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**K-12 Database Design and Data  
Element Dictionary  
V 2010.01**

Effective Fall 2010

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# 2.0 Introduction to the K–12 Cal-PASS Database Design and Data Element Dictionary

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## 2.1 Overview:

The California Partnership for Achieving Student Success (*Cal-PASS*) is an initiative that collects, analyzes and shares student data in order to track performance and provide data for informed decision making for the improvement of curriculum alignment and the resulting student success from elementary school through university. Cal-PASS represents a new approach to improving education. The program began in the San Diego/ Imperial county area and has expanded with the development of multiple consortia throughout the state. Cal-PASS consortia members are from the K-12 system, community colleges and universities.

The Cal-PASS data system consists of a number of tables designed to collect and organize information on students, their enrollments, assessments and their achievement. This information is used to give faculty and others specifics on how well prepared their students are for the next level of instruction, to better align inter-segmental curriculum, to increase the communication between and among segments, to give a clearer picture of transfer students and more.

This is a companion document to the *Cal-PASS K–12 User Guide*. Both documents are intended to be used together while using and researching data with Cal-PASS. The Data Element Dictionary details each data file that makes up the core submission:

- Student Data
- Course Enrollment Data
- Award Data

The User Guide provides the technical process used to validate, submit, and download these data files. To request a copy of the User Guide, please contact [help@calpass.org](mailto:help@calpass.org).

## 2.2 Database Design:

The database design consists of a set of related tables/files (student file, course enrollment file, award file, and assessment file). A separate set of tables exists for each segment (K–12, Community College and University) in the Cal-PASS database and each table contains clearly defined data elements and formats for each element. These tables contain the “core” Cal-PASS dataset. Additional elements may be collected and are titled “Custom files”. The definition of the file layout for these custom files is pre-determined by the individual member district with input from the Cal-PASS Database Administrator.

## 2.3 Performing the Records Match:

There are several fields included in the Cal-PASS dataset that may be used for matching.

**Social Security Number:** This is the first and most reliable match.

**Derived key 1:** If the SSN is not available, the derived key 1 is used. This key is created using an algorithmic formula during validation. This key is most reliable within regions. Use of this key with extremely large datasets may result in false matches.

**Derived key 2:** The derived key 2 uses the same algorithm as the derived key 1 with the addition of the school of origin.

**Statewide Student Identifier:** By Spring 2006, all K–12 students in California were required to have a unique CSIS Number. This field should be used for matching students within the K–12 segment (middle school students in one district to high school in another district, for example).

**Note:** The core table for all segments is the student table and it carries the fields above. The other tables (course, award, STAR, CAHSEE) link to the student table via the school ID, academic year or term ID and the Student ID. **For this reason, the student data file MUST ALWAYS be validated first. If not, the other data files will error on every record due to miss-matched reference keys.**

## 2.4 Data Submission:

All data are validated locally via the Cal-PASS Data Validation Program prior to submission. The program and its instructional user guide are available for download at <http://www.calpass.org/Data/Default.aspx>. The validation program checks the field values, assists with the creation of the K–12 STAR and CAHSEE files, encrypts any student identifier and puts the data files into a format which can be uploaded to the Cal-PASS database. The validated files are placed in **C:\Program Files\Cal-PASS Validator\Uploads**.

Submissions should be in accordance with this DED ([see section on data format below](#)).

- **Initial data submission:** 5 academic years of data (if possible).
- **Continuing annual submission:** 1 academic year of data submitted after the year has been completed and the records have been closed. You will be notified of data submission dates and procedures for submission.

**K–12 districts or HS districts:** Participants submit six files: student file, course enrollment file, award file, STAR file, CAHSEE files and transmittal file (tells the system how many records are in the submission).

**K-8 districts:** Participants submit four files: student file, course enrollment file, STAR file and transmittal file.

Universities: Institutions submit four files: student file, course enrollment file, award file and transmittal file. Each file should contain data for all terms included in the academic year (and for multiple years for initial submission).

Community Colleges: The California Community College Chancellor's Office of Management Information Services (MIS) will submit all community college data annually. Occasionally, Cal-PASS will follow-up with an individual community college district when the MIS dataset is missing something from their records.

All Segments Custom files: Cal-PASS members who elect to include optional data sets may include a Custom file containing such records with their regular submission. If you have a data set that you would like to submit in a custom file, please contact [help@calpass.org](mailto:help@calpass.org).

## **2.5 File Names:**

Prior to data submission, the data files are checked by the Cal-PASS Validation Program. This program is available on the Cal-PASS website. The Validation Program looks for files named using the following naming convention:

Format: T99999K.txt

Where T = Type of file (S = Student file, C = Course enrollment file, A = Award file, D=STAR, E=CAHSEE, T = Transmittal file)

99999K= 5 digit district code (positions 3 – 7 of the CDS code) padded with a 'K'

*Example: C68130K.txt is the file name for the course file from Grossmont Union High School District.*

## **2.6 Data Format:**

All input files are in a comma delimited format and do not use quoted identifiers. Be sure there are no commas in any data field. This will cause a validation error.

Contact the Cal-PASS Database Administrator ([help@calpass.org](mailto:help@calpass.org)) if you are unable to submit data using this format.

## **2.7 Reporting Domain:**

K–12 districts submit data for each student who was enrolled during the academic year and received a grade in at least one course or class.

Submit one record in the course file for every course in which a student was enrolled and received a grade during the academic year. There may be a many to one ratio of course records to student records.

Submit one record in the award file for every diploma, degree, etc. awarded to a student during the academic year. If the student, for any reason, did not receive an award (even if they completed all course work) they should not be included in this file. This file may have many records or one record per student record.

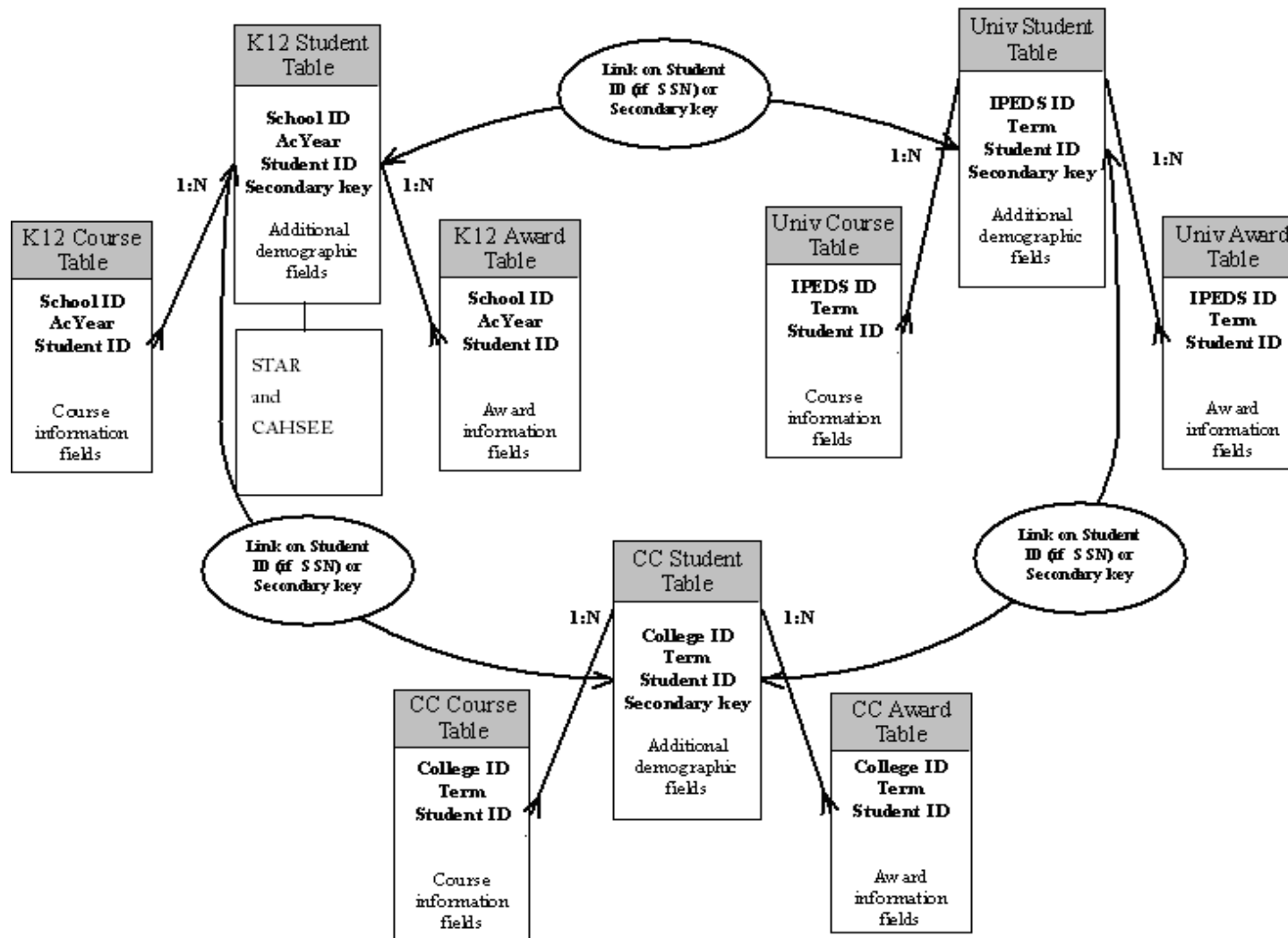
## **2.8 Cal-PASS Entity Relationships**

