

Potential College Credit GRAD-003



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Program Administrator 3

Goals of this presentation

- The goal of this presentation is to equip EMIS coordinators and district data teams with the knowledge and tools to accurately validate and reconcile student-level data related to potential college credit using the GRAD-003 report. By understanding how this report aligns with Post-Secondary indicators on the report card, participants will be able to identify reporting gaps, ensure data integrity, and support improved student outcomes through accurate accountability reporting.

Why it Matters

Accurate data impacts:

- **Post-Secondary accountability measures**
 - College, Career, Workforce, and Military Readiness (CCWMR)
 - College and Post-Secondary Readiness (CPSR)
- **Student graduation pathways**
 - Alternative to Competency- College Credit Plus
- **Funding and performance reporting**

Misreporting can lead to:

- Missed credit opportunities
- Inaccurate district performance data

What is the GRAD-003 Report?

The **GRAD-003: Potential College Credit Report** is designed to help districts identify students who may have earned college credit through various means, such as:

Advanced Placement (AP) or International Baccalaureate (IB) exams

Dual enrollment or College Credit Plus (CCP) courses

Career-Technical Assurance Guide (CTAG) credits

Connection to Post-Secondary Readiness Components

GRAD-003 supports CCWMR and CPSR components:

Dual Enrollment

College readiness indicators

Helps verify students meet “**Prepared**” or “**Approaching Prepared**” thresholds

Ways College Credits can be earned

College credit plus

Advanced Placement (AP) or International Baccalaureate (IB) Programs

Early college high school program

Ohio College Tech Prep, State-Approved career technical courses offered through dual enrollment or statewide articulation

Credits must appear on a student's college transcript and can be issued after student left secondary education as long as the work was completed before graduation.

College Credit Plus (CCP)

- [CCP](#) is Ohio's dual enrollment program that provides students in grades 7-12 the opportunity to earn college and high school credits at the same time by taking courses from Ohio colleges or universities. The purpose of this program is to enhance students' career readiness and postsecondary success, while providing a wide variety of options to college-ready students, at no or limited costs to students and families.
- Data from Higher Education is submitted to the Department for a cross-check to be in place

Credit for Prior Learning (CPL)

A category of CPL that includes nationally recognized standardized exams and exams created and given by individual higher education institutions.

- [College-Level Examination Program \(CLEP\)](#): Standardized tests of college material offered by The College Board. Since 2017, college credit has been guaranteed statewide for students who achieve an established CLEP test score for exams that have been endorsed statewide as college level. CLEP Credit Awards by Ohio's public colleges and universities [can be found here](#).
- [Advanced Placement Examination Program \(AP\)](#): A series of tests developed and administered by The College Board for advanced placement high school courses. Since 2009, Ohio has guaranteed credit for established scores on AP exams.
- [International Baccalaureate Programs \(IB\)](#): Similar to the AP program, IB is an internationally-recognized instructional program designed for high school students that leads to a final examination.
- AP and IB data are cross-checked with the reported courses and associated assessments.
- CLEP data is currently not reported or included in the report

Early College High School (ECHS)

- [ECHS](#) programs prioritize students who are underrepresented in post-secondary education, who are economically disadvantaged, or whose parents did not earn a college degree. Programs that meet the requirements and receive approval on the exemption request required to become an Early College High School are exempt from the requirements of the College Credit Plus program.
- There is no cross check of these data; only included if the district reported the dual enrollment in the GC record

Career Tech Dual Enrollment

- [Career-Technical Assurance Guides \(CTAGs\)](#): CTAGs award college credit for career-technical coursework taken in high school or at a career-technical institution. You are eligible to earn college credit at an Ohio public college or university if you have completed approved career-technical courses in high school or at an Ohio Technical Center, [Ohio Technical Center Degree Pathways](#)(OTCs).
- [Industry Recognized Credential Transfer Assurance Guides \(ITAGs\)](#): Industry Recognized Credential Transfer Assurance Guides (ITAGs) guarantee the awarding of college credit for anyone who holds one or more approved industry-recognized credentials, regardless of how and where the credentials were earned. For Dual Enrollment Credit these would need to be earned by January 1st following the anticipated graduation year.
- CTAG data is cross-checked with the reported courses and associated technical assessments.
- There is no cross check of OTC or ITAG data; only included if the district reported the dual enrollment in the GC record

Essential Data Checks for GRAD-003

Key Data Elements to Validate

- Student ID and Name
- Assessment Type (AP, IB)
- Course Type (CCP, CTAG)
- Credit Hours
- Fiscal Year of Completion
- Reporting IRN

Common Data Issues

- Missing or incorrect assessment scores
- Misreported course delivery method; courses reported as CCP, but course not reported by the higher education entity
- Students not appearing due to missing elements in EMIS

Report Details

Download Level 2 Report

- Data Collector > Reports > Level 2 Reports > Graduation Collection and/or Current Graduation Credit Progress Collection

Collection Request / Report Name	LEA	Fatal	Critical	Warn	Info	Total	Category	Data Set	Field Name	Process Date	Last Upd Date	Submission	Help Page
▼ Current Graduation Credit Progress Collection (FY24) (2024SGRCR) (Count: 1)													
(GRAD-003)_Potential_College_Credit		0	0	2311	281	2592	Graduate	S		11/15/24 00:00	08/14/24 00:00	1	Help ...
▼ Current Graduation Credit Progress Collection (FY25) (2025SGRCR) (Count: 1)													
(GRAD-003)_Potential_College_Credit		0	0	2491	360	2851	Graduate	S	Result Code	10/03/25 00:00	08/29/25 00:00	1	Help ...
▼ Graduation Collection (FY25) (2025G0000) (Count: 1)													
(GRAD-003)_Potential_College_Credit		0	0	2491	360	2851	Graduate	G		10/03/25 00:00	08/29/25 00:00	8	Help ...

[Generate a single.zip file for all reports](#) | [Export report information to a .csv file](#)

Download entire report by clicking on Report Name!



Open in Excel or another spreadsheet program

Student ID and Name

	A	B	C	D	E	F	G	H	I
	RPT DEST	ERR SEV						LEVEL 2 REC	
1	IRN	CODE	SSID	EMISID	LAST NAME	FIRST NAME	Middle	TYPE COD	REC TYPE DESCR
2	555555	I	WS5160550	EMISID	LAST NAME	FIRST NAME	Middle	GRAD-003	Potential College Credit
3	555555	I	UL1167171	EMISID	LAST NAME	FIRST NAME	Middle	GRAD-003	Potential College Credit
4	555555	I	XU7547006	EMISID	LAST NAME	FIRST NAME	Middle	GRAD-003	Potential College Credit
5	555555	I	UX6160664	EMISID	LAST NAME	FIRST NAME	Middle	GRAD-003	Potential College Credit
6	555555	I	VZ6655651	EMISID	LAST NAME	FIRST NAME	Middle	GRAD-003	Potential College Credit

Course and Assessment Information

J	K	L			
RESULT		CREDIT	SUBJECT	ALIGNED	
CODE	RESULT CODE DESCR	SRC CO	CODE	ASEMNT	ASEMNT DESCR
GR0001	College credit may have been reported	AP	AP10	AP10	English Literature and Composition
GR0001	College credit may have been reported	CTAG	141030	HXM0	Strategic Entrepreneurship
GR0001	College credit may have been reported	AP	AP10	AP10	English Literature and Composition
GR0001	College credit may have been reported	AP	AP15	AP15	Human Geography
GR0001	College credit may have been reported	AP	AP41	AP41	African American History



Open in Excel or another spreadsheet program

Course and Assessment Information					
RESULT CODE	RESULT CODE DESCR	CREDIT SRC CO	SUBJECT CODE	ALIGNED ASESMNT CODE	ASESMNT DESCR
GR0001	College credit may have been reported	AP	AP10	AP10	English Literature and Composition
GR0001	College credit may have been reported	CTAG	141030	HXM0	Strategic Entrepreneurship
GR0001	College credit may have been reported	AP	AP10	AP10	English Literature and Composition
GR0001	College credit may have been reported	AP	AP15	AP15	Human Geography
GR0001	College credit may have been reported	AP	AP41	AP41	African American History

