

# SERVS Extract - Student Academic Performance (Minnesota)

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The Student Academic Performance Record is for submitting graduation student performance data for schools in your district. Collect graduation GPA, weighted graduation GPA, and class rank for all students (including foreign exchange students, etc.) who you are reporting in MARSS as graduating from your district at any time during the current school year. As required by MARSS, graduating students may be in either grade 11 or grade 12. Schools that do not report graduate records in MARSS (such as an elementary school) should not submit Student Academic Performance records.

The following business rules are used:

- If a student has an enrollment in Grade 11 or 12 and has an End Status = 08: Graduated from High School and has a Diploma Date = NOT NULL, the student will be reported.

GPA (graduation GPA, weighted graduation GPA) and class rank values should be entered and verified prior to generating this extract.

Any student that is reported in MARSS should also be included in this extract. Schools that do not report graduate records in MARSS (elementary schools) are not required to submit this extract.

The following fields are required entry for inclusion in the Student Academic Performance Record.

*Graduation Diploma Date*

*Enrollments Grade and End Status*

State Grade Code must be populated in the Grade Levels editor in System Administration for proper functionality.

## High School Credit

The High School Credit checkbox is found in two places in the user interface - the Course editor and the Transcript editor. This selection is necessary in order to calculate correct GPA values and

class ranks.

## Course Editor

The High School Record checkbox on the course editor is selected to determine a course that will be included in the GPA and class rank calculations. When grades are posted to a student's transcript, the High School Credit checkbox on the transcript editor will be selected or unselected automatically dependent upon the course posted. Once posted, the High School Credit checkbox on the Transcript editor can be edited to allow any necessary corrections to be made.

The screenshot shows the 'Course Information' tab of the Course Editor. The 'High School Credit' checkbox is highlighted with a red box and is checked. Other visible fields include CourseID 29336, \*Number 0003, \*Name Skills Seminar A I, State Code 190301, Department Special Education, Max Students 12, Terms 2, Schedules 1, Periods 1, Sections to Build 6, GPA Weight 1, and various other checkboxes like 'Standards-based', 'Active State Report Exclude', 'Transcript', 'Required', 'Repeatable', 'Attendance', and 'Unit Attendance'.

Course High School Credit

## Transcript Editor

The High School Credit checkbox on the Transcript editor calculate the GPA and class rank. If the checkbox is not selected, the course will not be included in the calculations.

Summary Enrollments Schedule Attendance Flags Grades **Transcript** Credit Summary

Save Save & Add Another Delete New Documents

**Transcript Course Editor**

\*School Year: 2012-2013 Grade: 09 NCES Grade: District No.: p281 School No.: 300 School Name: Summer School

\*Course Number: 0099 Course Name: SS Reading/Math Grad State Code:

Staff License Number: Federal College ID:

Date: 08/07/2012 Actual Term: Start Term: End Term:

Terms Long: Calendar Terms: Term Start Date: Term End Date:

Current Score: B Change Score: GPA Weight: 1 GPA Value: 3.0000 Unweighted GPA Value:

Repeat Course: Online Learning: **High School Credit** (checked) Percent: GPA Max: 4.0000 Bonus Points:

Standard Number: Standard Name: Task/Standard Code: Technology: N/A Status: N/A

Record Type:

*Transcript High School Credit*

# Calculation of Weighted/Unweighted GPA and Class Rank/Size

The following table provides definitions of how values are determined for GPA and Class Rank.

Term	Definition
<b>GPA Score</b>	Calculated using GPA Weight, GPA Value, and Unweighted GPA Value. The Unweighted GPA Value will trump the GPA Value field when calculating. If Unweighted GPA Value is NULL, the GPA Value will be used.
<b>GPA Scale</b>	Calculated using the field GPA Max. The maximum value found throughout the included transcript records will be reported. Records with an Unweighted GPA Value = NOT NULL will be initially included. If no record is found to have a Unweighted GPA Value = NOT NULL, the maximum GPA Max from any included record will report.
<b>Weighted GPA Score</b>	Calculated using GPA Weight and GPA Value. Unlike GPA Score, only the GPA Value is included in the calculation of this field.
<b>Weighted GPA Scale</b>	Calculated using using GPA Weight and GPA Value. This element will report the maximum GPA Max from any included transcript record with Unweighted GPA Value = NULL.

Term	Definition
<b>Class Rank</b>	Will report based off Weighted GPA Score. If no Weighted GPA Score is found, the calculation will use GPA Score. The following exceptions may occur:* If 'Do Not Include Weighted GPAs in Rank' is selected, the Weighted GPA Score will not be included in the calculation (System Administration > Resources > School).* If 'Class Rank Exclude' is selected, the student will not be included in the calculation (Student Information > General > Enrollments > Class Rank Exclude).
<b>Class Size</b>	Will report the total number of students with a reported GPA Score or Weighted GPA Score that is greater than zero (0). The following exceptions may occur: <ul style="list-style-type: none"> <li>If 'Include ALL Graduates in Class Size' is selected, students who do not have a reported Weighted GPA Score or GPA Score greater than zero will be included in the class size (System Administration &gt; Resources &gt; School).</li> </ul>

## Student Academic Performance Layout

If the **Report Legal Name When Provided** is marked, Demographics fields report from Census > People > Identities > Active Identity > Protected Identity Information.

