OAKLAND UNIFIED SCHOOL DISTRICT
Community Schools, Thriving Students

Board Cover Memorandum

To   Board of Education

From   Kyla Johnson-Trammell, Superintendent
Sondra Aguilera, Chief Academic Officer
Lucia Moritz, Executive Director of College and Career Readiness

Meeting Date   June 23, 2021

Subject   No-Cost Terms of Service Agreement and Statement of Work/Subscriber Agreement - University of California, Office of the President (contractor) - High School Linked Learning Office (site/department)

Ask of the Board   Approval by the Board of Education of a No-Cost Terms of Service Agreement and Statement of Work/Subscriber Agreement between the District and the University of California, Office of the President for the provision of Transcript Evaluation Services for the period of July 1, 2021, through June 30, 2023.

Background

To address the need for greater student access to "a-g" courses, the University of California (UC) created a data tool that provides timely, specific information to California high schools about students' progress toward "a-g" completion. This tool, the Transcript Evaluation Service (TES), provides school districts, schools, and families with the data-driven decision support to get and keep students on the path to a higher education. The web-based tool analyzes large volumes of student transcripts electronically, quickly providing districts and schools with easy-to-read, accurate reports that highlight students' progress toward "a-g" completion. TES reports show what "a-g" courses a student has taken, and course and grade deficiencies, thus informing critical course selection decisions. TES provides schools and districts with an accurate depiction of course completion patterns to facilitate school improvement.

Discussion

Approval of a No-Cost Terms of Service Agreement and Statement of Work/Subscriber Agreement between the District and the University of California, Office of the President for the provision of Transcript Evaluation Services for the period of July 1, 2021 through June 30, 2023.

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No-Cost Terms of Service Agreement and Statement of Work/Subscriber Agreement - University of California, Office of the President (contractor) - High School Linked Learning Office (site/department)

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Fiscal Impact   No Fiscal Impact

Attachment(s)
- Statement of Work: UC-TES School Subscriber Agreement
- TES Data Upload Tool Specs

Statement of Work
UC-TES School Subscriber Agreement

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1111 Franklin Street, 9th floor Oakland, CA 94607

This Statement of Work ("SOW") is issued pursuant to the terms and conditions of the Terms of Service and Privacy Policy ("Agreement") dated **July 1st, 2021** between **Oakland Unified School District** ("Subscriber") and the **University of California** ("UC"), collectively referred to as the "PARTIES".

Unless explicitly stated otherwise in this SOW, any capitalized terms shall have the meaning given to them in the SOW. If there are any conflicts between the provisions of this SOW and the Agreement, the terms of this SOW shall control with respect to the subject matter of this SOW. Any provisions of the Agreement not amended by this SOW shall remain in full force and effect. References to the "SOW" shall mean the Agreement and this SOW together.

1. Description of Services

   University provides secured technologies and web services for subscribers to manually transfer and UC to accept personal demographic, academic, and other confidential individual record level data necessary to conduct the evaluation by the UC Transcript Evaluation Service ("TES")[1]. Through TES, UC evaluates data as a service for participating California public schools and districts to determine student progress toward meeting the eligibility requirements for the California's public systems of higher education. UC will implement a cloud-based data warehouse and visualization solution with data provided by SUBSCRIBER, that they, their designees and other authorized parties can securely access. UC will provide annual regional training and referrals to implementation support services as requested. UC will provide professional services hours as detailed below.

2. Fees, Expenses and Invoicing
   The Fee Schedule is set forth in Table 1 below. UC will notify SUBSCRIBER if circumstances arise that would result in additional fees before commencing such work.

   SUBSCRIBER agrees to prepay for the products and services listed in table 1, below. UC will invoice SUBSCRIBER in full once the SOW is signed by both parties.

   UC will complete the implementation and training work on flat fee basis (see Table 1 for costs). SUBSCRIBER understands that the estimate of time is not a guarantee, and that the estimate is based, in part, upon SUBSCRIBER's availability and requirements outlined at commencement of work. If the total fees and costs exceed the estimated amount, UC will request approval in writing from the SUBSCRIBER. Once approved by SUBSCRIBER, the SUBSCRIBER will also be billed for expenses subject to SUBSCRIBER's customary expense policy.

   Upon payment of the annual subscription fee as detailed in Table 1 below, UC will provide the hosting services, web services, and Tableau services needed for SUBSCRIBER staff to access UC TES secured webpage, that include reports, for the length of the subscription period. UC reserves the right to change the pricing model for subsequent years with a 90 day notice to SUBSCRIBER.

In addition to the work specified below, upon request UC will provide referrals to college preparation program support for your implementation and training needs. Programs may assess a fee for providing these services to help offset the costs to deliver these services. These prices are set independent of the TES administration at the UC Office of the President. Schools should inquire with their regional TES school engagement representative to learn more about programs available in your area. SUBSCRIBER

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[1] See the list of data collected for the TES evaluation system for each data system and manual upload tool.

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with an active subscription to may submit support requests via email or phone. UC will respond to support requests within one business day.

Schools may also inquire about accessing a direct connection between their school information system and the Transcript Evaluation Service. This preferred message can be automated the collect data at the school's preferred frequency. Schools can request this service through their current information system. The University will consider requests but will not accept any additional costs required for establishing these connections. The University also does not endorse vendors passing the costs of developing the connectors to their current school subscribers.