On the next page, you can see a flowchart, illustrating how the data submissions are connected for inter-segmental analysis.



# Cal-PASS Entity Relationships

Primary Tables Only



# 3.0 History of Changes

Field, etc.	Revision Date	Data Element Name	Description of Change
K12C3	3/30/2004	AG Status of Course	Beginning in AY 2003-04, UC included the Visual and Performing Arts requirement. At that time, UC/CSU began accepting college prep elective courses under code "G" and visual and performing arts courses under code "F".
K12S1	7/1/2005	School Identifier	Expanded field to capture the entire 14 digit CDS code issued by the CA Department of Education
K12S2	7/1/2005	Academic Year	Changed format to align with CSIS. Example: Academic year 2001-2002 now coded as 0102.
K12S3	7/1/2005	Locally assigned number	Split old field (K12S3) into two fields (K12S3 and K12S4) to capture both locally assigned number as well as SSN (if available).
K12S4	7/1/2005	SSN	See K12S3 above. Old K12S4 (ID Status) deleted.
K12S9	7/1/2005	Ethnicity	Code values changed to exactly reflect CSIS codes.
K12S11	7/1/2005	Grade Level	Added code value 13 (Additional HS Year)
K12S12 - K12S16	7/1/2005	Test name; Math score; Language score; Science score; Social Science score	CST information deleted from student file. Data will be collected through new assessment file (STAR file).
K12S12	7/1/2005	Was K12S17	Renumbered field number; changed field length
K12S13	7/1/2005	Was K12S18	Renumbered field number; changed field length
K12S14	7/1/2005	Was K12S19	Renumbered field number; changed date format
K12S15	7/1/2005	Was K12S20	Renumbered field number
K12C2	7/1/2005	Course Title	New field length of 40
K12C3	7/1/2005	AG Status of Course	Allow blank for not reported or Not Applicable
K12C4	7/1/2005	Grade	New field length of 3
K12C5	7/1/2005	Credit earned	Format change to 99.99
K12C6	7/1/2005	Credit attempted	Format change to 99.99
K12C7	7/1/2005	Course level	Code values changed to exactly reflect CSIS codes.
K12C8	7/1/2005	Course sequence	Identifies term sequence only
K12S5	8/9/2007	Statewide Student ID	Renamed field from CSIS ID to Statewide Student ID (SSID)
K12S12	8/6/2007	CAHSEE Math Score	Deleted; Data will be collected through CAHSEE file
K12S13	8/6/2007	CAHSEE English Score	Deleted; Data will be collected through CAHSEE file
K12S14	8/6/2007	Date of CAHSEE	Deleted; Data will be collected through CAHSEE file
K12C1.01	8/6/2007	Locally assigned course number	Added (CSIS Field 08.05.01)
K12C1.02	8/6/2007	Course Section/Class Number	Added (CSIS Field 08.05.02)
K12C8	8/6/2007	Course sequence	Deleted

K12C9	8/6/2007	Course type	Added (CSIS field 08.05.17)
K12C10	8/6/2007	Course term	Added (CSIS field 08.05.08.01)
K12C10	9/4/2009	Course term	Added updated values [Hexamester, Other/User Defined]
All	9/1/2010	All Fields	CALPADS field numbers added
K12S9	9/1/2010	Ethnicity	Redefined ethnic reporting to fields K12S16 to K12S21. To maintain integrity with prior years' data, field will remain but be left blank in all future submissions.
K12S16	9/1/2010	Hispanic Ethnicity	Added (CALPADS 2.24)
K12S17	9/1/2010	Ethnicity Codes	Added (CALPADS 2.26 – 2.30)
Appendix A	9/1/2010	Ethnicity Code	Added 208 – Hmong to accepted Ethnic codes
Appendix A	9/1/2010	Ethnicity Code	Removed 200 – Asian and 300 – Native Hawaiian or Other Pacific Islander from acceptable Ethnic Codes
Appendix C	9/1/2010	CBEDs Codes	Removed these codes: 2500 – Physical Education 2501 – Dance, All phases 2502 – Athletic Practice 2598 – Other Physical Education
Appendix C	9/1/2010	CBEDs Codes	Added these codes: 2433 – Algebra Readiness 2503 – Adapted Physical Education 2506 – Elective Physical Education Adventure/ Outdoor Activities 2507 – Elective Physical Education Aerobics Activities 2508 – Elective Physical Education Aquatic Activities 2509 – Elective Physical Education Dance 2510 – Elective Physical Education Individual and Dual Activities 2511 – Elective Physical Education Interscholastic Athletics 2512 – Elective Physical Education Other 2513 – Elective Physical Education Weight Training & Fitness 2514 – High School Physical Education I 2515 – High School Physical Education II 2516 – Modified or Specially Designed Physical Education 2517 – Physical Education K-8
Chapter 1	9/1/2010	Contact Information	Updated staff titles to reflect 2010 changes

# 4.0 Instructions for Student Data File

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## 4.1 Data Field Names

Cal-PASS Field Number	Cal-PASS Field Name	CSIS Element Number	CALPADS Field Number	Max Field Size
N/A	<u>Derived Key 1</u>	N/A	N/A	15
N/A	<u>Derived Key 2</u>	N/A	N/A	21
These two fields are not present until the file has been validated. If you are creating a new student data file, please start with field K12S1.				
K12S1	<u>Local School Identifier</u>	14.03	1.04 & 1.05	14
K12S2	<u>School Year</u>	17.03	1.07	4
K12S3	<u>Student ID</u>	01.03	1.09	15
K12S4	<u>SSN</u>	01.05	N/A	10
K12S5	<u>Statewide Student ID</u>	01.02	1.08	10
K12S6	<u>Partial First Name</u>	01.01.02	1.10	3
K12S7	<u>Partial Last Name</u>	01.01.04	1.12	3
K12S8	<u>Gender</u>	02.01	1.18	1
K12S9	<u>BLANK</u>	N/A	N/A	N/A
K12S10	<u>Date of Birth</u>	02.03	1.17	8
K12S11	<u>Grade Level</u>	05.04	1.25	2
K12S15	<u>Language</u>	02.07.01	1.22	2
K12S16	<u>Hispanic Ethnicity</u>	N/A	2.24	1
K12S17	<u>Ethnicity Codes</u>	02.02	2.26 - 2.30	15

