

Wyoming Transcript Center Basic Data Elements for a Wyoming High School Transcript

Data Element Name	Element Column Name	Definition	Length	Valid Values / Format Notes	High School Transcript Rule	Questions/Comments
Student Information						
Student Legal Last Name	lastName	The name borne in common by members of a family.	1-35	Character	M	
Student Legal First Name	firstName	A name given to an individual at birth, baptism, or during another naming ceremony, or through legal change.	1-25	Character	M	
Student Legal Middle Name	middleName	A secondary name given to an individual at birth, baptism, or during another naming ceremony.	0-15	Character	O	
Student Legal Name Suffix	nameSuffix	An appendage, if any, used to denote an individual's generation in his family (e.g., Jr., Sr., III).	0-8	Character	O	
Student Address Street	street	The street number and street name or post office box number of an address.	1-30	Alpha/Numeric	M	
Student Address Apt./Room/Suite No.	aptNum	The apartment, room, or suite number of an address.	5	Alpha/Numeric	O	
Student Address City	city	The name of the city in which an address is located.	1-25	Character	M	
Student Address State	state	The name of the state (within the United States) or outlying area in which an address is located.	2	2 Character state abbreviation	M	
Student Address Zip Code	zipCode	The five or nine digit zip code portion of an address.	5-9	Numeric	M	
Student Telephone Number	phone	The telephone number including the area code, and extension, if applicable.	10	Numeric (without hyphens)	O	
Birthdate	birthDate	The month, day, and year on which an individual was born.	10	MM/DD/YYYY	M	
Grade Level	gradeLevel	The grade level or primary instructional level at which a student is receiving services in a school or an educational institution at the time of the creation of the transcript.	2	Numeric	M	
Gender	gender	A person's sex.	1	M or F	M	
Local Student ID	studentNum	A unique number or alphanumeric code assigned to a student by a school system.	10	Alpha/Numeric	O/R	
WISER ID	wiserID	A unique number or alphanumeric code assigned to a student by a state education agency.	8	Numeric	M	
Birth Place	birthCity	The name of the city in which the individual was born.	2-30	Character	E	
Entry Date	entryDate	The month, day, and year on which an individual entered the school.	10	MM/DD/YYYY	E	
English Proficiency	englishProficiency	An indication of whether this individual is proficient in english.	1	T/F	E	
Ethnicity	ethnicity	The individuals ethnicity.	1-45 ENUM	AmericanIndianAlaskaNative, Asian, BlackNonHispanic, Hispanic, WhiteNonHispanicNativeHawaiianPacificIslander, or NativeHawaiianPacificIslander	E	
Data Element Name						
Definition						
Length						
Valid Values / Format Notes						
High School Transcript Rule						
Questions/Comments						
School Information						
District Name	schoolDistrictName	The full, legally accepted or popularly accepted name of the school district (local education agency).	1-25	Character	M	
School Name	schoolName	The full, legally accepted or popularly accepted name of the school.	1-25	Character	M	
School Address Street	schoolStreet	The street number and street name or post office box number of an address.	1-30	Alpha/Numeric	M	
School Address Apartment/Room/Suite Number	schoolApt	The apartment, room, or suite number of an address.	5	Alpha/Numeric	O	
School Address City	schoolCity	The name of the city in which an address is located.	1-30	Character	M	