Table 1. Deliverables and Pricing

Fee	Cost
EAOP/MESA/PUENTE/GEAR UP	NO Charge

3. Subscriber Uses and Acknowledgement
   SUBSCRIBER acknowledges and agrees that UC owns and operates www.transcriptevaluationservice.com, its website, the results of the TES evaluations, and all rights and privileges thereto, and that it will not infringe on any intellectual property rights owned by UC.

   Schools are permitted to use data provided by the University to institute and assess new and innovative practices to ensure more students are on track to satisfying the "a-g" requirements. The data from TES is used to provide schools and districts support from University programs, research, and its public service mission focused partners.

4. Assumptions and UC Authorized Access
   The following assumptions were taken into account when preparing the SOW and estimate of hours. If any of them turn out not to be accurate, the schedule and/or budget may be affected. UC will work with SUBSCRIBER to resolve any issues as they occur.

   a. SUBSCRIBER agrees to use tes@ucop.edu for support requests.
   b. SUBSCRIBER agrees to provide requisite information for UC to meet Table 1 Deliverables in a timely fashion.
   c. SUBSCRIBER users will log in with email address and their password provided by UC to view reports
   d. SUBSCRIBER will access TES Data Warehouse securely using VPN software provided by UC
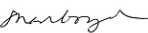
5. Warranties/Indemnification
    The University hereby represents and warrants that (a) it will perform the services in a professional and workmanlike manner, and (b) it will only use and the Educational Records in accordance with the terms of this Agreement.

    Except as expressly set forth in the agreement, the services, reports, and anything provided in connection with this agreement are provided "as-is", without any warranties of any kind. The University hereby disclaims all warranties, express or implied, relating to the subject matter hereunder, including without limitation all implied warranties of merchantability, fitness for a particular purpose title and non-infringement.

Approved as to form by OUSD Staff Attorney Joanna Powell on 5/26/21.

Joanna J. Powell

Accepted and agreed to: Oakland Unified School District	
Signed:	Shanthi Gonzales, President, Board of Education
Printed:	
Title:	Kyla Johnson Trammell, Secretary, Board of Education
Date:	6/24/2021

Accepted and agreed to: University of California	
Signed:	Richard L. Greene FB2E06D7C2F0467...
Printed:	Richard Greene
Title:	Local Procurement Manager
Date:	1/25/2021

The Family Educational Rights and Privacy Act (FERPA)

This Statement of Rights and Responsibilities derives from and is intended to be consistent with the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99), as well as California Education Code Section 49062 et seq. FERPA is a federal law that protects the privacy of student education records. FERPA applies to all K-12 schools and institutions of higher education that receive funds under an applicable program of the U.S. Department of Education. The California Education Code applies to K-12 schools in California, and similarly protects the privacy of student education records.

FERPA Part 99.31 allows schools to share data collected for this service provided by the University, without prior consent, when the following conditions apply:

> (6)(i) The disclosure is to organizations conducting studies for, or on behalf of, educational agencies or institutions to:
> > (A) Develop, validate, or administer predictive tests;
> > (B) Administer student aid programs; or
> > (C) Improve instruction.

The California Education Code permits disclosures for research purposes under the same circumstances. (California Education Code Section 49076 (a)(2)(E)).

Terms of Service Agreement

1. **Acknowledgement and consent**
   As the representative authorized to procure services for your educational institution(s), you are agreeing to receive no less than two calendar years of services as described by the University of California in the Statement of Work ("SOW"), a separate document signed by the authorized party for the school and the University. The date of services shall be marked by either a signed document or electronic request and acknowledgement for services. By acknowledging your approved request to receive services, you are aware that the University accepts the personal demographic, academic, and identifiable data necessary to conduct the evaluation by the

   University of California's Transcript Evaluation Service ("TES")[1]. The University evaluates data as a service for participating public schools within California to determine student progress toward meeting the minimum admission requirements of California's public systems of higher education. Schools are permitted to use data provided by the University to institute and assess new and innovative practices to ensure more students are on track to satisfy the "a-g" requirements. The data from TES are used to provide schools and districts with support from University programs, research and public service mission– focused partners.

2. **The purpose of TES data collection, evaluation and outcomes reports** University access to records of research is critical for policy analysis and oversight purposes. Examples of how the University may use such records include, but are not

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[1] See the list of data collected for the TES evaluation system for each data system and manual upload tool.

limited to, responding to audits, establishing that past use of University or research sponsor funds was appropriate, responding to government demands or subpoenas, defending research findings, and facilitating research misconduct proceedings. .

