

**Province of British Columbia
Ministry of Education and Child Care**

Graduation Data Transfer Specifications

Last Updated: January 2026

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1.0 SUMMARY OF CHANGES

Effective Date: Immediate, except for STUD_SEX in the DEM file, which will continue to be used for validation, and [may generate errors](#), until the EDX Phase 3 go-live date. Overall, changes to TRAX specifications are minimal. Most updates have been applied to align terminology and processes with the new GRAD system (and remove legacy TRAX-specific references) and clarify error handling and validation guidance. Key differences and clarifications are summarized below.

Overall File Submission Requirements and Record Layouts

- New, detailed error handling (e.g., invalid PEN, record size deviations, mincode mismatch).
- Record sizes and offsets remain unchanged.
- More precise field-level instructions, including which fields or values that are ignored.

DEM File

- Any student PEN, name (first, middle, last) or date of birth mismatch with the PEN registry will result in a critical error that prevents the loading of all data for that student, including CRS and XAM records. Previously, mismatches only returned errors in the DEM file.
- Local ID is no longer collected via DEM, CRS, or XAM files; it is now retrieved from the PEN system. Local ID is not validated against the PEN registry. However, an error will be returned if a different Local ID is used for the same student across files (e.g., Local ID in DEM for the student does not match Local ID in CRS for the same student PEN).
- STUD_SEX is no longer collected or used for PEN validation. Record size and offsets remain unchanged, so no file structure changes are recommended. Schools may continue to submit gender values in their files; however, these values will be ignored.
- GRADE LEVEL changes. All valid student grades will be accepted, including SU and GA. Unexpected grade levels (e.g., grade 9 or lower) will trigger a warning; however, this will not prevent students from being adopted into the ministry GRAD system. Note: only grades 10-12 courses with a ministry course code are accepted in the CRS file.
- Additional information about how and why student address is collected.

XAM File

- Clarification added: assessment results should not be submitted by schools; only current year registrations are accepted. Schools may continue to submit these in their files, but they will continue to be ignored.

CRS File Clarifications

- Duplicate courses submissions for a student have different filtering rules (see Section 6.3).
- More detailed explanation provided for how Replace vs. Append modes are applied.
- Clarification added: historical provincially examinable courses cannot be modified via CRS files. Schools must request manual updates via a GRAD Change Form.

Master Tables

- Some tables are deprecated (e.g., ERRORS, SESSIONS). The GRADCRSE and GRADREQ are no longer available: core graduation requirement information is available in the [Course Registry](#). Schools are encouraged to use official student status reports made available via the [EDX](#) Graduation module.

Ministry Contact: Email addresses updated to grad.support@gov.bc.ca

2.0 OVERVIEW

To submit student transcript and graduation data to the Ministry of Education and Child Care, school student information systems must be able to extract three files:

DEM Contains basic student identifiers and academic program information (e.g., graduation program).

XAM Contains all student registration information for Provincial Graduation Assessments. The same file format is used by the ministry to make assessment results available to the schools, for uploading to their own systems, once released for an assessment session.

CRS Contains grades 10-12 course registrations, interim and final marks.

3.0 DATA SUBMISSIONS TO THE MINISTRY

3.1 File Names

The three files must appear as follows, with no additional extensions or suffixes:

<mincode>.DEM

<mincode>.XAM

<mincode>.CRS

Use the school's eight-digit ministry facility code as the file name (e.g., 00101001.DEM).

3.2 File Specifications

Each file must adhere to the format and structure outlined in the corresponding specification section below. Submissions that do not conform to these specifications may:

- Fail to upload
- Generate student-level errors that cannot be easily resolved

3.3 File Submissions

All three files - DEM, XAM and CRS - must be submitted together as a complete set. **Partial submissions will not be processed.**

3.4 Critical Submission Errors

- **Missing Personal Education Number (PEN):** All student records must include a valid PEN. Any records missing PENs will be dropped, with a notification to the user, upon upload.
- **Record Size and Offset deviations:** To minimize processing errors and ensure data integrity, files must conform to the specified size and offset requirements in Sections 4.5; 5.5; and 6.4. The ministry system will attempt to trim or pad lines that are misaligned with the specifications set out in this document. However, this process is not guaranteed.

