SERVS Extract - Student Graduation Requirements (Minnesota)

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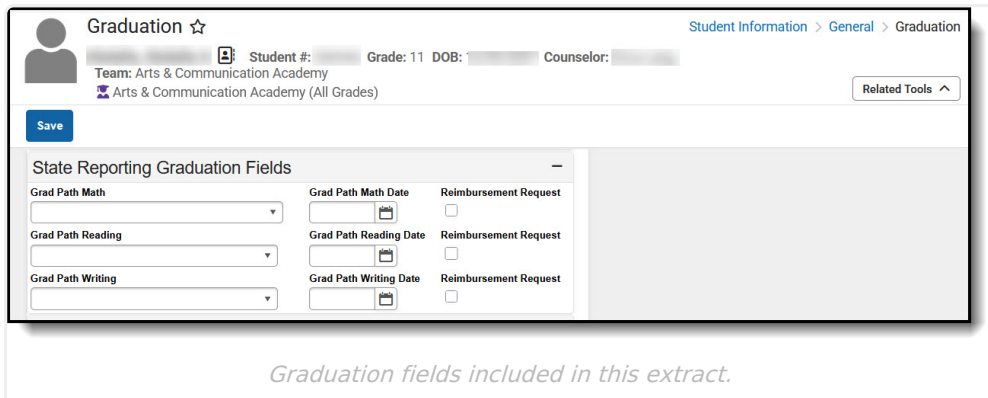
Tool Search: SERVS Extract

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 tool](#).

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
Record ID	Type of extract being reported. Will always report GRR. *Alphabetic, 3 characters*	Not dynamically stored
Record Version	Reports a value of 03. *Numeric, 2 digits*	Not dynamically stored
State Unit Number	The four-digit district number of the reporting district. *Numeric, 4 digits*	System Administration > Resources > District Information > District Number District.Number
State Unit Type	District type assigned to the district by the Minnesota Department of Education. *Numeric, 2 digits*	System Administration > Resources > District Information > Type District.Type
State Site Number	Number assigned to the school by the school district. *Numeric, 3 digits*	System Administration > Resources > School > School Detail > State School Number School.number
Last Name	Student's legal last name *Alphanumeric, 40 characters*	Census > People > Demographics > Person Information > Last Name Identity.lastName
First Name	Student's legal first name *Alphanumeric, 40 characters*	Census > People > Demographics > Person Information > First Name Identity.firstName
Middle Name	Student's middle name *Alphanumeric, 40 characters*	Census > People > Demographics > Person Information > Middle Name Identity.middleName

Data Element	Description & Format	Campus Location
Suffix	An abbreviation following a person's name indicating the student is assigned a generation (Jr., Sr., III, etc.). *Alphanumeric, 5 characters*	Census > People > Demographics > Person Information > Suffix Identity.suffix
State Student ID	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
Birth Date	Student's date of birth *Date field, 8 characters, YYYYMMDD*	Census > People > Demographics > Person Information > Birth Date Identity.birthdate
Gender	Indicates the student's gender *Alphabetic, 1 character, M or F*	Census > People > Demographics > Person Information > Gender Identity.gender
Local Use ID	Student's local school number (not the state ID number) *Numeric, 10 digits*	Census > People > Demographics > Person Identifiers > Student Number Person.studentNumber

Data Element	Description & Format	Campus Location
Subject Code	Reports based on whether the record pertains to a Grad Path Math, Grad Path Reading or Grad Path Writing record on the student's Graduation tab. • Grad Path Math Record reports as 0101 ○ 0017 SAT ○ 0020 ACT - Online ○ 0021 ACT plus Writing - Online ○ 0022 ACT - Paper ○ 0023 ACT Plus Writing - Paper • Grad Path Reading Record reports as 0102 ○ 0017 SAT ○ 0020 ACT - Online ○ 0021 ACT plus Writing - Online ○ 0022 ACT - Paper ○ 0023 ACT Plus Writing - Paper • Grad Path Writing Record reports as 0103 ○ 0017 SAT ○ 0020 ACT - Online ○ 0021 ACT plus Writing - Online ○ 0022 ACT - Paper ○ 0023 ACT Plus Writing - Paper *Numeric, 4 digits*	Student Information > General > Graduation > State Reporting Graduation Fields > Grad Path Math, Grad Path Reading, Grad Path Writing Graduation.gradPathMath Graduation.gradPathReading Graduation.gradPathWriting

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

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