Data Element	Description & Format	Campus Location
<b>Record ID</b>	Type of extract being reported. Will always report APR.  <i>Alphabetic, 3 characters</i>	Not dynamically stored
<b>Record Version</b>	Will always report a value of 02.  <i>Numeric, 2 digits</i>	Not dynamically stored
<b>State Unit Number</b>	The four-digit district number of the reporting district.  <i>Numeric, 4 digits</i>	System Administration > Resources > District Information > District Number  District.Number
<b>State Unit Type</b>	District type assigned to the district by the state Department of Education.  <i>Numeric, 2 digits</i>	System Administration > Resources > District Information > Type  District.Type

Data Element	Description & Format	Campus Location
<b>State Site Number</b>	Number assigned to the school by the school district.  <i>Numeric, 3 digits</i>	System Administration > Resources > School > School Detail > State School Number  School.number
<b>Last Name</b>	Student's legal last name  <i>Alphanumeric, 40 characters</i>	Census > People > Demographics > Person Information > Last Name  Identity.lastName
<b>First Name</b>	Student's legal first name  <i>Alphanumeric, 40 characters</i>	Census > People > Demographics > Person Information > First Name  Identity.firstName
<b>Middle Name</b>	Student's middle name  <i>Alphanumeric, 40 characters</i>	Census > People > Demographics > Person Information > Middle Name  Identity.middleName
<b>Suffix</b>	An abbreviation following a person's name indicating the student is assigned a generation (Jr., Sr, III, etc.).  <i>Alphanumeric, 5 characters</i>	Census > People > Demographics > Person Information > Suffix  Identity.suffix
<b>State Student ID</b>	A unique number assigned to a student by the Department of Education.  <i>Numeric, 13 digits</i>	Census > People > Demographics > Person Identifiers > State ID  Person.stateID
<b>Birth Date</b>	Student's date of birth  <i>Date field, 8 characters, YYYYMMDD</i>	Census > People > Demographics > Person Information > Birth Date  Identity.birthdate
<b>Gender</b>	Indicates the student's gender  <i>Alphabetic, 1 character, M or F</i>	Census > People > Demographics > Person Information > Gender  Identity.gender

Data Element	Description & Format	Campus Location
<b>Local Use ID</b>	Student's local school number (not the state ID number)  <i>Numeric, 10 digits</i>	Census > People > Demographics > Person Identifiers > Student Number  Person.studentNumber
<b>Grade Level</b>	Indicates the student's grade level of enrollment. Grade level must be 11 or 12.  <i>Numeric, 2 digits</i>	Student Information > General > Enrollments > General Enrollment Information > Grade  Enrollment.gradeLevel
<b>Graduation Date</b>	Date the student received a high school diploma.  <i>Date field, 8 characters, YYYYMMDD</i>	Student Information > General > Graduation > Diploma Date  Graduation.date
<b>GPA Score</b>	Reports the student's unweighted cumulative grade point averages without decimals. <ul style="list-style-type: none"> <li>• If Unweighted GPA Value exists, that value will be used.</li> <li>• If Unweighted GPA Value is null, the Weighted GPA Value will be used. This will only include transcript records where the High School Credit checkbox is selected.</li> </ul> <i>Numeric, 6 digits</i>	Student Information > General > Transcript > High School Credit, Unweighted GPA Value, GPA Weight  TranscriptCourse.unweightedGPAValue
<b>GPA Scale</b>	Reports the student's maximum GPA value permissible under the GPA rating system of the district and/or school reporting the information.  This will only include transcript records where the High School Credit checkbox is selected.  <i>Numeric, 6 digits</i>	Student Information > General > Transcript > GPA Max  TranscriptCourse.gpaMax

Data Element	Description & Format	Campus Location
<b>Weighted GPA Score</b>	Reports the student's weighted GPA Score  <i>Numeric, 6 digits</i>	Student Information > General > Transcript > GPA Value, GPA Weight  TranscriptCourse.gpaValue TranscriptCourse.gpaWeight
<b>Weighted GPA Scale</b>	Reports the student's weighted GPA Scale  <i>Numeric, 6 digits</i>	Student Information > General > Transcript > GPA Max  TranscriptCourse.gpaMax
<b>Class Rank</b>	Reports the student's class rank value. This field uses the following logic: <ul style="list-style-type: none"> <li>• The Weighted GPA Score value will be used first.</li> <li>• If no Weighted GPA Score value is available, the GPA Score value will be used.</li> <li>• If neither option exists, will report as 00000.</li> </ul> <p>One (1) is the highest rank and the total number of students in the class is the lowest rank. This field will report zero (0) if this student graduated but no class rank is available.</p> <i>Numeric, 5 digits</i>	Student Information > General > Enrollments > Class Rank Exclude  System Administration > Resources > School > Do Not Include Weights GPAs in Class Rank  TranscriptCourse.gpaValue
<b>Class Size</b>	Reports the total number of students in the grade level. Calculation of the total reported students who have a Weighted GPA Score or GPA Score greater than zero.  This field will report as zero (0) if the student graduated but no class rank is available.  <i>Numeric, 5 digits</i>	Not dynamically stored



Data Element	Description & Format	Campus Location
<b>Ranking Date</b>	<p>Date when the class rank value was determined. Will report the current date.</p> <p><i>Date field, 8 characters, YYYYMMDD</i></p>	<p>Not dynamically stored</p>