Potential Credit Information							
POTEN CREDIT LEA IRN	POTEN COLL CREDIT DESCR	POTEN COLL CREDIT DATE	AREA OF CREDIT CODE	RPTED AREA OF CREDIT COUNT	RPTED TOTAL CREDIT COUNT	GRAD ACNTBL IRN	GRAD COHORT
555555	VARIES	2025-06-01 00:00:00.0	ENG	6	12	555555	2025
555555	3	2025-03-01 00:00:00.0	CTA	3	11	555555	2025
555555	VARIES	2025-06-01 00:00:00.0	ENG	3	6	555555	2025
555555	VARIES	2025-06-01 00:00:00.0	SOC	3	6	555555	2025
555555	VARIES	2025-06-01 00:00:00.0	SOC	3	15	555555	2025

AP or IB Credits – MUST Verify if student applied the credits to college transcript

Number of Credits reported in Area for Credit

Total Number of Credits reported

L	M	N	O	P	Q	R	S	T	U
CREDIT SRC CO	SUBJECT CODE	ALIGNED ASESMNT CODE	ASESMNT DESCR	POTEN CREDIT LEA IRN	POTEN COLL CREDIT DESCR	POTEN COLL CREDIT DATE	AREA OF CREDIT CODE	RPTED AREA OF CREDIT COUNT	RPTED TOTAL CREDIT COUNT
AP	AP01	AP01	Art History	555555	VARIES	2024-06-01 00:00:00.0	FAR	0	0
AP	AP01	AP01	Art History	555555	VARIES	2024-06-01 00:00:00.0	FAR	0	0
AP	AP01	AP01	Art History	555555	VARIES	2024-06-01 00:00:00.0	FAR	0	0
AP	AP01	AP01	Art History	555555	VARIES	2024-06-01 00:00:00.0	FAR	0	0
AP	AP01	AP01	Art History	555555	VARIES	2024-06-01 00:00:00.0	FAR	0	0
AP	AP01	AP01	Art History	555555	VARIES	2024-06-01 00:00:00.0	FAR	0	0
AP	AP01	AP01	Art History	555555	VARIES	2025-06-01 00:00:00.0	FAR	0	0
IB	IB69	IB69	Language B Spanish Standard Level	555555	VARIES	2025-05-01 00:00:00.0	FLR	0	0
IB	IB69	IB69	Language B Spanish Standard Level	555555	VARIES	2025-05-01 00:00:00.0	FLR	0	0
IB	IB69	IB69	Language B Spanish Standard Level	555555	VARIES	2025-05-01 00:00:00.0	FLR	0	0
IB	IB69	IB69	Language B Spanish Standard Level	555555	VARIES	2025-05-01 00:00:00.0	FLR	0	0
IB	IB69	IB69	Language B Spanish Standard Level	555555	VARIES	2025-05-01 00:00:00.0	FLR	0	0
IB	IB69	IB69	Language B Spanish Standard Level	555555	VARIES	2025-05-01 00:00:00.0	FLR	0	0
IB	IB69	IB69	Language B Spanish Standard Level	555555	VARIES	2025-05-01 00:00:00.0	FLR	0	0
AP	AP01	AP01	Art History	555555	VARIES	2025-06-01 00:00:00.0	FAR	0	0
IB	IB69	IB69	Language B Spanish Standard Level	555555	VARIES	2025-05-01 00:00:00.0	FLR	0	0
IB	IB69	IB69	Language B Spanish Standard Level	555555	VARIES	2025-05-01 00:00:00.0	FLR	0	0
AP	AP01	AP01	Art History	555555	VARIES	2025-06-01 00:00:00.0	FAR	0	0

AP/IB college credits vary by college and are not reported to the Department by higher education

Test Taken

LEA that reported Test

Test Taken Date

Area for Credit that Department determined best fit. May not be Area Credit District applied Credit



CTAG Credits – MUST Verify if student applied the credits to college transcript

Area of Credit that Department determined best fit. May not be Area of Credit District applied Credit

Total Number of Credits reported

Subject Code

Potential College Credit(s)

L	M	N	O	P	Q	R	S	T	U
CREDIT SRC CO	SUBJECT CODE	ALIGNED ASESMNT CODE	ASESMNT DESCR	POTEN CREDIT LEA IRN	POTEN COLL CREDIT DESCR	POTEN COLL CREDIT DATE	AREA OF CREDIT CODE	RPTED AREA OF CREDIT COUNT	RPTED TOTAL CREDIT COUNT
CTAG	175001	LNX1	Engineering Design	555555	3	2022-05-01 00:00:00.0	CTA	3	6
CTAG	178001	MCZ1	Carpentry and Masonry Technical Skills	555555	3	2024-01-01 00:00:00.0	CTA	3	3
CTAG	350010	UGS0	Education Principles	555555	3	2024-05-01 00:00:00.0	CTA	3	12
CTAG	175001	LNX1	Engineering Design	555555	3	2022-05-01 00:00:00.0	CTA	3	3
CTAG	072150	EGE0	Medical Terminology	555555	3	2023-05-01 00:00:00.0	CTA	3	6
CTAG	175001	LNX1	Engineering Design	555555	3	2022-05-01 00:00:00.0	CTA	3	9
CTAG	145060	JSD0	Programming	555555	3	2024-05-01 00:00:00.0	CTA	3	3
CTAG	175001	LNX1	Engineering Design	555555	3	2023-05-01 00:00:00.0	CTA	3	3
CTAG	145060	JSD0	Programming	555555	3	2024-05-01 00:00:00.0	CTA	3	15
CTAG	145060	JSD0	Programming	555555	3	2024-05-01 00:00:00.0	CTA	3	3
CTAG	175001	LNX1	Engineering Design	555555	3	2022-05-01 00:00:00.0	CTA	3	34
CTAG	175001	LNX1	Engineering Design	555555	3	2023-05-01 00:00:00.0	CTA	3	3
CTAG	340120	SKA0	Digital Image Editing	555555	3	2024-05-01 00:00:00.0	CTA	3	13
CTAG	175001	LNX1	Engineering Design	555555	3	2022-05-01 00:00:00.0	CTA	3	6
CTAG	175001	LNX1	Engineering Design	555555	3	2023-10-01 00:00:00.0	CTA	0	0
CTAG	175002	LNX2	Engineering Principles	555555	1	2023-05-01 00:00:00.0	CTA	0	0
CTAG	175001	LNX1	Engineering Design	555555	3	2022-05-01 00:00:00.0	CTA	0	0
CTAG	175001	LNX1	Engineering Design	555555	3	2023-05-01 00:00:00.0	CTA	0	0
CTAG	175001	LNX1	Engineering Design	555555	3	2023-10-01 00:00:00.0	CTA	0	0

Test Taken

LEA that reported Course

Course End Date

Number of Credits reported in Area for Credit



CCP Credits as reported by Higher Education entity

Subject Code

Potential College Credit(s)

Area of Credit that Department determined best fit. May not be Area of Credit District applied Credit

Total Number of Credits reported

L	M	N	O	P	Q	R	S	T	U
CREDIT SRC CO	SUBJECT CODE	ALIGNED ASESMNT CODE	ASESMNT DESCR	POTEN CREDIT LEA IRN	POTEN COLL CREDIT DESCR	POTEN COLL CREDIT DATE	AREA OF CREDIT CODE	RPTED AREA OF CREDIT COUNT	RPTED TOTAL CREDIT COUNT
CCP	150612		Not Available	063420	2.0000	2025-05-11 00:00:00.0	TEC	0	0
CCP	540101		Not Available	063420	3.0000	2024-05-12 00:00:00.0	SOC	3	12
CCP	150803		Not Available	063420	10.0000	2024-12-15 00:00:00.0	TEC	0	0
CCP	231301		Not Available	063420	3.0000	2025-05-11 00:00:00.0	ENG	3	3
CCP	370102		Not Available	062869	2.0000	2023-04-30 00:00:00.0	CTA	0	0
CCP	450901		Not Available	062869	6.0000	2025-05-04 00:00:00.0	SOC	20	34
CCP	540101		Not Available	063420	6.0000	2024-05-12 00:00:00.0	SOC	20	34
CCP	030103		Not Available	062869	3.0000	2023-12-10 00:00:00.0	CTA	0	0
CCP	090101		Not Available	062869	3.0000	2024-05-05 00:00:00.0	ENG	6	31
CCP	380103		Not Available	062869	3.0000	2025-05-04 00:00:00.0	ELE	3	31
CCP	500301		Not Available	062869	3.0000	2024-05-05 00:00:00.0	FAR	3	31
CCP	500703		Not Available	062869	3.0000	2025-05-04 00:00:00.0	FAR	0	0
CCP	230101		Not Available	062869	3.0000	2025-05-04 00:00:00.0	ENG	9	41
CCP	520501		Not Available	062869	3.0000	2022-07-10 00:00:00.0	BUS	0	0
CCP	231302		Not Available	063834	4.4000	2025-05-07 00:00:00.0	ENG	8	8
CCP	540101		Not Available	063420	6.0000	2024-05-12 00:00:00.0	SOC	9	12
CCP	420101		Not Available	062869	3.0000	2024-12-08 00:00:00.0	SOC	3	13
CCP	451101		Not Available	063420	3.0000	2024-05-12 00:00:00.0			
CCP	451001		Not Available	063420	3.0000	2023-12-17 00:00:00.0			

