CoBro Consulting Client Data Layout
Comparison Group Students

This document provides information for you about Comparison Group data that must be submitted to CoBro Consulting on a regular basis for upload to the Compass System. Some data is required, and some is optional. Here we provide a listing of data fields, explanations of file setup, and examples of the type of data required. Please review the data elements carefully and contact CoBro Consulting Technical Support if you have any questions.

Tips for Ensuring a Quality Data Upload

- Where required within the notes section, please include the requested additional information (e.g., coding) as additional files with your data upload.
- Double check the Student ID provided in your data file. Make sure it is the correct student ID (i.e., different ID for each student), and not a school ID (i.e., same ID for all students at the same school). Examples of appropriate ID's (depending on your program) include an ID assigned by a school district or your state education agency to each student.
- **Name the file starting with your Compass Program Name.** For example, if your Compass Program Name is SanDiegoGU, name your file:
  SanDiegoGU_2020-2021_CG-Enrollment.
  It is helpful to indicate in file name exactly what data file contains and what you would like us to include or update in Compass.

Files can be uploaded via the **Data Center** within the Compass System at:

www.cobrocompass.com

If you need access to the Compass System and Data Center, please contact CoBro Consulting Technical Support or contact your GEAR UP Director or GEAR UP Data Coordinator.

If you are unable to provide electronic data in the format specified, or need assistance with your data upload, please contact CoBro Consulting Technical Support at:

support@cobroconsulting.com

🏫 Student Enrollment

Uploads due Beginning-of-School-Year (**September 15**), Mid-Year (**March 1),** End-of-School-Year (**June 30**).

Field Name	Definition	Opt/Req	Properties	Example	Notes
SchID	School Identifier	Required	Alpha or Numeric	*Sample Middle School*	School Name or School Code
SchYear	School Year	Required	Numeric	*2020-2021*	If school year is recorded as just one named year (e.g., 2020), specify if that means start or end of academic year (e.g., 2020 = 2020-21 or 2019-20?).
StID	Student ID (State ID)	Required	Numeric	*123456789*	If you use multiple IDs to track data for other tables in this record layout, provide all applicable IDs and specify. Alternatively, provide a separate file with all IDs per student.
Grade	Student Grade Level	Required	Numeric	*7*	
FName	Student First Name	Required	Alpha	*Joseph*	
LName	Student Last Name	Required	Alpha	*Smith*	
Addr	Student Address	Optional	Alpha	*123 Example Ln*	
City	Student City	Optional	Alpha	*Anytown*	
State	Student State	Optional	Alpha	*CA*	
Zip	Student Zip	Optional	Numeric	*12345*	
Phone	Student Home Phone #	Optional	Numeric	*101-232-2856*	Include Area Code
Email	Student Email	Optional	Alpha	*joe@gmail.com*	
Gender	Student Gender	Required	Alpha or Numeric	*M*	1 - Male, 2 - Female, 3 - Unknown, 4 - Non-binary
Race	Student Race	Required	Alpha or Numeric	*White*	1 - American Indian or Alaska Native, 2 - Asian, 3 - Black or African American, 4 - White, 5 - Native Hawaiian or Pacific Islander, 6 - Two or More Races, 7 - Not Identified, 8 - Decline to State
Ethnicity	Student Ethnicity	Required	Alpha	*Non-Latino*	1 - Non-Hispanic/Latino, 2 - Hispanic/Latino, 3 - Not Identified, 4 - Decline to State
DOB	Student Date of Birth	Required	Numeric	*10/20/2008*	
LEP	Limited English Proficiency	Required	Numeric	*LEP*	Specify codes
IEP	Individualized Education Plan	Required	Numeric	*IEP*	Specify codes

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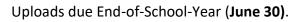| Field Name	Definition	Opt/Req	Properties	Example	Notes
S-Date		Required	Numeric	*9/1/2021*	(MMDDYYYY) This is the beginning of the school year for many students, but as updates are submitted throughout the year, will include dates students move into the school later in the year.
E-Date	Student's Leave Date	Optional	Numeric	*11/1/2021*	(MMDDYYYY). Date students moved out of the school (e.g., to a new school mid-year). Leave empty otherwise.
EndReason	Student's Reason for Leaving	Required if E-Date	Alpha	*Moved*	Specify codes
Foster	Foster Child	Optional	Alpha or Numeric	*Yes*	Was child in foster care any part of the school year?
Homeless	Homeless Child	Optional	Alpha or Numeric	*No*	Was child homeless any part of the school year?
AntGradYr	The year when student is expected to graduate from high school.	Required	Numeric	*2024*	(YYYY)

