

EMIS MANUAL

Section 4.8: Student Course Grade (FR) Record

Version 3.1

July 1, 2025

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
<u>3.1</u>	<u>07-01-25</u>	<u>FY26</u>	<u>NA</u>	<u>Posted for FY26.</u>
3.0	07-01-24	FY25	25-97	Updated Department name and logo (ODE to DEW).
2.0	7/13/23	FY24	24-40	Updated guidance to encourage additional reporting.
1.3	7/28/22	FY23	23-8	Updated reporting guidance to provide clarification.
1.2	7/15/22	FY23	NA	Posted for FY23.
1.1	7/1/21	FY22	NA	Posted for FY22.
1.0	11/13/20	FY21	21-74(a)	Record first created; section first posted.

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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4.8 STUDENT COURSE GRADE (FR) RECORD

Required Collections

The Student Course Grade (FR) Records are to be reported in the Student Course Grade Collection, which is part of the Staff/Course (L) data set. Student Course Grade (FR) Records are required to be reported by any EMIS reporting organization that reports Course Master (CN) and Student Course (GN) Records showing students could earn high school graduation credit in a course.

Scope of Data Included

For each school year, the data set will grow as additional school terms are completed and grades are issued. By the end of each school year's Student Course Grade Collection, each course for which grades are reported will typically have multiple grades reported. These would include rows of data with an "I" grade status for each term in which a report card was issued and at least one row of data with an "F" grade status. The "F" grade status indicates the final, summative grade (or grades) that was used to determine credit earned for the course. In addition, a course that has not yet ended may have a "P" grade status row indicating the current grade for an in-progress term.

All courses that can earn a student high school graduation credit, regardless of the grade level of the student taking the course, should have at least one final grade reported. In some cases, credit in a year-long course is awarded based on the grade earned in each semester, which could result in the course having more than one final grade reported.

Student Course Grade (FR) Records can only be processed within EMIS if the student and course have valid matching Student Course (GN) and Course Master (CN) Records reported in EMIS. Grades would not be reported in EMIS for courses not normally reported in EMIS, such as summer school courses or courses taken elsewhere where credit is then transferred into a district.

In general, each district or school reports the grades for students who take courses reported by the district. This includes situations where the course instructor is employed by another EMIS reporting entity (a contract situation), since the home district of a student taking a contracted course is still responsible for reporting the student's enrollment in that course. This would also apply to College Credit Plus (CCP): the district reporting the CCP course should also report the grade in the course. Likewise, a JVSD that offers a satellite course should also report the grades for the students in those courses. If a district reports the Student Course (GN) and Course Master (CN) Records, then that district also reports the Student Course Grade (FR) Record.

For contracted, CCP, JVSD satellite, and other courses where the instructor (and daily records) for a course may be within a different district, only final course grades are required. While reporting interim ("I") status grades issued on a report card is encouraged, reporting these grades for these types of courses is not required.

Although not required, districts may include grades for courses that do not earn high school graduation credit. Such courses would be reported using the same options and rules as those for reporting credit-earning courses, with the exception that reporting a grade with a status of "F" does not indicate that credit was awarded based on that grade. The amount of credit associated with any grade is determined based on the credit values reported on the Student Course (GN) and Course Master (CN) Records.

Note that when reported, grades for middle school (grades 6-8) math and English courses will be utilized in the Early Warning System. We therefore encourage the reporting of grades for these courses.

Data Use and Limitations

The primary use of this data is for identifying students who may be at risk of not graduating based on their course performance. EMIS will still rely on data reported on the Student Graduation – Core Summary (GC) Record to know how many credits a student has earned towards meeting graduation requirements. If a student’s grade earns the student graduation credit in a course, the district must include that information in the GC Records for that student. The Department will not add in a student’s credit for a course reported with a passing grade on a Student Course Grade (FR) Record.

EMIS is not collecting grades earned in transfer courses, information on honors or other grade quality points, or more specific grade levels (such as +/-) assigned in some districts. In addition, the EMIS data collection is limited to grades earned and known during the single school year included in each data collection; any updates to grades made beyond the close of a collection window will not be collected in EMIS.

Due to these data limitations, it will not be possible for EMIS to reproduce a student’s transcript or calculate a student’s official grade point average. In addition, since grades could change after the close of the EMIS reporting window, EMIS will not be able to provide a district with the grades earned for courses completed in a district where the student was previously enrolled. The student transcript generated by a district will still be the official record of a student’s work.

Student Course Grade Data Elements

The following portion of this section discusses each of the data elements within the Student Course Grade (FR) Record. The elements are organized alphabetically.

Grade

Record Field Number	FR080
Definition	The grade assigned to a student for a particular term.

Valid Options

- A–D, F The traditional A–D or F grade for a student, or the equivalent grade for a course if the course does not have a grade and is not pass/fail
- I A student’s work in a course is incomplete at the end of a term, and the district’s or school’s policy allows the student to complete the work after the end of the term
- P A student has passed a course that is evaluated on a pass/fail basis
- U At the time of reporting, a student’s grade for a term is unknown
- W The student withdrew from the course before earning any credit in the course.

Reporting Instructions. Report the grade option that best represents the mark(s) earned by the student for the reported term. If a district does not assign letter grades for a course on the student report card, but has a method for equivalent grades for transcripts or other official documents that list grades, then the same grade conversion should be used if at all possible. If districts do not assign grades on report cards or transcripts, then an appropriate conversion should be used to report one of the allowed EMIS grade codes.

