

CA - CCGI Course Grade Data Element Extract

Version Control

Version	Date	Author(s)	Brief Description of Change
1.0	9/25	@Collette Hoppe	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://californiacolleges.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	Include Out of District Courses (Manual Transcript)
R6	Exclude Dropped Courses
R7	Exclude no credit courses
R8	Do not report State Excluded students

Note:

- 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:
 - 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.
- All field headers are required. Please note the following:
 - 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	CDSCode	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
3	2.02	ATPCode	Y	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	Numeric. May start with 0. 4 digit numbers may be left padded with 00. (use 111111 if unknown) School Information > CEEB Number Districts may have to populate from https://satsuite.collegeboard.org/k12-educators/tools-resources/k12-school-code-search School.satNumber If blank Default to 111111 Out of district (Manual transcript) will always report 111111 Reports for both in district and out of district (manual transcripts).
4	2.03	CourseInstitutionName	N	Name of the Institution where the course was taken	Text		N/A	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). School Information > Name School.name
5	NA	IsWorkInProgress	Y	Identifies if the course is in progress or completed	Alpha-Numeric	1	Y/N	Y Indicates work in progress Student Information > Schedule Student Information > Transcript Calculated Logic: Any course marked as a transcript course that meets the following conditions: Student didn't dropout - roster end date prior to the latest end date for the section No posted transcript record exists for the course number and end year on or after the earliest start date for the section.
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 Report blank for Manual Transcripts 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	First look to Scheduling & Courses > Calendar Setup > Term Setup > Term type Term.stateCode If blank then do the conversion: Course > Section Information > Section Schedule Placement, then need to convert to reported code Semester 1 would become S1, Quarter 1 would become Q1, etc. Report Blank for Manual Transcripts
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:	Report Blank
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
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 Field not required - all fields blank
15	2.14	DualEnrollmentIndicator	N	Dual Enrollment Indicator	Alpha-Numeric	2	DE	If blank/null, considered a non-dual enrollment course. 1. a. i. Records for College level coursework should have the Dual Enrollment indicator or a CDS Code of 8888888888888888. ii. AP/Honors courses marked as Dual Enrollment should have DualEnrollmentIndicator = Y iii. current updated code logic for DualEnrollmentIndicator - when course (for non manual records) or transcript record (for manual records) honor code = 23 (college credit only), 24(dual credit), or 40 (college level) then 'Y' when CBCCode = '8888888888888888' Then 'Y' Else blank iv. WIP records always have blank on DualEnrollmentIndicator Course > Academic Level 2 Course.honorsCode

								Transcript > Academic Level 2 Transcript.honorsCode
16	2.15	CreditsAttempted	Y	Number of credits or units attempted for the course	Numeric		N/A	5 is generally accepted as full credit for a semester course Transcripts > Attempted TranscriptCourse.creditsAttempted
17	2.16	CreditsEarned	Y	Number of credits or units earned for the course	Numeric		N/A	5 is generally accepted as full credit for a semester course Transcripts > Earned TranscriptCourse.creditsEarned
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	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). Transcripts > Score TranscriptCourse.score