LEA that reported Course

Course End Date

Number of Credits reported in Area for Credit



GRAD – Reported dual enrollment in area not aligned to Department determined assessment/course area ^{JL1}

Area of Credit with dual enrollment reported

Total Number of Credits reported

L	M	N	O	P	Q	R	S	T	U
CREDIT SRC CO	SUBJECT CODE	ALIGNED ASESMNT CODE	ASESMNT DESCR	POTEN CREDIT LEA IRN	POTEN COLL CREDIT DESCR	POTEN COLL CREDIT DATE	AREA OF CREDIT CODE	RPTED AREA OF CREDIT COUNT	RPTED TOTAL CREDIT COUNT
GRAD	*		Not Available				HTH	2	78
GRAD	*		Not Available				CTA	3	16
GRAD	*		Not Available				CTA	3	3
GRAD	*		Not Available				ELE	3	13
GRAD	*		Not Available				PHE	1	13
GRAD	*		Not Available				CTA	3	31
GRAD	*		Not Available				ELE	3	36
GRAD	*		Not Available				CTA	3	18
GRAD	*		Not Available				CTA	3	12
GRAD	*		Not Available				ELE	2	18
GRAD	*		Not Available				CTA	10	10
GRAD	*		Not Available				ENG	8	11
GRAD	*		Not Available				CTA	6	18
GRAD	*		Not Available				ELE	3	16
GRAD	*		Not Available				ELE	3	24
GRAD	*		Not Available				SAE	3	41
GRAD	*		Not Available				SCI	3	21

This does not always indicate an error. Districts apply credit to the Area of their choice; it doesn't always match with Area for credit suggested

Number of Credits reported in Area for Credit

Result Code – GR0003
 Student may have additional college credit to report



Result Code – GR0001

College credit may have been reported

J	K	L	M	N	O	P	Q	R	S	T
RESULT CODE	RESULT CODE DESCR	CREDIT SRC CO	SUBJECT CODE	ALIGNED ASESMNT CODE	ASESMNT DESCR	POTEN CREDIT LEA IRN	POTEN COLL CREDIT DESCR	POTEN COLL CREDIT DATE	AREA OF CREDIT CODE	RPTED AREA OF CREDIT COUNT
GR0001	College credit may have been reported	AP	AP10	AP10	English Literature and Composition	555555	VARIES	2025-06-01 00:00:00.0	ENG	6
GR0001	College credit may have been reported	CTAG	141030	HXM0	Strategic Entrepreneurship	555555	3	2025-03-01 00:00:00.0	CTA	3
GR0001	College credit may have been reported	AP	AP10	AP10	English Literature and Composition	555555	VARIES	2025-06-01 00:00:00.0	ENG	3
GR0001	College credit may have been reported	AP	AP15	AP15	Human Geography	555555	VARIES	2025-06-01 00:00:00.0	SOC	3
GR0001	College credit may have been reported	AP	AP41	AP41	African American History	555555	VARIES	2025-06-01 00:00:00.0	SOC	3
GR0001	College credit may have been reported	AP	AP33	AP33	U.S. History	555555	VARIES	2025-06-01 00:00:00.0	SOC	7
GR0001	College credit may have been reported	CTAG	141030	HXM0	Strategic Entrepreneurship	555555	3	2025-03-01 00:00:00.0	CTA	3
GR0001	College credit may have been reported	CTAG	145010	JRY0	Web Design	555555	3	2025-05-01 00:00:00.0	CTA	3
GR0001	College credit may have been reported	AP	AP31	AP31	Studio Art Drawing	555555	VARIES	2025-06-01 00:00:00.0	FAR	3
GR0001	College credit may have been reported	CTAG	072150	EGE0	Medical Terminology	555555	3	2025-03-01 00:00:00.0	CTA	3
GR0001	College credit may have been reported	CTAG	141030	HXM0	Strategic Entrepreneurship	555555	3	2025-02-01 00:00:00.0	CTA	3
GR0001	College credit may have been reported	CTAG	145050	JSC0	Network Security	555555	3	2025-03-01 00:00:00.0	CTA	3
GR0001	College credit may have been reported	CTAG	141030	HXM0	Strategic Entrepreneurship	555555	3	2025-05-01 00:00:00.0	CTA	3
GR0001	College credit may have been reported	AP	AP03	AP03	Calculus AB	555555	VARIES	2025-06-01 00:00:00.0	MTH	8
GR0001	College credit may have been reported	CTAG	072150	EGE0	Medical Terminology	555555	3	2025-05-01 00:00:00.0	CTA	3

The Potential College Credits match the Reported Area for Credit count or in case of AP/IB credit has been reported in the Area of Credit



Result Code – GR0002

Student may have college credit to report

J	K	L	M	N	O	P	Q	R	S	T	U
RESULT CODE	RESULT CODE DESCR	SRC CO	SUBJECT CODE	ALIGNED ASESMNT CODE	ASESMNT DESCR	POTEN CREDIT LEA IRN	POTEN COLL CREDIT DESCR	POTEN COLL CREDIT DATE	AREA OF CREDIT CODE	RPTED AREA OF CREDIT COUNT	RPTED TOTAL CREDIT COUNT
GR0002	Student may have college credit to report	CCP	150612		Not Available	063420	2.0000	2025-05-11 00:00:00.0	TEC	0	0
GR0002	Student may have college credit to report	CCP	540101		Not Available	063420	3.0000	2024-05-12 00:00:00.0	SOC	3	12
GR0002	Student may have college credit to report	CCP	150803		Not Available	063420	10.0000	2024-12-15 00:00:00.0	TEC	0	0
GR0002	Student may have college credit to report	CTAG	175001	LNX1	Engineering Design	043489	3	2023-10-01 00:00:00.0	CTA	0	0
GR0002	Student may have college credit to report	CTAG	175002	LNX2	Engineering Principles	043489	1	2023-05-01 00:00:00.0	CTA	0	0
GR0002	Student may have college credit to report	AP	AP32	AP32	U.S. Government and Politics	043489	VARIES	2024-06-01 00:00:00.0	SOC	0	0
GR0002	Student may have college credit to report	CCP	231301		Not Available	063420	3.0000	2025-05-11 00:00:00.0	ENG	3	3
GR0002	Student may have college credit to report	CTAG	175001	LNX1	Engineering Design	043489	3	2022-05-01 00:00:00.0	CTA	0	0
GR0002	Student may have college credit to report	CTAG	175001	LNX1	Engineering Design	043489	3	2023-05-01 00:00:00.0	CTA	0	0
GR0002	Student may have college credit to report	CCP	370102		Not Available	062869	2.0000	2023-04-30 00:00:00.0	CTA	0	0
GR0002	Student may have college credit to report	CTAG	175001	LNX1	Engineering Design	043489	3	2023-10-01 00:00:00.0	CTA	0	0
GR0002	Student may have college credit to report	CCP	450901		Not Available	062869	6.0000	2025-05-04 00:00:00.0	SOC	20	34
GR0002	Student may have college credit to report	CCP	540101		Not Available	063420	6.0000	2024-05-12 00:00:00.0	SOC	20	34
GR0002	Student may have college credit to report	CCP	030103		Not Available	062869	3.0000	2023-12-10 00:00:00.0	CTA	0	0
GR0002	Student may have college credit to report	CCP	090101		Not Available	062869	3.0000	2024-05-05 00:00:00.0	ENG	6	31
GR0002	Student may have college credit to report	CCP	380103		Not Available	062869	3.0000	2025-05-04 00:00:00.0	ELE	3	31
GR0002	Student may have college credit to report	CCP	500301		Not Available	062869	3.0000	2024-05-05 00:00:00.0	FAR	3	31
GR0002	Student may have college credit to report	CTAG	175001	LNX1	Engineering Design	043489	3	2022-05-01 00:00:00.0	CTA	0	0
GR0002	Student may have college credit to report	CTAG	175001	LNX1	Engineering Design	043489	3	2022-05-01 00:00:00.0	CTA	0	0

