

ODE EMIS MANUAL

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



Version 9.1
July 14, 2022

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 | Change # | Description |
|------------|----------------|------------------|--------------|---|
| <u>9.1</u> | <u>7/14/22</u> | <u>FY23</u> | <u>23-80</u> | <u>Updates reporting guidance for dual enrollment credit earned.</u> |
| <u>9.0</u> | <u>7/1/22</u> | <u>FY23</u> | <u>23-24</u> | <u>New grad requirement for financial literacy.</u> |
| 8.1 | 9/10/21 | FY22 | 22-64 | Updates to Core Area Codes. |
| 8.0 | 7/1/21 | FY22 | NA | Posted for FY22. |
| 7.3 | 3/31/21 | FY21 | 21-141 | Clarified that record is also reported during student collections. |
| 7.2 | 11/1/20 | FY21 | 21-103 | Removed GC80, -90, and -100. |
| 7.1 | 10/13/20 | FY21 | 21-44(a) | Resume collection of Grad Core data for non-grads. Added options to CORE Area Code. |
| 7.0 | 7/1/20 | FY21 | NA | Posted for FY21. |
| 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 Collections

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 | ✓ | ✓ |
| 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
- [FIN](#) [Financial Literacy](#)
- FLR Foreign Language units

| | |
|-----|--|
| HEC | Family and Consumer Sciences (Non- Career-Technical) units |
| HTH | Health Education units |
| JTC | JROTC - Junior Reserve Officer Training Corps |
| MCT | CTE Career-Based Pathway Mathematics units in place of Algebra II per ORC §3313.603(C)(3) |
| MTA | Mathematics - Algebra II or Equivalent units |
| MTO | Mathematics units Other than Algebra II or Equivalent, not including Financial Literacy units |
| PHE | Physical Education units |
| SAE | Science Advanced Study - Astronomy, Physical Geology, or other Earth or Space science units |
| SAL | Science Advanced Study - Advanced Biology or other Life Science units |
| SAP | Science Advanced Study - Chemistry, Physics, or other Physical Science units |
| SCA | Science - Advanced Science units—content area not specified; do not use for units earned after the 2021-2022 school year |
| SCL | Science - Life Science units; not Advanced Science for units earned after the 2021-2022 school year |
| SCO | Science units Other than Physical, Life, or Advanced Science |
| SCP | Science - Physical Science units; not Advanced Science for units earned after the 2021-2022 school year |
| SOG | Social Studies- American Government units |
| SOH | Social Studies- American History units |
| SOO | Social Studies units Other than American History, World History, and Government |
| SWH | Social Studies - World History and Civilizations |
| TEC | Technology Education/Computer Science units |
| TEL | 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 |
| TEM | Technology Education/Computer Science used to meet Algebra II requirement per ORC 3313.603(C)(3) |
| TES | Technology Education/Computer Science used to meet Advanced Science requirement per ORC 3313.603(C)(5) |

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.

Prior to FY22 EMIS reporting, schools reported some challenges with reporting science credits earned, since students in a course may be using the credits from that course for different CORE credit areas. Additional options for reporting science credit have been added for courses that are counting as advanced science for some students and as other credit areas for other students. Using these new codes is not required for science units earned before FY23; each school can choose whether they want to re-code already earned units with the new codes.

 **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.

 **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. [Credits transcribed by a college after the student has left secondary education can be included on the record as long as the work \(such as through a CTE course or an AP or IB course and test\) was completed before the student graduated from secondary education.](#)

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.

Defining a Unique Record

Each EMIS record has specific fields that must be unique on each row of data reported to the Department. For the Student Graduation–Core Summary (GC) 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 (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 |
| | 39-50 | Filler | PIC 99V99 |
| GC110 | 51-54 | Dual Enrollment Credit Earned | PIC 99V99 |