

# Student Interchange - Graduation Guidelines (Colorado) [.2215 - .2227]

Last Modified on 10/22/2022 10:50 am CDT

You are viewing a previous version of this article. See Student Interchange - Graduation Guidelines (Colorado) for the most current information.

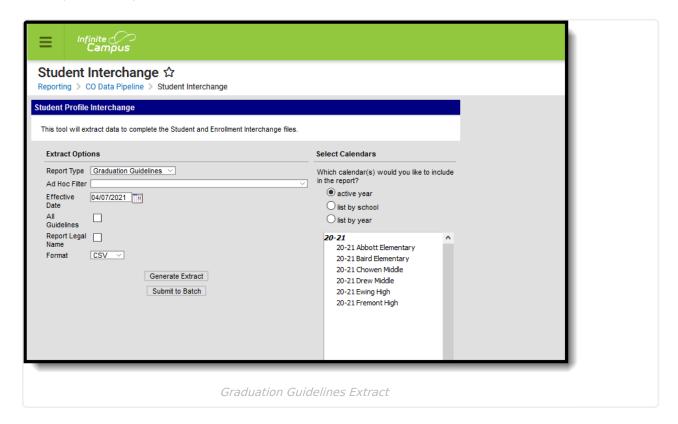
Report Logic | Report Editor | Generate the Report | Report Layout

Classic View: CO State Reporting > Data Pipeline > Student Interchange > Graduation

Guidelines

Search Terms: Student Interchange

The Graduation Guidelines Report tracks graduation requirements for students. The information in this report is not part of the October Count.



#### **Report Logic**

One record per Guideline - Assessment, Transcript record or Certificate - reports per student. When a student has more than one guideline, that student has multiple records on the extract.

Only records that have dates on or prior to the entered effective date report. This applies to all assessments, transcript records and courses that are considered for graduation guidelines.



The student must have an active primary enrollment as of the entered effective date on the report editor. When there is no active primary enrollment as of the effective date, the most recent primary enrollment reports based on the start date.

Only guidelines met during the selected reporting school year are included. The School Year is considered to be from the earliest Calendar Start Date of all selected calendars to the latest Calendar End Date of all selected calendars.

## **Report Editor**

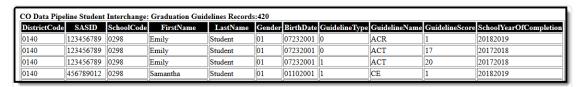
Field	Description
Report Type	Selection determines the Student Interchange report that generates. Choose Graduation Guidelines.
Ad hoc Filter	Select a saved ad hoc filter to only include those students in the filter in the report, assuming those students meet the reporting logic and business rules of this report.
Effective Date	The entered date is auto-populated to the current date and returns those students actively enrolled in the selected calendar on this date.
All Guidelines	<ul> <li>When marked, student guidelines report for all school years and enrollments.</li> <li>Enrollment-specific data reports from the current year's enrollment.</li> <li>Demographic-specific data reports based on the entered Effective Date.</li> </ul>
	All instances of a guideline report, regardless of the calendar/school year in which the guidelines were achieved. When a student has three ACT assessments that meet the report criteria, all three report in separate lines.
	Date restrictions do not apply to guidelines. Concurrent Enrollment guideline for previous school year reports only from student Transcript records.
	When NOT marked, no Local Measure Guidelines report. Logic for specific guidelines may exist. See the Guidelines table included in the Assessment Reporting Logic section.
Report Legal Name	When marked, the student's name and gender report from the Protected Identity Information section on the student's Identities record.
Format	The Graduation Guidelines report can be generated in either CSV or HTML formats.
Calendar Selection	Select at least one calendar to generate the report. Calendars can be selected by Active Year, School or Year.



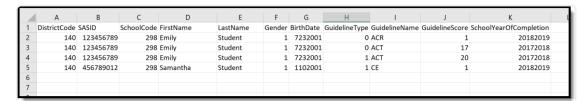
Field	Description
Report Generation	The Student Layout extract can be generated immediately using the <b>Generate Report</b> button. Or, use the <b>Submit to Batch</b> button to select when the report is generated. See the Batch Queue article for more information on this functionality.

#### **Generate the Report**

- 1. Select the Graduation Guidelines from the Report Type field.
- 2. If desired, select students from an existing Ad hoc Filter.
- 3. Enter the desired **Effective Date**.
- 4. Mark the All Guidelines checkbox, if desired.
- 5. Mark the **Report Legal Name** checkbox, if desired.
- 6. Select the **Format** of the report.
- 7. Select the **Calendar(s)** from which to report information.
- 8. Click the **Generate Extract** button or the **Submit to Batch** button. The report displays in the desired format.



