Iowa Department of Education

Electronic Transcript

Data Elements

March 2010

Iowa Department of Education
Electronic Transcript Project
Status Definitions for Iowa Transcript Center

Mandatory (M) – Mandatory data elements **must be included** in order to have a valid transcript for computer processing purposes. This is a minimum set based on national standards and best practice. (Code = M)

Required (R) – Required data elements **must be provided if the sending institution has the data.** These are elements that have been identified as providing essential information about the student's academic career. (Code = R)

Optional (O) – Optional data elements are useful to the receiving institution, but **are not required to be sent**. These elements may not be available from the sending institution or a sending institution may have a policy against providing the data. (Code = O)

Iowa Department of Education
Electronic Transcript Project
High School to Postsecondary Data Element List

Data Element	Definition	Status
Demographic Information		
Student Legal First Name	Legal first name of the student.	M
Student Legal Middle Name	Legal middle name of the student.	R
Student Legal Last Name	Legal last name of the student.	M
Student Suffix	A suffix such as Jr., I, II of the student.	O
Previous Student First Name	Previous first name of the student.	O
Previous Student Middle Name	Previous middle name of the student.	O
Previous Student Last Name	Previous last name of the student.	O
Previous Student Suffix	Previous suffix such as Jr., I, II of the student.	O
Student Street Address	Street number and street name or post office box number of an address.	R
Student City	Name of the city in which an address is located.	R
Student State	Name of the state (within the United States) or outlying area in which an address is located.	R
Student Zip Code	Five or nine digit zip code portion of an address.	R
Student Telephone Number	Telephone number of the student including the area code, and extension, if applicable.	O
Birth Date	Date of birth of the student.	M
Gender	Gender of the student.	R
Hispanic/Latino	Is the student Hispanic/Latino?	R
American Indian or Alaska Native	Is the student of the American Indian or Alaska Native race?	R
Asian	Is the student of the Asian race?	R
Black or African American	Is the student of the Black or African American race?	R
Native Hawaiian or Other Pacific Islander	Is the student of the Native Hawaiian or Other Pacific Islander race?	R
White	Is the student of the White race?	R
Student Identifiers		
Student State ID	Unique ID assigned to a child as he or she enters the Iowa educational system. ID remains the same from year to year and follows the student within the state.	M
Student Social Security Number	Student social security number.	O
Sending District Information		
Attending District Name	State assigned name of the district where the student is counted for attendance purposes.	R
Attending District Code	State assigned code for the district where the student is counted for attendance purposes.	R

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Data Element	Definition	Status
Building Name	State assigned name of the building the student currently attends.	R
Building Code	State assigned code for the building the student currently attends.	R
Grade Point/Class Rank Information		
Maximum GPA	The highest possible grade point average (GPA) that a student could obtain on the institutional grading scale.	R
Minimum GPA	The lowest possible grade point average (GPA) that a student could obtain on the institutional grading scale.	R
Excessive GPA	Is it possible for the student to receive a GPA in excess of the district's normal GPA range?	O
Weighted GPA	A measure of average performance in all courses taken by an individual during his or her school career as determined for recordkeeping purposes. This is obtained by dividing the total grade points received by the total number of credits attempted. This usually includes grade points received and credits attempted in his or her current school as well as those transferred from schools in which the individual was previously enrolled. In this average, a higher value may be given for more difficult courses, and thus the average may be higher than an un-weighted average.	R
Non-Weighted GPA	A measure of average performance in all courses taken by an individual during his or her school career as determined for recordkeeping purposes. This is obtained by dividing the total grade points received by the total number of credits attempted. This usually includes grade points received and credits attempted in his or her current school as well as those transferred from schools in which the individual was previously enrolled.	R
Total Number in Class	The total number of students in the student's graduating class.	R
Non-weighted Class Rank	The non-weighted academic rank of a student in relation to his or her graduating class.	R
Weighted Class Rank	The weighted academic rank of a student in relation to his or her graduating class.	R
RAI Adjusted GPA (4.0 Conversion)	Conversion of all grade point averages to 4.0 for purposes of Regent Admission Index (RAI). **Conversion Formula:** Converted GPA = (GPA / Max GPA) x 4. Where GPA is the actual student GPA and Max GPA is the highest GPA. In the case of a student who has a 7 on a max GPA of 10 it would be (7 / 10) x 4 = .7 x 4 = 2.8.	R
Graduation Information		
High School Graduation Date	Actual graduation date, or if the student has not yet graduated, the projected graduation date. Include month, day, and year if possible.	R

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Data Element	Definition	Status
Graduation Status	Has the student actually graduated at the time the transcript is being sent?	R
Course Information		
Local Course Title	Title assigned to the high school course by the current district for local use.	R
Local Course Number	Number assigned to the high school course by the district for local use.	R
NCES Course Code	The 13-digit course code locally assigned to identify high school courses offered and taught.	R
SCED Course Code	The 11-digit course code locally assigned to identify high school courses offered and taught.	R
Course Origination	Indicates the origination of the course curriculum.	R
Institution Providing Course	Identifies the institution providing a course.	R
Grade Level of Student When the Course was Taken	The grade level of the student when the course was taken.	R
Cumulative Summary	Does the transcript reflect all secondary course work (including courses from previous districts) for the student as of the transcript submission?	R
Credit/Grade Information		
Type of Credit Awarded for the Course	The type of credits or units of value awarded for the completion of a course. Carnegie units required for Iowa transcripts.	R
Credits Earned for the Course	The number of credits a student earned for completing the course.	R
Attempted Credits for the Course	The number of credits the student attempted to earn by taking the course.	R
Grade Earned for the Course	Grade received for the course.	R
Session Information		
Type of Session	A prescribed span of time when an education institution is open, instruction is provided, and students are under the direction and guidance of teachers and/or education institution administration. Examples: full year, semester, trimester. A session may be interrupted by one or more vacations.	R
Session Starting Date	The month, day, and year which a session began.	R
School Year for the Session	The school year of the session. Example if 2009-2010, then report "2010."	R
Assessment Information		
Assessment Name	The title or name of the assessment (e.g., ACT, SAT, ITBS, ITED).	O
Assessment Subtest	The description of the content or subject area (e.g., mathematics, reading, science, or a foreign language) of an assessment.	O
Assessment Score	The description of a meaningful raw score or statistical expression of the performance of a student or group of students on an assessment.	O

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Assessment Administration Date	The date the assessment was administered.	O
Sending Building Contact Information		
Sending Building Contact Telephone Number	Telephone number of person to contact with questions regarding this transcript.	R