K-12 SIS Vendor Cal. Ed. Code Notification
For those Serving Local Educational Agencies with California Public 9-12th Grade Students

December 2024

Notification of New California Education Code

In summer 2024, SB 153 updated EDC § 60900(f)(3) to require all California public local educational agencies (LEAs) serving 9th-12th grade students enter into a data sharing partnership with the California College Guidance Initiative (CCGI), and EDC § 49083.5 to direct California School Information Services (CSIS) to publish K-12 SIS providers' compliance with the California High School Transcript and Student Record Portability Standard ("the Standard") and its associated Data Specification ("the Spec") and the format in which they can pass data to CCGI. The Spec is intended for electronic data transmission via an API established between K12 SIS vendors and CCGI. Alternatively, Data Element Templates, which outline how data may be submitted to CCGI via flat file, are provided in CCGI's Terms and Conditions of Partnership.

Requirements for Relevant K-12 SIS Vendors

SIS vendors who contract with LEAs enrolling California public 9th-12th grade students are required to:
1. Provide data according to the Spec, including both required and optional fields.
   a. This will be demonstrated through mapping their product's fields to the elements in the Spec.
   b. Vendors are expected to add any needed fields to be able to provide both required and optional elements.
2. Develop an Application Program Interface (API) to provide data according to the Spec to CCGI.
   a. Vendors who serve fewer than 10 California public LEAs with fewer than 50,000 9th-12th grade students enrolled in them may apply for a waiver of this requirement, and develop an extract to facilitate data sharing as an alternative.

SIS providers are precluded from passing any cost associated with these statewide enhancements to their products onto the LEAs.

SIS providers are expected to complete both requirements on or before January 1, 2026 to facilitate the requirement that LEAs provide this data to CCGI no later than June 30, 2026.

CSIS Matrix Publication

Beginning in January 2025, CSIS will publish a Matrix describing each vendor's capability in providing data to CCGI, similarly to its current Matrix describing CALPADS SIS Vendor and Product Capabilities.

All SIS vendors that have contracts with LEAs serving California public 9th-12th grade students must participate in the process to verify their capability. This includes developing and maintaining a mapping document, describing field-level compliance with the Spec, and outlining data submission capacity. All SIS vendors are expected to develop APIs, though vendors whose SIS products serve fewer than 10 California public LEAs with fewer than 50,000 9th-12th grade students enrolled in them may seek an annual waiver from CCGI to use an extract only, as permitted by EDC § 49083.5 (b)(4).

The Matrix outlines the following:

Compliance with Required Data Elements	Compliance with Optional Data Elements that InfluenceCSU/UC Eligibility Tools	Compliance with Additional Optional Data Elements	API	Extract
This field certifies that an SIS contains fields that map to all of the required data elements outlined in the Spec.	This field certifies that an SIS contains all of the four most critical optional fields.	This field certifies that an SIS contains the additional optional fields that map to optional data elements outlined in the Spec.	This field indicates whether or not the SIS vendor has an API for electronic data transmission to CCGI.	This field indicates whether or not the SIS vendor has an Extract to simplify flat file data transmission to CCGI.
Example of a required element: Statewide Student ID (SSID) In addition to "Yes" and "No," vendors may indicate that development is underway and provide a target date by which required elements will be available.	Optional Data Elements that Impact CSU/UC Eligibility Tools include: LOTE Cert, Course Institution Name, Course Curriculum Term, and Dual Enrollment Indicator A vendor must provide all four of these fields for a vendor to qualify for "Yes" in this field; otherwise the field will indicate "No."	Example of an optional element: Student Preferred First Name In addition to "Some" and "All," vendors may indicate that development is underway and provide a target date by which optional elements will be available.	In addition to "Yes" and "No," vendors may indicate that development is underway and provide a target date by which an API will be available. Vendors who have submitted an approved request for and API waiver will have "NA" in this field.	In addition to "Yes" and "No," vendors may indicate that development is underway and provide a target date by which an Extract will be available.