- **Invalid TX_ID codes:** These codes are specified in each record detail below. If record codes are invalid or missing, the files will be rejected.
- **Invalid or mismatched mincodes:**
 - The mincode in the DEM, CRS, XAM files must match the school logged into the Education Data Exchange (EDX), or be under the administration of the school district, if submitted by a district user.
 - Each data submission file (DEM, CRS, XAM) must contain records for only one school, identified by a single mincode (the unique identifier assigned to each school by the ministry). **Note:** The XAM file includes a separate field called Mincode_Assmt, which may contain the mincode of a different school where a student is writing an assessment at a school other than their school of record.

4.0 DEM File (Student and Program information)

4.1 Purpose

The DEM file contains basic identifying details and program information for each student included in the graduation data submission. This file serves as the foundational reference for the other two files CRS (Course Data) and XAM (Assessment Registrations).

4.2 General Requirements

Important: Any student record appearing in the CRS or XAM files **must also exist** in the DEM file. The same PEN, last name and Local ID must also be used for a student across all three files. If a student appears in CRS or XAM without a corresponding DEM record, their data will be rejected and result in an error.

- The student’s PEN, name and date of birth must match the information in the ministry PEN system. Any mismatch will result in a critical error that prevents the loading of all data for that student, including CRS and XAM records.
- Other errors in the DEM file will prevent updates to other fields in the DEM record (e.g., a grade level error will also block an update to the student’s program code).

4.3 Grade-Level Requirement

Only students in Grades 10-12, AD (on Adult Diploma program and expected to graduate), AN (on Adult Diploma program but not expected to graduate) or GA (Graduated Adult) are expected in the DEM, CRS, and XAM files. Grades SU (Secondary Ungraded) or HS (Home School) may also be included if they are enrolled in Grade 10-12 courses.

Students in Grade 9 or below are not expected, even if they are enrolled in higher-level courses. The ministry recommends waiting until students enter Grade 10 before reporting their data—unless there are exceptional or mitigating circumstances.

4.4 Student Address and Citizenship Information

Student address and citizenship information is collected for the Provincial Scholarships Program. To be [eligible for the program](#), a student must be a Canadian citizen or permanent resident (landed immigrant). Address information in the DEM file is only loaded to the ministry system if the STUD_CITIZ field contains a “C” value. If STUD_CITIZ is blank or “O”, all address fields are ignored.

Incomplete address information does not generate an error or warning.

Canadian addresses

If CNTRY_CODE indicates a Canadian address, the address is loaded only if it is complete. A complete address must include non-blank values for:

- at least one of ADDRESS1 or ADDRESS
- CITY
- PROV_CODE
- CNTRY_CODE
- POSTAL

If any of the above are missing, the Canadian address is not loaded.

Non-Canadian addresses

If CNTRY_CODE does not indicate Canada, incomplete addresses may be loaded, provided that STUD_CITIZ = "C".

4.5 Graduation Program Codes and Graduation Status

If a student already has a graduation date and program recorded in the ministry database, these values **cannot be changed** via data submission. Once students have successfully completed a graduation program, any submitted GRAD_REQT_YEAR values will be ignored.

If GRAD_REQT_YEAR is left blank, the system will retain the previously stored value. If the student is new to the system, the code for the current graduation program will be used (e.g., 2023). **Note:** Students who graduated in another jurisdiction or prior to 1986 cannot yet be submitted with a blank value (i.e., No Program). A current or historical graduation program must be used.