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Grades/Transcripts

Uploads due Mid-Year **(March 1)** and End-of-School-Year **(June 30).**

Field Name	Definition	Opt/Req	Properties	Example	Notes
StID	Student ID (State ID)	Required	Numeric	*123456789*	If you use multiple IDs to track data for other tables in this record layout, provide all applicable IDs and specify. Alternatively, provide a separate file with all IDs per student.
SchYear	School Year	Required	Numeric	*2020-2021*	If school year is recorded as just one named year (e.g., 2020), specify if that means start or end of academic year (e.g., 2020 = 2020-21 or 2019-20?).
SchID	School Identifier	Required	Alpha or Numeric	*Sample Middle School*	School Name or School Code
Term	School Term	Required	Alpha Numeric	*T1*	e.g., T1/S1/Q1 = 1st trimester/semester/quarter. If providing progress report, use P1, P2, etc.
Class	Class Name or Description	Required	Alpha	*Advanced English*	e.g., Algebra IB, English 7
ClassN	Class Number	Required	Alpha or Numeric	*101*	i.e., course code.
ClassT	Class Type	Required	Alpha	*Pre-Algebra*	1 - N/A, 2- Pre-Algebra, 3 - Algebra I, 4 - Geometry, 5 - Algebra II, 6 - Calculus, 7 - Chemistry, 8 - Physics, 9 - Trigonometry, 10 - Pre-Calculus, 11 - Biology, 12 - English/Language Arts, 13 - Other Math, 14 - Other Science, 15 - Other Math 2 Years Beyond Algebra 1, 16 - Integrated Math 1, 17 - Integrated Math 2, 18 - Integrated Math 3, 19 - Integrated Math 4, 20 - Math Support
ClassLvl	Class Level	Required	Alpha or Numeric	*Advanced*	1 - Non-Advanced, 2 - Advanced, 3 - IB Class, 4 - AP, 5 - Honors, 6 - College-Level, 7 - Dual Enrollment/Dual Credit, 8 - College Remedial
ClassM	Class Method	Optional	Alpha or Numeric	*Online*	1 - In person, 2 - Virtual/Online
Units	Units Earned	Required	Numeric	*3*	
GradeAch	Grade Achieved	Required	Alpha or Numeric	*A/95*	
A_Gstatus	A-G course status	Optional	Alpha or Numeric		Specify codes, CA GU programs ONLY. Mandatory if your program has an objective that uses A-G status. Non-CA programs may include if applicable.

* This file includes each student once per class, per term. If a student took four classes during a term, there should be four rows for that student.

🚫 Absences

Uploads due End-of-School-Year (**June 30**).

Field Name	Definition	Opt/Req	Properties	Example	Notes
StID	Student ID (State ID)	Required	Numeric	*123456789*	If you use multiple IDs to track data for other tables in this record layout, provide all applicable IDs and specify. Alternatively, provide a separate file with all IDs per student.
SchYear	School Year	Required	Numeric	*2020-2021*	If school year is recorded as just one named year (e.g., 2020), specify if that means start or end of academic year (e.g., 2020 = 2020-21 or 2019-20?).
SchID	School Identifier	Required	Alpha or Numeric	*Sample Middle School*	School Name or School Code
Term	School Term	Required	Alpha Numeric	*S1*	e.g., T1/S1/Q1 = 1st trimester/semester/quarter. Annual = full-year term. If providing progress report data, use P1=Term 1 progress report, etc.
Abs_ex	Excused Absence	Optional	Numeric	*5*	Provide full-day, excused absences (as defined by your school district).
Abs_unex	Unexcused Absence	Required	Numeric	*2*	Provide full-day, **unexcused** absences (as defined by your school district).
DaysAtt	# of days student attended during term	Required*	Numeric	*232*	
DaysEnr	# days student was enrolled in term	Required*	Numeric	*240*	Will be the same as the number of days in the term for most students, unless they entered or left the school during the term.

* DaysAtt (Days Attended) and DaysEnr (Days Enrolled) data may be optional if your program does not track Average Daily Attendance (ADA).

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📊 GPA

> *Note: GPA may not be necessary to collect for your program some years. Check your objectives & discuss with your evaluator.*

Field Name	Definition	Opt/Req	Field Properties	Example	Notes
StID*	Student ID (State ID)	Required	Numeric	*123456789*	If you use multiple IDs to track data for other tables in this record layout, provide all applicable IDs and specify. Alternatively, provide a separate file with all IDs per student.
SchYear	School Year	Required	Numeric	*2020-2021*	If school year is recorded as just one named year (e.g., 2020), specify if that means start or end of academic year (e.g., 2020 = 2020-21 or 2019-20?).
SchID	School Identifier	Required	Alpha or Numeric	*Sample Middle School*	School Name or School Code
Term	School Term	Required	Alpha Numeric	*S1*	e.g., T1/S1/Q1 = 1st trimester/semester/quarter. Annual = full-year term. If providing progress report data, use P1=Term 1 progress report, etc.
Term GPA	GPA of current school term	Optional**	Numeric	*3.2*	GPA at the end of term specific to your school calendar (trimester, quarter or semester).
Cumul GPA *(New Name!)*	Cumulative GPA for 9th-11th grade.	Required if needed for objectives**	Numeric	*3.2*	Unweighted, cumulative GPA, End-of-School-Year, 9th-11th Grade ONLY

* This file includes each student only once per term.