Graduation Guidelines - HTML Format



Graduation Guidelines - CSV Format

### **Report Layout**

Data Element	Description	Location
Reporting School District Code/ BOCES Code	The number assigned to a school district by the state department of education.  Numeric, 4 digits	System Administration > Resources > District Information > District Information > State District Number  District.number



Data Element	Description	Location
SASID	A unique number assigned to a student by the Department of Education.	Census > People > Demographics > Person Identifiers > Student State ID
	Numeric, 10 digits	Person.stateID



Data Element	Description	Location
Data Element School Code	Four-digit number assigned to the school.  When a student has a Special Education Attendance Code of 31: Administrative Unit OR 32: State-Operated Program, the four-digit code reports from the Serving District field on the student' most recent enrollment record as of the entered effective date, the end date of report generation, or the most recent enrollment closest to the end date of report generation.  For all other students, the student's latest enrollment where the Special Education Start Date is populated and at least one active Special Education date falls within the reporting period or the most recent enrollment closest to the end date of report generation.  • The Service Agency/Facility code reports, if populated.  • If the Service Agency/Facility Code field is not populated, the School of Accountability reports, if populated.	Student Information > General > Enrollments > State Reporting Fields > Serving District  Enrollment.serviceDistrict  Student Information > General > Enrollments > Special Education Fields > Service Agency/Facility Code  Enrollment.serviceFacility  Student Information > General > Enrollments > State Reporting Fields > School of Accountability  Enrollment.residentSchool  System Administration > Resources > School > School Editor > State School Number  School.number
	<ul> <li>code reports, if populated.</li> <li>If the Service Agency/Facility         Code field is not populated,         the School of Accountability     </li> </ul>	



Data Element	Description	Location
First Name	Reports the student's first name.  When the Report Legal Name checkbox is marked, the student's First Name reports from the Legal First Name field.  Alphanumeric, 30 characters	Census > People > Demographics > Person Information > First Name  Identity.first Name  Census > People > Identities > Protected Identity Information >
		Legal First Name  Identity.legalFirstName
Last Name	Reports the student's last name.  When the Report Legal Name checkbox is marked, the student's Last Name reports from the Legal	Census > People > Demographics > Person Information > Last Name Identity.last Name
	Last Name field.  Alphanumeric, 30 characters	Census > People > Identities > Protected Identity Information > Legal Last Name  Identity.legalLastName
Gender	Reports the student's gender.  • 01 - Female  • 02 - Male  When the Report Legal Name checkbox is marked, the student's Gender reports from the Legal Gender field.  Numeric, 2 digits	Census > People > Demographics > Person Information > Gender Identity.gender
		Census > People > Identities > Protected Identity Information > Legal Gender  Identity.legalGender
Birth Date	Student's date of birth.  Date field, 8 characters (MMDDYYYY)	Census > People > Demographics > Person Information > Birth Date   Identity.birthDate
		Census > People > Identities > Identities Editor > Birth Date



Data Element	Description	Location
Guideline Type	Reports the name of the guideline associated with the student. The type of guideline affects the remaining fields in the extract.	N/A
	This field reports a value of 0 (English) or 1 (Math) depending on whether the assessment or transcript/course record is for English or Math.	
	Numeric, 1 digit	



Data Element	Description	Location
<b>Guideline Name</b>	Assessments, Transcript records, or a Course from the schedule, which at the completion of the course is posted on the transcript can report. The CO Code associated with the assessment or Transcript/Course records reports.	Student Information > General > Assessments > Assessment.name
		Student Information > Counseling > General > Transcripts
	The following assessment types report:  • Accuplacer (CO Code of ACR, ACS, ACE)  • ACT (CO Code of ACT)  • ACT WorkKeys (CO Code of AWK)  • Advanced Placement (CO Code of AP)  • Armed Services Vocational Aptitude Battery (CO Code of ASV)  • District Capstone (CO Codes of CAP)  • SAT (CO Code of SAT)	Transcript.course
		Assessment > Test Setup > Test Detail > National Code  Test.nationalCode
		Scheduling > Courses > Course > Course Information > Type  Course.type
	The following Transcript and Course Record types report:  International Baccalaureate (CO Code of IB)  Concurrent Enrollment (CO Code of CE)  District Capstone (CO Codes of CAP)	
	See the Assessment Reporting Logic table for additional logic related to these assessments and transcript records.	
	Alphanumeric, 3 digits	