The Potential College Credits do not match the Reported Area for Credit count

Validating Data

Validation Steps

Download GRAD-003 from Data Collector

- **Report Details- what is the report trying to tell me?**

Cross-check with local SIS and transcripts

- **Verify assessment scores and course completions**

Correct EMIS reporting as needed

- **Submit Data!**

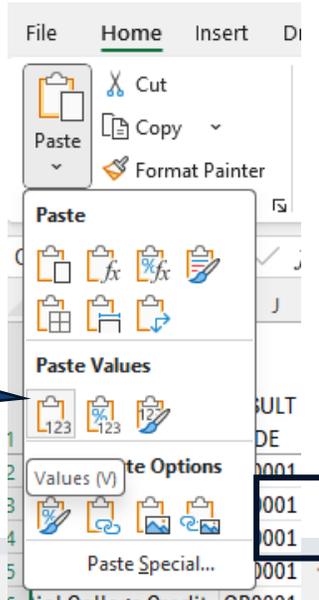
Re-run report to confirm updates

- **Don't Forget this STEP!!**



Update the Potential College Credits to a Value

Copy Column and Paste as Values

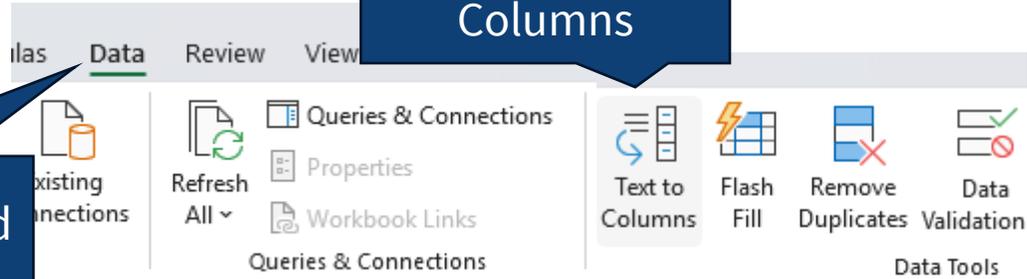


P	Q	R	T	U	V	W	
POTEN CREDIT LEA IRN	POTEN COLL CREDIT DESCR	POTEN COLL CREDIT DATE	AREA OF CREDIT CODE	RPTED AREA OF CREDIT COUNT	RPTED TOTAL CREDIT COUNT	GRAD ACNTBL IRN	GRAD COHORT
555555	VARIES	2025-06-01 00:00:00.0	ENG	6	12	555555	2025
555555	3	2025-03-01 00:00:00.0	CTA	3	11	555555	2025
555555	VARIES	2025-06-01 00:00:00.0	ENG	3	6	555555	2025
555555	VARIES	2025-06-01 00:00:00.0	SOC	3	6	555555	2025
555555	VARIES	2025-06-01 00:00:00.0	SOC	3	15	555555	2025

Update the Potential College Credits to a number

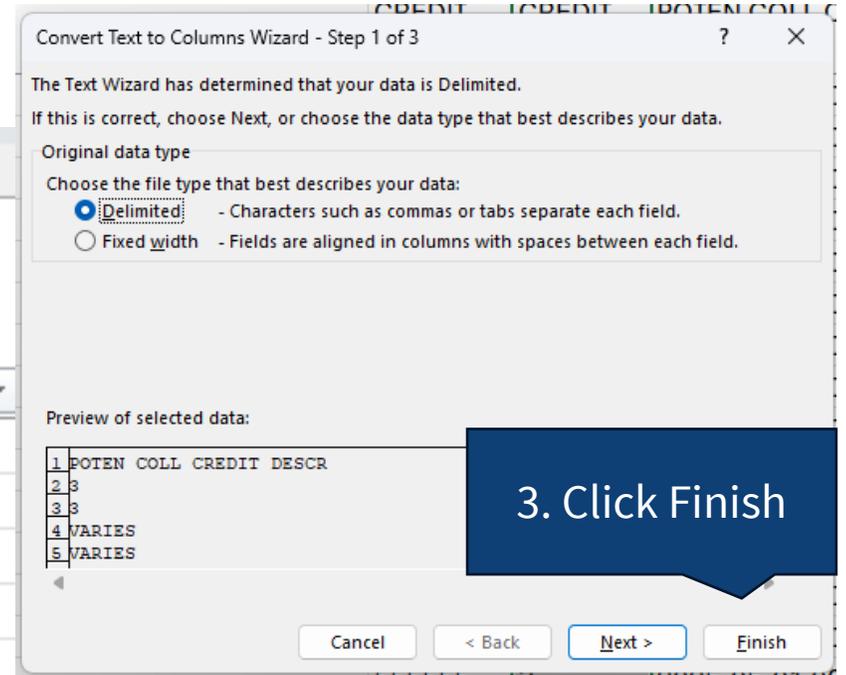
1. Select Column and select Data Ribbon

2. Click Text to Columns



Text to Columns
Split a single column of text into multiple columns.
For example, you can separate a column of full names into separate first and last name columns.
You can choose how to split it up: fixed width or split at each comma, period, or other character.
[Tell me more](#)

P	Q	R	S	
POTEN CREDIT	POTEN COLL CREDIT	POTEN COLL CREDIT	AREA OF CREDIT	RPTE AREA CREDIT
LEARN	DESCR	DATE	CODE	COUNT
555555	VARIES	2025-06-01 00:00:00.0	ENG	6
555555	3	2025-03-01 00:00:00.0	CTA	3
555555	VARIES	2025-06-01 00:00:00.0	ENG	3
555555	VARIES	2025-06-01 00:00:00.0	SOC	3
555555	VARIES	2025-06-01 00:00:00.0	SOC	3



3. Click Finish

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AutoSum Fill Sort & Filter Find & Select Sensitivity Add-ins Analyze Copilot Data Create a PDF