4.6 DEM Record Layout

Record Size: 297 Bytes

Item	Type	Size	Offset
TX_ID	CHARACTER	3	0
VENDOR_ID	CHARACTER	1	3
VERI_FLAG	CHARACTER	1	4
FILLER1	CHARACTER	5	5
MINCODE	CHARACTER	8	10
STUD_LOCAL_ID	CHARACTER	12	18
STUD_NO	CHARACTER	10	30
FILLER2	CHARACTER	9	40
STUD_SURNAME	CHARACTER	25	49
STUD_GIVEN	CHARACTER	25	74
STUD_MIDDLE	CHARACTER	25	99
ADDRESS1	CHARACTER	40	124
ADDRESS2	CHARACTER	40	164
CITY	CHARACTER	30	204
PROV_CODE	CHARACTER	2	234
CNTRY_CODE	CHARACTER	3	236
POSTAL	CHARACTER	7	239
BIRTHDATE	CHARACTER	8	246
STUD_SEX	CHARACTER	1	254
STUD_CITIZ	CHARACTER	1	255
STUD_GRADE	CHARACTER	2	256
PRGM_CODE1	CHARACTER	4	258
PRGM_CODE2	CHARACTER	4	262
PRGM_CODE3	CHARACTER	4	266
PRGM_CODE4	CHARACTER	4	270
PRGM_CODE5	CHARACTER	4	274
FILLER3	CHARACTER	5	278
PROGRAM_CADRE_FLAG	CHARACTER	1	283
STUD_STATUS	CHARACTER	1	284
GRAD_REQT_YEAR	CHARACTER	4	285
SCCP_COMPLETION_DATE	CHARACTER	8	289

4.7 DEM Record Details

<u>Field</u>	<u>Expected or Sample Value</u>	<u>Description / Instructions</u>
TX_ID	E02	DEM file transaction code. Must be E02 in all DEM file submissions.
VENDOR_ID	Any alpha or numeric character	Code used by the school's student information system. For example, MyEducation BC = M.
VERI_FLAG	Blank	Leave blank. Values will not be loaded into the GRAD system.
FILLER1	Blank	Leave blank. Values will not be loaded into the GRAD system.
MINCODE	06262013	The eight-digit identifier assigned to the school by the ministry
STUD_LOCAL_ID	00012345679	Student ID from the school's information system (up to 12 digits). Note: GRAD does not collect Local ID through DEM, CRS, or XAM submissions; Local ID is read directly from the PEN System.
STUD_NO	900001234	The nine-digit Personal Education Number (PEN) assigned to the student by the ministry. The 10 th character must be left blank. If 10 digits are submitted in this field, the record will be dropped.
FILLER2	Blank	Leave blank. Values will not be loaded into the GRAD system.
STUD_SURNAME	JOHNSON	Legal Surname. Must match the ministry PEN system.
STUD_GIVEN	PATRICK	Legal given name(s). Must match the ministry PEN system.
STUD_MIDDLE	JOHN L	Legal middle name(s). Must match the ministry PEN system.

<u>Field</u>	<u>Expected or Sample Value</u>	<u>Description / Instructions</u>
ADDRESS1	APARTMENT 201	Street number and name, apartment unit or PO Box. At least one of ADDRESS1 or ADDRESS2 must be non-blank. ADDRESS, CITY, PROV_CODE, CNTRY_CODE, and POSTAL must contain non-blank values.
ADDRESS2	1234 BROAD STREET	Additional field for street number and name, apartment unit or PO Box. Can be blank if ADDRESS1 is not blank.
CITY	VICTORIA	Municipality or locality. ADDRESS, CITY, PROV_CODE, CNTRY_CODE, and POSTAL must contain non-blank values.
PROV_CODE	BC	Two-character provincial/state codes. ADDRESS, CITY, PROV_CODE, CNTRY_CODE, and POSTAL must contain non-blank values.
CNTRY_CODE	CN	Two-character country code. ADDRESS, CITY, PROV_CODE, CNTRY_CODE, and POSTAL must contain non-blank values. Note: Many school files contain CA or CAN in this field. These will be processed as CN, which is the expected code for Canada.
POSTAL	V8N1L6 or 12345 or 1234567	Postal or Zip code. ADDRESS, CITY, PROV_CODE, CNTRY_CODE, and POSTAL must contain non-blank values.
BIRTHDATE	20050316	Format must be: YYYYMMDD
STUD_SEX	Blank	Leave blank Values will not be loaded into the GRAD system.

