

CCGI Student Template for CaliforniaColleges.edu

The Student Template is designed to enable the creation of multiple student accounts.

Field Name	Column Req'd	Data Req'd	Definition	Values	Notes	Example
PrimaryCDSCode	Y	Y	Statewide School Code	14 digit #	Numeric. May start with 0.	01234567891234
LocalStudentID	Y	Y	Student Local ID	Free Text	May contain letters or numbers.	98765
StateID	Y	Y	Student State ID	10 digit #	Also known as SSID.	1234567890
FirstName	Y	Y	Student First Name	Free Text		Mickey
MiddleName	Y	Y	Student Middle Name	Free Text		Fauntleroy
LastName	Y	Y	Student Last Name	Free Text		Mouse
DateOfBirth	Y	Y	Student's Date of Birth	MM/DD/YYYY		08/03/2001
Gender	Y	Y	Students' gender	M, F, N, X (decline to state)	M, F, N, X	M
GradeLevel	Y	Y	Student current grade in School	06,07,08,09, 10,11,12	1 or 2 digits, example 8 can be either 08 or 8.	10
GPA	Y	Y	Student's GPA	Number with 2 decimal points	If no GPA, use 0.00. If GPA includes more than 2 decimals, the GPA will be rounded.	3.75
GPAType	Y	Y	GPA Type	Weighted, unweighted, college, other.	If blank, considered unweighted.	Weighted

LoteCertSource	Y	Y	Source of the student's proficiency certification in a Language Other Than English (LOTE).	10, 11, 12, 99	10 – High School Principal 11 – Special Organization 12- Locally Administered Exam 99 - Other	10
LanguageCode	Y	Y	Language of the LOTE Cert	Free Text	Language of the LOTE Cert	Spanish
FosterYouth	Y	Y	"Y" indicates a student is a Foster Youth	Y or N		N
ParentConsent	Y	Y	"Y" indicates a parent/ Guardian has not opted out	Y or N		Y
HispanicEthnicity	Y	Y	"Y" indicates that a student has identified him/herself as having an ethnicity of Hispanic. "N" indicates that he/she does not.	Y or N		N
RaceCode1	Y	Y	Indicates Primary Race	3 digit CALPADS race codes	(100, 201, 202, 203, 204, 205, 206, 207, 208, 299, 301, 302, 303, 04, 399, 400, 600, 700) See CALPADS Code sets for acceptable values https://www.cde.ca.gov/ds/sp/cl/system/docs.asp	
RaceCode2	Y	Y	Indicates additional race	Same as RaceCode1	Same as RaceCode1	
RaceCode3	Y	Y	Indicates additional race	Same as RaceCode1	Same as RaceCode1	

RaceCode4	Y	Y	Indicates additional race	Same as RaceCode1	Same as RaceCode1	
RaceCode5	Y	Y	Indicates additional race	Same as RaceCode1	Same as RaceCode1	
EnrollmentStartDate	Y	Y	Enrollment Start Date	MM/DD/YYYY		08/05/2016
EnrollmentEndDate	Y	Y	Enrollment End Date	MM/DD/YYYY		
DistrictAssignedStudentEmailAddresses	Y	Y	District Assigned Student Email Address	A valid email	Required for districts utilizing any SSO.	ABC@ABCUNIFIED.edu
SED	Y	Y	Socio Economically Disadvantaged	Y or N (blank = N)	A blank field indicates N	N
SPED	Y	Y	Special Education Student	Y or N (blank = N)	A blank field indicates N	N
EL	Y	Y	English Learner	Y or N (blank = N)	A blank field indicates N	N
AB469OptOut	Y	Y	Students with Financial Aid Application Parent Opt Out	Y or N (blank = N)	A blank field indicates N	N
Homeless	Y	Y		Y or N (blank = N)	A blank field indicates N	N
Migrant	Y	Y		Y or N (blank = N)	A blank field indicates N	N
ParentGuardianEdLevel	Y	Y	Parent/Guardian Highest Education Level	Two digit numeric value	10, 11, 12, 13, 14, 15 See CALPADS Code sets for acceptable values https://www.cde.ca.gov/ds/sp/cl/systemdocs.asp	15

To be CSV-Compliant

- File names must have the .csv extension.
- Files must be **UTF-8 encoded** with no byte order mark.
- Files must have a **header row**.
- Fields containing **commas** must be enclosed within double quotes.
- **File name format:** {districtname}_StudentTemplate_yyyymmdd
- Example: Sacramento_StudentTemplate_20171125.csv

Upload the CSV template

Using an sFTP client, use sftp.californiacolleges.edu and upload the student template for processing. If there are any questions regarding this file, please contact your CCGI Data Services Team.