2024-2025 Student Interchange – Graduation Guidelines

Graduation Guidelines Purpose:

The purpose of the Graduation Guidelines (GG) file is to record student outcomes that CDE must use to calculate and report, per C.R.S. 22-11-204(4), including the percentage of students who have graduated, having met minimum standards in the state board's graduation guidelines menu of options established pursuant to C.R.S. 22-2-106(1)(a.5) and the percentage of students who have met the state board's higher achievement level standards (higher bar) established pursuant to C.R.S. 22-11-104(2)(a).

Important:

Completion of this interchange is not required for Student October. Data entered here for Student October is not included in the Student October snapshot nor does it impact Student October funding. This file is only required for Student End of Year and will not impact other collections.

Dependencies:

- Student has been assigned a SASID and updated in RITS.
- A record for the SASID/student exists in the Student Interchange—Student Demographic file.
- A record for the SASID/student exists in the Student Interchange—Student School Association file.

Record Expectation:

Records in this file should represent the graduation guidelines a student completed during the school year. Guideline completion can also be reported retroactively if that completion was omitted during the school year the student initially earned the guideline score or if completion was not reported by a previous Local Education Agency (LEA). Schools should retain copies of score reports, transcripts or industry certificates used as the basis of reporting graduation guideline completion and provide that documentation to receiving LEAs for validation purposes if the student transfers. Report the LEA and school the student currently attends regardless of where they were in attendance when they received the guideline score.

The LEA should submit:

1) One record for each graduation guideline the student has completed.
2) A score within the acceptable range for the reported guideline type and name.

A student should have one record for each guideline they have completed.

Use Summary:

Fields from this file are used in the following CDE Collections, which require LEA/AU effort.

- Student End of Year

All references to Local Education Agency (LEA) include district, BOCES, and CSI.

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File Notes:

- New changes from 2023-2024 are emphasized with yellow shading.
- 🔑 Indicates primary key
- **Zero fill all non-applicable data fields**
- A header row is required for .csv and .xlsx files

Data Field List:

Name of Field	Field Length	Text Start Position	Text End Position	CSV Order	Excel Column	Example(s)	Remarks
Reporting School District/BOCES	4	1	4	1	A2	0000	
Student's State ID (SASID) 🔑	10	5	14	2	B2	0000000000	
School Code	4	15	18	3	C2	0000	2023-2024 changed to optional field may be zero-filled, '0000'
Student's First Name	30	19	48	4	D2	Valid Name	
Student's Last Name	30	49	78	5	E2	Valid Name	
Student's Gender	2	79	80	6	F2	01	
Student's Date of Birth	8	81	88	7	G2	12312013	MMDDYYYY
Guideline Type	1	89	89	8	H2	0	0 – English; 1 - Math
Guideline Name Code	3	90	92	9	I2	ACT	
Guideline Score	3	93	95	10	J2	000; 00; 0	No leading zeros permitted
School Year of Completion	8	96	104	11	K2	20202021	This field can be zero-filled in cases where the guideline was completed in the current year.

Data Field Descriptions:

Reporting School District/BOCES Code

A unique code assigned to a district by CDE. Refer to School District/BOCES Code table.

Student's State ID (SASID)

A **unique** ten-digit number must be assigned to each student by CDE.

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School Code

A unique code assigned by CDE to a school building for the school the student is currently attending. Refer to "School Building Codes" posted on the Data Pipeline Frequently Requested Codes website for a listing of school codes.

This is an optional field and may be zero-filled, '0000'.

Student's First Name

A name given to an individual at birth, baptism, or during another naming ceremony, or through legal change.

Student's Last Name

The name borne in common by members of a family.

Student's Gender

An individual's sex.

Code	Description
01	**Female** – identifies as female (including a transgender student who identifies exclusively as female)
02	**Male** – identifies as male (including a transgender student who identifies exclusively as male)
03	**Nonbinary** – does not identify exclusively as male or female. Nonbinary does not refer to a transgender student who identifies exclusively as either male or female.

Student's Dat of Birth

The month, day, and year in which an individual was born (i.e., 09151989).