## 4.2 Field Notes

Field	Field Name	Description
N/A	<u>Derived Key 1</u>	<p>The first alternate method of matching student-course-award-assessment records, used if the SSN is not available. This key is generated by an algorithmic formula during validation and is most reliable within regions. Use of this key with extremely large data sets may result in false matches.</p> <p>This field is not present in the original data extract, but is only present in the validated file. If you are creating a new student data file, begin with field K12S1.</p>
N/A	<u>Derived Key 2</u>	<p>The second alternate method of matching student-course-award-assessment records, used if the SSN is not available. This key is generated by an algorithmic formula during validation and is most reliable within regions. Use of this key with extremely large data sets may result in false matches.</p> <p>This field is not present in the original data extract, but is only present in the validated file. If you are creating a new student data file, begin with field K12S1.</p>
K12S1	<u>Local School Identifier</u>	<p>The 14-digit County-District-School (CDS) code issued by the California Department of Education.</p> <p>Information about CDS codes can be found here: <a href="http://www.cde.ca.gov/re/sd/">http://www.cde.ca.gov/re/sd/</a></p>
K12S2	<u>School Year</u>	<p>Current academic year in 4 digit format. Example: 2006-2007 would be shown as 0607; 2007-2008 would be shown as 0708, etc.</p>
K12S3	<u>Student ID</u>	<p>Student ID number assigned by the school.</p>

K12S4	<u>SSN</u>	Social Security Number. The SSN, when provided, is the primary field used for tracking groups of students to the next educational level. Submission of this field provided the most successful matching of student records and insures optimal use of Cal-PASS data for analysis.
K12S5	<u>Statewide Student ID</u>	The unique number assigned by the first California district in which the student is enrolled in accordance with CSIS established standards. This number follows the student from school to school throughout his/her K–12 career.
K12S6	<u>Partial First Name</u>	<p>First 3 letters of the first name. Do not include punctuation; eliminate the punctuation and take the next character. Example: O’Malley would be shown as OMA.</p> <p>If name is 1 or 2 letters only, use \$ as a place holder. Example: Li would be entered as LI\$</p>
K12S7	<u>Partial Last Name</u>	<p>First 3 letters of the last name. Do not include punctuation; eliminate the punctuation and take the next character. Example: O’Malley would be shown as OMA.</p> <p>If name is 1 or 2 letters only, use \$ as a place holder. Example: Li would be entered as LI\$</p>
K12S8	<u>Gender</u>	<p>Student’s gender.</p> <p>F – Female M – Male X – Unknown/Unreported</p>
K12S9	<u>BLANK</u>	This field must be included and must be left blank.
K12S10	<u>Date of Birth</u>	Student’s date of birth. Shown as CCYYMMDD. Example: January 1, 1999 would be shown as 19990101.

K12S11	<u>Grade Level</u>	<p>The grade level in which the student is enrolled.</p> <p>IN - Infant  PS - Preschool  KN - Kindergarten  01 - First Grade  02 - Second Grade  03 - Third Grade  04 - Fourth Grade  05 - Fifth Grade  06 - Sixth Grade  07 - Seventh Grade  08 - Eighth Grade  09 - Ninth Grade  10 - Tenth Grade  11 - Eleventh grade  12 - Twelfth Grade  13 - Additional HS year  UN - Ungraded  UE - Ungraded Elementary (K-8)  US - Ungraded Secondary (9-12)  AD - Adults in K–12 programs  XX - Unknown</p>
K12S15	<u>Language</u>	<p>The student’s primary language is the language first learned, most frequently used at home, or most frequently spoken by the parents or adults in the home.</p> <p>See <a href="#">Appendix A</a> for language codes.</p>
K12S16	<u>Hispanic Ethnicity</u>	<p>Does the student possess Hispanic ethnicity? Mark Y for Yes or N for no or U for unavailable/unknown.</p>
K12S17	<u>Ethnicity Codes</u>	<p>Student’s reported ethnicity code. Codes should be listed together with no punctuation. If less than 5 ethnicity codes are needed, only include those that are applicable. Example: 201600700 would be acceptable for Chinese, African-American and White (Not Hispanic) ethnicity OR 100301500600700 would be acceptable for American Indian, Hawaiian, Hispanic, African-American, and White (Not Hispanic) ethnicity. Leave field BLANK if Unknown or Unreported.</p> <p>See <a href="#">Appendix B</a> for acceptable codes.</p>

### 4.3 Error Values

Field	Field Name	Error Value
N/A	<u>Derived Key 1</u>	N/A (The validator creates this code value).
N/A	<u>Derived Key 2</u>	N/A (The validator creates this code value).
K12S1	<u>Local School Identifier</u>	Any alpha or special character.
K12S2	<u>School Year</u>	Any alpha or special character or number sequence not in the correct format: 0607 for 2006-2007, 0708 for 2007-2008.
K12S3	<u>Student ID</u>	Any alpha or special character.
K12S4	<u>SSN</u>	Any alpha or special character or number sequence not in a valid SSN format. Do NOT show dashes. Example: Valid SSNs are 9 digit numbers made up of 3 sections XXX-XX-XXXX. A valid SSN cannot have all zeroes in one section. 123004567 would be an invalid SSN.
K12S5	<u>Statewide Student ID</u>	Any special character.
K12S6	<u>Partial First Name</u>	Any numeric character or special character except \$
K12S7	<u>Partial Last Name</u>	Any numeric character or special character except \$
K12S8	<u>Gender</u>	Any special, numeric, or alpha character except F, M, or X.
K12S9	<u>BLANK</u>	This field must be included and must be left blank. Any value in this field will result in an error.
K12S10	<u>Date of Birth</u>	Any special or alpha character or numeric sequence not entered in the correct format as shown: CCYYMMDD. Example: January 1, 1999 would be shown as 19990101.
K12S11	<u>Grade Level</u>	Any special character or alpha/numeric sequence except IN, PS, KN, 01, 02, 03, 04, 05, 06, 07, 08, 09, 10, 11, 12, 13, UN, UE, US, AD or XX



K12S15	<u>Language</u>	Any special or alpha character or number except 99 or 00 -61 EXCLUDING 14, 31, 55, 58, or 59
K12S16	<u>Hispanic Ethnicity</u>	Any character except Y or N or U
K12S17	<u>Ethnicity Codes</u>	Any alpha or special character or numeric sequence except 100, 201, 202, 203, 204, 205, 206, 207, 208, 299, 301, 302, 303, 304, 399, 400, 600, 700 or BLANK. Codes should be listed serially with no punctuation. Example: 100200300400500

## 4.4 Sample Student Record

Below is a record for John Doe, a senior at Grossmont High School during the 2008-09 school year. The locally assigned student ID number is 1234567890; the SSN is 123456789, the statewide student ID number is 987654321. He was born January 1, 1981 to parents that possess no Hispanic ethnicity, but instead share Caucasian and African-American ethnicity. English is the primary home language.

