

## GRAD Data Submission Guide: Summer Reporting Period

### About the EDX Graduation Reporting Cycle (October to September)

The EDX Graduation reporting cycle begins every October, which establishes a new student cohort: typically, students in Grades 10–12 enrolled in a standard school year that ends the following June.

### Transition from the Regular to Summer Reporting Period

The regular reporting period runs from October until mid-July. In late July, after the release of June Provincial Graduation Assessment results, EDX Graduation will transition from the regular reporting period to the summer reporting period.

Although schools may submit data year-round, summer reporting is primarily intended for students who are completing coursework in July and August and who are not returning in the fall (i.e., graduates).

Summer reporting remains open until the third week of September. After that, EDX Graduation temporarily closes to complete roll-over processes for the next October-September reporting cycle.

### Important Reminder

The Summer Reporting Period is part of the previous school year's cohort, not the upcoming one. Schools **must not** begin submitting data for their new school-year cohorts until the next cycle opens in October.

### What is the difference between the summer and the regular reporting period?

Summer reporting rules provide flexibility to support schools (particularly Summer Schools and Online Learning schools) in reporting student marks while many Schools of Record (SORs) are closed.

### Regular Reporting Period

- The School of Record (SOR) is responsible for collecting and submitting course marks to the ministry, including marks for courses taken at other schools
  - Technical note: Any school that submits data to EDX Graduation is automatically set as the SOR by the GRAD system
- Course submissions may be processed in [Replace or Append mode](#), depending on the school

### Summer Reporting Period

- Non-SORs (e.g., Summer Schools or Online Learning) may upload marks for students enrolled in more than one school without being set as the SOR in the GRAD system
  - Note: The non-SOR is still responsible for ensuring course completions are sent to the student's SOR in these cases
- All course submissions are processed in [Append mode](#)
- Some information cannot be changed through EDX Graduation data uploads during the summer period, such as changes to the following, which must be submitted using the GRAD Change Form:
  - School of Record
  - Graduation Program (e.g., change from regular to adult)
  - Grade Level
- Assessment registrations for valid past or future sessions are ignored during the summer period. Invalid session codes or session dates will still generate an error; however, these errors do not impact student records, since no assessment sessions are offered in the summer

## How do schools submit marks during the summer reporting period?

During the summer reporting period, [EDX Graduation](#) users will have two upload options.

### OPTION ONE: EDX Graduation – Excel (.xlsx) file submission

#### Option 1 - Manually enter data for Summer Course Completions

 Upload Summer School Marks

.XLSX files accepted

Summer reporting mode is: **Append**

Use this option if your student information system (SIS) is unable to include marks for non-SOR students in your graduation data files (DEM, CRS, XAM). This option allows users to upload pre-prepared Excel files instead.

#### [Excel \(.xlsx\) Summer Reporting template](#)



#### Important

The summer reporting template has changed as of the 2026 summer reporting period. Download the new summer reporting template here: [Excel \(.xlsx\) Summer Reporting template](#)

**All headers must be named correctly, or the file will not upload.** New header names and new required columns are highlighted below:

School Code	PEN	Legal Surname	Legal Given Name	Legal Middle Name	Birthdate	Ministry Course Code	Ministry Course Level	Session Date	Final Percent	Final Letter Grade	Credits
02496099	123456789	Smith	Joe	James	20080401	ENST	12	202607	87	A	4

**Yellow** = Header name has changed\*

**Green** = New required column added

**\*Important—Courses are now split into two columns: code and level.**

#### Excel Template Requirements:

- The **School Code** must belong to the uploading school in all rows, even if the school is not the SOR for a student
  - Reminder: The student's existing SOR cannot be changed through EDX Graduation submissions during the summer period
- The **Legal Surname**, **Legal Given Name**, and **Legal Middle Name** (or blank where student does not have a middle or first name) must all be included; this information must match what is recorded in the PEN registry or the courses will not update
- The **Birthdate** format must be **YYYYMMDD** with no punctuation or spacing; the birthdate must match what is recorded in the PEN registry or the courses will not update
- **Course code** must be the ministry assigned code (labelled TRAX code) from the Course Registry (e.g., ENST)

Last Updated: March 2026

- **Course level** must be the ministry assigned level from the Course Registry. Grade levels for some generic courses also include letter values to allow for multiple uses of the same code (e.g., 12A, 12B, 12C)
  - If the course does not have a grade level (e.g., CLE or CLC) leave this blank
- **Session Date** format is YYYYMM with no punctuation; the session date should reflect the month and year the student completed the course
- **Final Percent** must be a whole number (integer); do not include decimals or the percentage symbol (i.e., %)
  - When assigning a letter grade that does not require a percentage (e.g., TS or SG), leave this blank
- **Final Letter Grade** must be a valid Letter Grade (see Chapter 6 of the [BC Graduation Program Handbook of Procedures](#))
- **Credits** must align with allowable credits for the course in the [BC Course Registry](#)

## OPTION TWO: EDX Graduation — Upload Graduation Data Files

### Option 2 - Upload Graduation Data Files

[... More Info](#)

 Upload Graduation Data Files

.DEM, .CRS, and .XAM files accepted

Summer reporting mode is: **Append**



Only submit data for students who are part of the 2025/2026 reporting cycle. If reporting students in the 2026/2027 school year, wait until the new reporting period opens in October.

Use this option when all of the students you need to update are included in your graduation data files (DEM, CRS, XAM). Note: Some school systems may only be extracting records for students whose SOR or 'home school' is the reporting school.

### Important — When Not to Use the Summer Reporting Option

Do not use the summer reporting option to upload data (e.g., course registrations) for students who are beginning the new school year in September. Doing so will cause these students to be included in the previous cycle's GRAD System summary reports (e.g., previous year's Grade 11 students will appear as Grade 12 non-graduates). Wait for the new reporting cycle to open in [October](#).

### GRAD Change Form Submissions

Schools with a small number of updates are encouraged to use the Excel upload option in EDX Graduation, which allows most changes to be completed quickly and independently. However, the GRAD Change Form will continue to be available during the summer for situations that cannot be resolved through EDX Graduation (e.g., emergency corrections or updates to a student's School of Record, Graduation Program, or Grade Level). Schools can access this form by logging into [EDX Graduation](#) and selecting the "...More Info" link under the "Data Submission" section.

### Questions?

Please contact [GRAD.Support@gov.bc.ca](mailto:GRAD.Support@gov.bc.ca)