



# CoBro Consulting Client Data Layout

This document provides information for you about GEAR UP 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\_2017-2018\_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. 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](mailto:support@cobroconsulting.com)**

# Student Enrollment



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

**New!** Definitions have been revised for data validation purposes, and new fields added for better student tracking and APR requirements.

Field Name	Definition	Opt/Req	Properties	Example	Notes
<b>SchID</b>	School Identifier	Required	Alpha or Numeric	<i>Sample Middle School</i>	School Name or School Code
<b>SchYear</b>	School Year	Required	Numeric	<i>2017-2018</i>	Specify if year means start or end of academic year. (e.g., 2017 = 2016-17 or 2017-18?)
<b>StID</b>	Student ID (State ID)	Required	Numeric	<i>123456789</i>	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.
<b>Grade</b>	Student Grade Level	Required	Numeric	<i>7</i>	
<b>FName</b>	Student First Name	Required	Alpha	<i>Joseph</i>	
<b>LName</b>	Student Last Name	Required	Alpha	<i>Smith</i>	
<b>Addss</b>	Student Address	Optional	Alpha	<i>123 Example Ln</i>	
<b>City</b>	Student City	Optional	Alpha	<i>Anytown</i>	
<b>State</b>	Student State	Optional	Alpha	<i>CA</i>	
<b>Zip</b>	Student Zip	Optional	Numeric	<i>12345</i>	
<b>Phone</b>	Student Home Phone #	Optional	Numeric	<i>101-232-2856</i>	Include Area Code
<b>Email</b>	Student Email	Optional	Alpha	<i>joe@gmail.com</i>	
<b>Gender</b>	Student Gender	Required	Alpha or Numeric	<i>M</i>	Specify codes
<b>Race</b>	Student Race	Required	Alpha or Numeric	<i>White</i>	Specify codes
<b>Ethnicity</b>	Student Ethnicity	Required	Alpha	<i>Non-Latino</i>	Hispanic/Latino or Non-Hispanic/Non-Latino
<b>OB</b>	Student Date of Birth	Required	Numeric	<i>10/20/2001</i>	
<b>LEP</b>	Limited English Proficiency	Required	Numeric	<i>LEP</i>	Specify codes
<b>IEP</b>	Individualized Education Plan	Required	Numeric	<i>IEP</i>	Specify codes
<b>S-DATE</b>	Date student started at the school this year	Required	Numeric	<i>9/1/2017</i>	(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. <b>(New definition!)</b>

Field Name	Definition	Opt/Req	Properties	Example	Notes
<b>E-Date</b> (New!)	Student's Leave Date	Optional	Numeric	9/1/2017	(MMDDYYYY). Date students moved out of the school (e.g., to a new school mid-year). Leave empty otherwise.
<b>EndReason</b> (New!)	Student's Reason for Leaving	Required if E-Date	Alpha	Moved58]	Specify codes
<b>Foster</b> (New!)	Foster Child	Optional	Alpha or Numeric	Yes	Was child in foster care any part of the school year?
<b>Homeless</b> (New!)	Homeless Child	Optional	Alpha or Numeric	Yes	Was child homeless any part of the school year?
<b>AntGradYr</b>	The year when student is expected to graduate from high school.	Required	Numeric	2018	(YYYY)