<u>Field</u>	<u>Expected or Sample Value</u>	<u>Description / Instructions</u>
STUD_CITIZ	C or O or Blank	C = Canadian citizen, permanent resident or refugee O = Students not deemed not ordinarily resident for funding purposes Note: Blank will be treated as 'O' for Provincial Scholarships eligibility purposes.
STUD_GRADE	12	Must be a listed value. Find listed values in the StudentGradeLevels table (Section 7.0)
PRGM_CODE1	XYZZ	Must be a listed value or blank if not applicable. Find listed values in the OptionalProgramCodes and CareerProgramCodes tables (Section 7.0)
PRGM_CODE2	XYZZ	Must be a listed value or blank if not applicable. For use if reporting more than one Program Code for the student (e.g., a Career Program and AP). Find listed values in the OptionalProgramCodes and CareerProgramCodes tables (Section 7.0)
PRGM_CODE3	XYZZ	See PRGM_CODE 2.
PRGM_CODE4	XYZZ	See PRGM_CODE 2.
PRGM_CODE5	XYZZ	See PRGM_CODE 2.
FILLER3	Blank	Leave blank. Values will not be loaded into the GRAD system.
PROGRAM_CADRE_FLAG	Blank	Leave blank. Values will not be loaded into the GRAD system.

<u>Field</u>	<u>Expected or Sample Value</u>	<u>Description / Instructions</u>
STUD_STATUS	A	<p>Must be one of:</p> <p>A = Active T = Terminated (Withdrawn) D = Deceased</p> <p>Note: Only use D if student has already been reported as deceased to the ministry’s PEN registry.</p> <p>Note: If a student has dropped courses, withdrawals must be reported in the CRS file before submitting the T status.</p>
GRAD_REQT_YEAR	2023	<p>Must be a listed value.</p> <p>If left blank, students will be left on their existing program in GRAD or assigned the most current graduation program (e.g., 2023).</p> <p>Find listed values in the GraduationProgramCodes table (Section 7.0)</p>
SCCP_COMPLETION_DATE	20210630	<p>Format YYYYMMDD or blank.</p> <p>The date a student on the SCCP program has met their educational program goals. The date should be current or past month, not a future date.</p> <p>Note: The GRAD_REQT_YEAR must also be “SCCP” otherwise values will not be loaded into the GRAD system.</p>

5.0 XAM file (Provincial Graduation Assessment Registrations)

5.1 Purpose

The XAM file is used to report student registrations for Provincial Graduation Assessments in the current school year. **Note:** This file no longer includes provincially examinable courses, as they were discontinued. Any corrections to school percentages for past courses with provincial exams must be completed using a GRAD Change Form.

5.2 General Requirements

The XAM file may be submitted as a blank file if the school has no registrations to report in a submission.

- Only include registrations for assessment sessions scheduled in the current school year. Registrations for previous years will be ignored. **Note:** Registrations will also be ignored for sessions within the current school year once the results for that session have been approved for release by the ministry.
- Do not submit assessment results. The ministry is responsible for recording and distributing assessment results, including Aegrotats and Exemptions. Any values submitted in result fields (e.g., FINAL_PERCENT, FINAL_LETTER_GRADE, PROV_SPEC_CASE) will be ignored.

5.3 Session Dates

Each XAM record must include a valid session date (CRSE_YEAR + CRSE_MONTH) that corresponds to an official ministry assessment session in which the assessment is being offered.

Valid session months: November (11), January (01), April (04), and June (06). If an assessment administration session spans more than one month, the ministry session date must be used. For example, if the November session opens at the end of October, students are still registered in the November session (not the date they write the assessment).

5.4 Outgoing XAM Data File

After each assessment session is marked and released, the ministry produces an outgoing XAM file containing assessment results (e.g., proficiency scores and special cases). The outgoing file allows the results to be loaded into school information systems.

5.5 XAM Record Layout

Record Size: 130 Bytes

Item	Type	Size	Offset
TX ID	CHARACTER	3	0
VENDOR_ID	CHARACTER	1	3
VERI FLAG	CHARACTER	1	4
FILLER1	CHARACTER	5	5
MINCODE	CHARACTER	8	10
STUD_LOCAL_ID	CHARACTER	12	18
STUD_NO	CHARACTER	10	30
CRSE_CODE	CHARACTER	5	40
CRSE_LEVEL	CHARACTER	3	45
CRSE_YEAR	CHARACTER	4	48
CRSE_MONTH	CHARACTER	2	52
INTERIM_LETTER_GRADE	CHARACTER	2	54
INTERIM_SCHOOL_PERCENT	CHARACTER	3	56
FINAL_SCHOOL_PERCENT	CHARACTER	3	59
EXAM_PERCENT	CHARACTER	3	62
FINAL_PERCENT	CHARACTER	3	65
FINAL_LETTER_GRADE	CHARACTER	2	68
E-EXAM_FLAG	CHARACTER	1	70
PROV_SPEC_CASE	CHARACTER	1	71
LOCAL_CRSE_ID	CHARACTER	20	72
CRSE_STATUS	CHARACTER	1	92
STUD_SURNAME	CHARACTER	25	93
NUM_CREDITS	CHARACTER	2	118
CRSE_TYPE	CHARACTER	1	120
TO_WRITE_FLAG	CHARACTER	1	121
MINCODE_ASSMT	CHARACTER	8	122