Both the CALPADS and CCGI Vendor and Product Capabilities Matrices will be published here: https://csis.fcmat.org/.

Materials to Support Compliance

CCGI is providing the following materials to support compliance:
1. CCGI SIS Vendor Capabilities Procedure
2. CCGI SIS Vendor and Product Capabilities Matrix
3. CCGI SIS Vendor Data Specification Mapping
4. CCGI SIS Vendor API Compliance Waiver Application

Technical API Requirements documentation is available to support vendors ready to begin development. As a resource see the CDE CCGI FLASH Communication for LEAs.

About the California College Guidance Initiative

The California College Guidance Initiative (CCGI) manages CaliforniaColleges.edu, the State of California's official college and career planning platform for 6th-12th grade students. The platform is free and serves as an infrastructure for postsecondary planning, data-driven student guidance, and the sharing of student records from K-12 Local Education Agencies (LEAs) to California's public higher education systems and the California Student Aid Commission (CSAC).

As a component of the Cradle-to-Career Data System (C2C), CCGI works to improve transitions from K-12 to higher education by streamlining the college and financial aid application processes for students, while providing educators with the information necessary to inform data-driven counseling practices and real-time decision-making.

Questions? Ready to discuss next steps? Contact Us.

CCGI SIS Vendor Capabilities Procedure

California College Guidance Initiative (CCGI)

CCGI SIS Vendor Capabilities Procedure V1

December 2024

Procedures for listing vendors and their products in the CCGI SIS Vendor Products Capabilities Matrix

Contents

Introduction

Cal Ed Code § 60900 (f)(3) requires local educational agencies (LEAs) serving 9-12th grade students in California to: "Submit grades 9-12, inclusive, pupil transcript information to the California College Guidance Initiative, as authorized pursuant to Section 60900.5, according to processes and timelines established by the California College Guidance Initiative."

Cal. Ed. Code § 60900.5 (g)(8) requires the California College Guidance Initiative (CCGI) to provide: "Transcripts processed in near real time with the California Community Colleges, the California State University, the University of California, and the Student Aid Commission, using an application programming interface."

To facilitate this work, CCGI has developed the California High School Transcript and Student Record Portability Standard, known hereafter as "the Standard." The Standard provides guidance for California public high school transcripts and details the required and optional data elements for Student Record Portability. These elements include, but are not limited to, those which would be contained in a traditional paper transcript. There is no expectation that paper transcript elements be adjusted to match the Standard, as the Standard is intended for electronic data exchange.

Effective summer 2024, Cal. Ed. Code § 49083.5 requires CSIS to track and share online a list of SIS vendors serving California public high schools, including a designation indicating whether or not they have a built in API for transmission of data to CCGI and are able to provide data in accordance with the California High School Transcript Portability Standard and the associated Data Specifications. In accordance with this Ed. Code CCGI developed and will maintain this document, the **CCGI SIS Vendors Capabilities Procedure,** in order to assist CSIS in the tracking and publishing of this information.

SIS vendors who contract with LEAs enrolling California public 9th-12th grade students are required to:
1. Provide data according to the Spec, including both required and optional fields.
    a. This will be demonstrated through mapping their product's fields to the elements in the Spec.
    b. Vendors are expected to add any needed fields to be able to provide both required and optional elements.
2. Develop an Application Program Interface (API) to provide data according to the Spec to CCGI.
    a. Vendors who serve fewer than 10 California public LEAs with fewer than 50,000 9th-12th grade students enrolled in them may apply for a waiver of

this requirement, and develop an extract to facilitate data sharing as an alternative.

SIS providers are precluded from passing any cost associated with these statewide enhancements to their products onto the LEAs.

SIS providers are expected to complete both requirements on or before January 1, 2026 to facilitate the requirement that LEAs provide this data to CCGI no later than June 30, 2026.