** May be required for CCREC participants and/or for use in your evaluation.

🧮 Test Scores

Uploads due upon availability, Mid-Year **(March 1)** and End-of-School-Year **(June 30)**.

> *Please ADD any additional tests/assessments not listed below that you would like Compass to track.*

Field Name	Definition	Opt/Req	Field Properties	Example	Notes
StID	Student ID (State ID)	Required	Numeric	*123456789*	If you use multiple IDs to track data for other tables in this record layout, provide all applicable IDs and specify. Alternatively, provide a separate file with all IDs per student.
SchYear	School Year	Required	Numeric	*2020-2021*	If school year is recorded as just one named year (e.g., 2020), specify if that means start or end of academic year (e.g., 2020 = 2020-21 or 2019-20?).
TestDate *(New!)*	Date test was taken	Optional	Numeric	*2/15/2021*	Please include test date for all scores provided.
TestName *(New!)*	Test name	Required*	Alpha	*ACT, AzMerit, PSAT, SAT, SBA*	
TestSubject *(New!)*	Test subject	Required*	Alpha	*English, Math, Science*	
TestScore *(New!)*	Test score	Optional	Alpha or Numeric	*350*	
TestProfLevel *(New!)*	Test proficiency level	Optional	Alpha or Numeric	*Proficient, Not Proficient, Standard Met*	

* Required if test offered this year

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Senior Student Data

The following data sets <u>only apply</u> to programs when serving students in the 12th grade.

Due End-of-School-Year (**June 30**).

Field Name	Definition	Opt/Req	Properties	Example	Notes
StID	Student ID (State ID)	Required	Numeric	*123456789*	If you use multiple IDs to track data for other tables in this record layout, provide all applicable IDs and specify. Alternatively, provide a separate file with all IDs per student.
SchYear	School Year	Required	Numeric	*2020-2021*	If school year is recorded as just one named year (e.g., 2020), specify if that means start or end of academic year (e.g., 2020 = 2020-21 or 2019-20?).
CmplFAFSA	Completed FAFSA	Required	Alpha	*Y*	Y=Yes; N=No
FirstFAFSADate	Date first completed FAFSA	Optional	Numeric (MMDDYYYY)	*5/15/2021*	This FAFSA data is specific to FAFSA submission during senior year or for the first FAFSA submission cycle applicable.
DiplomaType	Diploma Achieved	Optional	Alpha/Numeric	*HS Diploma*	
GradDate	Date of HS Graduation	Required	Numeric (MMDDYYYY)	*6/15/2021*	

College Student Data

The following data sets _only apply_ to programs when serving students in their first year of PSE (i.e., 13th grade in Compass).

Uploads due End-of-School-Year **(June 30).**

> *Data for your first-year college students. Additional option: Some of this data may be obtained from National Student Clearinghouse. You can upload the NSC return file to us as raw data instead of formatting it for the table below. Be sure your NSC request includes your StIDs in the Requestor Return field!*

Field Name	Definition	Opt/Req	Properties	Example	Notes
StID	Student ID (State ID)	Required	Numeric	*123456789*	If you use multiple IDs to track data for other tables in this record layout, provide all applicable IDs and specify. Alternatively, provide a separate file with all IDs per student.
SchYear	School Year	Required	Numeric	*2020-2021*	If school year is recorded as just one named year (e.g., 2020), specify if that means start or end of academic year. (e.g., 2020 = 2020-21 or 2019-20?).
CmplFAFSA	Completed FAFSA	Required	Alpha	*Y*	Y=Yes; N=No
FAFSADate	Date of FAFSA completion	Optional	Numeric (MMDDYYYY)	*9/1/2021*	This can include FAFSA completion beyond senior year.
CollEnroll	Did the student enroll in college?	Required	Alpha	*Y*	Y=Yes; N=No
CollStart	Date started college	Required	Numeric (MMDDYYYY)	*9/1/2021*	
CollMath	Placed into college-level math?	Required	Alpha	*Y*	Y=Yes; N=No, needed remediation
CollEngl	Placed into college-level English?	Required	Alpha	Y	Y=Yes; N=No, needed remediation
OnTrackColl	On track to graduate college	Required	Alpha	*N*	As defined by NSC or college.

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