

# **ODE EMIS MANUAL**

## **Section 2.15: Student Graduation–Core Summary (GC) Record**



**Version 6.2**  
July 5, 2018

## REVISION HISTORY

The revision history sections of the EMIS Manual provide a means for readers to easily navigate to the places where updates have occurred. Significant changes and updates are indicated through red text for additions and strikethroughs for deletions. Minor changes—such as typos, formatting, and grammar corrections or updates—are not marked.

Version	Date	Effective Date (FY & Data Set)	Change #	Description
<del>6.2</del>	<del>7/5/18</del>	<del>FY19</del>	<del>NA</del>	<del>Posted for FY19.</del>
6.1	2/9/18	FY18	NA	No FY18 changes.
6.0	7/5/17	FY17	NA	No FY17 changes.
5.0	6/13/16	FY16		Added Coming Changes section.
4.0	10/23/15	FY15		Updated language to reflect shift from reporting periods to FY15 reporting.
3.0	5/16/14	FY14G	952	Added Dual Enrollment Credit Earned Element and related reporting instructions.
2.0	3/7/13	E-Transcript (E)	922	Added 3 new elements (GC080, GC090 & GC100). Updated file layout.
2.0	4/9/13	E-Transcript (E)	922	Added the E-Trans to required reporting period table.
2.0	4/10/13	E-Transcript (E)	922	Added E-Transcript section to General Guidelines.
2.0	4/22/13	E-Transcript (E)	922	Changed Valid option 00.01 to 00.00 for GC070. Added reporting instructions to CORE Area Count Element GC070.

## COMING CHANGES

~~The coming changes sections of the EMIS Manual provide a means to share with the field currently known information about upcoming changes. The final details of these changes have not all been determined at this time, however, those currently known are included here. Once all relevant details of the change(s) are known, the main text of the EMIS Manual section will be updated and the change(s) will be removed from this list.~~

~~————— At this time, there are no additional FY18 EMIS changes known to impact the Student Graduation—Core Summary (GC) Record.~~

The EMIS Manual is a living document, and each fiscal year’s version is updated throughout the school year. For information regarding specific known changes that may impact the elements in this section, see the appropriate FY Change Information document on the EMIS Manual webpage.

# TABLE OF CONTENTS

REVISION HISTORY .....	II
COMING CHANGES .....	II
<b>TABLE OF CONTENTS.....</b>	<b>III</b>
<b>2.15 STUDENT GRADUATION–CORE SUMMARY (GC) RECORD.....</b>	<b>3</b>
<i>Required Collection Requests</i> .....	3
<i>General Guidelines</i> .....	3
<i>Reporting During Graduate (G) Collection</i> .....	3
<i>Reporting During E-Transcript (E) Collection</i> .....	3
☼ CORE Area Code .....	3
☼ CORE Area Count .....	4
☼ Credits for Courses in Progress Element .....	5
☼ Credit Amount for Projected Courses Element.....	5
☼ Dual Enrollment Credit Earned .....	5
☼ Total Number of Credits Deficient for Graduation Element .....	5
<i>Defining a Unique Record</i> .....	5
<b>2.15 STUDENT GRADUATION–CORE SUMMARY (GC) RECORD FILE LAYOUT .....</b>	<b>7</b>

## 2.15 STUDENT GRADUATION–CORE SUMMARY (GC) RECORD

### *Required Collection Requests*

The Student Graduation–Core Summary (GC) Record and the relevant elements are to be reported as follows.

Record Field Number	Data Section		Grad (G)	E-Transcript (E)
GC060	CORE Area Code		√	√
GC070	CORE Area Count		√	√
GC080	Credits for Courses in Progress			√
GC090	Credit Amount for Projected Courses			√
GC100	Total Number of Credits Deficient for Graduation			√
GC110	Dual Enrollment Credit Earned		√	

### *General Guidelines*

The Student Graduation–CORE Summary (GC) Record will allow districts to report the subject area and credits/units earned by students towards graduation in alignment with the new CORE graduation requirements. For additional information on these requirements, search for “CORE Graduation Requirements” from any ODE webpage.

A separate Graduation–Core Summary (GC) Record is to be reported for each student for each CORE Area in which the student has received any amount of credits/units toward graduation.

### *Reporting During Graduation (G) Collection*

Student Graduation–CORE Summary (GC) Records are reported in the Graduation (G) Collection for all students who attended and graduated from the district during the school year (including summer graduates).

All students that have a Student Attributes–No Date (FN) Record reported during the Graduation (G) Collection should have multiple Student Graduation–Core Summary (GC) Records reported for them in all areas in which the student received credit/units toward graduation.

### *Reporting During E-Transcript (E) Collection*

Student Graduation–CORE Summary (GC) Records are reported in the E-Transcript (E) Collection for all students who are in the process of earning—or have already earned—credits in alignment with the CORE graduation requirements.