Guideline Type

Every student must meet a guideline in both English and Math to satisfy the state graduation guidelines requirement. Please indicate if this record is meant to serve as a measure of a student meeting an English or Math guideline.

Each guideline evaluates both Math and English proficiencies. A student must meet guidelines for both Math and English; however, they do not need to follow the same guideline for both. (For example, a student can demonstrate English proficiency through an ACCUPLACER score and Math proficiency through a District Capstone.)

Note: When reviewing the Graduation Guidelines Menu of Options, English measures are synonymous with Reading/Writing/Communicating and Math measures are synonymous with Mathematics. For reporting purposes, "English" and "Math" are utilized.

Code	Description
0	English
1	Math

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Guideline Names and Scores

Please review the table below for approved guidelines, the abbreviation code for each guideline name, and the acceptable scores for each guideline, and the minimum benchmark score for each guideline. See the graduation guidelines website for more information about each guideline on the menu of options.

Guideline Name Code

An abbreviation for the guideline being reported. Some guidelines can only be reported as an English or Math score and not both (like the ACCUPLACER Elementary Algebra guideline can only be reported as a Math guideline).

Guideline Score

A score value associated with the given guideline name. The accepted codes will vary based upon the guideline name given. CDE will accept scores that do not meet the state determined benchmarks so that LEAs may report all students who attempt each guideline rather than only those who met the graduation guideline benchmark score. In some cases, a score may just be a flag value indicating a student passed using the given guideline type. Do not include leading zeros for this data field. Only values within the accepted score range for the given Guideline Name are valid.

Guideline Name Code	Guideline Description	Accepted Guideline Score Values	Guideline Type and Benchmark Score
ACR	**Classic Accuplacer – Reading Comprehension** Reading comprehension portion of the Classic ACCUPLACER test. ACCUPLACER is a series of computerized tests that assess reading, writing, math, and computer skills. The results of the assessment, in conjunction with a student's academic background, goals, and interests, are used by academic advisors and counselors to place students in college courses that match their skill levels. Note: Classic ACCUPLACER was discontinued by the vendor in January 2019. It is sunsetting and will likely be removed the next time the State Board of Education updates the graduation guidelines menu of options.	20 – 120	**English: 62**
ACS	**Classic Accuplacer – Sentence Skills** Sentence Skills portion of the Classic ACCUPLACER test. ACCUPLACER is a series of computerized tests that assess reading, writing, math, and computer skills. The results of the assessment, in conjunction with a student's academic background, goals, and interests, are used by academic advisors and counselors to place students in college courses that match their skill levels. Note: Classic ACCUPLACER was discontinued by the vendor in January 2019. It is sunsetting and will likely be removed the next time the State Board of Education updates the graduation guidelines menu of options.	20 – 120	**English: 70**

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Guideline Name Code	Guideline Description	Accepted Guideline Score Values	Guideline Type and Benchmark Score
ACE	**Classic Accuplacer – Elementary Algebra** Elementary Algebra portion of the Classic ACCUPLACER test. ACCUPLACER is a series of computerized tests that assess reading, writing, math, and computer skills. The results of the assessment, in conjunction with a student's academic background, goals, and interests, are used by academic advisors and counselors to place students in college courses that match their skill levels. Note: Classic ACCUPLACER was discontinued by the vendor in January 2019. It is sunsetting and will likely be removed the next time the State Board of Education updates the graduation guidelines menu of options.	20 – 120	**Math: 61**
ANR	**Accuplacer Next-Generation – Reading Test** Reading test portion of the ACCUPLACER. ACCUPLACER is a series of computerized tests that assess reading, writing, math, and computer skills. The results of the assessment, in conjunction with a student's academic background, goals, and interests, are used by academic advisors and counselors to place students in college courses that match their skill levels.	200 – 300	**English: 241**
ANW	**Accuplacer Next-Generation – Writing Test** Writing test portion of the ACCUPLACER. ACCUPLACER is a series of computerized tests that assess reading, writing, math, and computer skills. The results of the assessment, in conjunction with a student's academic background, goals, and interests, are used by academic advisors and counselors to place students in college courses that match their skill levels.	200 – 300	**English: 236**
AR	**Accuplacer Next-Generation – Arithmetic Test** Arithmetic test portion of the ACCUPLACER. ACCUPLACER is a series of computerized tests that assess reading, writing, math, and computer skills. The results of the assessment, in conjunction with a student's academic background, goals, and interests, are used by academic advisors and counselors to place students in college courses that match their skill levels.	200 – 300	**Math: 255**
QAS	**Accuplacer Next-Generation – Quantitative Reasoning, Algebra, and Statistics Test** Quantitative Reasoning, Algebra, and Statistics test portion of the ACCUPLACER. ACCUPLACER is a series of computerized tests that assess reading, writing, math, and computer skills. The results of the assessment, in conjunction with a student's academic background, goals, and interests, are used by academic advisors and counselors to place students in college courses that match their skill levels.	200 – 300	**Math: 230**