The collection and generation of data and tangible research materials are integral parts of any research project. Accurate and appropriately recorded research data, and the creation and retention of tangible research materials, enable scholars to report, replicate and refute research findings, which ultimately advances the research enterprise. As per this document, the evaluation results produced through TES are defined as research data, and the outputs of the service, including reports or other tangible items, including the outcomes of such data, are considered research data and materials. At the subscriber's request, the University is prepared to furnish the basic guidelines taken to ensure that Research Data, as defined below, are appropriately documented, maintained, retained for a reasonable time and accessible to the University for review and use.

a. "Research Data" are recorded information reflecting original observations and methods related to a research study, and documentation of such data needed to reconstruct and evaluate reported results of the study, regardless of the form or medium on which it may be recorded, that is produced: (i) within a University researcher's course and scope of employment; (ii) using University research facilities or other research resources; or (iii) using funds provided by or through the University. Such data include, but are not limited to, computer software, databases and data of a scientific or technical nature, such as laboratory notebooks, field notes, electronic storage media, and printouts. Research Data also include Tangible Research Material, as defined below. Research Data do not include administrative records incidental to award administration such as financial records, contract and grant records, etc. While such administrative records generated by University researchers are not included in the definition of Research Data under these Guidelines, they are the property of the University and may be subject to terms and conditions of individual sponsored projects, federal and state regulations, and University retention and disposition requirements.[2]

b. "Tangible Research Material" is a tangible item produced or collected in the course of research: (i) within a University researcher's course and scope of employment; (ii) using University research facilities or other research resources; or (iii) using funds provided by or through the University.

c. The University may use data collected from schools to populate the admissions application for the University and its public higher education segment partners, the California State University and California Community Colleges.[3] Students will

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[2] Other research data may be obtained through material transfer agreements, license agreements or other means. Such other research data that are not produced or collected by the University may be subject to third-party provider obligations, and should be handled in accordance with contractual commitments.

[3] Select the application name for the URL to access list of data elements: applyUC, CSUMentor, and CCC apply.

have the option to opt in to this automatic population process prior to their data being populated into their in-process application.

3. **Data Retention**

As a research agent of the state, the University retains information collected and TES outcomes to support research and evaluation to identify trends in student academic performance. Both the University and other local education agencies have responsibilities concerning access to, use of and maintenance of student data used as research data and research materials. These obligations are not new and are not unique to the University; they arise from express provisions in awards and agreements with federal and other research sponsors, overarching regulatory requirements relating to funded research and fundamental precepts of research integrity.

In general, principal investigators should retain all Research Data for as long as possible, but not less than a minimum of six years after final reporting, publication, completion or abandonment of the project, unless a longer retention period is indicated by the funding source or other relevant agreement.[4]

4. **Ownership and Use of Research Data**

Research Data are the property of University of California Office of the President.[5] Any research principal investigator, or authorized entity in contract with the University to conduct such research or programs, shall retain original Research Data on behalf of the University. The principal investigator is responsible for ensuring that Research Data, whether generated by the principal investigator or the principal investigator's research team, are recorded, stored and used in accordance with the generally accepted standards of his or her respective discipline and any requirements of applicable federal or state law or regulations, University policies and guidelines, and University contractual commitments.[6] The principal investigator should consult the appropriate campus or University administrative office regarding the use and stewardship of Research Data that may be subject to applicable export control regulations, laws and regulations protecting the rights and privacy of human subjects, including, but not limited to, the Health Insurance Portability and Accountability Act of 1996 (HIPAA) or other applicable laws and regulations.

Data in its raw form, prior to being uploaded into the University's TES file loader or having been queried or altered by the University's systems or intellectual property, are the property of the school or district, as defined by their local policies. Once data has been accepted into a TES file transfer format and verified for submission to evaluate the

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[4] Contract and Grant Manual, Chapter 17-310: Records Disposition Schedules for Contract and Grant Documents; Administrative Records Relating to Research: Retention Requirements (last updated June 2010).

[5] University of California Regulation No. 4 (APM-020) provides that original records of the research are the property of the University. ("Original records" may include tangible records of research, such as biological materials, chemical compounds, plants, etc.). California Labor Code § 2860 provides that everything that an employee acquires by virtue of his/her employment (except compensation) belongs to the employer whether acquired during or after the term of employment.

[6] Contract and Grant Manual, Chapter 10-330: Principal Investigators.

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file and its data contents, such data will become the property of the University and will be subject to the following conditions:

  a. The user will use the student TES evaluation results, provided by the University, only to support and conduct administrative activities, academic advising and counseling, and other intervention strategies intended to improve student progress toward satisfying minimum admission requirements for the California State University (CSU) and University of California systems of higher education.
  b. The data derived from the TES evaluations shall not be used for any purposes that generate revenue from the user or any other party without the express written consent of the University of California.

5. Data Sharing

The University of California supports the sharing of Research Data to advance public knowledge. In the interest of advancing knowledge, the University expects principal investigators to release and share final Research Data, particularly that which is described in a publication, for use by other investigators and researchers in a timely manner, consistent with the practices of the discipline involved. Further, such release and sharing shall be in accordance with existing University policies and guidelines, including those related to intellectual property, sponsor requirements, and applicable laws and regulations, such as laws relating to protecting the rights and privacy of human subjects. The National Institutes of Health policies on data sharing and sharing of biomedical research resources (http://grants.nih.gov/grants/policy/data_sharing/) and the National Science Foundation *Policy on Dissemination and Sharing of Research Results* (http://www.nsf.gov/bfa/dias/policy/dmp.jsp) are models that investigators may find useful when planning for the sharing of Research Data. In all instances, principal   investigators should consult relevant award and/or agreement terms to determine whether Research Data are subject to any special handling, use or restriction terms.

6. Subscriber Responsibilities and Rights

By subscribing to this service and providing authorized access to your designee and those further provided access based on your or designees' discretion, you agree to hold the data in strict confidence. The user agrees NOT to release data to any other unauthorized person or organization.

