

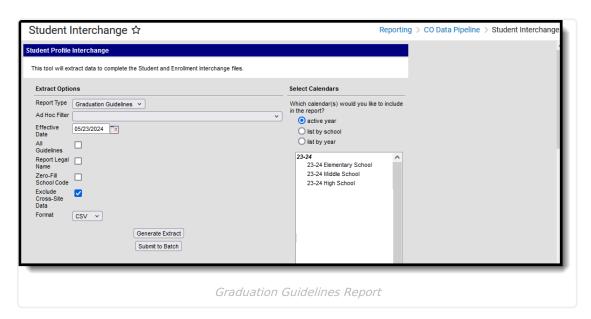
Student Interchange - Graduation Guidelines (Colorado)

Last Modified on 07/24/2025 3:41 pm CDT

Report Logic | Report Editor | Generate the Report | Report Layout

Tool Search: Student Interchange

The Graduation Guidelines Report tracks graduation requirements for students. The information in this report is not part of the October Count.



Read - Access and generate Student Interchange Extracts.

Write - N/A

Add - N/A

Delete - N/A

For more information about Tool Rights and how they function, see the <u>Tool Rights</u> article.

Report Logic

One record per Guideline - Assessment, Transcript record or Certificate - reports per student. When a student has more than one guideline, that student has multiple records on the extract.

Only records that have dates on or prior to the entered effective date report. This applies to all assessments, transcript records and courses that are considered for graduation guidelines.

The student must have an active primary enrollment as of the entered effective date on the report editor. When there is no active primary enrollment as of the effective date, the most recent



primary enrollment reports based on the start date.

Only guidelines met during the selected reporting school year are included. The School Year is considered to be from the earliest Calendar Start Date of all selected calendars to the latest Calendar End Date of all selected calendars.

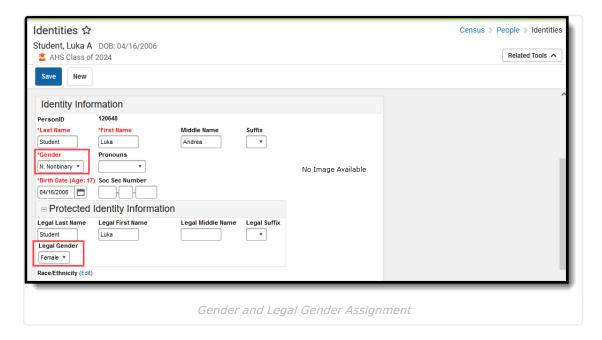
Non-Binary Gender Reporting

Schools can assign students a gender of M: Male, F: Female or N: Non-binary. This is done on the <u>Identities</u> tool and/or the <u>Demographics</u> tool.

Data Pipeline Extracts and other required extracts use the Legal Gender field included in the Protected Identity Information to report student identity information.

To properly record a gender of N: Non-Binary, on the Identities tool:

- 1. Assign the **Gender of N: Non-Binary** in the standard identify fields.
- 2. Assign the **Protected Identity Information Legal Gender** field to M: Male, F: Female or N: Non-Binary.
- 3. Save the record when finished.



Report Editor

Field	Description
Report Type	Selection determines the Student Interchange report that generates. Choose Graduation Guidelines.