37681303732625,0809,1234567890, 123456789,987654321,JOH,DOE,M, ,19810101,12,00,N,600700

# 5.0 Instructions for Course Data File

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## 5.1 Data Field Names

Cal-PASS Field Number	Cal-PASS Field Name	CSIS Element Number	CALPADS Field Number	Max Field Size
K12S1	<u>School Identifier</u>	14.03	1.04 & 1.05	14
K12S2	<u>School Year</u>	17.03	1.07	4
K12S3	<u>Local Student ID</u>	01.03	1.09	15
K12C1	<u>Course ID</u>	08.05.03	9.07	4
K12C1.01	<u>Local Course ID No.</u>	08.05.01	9.08	10
K12C1.02	<u>Course Section / Class Number</u>	08.05.02	9.14	10
K12C2	<u>Course Title</u>	08.05.07	9.09	40
K12C3	<u>A-G Status</u>	08.05.18	9.13	2
K12C4	<u>Mark (Course Grade)</u>	08.05.20.02	10.18	3
K12C5	<u>Credit Earned</u>	08.05.23	10.17	4
K12C6	<u>Credit Attempted</u>	08.05.22	10.16	4
K12C7	<u>Course Level</u>	08.05.16	9.19	2
K12C9	<u>Course Type</u>	08.05.17		2
K12C10	<u>Course Term</u>	08.05.08.01	10.15	3

## 5.2 Field Notes

Field	Field Name	Description
K12S1	<u>Local School Identifier</u>	The 14-digit County-District-School (CDS) code issued by the California Department of Education.  Information about CDS codes can be found here: <a href="http://www.cde.ca.gov/re/sd/">http://www.cde.ca.gov/re/sd/</a>
K12S2	<u>School Year</u>	Current academic year in 4 digit format. Example: 2006-2007 would be shown as 0607; 2007-2008 will be shown as 0708, etc.
K12S3	<u>Student ID</u>	Student ID number assigned by the school.
K12C1	<u>Course ID</u>	Unique 4-digit CBEDS code assigned to the course. See <a href="#">Appendix C</a> for the list of acceptable CBEDS codes.
K12C1.01	<u>Local Course ID No.</u>	A locally assigned number that specifies a course the student has taken or is currently enrolled in. A course is a particular area of study, defined by the content being taught to students.
K12C1.02	<u>Course Section / Class Number</u>	For elementary students: The number of the class to which a student is assigned. A course section is a group of students receiving specific course content during a specific time period, taught by a specific teacher (or teachers, if team-teaching or job sharing).  For secondary students: The number of the course section in which the student is currently enrolled.
K12C2	<u>Course Title</u>	Locally assigned title for class. Abbreviations are acceptable.

K12C3	<u>A-G Status</u>	<p>UC/CSU Approved Course Code indicating that the course meets UC and CSU academic requirements for admission.</p> <p>A – History/Social Science  B – English  C – Mathematics  D – Laboratory Science  E – Foreign Language  F – Visual and Performing Arts  G – College Prep. Elective  GA – History/Social Science Elective  GB – English Elective  GC – Mathematics Elective  GD – Laboratory Science Elective  GE – Foreign Language Elective  GF – Visual and Performing Arts Elective  GO – Other Elective  Blank – Unknown/Not reported</p>
K12C4	<u>Mark (Course Grade)</u>	<p>The final mark (grade) earned by the student for the course. Input the letter grade including + or -. Input XXX for unknown or unreported.</p>
K12C5	<u>Credit Earned</u>	<p>The number of credits the student earned in the course. This value can be entered as a whole number or decimal. Example: 5 units could be entered as 5, 5.00, or 05.00. Input 99.99 if unknown or unreported.</p>
K12C6	<u>Credit Attempted</u>	<p>The number of credits the student would earn if successful in this course. This value can be entered as a whole number or decimal. Example: 5 units could be entered as 5, 5.00, or 05.00. Input 99.99 if unknown or unreported.</p>

K12C7	<u>Course Level</u>	<p>Placement level of this course.</p> <p>30 - Advanced Placement (AP)  31 - Basic (Pre K - Grade 12)  32 - General (Pre K - Grade 12)  33 - Gifted and talented  34 - Other honors (non-UC certified)  35 - Remedial (Pre K - Grade 12)  36 - Special Education  37 - International Baccalaureate (IB)  – higher level  38 - International Baccalaureate (IB)  – standard level  39 - UC certified honors  40 - College level  XX – Unknown</p>
K12C9	<u>Course Type</u>	<p>Additional coding for vocational tech courses.</p> <p>30 – ROP/ROC  31 – Career Technical Education: Sex Equity Nontraditional  32 – Technical Prep  33 – Technical Prep and ROC/ROP  XX – None of the Above</p>
K12C10	<u>Course Term</u>	<p>The school term in which the course is taken or was taken by the student. Inter session courses are offered between regular course terms (semesters, quarters, and trimesters) often in year-round schools.</p> <p>See <a href="#">Appendix D</a> for the list of acceptable term codes.</p>

### 5.3 Error Values

Field	Field Name	Description
K12S1	<u>Local School Identifier</u>	Any blank, alpha or special character.
K12S2	<u>School Year</u>	Any blank, alpha or special character or number sequence not in the correct format: 0607 for 2006-2007, 0708 for 2007-2008.
K12S3	<u>Student ID</u>	Any blank, alpha or special character.
K12C1	<u>Course ID</u>	Any alpha or special character or number sequence that is not a valid CBEDS code.
K12C1.01	<u>Local Course ID No.</u>	Any special character
K12C1.02	<u>Course Section / Class Number</u>	Any special character
K12C2	<u>Course Title</u>	All characters accepted except a comma.
K12C3	<u>A-G Status</u>	Any special or number character or alpha character except A, B, C, D, E, F, G, GA, GB, GC, GD, GE, GF, or GO.
K12C4	<u>Mark (Course Grade)</u>	Any number or special character except + or -.
K12C5	<u>Credit Earned</u>	Any blank or alpha character
K12C6	<u>Credit Attempted</u>	Any blank or alpha character
K12C7	<u>Course Level</u>	Any special character or alpha-numeric sequence except 30, 31, 32, 33, 34, 35, 36, 37, 38, 38, 40 or XX.
K12C9	<u>Course Type</u>	Any special character or alpha-numeric sequence except 30, 31, 32, 33, or XX.
K12C10	<u>Course Term</u>	Any special character or alpha-numeric sequence EXCEPT any of the double or triple digit codes found in <a href="#">Appendix D</a> .

## 5.4 Sample Course Record

Below is a sample course record associated with the student from the previous example. The course is AP English Literature, CBEDS code 2171. The locally assigned course number is ENG12 and course section is unknown. The course is a UC/CSU approved English elective. John Doe earned a grade of B for 1 credit earned out of 1 possible. The course is not CTE or vocational and was taken during the Spring semester.