The user shall retain data furnished by the school/district and the University in a place physically secure from access by unauthorized persons. Data in electronic format – including, but not limited to, hard drives, CDs or diskettes – shall be stored and processed in such a way that unauthorized persons cannot retrieve the data by means of computer, remote terminal or other means. The user agrees that any computer on which the data reside will be password-protected at all times.

No individual, school and/or district shall be identifiable in any reports, publications or other documents that are created by the user with the use of the data, unless at the specific request of the individual(s) authorized to make a request of this report, which must accompany a signed and notarized letter acknowledging such a request. Results for groups of individuals, schools and/or districts will only be reported when the number (i.e., the "cell size") is ten (10) or greater and in such a manner that results for groups of less than ten (10) cannot be easily calculated from other reported data.

The user shall adhere to all federal, state and local statutes, regulations and other requirements pertaining to the security, confidentiality and privacy of data including, but not limited to, the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99).

7. **University Responsibility and Rights**
   a. The Parties intend for the Agreement to be compliant with FERPA and California Education Code without parent consent;
   b. All pupil identifiable information contained in the records shared with the University of California will be kept confidential and will be used for the purpose of improving the District's programs, instruction and academic advising;
   c. Anyone who is provided with access to personally identifiable student education records will be advised of the confidentiality requirements and limitations of use of this Agreement and agree to abide by them;
   d. All student education records and pupil identifiable information contained in those records remain the sole property of the District;
   e. All algorithms, programs, and software used in the TES program, as well as research or analytical materials created by the University, remain the property of the University of California.
   At the conclusion of the Agreement or at the District's request, all personally identifiable student education records shared under this Agreement shall be destroyed or returned to the District.

8. **Fees and Payment**
Certain services carry subscription fees ("Subscription Fees"). Subscription Fees will be due on an annual basis (the "Subscription Term"). Before the beginning of each Subscription Term during the term of this Agreement, the University will invoice you (or, if you've provided a credit card number through Account Administration, will bill that credit card) for the applicable Subscription Fees due for the following Subscription Term. Invoices for Subscription Fees must be paid by the beginning of the Subscription Term or within thirty (30) days after your receipt thereof, whichever is later. Any special arrangements regarding payment will be reflected in a Statement of Work or similar document.

Unless otherwise agreed by you and the University in writing, all fees are non- refundable, including without limitation if this Agreement terminates prior to the end of a Subscription Term for which you have pre-paid Subscription Fees. All amounts due hereunder shall be paid in United States dollars within the United States. Conversion of foreign currency to United States dollars shall be made at the conversion rate existing in the United States (as reported in the Wall Street Journal) on the first working day of the calendar month during which the applicable payment is due.

If the payment information you have provided is incorrect or incomplete, or if you are late paying any invoice or the University is otherwise unable to complete a transaction or collect timely payment due to your error or omission, any payment due hereunder that is so delayed shall bear interest at the rate of one percent (1%) per month or the highest rate allowed by applicable law, whichever is less.

9. Term and Termination; Suspension

This Agreement shall remain in full force and effect so long as you use the service in strict accordance with the terms, conditions and limitations of this Agreement. Either party may terminate this Agreement for any reason or for no reason upon written notice to the other party (email is sufficient). The University may suspend your access to the services and the performance of any services at any time and without notice if the University reasonably believes in its sole discretion that you have breached any of the terms of this Agreement. If the University terminates this Agreement (except in the event of a breach of the Agreement by you), we will refund to you a prorated portion of your fees based on the date of termination.

Upon termination of this Agreement, your right to use and/or access the services directly related to TES shall terminate, and the University will cease performance of any of these services. The following provisions shall survive termination of this Agreement: Notwithstanding the foregoing, after termination of this Agreement, you may continue to use TES reports that you have downloaded prior to the effective date of termination, solely in accordance with all restrictions herein.

10. Warranties; Warranty Disclaimer

The Family Educational Rights and Privacy Act ("FERPA") and California Education Code Section 49076(a)(1)(A) both generally require that schools get prior written consent from a parent or guardian of a minor student before disclosing any educational   records regarding such student ("Educational Records") to third parties. However, education records can be shared with school officials who have a legitimate educational interest. If you are a School, you hereby agree to designate the University (including its employees, contractors and agents) as an "other school official," under FERPA and/or the California Education Code, who has a "legitimate educational interest" in using and accessing such Educational Records. Further, you hereby represent and warrant that (a) you have obtained all consents necessary in connection with disclosing any Educational Records directly or indirectly to the University, Users or otherwise in connection with the Services, and (b) your disclosures described in (a) are not and will not be a violation of FERPA.

The University hereby represents and warrants that (a) it will perform the services in a professional and workmanlike manner, and (b) it will use the Educational Records only in accordance with the terms of this Agreement.

Except as expressly set forth in the agreement, the services, reports and anything provided in connection with this agreement are provided "as-is," without any warranties of any kind. The University hereby disclaims all warranties, express or implied, relating to the subject matter hereunder, including without limitation all implied warranties of merchantability, fitness for a particular purpose title and non-infringement.