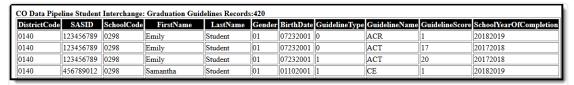
Field	Description
Ad hoc Filter	Select a saved ad hoc filter to only include those students in the filter in the report, assuming those students meet the reporting logic and business rules of this report.
Effective Date	The entered date is auto-populated to the current date and returns those students actively enrolled in the selected calendar on this date.
All Guidelines	 When marked, student guidelines report for all school years and enrollments. Enrollment-specific data reports from the current year's enrollment. Demographic-specific data reports based on the entered Effective Date.
	All instances of a guideline report, regardless of the calendar/school year in which the guidelines were achieved. When a student has three ACT assessments that meet the report criteria, all three report in separate lines.
	Date restrictions do not apply to guidelines. Concurrent Enrollment guideline for previous school year reports only from student Transcript records.
Report Legal Name	When marked, the student's name and gender report from the Protected Identity Information section on the student's <u>Identities</u> record.
Zero-Fill School Code	When marked, the School Code field in the extract layout reports a value of 0000 (four zeros) and overrides any code already reported in that field.
Exclude Cross-Site Data	When marked, students enrolled as Cross-Site Students at one or more schools are excluded from the report.
Format	The Graduation Guidelines report can be generated in either CSV or HTML formats.
Calendar Selection	Select at least one calendar to generate the report. Calendars can be selected by Active Year, School or Year.
Report Generation	The Student Layout extract can be generated immediately using the Generate Report button. Or, use the Submit to Batch button to select when the report is generated. See the <u>Batch Queue</u> article for more information on this functionality.

Generate the Report

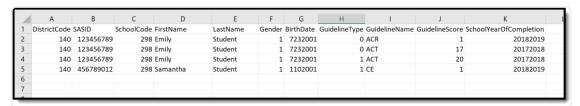
- 1. Select the **Graduation Guidelines** from the **Report Type** field.
- 2. If desired, select students from an existing Ad hoc Filter.
- 3. Enter the desired **Effective Date**.
- 4. Mark the **All Guidelines** checkbox, if desired.
- 5. Mark the **Report Legal Name** checkbox, if desired.



- 6. Mark the Zero-Fill School Code checkbox, if desired.
- 7. Mark the **Exclude Cross-Site Data** checkbox, if desired.
- 8. Select the **Format** of the report.
- 9. Select the **Calendar(s)** from which to report information.
- Click the Generate Extract button or the Submit to Batch button. The report displays in the desired format.



Graduation Guidelines - HTML Format



Graduation Guidelines - CSV Format

Report Layout

All name fields (student names, guardian names, staff names) and Course Names can only include alphabetic letters, numbers, periods, hyphens, and apostrophes. Any special characters (accent marks, etc.) will be removed and replaced with the corresponding letter.

Data Element	Description	Location
Reporting School District Code/ BOCES Code	The number assigned to a school district by the state department of education. Numeric, 4 digits	District Information > District Information > State District Number District.number
SASID	A unique number assigned to a student by the Department of Education. Numeric, 10 digits	Demographics > Person Identifiers > Student State ID Person.stateID
School Code	Four-digit number assigned to the school.	Enrollments > State Reporting Fields > Serving District



Data Element	When the Zero-Fill School Code checkbox is marked on the report	Encolment.serviceDistrict
Data Element	When the Zero-Fill School Code checkbox is marked on the report editor, this field reports a value of 0000 (four zeros). When a student has a Special Education Attendance Code of 31: Administrative Unit OR 32: State-Operated Program, the four-digit code reports from the Serving District field on the student' most recent enrollment record as of the entered effective date, the end date of report generation, or the most recent enrollment closest to the end date of report generation. For all other students, the student's latest enrollment where the Special Education Start Date is populated and at least one active Special Education date falls within the reporting period or the most recent enrollment closest to the end date of report generation. • The Service Agency/Facility code reports, when populated.	Enrollments > Special Education Fields > Service Agency/Facility Code Enrollment.serviceFacility Enrollments > State Reporting Fields > School of Accountability Enrollment.residentSchool School Information > School Editor > State School Number School.number
	 When the Service Agency/Facility Code field is not populated, the School of Accountability reports, when populated. When the School of Accountability field is not populated, the School Number of the student's most current enrollment or most recent enrollment as of the Effective Date or End Date of report generation. When all of these fields are not populated, a value of 0000 reports. Default value: zero fill Numeric, 4 digits	



