ODE EMIS MANUAL

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

Ohio | Department of Education

Version 3.0
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REVISION HISTORY

The revision history provides a means for the readers to easily navigate to the places in the manual where updates have occurred. Where there has been a significant change or update it will be highlighted. Minor changes, such as typos, formatting, and grammar are not highlighted.

Version	Date	Effective Date (FY & Reporting Period)	Change #	Description
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.
3.0	5/16/14	FY14G	952	Added Dual Enrollment Credit Earned Element and related reporting instructions.

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2.15 STUDENT GRADUATION–CORE SUMMARY RECORD

Required Reporting Periods

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

Record Field Number	Data Element	October (K)	Grad (G)	E-Transcript (E)
GC060	CORE Area Code	√	√	√
GC070	CORE Area Count	√	√	√
GC080	Credits for Courses in Progress			√
GC090	Credit Amount for Projected Courses			√
GC100	Total Number of Credits Deficient for Graduation			√
GC110	Dual Enrollment Credit Earned	√	√	

General Guidelines

The Student Graduation – CORE Summary 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 web page.

A separate Graduation – Core Summary 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. This record will only be reported by the district that grants the diploma.

Period G Graduate Reporting

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

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

Students that are reported through the Graduation – Only (GP) Record during the G reporting period should not have Student Graduation – CORE Summary Records reported.

Period K October Reporting

Student Graduation – CORE Summary Records are reported in the October (K) reporting period for all students in grades 9 and above during a district's October Count Week whose current status within the district would mean that they would graduate from that district once graduation requirements are met.

GC records reported in October should reflect the graduation credits earned up through the start of the current school year. This would also include credits transferred from another district at the start of the year that will be used to meet graduation criteria in the new district.

If a student who meets the above criteria has not yet earned credits in one or more CORE areas, then there will be limited GC records to report for that student. Therefore, most first-time 9th grade students will not have any GC records to report, unless a student earned high school credit before starting 9th grade.

E-Transcript (E) Reporting

Elements GC080 - GC100 are only reported during the E-Transcript (E) special collection request by E-Transcript participants.

☼ *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

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.

☼ *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*

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

Valid Options
00.00 - 40.00
99.99 - Value not calculated

☼ *Credit Amount for Projected Courses Element*

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

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*

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

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 Record, each combination of values in the following fields must be unique.

Required Fields	Number
EMIS Student ID Number	GC050
Core Area Code	GC060

2.15 STUDENT GRADUATION–CORE SUMMARY RECORD (GC) 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., 2010 (CCYY)	PIC X(4)
GC030	16	Reporting Period	PIC X
		K – October G – Graduate E – E-Transcript	
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
GC080	39-42	Credits for Courses in Progress	PIC 99V99
GC090	43-46	Credit Amount for Projected Courses	PIC 99V99
GC100	47-50	Total Number of Credits Deficient for Graduation	PIC 99V99
GC110	51-54	Dual Enrollment Credit Earned	PIC 99V99