11. Limitation of Liability

IN NO EVENT WILL THE UNIVERSITY (OR ITS LICENSORS OR SUPPLIERS) BE LIABLE FOR
   a. ANY INDIRECT, PUNITIVE, INCIDENTAL, SPECIAL OR CONSEQUENTIAL DAMAGES ARISING OUT OF OR IN ANY WAY CONNECTED WITH THE USE

OF THE SERVICES, PERFORMANCE OF THE SERVICES OR ANYTHING PROVIDED IN CONNECTION WITH THIS AGREEMENT,

b. THE DELAY OR INABILITY TO USE THE SERVICES OR ANYTHING PROVIDED IN CONNECTION WITH THIS AGREEMENT OR OTHERWISE ARISING FROM THIS AGREEMENT, INCLUDING WITHOUT LIMITATION LOSS OR CORRUPTION OF DATA, ERROR OR OMISSION IN THE SERVICES, LOSS OF REVENUE OR ANTICIPATED PROFITS OR LOST BUSINESS OR LOST SALES, AND

c. ANY MATTER BEYOND ITS OR THEIR REASONABLE CONTROL, AND ITS OBLIGATIONS HEREUNDER SHALL BE LIMITED TO THE EXERCISE OF COMMERCIALLY REASONABLE EFFORTS; IN EACH CASE, WHETHER BASED IN CONTRACT, TORT (INCLUDING NEGLIGENCE), STRICT LIABILITY OR OTHERWISE, EVEN IF THE UNIVERSITY HAS BEEN ADVISED OF THE POSSIBILITY OF DAMAGES.

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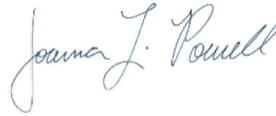
Signature Page

This MEMORANDUM OF UNDERSTANDING shall be in effect as of the date first written above, and shall remain in effect for one full calendar year from the signature date or until terminated in writing by either party. However, the obligations of confidentiality set forth herein will continue beyond termination.

AGREED: **Oakland Unified School District**

Approved as to form by OUSD Staff Attorney Joanna Powell on 5/26/2021.

Joanna J. Powell

_____
Signature

_____
Printed Name

_____
Title

_____
Date

AGREED: **THE REGENTS OF THE UNIVERSITY OF CALIFORNIA**

DocuSigned by:

Richard L. Greene

_____
Signature   FB2E06D7C2F0467...

Richard Greene
_____
Printed Name

Local Procurement Manager
_____
Title

1/25/2021
_____
Date

UC TES Data Upload Template

To upload data, go to http://www.transcriptevaluationservice.com/ and click the Login button on the top right. After you log in, click on the "My Data" tab and then on the "Upload Data" button. Each template file that you upload should contain the data for one school.

Tabs in this file:
There are four data tabs in this file. See descriptions below.

Field Importance:
Not all data is required. Each column has been color coded to let you know if the data is essential.

Required
Optional
Required if tab is completed

Certain cells have also been color coded to let you know that the cell has special properties.

Drop down menus are included here. These columns will only accept the values shown in the drop down menu.

Column Names:
The column names in each data tab refer to the field names from the Data Dictionary tab.

Data Dictionary:
The Data Dictionary tab contains field definitions and acceptable values / codes for required fields.

Excel Size Limitation:
Excel has a limit of 1 million rows for any worksheet. If your data exceeds this limit, you'll want to split the data into multiple Excel files for uploading.

Support:

If you have any questions using this template or uploading data, please contact tes.help@ucop.edu. We'd be happy to help!

Data Tab Descriptions:
1. Student tab: This record is required. There should be one row for each student currently enrolled at the school in grades 9 through 12 (marked with PREVIOUS YEAR SENIOR set to 'N'), and one row for each student who graduated in the prior year (marked with PREVIOUS YEAR SENIOR set to 'Y').
2. Student Transcript tab: This record is required. There should be one row for each course completed by each student in the Student tab (marked with the WORK IN PROGRESS column set to 'N'), and one row for each course that any student is currently enrolled in (marked with the WORK IN PROGRESS column set to 'Y'). The COURSE GRADE column may be set to 'WIP' for in-progress courses.
3. Program Participation tab: Provides program participation information on each student. This record is optional.
4. Test Score tab: Provides test records for each student. This record is optional.