37681303732625,0809,1234567890,2171,ENG12,,AP ENGLISH LIT,GB,B,1.00,1.00,30,XX,SM2



# 6.0 Instructions for Award Data File

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## 6.1 Data Field Names

Cal-PASS Field Number	Cal-PASS Field Name	CSIS Element Number	CALPADS Field Number	Max Field Size
K12S1	<u>School Identifier</u>	14.03	1.04 & 1.05	14
K12S2	<u>School Year</u>	17.03	1.07	4
K12S3	<u>Local Student ID</u>	01.03	1.09	15
K12A1	<u>Award Type</u>	05.11	1.28	3
K12A2	<u>Award Date</u>	05.12	1.26	8

## 6.2 Field Notes

Field	Field Name	Description
K12S1	<u>Local School Identifier</u>	The 14-digit County-District-School (CDS) code issued by the California Department of Education.  Information about CDS codes can be found here: <a href="http://www.cde.ca.gov/re/sd/">http://www.cde.ca.gov/re/sd/</a>
K12S2	<u>School Year</u>	Current academic year in 4 digit format. Example: 2006-2007 would be shown as 0607; 2007-2008 will be shown as 0708, etc.
K12S3	<u>Student ID</u>	Student ID number assigned by the school.
K12A1	<u>Award Type</u>	Coding for certificate or diploma received.  110 - Standard HS diploma 120 - Adv or honors diploma 170 - General Education Development (GED) Certificate 190 - International diploma or certificate (such as International Baccalaureate) 210 - California High School Proficiency Exam (CHSPE) certificate but no high school diploma 220 - Graduated from high school with differential proficiency standards 230 - Graduated from high school with regular proficiency standards 240 - Graduated from high school through an independent study program 250 - Certificate of completion of Adult Ed OR ROP program XXX - Unknown type of award
K12A2	<u>Award Date</u>	Date student received award. Enter as CCYMMDD. Example: January 1, 1999 will be shown as: 19990101. Date must be within the reported academic year. If unknown, enter 99999999

### 6.3 Error Values

K12S1	<u>Local School Identifier</u>	Any alpha or special character.
K12S2	<u>School Year</u>	Any alpha or special character or number sequence not in the correct format: 0607 for 2006-2007, 0708 for 2007-2008.
K12S3	<u>Student ID</u>	Any alpha or special character.
K12A1	<u>Award Type</u>	Any value (blank, alpha, special or numeric) except 110, 120, 170, 190, 210, 220, 230, 240, 250, or XXX
K12A2	<u>Award Date</u>	Any blank, alpha or special characters or if date is not entered in correct format. Enter as CCYYMMDD. Example: January 1, 1999 will be shown as: 19990101. Date must be within the academic year reported in field K-12S2.

## 6.4 Sample Award Record

Below is the award record associated with the student from the previous example. John Doe graduated June 1, 2008 with an honors diploma.

37681303732625,0809,1234567890,120,20080601

# Appendix A – Language Codes

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## A.1 Numeric Order by Code

00 English	30 Samoan
01 Spanish	32 Thai
02 Vietnamese	33 Turkish
03 Cantonese	34 Tongan
04 Korean	35 Urdu
05 Filipino (Tagalog or Pilipino)	36 Cebuano (Visayan)
06 Portuguese	37 American Sign Language
07 Mandarin (Putonghua)	38 Ukrainian
08 Japanese	39 Chaozhou (Chaochow)
09 Khmer (Cambodian)	40 Pashto
10 Lao	41 Polish
11 Arabic	42 Assyrian
12 Armenian	43 Gujarati
13 Burmese	44 Mien (Yao)
15 Dutch	45 Rumanian
16 Farsi (Persian)	46 Taiwanese
17 French	47 Lahu
18 German	48 Marshallese
19 Greek	49 Mixteco
20 Chamorro (Guamanian)	50 Khmu
21 Hebrew	51 Kurdish (Kurdi, Kurmanji)
22 Hindi	52 Serbo-Croatian
23 Hmong	53 Toishanese
24 Hungarian	54 Chaldean
25 Ilocano	56 Albanian
26 Indonesian	57 Tigrinya
27 Italian	60 Somali
28 Punjabi	61 Bengali
29 Russian	99 Other Non-English language

## A.2 Alphabetical Order by Language

00 English	50 Khmu
56 Albanian	04 Korean
37 American Sign Language	51 Kurdish
11 Arabic	47 Lahu
12 Armenian	10 Lao
42 Assyrian	07 Mandarin (Putonghua)
58 Bosnian	48 Marshallese
13 Burmese	44 Mien (Yao)
03 Cantonese	49 Mixteco
36 Cebuano (Visayan)	40 Pashto
54 Chaldean	05 Filipino (Tagalog or Pilipino)
20 Chamorro (Guamanian)	41 Polish
39 Chaozhou (Chaochow)	06 Portuguese
14 Croatian	28 Punjabi
15 Dutch	45 Rumanian
16 Farsi (Persian)	29 Russian
17 French	30 Samoan
18 German	52 Serbo-Croatian (Serbian)
19 Greek	01 Spanish
43 Gujarati	46 Taiwanese
21 Hebrew	32 Thai
22 Hindi	57 Tigrinya
23 Hmong	53 Toishanese
24 Hungarian	34 Tongan
25 Ilocano	33 Turkish
26 Indonesian	38 Ukrainian
27 Italian	35 Urdu
08 Japanese	02 Vietnamese
09 Khmer (Cambodian)	99 Other Non-English language or unknown

# Appendix B – Ethnic Codes

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**100** - American Indian or Alaska Native. Also, a person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.

**201** – Chinese

**202** – Japanese

**203** – Korean

**204** – Vietnamese

**205** – Asian Indian

**206** – Laotian

**207** – Cambodian

**208** – Hmong

**299** – Other Asian

**301** – Hawaiian

**302** – Guamanian

**303** – Samoan

**304** – Tahitian

**399** – Other Pacific Islander

**400** – Filipino or a person having origins in any of the original peoples of the Philippine Islands.

**600** – Black or African-American (not Hispanic). A person having origins in any of the black racial groups of Africa.

**700** – White (not Hispanic). A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

**BLANK** – Unknown / Unreported

# Appendix C – CBEDS Codes

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## C.1 General

### C.1.1 Art

2808	Advertising design	2814	Fiber and textiles
2815	Art appreciation (elementary school standards)	2822	Fundamentals of Art (elementary school standards)
2816	Art appreciation (secondary school standards)	2823	Fundamentals of Art (secondary school standards)
2803	Art history	2811	Jewelry
2800	Ceramics (Beginning or Advanced)	2819	Lettering/calligraphy
2809	Cinematography/Artistic Videos (Beginning or Advanced)	2818	Multicultural art/folk art
2820	Digital Art/Computer Art/Artistic Graphics	2898	Other art course (including combinations of above)
2802	Crafts	2807	Painting
2801	Design	2805	Photography (Beginning or Advanced)
2806	Drawing	2817	Printmaking
2813	Fashion design	2812	Sculpture

### C.1.2 Computer Education

2450	Computer literacy
2451	Computer programming
2453	Computer science
2454	Computer lab
2455	Web design
2458	Other computer education course (including combinations of above)

### C.1.3 Dance

2352	Dance choreography and production
2353	Dance, movement, and rhythmic fundamentals (elementary level standards)
2354	Folk/traditional dance
2355	Dance, movement, and rhythmic fundamentals (secondary level standards)
2356	Advanced dance study (independent or studio)
2357	Ballet, modern, jazz, world dance
2358	Other dance course



**C.1.4 Theatre**

2904	Advanced theater
2910	History/appreciation of theater/film/video/media
2908	Media/film/video/television production
2905	Technical theater/stagecraft
2901	Theater/creative dramatics (elementary school standards)
2900	Theater/play production (secondary school standards)
2998	Other theater course

**C.1.5 English**

2114	Advanced composition	2107	Ethnic literature
2105	American literature	2115	Forensics
2102	Basic English/Language Art (Proficiency Development)	2111	Journalism
2113	Composition	2116	Language structure/language arts (traditional grammar, transformational grammar, structural linguistics)
2101	Comprehensive English	2120	Reading (state-funded Miller-Unruh specialist)
2130	English 9	2100	Reading improvement/developmental reading/reading recovery
2131	English 10	2117	Science fiction
2132	English 11	2112	Speech
2133	English 12	2108	World literature
2110	English language development	2198	Other English course (including combinations of above)
2106	English literature	2109	Other literature

