**Course List Data File Specifications**

The course list file provides a list of ALL courses that GEAR UP students may take in your district during the current school year. For each course you will provide basic information (course name, number and credits) as well as the course level (general, remedial, honors, special ed, ELL, etc). The table below lists the data elements and formats for the Course List. Please note:

1. The data elements we require related to courses are fairly standard and we hope readily retrievable from your district data system.
2. The course list should include all the courses the 2018 Graduating Class/Cohort are, or may be, enrolled in during the current school year at your GEAR UP High School(s).
3. The data must be provided in Excel format with one row for each course.
4. E-mail the completed excel spreadsheet to me at [barbara.soby@nau.edu](mailto:barbara.soby@nau.edu)

**GEAR UP Course List – 20XX-XX (Courses GEAR UP Students are taking, or will take, in 20XX-XX)**

|  |  |  |
| --- | --- | --- |
| **Field Name (*Column Header on Excel Spreadsheet*)** | **Required or Optional** | **Instructions / Definitions** |
| School Name | Required | Your GEAR UP high schools are listed below. |
| Arizona Course ID Number | Required | The numbers begin with AZ, eg.AZ01000. |
| District Course Number | Required | Unique ID Number for each course (consistent from year to year) |
| Course Name | Required | Name of Course |
| Course Level | Required | Enter Number indicating the level of the course as follows:  1 = Remedial/Basic  **2 = General (Default, if left blank)**  3 = Honors/Advanced  4 = Advanced Placement  5 = College Course / Dual Credit  6 (do not use)  7 = International Baccalaureate  8 = ELL/ESL  9 = Special Education / Inclusion |
| Credits | Required | Numerical Value: Credits associated with one term (semester) of the course |

**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