Data Element	Description	Location
Guideline Score	For assessments, reports the scale score of the assessment, if available. If not available, the raw score reports. If that is not available, a NULL value reports.	Student Information > General > Assessments Assessment.score
	For transcript records, reports the score that is posted to the transcript.	Student Information > Counseling > General > Transcripts
	See the Assessment Reporting Logic table for additional logic related to these assessments and transcript records.	Transcript.score
	Numeric, 2 digits	
School Year of Completion	Reports the school year in which the student took the assessment or in which the course was taken. A course or assessment taken in the 2018-19 school year reports as	Student Information > General > Assessments Assessment.year
	20182019.  See the Assessment Reporting Logic table for additional logic related to these assessments and transcript records.  Date Field, 8 characters (YYYYYYYY)	Student Information > Counseling > General > Transcripts  Transcript.year



Data Element	Description	Location
IEP Accommodation	Reports a value of 1 when the Guideline Accommodation field includes the option for 1: Individualized Education Program (IEP).  Otherwise, reports a value of 0.  Note that the Guideline Accommodation field is multiselect; when the field contains multiple values, all are considered and reported.  Numeric, 1 character	Student Information > General > Graduation > Guideline Accommodation  Graduation.graduationOptions
EL Accommodation	Reports a value of 1 when the Guideline Accommodation field includes the option for 2: English Learners (EL).  Otherwise, reports a value of 0.  Note that the Guideline Accommodation field is multiselect; when the field contains multiple values, all are considered and reported.  Numeric, 1 character	Student Information > General > Graduation > Guideline Accommodation  Graduation.graduationOptions
GT Accommodation	Reports a value of 1 when the Guideline Accommodation field includes the option for 3: Gifted and Talented.  Otherwise, reports a value of 0.  Note that the Guideline Accommodation field is multiselect; when the field contains multiple values, all are considered and reported.  Numeric, 1 character	Student Information > General > Graduation > Guideline Accommodation  Graduation.graduationOptions



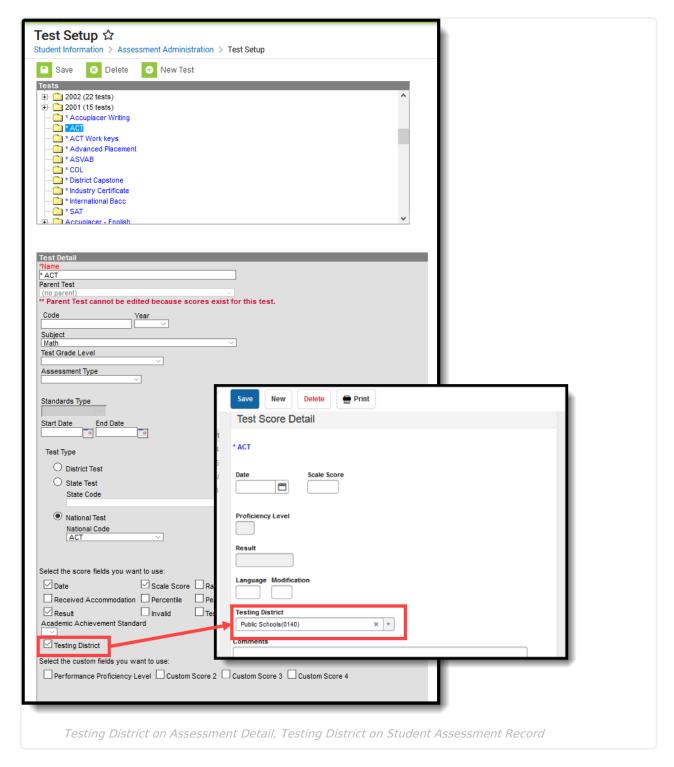
Data Element	Description	Location
District of Completion	Reports the district code of the reporting school.	System Administration > Resources > District Information > District Code
	When reporting from	
	<b>Assessments</b> , the Testing District Code reports from the student's	District.number
	Assessment record. When that field is not populated, the District Code reports from the District Information editor.	Student Information > General > Transcripts > District Number
	information editor.	Student Information > General >
	When reporting from	Assessments > Testing District
	Transcripts, the District Number	
	reports. When that field is not	
	populated, the District ID reports (visible in the database only). If	
	both the District Number and	
	District ID fields are not populated,	
	the District Code from the District	
	Information editor reports.	
	When reporting from the	
	Course Roster, the District Code	
	reports.	
	Numeric 4 digits	

#### **Assessment Reporting Logic**

Assessments require a Subject of English or Math, or have English or Math as part of the Assessment Name (Assessment > Test Setup) and be listed on the student's Assessment record (Student Information > General > Assessments).

