**Students’ Course Grades Data File Specifications**

This file contains the courses every GEAR UP student was enrolled in fall/spring semester of the 20XX-XX school year, along with the grade and number of credits they received in each course. The table below lists the data elements and formats for the data. Please note:

1. The data elements we require related to course grades and credits are fairly standard and should be readily retrievable from your district data system.
2. The data must be provided in Excel format. You do not have to worry about the order of the columns, but every column must have a header/title.
3. The course grades and credits included in the excel spreadsheet should include those for **all the students in the 2018 Graduating Cohort** who attend the GEAR UP High School(s) in your District Fall Semester 20XX.
4. We anticipate multiple rows for each student, with one course and its associated grade and credits earned per line.

**GEAR UP Students Fall/Spring Semester 20XX-XX Course Grades & Credits - Specifications**

|  |  |  |
| --- | --- | --- |
| **Field Name (*Column Header on Excel Spreadsheet*)** | **Required or Optional**  | **Instructions / Definitions** |
| School Name  | Required | Your GEAR UP schools are listed below. |
| School Year | Optional | All data should be for the 20XX-XX School Year, so this data point is optional (but can be used to visually verify data). |
| Semester / Term | Optional | All data should be for the Fall/Spring semester, so this data point is optional (but can be used to visually verify data). |
| Student First Name | Required |  |
| Student Last Name | Required |  |
| SAIS ID | Required |  |
| Graduation Cohort Year | Optional | All should be “2018” so this data point is optional (but can be used to visually verify data). |
| Course Number | Required |  |
| Course Name | Required |  |
| Grade student received in the course Fall Semester | Required |  |
| Number of Credits Earned in the course in Fall Semester | Required  |  |

**AZ GEAR UP Schools:**

**Casa Grande Union High School District**: Casa Grande Union High School, Vista Grande High School

**Colorado River Union High School District**: Mohave High School, River Valley High School

**Douglas Unified School District**: Douglas High School

**Holbrook Unified School District**: Holbrook High School

**Humboldt Unified School District**: Bradshaw Mountain High School

**Kingman Unified School District**: Kingman High School, Lee Williams High School,

**Mingus Union High School District**: Mingus Union High School

**Winslow Unified School District**: Winslow High School

**Yuma Union High School District**: San Luis High School