

# SERVS Extract - Student Graduation Requirements (Minnesota)

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Tool Search: SERVS Extract

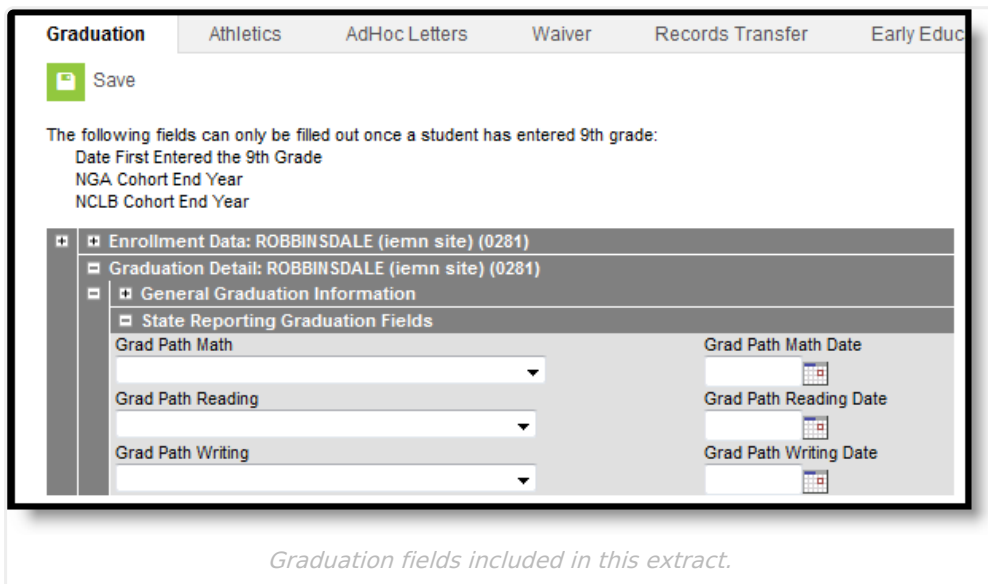
The Student Graduation Requirements Record is used for submitting data on students who have been granted a “Pass at Individual Rate” status under the GRAD graduation rule (i.e. those students who entered grade 8 in 2005-2006 or later). Graduation Requirements records should not be submitted for students under the BST graduation rule. Only students who were granted a “Pass at Individual Rate” status under the GRAD graduation rule should be submitted in this file.

## Report Logic


The following business rules are used:

- If Grad Path Math selection is not equal to null, the student will be reported.
- If Grad Path Reading selection is not equal to null, the student will be reported
- If Grad Path Writing selection is not equal to null, the student will be reported.

A student may have up to three records reported, one for Grad Path Math, Grad Path Reading and Grad Path Writing. These options are selected on the student's [Graduation](#) tab.



**Graduation**   Athletics   AdHoc Letters   Waiver   Records Transfer   Early Educ

 Save

The following fields can only be filled out once a student has entered 9th grade:  
 Date First Entered the 9th Grade  
 NGA Cohort End Year  
 NCLB Cohort End Year

Enrollment Data: ROBBINSDALE (iemn site) (0281)  
 Graduation Detail: ROBBINSDALE (iemn site) (0281)  
 General Graduation Information  
 State Reporting Graduation Fields

Grad Path Math	Grad Path Math Date
<input type="text"/>	<input type="text"/>
Grad Path Reading	Grad Path Reading Date
<input type="text"/>	<input type="text"/>
Grad Path Writing	Grad Path Writing Date
<input type="text"/>	<input type="text"/>

*Graduation fields included in this extract.*

When generating the Student Graduation Requirements extract, Date Range on the extract editor determines which students report. If a student has an enrollment record or within the Date Range, a record reports.