Data Floment	Description	Location
Pata Flement	Reports the student's first name.	Demographics > Person
	When the Report Legal Name checkbox is marked, the student's First Name reports from the Legal First Name field. Alphanumeric, 30 characters	Information > First Name Identity.first Name Identities > Protected Identity Information > Legal First Name Identity.legalFirstName
Last Name	Reports the student's last name. When the Report Legal Name checkbox is marked, the student's Last Name reports from the Legal Last Name field. Alphanumeric, 30 characters	Demographics > Person Information > Last Name Identity.last Name Identities > Protected Identity Information > Legal Last Name
		Identity.legalLastName
Gender	Reports the student's gender. • 01 - Female • 02 - Male • 03 - Non-Binary	Demographics > Person Information > Gender Identity.gender
	When the Report Legal Name checkbox is marked, the student's Gender reports from the Legal Gender field. Numeric, 2 digits	Identities > Protected Identity Information > Legal Gender Identity.legalGender
Birth Date	Student's date of birth. Date field, 8 characters (MMDDYYYY)	Demographics > Person Information > Birth Date Identity.birthDate
		Identities > Identities Editor > Birth Date



Data Element	Description	Location
Guideline Type	Reports the name of the guideline associated with the student. The type of guideline affects the remaining fields in the extract.	N/A
	This field reports a value of 0 (English) or 1 (Math) depending on whether the assessment or transcript/course record is for English or Math. Numeric, 1 digit	



Data Element	Description	Location
Data Element Guideline Name	Assessments, Transcript records, or a Course from the schedule, which at the completion of the course is posted on the transcript can report. The CO Code associated with the assessment or Transcript/Course records reports. The following assessment types report: • Accuplacer (CO Code of ACR, ACS, ACE) • ACT (CO Code of ACT) • ACT WorkKeys (CO Code of AWK) • Advanced Placement (CO Code of AP)	Assessments > Name Assessment.name Transcripts > Course Transcript.course Assessment Center > Test Type > National Code Test.nationalCode Course Information > Type
	 Armed Services Vocational Aptitude Battery (CO Code of ASV) District Capstone (CO Codes of CAP) SAT (CO Code of SAT) The following Transcript and Course Record types report: International Baccalaureate	Course.type



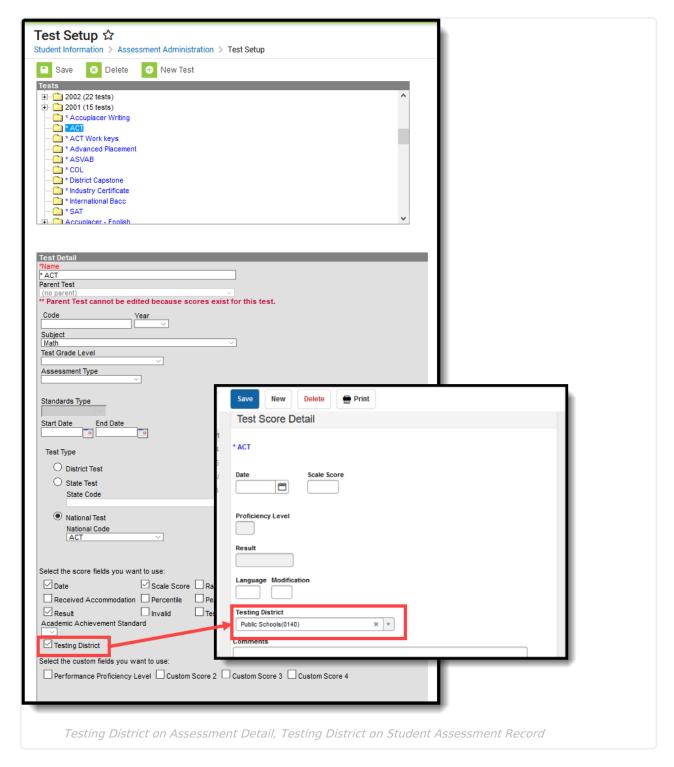
Data Element	Description	Location
Guideline Score	For assessments, reports the scale score of the assessment, when available. When not available, the raw score reports. When that is not available, a NULL value reports. For transcript records, reports the score that is posted to the transcript. See the Assessment Reporting Logic table for additional logic related to these assessments and transcript records. Numeric, 2 digits	Assessments > Score Assessment.score Transcripts > Score Transcript.score
School Year of Completion	Reports the school year in which the student took the assessment or in which the course was taken. A course or assessment taken in the 2018-19 school year reports as 20182019. See the Assessment Reporting Logic table for additional logic related to these assessments and transcript records. Date Field, 8 characters (YYYYYYYYY)	Assessments > Year Assessment.year Transcripts < Year Transcript.year