### ***C.1.6 Foreign Languages***

2230	American sign language	2212	Korean (first and second year)
2215	Chinese (advanced)	2224	Korean (for native speakers)
2214	Chinese (first and second year)	2211	Latin (advanced)
2223	Chinese (for native speakers)	2210	Latin (first and second year)
2228	Filipino (Advanced)	2219	Portuguese (advanced)
2227	Filipino (First and Second Year)	2218	Portuguese (first and second year)
2205	French (advanced)	2209	Russian (advanced)
2204	French (first and second year)	2208	Russian (first and second year)
2201	German (advanced)	2207	Spanish (advanced)
2200	German (first and second year)	2206	Spanish (first and second year)
2203	Italian (advanced)	2225	Spanish (for native speakers)
2202	Italian (first and second year)	2221	Vietnamese (advanced)
2217	Japanese (advanced)	2220	Vietnamese (first and second year)
2216	Japanese (first and second year)	2298	Other foreign language course (including combinations of above)
2213	Korean (advanced)	2226	Other language course (for native speakers)

**C.1.7 Health Education**

2535	Health education
2538	Other health education (not included in description of 2535 Health education)

**C.1.8 Humanities**

2748	Any humanities course
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**C.1.9 Mathematics**

2423	Accelerated mathematics (any of gr 4-8)	2404	Intermediate algebra/algebra II
2417	Advanced algebra/advanced geometry/symbolic logic/number theory	2412	Linear Algebra
2414	Analytic geometry/pre-calculus	2420	Math A
2428	Beginning Algebra Part 1 (first year of a 2-year course)	2422	Math analysis
2429	Beginning Algebra Part 2 (second year of a 2-year course)	2421	Math B
2403	Beginning algebra/algebra I (one year course)	2431	Math 6 (Grade 6 standards)
2415	Calculus	2432	Math 7 (Grade 7 standards)
2401	Consumer mathematics/senior mathematics	2411	Modern abstract algebra
2400	General mathematics/basic mathematics/career technical mathematics	2424	Pre-algebra
2413	Geometry	2410	Probability and Statistics
2425	Integrated mathematics I (college preparatory)	2402	Remedial mathematics/proficiency development
2426	Integrated mathematics II (college preparatory)	2409	Solid geometry/trigonometry
2427	Integrated mathematics III (college preparatory)	2407	Trigonometry
2430	Integrated Mathematics IV (college preparatory)	2498	Other mathematics course (including combinations of above)
2408	Intermediate algebra and trigonometry		

**C.1.10 Music**

2300	Band
2303	Orchestra/symphony
2305	Chorus/choir/vocal ensemble
2307	Music appreciation/history/literature
2308	Music theory
2309	Composition/songwriting
2316	Voice class
2322	Musical theatre
2323	Computers and electronic digital music
2324	Instrumental music lessons (elementary school standards)
2325	Instrumental music lessons (secondary school standards)
2326	General/classroom/exploratory music (elementary school standards)
2327	General/exploratory/introduction to music (secondary school standards)
2328	Instrumental ensemble
2398	Other music course (including combinations of above)

**C.1.11 Physical Education**

2500	Physical education
2501	Dance, all phases
2502	Athletic practice, not extracurricular
2598	Other physical education course (including combinations of above)

**C.1.12 Special Designation Subjects**

2602	Aviation education
2545	Driver education
2546	Driver training
2505	Military Science
2548	Other safety education course

**C.1.13 Science**

2604	Advanced biology	2619	Energy education
2608	Advanced chemistry	2612	Environmental studies
2614	Advanced physics	2611	General science
2601	Aerospace education	2652	General Science with Focus on Earth Science (grade 6 Standards)
2655	Anatomy and Physiology	2653	General Science with Focus on Life Science (grade 7 Standards)
2600	Astronomy	2654	General Science with Focus on Physical Science (grade 8 Standards)
2603	Biology	2620	Geology
2605	Botany	2621	Life science
2607	Chemistry	2622	Meteorology
2635	Conceptual chemistry	2609	Oceanography
2636	Conceptual physics	2633	Pacesetter science
2617	Conservation	2610	Physical science
2626	Coordinated/integrated science I	2613	Physics
2627	Coordinated/integrated science II	2624	Science projects
2628	Coordinated/integrated science III	2625	Space science
2629	Coordinated/integrated science IV	2606	Zoology
2618	Earth science	2698	Other science course (including combinations of above)

**C.1.14 Social Science**

2700	Anthropology	2702	Physical geography
2708	California history	2703	Principles of American democracy/government and civics
2706	Comparative political systems	2714	Psychology
2726	Comparative world religions	2715	Sociology
2707	Current events	2709	United States history
2701	Economics	2730	Women's history
2710	Ethnic studies	2728	World cultures
2734	History-social science (social studies) (any of grades K-8)	2711	World history: survey
2705	International studies	2724	World regional geography
2732	Law-related education	2712	Other history, culture, geography: survey
2713	Philosophy	2798	Other social science course (including combinations of above)

## C.2 Advanced Placement (AP) For Grades 9-12 Only

### C.2.1 Art

2870	AP Art History
2874	AP Studio Art: Drawing
2875	AP Studio Art: Two Dimensional
2876	AP Studio Art: Three Dimensional

### C.2.2 Computer Science

2470	AP Computer Science A
2471	AP Computer Science AB

### C.2.3 English

2170	AP English Language
2171	AP English Literature

### C.2.4 Mathematics

2480	AP Calculus AB
2481	AP Calculus BC
2483	AP Statistics

### C.2.5 Music

2370	AP Music Theory
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### C.2.6 Foreign Language

2270	AP French Language
2271	AP French Literature
2272	AP German Language
2273	AP Latin-Vergil
2274	AP Latin-Literature
2275	AP Spanish Language
2276	AP Spanish Literature
2277	AP Italian Language and Culture
2278	AP Chinese Language and Culture
2279	AP Japanese Language and Culture

### C.2.7 Social Science

2772	AP Comparative Government and Politics
2774	AP European History
2777	AP Human Geography
2770	AP Macroeconomics
2771	AP Microeconomics
2776	AP Psychology
2773	AP United States Government and Politics
2775	AP United States History
2778	AP World History

### C.2.8 Science

2670	AP Biology
2671	AP Chemistry
2672	AP Physics B
2673	AP Physics C
2674	AP Environmental Science

## C.3 International Baccalaureate (IB)

### C.3.1 Computer Education

2465	IB Computer Science
2466	IB Information Technology in a Global Society

### C.3.3 Fine and Performing Arts

2860	IB Art/Design
2360	IB Music
2960	IB Theater Arts

### C.3.5 Humanities

2768	IB Theory of Knowledge
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### C.3.7 Science

2660	IB Biology
2661	IB Chemistry
2666	IB Design Technology
2664	IB Environmental systems
2662	IB Physics

### C.3.9 Middle Years Program (MYP)

2467	MYP Algebra (I or II)
2479	MYP Computer Technology
2464	MYP Coordinated Program of Math (CPM)
2667	MYP Design Technology
2961	MYP Drama
2468	MYP Geometry and/or Trigonometry
2769	MYP Humanities (history and/or geography)

### C.3.2 English

2160	IB Language A1 (English)-literature
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### C.3.4 Foreign Language

2264	IB Ab initio
2262	IB Classical languages
2260	IB Language A (non-English)
2263	IB Language A2
2261	IB Language B

### C.3.6 Mathematics

2463	IB Advanced mathematics
2461	IB Mathematical methods
2460	IB Mathematical Studies
2462	IB Mathematics higher level

### C.3.8 Social Science

2766	IB Business organization
2760	IB Economics
2761	IB Geography
2762	IB History
2767	IB History of the Islamic world
2764	IB Philosophy
2763	IB Psychology
2765	IB Social anthropology

2469	MYP Integrated Math Program
2161	MYP Language A
2265	MYP Language B
2361	MYP Music
2560	MYP Physical Education
2665	MYP Science (biology, chemistry or physics)
2861	MYP Visual Arts

