

# **ODE EMIS MANUAL**

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



**Version 7.3**  
March 31, 2021

## 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 Date (FY & Data Set)	Change #	Description
<u>7.3</u>	<u>3/31/21</u>	<u>FY21</u>	<u>21-141</u>	<u>Clarified that record is also reported during student collections.</u>
<u>7.2</u>	<u>11/1/20</u>	<u>FY21</u>	<u>21-103</u>	<u>Removed GC80, -90, and -100.</u>
<u>7.1</u>	<u>10/13/20</u>	<u>FY21</u>	<u>21-44(a)</u>	<u>Resume collection of Grad Core data for non-grads. Added options to CORE Area Code.</u>
<u>7.0</u>	<u>7/1/20</u>	<u>FY21</u>	<u>NA</u>	<u>Posted for FY21.</u>
6.3	6/30/20	FY20	NA	Posted for FY20.
6.3	6/30/20	FY19		Removed E Collection; no longer being implemented.
6.2	7/5/18	FY19	NA	Posted for FY19.
6.1	2/9/18	FY18	NA	No FY18 changes.
6.0	7/5/17	FY17	NA	No FY17 changes.
5.0	6/13/16	FY16		Added Coming Changes section.
4.0	10/23/15	FY15		Updated language to reflect shift from reporting periods to FY15 reporting.
3.0	5/16/14	FY14G	952	Added Dual Enrollment Credit Earned Element and related reporting instructions.
2.0	3/7/13	E-Transcript (E)	922	Added 3 new elements (GC080, GC090 & GC100). Updated file layout.
2.0	4/9/13	E-Transcript (E)	922	Added the E-Trans to required reporting period table.
2.0	4/10/13	E-Transcript (E)	922	Added E-Transcript section to General Guidelines.
2.0	4/22/13	E-Transcript (E)	922	Changed Valid option 00.01 to 00.00 for GC070. Added reporting instructions to CORE Area Count Element GC070.

## COMING CHANGES

The EMIS Manual is a living document, and each fiscal year’s version is updated throughout the school year. For information regarding specific known changes that may impact the elements in this section, see the appropriate EMIS Changes webpage.

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## 2.15 STUDENT GRADUATION–CORE SUMMARY (GC) RECORD

### Required Collection Requests

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

Record Field Number	Data Section	Grad Credit Progress (S)	Grad (G)
GC060	CORE Area Code	√	√
GC070	CORE Area Count	√	√
<del>GC080</del>	<del>Credits for Courses in Progress</del>		
<del>GC090</del>	<del>Credit Amount for Projected Courses</del>		
<del>GC100</del>	<del>Total Number of Credits Deficient for Graduation</del>		
GC110	Dual Enrollment Credit Earned	√	√

### General Guidelines

The Student Graduation–CORE Summary (GC) Record will allow districts to report the subject area and credits/units earned by students towards graduation in alignment with the new CORE graduation requirements. For additional information on these requirements, search for “CORE Graduation Requirements” from any ODE webpage.

[During the Current Graduation Credit Progress \(S\) Collection, traditional districts, community schools, state supported schools, and STEM districts report this record for all students who attended and earned credits/units towards graduation.](#) A separate Graduation–Core Summary (GC) Record is to be reported for each student for each CORE Area in which the student has received any amount of credits/units toward graduation.

### Reporting During Graduation (G) Collection

Student Graduation–CORE Summary (GC) Records are reported in the Graduation (G) Collection for all students who attended and graduated from the district during the school year (including summer graduates).

All students that have a Student Attributes–No Date (FN) Record reported during the Graduation (G) Collection should have multiple Student Graduation–Core Summary (GC) Records reported for them in all areas in which the student received credit/units toward graduation.

### ☀ CORE Area Code

Record Field Number	GC060
Definition	Subject area and/or CORE requirement area in which a student has earned credit/units towards graduation

#### Valid Options

- BUS Business units
- CTA Career/Technical units
- ELE Elective units
- ENG English Language Arts units

FAR	Fine Arts units
FLR	Foreign Language units
HEC	Family and Consumer Sciences (Non- Career-Technical) units
HTH	Health Education units
JTC	JROTC - Junior Reserve Officer Training Corps
MTA	Mathematics - Algebra II or Equivalent units
MTO	Mathematics units Other than Algebra II or Equivalent
PHE	Physical Education units
SCA	Science - Advanced Science units
SCL	Science - Life Science units
SCO	Science units Other than Physical, Life, or Advanced Science
SCP	Science - Physical Science units
SOG	Social Studies- American Government units
SOH	Social Studies- American History units
SOO	Social Studies units Other than American History & Government
TEC	Technology Education/Computer Science units
<u>TEL</u>	<u>Technology Education/Computer Science used as World Language credit per ORC 3313.603(E)(3) that is not being counted as meeting either the Algebra II or Advanced Science requirements</u>
<u>TEM</u>	<u>Technology Education/Computer Science used to meet Algebra II requirement per ORC 3313.603(C)(3)</u>
<u>TES</u>	<u>Technology Education/Computer Science used to meet Advanced Science requirement per ORC 3313.603(C)(5)</u>

**Reporting Instructions.** Report the most specific option that would apply. For example, if a student takes a business course as an elective report the ‘BUS’ option instead of the ‘ELE’ option since the ‘BUS’ option is more specific.