Data Specifications

This V1 CCGI SIS Vendor Capabilities Procedure references the Data Specification related to the California High School Transcript and Student Record Portability Standard and Data Element Templates that are broken into five components:

The Data Specification is intended for electronic data transmission via an API established between K12 SIS vendors and CCGI and includes Student, Course, Test and Graduation data. Course catalog data should also be included.

Alternatively, the data elements linked below, which outline how data may be submitted to CCGI via flat file.

Student Data Elements
Course Data Elements
Test Data Elements
Graduation Elements
Course Catalog Elements

Vendors are expected to provide fields which map to both the required and optional elements.

Procedure

This document describes both the procedures for the initial inclusion in the CCGI Vendor Product Capabilities Matrix, hereafter known as "the Matrix," and the procedures for maintaining inclusion over time.

Inclusion in the Matrix is broken into five categories which will be tracked on the **CCGI SIS Vendor and Product Capabilities Matrix** document published by CSIS. Individual data element compliance will be documented in the **CCGI SIS Vendor Data Specification Mapping V1**.
- Compliance with Required Data Elements
- Compliance with Optional Data Elements that Impact CSU/UC Eligibility Tools noted below:
    - LOTE Cert - Student Data Element
    - CourseInstitutionName - Course Data Element
    - DualEnrollmentIndicator - Course Data Element
    - CourseCurriculumTerm - Course Data Element
- Compliance will Additional Optional Data Elements
- Compliance with API
    - Required for all SIS vendors serving 10 or more California public LEAs and, for those serving 9 or fewer LEAs with more than 50,000 9th-12th grade students enrolled in them

    or
- File Extract Requirements
    - File Extract Compliance has been made available for vendors in the below categories and requires a CCGI API Compliance Waiver:
        - Serving fewer than 10 California public LEAs with fewer than 50,000 9th-12th grade students enrolled in them
        - Vendors not required to comply with the API requirement but wish to develop an Extract

API Requirements

Each vendor will host a secure API and provide CCGI access to its endpoint. Each vendor will manage a process by which the contracting LEA consents to this data exchange. The payload is defined in the CCGI SIS Vendor API Requirements, with an established mechanism to omit data sharing for those students who have followed the LEAs process to opt out as required by FERPA. CCGI's pull will utilize the GET method to retrieve data from the endpoint. This is a read-only method. Each vendor will support their contracting LEA to provide a school-specific configuration file (or other mechanism) to assist in necessary data translations. CCGI will provide an SIS vendor API Requirements document to outline its use more fully for vendors ready to begin the development process.

Initial Verification and Inclusion

All SIS vendors that have contracts with LEAs serving California public 9-12 grade students must complete the verification process.

In this step the vendor will:
- Review the Data Specifications listed in this procedure
- Contact CCGI at dataservices@californiacolleges.edu with any questions regarding the data elements
- Make changes necessary to bring the SIS into compliance with CCGI requirements
- Document internal field mapping to CCGI data specifications in **CCGI SIS Vendor Data Specification Mapping** and submit to CCGI
- Work with CCGI for API technical set up requirements
- Identify an LEA currently in Partnered status with CCGI to participate in testing data submission
    - LEA must be able to submit all required data elements via API

    OR

    - LEA must be able to submit all required data elements and field headers via File Extract (**only with an approved CCGI API Compliance Waiver)

In this step CCGI will:
- Document SIS vendor information
- Respond to any questions the vendor may have regarding the data specifications
- Provide SIS vendor with **CCGI SIS Vendor Data Specification Mapping**
- Work with vendor for API technical set up requirements or File Extract with approved **CCGI API Compliance Waiver**
- Work with the Partnered LEA identified by the vendor for testing
- Provide feedback regarding variances during testing
- Add the vendor to the **CCGI SIS Vendor and Product Capabilities Matrix** accordingly

Requesting a CCGI API Compliance Waiver

SIS vendors serving fewer than 10 California public LEAs with fewer than 50,000 9th-12th grade students enrolled in them may apply for a CCGI API Compliance Waiver. The waiver allows for a vendor to develop a process for LEAs to produce Flat File Extracts rather than an API to provide minimally required data elements to CCGI. Waivers will be reviewed and approved/denied by the Data Services team at CCGI. Vendors with an approved waiver will be reflected as "NA" in the API Compliance section of the Matrix.