5.6 XAM record details

<u>Field</u>	<u>Expected or Sample Value</u>	<u>Description / Instructions</u>
TX_ID	E06	XAM file transaction code. Use E06 for XAM submissions to the ministry. The ministry will use E07 when XAM files with results are issued for download by schools.
VENDOR_ID	Any alpha or numeric character	Code used by the school's student information system. For example, MyEducation BC = M.
VERI_FLAG	Blank	Leave blank. Values will not be loaded into the GRAD system.
FILLER1	Blank	Leave blank. Values will not be loaded into the GRAD system.
MINCODE	06262013	The eight-digit identifier assigned to the school by the ministry
STUD_LOCAL_ID	1234567	Student ID from the school's information system (up to 12 digits). Note: GRAD does not collect Local ID through DEM, CRS, or XAM submissions; Local ID is read directly from the PEN System.
STUD_NO	900001234	The nine-digit Personal Education Number (PEN) assigned to the student by the ministry. The 10 th character must be left blank. If 10 digits are submitted in this field, the record will be dropped.
CRSE_CODE	LTE10	Combined code and grade level. Must be left-justified. Find listed values in the AssessmentCodes table (Section 7.0)
CRSE_LEVEL	Blank	Leave blank. Values will be ignored.

CRSE_YEAR	2025	The year portion of the ministry assessment session date.
CRSE_MONTH	11	The month portion of the ministry assessment session date. Allowable values: 11, 01, 04, 06.
INTERIM_LETTER_GRADE	Blank	Leave blank. Values will not be loaded into the GRAD system.
INTERIM_SCHOOL_PERCENT	Blank	Leave blank. Values will not be loaded into the GRAD system.
FINAL_SCHOOL_PERCENT	Blank	Leave blank. Values will not be loaded into the GRAD system.
FINAL_PERCENT	Blank	Leave blank. Values will not be loaded into the GRAD system.
FINAL_LETTER_GRADE	Blank	Leave blank. Values will not be loaded into the GRAD system.
E_EXAM_FLAG	Blank	Leave blank. Values will not be loaded into the GRAD system.
PROV_SPEC_CASE	Blank	Leave blank. Values will not be loaded into the GRAD system.
LOCAL_CRSE_ID	Blank	Leave blank. Values will not be loaded into the GRAD system.
CRSE_STATUS	A	A=Add Registration W=Withdraw Registration
STUD_SURNAME	JONES	Legal Surname. Must match the ministry PEN system.
NUM_CREDITS	Blank	Leave blank. Values will not be loaded into the GRAD system.
CRSE_TYPE	Blank	Leave blank. Values will not be loaded into the GRAD system.
TO_WRITE_FLAG	Blank	Leave blank. Values will not be loaded into the GRAD system.
MINCODE_ASSMT	04262013	Eight-digit mincode for school or assessment centre where the student will write the assessment, if different from the reporting school.

6.0 CRS File (Grades 10 to 12 Course Registrations and Results)

6.1 Purpose

The CRS file is used to report grade 10, 11 and 12 course registrations, interim and final marks for students.

6.2 General Requirements

The course file may be submitted as a blank file if there is no course activity to submit.

Historical provincially examinable course records (e.g., courses with provincial exams written prior to 2020) should not be included in the CRS file submission.

6.3 Course Duplicates

Course duplicates are identified when a record includes the same CRSE_CODE, CRSE_LEVEL, CRSE_YEAR and CRSE_MONTH for a single student. Students should not be enrolled in the same course at the same time during the funded school year, whether in different schools or the same school. Duplicates submitted by schools will be managed as follows:

- If the duplicates indicate an exact match across all other fields (except CRSE_DESC, which will be ignored), only one record will be randomly selected for upload.
- If any remaining course duplicates include CRS_STATUS=W and others where CRS_STATUS=A, only the latter will be processed.
- Finally, duplicates that contain different field values (e.g., interim or final marks or credits) will result in an error. The course information will not be uploaded.