This count (or sum) is across all years and courses that meet each CORE Area requirement. The count is cumulative across districts in that each CORE Area’s total may include:

- courses taken in the district that will award the diploma,
- courses taken at other education organizations but transferred to and accepted for credit by the district that will award the diploma, and
- any other experiences for which the district that will award the diploma has awarded credits towards graduation for the student, subject to any relevant local and state policies.

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

**☀ CORE Area Count**

Record Field Number	GC070
Definition	The total number of credits/units earned in the area designated by GC060 Core Area Code.

**Valid Options**

00.00 – 99.99

**Reporting Instructions.** Include all credits/units recognized by the district that grants the diploma, even if the count is greater than the minimum CORE graduation requirement. In determining if a student met CORE, extra credits in one area (such as English Language Arts) can be counted towards meeting the requirement in another area (such as Electives). Only report a record with 00.00 in this element if a student has no credits earned but needs a Student Graduation–Core Summary Record (GC) reported for elements GC080–GC100.

**~~☀ Credits for Courses in Progress Element~~**

<del>Record Field Number</del>	<del>GC080</del>
<del>Definition</del>	<del>The number of credits in progress in the area designated by GC060 Core Area Code.</del>

~~**Valid Options**~~

~~00.00–40.00~~

~~99.99 Value not calculated~~

**~~☀ Credit Amount for Projected Courses Element~~**

<del>Record Field Number</del>	<del>GC090</del>
<del>Definition</del>	<del>Total number of credits for courses requested/projected in the area designated by GC060 Core Area Code.</del>

~~**Valid Options**~~

~~00.00–40.00~~

~~99.99 Value not calculated~~

**☀ Dual Enrollment Credit Earned**

Record Field Number	GC110
Definition	The total number of dual enrollment credits earned in the area designated by GC060 Core Area Code.

**Valid Options**

00.00–99.99

**Reporting Instructions.** Include all dual enrollment credits earned through dual enrollment courses—offered through dual enrollment or statewide articulation agreement—that appear on a student's transcript or other official document, either of which is issued by the institution of higher education from which the student earned the college credit. Only report a record with 00.00 in this element if a student has no credits earned but needs a Student Graduation–Core Summary (GC) Record reported for elements GC080–GC110.

~~☀ **Total Number of Credits Deficient for Graduation Element**~~

<del>Record Field Number</del>	<del>GC100</del>
<del>Definition</del>	<del>Difference between district’s graduation requirement and the sum of the Core Area Count (GC070) and Credits for Courses in Progress (GC080).</del>

~~**Valid Options**~~

~~00.00–40.00~~

~~— 99.99 — Value not calculated~~

**Defining a Unique Record**

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

<b>Required Fields</b>	<b>Number</b>
EMIS Student ID Number	GC050
Core Area Code	GC060

## 2.15 STUDENT GRADUATION–CORE SUMMARY (GC) RECORD FILE LAYOUT

Number	Position	Name	PIC/Size
	1-8	Filler	PIC 9(8)
GC010	9-10	Sort Type	PIC X(2)
		Always “GC”	
	11	Filler	PIC X
GC020	12-15	Fiscal Year, e.g., 2020 (CCYY)	PIC X(4)
GC030	16	Data Sets	PIC X
		S – Student G – Graduate	
GC040	17-22	District IRN	PIC X(6)
GC050	23-31	EMIS Student ID Number	PIC X(9)
GC060	32-34	CORE Area Code	PIC X(3)
GC070	35-38	CORE Area Count	PIC 99V99
	<a href="#">39-50</a>	<a href="#">Filler</a>	<a href="#">PIC 99V99</a>
<del>GC080</del>	<del>39-42</del>	<del>Credits for Courses in Progress</del>	<del>PIC 99V99</del>
<del>GC090</del>	<del>43-46</del>	<del>Credit Amount for Projected Courses</del>	<del>PIC 99V99</del>
<del>GC100</del>	<del>47-50</del>	<del>Total Number of Credits Deficient for Graduation</del>	<del>PIC 99V99</del>
GC110	51-54	Dual Enrollment Credit Earned	PIC 99V99