In this step the vendor will:
- Review the **CCGI API Compliance Waiver Application**
- Contact CCGI at dataservices@californiacolleges.edu with any questions
- Complete and submit the **CCGI API Compliance Waiver Application** to the Data Services email dataservices@californiacolleges.edu.

In this step the CCGI will:
- Review the **CCGI API Compliance Waiver Application**
- Respond to any questions the vendor may have
- Approve/deny **CCGI API Compliance Waiver Application**

SIS vendors included on the Matrix must maintain compliance with CCGI requirements and SIS Vendor Mapping documentation, additionally, vendors must submit a current list of LEAs served and enrollment in those LEAs annually. CCGI is responsible for ensuring timely notification of specification changes to allow SIS vendors to maintain compliance.

Re-Verification

When a *major* revision to the **CCGI Data Specifications** occurs, vendors must repeat the process to determine if their product should continue to be included in the Matrix. CCGI is responsible for timely notification of major specification changes which will require re-verification. Major specification changes resulting in a recertification requirement will be reflected in a **CCGI SIS Vendor Capabilities Procedure** version update.

CCGI SIS Vendor Product Capabilities Matrix V1
compliance only required for vendors serving California public 9th-12th grade students

Vendor	Product	Data Submission Capability											Field Specific Capabilities
		Required Data Elements	Anticipated Date of Compliance	Optional Data Elements that Impact CSU/UC Eligibility Tools*	Anticipated Date of Compliance	Additional Optional Data Elements	Anticipated Date of Compliance	API Compliance	Anticipated Date of Compliance	File Extract	Anticipated Date of Compliance	LEA Data Specification: SIS Vendor Mapping
Legend													

Testing = Currently in Testing   NA = Not Applicable

* Optional Data Elements that Impact CSU/UC Eligibility Tools include: LOTE Cert, CourseInstitutionName, CourseCurriculumTerm, DualEnrollmentIndicator

CCGI SIS Vendor Data Specification Mapping V1

Contents

Student Data Elements

**Optional Data Elements that Impact CSU/UC Eligibility Tools:
- LOTE Cert

Field Name	Data Req'd	Description	Values	Notes	Vendor Table/Field Mapping
PrimaryCDSCode	Y	Statewide School Code	14 digit #	Numeric. May start with 0.	
LocalStudentID	Y	Student Local ID	Free Text	Alphanumeric.	
StateID	Y	Student State ID (SSID)	10 digit #	Numeric.	
FirstName	Y	Student Legal First Name	Free Text	Alphanumeric.	
PreferredFirstName	N	Student Preferred First Name	Free Text	Alphanumeric.	
MiddleName	N	Student Legal Middle Name	Free Text	Alphanumeric.	
PreferredMiddleName	N	Student Preferred Middle Name	Free Text	Alphanumeric.	
LastName	Y	Student Legal Last Name	Free Text	Alphanumeric.	
PreferredLastNa	N	Student Preferred	Free Text	Alphanumeric.	

me		Last Name			
Suffix	N	Student Legal Name Suffix	I, II, III, IV, V, VI, VII, JR, SR		
DateOfBirth	Y	Student Date of Birth	YYYYMMDD **Required for File Extract** YYYYMMDD **preferred.** MM/DD/YYYY **allowable for API.**	Past value only.	
Gender	N	Student gender	Male: M Female: F Nonbinary: X		
GradeLevel	Y	Student Grade Level (Current or Latest)	06,07,08,09, 10,11,12	2 digits, for example 8 should be 08, preferred. 1 or 2 digits, example 8 can be either 08 or 8, allowable.	
GPA	Y	High School Provided GPA	Number with 2 decimal places	If no GPA, use 0.00. If GPA includes more than 2 decimals places, the GPA will be rounded.	
GPAType	N	High School Provided GPA Type	Weighted, unweighted, college, other	If blank/null, considered unweighted.	
CalGrantGPA	N	CalGrant GPA	Number with 2 decimal places		
NSLP	N	----------------	----------------	**This Data Element has been retired. Please do not send data. Field header only required for Extract submission.**	
LOTECert	N	Language Other than English Certification	Y, N	If blank/null, considered No.	