	School Address State	schoolState	The name of the state (within the United States) or outlying area in which an address is located.	2	2 Character state abbreviation	M	
	School Address Zip Code	schoolZip	The five or nine digit zip code portion of an address.	5-9	Numeric	M	
	School Telephone Number	schoolPhone	The telephone number including the area code, and extension, if applicable.	10	Numeric (without hyphens)	M	
	School/District Website (URL)	schoolDistrictURL	Unique Resource Locator. The unique address of a Web page.	1-50	Alpha/Numeric	O	
	State School Identifier	stateID	An alphanumeric code assigned by the state to the institution.	7	Whole number State-issued School ID	M	
	Data Element Name		Definition	Length	Valid Values / Format Notes	High School Transcript Rule	
Graduation Information							
	Graduation Date	gradDate	The month, day, and year on which the diploma/credential is awarded to a student in recognition of his/her completion of the curricular requirements.	10	MM/DD/YYYY	M, O/R (Mandatory for all graduated students, otherwise it is an optional field)	
	Transcript Endorsement	endorsementType	The type of diploma/credential that is awarded to a student in recognition of his/her completion of the curricular requirements.	1-30 ENUM	Character (State statute designated transcript endorsements) General, Advanced, or Comprehensive	M, O/R (Mandatory for all graduated students, otherwise it is an optional field)	
	Hathaway Scholarship Award Level	scholarshipAwardLevel	Initial level of the Hathaway Scholarship earned based on Hathaway Success Curriculum courses completed. (The post secondary institution where the student enrolls makes the final scholarship level determination based on this value, the student's GPA, and his/her highest ACT score.)	1-30	Character (Honors, Performance, Opportunity, or Provisional Opportunity)	M, O/R (Mandatory for all graduated students, otherwise it is an optional field)	
	Data Element Name		Definition	Length	Valid Values / Format Notes	High School Transcript Rule	
Performance Summary							
	GPA-Un-weighted	gpaUnWeighted	A measure of average performance in all courses taken by an individual during his or her school career as determined for record-keeping 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.	1,3	Numeric (must include 2 decimal places, e.g., 3.59 out of a 4.00)	M	
	GPA-Weighted	gpaWeighted	A measure of average performance in all courses taken by an individual during his or her school career as determined for record-keeping 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.	1,3	Numeric (must include 2 decimal places, e.g., 3.59 out of a 4.00)	O	
	Credits Received	creditEarned	The number of credits a student earned for completing courses included in this transcript.	1,3	Numeric (e.g., 1.25 credits received)	M	
	Class Size	classSize	The total number of students in the student's graduating class.	4	Numeric	O/R	
	Class Rank	classRank	The academic rank of a student in relation to his or her graduating class (e.g., 1st, 2nd, 3rd).	4	Numeric	M	
	Class Rank Date	rankDate	The month, day, and year on which the class rank was computed.	8-10	MM/DD/YYYY	O/R	
	Credits Attempted	creditAttempted	The total value of credit hours attempted whether or not included in the hours for GPA or hours earned.	1,4	Decimal (can include up to 2 decimal places)	E	
	GPA credits earned	gpaCreditEarned	The total value of credit hours used to calculate the Grade Point Average.	1,4	Decimal (can include up to 2 decimal places)	E	
	GPA quality points	gpaQualityPoints	The total value of quality points used for the calculation of the Grade Point Average.	1,4	Decimal (can include up to 2 decimal places)	E	