## C.4 Career Technical Education

### C.4.1 Work Experience Education

4900	Work experience education
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### C.4.2 Agricultural and Natural Resources

4040	Agricultural business
4030	Agricultural mechanics
4070	Agriscience
4020	Animal science
4060	Forestry and natural resources
4050	Ornamental horticulture
4010	Plant and soil science
4098	Other agriculture and natural resources

### C.4.3 Arts, Media and Entertainment

5702	Animation	5712	Internet publishing
5734	Arts management	5730	Multimedia production
5731	Broadcast production	5759	Photo Production and Technology
5770	Broadcasting technology	5760	Photographic laboratory and darkroom
5720	Choreography	5724	Professional music composition and arrangement
5717	Cinematography	5721	Professional theater/play production
5754	Commercial art	5725	Radio production
5755	Commercial photography	5733	Set design and construction
5752	Computer gaming and design	5744	Stage production
5757	Desktop publishing	5527	Stage technology
5711	Digital animation	5732	Technical theater
5715	Film-making	5745	Television production
5621	Graphic arts technology	5714	Three-dimensional design
5751	Graphic communications	5713	Two-dimensional design
5723	Instrumental tuning and repair	5716	Video production
5622	Integrated graphics technology	5769	Other arts, media, and entertainment



#### ***C.4.4 Building Trades and Construction***

5503	Apartment and home repair/remodeling	5517	Insulation installation
5538	Applied building trades and construction communications	5501	Introduction to construction
5504	Boat building	5526	Introduction to green construction technology
5505	Brick, block, and stonemasonry	5519	Locksmithing
5506	Building, mechanical	5534	Mechanical construction
5532	Cabinetmaking and wood products	5520	Millwork and cabinetmaking
5507	Carpentry	5521	Painting and decorating
5508	Concrete placing and finishing	5522	Pipefitting and steamfitting
5509	Construction equipment operation	5523	Plastering
5950	Construction technology (wood shop)	5524	Plumbing
5510	Cooling and refrigeration	5537	Principles of building trades and construction technology
5511	Drywall installation	5502	Residential and commercial construction
5533	Engineering and heavy construction	5525	Roofing
5535	Exploring building trades and construction, level 1	5528	Structural and reinforcement metalwork
5536	Exploring building trades and construction, level 2	5529	Tile setting
5513	Floor covering installation	5530	Upholstering
5514	Furniture making	5531	Woodworking
5515	Glazing	5549	Other building trades and construction
5516	Heating and air conditioning		

#### ***C.4.5 Consumer and Family Studies***

4311	Consumer and family studies comprehensive core I	4352	Human growth and development
4312	Consumer and family studies comprehensive core II	4361	Food and nutrition
4321	Child development and guidance	4362	Nutritional science
4323	Psychological Development of Children	4371	Resource management
4331	Fashion textiles and apparel	4381	Housing and furnishings
4333	Apparel design and construction	4382	Environmental design
4341	Consumer education	4391	Individual and family health
4342	Economics for living	4310	Exploratory home economics and technology I and II (grades 6–8)
4351	Family and human development	4398	Other consumer and family studies

**C.4.6 Education Child Development and Family Services**

4400	Careers in child development
4321	Child development and guidance
4461	Consumer, personal, and financial services
4452	Elder care/intergenerational services
4451	Family and human services
4401	Teaching careers or Careers in education
4469	Other education, child development, and family services

**C.4.7 Energy and Utilities**

5581	Applied energy and utilities communications	5686	Heating and air conditioning
5553	Avionics	5562	Hybrid microelectronics
5554	Biomedical equipment technology	5563	Industrial electronics
5555	Business machine repair	5564	Instrument repair
5556	Communications electronics	5565	Instrumentation technology
5557	Computer electronics	5551	Introduction to electronics technology
5558	Computer service technology	5576	Introduction to energy and utilities
5679	Electrical systems	5518	Lineworker
5512	Electrician	5566	Major appliance repair
5559	Electromechanical	5567	Motor repair
5690	Electromechanical installation and maintenance	5577	Power and energy
5560	Electronic consumer products service	5580	Principles of energy and utilities technology
5570	Electronics assembly occupations	5692	Public utilities pathway
5561	Electronics technology	5693	Residential and commercial energy and utilities
5691	Energy and environmental technology	5568	Small appliance repair
5578	Exploring energy and utilities, level 1	5598	Other energy and utilities
5579	Exploring energy and utilities, level 2		

### ***C.4.8 Engineering and Design***

5784	Applied engineering and design communications	5574	Engineering technology
5571	Architectural and structural engineering	5575	Environmental and natural science engineering
5710	Blueprint reading	5781	Exploring engineering and design, level 1
5704	Civil/structural drafting	5782	Exploring engineering and design, level 2
5572	Computer hardware, electrical, and networking engineering	5708	Piping drafting
5705	Computer-aided drafting/design	5783	Principles of engineering and design technology
5701	Drafting occupations	5707	Technical drafting
5706	Electrical/electronic drafting	5709	Technical illustration
5780	Engineering and design drafting	5749	Other engineering and design
5573	Engineering design		

### ***C.4.9 Fashion and Interior Design***

4412	Apparel manufacturing, production, and maintenance
4411	Fashion and textile design
4410	Fashion merchandising
4430	Interior design, furnishings, and maintenance
4449	Other fashion and interior design

### ***C.4.10 Finance and Business***

4600	Accounting/computer accounting	4615	Information processing
4609	Administrative support	4633	Information systems management
4650	Business career exploration (grades 6-9)	4610	Keyboarding (typing)
4630	Business economics	4621	Legal office occupations
4602	Business fundamentals	4608	Secretarial
4637	Business management	4121	Small business ownership and management
4623	Business technology	4618	Telecommunications
4601	Computer operations/computer science	4614	Word processing occupations
4613	General office occupations	4698	Other finance and business

**C.4.11 Health Science and Medical Technology**

4288	Biotechnology research and development	4265	Preparing to work in Therapeutic Services-Diagnostic Services
4224	Exploring health care (exploratory core)	4232	Preparing to work in Therapeutic Services-Emergency Medical Services
4225	Introduction to health care (introductory core)	4267	Preparing to work in Therapeutic Services-Health, Wellness, and Rehabilitation
4226	Preparing to work in Health Care	4242	Preparing to work in Therapeutic Services-Medical Office Services
4276	Preparing to work in Health Informatics	4280	Preparing to work in Therapeutic Services-Nursing Services
4255	Preparing to work in Health Support Services	4298	Other health science and medical technology
4234	Preparing to work in Therapeutic Services-Dental Services		

**C.4.12 Hospitality, Tourism, and Recreation**

4421	Food and beverage production and preparation	4442	Lodging services
4420	Food and hospitality services	4117	Recreation and travel
4472	Food science and technology	4444	Theme parks, attractions, and events
4471	Food science, dietetics, and nutrition	4443	Travel-related services
4441	Hospitality, tourism, and recreation	4498	Other hospitality, tourism, and recreation
4110	Hotel and lodging		

**C.4.13 Information Technology**

4603	Business and electronic communication	4604	Networking
4615	Information processing	4618	Telecommunications
4633	Information systems management	4649	Other information technology

