

EMIS MANUAL

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

Version 11.0

July 31, 2024

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 underlined blue text for additions and red text with strikethroughs for deletions. Minor changes—such as typos, formatting, and grammar corrections or updates—are not marked.

Version	Date	Effective	Change #	Description
11.0	07-31-24	FY25	25-61	Added CORE Area Codes for electives.
11.0	07-31-24	FY25	25-32	Added CORE Area Code: DRI.
11.0	07-31-24	FY25	25-97	Updated Department name and logo (ODE to DEW).
10.0	7/1/23	FY24	NA	Posted for FY24.
9.1	7/14/22	FY23	23-80	Updates reporting guidance for dual enrollment credit earned.
9.0	7/1/22	FY23	23-24	New grad requirement for financial literacy.
8.1	9/10/21	FY22	22-64	Updates to Core Area Codes.
8.0	7/1/21	FY22	NA	Posted for FY22.
7.3	3/31/21	FY21	21-141	Clarified that record is also reported during student collections.
7.2	11/1/20	FY21	21-103	Removed GC80, -90, and -100.
7.1	10/13/20	FY21	21-44(a)	Resume collection of Grad Core data for non-grads. Added options to CORE Area Code.
7.0	7/1/20	FY21	NA	Posted for FY21.
6.3	6/30/20	FY20	NA	Posted for FY20.
6.3	6/30/20	FY19		Removed E Collection; no longer being implemented.
6.2	7/5/18	FY19	NA	Posted for FY19.
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 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 EMIS Changes webpage.

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2.15 STUDENT GRADUATION–CORE SUMMARY (GC) RECORD

Required Collections

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

Record Field Number	Data Section	Grad Credit Progress (S)	Grad (G)
GC060	CORE Area Code	✓	✓
GC070	CORE Area Count	✓	✓
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 Department webpage.

During the Current Graduation Credit Progress (S) Collection, traditional districts, community schools, state supported schools, and STEM districts report this record for all students who attended and earned credits/units towards graduation. 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.

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

[DRI Driver’s education when counting as elective credit for state graduation requirements and not counting the Ohio Driver’s License \(CR63\) as an industry credential](#)

ELE Elective units [that are not counting as elective credit for state graduation requirements](#)

<u>ENE</u>	<u>English when counting as elective credit for state graduation requirements, not as part of 4 English Language Arts credits</u>
ENG	English Language Arts units
FAR	Fine Arts units
FIN	Financial Literacy
FLR	Foreign Language units
HEC	Family and Consumer Sciences (Non- Career-Technical) units
HTH	Health Education units
JTC	JROTC - Junior Reserve Officer Training Corps
MCT	CTE Career-Based Pathway Mathematics units in place of Algebra II per ORC §3313.603(C)(3)
MTA	Mathematics - Algebra II or Equivalent units
<u>MTE</u>	<u>Math when counting as elective credit for state graduation requirements, not as part of 4 Math credits</u>
MTO	Mathematics units Other than Algebra II or Equivalent, not including Financial Literacy units
PHE	Physical Education units
SAE	Science Advanced Study - Astronomy, Physical Geology, or other Earth or Space science units
SAL	Science Advanced Study - Advanced Biology or other Life Science units
SAP	Science Advanced Study - Chemistry, Physics, or other Physical Science units
SCA	Science - Advanced Science units—content area not specified; do not use for units earned after the 2021-2022 school year
<u>SCE</u>	<u>Science when counting as elective credit for state graduation requirements, not as part of 3 Science credits</u>
SCL	Science - Life Science units; not Advanced Science for units earned after the 2021-2022 school year
SCO	Science units Other than Physical, Life, or Advanced Science
SCP	Science - Physical Science units; not Advanced Science for units earned after the 2021-2022 school year
<u>SOE</u>	<u>Social studies when counting as elective credit for state graduation requirements, not as part of 3 Social Studies credits</u>
SOG	Social Studies- American Government units
SOH	Social Studies- American History units
SOO	Social Studies units Other than American History, World History, and Government
SWH	Social Studies - World History and Civilizations
TEC	Technology Education/Computer Science units
TEL	Technology Education/Computer Science used as World Language credit per ORC 3313.603(E)(3) that is not being counted as meeting either the Algebra II or Advanced Science requirements
TEM	Technology Education/Computer Science used to meet Algebra II requirement per ORC 3313.603(C)(3)
TES	Technology Education/Computer Science used to meet Advanced Science requirement per ORC 3313.603(C)(5)

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.

Computer science units that otherwise meet the relevant requirements may not be used as a substitute for both algebra II and advanced science requirements. Therefore, a particular earned credit should only be reported under either the TEM or the TES code if it could meet either requirement. However, a credit used for a math or science requirement may be used to meet a local world language requirement. Since world language requirements are local requirements, a credit used for both a math/science and a world language requirement would only appear in EMIS as a part of the total credits for TEM or TES.

Prior to FY22 EMIS reporting, schools reported some challenges with reporting science credits earned, since students in a course may be using the credits from that course for different CORE credit areas. Additional options for reporting science credit have been added for courses that are counting as advanced science for some students and as other credit areas for other students. Using these new codes is not required for science units earned before FY23; each school can choose whether they want to re-code already earned units with the new codes.

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.

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. Credits transcribed by a college after the student has left secondary education can be included on the record as long as the work (such as through a CTE course or an AP or IB course and test) was completed before the student graduated from secondary education.

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.

Defining a Unique Record

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

Required Fields	Number
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., 2020 (CCYY)	PIC X(4)
GC030	16	Data Sets	PIC X
		S – Student G – Graduate	
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
	39-50	Filler	PIC 99V99
GC110	51-54	Dual Enrollment Credit Earned	PIC 99V99