REC	REC TYPE	DESCR	RESULT CODE	RESULT CODE DESCR	SRC CO	CODE	CODE	ASESMNT DESCR	POTEN CREDIT	POTEN COLL CREDIT	POTEN COLL CREDIT	AREA OF CREDIT	RPTED AREA OF CREDIT	RPTED TOTAL CREDIT	ACNTBL	GRAD	COHORT
2	003	Potential College Credit	GR0001	College credit may have been reported	AP	AP10	AP10	English Literature and Composition	555555	VARIES	00:00.0	ENG		6	12	555555	2025
3	003	Potential College Credit	GR0001	College credit may have been reported	CTAG	141030	HXM0	Strategic Entrepreneurship	555555	3	00:00.0	CTA		3	11	555555	2025
4	003	Potential College Credit	GR0001	College credit may have been reported	AP	AP10	AP10	English Literature and Composition	555555	VARIES	00:00.0	ENG		3	6	555555	2025
5	003	Potential College Credit	GR0001	College credit may have been reported	AP	AP15	AP15	Human Geography	555555	VARIES	00:00.0	SOC		3	6	555555	2025
6	003	Potential College Credit	GR0001	College credit may have been reported	AP	AP41	AP41	African American History	555555	VARIES	00:00.0	SOC		3	15	555555	2025
7	003	Potential College Credit	GR0001	College credit may have been reported	AP	AP33	AP33	U.S. History	555555	VARIES	00:00.0	SOC		7	13	555555	2025
8	003	Potential College Credit	GR0001	College credit may have been reported	CTAG	141030	HXM0	Strategic Entrepreneurship	555555	3	00:00.0	CTA		3	11	555555	2025
9	003	Potential College Credit	GR0001	College credit may have been reported	CTAG	145010	JRY0	Web Design	555555	3	00:00.0	CTA		3	3	555555	2025
10	003	Potential College Credit	GR0001	College credit may have been reported	AP	AP31	AP31	Studio Art Drawing	555555	VARIES	00:00.0	FAR		3	13	555555	2025
11	003	Potential College Credit	GR0001	College credit may have been reported	CTAG	072150	EGE0	Medical Terminology	555555	3	00:00.0	CTA		3	14	555555	2025
12	003	Potential College Credit	GR0001	College credit may have been reported	CTAG	141030	HXM0	Strategic Entrepreneurship	555555	3	00:00.0	CTA		3	3	555555	2025
13	003	Potential College Credit	GR0001	College credit may have been reported	CTAG	145050	JSC0	Network Security	555555	3	00:00.0	CTA		3	3	555555	2025
14	003	Potential College Credit	GR0001	College credit may have been reported	CTAG	141030	HXM0	Strategic Entrepreneurship	555555	3	00:00.0	CTA		3	3	555555	2025
15	003	Potential College Credit	GR0001	College credit may have been reported	AP	AP03	AP03	Calculus AB	555555	VARIES	00:00.0	MTH		8	24	555555	2025
16	003	Potential College Credit	GR0001	College credit may have been reported	CTAG	072150	EGE0	Medical Terminology	555555	3	00:00.0	CTA		3	3	555555	2025
17	003	Potential College Credit	GR0001	College credit may have been reported	AP	AP15	AP15	Human Geography	555555	VARIES	00:00.0	SOC		3	3	555555	2025
18	003	Potential College Credit	GR0001	College credit may have been reported	AP	AP05	AP05	Chemistry	555555	VARIES	00:00.0	SCI		4	28	555555	2025
19	003	Potential College Credit	GR0001	College credit may have been reported	AP	AP33	AP33	U.S. History	555555	VARIES	00:00.0	SOC		3	3	555555	2025
20	003	Potential College Credit	GR0001	College credit may have been reported	AP	AP41	AP41	African American History	555555	VARIES	00:00.0	SOC		3	9	555555	2025
21	003	Potential College Credit	GR0001	College credit may have been reported	AP	AP10	AP10	English Literature and Composition	555555	VARIES	00:00.0	ENG		3	3	555555	2025
22	003	Potential College Credit	GR0001	College credit may have been reported	AP	AP05	AP05	Chemistry	555555	VARIES	00:00.0	SCI		4	19	555555	2025
23	003	Potential College Credit	GR0001	College credit may have been reported	CTAG	141030	HXM0	Strategic Entrepreneurship	555555	3	00:00.0	CTA		3	3	555555	2025
24	003	Potential College Credit	GR0001	College credit may have been reported	CTAG	072150	EGE0	Medical Terminology	555555	3	00:00.0	CTA		3	3	555555	2025
25	003	Potential College Credit	GR0001	College credit may have been reported	AP	AP33	AP33	U.S. History	555555	VARIES	00:00.0	SOC		9	30	555555	2025
26	003	Potential College Credit	GR0001	College credit may have been reported	AP	AP30	AP30	Studio Art 3D Drawing	555555	VARIES	00:00.0	FAR		3	15	555555	2025
27	003	Potential College Credit	GR0001	College credit may have been reported	AP	AP05	AP05	Chemistry	555555	VARIES	00:00.0	SCI		4	13	555555	2025
28	003	Potential College Credit	GR0001	College credit may have been reported	AP	AP15	AP15	Human Geography	555555	VARIES	00:00.0	SOC		3	3	555555	2025
29	003	Potential College Credit	GR0001	College credit may have been reported	AP	AP15	AP15	Human Geography	555555	VARIES	00:00.0	SOC		6	6	555555	2025



Now the spreadsheet is ready for validation steps

L	M	N	O	P	Q	R	S	T	U
CREDIT SRC CODE	SUBJECT CODE	ALIGNED ASESMNT CODE	ASESMNT DESCR	POTEN CREDIT LEA IRN	POTEN COLL CREDIT DESCR	POTEN COLL CREDIT DATE	AREA OF CREDIT CODE	RPTED AREA OF CREDIT COUNT	RPTED TOTAL CREDIT COUNT
CTAG	350205	UHM5	Early Childhood Education Principles	555555	3.00	2024-05-01 00:00:00.0	CTA	0	0
CTAG	175001	LN1	Engineering Design	555555	3.00	2025-05-01 00:00:00.0	CTA	0	0
AP	AP32	AP32	U.S. Government and Politics	555555	VARIES	2024-06-01 00:00:00.0	SOC	0	0
AP	AP10	AP10	English Literature and Composition	555555	VARIES	2025-06-01 00:00:00.0	ENG	0	0
AP	AP09	AP09	English Language and Composition	555555	VARIES	2025-06-01 00:00:00.0	ENG	0	0
CTAG	072150	EGE0	Medical Terminology	555555	3.00	2025-04-01 00:00:00.0	CTA	0	0
AP	AP10	AP10	English Literature and Composition	555555	VARIES	2025-06-01 00:00:00.0	ENG	3	3
CCP	090101		Not Available	062976	3.00	2023-08-16 00:00:00.0	ENG	3	3
CCP	231301		Not Available	062976	3.00	2023-12-10 00:00:00.0	ENG	3	3
CCP	500703		Not Available	062976	3.00	2023-08-16 00:00:00.0	FAR	0	0
AP	AP32	AP32	U.S. Government and Politics	555555	VARIES	2024-06-01 00:00:00.0	SOC	0	0
AP	AP29	AP29	Studio Art 2D Design	555555	VARIES	2025-06-01 00:00:00.0	ELE	0	0
CTAG	145060	JSD0	Programming	555555	3.00	2024-05-01 00:00:00.0	CTA	0	0
CTAG	330125	PLM5	Baking and Pastry Arts	555555	3.00	2025-01-01 00:00:00.0	CTA	0	0
CTAG	145060	JSD0	Programming	555555	3.00	2025-05-01 00:00:00.0	CTA	0	0
CCP	230101		Not Available	062869	3.00	2025-05-04 00:00:00.0	ENG	9	21
CCP	260701		Not Available	062869	4.00	2025-05-04 00:00:00.0	SCI	4	21



Sort on SSID

Click arrow; choose
Sort A to Z

A	B	C	D	E	F	G	K	L
RPT DEST	ERR SEV	SSID	EMISID	LAST NAME	FIRST NAME	MIDDLE NAME		CREDIT SRC
IRN	CODE						RESULT CODE DESCR	CODE
555555	W	SSID 1	Not Available	Not Available	Not Available	Not Available	Student may have college credit to report	CTAG
555555	W	SSID 2	Not Available	Not Available	Not Available	Not Available	Student may have college credit to report	CTAG
555555	W	SSID 3	Not Available	Not Available	Not Available	Not Available	Student may have college credit to report	AP
555555	W	SSID 3	Not Available	Not Available	Not Available	Not Available	Student may have college credit to report	AP
555555	W	SSID 3	Not Available	Not Available	Not Available	Not Available	Student may have college credit to report	AP
555555	W	SSID 4	Not Available	Not Available	Not Available	Not Available	Student may have college credit to report	CTAG
555555	I	SSID 5	Not Available	Not Available	Not Available	Not Available	College credit may have been reported	AP
555555	W	SSID 5	Not Available	Not Available	Not Available	Not Available	Student may have college credit to report	CCP
555555	W	SSID 5	Not Available	Not Available	Not Available	Not Available	Student may have college credit to report	CCP
555555	W	SSID 5	Not Available	Not Available	Not Available	Not Available	Student may have college credit to report	CCP
555555	W	SSID 5	Not Available	Not Available	Not Available	Not Available	Student may have college credit to report	AP
555555	W	SSID 5	Not Available	Not Available	Not Available	Not Available	Student may have college credit to report	AP
555555	W	SSID 6	Not Available	Not Available	Not Available	Not Available	Student may have college credit to report	CTAG
555555	W	SSID 7	Not Available	Not Available	Not Available	Not Available	Student may have college credit to report	CTAG
555555	W	SSID 8	Not Available	Not Available	Not Available	Not Available	Student may have college credit to report	CTAG
555555	W	SSID 9	Not Available	Not Available	Not Available	Not Available	Student may have college credit to report	CCP
555555	W	SSID 9	Not Available	Not Available	Not Available	Not Available	Student may have college credit to report	CCP