Assessment Reporting Logic

Assessments require a Subject of English or Math, or have English or Math as part of the Assessment Name (Assessment > Test Setup) and be listed on the student's Assessment record (Student Information > General > Assessments).

The District of Completion for the Guideline reports from the **Testing District** field on the student's Assessment record. This field displays when the **Testing District** field is marked on the Test Detail record.





When the Testing District field is not populated, the District of Completion reports from the **District Code** field on the District Information editor.



Name (Guideline Name)	Logic	Guideline Score	Reported Value
Accuplacer (AAF, ACE, ACR, ACS, ANR, ANW, AR, QAS) National Code: AAF ACE ACR ACS ANR ANW AR QAS	Looks for National code of AAF, ACE, ACR, ACS, ANR, ANW, AR, or QAS and the date falls within the reporting school year, then: • Reports 0 when the code is ACR, ACS, ANR or ANW. • Reports 1 when the code is AAF, ACE, AR or QAS. District of Completion reports from the Testing District on the student's Assessment record. When not populated, District of Completion reports from the District Code populated on the District Information editor.	 When the Scale Sore contains a value, that value reports. When there is no Scale Score, the Raw Score reports. When there is no Scale Score or Raw Score, the guideline does NOT report. 	Reports the school year in which the assessment was taken. Format = YYYYYYYY EX: 20182019
ACT (ACT) National Code: ACT	When the student has an assessment with the National Code of ACT and the date falls within the reporting school year, then: • Reports 0 when Name or Subject is English. • Reports 1 when Name of Subject is Math. When multiple assessments exist in one subject, the most recent assessment reports. District of Completion reports from the Testing District on the student's Assessment record. When not populated, District of Completion reports from the District Code populated on the District Information editor.	 Reports the Scale Score. When there is no Scale Score, reports the Raw Score. When there is no Raw Score or Scale Score, the guideline does NOT report. 	Reports the school year in which the assessment was taken. Format = YYYYYYYY EX: 20182019



Name (Guideline Name)	Logic	Guideline Score	Reported Value
ACT WorkKeys (AWK) National Code: AWK	When the student has an assessment with National Code ACTWorkeys and the date falls within the reporting school year, then: • Reports 0 when the Name or Subject is English. • Reports 1 when Name of Subject is Math. When the Subject is English/Math, two identical lines report for all values EXCEPT Guideline Type, which reports one line for English as 0 and one line for Math as 1. When multiple assessments exist in one subject, the most recent assessment reports. District of Completion reports from the Testing District on the student's Assessment record. When not populated, District of Completion reports from the District Code populated on the District Information editor.	 Reports the Scale Score. When there is no Scale Score, reports the Raw Score. When there is no Raw Score or Scale Score, the guideline does NOT report. 	Reports the school year in which the assessment was taken. Format = YYYYYYYY EX: 20182019



Name (Guideline Name)	Logic	Guideline Score	Reported Value
Name) Advanced Placement (AP) National Code: AP	When a student has an assessment with a National Code of AP and the date falls within the reporting school year and has a Scale Score of 1-5, then: • Reports 0 when the Name or Subject is English. • Reports 1 when the Name of Subject is Math. When the Subject is English/Math, two identical lines report. One line reports 0 for English; the second line reports 1 for Math. When multiple assessments exist in one subject, the most recent assessment reports. When the Subject is not populated or any other value exists, the guideline does not report. District of Completion reports from the Testing District on the student's Assessment record. When not populated, District of Completion reports from the District Code	When the Scale Score is a value of 1-5, that value reports. For any other values, the guideline does NOT report.	Reports the school year in which the assessment was taken. Format = YYYYYYYY EX: 20182019
	populated on the District Information editor.		