# Grades/Transcripts

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



Field Name	Definition	Req/Opt	Properties	Example	Notes
<b>StID</b>	Student ID (State ID)	Required	Numeric	<i>123456789</i>	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.
<b>SchYear</b>	School Year	Required	Numeric	<i>2017-2018</i>	Specify if year means start or end of academic year. (e.g., 2017 = 2016-17 or 2017-18?)
<b>SchID (New!)</b>	School Identifier	Required	Alpha or Numeric	<i>Sample Middle School</i>	School Name or School Code
<b>Term</b>	Trimester Semester Quarter	Required	Alpha Numeric	<i>T1</i>	e.g., T1/S1/Q1 = 1 <sup>st</sup> trimester/semester/quarter. If providing progress report, use P1, P2, etc.
<b>Class</b>	Class Description	Required	Alpha	<i>Advanced English</i>	e.g., Algebra IB, English 7
<b>ClassN</b>	Class Number	Required	Alpha or Numeric	<i>101</i>	i.e., course code.
<b>ClassT</b>	Class Type	Required	Alpha	<i>Pre-Algebra</i>	0 - N/A, 1- Pre-Algebra, 2 -Algebra 1, 3 - Calculus, 4 - Pre-Calculus, 5- Trigonometry, 6 - Chemistry, 7- Physics, 8 - Geometry, 9 - Algebra 2, 10 - Biology, 11- No Type, 12 - English/Language Arts, 13 - Other Math, 14 - Other Science.
<b>Classlvl</b>	Class Level (Advanced, AP, IB, College Prep, Honors)	Required	Alpha or Numeric	<i>Advanced</i>	1- Non-Advanced, 2 - Advanced, 3- Honors, 4 - IB, 5 - College Prep, 6 - AP
<b>ClassM</b>	Class Method	Required	Alpha or Numeric	<i>Online</i>	1 - In person, 2 - Virtual/Online
<b>Units</b>	Units Earned	Required	Numeric	<i>3</i>	
<b>GradeAch</b>	Grade Achieved	Required	Alpha or Numeric	<i>A/95</i>	
<b>A_Gstatus</b>	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**).

**New!** This table is now listed separately from GPA because attendance is now requested only annually, while GPA is still requested by term.  
**Note:** School ID is now required in Absences tables, for data validation purposes.

Field Name	Definition	Req/Opt	Field Properties	Example	Notes
<b>StID*</b>	Student ID (State ID)	Required	Numeric	<i>123456789</i>	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.
<b>SchYear</b>	School Year	Required	Numeric	<i>2017-2018</i>	Specify if year means start or end of academic year. (e.g., 2017 = 2016-17 or 2017-18?)
<b>SchID</b> <i>(New!)</i>	School Identifier	Required	Alpha or Numeric	<i>Sample Middle School</i>	School Name or School Code
<b>Term</b>	Annual <i>(New!)</i>	Required	Alpha Numeric	<i>S1</i>	e.g., T1/S1/Q1 = 1 <sup>st</sup> trimester/semester/quarter. If providing progress report data, use P1=Term 1 progress report, etc.
<b>Abs_ex</b>	Excused Absence	Optional	Numeric	<i>5</i>	Provide full-day, excused absences (as defined by your school district).
<b>Abs_unex</b>	Unexcused Absence	Required	Numeric	<i>2</i>	Provide full-day, <b>unexcused</b> absences (as defined by your school district).
<b>DaysAtt</b>	# of days student attended during term	Required	Numeric	<i>232</i>	
<b>DaysEnr</b>	# days student was enrolled in term	Required	Numeric	<i>240</i>	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.

# GPA

(May be optional) Uploads due End-of-School-Year (June 30).



**New table!** GPA is now requested in a separate table from attendance, because attendance is now requested only annually, while GPA is still requested by term. **Note:** GPA may not be necessary to collect for your program some years. Check your objectives & discuss with your evaluator.

Field Name	Definition	Req/Opt	Field Properties	Example	Notes
<b>StID*</b>	Student ID (State ID)	Required	Numeric	<i>123456789</i>	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.
<b>SchYear</b>	School Year	Required	Numeric	<i>2017-2018</i>	Specify if year means start or end of academic year. (e.g., 2017 = 2016-17 or 2017-18?)
<b>SchID</b>	School Identifier	Required	Alpha or Numeric	<i>Sample Middle School</i>	School Name or School Code
<b>Term</b>	Trimester Semester Quarter Annual	Required	Alpha Numeric	<i>S1</i>	e.g., T1/S1/Q1 = 1 <sup>st</sup> trimester/semester/quarter. If providing progress report data, use P1=Term 1 progress report, etc.
<b>Term GPA</b>	Trimester Semester Quarter Annual	Optional**	Numeric	<i>3.2</i>	GPA at the end of term specific to your school calendar (trimester, quarter or semester)
<b>Cum GPA</b>	Cumulative GPA for 9th-11th grade.	Required if needed for objectives (11th grade ONLY)	Numeric	<i>3.2</i>	Unweighted, cumulative GPA, End-of-School—Year, 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, Pre-APR (**March 1**) and End-of-School-Year (**June 30**).