Sort A to Z	Sort Z to A	Sort by Color	Sheet View	Clear Filter From "SSID"	Filter by Color	Text Filters
Search						
<input checked="" type="checkbox"/>	SSID 1					
<input checked="" type="checkbox"/>	SSID 10					
<input checked="" type="checkbox"/>	SSID 2					
<input checked="" type="checkbox"/>	SSID 3					
<input checked="" type="checkbox"/>	SSID 4					
<input checked="" type="checkbox"/>	SSID 5					
<input checked="" type="checkbox"/>	SSID 6					
<input checked="" type="checkbox"/>	SSID 7					
<input checked="" type="checkbox"/>	SSID 8					
		OK	Cancel			

Apply Subtotal

2. Click Subtotal

The screenshot shows the Microsoft Excel interface with the **Data** ribbon selected. The ribbon includes options like **Get Data**, **From Text/CSV**, **From Web**, **From Table/Range**, **From Picture**, **Recent Sources**, **Existing Connections**, **Refresh All**, **Queries & Connections**, **Properties**, **Workbook Links**, **Stocks**, **Currencies**, and **Geography**. A data table is visible with columns: RPT DEST IRN, ERR SEV CODE, SSID, EMISID, LEVEL 2 REC TYPE CODE, REC, SRC CODE. The **Subtotal** dialog box is open, showing the following settings:

- At each change in:** SSID
- Use function:** Sum
- Add subtotal to:** POTEN COLL CREDIT DESCR, POTEN COLL CREDIT DATE, AREA OF CREDIT CODE, RPTED AREA OF CREDIT COUNT, RPTED TOTAL CREDIT COUNT, GRAD ACNTBL IRN
- Replace current subtotals
- Page break between groups
- Summary below data

Buttons: **Remove All**, **OK**, **Cancel**

1. Click Data to open Data Ribbon

3. Select SSID to subtotal at each change of SSID

4. Use Function Sum at Poten Coll Credit Descr column



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AutoSum Fill Sort & Filter Find & Select

Wrap Text Merge & Center

Conditional Formatting Format as Table Cell Styles

Pause 00:00:00 Select Area Audio Record Pointer

POTEN COLL CREDIT DESCR																			
RPT DEST	ERR SEV	SSID	EMISID	LAST NAME	FIRST NAME	MIDDLE	LEVEL 2 REC	RESULT	CREDIT	SUBJECT	ALIGNED ASEMNT	POTEN CREDIT	POTEN COLL CREDIT	POTEN COLL CREDIT	AREA OF CREDIT				
IRN	CODE	SSID	EMISID	LAST NAME	FIRST NAME	NAME	TYPE CODE	REC TYPE DESCR	CODE	RESULT CODE DESCR	SRC CO	CODE	CODE	ASEMNT DESCR	LEA IRN	DESCR	DATE	CODE	
043489	W	SSID 1	Not Available	Not Available	Not Available	Not Available	GRAD-003	Potential College Credit	GR0002	Student may have college credit to report	CTAG	350205	UHM5	Early Childhood Education Principles	043489		3	00:00.0	CTA
043489	W	SSID 10	Not Available	Not Available	Not Available	Not Available	GRAD-003	Potential College Credit	GR0002	Student may have college credit to report	CTAG	350205	UHM5	Early Childhood Education Principles	043489		3	00:00.0	CTA
043489	W	SSID 2	Not Available	Not Available	Not Available	Not Available	GRAD-003	Potential College Credit	GR0002	Student may have college credit to report	CTAG	175001	LNX1	Engineering Design	043489		3	00:00.0	CTA
043489	W	SSID 3	Not Available	Not Available	Not Available	Not Available	GRAD-003	Potential College Credit	GR0002	Student may have college credit to report	AP	AP32	AP32	U.S. Government and Politics	043489	VARIABLES		00:00.0	SOC
043489	W	SSID 3	Not Available	Not Available	Not Available	Not Available	GRAD-003	Potential College Credit	GR0002	Student may have college credit to report	AP	AP10	AP10	English Literature and Composition	043489	VARIABLES		00:00.0	ENG
043489	W	SSID 3	Not Available	Not Available	Not Available	Not Available	GRAD-003	Potential College Credit	GR0002	Student may have college credit to report	AP	AP09	AP09	English Language and Composition	043489	VARIABLES		00:00.0	ENG
043489	W	SSID 4	Not Available	Not Available	Not Available	Not Available	GRAD-003	Potential College Credit	GR0002	Student may have college credit to report	CTAG	072150	EGE0	Medical Terminology	043489		3	00:00.0	CTA
555555	I	SSID 5	Not Available	Not Available	Not Available	Not Available	GRAD-003	Potential College Credit	GR0001	College credit may have been reported	AP	AP10	AP10	English Literature and Composition	555555	VARIABLES		00:00.0	ENG
043489	W	SSID 5	Not Available	Not Available	Not Available	Not Available	GRAD-003	Potential College Credit	GR0002	Student may have college credit to report	CCP	090101		Not Available	062976		3	00:00.0	ENG
043489	W	SSID 5	Not Available	Not Available	Not Available	Not Available	GRAD-003	Potential College Credit	GR0002	Student may have college credit to report	CCP	231301		Not Available	062976		3	00:00.0	ENG
043489	W	SSID 5	Not Available	Not Available	Not Available	Not Available	GRAD-003	Potential College Credit	GR0002	Student may have college credit to report	CCP	500703		Not Available	062976		3	00:00.0	FAR
043489	W	SSID 5	Not Available	Not Available	Not Available	Not Available	GRAD-003	Potential College Credit	GR0002	Student may have college credit to report	AP	AP32	AP32	U.S. Government and Politics	043489	VARIABLES		00:00.0	SOC
043489	W	SSID 5	Not Available	Not Available	Not Available	Not Available	GRAD-003	Potential College Credit	GR0002	Student may have college credit to report	AP	AP29	AP29	Studio Art 2D Design	043489	VARIABLES		00:00.0	ELE
043489	W	SSID 6	Not Available	Not Available	Not Available	Not Available	GRAD-003	Potential College Credit	GR0002	Student may have college credit to report	CTAG	145060	JSD0	Programming	043489		3	00:00.0	CTA
043489	W	SSID 7	Not Available	Not Available	Not Available	Not Available	GRAD-003	Potential College Credit	GR0002	Student may have college credit to report	CTAG	330125	PLM5	Baking and Pastry Arts	043489		3	00:00.0	CTA
043489	W	SSID 8	Not Available	Not Available	Not Available	Not Available	GRAD-003	Potential College Credit	GR0002	Student may have college credit to report	CTAG	145060	JSD0	Programming	043489		3	00:00.0	CTA
043489	W	SSID 9	Not Available	Not Available	Not Available	Not Available	GRAD-003	Potential College Credit	GR0002	Student may have college credit to report	CCP	230101		Not Available	062869		3	00:00.0	ENG
043489	W	SSID 9	Not Available	Not Available	Not Available	Not Available	GRAD-003	Potential College Credit	GR0002	Student may have college credit to report	CCP	260701		Not Available	062869		4	00:00.0	SCI
043489	W	SSID 9	Not Available	Not Available	Not Available	Not Available	GRAD-003	Potential College Credit	GR0002	Student may have college credit to report	CCP	451002		Not Available	062869		3	00:00.0	SOC
043489	W	SSID 9	Not Available	Not Available	Not Available	Not Available	GRAD-003	Potential College Credit	GR0002	Student may have college credit to report	CCP	231301		Not Available	062869		6	00:00.0	ENG