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Guideline Name Code	Guideline Description	Accepted Guideline Score Values	Guideline Type and Benchmark Score
AAF	**Accuplacer Next-Generation – Advanced Algebra and Functions Test** Advanced Algebra and Functions test portion of the ACCUPLACER. ACCUPLACER is a series of computerized tests that assess reading, writing, math, and computer skills. The results of the assessment, in conjunction with a student's academic background, goals, and interests, are used by academic advisors and counselors to place students in college courses that match their skill levels.	200 – 300	**Math:** 230
ACT	**ACT** ACT is a national college admissions exam. It measures four subjects - English, reading, math and science. The highest possible score for each subject is 36.	1 – 36	**English:** 18 **Math:** 19
AWK	**ACT WorkKeys** ACT WorkKeys is an assessment that tests students' job skills in applied reading, writing, mathematics and 21st century skills. Scores are based on job profiles that help employers select, hire, train, develop and retain a high- performance workforce. Students who score at the bronze level (at least 3) in applied mathematics, mapping and reading earn the ACT's National Career Readiness Certificate.	1 – 7	**English:** 3 (Bronze) **Math:** 3 (Bronze)
AP	**Advanced Placement** AP exams test students' ability to perform at a college level. LEAs choose which AP exams will fulfill this menu option. Scores range from 1 to 5 (highest).	1 – 5	**English:** 2 **Math:** 2
ASV	**Armed Services Vocational Aptitude Battery (ASVAB)** The Armed Services Vocational Aptitude Battery (ASVAB) is a comprehensive test that helps determine students' eligibility and suitability for careers in the military. Students who score at least 31 on the AFQT are eligible for service (along with other standards that include physical condition and personal conduct). Students who take the ASVAB are not required to enlist in the military. The highest possible score is 99.	1 – 99	**English:** 31 **Math:** 31
CAP	**District Capstone** A capstone is the culminating exhibition of a student's project or experience that demonstrates academic and intellectual learning. Capstone projects are LEA determined and often include a portfolio of a student's best work.	**0**—Non passing grade per LEA policy **1**—Passing grade per LEA policy	**English:** 1 **Math:** 1

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Guideline Name Code	Guideline Description	Accepted Guideline Score Values	Guideline Type and Benchmark Score
CE	**Concurrent Enrollment** Concurrent enrollment provides students the opportunity to enroll in postsecondary courses, simultaneously earning high school and college credit. LEAs and institutions of higher education each determine passing grades for credit and concurrent enrollment. An eligible concurrent enrollment course is 1) the prerequisite directly prior to a credit- bearing course or 2) a credit-bearing course.	**0**—Non passing grade per LEA and higher education policy **1**—Passing grade per LEA and higher education policy	**English:** 1 **Math:** 1
IC	**Industry Certificate** An industry certificate is a credential recognized by business and industry. Industry certificates are LEA determined, measure a student's competency in an occupation, and they validate a knowledge base and skills that show mastery in a particular industry.	**0**—Certificate not earned (per LEA policy) **1**—Certificate earned (per LEA policy)	**English:** 1 **Math:** 1
IB	**International Baccalaureate® (IB)** IB exams assess students enrolled in the official IB Diploma Programme. Courses are offered only at authorized IB World Schools. Scores range from 1 to 7 (highest).	1 – 7	**English:** 4 **Math:** 4
SAT	**SAT** The SAT is a college entrance exam that is accepted or required at nearly all four-year colleges and universities in the U.S. The current SAT includes sections on reading, writing and math. The highest possible score for each section is 800. Note: In September 2024, the State Board of Education voted to change the benchmark score for the digital SAT Math assessment to 480 for assessments administered in the 2023-2024, 2024-2025, and 2025-2026 school years for students graduating in the 2024-2025 and 2025-2026 school years. SAT Math assessments completed in the 2022-2023 school year and earlier continue to use the benchmark score of 500. No change was made to the SAT English benchmark.	200 – 800	**English:** 470 **Math:** 500 (completion year 2022-2023 and prior) **Math:** 480 (beginning with digital SAT in completion year 2023-2024)
COL	**Collaboratively developed, standards-based performance assessment** An authentic application of Essential Skills for Postsecondary and Workforce Readiness, through the creation of a complex product or presentation.	**0**—Non passing grade per LEA policy **1**—Passing grade per LEA policy	**English:** 1 **Math:** 1