LOTECertSource	N	LanguageOther thanEnglish Notation(Method of proficiency) **corresponds to the LOTECertNote in theDistrictData SpecificationV1**	Free Text	Alphanumeric.	
LanguageCode	N	LanguageOther thanEnglish Language **corresponds to the LOTELanguage in theDistrictData SpecificationV1**	Free Text	Alphanumeric. Example Notation: Principal Certification of LOTE equivalent to 2 years of High School Spanish.	
FosterYouth	N	Foster Youth (Current)	Y, N	If blank/null, considered No.	
ParentConsent	N	----------------	----------------	**This data element has been retired. Field header only required for Extract submission.**	
HispanicEthnicity	N	Student Hispanic Ethnicity	Y, N	Y indicates self-identification of Hispanic Ethnicity. If blank/null, considered No.	
RaceCode1	N	Student Race Code	3 digit Race Code	Uses CALPADS Code Set	
RaceCode2	N	Student Race Code	3 digit Race Code	Uses CALPADS Code Set	
RaceCode3	N	Student Race Code	3 digit Race Code	Uses CALPADS Code Set	
RaceCode4	N	Student Race Code	3 digit Race Code	Uses CALPADS Code Set	
RaceCode5	N	Student Race Code	3 digit Race Code	Uses CALPADS Code Set	
EnrollmentStartDate	N	Enrollment Start Date of the Current Academic Year	YYYYMMDD **Required for File Extract** YYYYMMDD **preferred.**		

			MM/DD/YYYY **allowable for API.**		
EnrollmentEndDate	N	Enrollment Exit Date of the Current Academic **Year corresponds to the Enrollment Exit Date in the District Data Specification V1**	YYYYMMDD **Required for File Extract** YYYYMMDD **preferred.** MM/DD/YYYY **allowable for API.**		
DistrictAssignedStudentEmailAddress	N	District Assigned Student Email Address	A valid email	Required for districts utilizing SSO	
SWDIndicator	N	Students with Disabilities Indicator	Y, N	If active, Y. If ended N, if never blank/null.	
504ProgramIndicator	N	504 Program Indicator	Y, N	If active, Y. If ended N, if never blank/null.	
EL	N	English Learner	Y, N	If blank/null, considered No.	
AB469OptOut	N	Students with Financial Aid Application Parent Opt Out	Y, N	Y indicates a Parent/Guardian has opted out. If blank/null, considered No.	
Homeless	N	Students currently experiencing homelessness	Y, N	If blank/null, considered No.	
Migrant	N	Students who are currently experiencing migrant status	Y, N	If blank/null, considered No.	
ParentGuardianEdLevel	N	Parent/Guardian Highest Education Level	10, 11, 12, 13, 14, 15	Uses CALPADS Code Set	

Course Data Elements

**Optional Data Elements that Impact CSU/UC Eligibility Tools:
- CourseInstitutionName
- DualEnrollmentIndicator
- CourseCurriculumTerm

Field Name	Data Req'd	Description	Values	Notes	Vendor Table/Field Mapping
StateID	Y	Student State ID (SSID)	10 digit #	Numeric.	
CDSCode	Y for CA public HS	Statewide SchoolCode, where the course was taken; **corresponds to the Course CDS Code in the District Data Specification V1**	14 digit #	Numeric. May start with 0.	
ATPCode	Y for dual enrollment	CEEB code assigned by the College Board, where the course was taken; **corresponds to the Course CEEB Code in the District Data Specification V1**	4 or 6 digit #	Numeric. May start with 0.	
CourseInstitution Name	N	Name of the institution where the course was taken	Free Text	Alphanumeric. This field is encouraged especially when Course CDS Code is not available and Course CEEB Code is not sufficiently descriptive (such as for an international high school)	
IsWorkInProgress	Y	Identifies if the course is in progress or completed.	Y, N	Y indicates work in progress.	
GradeLevel	Y	Grade level when the course was taken; **corresponds to the Course Grade Level in the District Data Specification V1**	07, 08, 09, 10, 11, 12	2 digits, for example 8 should be 08	
SchoolYear	Y	School year when the course was taken	YYYY-YY	Example: 2022-23	