Compare Subtotal with the Reported Total Credit Count

L	M	N	O	P	Q	R	S	T	U
CREDIT SRC CODE	SUBJECT CODE	ALIGNED ASESMENT CODE	ASESMNT DESCR	POTEN CREDIT LEA IRN	POTEN COLL CREDIT DESCR	POTEN COLL CREDIT DATE	AREA OF CREDIT CODE	RPTED AREA OF CREDIT COUNT	RPTED TOTAL CREDIT COUNT
AP	AP10	AP10	English Literature and Composition	555555	VARIES	2025-06-01 00:00:00	C ENG	3	3
CCP	090101		Not Available	062976	3.00	2023-08-16 00:00:00	C ENG	3	3
CCP	231301		Not Available	062976	3.00	2023-12-10 00:00:00	C ENG	3	3
CCP	500703		Not Available	062976	3.00	2023-08-16 00:00:00	C FAR	0	0
AP	AP32	AP32	U.S. Government and Politics	555555	VARIES	2024-06-01 00:00:00	C SOC	0	0
AP	AP29	AP29	Studio Art 2D Design	555555	VARIES	2025-06-01 00:00:00	C ELE	0	0
					9.00				
CTAG	145060	JSD0	Programming	555555	3.00	2024-05-01 00:00:00	C CTA	0	0
					3.00				
CCP	230101		Not Available	062869	3.00	2025-05-04 00:00:00	C ENG	9	21
CCP	260701		Not Available	062869	4.00	2025-05-04 00:00:00	C SCI	4	21
CCP	451002		Not Available	062869	3.00	2025-05-04 00:00:00	C SOC	8	21
CCP	231301		Not Available	062869	6.00	2024-05-05 00:00:00	C ENG	9	21
					16.00				
GRAD	*		Not Available				ELE	3	15
AP	AP32	AP32	U.S. Government and Politics	555555	VARIES	2025-06-01 00:00:00	C SOC	3	15
CCP	090101		Not Available	062869	3.00	2023-12-10 00:00:00	C ENG	6	15
CCP	450601		Not Available	062869	3.00	2025-05-04 00:00:00	C SOC	3	15
CCP	500902		Not Available	062869	3.00	2024-05-05 00:00:00	C FAR	3	15
CCP	231301		Not Available	062869	6.00	2025-05-04 00:00:00	C ENG	6	15
AP	AP11	AP11	Environmental Science	555555	VARIES	2025-06-01 00:00:00	C SCI	0	0
					15.00				
CCP	260701		Not Available	062869	4.00	2025-05-04 00:00:00	C SCI	4	4
					4.00				



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	A	B	C	D	E	F	G	H	I	J	K	L	M	
	RPT DEST	ERR SEV	SSID	EMISID	LAST NAME	FIRST NAME	MIDDLE NAME	LEVEL 2 REC TYPE	REC TYPE DESCR	RESULT CODE	RESULT CODE DESCR	CREDIT SRC CODE	SUBJECT CODE	ALIG ASE: COD
1	IRN	CODE	SSID	EMISID	LAST NAME	FIRST NAME	MIDDLE NAME	CODE	REC TYPE DESCR	CODE	RESULT CODE DESCR	CODE	CODE	CODE
2	555555	W	SSID 1	Not Available	Not Available	Not Available	Not Available	GRAD-003	Potential College Credit	GR0002	Student may have college credit to report	CTAG	350205	UHM
3			SSID 1 Total											
4	555555	W	SSID 2	Not Available	Not Available	Not Available	Not Available	GRAD-003	Potential College Credit	GR0002	Student may have college credit to report	CTAG	175001	LNK
5			SSID 2 Total											
6	555555	W	SSID 3	Not Available	Not Available	Not Available	Not Available	GRAD-003	Potential College Credit	GR0002	Student may have college credit to report	AP	AP32	AP3:
7	555555	W	SSID 3	Not Available	Not Available	Not Available	Not Available	GRAD-003	Potential College Credit	GR0002	Student may have college credit to report	AP	AP10	AP10
8	555555	W	SSID 3	Not Available	Not Available	Not Available	Not Available	GRAD-003	Potential College Credit	GR0002	Student may have college credit to report	AP	AP09	AP09
9			SSID 3 Total											
10	555555	W	SSID 4	Not Available	Not Available	Not Available	Not Available	GRAD-003	Potential College Credit	GR0002	Student may have college credit to report	CTAG	072150	EGE
11			SSID 4 Total											
12	555555	I	SSID 5	Not Available	Not Available	Not Available	Not Available	GRAD-003	Potential College Credit	GR0001	College credit may have been reported	AP	AP10	AP10
13	555555	W	SSID 5	Not Available	Not Available	Not Available	Not Available	GRAD-003	Potential College Credit	GR0002	Student may have college credit to report	CCP	090101	
14	555555	W	SSID 5	Not Available	Not Available	Not Available	Not Available	GRAD-003	Potential College Credit	GR0002	Student may have college credit to report	CCP	231301	
15	555555	W	SSID 5	Not Available	Not Available	Not Available	Not Available	GRAD-003	Potential College Credit	GR0002	Student may have college credit to report	CCP	500703	
16	555555	W	SSID 5	Not Available	Not Available	Not Available	Not Available	GRAD-003	Potential College Credit	GR0002	Student may have college credit to report	AP	AP32	AP3:
17	555555	W	SSID 5	Not Available	Not Available	Not Available	Not Available	GRAD-003	Potential College Credit	GR0002	Student may have college credit to report	AP	AP29	AP29
18			SSID 5 Total											
19	555555	W	SSID 6	Not Available	Not Available	Not Available	Not Available	GRAD-003	Potential College Credit	GR0002	Student may have college credit to report	CTAG	145060	JSDC
20			SSID 6 Total											
21	555555	W	SSID 7	Not Available	Not Available	Not Available	Not Available	GRAD-003	Potential College Credit	GR0002	Student may have college credit to report	CTAG	330125	PLM
22			SSID 7 Total											
23	555555	W	SSID 8	Not Available	Not Available	Not Available	Not Available	GRAD-003	Potential College Credit	GR0002	Student may have college credit to report	CTAG	145060	JSDC
24			SSID 8 Total											
25	555555	W	SSID 9	Not Available	Not Available	Not Available	Not Available	GRAD-003	Potential College Credit	GR0002	Student may have college credit to report	CCP	230101	



Compare with SIS and transcripts

Student example 1

L	M	N	O	P	Q	R	S	T	U
CREDIT SRC	SUBJECT	ALIGNED ASESMNT		POTEN CREDIT	POTEN COLL CREDIT	POTEN COLL CREDIT	AREA OF CREDIT	RPTED AREA OF CREDIT	RPTED TOTAL CREDIT
CODE	CODE	CODE	ASESMNT DESCR	LEA IRN	DESCR	DATE	CODE	COUNT	COUNT
AP	AP10	AP10	English Literature and Composition	55555	VARIES	2025-06-01 00:00:00.C	ENG	3	3
CCP	090101		Not Available	062976	3.00	2023-08-16 00:00:00.C	ENG	3	3
CCP	231301		Not Available	062976	3.00	2023-12-10 00:00:00.C	ENG	3	3
CCP	500703		Not Available	062976	3.00	2023-08-16 00:00:00.C	FAR	0	0
AP	AP32	AP32	U.S. Government and Politics	55555	VARIES	2024-06-01 00:00:00.C	SOC	0	0
AP	AP29	AP29	Studio Art 2D Design	55555	VARIES	2025-06-01 00:00:00.C	ELE	0	0
					9.00				

- Did student apply AP credits to transcript?

L	M	N	O	P	Q	R	S	T	U
CREDIT SRC	SUBJECT	ALIGNED ASESMNT		POTEN CREDIT	POTEN COLL CREDIT	POTEN COLL CREDIT	AREA OF CREDIT	RPTED AREA OF CREDIT	RPTED TOTAL CREDIT
CODE	CODE	CODE	ASESMNT DESCR	LEA IRN	DESCR	DATE	CODE	COUNT	COUNT
AP	AP10	AP10	English Literature and Composition	55555	VARIES	2025-06-01 00:00:00.C	ENG	3	3
CCP	090101		Not Available	062976	3.00	2023-08-16 00:00:00.C	ENG	3	3
CCP	231301		Not Available	062976	3.00	2023-12-10 00:00:00.C	ENG	3	3
CCP	500703		Not Available	062976	3.00	2023-08-16 00:00:00.C	FAR	0	0
AP	AP32	AP32	U.S. Government and Politics	55555	VARIES	2024-06-01 00:00:00.C	SOC	0	0
AP	AP29	AP29	Studio Art 2D Design	55555	VARIES	2025-06-01 00:00:00.C	ELE	0	0
					9.00				

- Did the student fail courses?

