

# CCGI (CA College Guidance Initiative) Extracts

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Tool Search: CCGI

The CCGI (California College Guidance Initiative) Extracts are used to upload data to [Californiacolleges.edu](https://Californiacolleges.edu), which aids in the college and financial aid process.

CCGI (CA College Guidance Initiative) Extracts ☆

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CA College Guidance Initiative (CCGI) Extracts

Instructions

Setup

Report Options

Extract Type (Required)  
CCGI Course Catalog

Effective Date (Required)  
09/11/2025

Exclude Cross-Site Data:

Ad Hoc Filter  
No Filter

Output Options

Report Processing  
 Generate Now  
 Submit to Batch Queue

Format Type  
 CSV (State Format)  
 HTML  
 XML

Batch Queue Results

Start Date      End Date

Generate

CCGI Extract Editor

## Report Editor

Data Element	Description
<b>Set Up</b>	
Search Calendars	Use the search field to narrow the list of calendars to select. Use the Expand All/Collapse All option. Place a checkbox next to the desired school and calendars.  As noted previously, all calendars are automatically selected because this is a school-wide report.
<b>Report Options</b>	

Data Element	Description
<b>Extract Type</b> <i>Required</i>	Determines which CCGI extract generates. Options are: <ul style="list-style-type: none"> <li><a href="#">CCGI Course Catalog (December 2025)</a></li> <li><a href="#">CCGI Student Data Element (December 2025)</a></li> <li><a href="#">CCGI Course Grade Data Element (February 2026)</a></li> <li><a href="#">CCGI Test Grade Data Element (December 2025)</a></li> <li><a href="#">CCGI High School Graduate Data Element (December 2025)</a></li> </ul>
<b>Effective Date</b> <i>Required</i>	Entered date determines which courses are reported. All courses active as of the entered date are included in the report.  This field auto-populates with today's date.
<b>Exclude Cross-Site Data</b>	When marked, Cross-Site Enrollments and courses the student takes as part of their Cross-Site Enrollment are not included in the report.
<b>Ad hoc Filter</b>	A selection in this field causes the extracts to only include students included in the Ad hoc filter. For example, if an Ad hoc filter is selected that lists all 9th grade students, only those students are included in the extract.
Output Options	
<b>Report Processing</b>	To generate the report immediately, select <b>Generate Now</b> option. To choose when the report generates, use the <b>Submit to Batch</b> option.  The Batch Queue processing can be used for both the report generation and the report review, allowing results to be reviewed later.
<b>Format Type</b>	Determines in which format the report generates - CSV (State Format) or HTML. <div data-bbox="493 1410 763 1444" style="background-color: #e0f2e0; padding: 5px;"><b>CSV Best Practice</b></div> <p>CSV files usually open with the Microsoft Excel application. The default handling of date values in Excel removes leading zeros. <b>This causes issues with reporting.</b></p> <p>To prevent this issue, perform edits to CSV files through a text editor application such as Notepad, Notepad++, etc. Or, to use Excel, ensure that all date fields are set to format MM/DD/YYYY <b>with leading zeros</b> (e.g., 8/4/2024 should display as 08/04/2024).</p>

## Generate the Extract

See the blue callout above for details on report logic and report layout.

1. Select the applicable **Calendar(s)** to include in the report.
2. Select the desired **Extract Type**.
3. Select the **Effective Date** for the report.
4. Select an **Ad hoc Filter** from the dropdown list, if desired.
5. Select the desired **Report Processing** option of **Generate Now** or **Submit to Batch Queue**.
6. Select the desired **Format Type**.
7. Click **Generate**. The report displays in the selected format.

Refer to the PDF attachments in the [Extract Type](#) description for the report layout.