Diploma Date  Graduation.diplomaDate

4	3.03	GradIndicator	Y	Indicator to confirm graduation has occurred; corresponds to the GradIndicator in the District Data Specification V1	Alpha-Numeric	1	Y/N	Student Information > Enrollment > State End Status in (100, 106, 108)  Enrollment.endStatus  AND  Student Information > Graduation > Diploma date populated  Graduation.diplomaDate
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