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Styles: Conditional Formatting, Format as Table, Cell Styles

Cells: Insert, Delete, Format

Editing: AutoSum, Fill, Clear, Sort & Filter, Find & Select

Sensitivity: Sensitivity

Add-ins: Add-ins, Analyze Copilot Data

Adobe Acrobat: Create a PDF

Comments, Share

Q18 : X ✓ fx =SUBTOTAL(9,Q12:Q17)

	L	M	N	O	P	Q	R	S	T	U	V	W	X
	CREDIT SRC	SUBJECT	ALIGNED ASESMNT		POTEN CREDIT	POTEN COLL CREDIT	POTEN COLL CREDIT	AREA OF CREDIT	RPTED AREA OF CREDIT	RPTED TOTAL CREDIT	GRAD ACNTBL	GRAD	
1	CODE	CODE	CODE	ASESMNT DESCR	LEA IRN	DESCR	DATE	CODE	COUNT	COUNT	IRN	COHORT	
23	CTAG	145060	JSD0	Programming	555555	3.00	2025-05-01 00:00:00	CCTA	0	0	555555	2025	
24						3.00							
25	CCP	230101		Not Available	062869	3.00	2025-05-04 00:00:00	CENG	9	21	555555	2026	
26	CCP	260701		Not Available	062869	4.00	2025-05-04 00:00:00	CSCI	4	21	555555	2026	
27	CCP	451002		Not Available	062869	3.00	2025-05-04 00:00:00	CSOC	8	21	555555	2026	
28	CCP	231301		Not Available	062869	6.00	2024-05-05 00:00:00	CENG	9	21	555555	2026	
29						16.00							
30	CTAG	350205	UHM5	Early Childhood Education Principles	555555	3.00	2023-05-01 00:00:00	CCTA	0	0	555555	2025	
31						3.00							
3900						46.00							
3901													
3902													
3903													
3904													
3905													
3906													
3907													
3908													
3909													
3910													
3911													
3912													
3913													
3914													



Student example 2

L	M	N	O	P	Q	R	S	T	U
CREDIT SRC CODE	SUBJECT CODE	ALIGNED ASESMNT CODE	ASESMNT DESCR	POTEN CREDIT LEA IRN	POTEN COLL CREDIT DESCR	POTEN COLL CREDIT DATE	AREA OF CREDIT CODE	RPTED AREA OF CREDIT COUNT	RPTED TOTAL CREDIT COUNT
CTAG	145060	JSD0	Programming	555555	3.00	2024-05-01 00:00:00.C	CTA	0	0
					3.00				

- Did student apply CTAG credits to transcript? No, then reporting appears correct

Student example 3

L	M	N	O	P	Q	R	S	T	U
CREDIT SRC CODE	SUBJECT CODE	ALIGNED ASESMNT CODE	ASESMNT DESCR	POTEN CREDIT LEA IRN	POTEN COLL CREDIT DESCR	POTEN COLL CREDIT DATE	AREA OF CREDIT CODE	RPTED AREA OF CREDIT COUNT	RPTED TOTAL CREDIT COUNT
CCP	230101		Not Available	062869	3.00	2025-05-04 00:00:00.C	ENG	9	21
CCP	260701		Not Available	062869	4.00	2025-05-04 00:00:00.C	SCI	4	21
CCP	451002		Not Available	062869	3.00	2025-05-04 00:00:00.C	SOC	8	21
CCP	231301		Not Available	062869	6.00	2024-05-05 00:00:00.C	ENG	9	21
					16.00				

- Total credits by Core Area to compare
 - ENG and SCI credits appear to match
 - SOC credits- is this a data reporting error? Have you over reported Dual enrollment credits?

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Comments Share

C41 : X ✓ fx SSID 11

	L	M	N	O	P	Q	R	S	T	U	V	W	X
	CREDIT SRC	SUBJECT	ALIGNED ASESMNT		POTEN CREDIT	POTEN COLL CREDIT	POTEN COLL CREDIT	AREA OF CREDIT	RPTED AREA OF CREDIT	RPTED TOTAL CREDIT	GRAD ACNTBL	GRAD	
1	CODE	CODE	CODE	ASESMNT DESCR	LEA IRN	DESCR	DATE	CODE	COUNT	COUNT	IRN	COHORT	
23	CTAG	145060	JSD0	Programming	555555	3.00	2025-05-01 00:00:00	CTA	0	0	555555	2025	
24						3.00							
25	CCP	230101		Not Available	062869	3.00	2025-05-04 00:00:00	ENG	9	21	555555	2026	
26	CCP	260701		Not Available	062869	4.00	2025-05-04 00:00:00	SCI	4	21	555555	2026	
27	CCP	451002		Not Available	062869	3.00	2025-05-04 00:00:00	SOC	8	21	555555	2026	
28	CCP	231301		Not Available	062869	6.00	2024-05-05 00:00:00	ENG	9	21	555555	2026	
29						16.00							
30	CTAG	350205	UHM5	Early Childhood Education Principles	555555	3.00	2023-05-01 00:00:00	CTA	0	0	555555	2025	
31						3.00							
41	GRAD	*		Not Available				ELE	3	15	555555	2026	
42	AP	AP32	AP32	U.S. Government and Politics	555555	VARIES	2025-06-01 00:00:00	SOC	3	15	555555	2026	
43	CCP	090101		Not Available	062869	3.00	2023-12-10 00:00:00	ENG	6	15	555555	2026	
44	CCP	450601		Not Available	062869	3.00	2025-05-04 00:00:00	SOC	3	15	555555	2026	
45	CCP	500902		Not Available	062869	3.00	2024-05-05 00:00:00	FAR	3	15	555555	2026	
46	CCP	231301		Not Available	062869	6.00	2025-05-04 00:00:00	ENG	6	15	555555	2026	
47	AP	AP11	AP11	Environmental Science	555555	VARIES	2025-06-01 00:00:00	SCI	0	0	555555	2026	
48						15.00							
3900						61.00							
3901													
3902													
3903													
3904													
3905													
3906													



Student example 4

L	M	N	O	P	Q	R	S	T	U
CREDIT SRC CODE	SUBJECT CODE	ALIGNED ASESMNT CODE	ASESMNT DESCR	POTEN CREDIT LEA IRN	POTEN COLL CREDIT DESCR	POTEN COLL CREDIT DATE	AREA OF CREDIT CODE	RPTED AREA OF CREDIT COUNT	RPTED TOTAL CREDIT COUNT
GRAD	*		Not Available				ELE	3	15
AP	AP32	AP32	U.S. Government and Politics	555555	VARIES	2025-06-01 00:00:00.C	SOC	3	15
CCP	090101		Not Available	062869	3.00	2023-12-10 00:00:00.C	ENG	6	15
CCP	450601		Not Available	062869	3.00	2025-05-04 00:00:00.C	SOC	3	15
CCP	500902		Not Available	062869	3.00	2024-05-05 00:00:00.C	FAR	3	15
CCP	231301		Not Available	062869	6.00	2025-05-04 00:00:00.C	ENG	6	15
AP	AP11	AP11	Environmental Science	555555	VARIES	2025-06-01 00:00:00.C	SCI	0	0
					15.00				

- Did student apply AP credits to transcript?
 - No, then reporting appears correct
- Could the CCP 090101 course been applied to ELE credits instead of the ENG?
 - Yes, then reporting appears correct

Tips for Success



Collaborate with:

School counselors
Curriculum coordinators
CTE and CCP contacts



Use **EMIS Manual** and **Department documentation**



Keep a validation checklist

Resources

- [EMIS Manual](#)
- [GRAD-003 Report Explanation Document](#)
- [CCWMR Technical Documentation](#)
- [CPSR Technical Documentation](#)