**New!** Field names have been revised to give you more specificity about tests needed. *Please ADD any additional tests/assessments not listed below that you would like Compass to track.*

Field Name	Definition	Req/Opt	Field Properties	Example	Notes
<b>StID</b>	Student ID (State ID)	Required	Numeric	<i>123456789</i>	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.
<b>SchYear</b>	School Year	Required	Numeric	<i>2017-2018</i>	Specify if year means start or end of academic year. (e.g., 2017 = 2016-17 or 2017-18?)
<b>TestDate</b>	Date test was taken	Optional	Numeric	<i>2/15/2018</i>	Please include test date for all scores provided.
<b>StateT*</b>	Standardized State Test, Specify Name and Subject	Required**	Numeric	<i>100</i>	
<b>StateTProfLevel</b> <i>(New!)</i>	Standardized State Test's Proficiency Level	Required**	Alpha or Numeric	<i>Proficient</i>	
<b>PSAT*</b>	PSAT Score, Specify Name and Subject	Optional	Numeric	<i>350</i>	Scores for multiple subjects can be provided.
<b>SAT*</b>	SAT Score, Specify Subject	Optional	Numeric	<i>350</i>	Scores for multiple subjects can be provided.
<b>EXP*</b>	EXPLORE Score, Specify Subject	Optional	Numeric	<i>19</i>	Scores for multiple subjects can be provided.
<b>ASPIRE*</b>	ASPIRE Score, Specify Subject	Optional	Numeric	<i>430</i>	Scores for multiple subjects can be provided.
<b>ACT*</b>	ACT Score, Specify Subject	Optional	Numeric	<i>27</i>	Scores for multiple subjects can be provided.

\*Please add additional fields for standardized tests and subject tests specific to your program.

\*\* Required if test offered this year

# Services

Service uploads due upon availability (**Ongoing**).



**New table!** For those who have used other methods to track services.

Field Name	Definition	Req/Opt	Field Properties	Example	Notes
<b>StID</b>	Student ID (State ID)	Required	Numeric	<i>123456789</i>	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.
<b>Date</b>	Service Date	Required	Numeric	<i>2/15/2018</i>	
<b>ServiceType</b>	Service Category	Required	Alpha	<i>Tutoring</i>	Please use your Grant's categorizing rules, not APR ones.
<b>ServiceSubType</b>	Service Category Subtype	Optional	Alpha	<i>Prealgebra</i>	If Service Category requires subcategory, please provide it.
<b>Duration</b>	Service Duration	Required	Alpha Numeric	<i>1hr 5 min or 65 min</i>	
<b>Provider</b>	Service Provider Name	Optional	Alpha	<i>John Smith</i>	Name of Service Provider (Tutor Name, Advisor Name, Mentor Name, Counselor Name,...)
<b>Location</b>	Location service took place	Optional	Alpha	<i>UCLA or Lincoln High School</i>	Recommended for College Visits
<b>Modality</b>	Service Mode	Optional*	Alpha	<i>Virtual Service</i>	*REQUIRED for CCREC. Options: Direct Service, Virtual Service, Phone.



