

# **CA - CCGI Course Grade Data Element Extract**

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## CA - CCGI Course Grade 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) Course Grade 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 Course Grade 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
R2	Only report students with state grade 06-12
R3	Report 1 record per student per course
R3.BR1	If multiple enrollments, choose Primary
R3.BR2	If multiple primary enrollments, choose most recent
R4	Report all courses on transcript AND all courses in progress
R5	Do not report State Excluded students

#### Note:

1. The Course Grade Template is designed to enable the upload of students' courses and course grades. 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.
  - b. All fields with an "N" in the "Data Required" column can be left blank.
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}\_CourseGrade\_Template\_yyyymmdd.csv

## Report Data Elements

Sequence	Standard Element Number	Element	Req	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	2.01	CourseCDSCode	Y	Statewide School Code where the course was taken	Numeric (may start with zero)	14	N/A	Numeric. May start with 0. (Out-of-State, Out-of-Country and College Course use 99999999999999)  District Information > State District Number  + School Information > State School Number  School.schoolNumber



## CAMPUS STATE SPECIFIC LOCALIZATIONS - CA - CCGI COURSE GRADE DATA ELEMENT EXTRACT

3	2.02	CourseCEEBCode	Y - for Dual Enroll Only	CEEB code as assigned by the College Board, where the course was taken; corresponds to the CourseCEEBCode in the District Data Specification V1	Numeric	4 or 6	N/A	<p>Numeric. May start with 0. 4 digit numbers may be left padded with 00. (use 111111 if unknown)</p> <p>School Information &gt; State School Number (truncated to 6 digits)</p> <p>Districts may have to populate from   <a href="https://satsuite.collegeboard.org/k12-educators/tools-resources/k12-school-code-search">https://satsuite.collegeboard.org/k12-educators/tools-resources/k12-school-code-search</a> </p> <p>School.satNumber</p>
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## CAMPUS STATE SPECIFIC LOCALIZATIONS - CA - CCGI COURSE GRADE DATA ELEMENT EXTRACT

4	2.03	CourseInstitutionName	N	Name of the Institution where the course was taken	Text		N/A	<p>Alphanumeric. This field is encouraged, especially when Course CDS Code is not available and Course CEEB Code is not sufficiently descriptive (such as for an international high school).</p> <p>School Information &gt; Name</p> <p>School.name</p>
5	NA	IsWorkInProgress	Y	Identifies if the course is in progress or completed	Alpha-Numeric	1	Y/N	<p>Y Indicates work in progress</p> <p>Student Information &gt; Schedule</p> <p>Check Transcript ?</p>

## CAMPUS STATE SPECIFIC LOCALIZATIONS - CA - CCGI COURSE GRADE DATA ELEMENT EXTRACT

6	2.04	CourseGradeLevel	Y	Grade level when the course was taken; corresponds to the CourseGradeLevel in the District Data Specification V1	Numeric	2	07, 08, 09, 10, 11, 12	2 digits, for example 8 should be 08  Student Information > Enrollments >  State Grade Level  Enrollments.grade
7	2.05	SchoolYear	Y	School year when the course was taken	Date	7	YYYY-YY	Calendar Information > School Year  Calendar.schoolYear
8	2.06	TermDescription	N	Name of the term the course was taken, as determined by the HS	Alpha-Numeric		N/A	Alphanumeric. Example: Fall  Calendar Information > Term Setup >  Term Detail > Name  Term.name

9	2.07	Term	Y	Term the course was taken, as best mapped to the UC and CSU acceptable term values	Alpha-Numeric		Quarter: Q1, Q2, Q3, Q4 Trimester: T1, T2, T3 Semester: S1, S2 Summer: SS1, SS2 Full Year: F	Course > Section Information > Section Schedule  Placement, then need to convert to reported code  Semester 1 would become S1, Quarter 1 would become Q1, etc.
10	2.08	CourseCurriculumTerm	N	Term of content delivered during a course, which may not be the course term according to the calendar	Alpha-Numeric		Quarter: Q1, Q2, Q3, Q4 Trimester: T1, T2, T3 Semester: S1, S2 Summer: SS1, SS2 Full Year:	<b>Field not required - all fields blank</b>
11	2.09	LocalCourseID	Y	The Local ID for a given course	Alpha-Numeric		N/A	Course > Number  Course.number
12	2.10	TranscriptAbbreviation	Y	The course abbreviation included on a student's transcript	Alpha-Numeric		N/A	Transcript > Course Name  TranscriptCourse.courseName

## CAMPUS STATE SPECIFIC LOCALIZATIONS - CA - CCGI COURSE GRADE DATA ELEMENT EXTRACT

13	2.11	SubjectArea	Y	The a-g subject area for a course as determined by the HS	Alpha-Numeric	1	A, B, C, D, E, F, G, Z	Enter Z for non a-g coursework.  Course > UC/CSU code  TranscriptCourse.collegeCode
14	2.13	AcademicIndicator	N	Advanced Coursework indicator	Alpha-Numeric		Advanced Placement: AP International Baccalaureate: IB Honors: H	If blank/null, considered non-advanced course.  Course > AP/IB Course Cross  Code Reference  TranscriptCourse.honorsCode  <b>Field not required - all fields blank</b>
15	2.14	DualEnrollmentIndicator	N	Dual Enrollment Indicator	Alpha-Numeric	2	DE	If blank/null, considered a non-dual enrollment course.  <b>Field not required - all fields blank</b>

16	2.15	CreditsAttempted	Y	Number of credits or units attempted for the course	Numeric		N/A	<p>5 is generally accepted as full credit for a semester course</p> <p>Transcripts &gt; Attempted</p> <p>TranscriptCourse.creditsAttempted</p>
17	2.16	CreditsEarned	Y	Number of credits or units earned for the course	Numeric		N/A	<p>5 is generally accepted as full credit for a semester course</p> <p>Transcripts &gt; Earned</p> <p>TranscriptCourse.creditsEarned</p>

18	2.17	CourseGrade	Y	+/- A, B, C, D, or F letter grade earned for a course, or an indication of another status	Alpha-Numeric		N/A	<p>Alphanumeric. If IsWorkInProgress=Y, it must contain "WIP".</p> <p>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).</p> <p>Transcripts &gt; Score</p> <p>TranscriptCourse.score</p>
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