School Year of Completion

This is the school year that the graduation guideline was completed. This field should be reported using both calendar years without a hyphen (i.e., 20202021 for the 2020-21 school year). In cases where the guideline benchmark scores have increased, the benchmark scores in place

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during the School Year of Completion will be used to evaluate guideline completion. If the guideline score is for the current school year or is unknown this field can be zero-filled or filled with the current school year.

The graduation guidelines law provides that students with disabilities (with an IEP), English learners, and students in gifted and talented programs may receive LEA determined alternative accommodations to the graduation guidelines requirements.

Document Changes:

Date	Description of Change	Reason for Change	Element(s) Affected
2/15/2019	Added accommodation field	Guidance	Accommodation Field
3/25/2019	Updated benchmarks for ACCUPLACER and SAT	Score Updated	ACCUPLACER, SAT
1/26/2020	Modified the accommodations field	Expand and Define Field	Accommodations Elements
1/26/2020	Added new guideline type	New Guideline Type	Guideline Type
2/6/2020	Added guideline name codes for ACCUPLACER	New Test Structure	Guideline Name Codes
2/6/2020	Added Origin of Record Code	New Field	Origin of Record Code
9/4/2020	Added Local Measure to Guideline Score	COVID Response	Guideline Type/Score
2/24/2021	Local Measure Removed	LM was only provided as a GG option for the class of 2021	Guideline Name/Score
6/4/2021	Addition of AAF for ACCUPLACER	Additional Guideline Name	Guideline Name/Score
6/8/2021	Addition of '7' as valid score for AWK	New guidance from ACT WorkKeys	Guideline Score
8/17/2021	Changed acronym for Industry Certificate from 'CRT' to 'IC'	Inappropriate acronym originally assigned	Guideline Name Code
1/22/2022	Removed fields IEP_ACCOMMODATION, GT_ACCOMMODATION, EL_ACCOMMODATION, DISTRICT_OF_COMPLETION	Guidance	Accommodation Fields and District of Completion field
1/22/2022	Addition of '1' and '2' as valid score for AWK	Alignment to ACT WorkKeys score reports	Guideline Score
1/22/2022	Removal of '0' as a valid score for ASVAB	Alignment to ASVAB score reports	Guideline Score
2/17/2022	Clarified Guideline Type language	Graduation Guidelines Menu of Options language change	Guideline Type

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Date	Description of Change	Reason for Change	Element(s) Affected
9/2/2022	Changed School Code field to optional	Guidance	School Code
1/18/2023	Clarified Guideline Names and Scores language	Provide clarity regarding guideline score values and vendor discontinued use of Classic ACCUPLACER	Guideline Score and Guideline Name
1/18/2023	Added code to Student's Gender field	Guidance	Student's Gender
1/18/2024	Updated "district" to "LEA" throughout document	Will better include BOCES and CSI in definitions	
2/12/2024	Updated file format	Document accessibility	
9/23/2024	Updated SAT Match benchmark score	State Board of Education vote to change benchmark score for digital SAT Math	Guideline Score and Guideline Name

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