## Parents (Optional)

If submitting parent data, files are due Beginning-of-School-Year (**September 15**)



Field Name	Definition	Req/Opt	Properties	Example	Notes
<b>ParentFName</b>	Parent or Guardian First Name	Required	Alpha	<i>Jim</i>	
<b>ParentLName</b>	Parent or Guardian Last Name	Required	Alpha	<i>Smith</i>	
<b>StID</b>	Student ID (State ID)	Required	Numeric	<i>123456789</i>	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.
<b>SchID</b>	School Identifier	Required	Alpha or Numeric	<i>Sample Middle School</i>	School Name or School Code
<b>Relationship</b>	Parent or Guardian Relationship to Student	Optional	Alpha	<i>Parent</i>	
<b>ParentEmail</b>	Parent or Guardian Email	Optional	Alpha	<i>joesdad@gmail.com</i>	
<b>ParentEd</b>	Parent level of education	Optional	Alpha or Numeric	<i>College</i>	Specify codes

## Instructors (Optional)

If submitting, instructor data is due a the Beginning-of-School-Year (**September 15**)



Field Name	Definition	Req/Opt	Properties	Example	Notes
<b>InstID</b>	Instructor ID	Optional	Alpha or Numeric	<i>654321</i>	
<b>InstFName</b>	Instructor First Name	Required	Alpha	<i>Sue</i>	
<b>InstLName</b>	Instructor Last Name	Required	Alpha	<i>Teacher</i>	
<b>SchID</b>	School Identifier	Required	Alpha or Numeric	<i>Sample Middle School</i>	School Name or School Code
<b>SchYear</b>	School Year	Required	Numeric	<i>2017-2018</i>	Specify if year means start or end of academic year. (e.g., 2017 = 2016-17 or 2017-18?)
<b>Discipline</b>	Instructor's Discipline	Optional	Alpha	<i>Math</i>	

# Senior Student Data

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

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



Field Name	Definition	Req/Opt	Properties	Example	Notes
<b>StID</b>	Student ID (State ID)	Required	Numeric	<a href="#">123456789</a>	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.
<b>SchYear</b>	School Year	Required	Numeric	<a href="#">2017-2018</a>	Specify if year means start or end of academic year. (e.g., 2017 = 2016-17 or 2017-18?)
<b>CmplFAFSA</b>	Completed FAFSA	Required	Alpha	<a href="#">Y</a>	Y=Yes; N=No
<b>FirstFAFSADate</b> <i>(New!)</i>	Date first completed FAFSA	Optional	Numeric (MMDDYYYY)	<a href="#">5/15/2018</a>	This FAFSA data is specific to FAFSA submission during senior year or for the first FAFSA submission cycle applicable.
<b>DiplomaType</b>	Diploma Achieved	Optional	Alpha/Numeric	<a href="#">HS Diploma</a>	
<b>GradDate</b>	Date of HS Graduation	Required	Numeric (MMDDYYYY)	<a href="#">6/15/2018</a>	



# College Student Data

*The following data sets only apply to programs when serving students in the 13th grade.*

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

**New table!** 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	Req/Opt	Properties	Example	Notes
<b>StID</b>	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.
<b>SchYear</b>	School Year	Required	Numeric	2017-2018	Specify if year means start or end of academic year. (e.g., 2017 = 2016-17 or 2017-18?)
<b>CmplFAFSA</b>	Completed FAFSA	Required	Alpha	Y	Y=Yes; N=No
<b>FAFSADate</b>	Date of FAFSA completion	Optional	Numeric (MMDDYYYY)	9/1/2017	This can include FAFSA completion beyond senior year.
<b>CollEnroll</b>	Did the student enroll in college?	Required	Alpha	y	Y=Yes; N=No
<b>CollStart</b>	Date started college	Required	Numeric (MMDDYYYY)	9/1/2017	
<b>CollMath</b>	Placed into college-level math?	Required	Alpha	Y	Y=Yes; N=No, needed remediation
<b>CollEngl</b>	Placed into college-level English?	Required	Alpha	Y	Y=Yes; N=No, needed remediation
<b>OnTrackColl</b>	On track to graduate college	Required	Alpha	N	As defined by NSC or college.

Updated May 2019