Name (Guideline Name)	Logic	Guideline Score	Reported Value
Armed Services Vocational Aptitude Battery (ASV) National Code: ASVAB	When the student has an assessment with National Code ASVAB and the date falls within the reporting school year, then report as follows: • Reports 0 when the assigned Subject is English. • Reports 1 when the assigned Subject is Math. • When the assigned Subject is English/Math, reports two identical lines for all values EXCEPT Guideline Type one line with 0 for English and one line with 1 for Math. • When the assigned Subject is null or any other value, the guideline does not report. District of Completion reports from the Testing District on the student's Assessment record. When not populated, District of Completion reports from the District Code populated on the District Information editor.	 When the student has an assessment of ASVAB or AFQT with a Scale Score, that value reports. When there is no Scale Score, reports the Raw Score. When there is no Raw Score or Scale Score, the guideline does NOT report. 	Reports the school year in which the assessment was taken. Format = YYYYYYYY EX: 20182019
Concurrent Enrollment (CE) National Code: CE	Transcript When the student has a transcript record that is marked as Concurrent (the Concurrent checkbox is marked) that occurred during the reporting school year, reports as follows: • Reports 0 when the Concurrent/Capstone	 Reports 1 when the Passing Grade is marked on the score the student received. Reports 0 when Passing Grade is NULL on the score the student received. 	Reports the school year in which the assessment was taken. Format = YYYYYYYY EX: 20182019



Name (Guideline Name)	Subject is English. Reports 1 when the Concurrent/Capstone Subject is Math.	Guideline Score Guidelines Checkbox IS NOT marked on the	When reporting Reported from the Transcript, the calculation uses
	When Concurrent/Capstone Subject is English/Math, two identical lines report for all values EXCEPT Guideline Type - one line reports as 0 for English and one line reports as 1 for Math. When the Concurrent/Capstone Subject field is not populated, values from the course (roster) report. When a Transcript record exists for the course, a Roster record does not report. Only the current year reports. District of Completion reports from the District Number assigned on the Transcript record. When that field is not populated, District of Completion reports from the District ID (database only value). When that field is not populated, District of Completion reports from the District Code populated on the District Information editor. Roster When the student has a roster record in a course marked as Type CE OR the Concurrent checkbox is marked that occurred during the reporting school year,	report editor, all CE records for the student in the selected calendar/year are included in the report. • When the All Guidelines checkbox IS marked on the report editor, all records for the student from all calendars/years report.	the Course Information Date on the Transcript.



Name (Guideline Name)	reports as follows:	Guideline Score	Reported Value
	 Reports 0 when the Concurrent/Capstone Subject Area is English. When the Concurrent/Capstone Subject is English/Math, two identical lines report for all values EXCEPT Guideline Type - one line reports as 0 for English and one line reports as 1 for Math. When the Concurrent/Capstone Subject Area is null or any other value, the guideline does not report. 		
District Capstone (CAP) National Code: CAP	Assessment Logic Whenthe student has an assessment with National Code CAP and the date falls within the reporting school year and has a Scale Score of 0-2, then: • Reports 0 when the assigned Subject is English. • Reports 1 when the assigned Subject is Math. • When the Subject is English/Math, two identical lines report for all values EXCEPT Guideline Type - one line reports as 0 for English and one line reports as 1 for Math. When the Subject is null or contains any other value, the guideline does not report.	Assessment: When the Scale Score is 0 or 1, that value reports. For any other value, the guideline does not report. Transcript: Reports 1 when the Passing Grade is checked on the score the student has received. Reports 0 when the Passing Grade is NULL on the score the student has received.	Reports the school year in which the assessment was taken. Format = YYYYYYYY EX: 20182019 When reporting from the Transcript, the calculation uses the Course Information Date on the Transcript.