# Student Graduation Record 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 GRR.  <i>Alphabetic, 3 characters</i>	Not dynamically stored
<b>Record Version</b>	Reports a value of 03.  <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 Minnesota Department of Education.  <i>Numeric, 2 digits</i>	System Administration > Resources > District Information > Type  District.Type
<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

Data Element	Description & Format	Campus Location
<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 Minnesota Department of Education.  Numeric, 13 digits	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
<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

Data Element	Description & Format	Campus Location
<b>Subject Code</b>	<p>Reports based on whether the record pertains to a Grad Path Math, Grad Path Reading or Grad Path Writing record on the student's <a href="#">Graduation</a> tab.</p> <ul style="list-style-type: none"> <li>• Grad Path Math Record reports as 0101               <ul style="list-style-type: none"> <li>◦ 0017 SAT</li> <li>◦ 0020 ACT - Online</li> <li>◦ 0021 ACT plus Writing - Online</li> <li>◦ 0022 ACT - Paper</li> <li>◦ 0023 ACT Plus Writing - Paper</li> </ul> </li> <li>• Grad Path Reading Record reports as 0102               <ul style="list-style-type: none"> <li>◦ 0017 SAT</li> <li>◦ 0020 ACT - Online</li> <li>◦ 0021 ACT plus Writing - Online</li> <li>◦ 0022 ACT - Paper</li> <li>◦ 0023 ACT Plus Writing - Paper</li> </ul> </li> <li>• Grad Path Writing Record reports as 0103               <ul style="list-style-type: none"> <li>◦ 0017 SAT</li> <li>◦ 0020 ACT - Online</li> <li>◦ 0021 ACT plus Writing - Online</li> <li>◦ 0022 ACT - Paper</li> <li>◦ 0023 ACT Plus Writing - Paper</li> </ul> </li> </ul> <p><i>Numeric, 4 digits</i></p>	<p>Student Information &gt; General &gt; Graduation &gt; State Reporting Graduation Fields &gt; Grad Path Math, Grad Path Reading, Grad Path Writing</p> <p>Graduation.gradPathMath Graduation.gradPathReading Graduation.gradPathWriting</p>

Data Element	Description & Format	Campus Location
<b>Method Code</b>	<p>Reports the code selected for the Grad Path Math, Grad Path Reading or Grad Path Writing record.</p> <p>If methodCode '0017', '0020' or '0022' is selected, report '0104' for the subject code.</p> <p>If methodCode '0021' or '0023' is selected, report '0105' for the subject code.</p> <p><i>Numeric, 4 digits</i></p>	<p>Student Information &gt; General &gt; Graduation &gt; State Reporting Graduation Fields &gt; Grad Path Math, Grad Path Reading, Grad Path Writing</p> <p>Graduation.gradPathMath Graduation.gradPathReading Graduation.gradPathWriting</p>
<b>Met</b>	<p>Indicates the student has met graduation requirements with the specified method (Y) or not (N).</p> <p>This field will always report as Y, unless this record is correcting a previous graduation requirement submission.</p> <p><i>Alphanumeric, 1 character, Y or N</i></p>	<p>Student Information &gt; General &gt; Graduation &gt; State Reporting Graduation Fields &gt; Grad Path Math, Grad Path Reading, Grad Path Writing</p> <p>Graduation.gradPathMath Graduation.gradPathReading Graduation.gradPathWriting</p>
<b>Status Date</b>	<p>Reports the date of the associated Grad Path Math, Grad Path Reading or Grad Path Writing.</p> <p><i>Date field, 8 characters</i></p>	<p>Student Information &gt; General &gt; Graduation &gt; State Reporting Graduation Fields &gt; Grad Path Math, Grad Path Reading, Grad Path Writing</p> <p>Graduation.gradPathMath Graduation.gradPathReading Graduation.gradPathWriting</p>
<b>Comment</b>	<p>Currently reports as blank.</p>	<p>N/A</p>

Data Element	Description & Format	Campus Location
<b>Request Reimbursement</b>	<p>Allows the district to request reimbursement for the test taken.</p> <p>If Reimbursement Request is marked for the Grad Path Math, Grad Path Reading, or Grad Path Writing fields, reports as <b>Y</b> for the associated record. Otherwise reports as <b>N</b>.</p> <p><i>Alphanumeric, Y or N</i></p>	<p>Student Information &gt; General &gt; Graduation &gt; State Reporting Graduation Fields &gt; Reimbursement Request</p> <p>Graduation.gradPathMathReimburse            Graduation.gradPathReadingReimburse            Graduation.gradPathWritingReimburse</p>