Field Name	Tab	Field #	Max Field Length	Description	Valid Field Content	Required
AMERICAN TESTING PROGRAM CODE	1	1	6	American Testing Program Code of the institution where this student is enrolled (numeric).	NNNNNN	Y
STUDENT ID	1	2	30	Local Student ID	Free Form Text	Y
CA STATE STUDENT ID	1	3	10	California School Information Services statewide unique student identification number	Alpha-Numeric	Y
FIRST NAME	1	4	35	Student's First Name	Free Form Text	Y
LAST NAME	1	5	50	Student's Last Name	Free Form Text	Y
ADDRESS	1	6	55	Student's Home Address	Free Form Text	Y
CITY	1	7	35	Student's Home City	Free Form Text	Y
STATE	1	8	2	Student's Home State (must be one of the 50 state abbreviations in caps)	State Abbr.	N
ZIP	1	9	9	Student's Home Zip (numeric, no hyphen)	NNNNN or NNNNNNNNN	N
DOB	1	10	8	Student's Date of Birth	YYYYMMDD	Y
GENDER	1	11	1	Student's Gender	M, F, or X	Y
GRADE LEVEL	1	12	2	Student's Grade Level. This is 12 if student is a current-year or previous-year senior.	09, 10, 11, 12	Y
LOCAL ETHNICITY	1	13	50	Student' Ethnicity. Please select the ethnicity or the federal code. This field is not required, but is recommended so that reports will have demographic filtering features.	African American not Hispanic, American Indian or Alaska Native, Asian, Hispanic or Latino, Pacific Islander, White, Not Specified, 000, 100, 200, 201, 202, 203, 204, 205, 206, 207, 208, 299, 300, 301, 302, 303, 304, 399,	N
GRAD DATE	1	14	6	The date that the student graduated, or is expected to graduate, from high school.	CCYYMM	N
RANK	1	15	4	Student's Class Rank	Numeric	N
MEAL STATUS TYPE	1	16	7	This field is used to specify that the student receives Free or Reduced Price meals through the National School Lunch Program. If the student does not receive free or reduced price meals, then this field must be left empty. This field is not required, but is recommended so that reports will have demographic filtering features.	Free, Reduced	N
PREVIOUS YEAR SENIOR	1	17	1	Y or N depending on whether student is a previous year senior, or a current student. If 'Y', indicates student is from last year's senior class.	Y or N	Y
STUDENT ID	2	1	30	Local student ID	Alpha-Numeric	Y
GRADE LEVEL	2	2	2	Student's Grade Level at the time course was taken	07, 08, 09, 10, 11, 12	Y
SCHOOL ATTENDED	2	3	100	Name of institution where this course was taken	Free Form Text	Y
AMERICAN TESTING PROGRAM CODE	2	4	6	American Testing Program Code of the institution where this course was taken. (Not required if the CDS code is populated for this row.)	NNNNNN	N
CDS CODE	2	5	14	County-District-School ID Number of the institution where this course was taken. (The ATP code is not required in any row where this field is populated.)	Assigned by the California State Department of Education	N
SCHOOL YEAR	2	6	7	School Year (must be one of the seven most recent academic years)	CCYY-YY	Y
COURSE START DATE		7	6	This date should be the starting date of the course if more than one date is available.	CCYYMM	N
COURSE END DATE	2	8	6	This date should be the ending date of the course if more than one date is available.	CCYYMM	N

Field				Description	Valid Values	Req
TERM	2	9	4	This field denotes which term (also known as "academic session") of the calendar type for the year the course record applies. This field is used in association with the CAL TYPE CY and the corresponding SCHOOL YEAR field (above). For example, if the SCHOOL YEAR for this course matches two years prior to current year, then the CAL TYPE CY-2 is used to determine which calendar type terms are possible. To continue the example, if that year was a "semester" (or "S") calendar type, then the field would show which semester of the school year this course relates. In addition to the calendar types found in CAL TYPE CY, there are also 2 additional types - CQ and CS. These represent College Quarter and College Semester, respectively. The valid values for this field are described as: Q1=1st term in a Quarter calendar system Q2=2nd term in a Quarter calendar system Q3=3rd term in a Quarter calendar system Q4=4th term in a Quarter calendar system QS1=1st summer term in a Quarter calendar system QS2=2nd summer term in a Quarter calendar system T1=1st term in a Trimester calendar system T2=2nd term in a Trimester calendar system T3=3rd term in a Trimester calendar system TS1=1st summer term in a Trimester calendar system TS2=2nd summer term in a Trimester calendar system S1=1st term in a Semester calendar system S2=2nd term in a Semester calendar system SS1=1st summer term in a Semester calendar system SS2=2nd summer term in a Semester calendar system F=(only) term in a Full calendar system FS1=1st summer term in a Full calendar system FS2=2nd summer term in a Full calendar system CS1=1st term in a College Semester system CS2=2nd term in a College Semester system CSS1=1st summer term in a College Semester system CSS2=2nd summer term in a College Semester system CQ1=1st term in a College Quarter system CQ2=2nd term in a College Quarter system CQ3=3rd term in a College Quarter system CQ4=4th term in a College Quarter system CQS1=1st summer term in a College Quarter system CQS2=2nd summer term in a College Quarter system	Q1, Q2, Q3, Q4, QS1, QS2, T1, T2, T3, TS1, TS2, S1, S2, SS1, SS2, F, FS1, FS2, CS1, CS2, CSS1, CSS2, CQ1, CQ2, CQ3, CQ4, CQS1, CQS2	Y
BLOCK SCHEDULE	2	10	1	Was Block Sceduling used for this course?	Y/N	Y
WORK IN PROGRESS	2	11	1	Use this field to identify courses that are in progress.	Y/N	Y
LOCAL COURSE ID	2	12	25	Local Course ID	Alpha-Numeric	Y
LOCAL COURSE NAME	2	13	50	Local Course Name. May not consist of only symbols (e.g., "***" is not allowed).	Free Form Text	Y
CREDITS ATMPT	2	14	6	Credit Hours Attempted for Course *Note:* Credit Hours precision does not have to becarried to 3 decimal places.	NN.NNN	Y
CREDIT EARNED	2	15	6	Credit Hours Earned for Course. If an in-progress course, must be 0.0. *Note:* Credit Hours precision does not have to becarried to 3 decimal places.	NN.NNN	Y
COURSE GRADE	2	16	3	Aacademic Grade Awarded (e.g., B+, C). May be a preliminary grade, blank, WIP or IP for in-progress courses.	Alpha and/or symbols +, - , \	Y
CALENDAR TYPE	2	17	2	Course calendar type Q - Quarter S- Semester T - Trimester F -Full CQ - College Quarter CS - College Semester	Q, S, T, F, CQ, CS	Y
STUDENT ID	3	1	30	Local student ID	Alpha-Numeric	Y*
AMERICAN TESTING PROGRAM CODE	3	2	6	American Testing Program Code of the institution where this course was taken.	NNNNNN	Y*
PROGRAM NAME	3	3	100	If the student belongs to a Magnet, Small Learning Community, or Other program, the unique program name (identical to the PROGRAM_NAME found in the SD Record) is populated here. Otherwise, this field is populated with the PHYSICAL_SCHOOL_NAME found in the SD Record. "No" is not an acceptable value in this field.	Free Form Text	Y*
PROGRAM IDENTIFIER	3	4	1	This is a one character field used to identify the high school program being submitted for processing. Valid values consist of R (the high school's Regular program), M (a Magnet program within the high school), S (Small Learning Community), or O (Other program within the high school).	R, M, S, O	N
STUDENT ID	4	1	30	Local student ID	Alpha-Numeric	Y*
AMERICAN TESTING PROGRAM CODE	4	2	6	American Testing Program Code of the institution where this course was taken.	NNNNNN	Y*