Name (Guideline Name)	Logic District Capstone needs to be added to the National Test Dictionary.	Guideline Score	Reported Value
	District of Completion reports from the Testing District on the student's Assessment record. When not populated, District of Completion reports from the District Code populated on the District Information editor.		
	Transcript Logic When a student has a transcript record where Capstone is marked that occurred during the reporting school year, then: • Reports 1 when the Concurrent/Capstone Subject Area is Math. • Reports 0 when the Concurrent/Capstone Subject Area is English.		
	When the Subject is null or contains any other value, the guideline does not report.		
	District of Completion reports from the District Number assigned on the Transcript record. When that field is not populated, District of Completion reports from the District ID (database only value). When that field is not populated, District of Completion reports from the District Code populated on the District Information editor.		



Name (Guideline Name)	Logic	Guideline Score	Reported Value
Industry Certificate (IC) National Code: CRT, IC	When the student has an assessment with National Code of IC or CRT, and the date falls within the reporting school year and has a Scale Score of 0-2, then: • Reports 0 when the assigned Subject is English. • Reports 1 when the assigned Subject is Math. • When the Subject is English/Math, two identical lines report for all values EXCEPT Guideline Type - one line reports as 0 for English and one line reports as 1 for Math. All other subjects do not report. District of Completion reports from the Testing District on the student's Assessment record. When not populated, District of Completion reports from the District Code populated on the District Information editor.	Reports scale score when the score is: • 0 - Non-passing grade per district • 1 - Passing grade per district • 2 - PWR endorsed requirements	Reports the school year in which the assessment was taken. Format = YYYYYYYY EX: 20182019



Name (Guideline Name)	Logic	Guideline Score	Reported Value
International Baccalaureate (IB) National Code: IB	When the student has an assessment with National Code IB and the date falls within the reporting school year, then: Reports 0 when the assigned Subject is English. Reports 1 when the assigned Subject is Math. When the Subject is English/Math, two identical lines report. One line reports 0 for English; the second line reports 1 for Math. When multiple assessments exist in one subject, the most recent assessment reports. When the Subject is not populated or any other value exists, the guideline does not report. District of Completion reports from the Testing District on the student's Assessment record. When not populated, District of Completion reports from the District Code populated on the District Information editor.	 Reports the Scale Score. When there is no Scale Score, reports the Raw Score. When there is no Raw Score or Scale Score, the guideline does NOT report. 	Reports the school year in which the assessment was taken. Format = YYYYYYYY EX: 20182019



Name (Guideline Name)	Logic	Guideline Score	Reported Value
SAT (SAT) National Code: SAT	When the student has assessment with National Code SAT and the date falls within the reporting school year, then: • Reports 0 when the assigned Subject is English. • Reports 1 when the assigned Subject is Math. All other subjected do not report. District of Completion reports from the Testing District on the student's Assessment record. When not populated, District of Completion reports from the District Code populated on the District Information editor.	 Reports the Scale Score. When there is no Scale Score, reports the Raw Score. When there is no Scale Score or Raw Score, the guideline does NOT report. 	Reports the school year in which the assessment was taken. Format = YYYYYYYY EX: 20182019



Name (Guideline Name)	Logic	Guideline Score	Reported Value
Collaboratively Developed (COL) National Code: COL	When the student has an assessment with National Code COL and the date falls within the reporting school year, then: • Reports 0 when the assigned Subject is English. • Reports 1 when the assigned Subject is Math. • When the Subject is English/Math, two identical lines report for all values EXCEPT Guideline Type - one line reports as 0 for English and one line reports as 1 for Math. All other subjected do not report. District of Completion reports from the Testing District on the student's Assessment record. When not populated, District of Completion reports from the District Code populated on the District Information editor.	 Reports the Scale Score. When there is no Scale Score, reports the Raw Score. When there is no Scale Score or Raw Score, the guideline does NOT report. 	Reports the school year in which the assessment was taken. Format = YYYYYYYY EX: 20182019