**C.4.14 Manufacturing and Product Development**

5626	Applied manufacturing and design communications	5608	Metal fabrication
5703	Architectural drafting	5609	Metallurgy
5753	Bookbinding	5610	Optical goods
5945	Communications technology (drafting, electronics)	5611	Plastic/composites
5756	Composition, make-up, and typesetting	5625	Principles of manufacturing and design technology
5603	Computer numerical control	5761	Printing press operations
5623	Exploring manufacturing and design, level 1	5612	Robotics
5624	Exploring manufacturing and design, level 2	5613	Sheet metal
5940	Exploring technology (general industrial arts)	5762	Silk screen making and printing
5604	Foundry	5620	Specialized welding program
5605	Industrial ceramics manufacturing	5614	Tool and die making
5606	Jewelry design, fabrication, and repair	5616	Welding: combination
5615	Machine and forming technology	5617	Welding: electric
5607	Machine tool operation/machine shop	5618	Welding: gas
5955	Manufacturing technology (metal shop)	5619	Welding: technology
5601	Manufacturing/materials processing	5649	Other manufacturing and product development

**C.4.15 Marketing, Sales, and Services**

4100	Advertising services	4107	General merchandise retailing
5811	Barbering	4113	International trade
5866	Bicycle repair	5814	Manicure and pedicure
5812	Cosmetology	4122	Marketing fundamentals
5861	Custodial services	5865	Pool and spa service
4119	Customer service representative	4106	Restaurant marketing
4103	Financial services	4114	Virtual enterprise
4104	Floristry	4198	Other marketing, sales, and services

#### ***C.4.16 Public Services***

5841	Advanced forensic science	5843	Homeland security
5850	Civil law	5853	International law applications
5804	Client support services	5800	Introduction to human services careers
5801	Conflict resolution	5847	Law enforcement occupations
5851	Constitutional law A/B	5854	Legal assistance preparation
5842	Corrections occupations	5802	Marriage and family relations
5844	Criminal justice	5803	Principles of recovery and psychosocial rehabilitation
5845	Criminal law	5846	Protective services policies and procedures
5831	Fire control and safety	5806	Psychology in human services careers
5833	Firefighting occupations	5849	Security services
5840	Forensic science	5805	Specialized client services
5807	Fundamentals of personal and social adjustment	5839	Other fire technology course
5852	Government services policies and procedures	5898	Other public services

#### ***C.4.17 Transportation***

5653	Aircraft mechanics, combination	5678	Engine performance (including emission control)
5677	Alternative fuel vehicles	5680	Engine performance/electrical systems, combination
5670	Automatic transmission/transaxle	5684	Engine performance/engine repair, combination
5664	Automotive body repair	5682	Engine repair
5654	Automotive body repair and refinishing, combination	5658	Heavy equipment maintenance and repair
5655	Automotive mechanics, combination	5651	Introduction to transportation
5666	Automotive painting and refinishing	5673	Logistics and distribution
5688	Automotive specialty, other combinations	5671	Manual drive train and axles
5668	Automotive, level 1	5659	Marine powerplant maintenance
5669	Automotive, level 2	5660	Motorcycle repair
5652	Automotives	5661	Small engine repair
5656	Aviation and aerospace transportation services	5675	Suspension and steering
5674	Brakes	5672	Transmissions/drive trains, combination
5676	Brakes/suspension and steering, combination	5662	Truck and bus driving
5663	Collision, repair, and refinishing	5665	Vehicle maintenance, service, and repair
5657	Diesel equipment mechanics	5698	Other transportation
5667	Emerging technologies in automotive		

## C.5 Other

### *C.5.1 Self-contained Classroom Instruction*

1015	Kindergarten or pre-first
1001	Grade 1
1002	Grade 2
1003	Grade 3
1004	Grade 4
1005	Grade 5
1006	Grade 6
1007	Grade 7
1008	Grade 8
1009	Combination class (any of grades K-3)
1010	Combination class (any of grades 4-8)
1012	Combination class (including grades 3-4)
1011	Other self-contained classroom assignment (not single-subject)

### *C.5.2 Special Education Instruction*

3020	SE Consultation/Instructional Support - elementary or secondary
3005	SE Elementary
3016	SE Secondary arts (art, music, dance, drama)
3010	SE Secondary English/language arts/reading
3017	SE Secondary foreign language
3012	SE Secondary general science
3013	SE Secondary life science
3011	SE Secondary mathematics
3014	SE Secondary physical science
3015	SE Secondary social science
3019	SE Secondary other non-core subject areas

### *C.5.3 Other Instruction – Related Assignments*

2536	Peer counseling/conflict management
2537	Life skills
2719	Student government
2722	Career education
2821	Yearbook
6001	Skills center specialist/study skills
6003	Full-time teaching principal or superintendent
6004	Resource teacher (not Special Education)
6007	Alternative/opportunity education teacher
6013	Home or hospital teaching
6014	Day to Day substitute (permanent employee)
6023	Advancement Via Individual Determination (AVID)
6098	Other teaching assignment

**C.5.4 Support Teaching Assignments (Elementary)**

2880	STAE Art
2489	STAE Computer education
2280	STAE Foreign language
2488	STAE Mathematics
2380	STAE Music
2580	STAE Physical education
2180	STAE Reading Improvement
6080	STAE Resource teacher (not Special Education)
2680	STAE Science

**C.5.5 Classes Taught through Independent Study (IS)**

1013	Elementary (through IS)
2134	Secondary English/Language Arts/Reading (through IS)
2231	Secondary foreign language (through IS)
2418	Secondary Mathematics (through IS)
2419	Secondary Mathematics – advanced course content (through IS)
2656	Secondary general science (through IS)
2657	Secondary life science (through IS)
2658	Secondary physical science (through IS)
2735	Secondary social science (through IS)
2824	Secondary arts - art, music, dance, drama (through IS)
6015	Elementary or secondary other non-core academic subject areas (through IS)



# Appendix D – Term Codes

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Where applicable, we will accept either triple or double digit schema:

CQ1 - College Quarter 1	TS1 - Trimester Summer Session 1
CQ2 - College Quarter 2	TS2 - Trimester Summer Session 2
CQ3 - College Quarter 3	TS3 - Trimester Summer Session 3
CQ4 - College Quarter 4	ZO1, Z1 - Other, User Defined 1
CS1 - College Semester 1	ZO2, Z2 - Other, User Defined 2
CS2 - College Semester 2	ZO3, Z3 - Other, User Defined 3
FLS, FY - Full Session (Full Year)	ZO4, Z4 - Other, User Defined 4
FS1 - Full Summer Session 1	ZO5, Z5 - Other, User Defined 5
FS2 - Full Summer Session 2	ZO6, Z6 - Other, User Defined 6
FS3 - Full Summer Session 3	ZO7, Z7 - Other, User Defined 7
HX1, H1 - Hexmester 1	ZO8, Z8 - Other, User Defined 8
HX2, H2 - Hexmester 2	ZO9, Z9 - Other, User Defined 9
HX3, H3 - Hexmester 3	
HX4, H4 - Hexmester 4	
HX5, H5 - Hexmester 5	
HX6, H6 - Hexmester 6	
IS1 - Intersession 1	
IS2 - Intersession 2	
IS3 - Intersession 3	
QQ1 - College Summer Quarter 1	
QQ2 - College Summer Quarter 2	
QS1 - Quarter Summer Session 1	
QS2 - Quarter Summer Session 2	
QS3 - Quarter Summer Session 3	
QT1, Q1 - Quarter 1	
QT2, Q2 - Quarter 2	
QT3, Q3 - Quarter 3	
QT4, Q4 - Quarter 4	
SC1 - College Summer Semester 1	
SC2 - College Summer Semester 2	
SM1, S1 - Semester 1 (Fall)	
SM2, S2 - Semester 2 (Spring)	
SPL - Supplemental Session (after school, evenings, weekends, etc.)	
SS1, SS - Semester Summer Session 1	
SS2 - Semester Summer Session 2	
SS3 - Semester Summer Session 3	
TR1, T1 - Trimester 1	
TR2, T2 - Trimester 2	
TR3, T3 - Trimester 3	
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