The District of Completion for the Guideline reports from the **Testing District** field on the student's Assessment record. This field displays when the **Testing District** field is marked on the Test Detail record.





When the Testing District field is not populated, the District of Completion reports from the **District Code** field on the District Information editor.



Name (Guideline Name)	Logic	<b>Guideline Score</b>	Reported Value
Accuplacer (AAF, ACE, ACR, ACS, ANR, ANW, AR, QAS)  National Code: AAF ACE ACR ACS ANR ANW AR QAS	Looks for National code of AAF, ACE, ACR, ACS, ANR, ANW, AR, or QAS and the date falls within the reporting school year, then: • Reports 0 when the code is ACR, ACS, ANR or ANW. • Reports 1 when the code is AAF, ACE, AR or QAS.  District of Completion reports from the Testing District on the student's Assessment record. If not populated, District of Completion reports from the District Code populated on the District Information editor.	<ul> <li>When the Scale         Sore contains a         value, that value         reports.</li> <li>When there is no         Scale Score, the         Raw Score reports.</li> <li>When there is no         Scale Score or Raw         Score, the         guideline does NOT         report.</li> </ul>	Reports the school year in which the assessment was taken.  Format = YYYYYYYY EX: 20182019
ACT (ACT)  National Code: ACT	When the student has an assessment with the National Code of ACT and the date falls within the reporting school year, then:  • Reports 0 when Name or Subject is English.  • Reports 1 when Name of Subject is Math.  When multiple assessments exist in one subject, the most recent assessment reports.  District of Completion reports from the Testing District on the student's Assessment record. If not populated, District of Completion reports from the District Code populated on the District Information editor.	<ul> <li>Reports the Scale Score.</li> <li>When there is no Scale Score, reports the Raw Score.</li> <li>When there is no Raw Score or Scale Score, the guideline does NOT report.</li> </ul>	Reports the school year in which the assessment was taken.  Format = YYYYYYYY EX: 20182019



Name (Guideline Name)	Logic	Guideline Score	Reported Value
ACT WorkKeys (AWK)  National Code: AWK	When the student has an assessment with National Code ACTWorkeys and the date falls within the reporting school year, then:  • Reports 0 when the Name or Subject is English.  • Reports 1 when Name of Subject is Math.  When the Subject is English/Math, two identical lines report for all values EXCEPT Guideline Type, which reports one line for English as 0 and one line for Math as 1.  When multiple assessments exist in one subject, the most recent assessment reports.  District of Completion reports from the Testing District on the student's Assessment record. If not populated, District of Completion reports from the District Code populated on the District Information editor.	<ul> <li>Reports the Scale Score.</li> <li>When there is no Scale Score, reports the Raw Score.</li> <li>When there is no Raw Score or Scale Score, the guideline does NOT report.</li> </ul>	Reports the school year in which the assessment was taken.  Format = YYYYYYYY EX: 20182019



Name (Guideline Name)	Logic	Guideline Score	Reported Value
Advanced Placement (AP)  National Code: AP	When a student has an assessment with a National Code of AP and the date falls within the reporting school year and has a Scale Score of 1-5, then:  • Reports 0 if the Name or Subject is English. • Reports 1 if Name of Subject is Math.  When the Subject is English/Math, two identical lines report. One line reports 0 for English; the second line reports 1 for Math.  When multiple assessments exist in one subject, the most recent assessment reports.  When the Subject is not populated or any other value exists, the guideline does not report.  District of Completion reports from the Testing District on the student's Assessment record. If not populated, District of Completion reports from the District Code populated on the District Information editor.	When the Scale Score is a value of 1-5, that value reports.  For any other values, the guideline does NOT report.	Reports the school year in which the assessment was taken.  Format = YYYYYYYY EX: 20182019