TermDescription	N	Name of the term the course was taken, as determined by the HS	Free Text	Alphanumeric. Example: Fall Semester	
Term	Y	Term the course was taken, as best mapped to the UC and CSU acceptable term values	Quarter: Q1, Q2, Q3, Q4 Trimester: T1, T2, T3 Semester: S1, S2 Summer: SS1, SS2 Full Year: F		
CourseCurriculum Term	N	Term of content delivered during a course, which may not be the course term according to the calendar	Quarter: Q1, Q2, Q3, Q4 Trimester: T1, T2, T3 Semester: S1, S2 Summer: SS1, SS2 Full Year: F		
LocalCourseID	Y	The Local ID for a given course	Free Text	Alphanumeric.	
TranscriptAbbreviation	Y	The course abbreviation included on a student's transcript	Free Text	Alphanumeric.	
SubjectArea	Y	The a-g subject area for a course as determined by the HS	A, B, C, D, E, F, G, Z	Enter Z for non a-g coursework.	
AcademicIndicator	N	Advanced coursework indicator	Advanced Placement: AP International Baccalaureate: IB Honors: H	If blank/null, considered non-advanced course.	
DualEnrollmentIndicator	N	Dual Enrollment Indicator	Dual Enrollment: DE	If blank/null, considered a non-dual enrollment course.	
CreditsAttempted	Y	Number of credits or units attempted for the course	Numeric	5 is generally accepted as full credit for a	

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Field Name		Description		Notes	
				semester course	
CreditsEarned	Y	Number of credits or units earned for the course	Numeric	5 is generally accepted as full credit for a semester course	
CourseGrade	Y	+/- A, B, C, D, or F letter grade earned for a course, or an indication of another status	Free Text	Alphanumeric. If IsWorkInProgress =Y, it must contain "WIP". While any value will appear on a final transcript, only letter grades +/- A, B, C, D, and F are permitted for application integration (other than the COVID exception year where P, Pass, C, and CR are also accepted).	

Test Data Elements

Field Name	Data Req'd	Description	Values	Notes	Vendor Table/Field Mapping
StateID	Y	Student State ID (SSID)	10 digit #	Numeric.	
TestName	N	Name of the test taken	Free Text	Alphanumeric.	
TestDate	N	Date the test was administered	YYYYMM		
TestAttribute	N	Attribute of the test taken	Free Text	Alphanumeric.	
TestScore	N	Score of the test taken	Free Text	Alphanumeric.	

Graduation Elements

Field Name	Data Req'd	Description	Values	Notes	Vendor Table/Field Mapping
StateID	Y	Student State ID (SSID)	10 digit #	Numeric.	
GradCDSCode	Y	Statewide School Code for the school graduating the student	14 digit #	Numeric. May start with 0.	
GradDate	Y	Date the student graduated from HS	YYYYMMDD	Past or present values only.	
GradIndicator	Y	Indicator to confirm graduation has occurred	Y, N		

Course Catalog Elements

Field Name	Req'd	Description	Values	Notes	Vendor Table/Field Mapping
CDSCode	Y	Statewide School Code	14 digit #	Numeric. May start with 0.	
Graduation Requirements	Y	A-G subject area	A, B, C, D, E, F, G, Z	Defines the subject area in which the course will be displayed on the student's course plan as it correlates to a-g courses for the UC and CSU. A "Z" value denotes a non a-g course. Must be a single character. *If null populate with "no data provided"	