A separate Graduation–Core Summary (GC) Record is to be reported for each student for each CORE Area in which the student will receive or has received any amount of credit toward graduation.

### *CORE Area Code*

Record Field Number	GC060
Definition	Subject area and/or CORE requirement area in which a student has earned credit/units towards graduation

**Valid Options**

- BUS Business units
- CTA Career/Technical units
- ELE Elective units
- ENG English Language Arts units
- FAR Fine Arts units
- FLR Foreign Language units
- HEC Family and Consumer Sciences (Non- Career-Technical) units
- HTH Health Education units
- JTC JROTC - Junior Reserve Officer Training Corps
- MTA Mathematics - Algebra II or Equivalent units
- MTO Mathematics units Other than Algebra II or Equivalent
- PHE Physical Education units
- SCA Science - Advanced Science units
- SCL Science - Life Science units
- SCO Science units Other than Physical, Life, or Advanced Science
- SCP Science - Physical Science units
- SOG Social Studies- American Government units
- SOH Social Studies- American History units
- SOO Social Studies units Other than American History & Government
- TEC Technology Education/Computer Science units

**Reporting Instructions.** Report the most specific option that would apply. For example, if a student takes a business course as an elective report the ‘BUS’ option instead of the ‘ELE’ option since the ‘BUS’ option is more specific.

This count (or sum) is across all years and courses that meet each CORE Area requirement. The count is cumulative across districts in that each CORE Area’s total may include:

- courses taken in the district that will award the diploma,
- courses taken at other education organizations but transferred to and accepted for credit by the district that will award the diploma, and
- any other experiences for which the district that will award the diploma has awarded credits towards graduation for the student, subject to any relevant local and state policies.

 **CORE Area Count**

Record Field Number	GC070
Definition	The total number of credits/units earned in the area designated by GC060 Core Area Code.

**Valid Options**

00.00 – 99.99

**Reporting Instructions.** Include all credits/units recognized by the district that grants the diploma, even if the count is greater than the minimum CORE graduation requirement. In determining if a student met CORE, extra credits in one area (such as English Language Arts) can be counted towards meeting the

requirement in another area (such as Electives). Only report a record with 00.00 in this element if a student has no credits earned but needs a Student Graduation—Core Summary Record (GC) reported for elements GC080–GC100.

 **Credits for Courses in Progress Element**

Record Field Number	GC080
Definition	The number of credits in progress in the area designated by GC060 Core Area Code.

**Valid Options**

00.00–40.00  
99.99 Value not calculated

 **Credit Amount for Projected Courses Element**

Record Field Number	GC090
Definition	Total number of credits for courses requested/projected in the area designated by GC060 Core Area Code.

**Valid Options**

00.00–40.00  
99.99 Value not calculated

 **Dual Enrollment Credit Earned**

Record Field Number	GC110
Definition	The total number of dual enrollment credits earned in the area designated by GC060 Core Area Code.

**Valid Options**

00.00–99.99

**Reporting Instructions.** Include all dual enrollment credits earned through dual enrollment courses—offered through dual enrollment or statewide articulation agreement—that appear on a student's transcript or other official document, either of which is issued by the institution of higher education from which the student earned the college credit. Only report a record with 00.00 in this element if a student has no credits earned but needs a Student Graduation—Core Summary (GC) Record reported for elements GC080–GC110.

 **Total Number of Credits Deficient for Graduation Element**

Record Field Number	GC100
Definition	Difference between district's graduation requirement and the sum of the Core Area Count (GC070) and Credits for Courses in Progress (GC080).

**Valid Options**

00.00–40.00  
99.99 Value not calculated

**Defining a Unique Record**

Each EMIS record has specific fields that must be unique on each row of data reported to ODE. For the Student Graduation–Core Summary (GC) Record, each combination of values in the following fields must be unique.

<b>Required Fields</b>	<b>Number</b>
EMIS Student ID Number	GC050
Core Area Code	GC060

## 2.15 STUDENT GRADUATION–CORE SUMMARY (GC) RECORD FILE LAYOUT

Number	Position	Name	PIC/Size
	1-8	Filler	PIC 9(8)
GC010	9-10	Sort Type	PIC X(2)
		Always “GC”	
	11	Filler	PIC X
GC020	12-15	Fiscal Year, e.g., 2010 (CCYY)	PIC X(4)
GC030	16	Data Sets	PIC X
		S – Student G – Graduate E – E-Transcript	
GC040	17-22	District IRN	PIC X(6)
GC050	23-31	EMIS Student ID Number	PIC X(9)
GC060	32-34	CORE Area Code	PIC X(3)
GC070	35-38	CORE Area Count	PIC 99V99
GC080	39-42	Credits for Courses in Progress	PIC 99V99
GC090	43-46	Credit Amount for Projected Courses	PIC 99V99
GC100	47-50	Total Number of Credits Deficient for Graduation	PIC 99V99
GC110	51-54	Dual Enrollment Credit Earned	PIC 99V99