Data Element Name	Definition	Length	Valid Values / Format Notes	High School Transcript Rule	
Session Info: Repeat these data elements for all courses. Courses should be reported in terms/sessions.					
School Name	courseSchoolName	The full, legally accepted or popularly accepted name of the school.	1-25	Character	M
School Year	termYear	The year for a reported school session (e.g., 0405).	4	Numeric (XXXX)	M
Term/Session Name	termCode	The name of the 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 (e.g., Fall Semester, Full Year, Summer School). A session may be interrupted by one or more vacations.	12	Alpha/Numeric	M
Store Code	sessionCode	The designator for multiple course entries within a single term.(e.g., if term 1400 is a year long course, the S1 would designate the fall entry and S2 would designate the spring entry.)	2	Alpha/Numeric (e.g., S1, S2, Q1, Q2, etc...)	M
Start Date	startDate	The month, day, and year on which a session begins. For year long courses with multiple terms, this date needs to reflect the correct date for this particular term of the course. Session start date.	10	MM/DD/YYYY	M
End Date	endDate	The month, day, and year on which a session ends. For year long courses with multiple terms, this date needs to reflect the correct date for this particular term of the course. Session end date.	10	MM/DD/YYYY	M
Data Element Name	Definition	Length	Valid Values / Format Notes	High School Transcript Rule	
Course Info: Repeat these data elements for every course in all relevant terms/sessions					
Course Code	courseID	The actual code that identifies the organization of subject matter and related learning experiences provided for the instruction of students.	1-7	Alpha/Numeric	M/O (District assigned course code can be replaced with the SCED code at districts discretion)
Alternative Course Code	scedCode	SCED code associated with each course taken within a Wyoming District	1-12	Alpha/Numeric	M (mandatory for all courses taken beginning with senior class of 2010 and with each year to follow so that by 2013 all courses taken from 9-12 grade will have SCED codes assigned to them if they were taken within a Wyoming school district)
Course Title	title	The descriptive name given to a course of study offered in a school or other institution or organization. In departmentalized classes at the elementary, secondary, and postsecondary levels (and for staff development activities), this refers to the name by which a course is identified (e.g., American History, English III). For elementary and other non-departmentalized classes, it refers to any portion of the instruction for which a grade or report is assigned (e.g., reading composition, spelling, and language arts)	1-35	Alpha/Numeric	M
Hathaway Scholarship Course Indicator	scholarshipCourseIndicator	An indication of whether this course is a scholarship success curriculum course.	1	T/F	M
Mark/Grade Earned	mark	A final indicator of student performance in a class as submitted by the instructor.	2	A,B,C,D,F,I,WF,P,F,..etc Character	M
Credits Received	creditEarn	The number of credits a student earned for completing a given course.	1,3	Numeric (e.g., 1.25 credits received)	M
Data Element Name	Definition	Length	Valid Values / Format Notes	High School Transcript Rule	
Test and Assessment Scores/Outcomes - May be repeated as needed.					
Test/Assessment Name and Level	testType	The title or name of the assessment.	1-15	Character	M, O/R (Mandatory for all ACT tests taken to include the Wyoming Statewide ACT test given, it is optional for all other assessment test but recommended)

	Test/Assessment Content (Subtest)	subtestName	The description of the content or subject area (e.g., arts, mathematics, reading, stenography, or a foreign language) of an assessment.	1-15	Character	M, O/R (Mandatory for all ACT tests taken to include the Wyoming Statewide ACT test given, it is optional for all other assessment test but recommended)	
	Score/Outcome	testScore	The description of a meaningful raw score or statistical expression of the performance of a student or group of students on an assessment.	1-25	Character	M, O/R (Mandatory for all ACT tests taken to include the Wyoming Statewide ACT test given, it is optional for all other assessment test but recommended)	
	Score Type/ PESC test Score Method	scoreType	PESC Test Score Methods are: Scaled, Graded, Standard, Raw, Percent, Mastery, Adjective, Stanine, Percentile, Normal Curve, Equated, and Local. For scores like the ACT, they should report them as Scaled scores.	1-50	Alpha/Numeric/Character	O	
	Outcome Date	testDate	The month, day, and year or Month and year in which the outcome of the test/assessment is recorded for the student.	10	MM/DD/YYYY	M, O/R (Mandatory for all ACT test taken to include the Wyoming Statewide ACT test given, it is optional for all other assessment test but recommended)	
	Data Element Name		Definition	Length	Valid Values / Format Notes	High School Transcript Rule	
Immunizations - May be repeated as needed. (Will be added with the SIF Student Record Exchange (SRE))							
	Immunization Type	ImmunizationType	An indication of the type of immunization that an individual has satisfactorily received.	1-25	Character	O	
	Immunization Date	ImmunizationDate	The month, day, and year on which an individual receives an immunization.	10	MM/DD/YYYY	O	
	Immunization Status	ImmunizationStatus	An indication of circumstances or situations affecting the immunizations of an individual.	2 ENUM	Character (can be RE for Religious Exemption, ME for Medical Exemption, or CE for Conditional Exemption)	O	
Additional/Optional Attachment to transcript file							
School Mark Information							
	Marking/Grading Scale		The scale of equivalents, if applicable, for grades awarded as indicators of performance in schoolwork. For example, letter equivalents for percentage grades (90-100%=A, 80-90%=B, etc.) The user can upload this in a PDF format as a transcript legend and it will be appended to any electronically-delivered record/transcript or printed on the backside off the transcript paper for any mailed ones. See WTC users guide.		Sent as an attachment and can be added for an individual records or one attachment applied to all records form a school	O/R	