Name (Guideline Name)	Logic	Guideline Score	Reported Value
Armed Services Vocational Aptitude Battery (ASV)  National Code: ASVAB	When the student has an assessment with National Code ASVAB and the date falls within the reporting school year, then report as follows:  • Reports 0 if the assigned Subject is English.  • Reports 1 if the assigned Subject is Math.  • When the assigned Subject is Math.  • When the assigned Subject is English/Math, reports two identical lines for all values EXCEPT Guideline Type one line with 0 for English and one line with 1 for Math.  • When the assigned Subject is null or any other value, the guideline does not report.  District of Completion reports from the Testing District on the student's Assessment record. If not populated, District of Completion reports from the District Code populated on the District Information editor.	<ul> <li>When the student has an assessment of ASVAB or AFQT with a Scale Score, that value reports.</li> <li>When there is no Scale Score, reports the Raw Score.</li> <li>When there is no Raw Score or Scale Score, the guideline does NOT report.</li> </ul>	Reports the school year in which the assessment was taken.  Format = YYYYYYYYY EX: 20182019
Concurrent Enrollment (CE)  National Code: CE	Transcript If the student has a transcript record that is marked as Concurrent (the Concurrent checkbox is marked) that occurred during the reporting school year, reports as follows:  • Reports 0 if the Concurrent/Capstone	<ul> <li>Reports 1 if the Passing Grade is marked on the score the student received.</li> <li>Reports 0 if Passing Grade is NULL on the score the student received.</li> </ul>	Reports the school year in which the assessment was taken.  Format = YYYYYYYY EX: 20182019



Name (Guideline Name)	Logic Subject is English. Reports 1 if the Concurrent/Capstone Subject is Math.	Guideline Score Guideline Score Guidelines checkbox IS NOT marked on the	f reporting Reported from the Transcript, the calculation uses
	<ul> <li>When         Concurrent/Capstone         Subject is English/Math,         two identical lines report         for all values EXCEPT         Guideline Type - one         line reports as 0 for         English and one line         reports as 1 for Math.         When the         Concurrent/Capstone         Subject field is not         populated, values from         the course (roster)         report.          When a Transcript record         exists for the course, a         Roster record does not         report. Only the current year         reports.          District of Completion reports         from the District Number         assigned on the Transcript         record. If that field is not         populated, District of         Completion reports from the         District ID (database only         value). If that field is not         populated, District of         Completion reports from the         District Code populated on         the District Information         editor.          Roster          When the student has a         roster record in a course         marked as Type CE OR the         Concurrent checkbox is         marked that occurred during         the reporting school year,         reports as follows:</li></ul>	report editor, all CE records for the student in the selected calendar/year are included in the report.  • When the All Guidelines checkbox IS marked on the report editor, all records for the student from all calendars/years report.	the Course Information Date on the Transcript.



Name (Guideline Name)	Concurrent/Capstone Subject Area is Math. • Reports 0 if the Concurrent/Capstone	<b>Guideline Score</b>	Reported Value
	Subject Area is English.  When the Concurrent/Capstone Subject is English/Math, two identical lines report for all values EXCEPT Guideline Type - one line reports as 0 for English and one line reports as 1 for Math.  When the Concurrent/Capstone Subject Area is null or any other value, the guideline does not report.		
District Capstone (CAP)  National Code:	Assessment Logic Whenthe student has an assessment with National Code CAP and the date falls within the reporting school	Assessment: When the Scale Score is 0 or 1, that value reports.	Reports the school year in which the assessment was taken.
CAP	year and has a Scale Score of 0-2, then:  Reports 0 if the assigned Subject is English.  Reports 1 if the assigned Subject is Math.  When the Subject is English/Math, two identical lines report for all values EXCEPT Guideline Type - one line reports as 0 for English and one line reports as 1 for Math.  When the Subject is null or contains any other value, the guideline does not report.  District Capstone needs to be	For any other value, the guideline does not report.  Transcript: Reports 1 when the Passing Grade is checked on the score the student has received.  Reports 0 when the Passing Grade is NULL on the score the student has received.	Format = YYYYYYYY EX: 20182019  If reporting from the Transcript, the calculation uses the Course Information Date on the Transcript.



Name (Guideline Name)	added to the National Test <b>Logic</b> Dictionary.  District of Completion reports	<b>Guideline Score</b>	Reported Value
	from the Testing District on the student's Assessment record. If not populated, District of Completion reports from the District Code populated on the District Information editor.		
	Transcript Logic When a student has a transcript record where Capstone is marked that occurred during the reporting school year, then: • Reports 1 if the Concurrent/Capstone Subject Area is Math. • Reports 0 if the Concurrent/Capstone Subject Area is English.		
	If the Subject is null or contains any other value, the guideline does not report.  District of Completion reports from the District Number assigned on the Transcript record. If that field is not populated, District of Completion reports from the District ID (database only value). If that field is not populated, District of Completion reports from the District Code populated on the District Information editor.		