Subject	Y	Subject area for the course	Free Text	This is the subject area for the content of the course. This is not the CSU/UC A-G subject area. Usually this captures Graduation Requirements.	
CourseTitle	Y	Transcript abbreviation	Free Text	Also known as the transcript abbreviation. *If null populate with "no data provided" **Must strip	
Description	Y	Long name of course	Free Text	Also known as the long title of the course. *If null populate with "no data provided"	
CourseNumber	Y	Local Course ID	Alphanumeric	Also known as the Local Course ID. Cannot be blank. If unknown, then use "9999".	
CourseDuration	Y	Length of the course Curriculum	Alpha	Semester	
Academic	Y				
Credits	Y	Credit Value	Numeric	Usually quarter courses are 2.5 units, semester courses are 5 units and full year courses are 10 units.	
Honors	Y	Advanced Coursework	Honors, AP, IB	Note that: blank = non-advanced course.	
Offered	Y	Active	Y, N	Indicates if the course is currently being offered.	
SchoolType	Y		Alpha	Middle/High	

				2023-2024	
Year	Y	Academic Year	Numeric		
StateCourseCode	Y	CALPADS State Course Code	4 digit #	This is the state course code and is used for CALPADS state reporting. If null, then use "9999".	

CCGI API Compliance Waiver Application Procedure

California College Guidance Initiative (CCGI)

CCGI API Compliance Waiver Application V1

December 2024

Procedure

The CCGI API Compliance Waiver Application should be completed by any SIS vendor serving fewer than 10 California public LEAs with fewer than 50,000 9th-12th grade students enrolled wishing to be granted a waiver for the development of an API. Vendors applying for this waiver acknowledge that the waiver, if granted, only waives the requirement of the development of an API and does not waive the requirement of vendors to add the data elements described in the Data Element Templates and develop an Extract for the purpose of assisting LEAs in providing the data elements to CCGI.

Initial CCGI API Compliance Waiver Application

Vendors applying for an API Compliance Waiver must complete the Waiver Application and submit it to the Data Services team at California College Guidance Initiative (CCGI) by email at dataservices@californiacolleges.edu.

In this step the vendor will:

- Complete and submit the API Compliance Waiver Application to CGGI
- Submit a current list of LEAs served and enrollment in those LEAs annually, demonstrating their continued eligibility of serving fewer than 10 California public LEAs with fewer than 50,000 9th-12th grade students enrolled in them

In this step the CCGI will:

- CCGI will respond to the Application Request within 30 days of the initial request to inform the vendor of application status
- CCGI will update the Matrix to reflect "NA" in the API Compliance section of the Matrix in the next available iteration of the Matrix, expected but not guaranteed to be within 30 days of approving the CCGI Compliance Waiver

Renewal of CCGI API Compliance Waiver Application

By August 1 each fall, vendors must renew their Application status by self-reporting, to CCGI, a current list of LEAs served and enrollment in those LEAs, demonstrating their continued eligibility of serving fewer than 10 California public LEAs with fewer than 50,000 9th-12th grade students enrolled in them.

Vendors failing to update their waiver application requirements by August 1st will be reverted to a "No" status in the API Compliance section of the Matrix and will

be required to submit a new API Compliance Waiver application if they wish to reinstate their waiver status.

Application Denial
CCGI is required to notify vendors of application denial within 30 days of receipt of the application. Vendors who wish to petition the denial of their API Compliance Waiver Application must do so by submitting a letter of appeal to the CCGI Data Services Team at dataservices@californiacolleges.edu within 30 days of the date of denial.

CCGI API Compliance Waiver Application

Vendor Name: _____

Product Name : _____

Confirm Eligibility for an API Compliance Waiver (Please verify both):

☐ **Number of LEAs currently served by vendor** _____
☐ **Total number of students currently enrolled in those LEAs served** _____

Vendor Representative Name: _____

Vendor Representative Title: _____

Email Address: _____

Approval Status: **Date:**

☐ **Approved**   _____

☐ **Denied**   _____