TEST TYPE	4	3	15	This is the name of the primary test type. All test records must fall into one of these base Test Types	ACT, AP, EAP, IB, PLAN, PSAT, SAT, SAT II, SAT REASONING, SAT SUBJECT, CAHSEE	Y*
TEST DATE	4	4	6	Date Test was Administered	CCYYMM	Y*
SUBTEST NAME	4	5	60	See Appendix A	Predefined List	Y*
TEST SCORE	4	6	10	Test Score. The following shows any edit checks required for the type of test. ACT – Each TEST SCORE must be in the range of 1-36. However, the 'WRITING SUBSCORE' TEST SCORE must be in the range of 2-12. AP - Each TEST SCORE must be in the range of 1-5 EAP – Each TEST SCORE is a designation, rather than a score. IB - Each TEST SCORE must be in the range of 1-7 PLAN – Each TEST SCORE must be in the range of 1-36 PSAT - Each TEST SCORE must be in the range of 20-80 SAT REASONING – Each TEST SCORE must be in the range of 200-800 SAT SUBJECT – Each TEST SCORE must be in the range of 200-800. Note – English Language Proficiency Test must be in the range of 901-999. CAHSEE – Each TEST SCORE must be in the range of 275-450.	Free Form Text	Y*

*required for any non-empty rows, but a row is not required for every student submitted.

AMERICAN TESTING PROGRAM CODE	STUDENT ID	CA STATE STUDENT ID	FIRST NAME	LAST NAME	ADDRESS	CITY	STATE	ZIP	DOB	GENDER	GRADE LEVEL	LOCAL ETHNICITY	GRAD DATE	RANK	MEAL STATUS TYPE	PREVIOUS YEAR SENIOR
100000	1000000	1000000000	Susie	Smith	1000 Main St	San Francisco	CA	90000	19980101	F	11	African America	201606	100	Reduced	N

STUDENT ID	GRADE LEVEL	SCHOOL ATTENDED	AMERICAN TESTING PROGRAM CODE	CDS CODE	SCHOOL YEAR	COURSE START DATE	COURSE END DATE	TERM	BLOCK SCHEDULE	WORK IN PROGRESS	LOCAL COURSE ID	LOCAL COURSE NAME	CREDITS ATMPT	CREDIT EARNED	COURSE GRADE	CALENDAR TYPE
1000000	11	Washington High School	100000	10000000000000	2014-15	201409	201506	S1	N	Y	1000	Chemistry	5	0	B+	S

STUDENT ID	AMERICAN TESTING PROGRAM CODE	PROGRAM NAME	PROGRAM IDENTIFIER	Duplicate Value?
1000000	100000	Washington High School Magnet program	M	1000000100000

STUDENT ID	AMERICAN TESTING PROGRAM CODE	TEST TYPE	TEST DATE	SUBTEST NAME	TEST SCORE
1000000	100000	ACT	201510	Writing	11

APPENDIX A: SUBTEST TYPES

SAT Subject Tests	AMERICAN HISTORY
	BIOLOGY E/M
	CHEMISTRY
	CHINESE WITH LISTENING
	ENGLISH COMPOSITION
	ENGLISH LANGUAGE PROFICIENCY TEST
	EUROPEAN HISTORY
	FRENCH
	FRENCH WITH LISTENING
	GERMAN
	GERMAN WITH LISTENING
	ITALIAN
	JAPANESE WITH LISTENING
	KOREAN WITH LISTENING
	LATIN
	LITERATURE
	MATH 1
	MATH 2
	MATH I
	MATH II
	MATH LEVEL 1
	MATH LEVEL 2
	MATHEMATICS LEVEL 1
	MATHEMATICS LEVEL 2
	MATHEMATICS LEVEL I
	MATHEMATICS LEVEL IC
	MATHEMATICS LEVEL II
	MATHEMATICS LEVEL IIC
	MODERN HEBREW
	PHYSICS
	SPANISH
	SPANISH WITH LISTENING
	U.S. HISTORY
	UNITED STATES HISTORY
	WORLD HISTORY
	WRITING
AP Tests	ART HISTORY
	ART: STUDIO ART
	ART: STUDIO ART - DRAWING
	ART: STUDIO ART 2-D
	ART: STUDIO ART 3-D
	BIOLOGY
	CALCULUS AB
	CALCULUS AB SUBSCORE (FROM THE BC SITTING)

