

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

Data Element Name	Definition	Length	Valid Values / Format Notes	High School Transcript Rule	Questions/Comments
Student Information					
Student Legal Last Name	The name borne in common by members of a family.	1-35	Character	M	
Student Legal First Name	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	A secondary name given to an individual at birth, baptism, or during another naming ceremony.	0-15	Character	O	
Student Legal Name Suffix	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	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	The apartment, room, or suite number of an address.	5	Alpha/Numeric	O	
Student Address City	The name of the city in which an address is located.	1-25	Character	M	
Student Address 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	The five or nine digit zip code portion of an address.	5-9	Numeric	M	
Student Telephone Number	The telephone number including the area code, and extension, if applicable.	10	XXX-XXX-XXXX Numeric (without hyphens)	O	
Birthdate	The month, day, and year on which an individual was born.	8-10	MM/DD/YYYY (With or without the date separators, e.g., MMDDYYYY)	M	
Grade Level	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	A person's sex.	1	M or F	M	
Local School ID	A unique number or alphanumeric code assigned to a student by a school system.	10	Alpha/Numeric	O/R	
WISER ID	A unique number or alphanumeric code assigned to a student by a state education agency.	8	Numeric	M	
Data Element Name	Definition	Length	Valid Values / Format Notes	High School Transcript Rule	Questions/Comments
School Information					
District Name	The full, legally accepted or popularly accepted name of the school district (local education agency).	1-25	Character	M	
School Name	The full, legally accepted or popularly accepted name of the school.	1-25	Character	M	
School Address Street	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	The apartment, room, or suite number of an address.	5	Alpha/Numeric	O	
School Address City	The name of the city in which an address is located.	1-30	Character	M	
School Address 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	
School Address Zip Code	The five or nine digit zip code portion of an address.	5-9	Numeric	M	
School Telephone Number	The telephone number including the area code, and extension, if applicable.	10	XXX-XXX-XXXX Numeric (without hyphens)	M	
School/District Website (URL)	Unique Resource Locator. The unique address of a Web page.	1-50	Alpha/Numeric	O	
State School Identifier	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	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.	8-10	MM/DD/YYYY (With or without the date separators, e.g., MMDDYYYY)	M, O/R (Mandatory for all graduated students, otherwise it is an optional field)
Transcript Endorsement	The type of diploma/credential that is awarded to a student in recognition of his/her completion of the curricular requirements.	1-30	Character (State statute designated transcript endorsements, General Advanced, or Comprehensive)	M, O/R (Mandatory for all graduated students, otherwise it is an optional field)
Scholarship Award Level	The proclamation of level of Hathaway scholarship level received; determination is made by the school district from which the student is graduating.	1-30	Character (Hathaway Honors, Hathaway Performance, Hathaway Opportunity, Hathaway Career)	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	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	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	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	The total number of students in the student's graduating class.	4	Numeric	O/R
Class Rank	The academic rank of a student in relation to his or her graduating class (e.g., 1st, 2nd, 3rd).	4	Numeric	O/R
Class Rank Date	The month, day, and year on which the class rank was computed.	8-10	MM/DD/YYYY (With or without the date separators, e.g., MMDDYYYY)	O/R
Data Element Name	Definition	Length	Valid Values / Format Notes	High School Transcript Rule
Session Info: Repeat these data elements for all relevant terms/sessions. Courses should be reported in terms/sessions.				
School Name	The full, legally accepted or popularly accepted name of the school.	1-25	Character	M
School Year	The year for a reported school session (e.g., 0405).	4	Numeric (XXXX)	M
Term/Session Name	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	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	The month, day, and year on which a session begins.	8-10	MM/DD/YYYY (With or without the date separators, e.g., MMDDYYYY)	M
End Date	The month, day, and year on which a session ends.	8-10	MM/DD/YYYY (With or without the date separators, e.g., MMDDYYYY)	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	The actual code that identifies the organization of subject matter and related learning experiences provided for the instruction of students.	1-15	Alpha/Numeric	M/O (District assigned course code can be replaced with the SCED code at districts discretion)
Alternative Course Code	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	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
Scholarship Course Indicator	An indication of whether this course is a scholarship success curriculum course.	1	T/F	M
Mark/Grade Earned	A final indicator of student performance in a class as submitted by the instructor.	2	A,B,C,D,F,I,W,F,P,F...etc Character	M
Credits Received	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	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)	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	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	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	The month, day, and year or Month and year in which the outcome of the test/assessment is recorded for the student.	6-10	MM/DD/YYYY or MM/YYYY (With or without the date separators, e.g., MMDDYYYY, MMYYYY)	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	An indication of the type of immunization that an individual has satisfactorily received.	1-25	Character	O
Immunization Date	The month, day, and year on which an individual receives an immunization.	6-10	MM/DD/YYYY (With or without the date separators, e.g., MMDDYYYY)	O
Immunization Status	An indication of circumstances or situations affecting the immunizations of an individual.	1-30	Character (can be RE for Religious Exemption, ME for Medical Exemption, or CE for Conditional Exemption) or spelled out depending on how it is stored in the SIS	O

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Additional/Optional Attachment to transcript file					
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School Mark Information					
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	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	
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Key:	M = Mandatory
	M, O/R = Mandatory for certain items Optional/Recommended for all others
	O = Optional
	O/R = Optional Recommended