With few exceptions, a student who earns credit in a course should have one or more term grades in the course of A–D or P. Some districts have policies that allow a student to earn partial credit for a course, even if the final grade for a course is an F. For a student in this situation who earns partial credit with a final grade of F, one or more of the interim term grades should be higher than an F.

Some districts make a distinction between a student who is passing a course versus failing a course when the student withdraws before the end of a course. This distinction is not meaningful for EMIS reporting, so both situations would be reported with a “W” grade, as long as the student withdrew before the end of the course and did not earn any credit for the course. If a student did earn partial credit before withdrawing, then there must be at least one term reported for the student with a grade other than “W”.

In some situations, a grade and credit decision are not known at the end of the Student Course Grade Collection. If the student’s final grade is not known because district policy allows the student to complete the course beyond the end of the term, then the district should report the final grade in the course as “I” for the term/year. On the other hand, if the course term is complete but the grade is truly unknown (such as completion of a CCP course where the district does not know the grade earned) at the end of collection, a grade of “U” should be reported.

Grade Status

Record Field Number	FR090
Definition	Indicates if the grade reported indicates the grade at the end of a term or a preliminary grade for the term.

Valid Options

- F The summative or *final* grade for the course
- I An *interim* grade issued to a student that indicates the student’s performance for a specific grading period or term of the course and usually reported on a report card
- P A grade that represents a student’s *progress* to date in a term of the course that has not yet ended and that may change as the term progresses

Reporting Instructions. Multiple Student Course Grade (FR) Records cannot be reported for a student for a particular term of a course. Any record reported with Grade Status P will have to be updated in order to report a record with Grade Status of either I or F for that student for that term of the course. For example, if a record with Grade Status P is reported for a student during the first quarter of algebra, that P record must be updated before the student’s final quarter grade can be reported with Grade Status I.

Local Classroom Code Element

Record Field Number	FR060
Definition	The code used by the local school district that uniquely identifies a specific classroom (i.e., building, period, and section) within a district.

Valid Option

- Alphanumeric code Local district classroom code

Reporting Instructions. A classroom is defined per teacher, period, subject, and building. The Local Classroom Code is completely defined by the resident/educating school district. The Local Classroom

Code must match between the Student Course (GN), Student Course Grade (FR), Staff Course (CU), and Course Master (CN) Records.

 **Term**

Record Field Number	FR070
Definition	The name of a specific period of time in a school's calendar that is used to report a grade for a course that represents the performance of the student during that period of time.

Valid Options

YE	Yearend: A term that covers substantially all of the academic year
S1	First Semester: A term that typically covers the first half of a school year
S2	Second Semester: A term that typically covers the second half of a school year
T1	First Trimester: sometimes called first 12 weeks
T2	Second Trimester: sometimes called second 12 weeks
T3	Third Trimester: sometimes called third 12 weeks
Q1	First Quarter: sometimes called first 9 weeks
Q2	Second Quarter: sometimes called second 9 weeks
Q3	Third Quarter: sometimes called third 9 weeks
Q4	Fourth Quarter: sometimes called fourth 9 weeks
X1	First Six Weeks
X2	Second Six Weeks
X3	Third Six Weeks
X4	Fourth Six Weeks
X5	Fifth Six Weeks
X6	Sixth Six Weeks
OT	Other term
NR	Not reportable to the Department: a term code that may be used for a local course that is not reported to the Department on a Course Master (CN) and Student Course (GN) Record (such as a summer school course or transfer credit)

Reporting Instructions. Select the term code that most closely matches the terms used for grade reporting within the district. Note that the term code used will usually be related to the Semester Code (CN090) reported for the course on the Course Master (CN) Record, but the two codes will not necessarily match exactly.

For example, an all-year course (e.g., a course reported with Course Master (CN) Record Semester Code Element option 3) may not have a summative all-year grade calculated; it may have a final grade calculated for each semester. By the end of the year, Student Course Grade (FR) Records would be reported with final grades for the S1 and S2 terms, no record at all for the YE term, and interim (I) grades for Q1, Q2, Q3, and Q4 if the reporting district is teaching the course and issues grades/report cards four times per year. If another district or contractor is actually teaching the course outside the reporting district, then the quarterly grades are encouraged but not required to be reported.

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 Course (FR) Record, each combination of values in the following fields must be unique.

Required Fields	Number
EMIS Student ID	FR050
Local Classroom Code	FR060
Term	FR070

4.8 STUDENT COURSE GRADE (FR) RECORD FILE LAYOUT

Number	Position	Name	PIC/Size
	1-8	Filler	PIC 9(8)
FR010	9-10	Sort Type	PIC X(2)
		Always FR	
	11	Filler	PIC X
FR020	12-15	Fiscal Year, e.g., 2021 (CCYY)	PIC X(4)
FR030	16	Data Set	PIC X
		L – Staff/Course	
FR040	17-22	District IRN	PIC X(6)
FR050	23-31	EMIS Student ID Number	PIC X(9)
FR060	32-51	Local Classroom Code	PIC X(20)
FR070	52-53	Term	PIC X(2)
FR080	54	Grade	PIC X
FR090	55	Grade Status	PIC X