CALCULUS BC
CHEMISTRY
CHINESE LANGUAGE AND CULTURE
COMPARATIVE GOVERNMENT AND POLITICS
COMPUTER SCIENCE A
COMPUTER SCIENCE AB
ECONOMICS: MACROECONOMICS
ECONOMICS: MICROECONOMICS
ENGLISH LANGUAGE
ENGLISH LANGUAGE AND COMPOSITION
ENGLISH LITERATURE
ENGLISH LITERATURE AND COMPOSITION
ENVIRONMENTAL SCIENCE
EUROPEAN HISTORY
FRENCH LANGUAGE
FRENCH LANGUAGE AND CULTURE
FRENCH LITERATURE
GERMAN LANGUAGE
GERMAN LANGUAGE AND CULTURE
GOVERNMENT AND POLITICS: COMPARATIVE
GOVERNMENT AND POLITICS: UNITED STATES
HUMAN GEOGRAPHY
ITALIAN LANGUAGE AND CULTURE
JAPANESE LANGUAGE AND CULTURE
LATIN
LATIN LITERATURE
LATIN: VERGIL
MACROECONOMICS
MICROECONOMICS
MUSIC LISTENING AND LITERATURE
MUSIC THEORY
PHYSICS B
PHYSICS C
PHYSICS C: ELECTRICITY AND MAGNETISM
PHYSICS C: MECHANICS
PHYSICS I
PHYSICS II
PSYCHOLOGY
SPANISH LANGUAGE
SPANISH LANGUAGE AND CULTURE
SPANISH LITERATURE
SPANISH LITERATURE AND CULTURE
STATISTICS
STUDIO ART 2-D
STUDIO ART 3-D
STUDIO ART: 2-D DESIGN
STUDIO ART: 3-D DESIGN

IB Tests

STUDIO ART: DRAWING
U.S. GOVERNMENT AND POLITICS
U.S. HISTORY
UNITED STATES HISTORY
WORLD HISTORY
AMERICAN HISTORY
ART DESIGN
BIOLOGY
CHEMISTRY
CLASSIC GREEK
CLASSIC LATIN
CLASSICAL LANGUAGES
COMPUTER SCIENCE
CULTURAL ANTHROPOLOGY
DANCE
ECONOMICS
ENGLISH A1
ENGLISH A2
ENGLISH B
ENVIRONMENTAL SCIENCE
ENVIRONMENTAL SYSTEMS
EUROPEAN HISTORY
FILM
FRENCH A1
FRENCH A2
FRENCH B
FURTHER MATHEMATICS
GEOGRAPHY
GERMAN A1
GERMAN A2
GERMAN B
HISTORY AMERICAS
HISTORY OF AFRICA
HISTORY OF EAST/SOUTHEAST ASIA AND OCEANIA
HISTORY OF SOUTH ASIA AND THE MIDDLE EAST
IB BIOLOGY HL
IB CHEMISTRY HL
IB CLASSIC GREEK HL
IB CLASSIC LATIN HL
IB COMPUTER SCIENCE HL
IB DANCE HL
IB ECONOMICS HL
IB FILM HL
IB FRENCH A2 HL
IB GEOGRAPHY HL
IB GERMAN A2 HL
IB HISTORY OF THE AMERICAS HL

	IB ITALIAN A2 HL
	IB LATIN HL
	IB MATHEMATICS HL
	IB MUSIC HL
	IB PHILOSOPHY HL
	IB PHYSICS HL
	IB PORTUGUESE A2 HL
	IB PSYCHOLOGY HL
	IB SOCIAL ANTHROPOLOGY HL
	IB SPANISH A2 HL
	IB THEATER ARTS HL
	IB VISUAL ARTS HL
	ISLAMIC HISTORY
	ITALIAN A2
	ITALIAN B
	JAPANESE B
	LATIN
	MATHEMATICS
	MUSIC
	PHILOSOPHY
	PHYSICS
	PORTUGUESE A1
	PORTUGUESE A2
	PORTUGUESE B
	PSYCHOLOGY
	RUSSIAN A1
	SOCIAL ANTHROPOLOGY
	SPANISH A1
	SPANISH A2
	SPANISH B
	THEATER
	THEATER ARTS
	VISUAL ARTS
	WORLD HISTORY
ACT Subtest Values	COMPOSITE
	ENGLISH
	MATHEMATICS
	READING
	SCIENCE
	OPTIONAL WRITING TEST
SAT REASONING Subtest Values	CRITICAL READING
	MATH
	WRITING
EAP Subtest Values	ENGLISH
	ELA
	MATHEMATICS
	MATH

PLAN Subtest Values	COMPOSITE
	ENGLISH
	MATHEMATICS
	READING
	SCIENCE
	MATH
PSAT Subtest Values	CRITICAL READING
	MATH
	WRITING SKILLS
	MATH PROBLEM SOLVING SKILLS
CAHSEE Subtest Values	MATHEMATICS
	ENGLISH LANGUAGE ARTS
	LANG ARTS