

CCGI High School Graduate Template for CaliforniaColleges.edu

The High School Graduate Template is designed to enable the upload of students' graduation status to detach the student from the school so the account will remain active and accessible for graduated students. **All field headers are required.** Please note the following:

- All fields are required
- **If students are not reported as graduated**, if they login after graduation they may “attach” themselves to your school sites.
- **If students are reported as graduated**, if they login after graduation they will be able to navigate their planner and not affect your school site's student list in the Educator Dashboard.

| Field Name | Req'd | Definition | Values | Notes | Example |
|---------------|-------|--|------------|--|----------------|
| CDSCode | Y | Statewide School Code | 14 digit # | May start with zero. (Where the course was taken). | 01234567891234 |
| StateID | Y | Statewide Student ID | 10 digit # | Also known as SSID | 1234567890 |
| GRAD_DATE | Y | Graduation Date of Student | YYYYMM | | 202206 |
| HAS_GRADUATED | Y | Identifies whether a student has graduated | Y or N | | Y |

To be CSV-Compliant

- File names must have the .csv extension.
- Files must have a **header row**.
- **File name format:** {districtname}_HGTemplate_yyyymmdd.
- Example: CCGIPartnerHighSchoolDistrict_HGTemplate_20221125.csv.

Upload the CSV template

Using an sFTP client, use sftp.californiacolleges.edu and upload the HG file to the hold_for_review folder for processing.

If there are any questions regarding this file, please contact your CCGI Technical Assistance via [Contact Us](#).