Name (Guideline Name)	Logic	Guideline Score	Reported Value
Industry Certificate (IC)  National Code: CRT, IC	When the student has an assessment with National Code of IC or CRT, and the date falls within the reporting school year and has a Scale Score of 0-2, then:  • Reports 0 if the assigned Subject is English.  • Reports 1 if the assigned Subject is Math.  • When the Subject is English/Math, two identical lines report for all values EXCEPT Guideline Type - one line reports as 0 for English and one line reports as 1 for Math.  All other subjects do not report.  District of Completion reports from the Testing District on the student's Assessment record. If not populated, District of Completion reports from the District Code populated on the District Information editor.	Reports scale score if score is:  • 0 - Non-passing grade per district  • 1 - Passing grade per district  • 2 - PWR endorsed requirements	Reports the school year in which the assessment was taken.  Format = YYYYYYYY EX: 20182019



Name (Guideline Name)	Logic	Guideline Score	Reported Value
International Baccalaureate (IB)  National Code: IB	When the student has an assessment with National Code IB and the date falls within the reporting school year, then:  Reports 0 if the assigned Subject is English. Reports 1 if the assigned Subject is Math.  When the Subject is English/Math, two identical lines report. One line reports 0 for English; the second line reports 1 for Math.  When multiple assessments exist in one subject, the most recent assessment reports.  When the Subject is not populated or any other value exists, the guideline does not report.  District of Completion reports from the Testing District on the student's Assessment record. If not populated, District of Completion reports from the District Code populated on the District Information editor.	<ul> <li>Reports the Scale Score.</li> <li>When there is no Scale Score, reports the Raw Score.</li> <li>When there is no Raw Score or Scale Score, the guideline does NOT report.</li> </ul>	Reports the school year in which the assessment was taken.  Format = YYYYYYYY EX: 20182019



Name (Guideline Name)	Logic	Guideline Score	Reported Value
SAT (SAT)  National Code: SAT	When the student has assessment with National Code SAT and the date falls within the reporting school year, then:  • Reports 0 if the assigned Subject is English.  • Reports 1 if the assigned Subject is Math.  All other subjected do not report.  District of Completion reports from the Testing District on the student's Assessment record. If not populated, District of Completion reports from the District Code populated on the District Information editor.	<ul> <li>Reports the Scale Score.</li> <li>When there is no Scale Score, reports the Raw Score.</li> <li>When there is no Scale Score or Raw Score, the guideline does NOT report.</li> </ul>	Reports the school year in which the assessment was taken.  Format = YYYYYYYY EX: 20182019



Name (Guideline Name)	Logic	Guideline Score	Reported Value
Collaboratively Developed (COL)  National Code: COL	When the student has an assessment with National Code COL and the date falls within the reporting school year, then:  • Reports 0 if the assigned Subject is English.  • Reports 1 if the assigned Subject is Math.  • When the Subject is English/Math, two identical lines report for all values EXCEPT Guideline Type - one line reports as 0 for English and one line reports as 1 for Math.  All other subjected do not report.  District of Completion reports from the Testing District on the student's Assessment record. If not populated, District of Completion reports from the District Code populated on the District Information editor.	<ul> <li>Reports the Scale Score.</li> <li>When there is no Scale Score, reports the Raw Score.</li> <li>When there is no Scale Score or Raw Score, the guideline does NOT report.</li> </ul>	Reports the school year in which the assessment was taken.  Format = YYYYYYYY EX: 20182019



Name (Guideline Name)	Logic	<b>Guideline Score</b>	Reported Value
Local Measure (LM)  National Code: LM	When the All Guidelines checkbox is NOT marked on the extract editor, no Local Measure Guidelines report (21-22 format and later).  When the All Guidelines checkbox IS marked on the extract editor AND the student has a State Seal/Guideline of Local Measure record with any of the following values AND a date that falls within the reporting school year, the guidelines reports as follows:  • Guideline Met is EM: English Met, reports a value of 0.  • Guideline Met is MM: Math Met, reports a value of 1.  • Guideline Met is EMM: English/Math Met, a value does not report.	Reports a score of 1 for all applicable guidelines.	Reports the school year in which the assessment was taken.  Format = YYYYYYYY EX: 20182019