6.4 CRS Submissions: Replace and Append Modes

Non-Graduated Students: Replace Mode

- For students who have not yet graduated, CRS submissions are processed in **Replace Mode**.
- In **Replace Mode**, each new submission completely overwrites any previously reported course data for the student*
- As a result, the current school of record is responsible for collecting and submitting a complete record of their Grade 10, 11 and 12 course data. This includes coordinating with any previous or cross-enrolled schools to ensure all course data is included.

***Reminder:** Historical provincially examinable course records (e.g., courses with provincial exams written prior to 2020) are maintained separately by the ministry and are not affected by CRS submissions. Schools cannot modify or add these records through data submissions. Corrections must be requested through a GRAD Change Form.

Graduated Students: Append Mode

- When students have a graduation status in the ministry database, CRS submissions are processed in **Append Mode**.
- New courses are added to the existing record.

- Existing courses cannot be withdrawn via data submission for graduated students if the ministry database has assigned a [graduation code number \(REQ\)](#) to that course.
- Previous course sessions are retained, even if not included in the CRS submission. Final marks can be updated if the session dates match what was previously reported.

School-Level: Append Mode

In limited cases, a school may be approved to submit all of their data in **Append Mode**. This exception is considered when the school faces systemic challenges in obtaining complete historical records. Common scenarios include institutions serving adult learners who have been out of the education system for extended periods.

Requests must be made by email to grad.support@gov.bc.ca, and a GRAD Support team member will review the benefits and challenges of **Append Mode** with the school.

6.5 CRS Record Layout

Record Size: 142 Bytes

Item	Type	Size	Offset
TX_ID	CHARACTER	3	0
VENDOR_ID	CHARACTER	1	3
VERI_FLAG	CHARACTER	1	4
FILLER1	CHARACTER	5	5
MINCODE	CHARACTER	8	10
STUD_LOCAL_ID	CHARACTER	12	18
STUD_NO	CHARACTER	10	30
CRSE_CODE	CHARACTER	5	40
CRSE_LEVEL	CHARACTER	3	45
CRSE_YEAR	CHARACTER	4	48
CRSE_MONTH	CHARACTER	2	52
INTERIM_PERCENT	CHARACTER	3	54
INTERIM_LG	CHARACTER	2	57
FINAL_PERCENT	CHARACTER	3	59
FINAL_LG	CHARACTER	2	62
CRSE_STATUS	CHARACTER	1	64
STUD_SURNAME	CHARACTER	25	65
NUM_CREDITS	CHARACTER	2	90
RELATED_CRSE	CHARACTER	5	92
RELATED_LEVEL	CHARACTER	3	97
CRSE_DESC	CHARACTER	40	100
CRSE_TYPE	CHARACTER	1	140
CRSE_GRAD_REQT	CHARACTER	1	141

6.6 CRS Record Details

<u>Field</u>	<u>Expected or Sample Value</u>	<u>Description / Instructions</u>
TX_ID	E08	CRS file transaction code. Must be E08 in all CRS file submissions.
VENDOR_ID	W	Code used by the school's student information system. For example, MyEducation BC = M.
VERI_FLAG	Blank	Leave blank. Values will not be loaded into the GRAD system.
FILLER1	Blank	Leave blank. Values will not be loaded into the GRAD system.
MINCODE	06262013	School Facility Code. Always 8 digits.
STUD_LOCAL_ID	000000012345	Student ID from the school's information system (up to 12 digits). Note: GRAD does not collect Local ID through DEM, CRS, or XAM submissions; Local ID is read directly from the PEN System.
STUD_NO	900001234	The nine-digit Personal Education Number (PEN) assigned to the student by the ministry. The 10 th character must be left blank. If 10 digits are submitted in this field, the record will be dropped.
CRSE_CODE	CALC	Must be left-justified, and ministry assigned code (labelled TRAX code) from the Course Registry . Missing course codes or non-ministry codes will result in an error.

<u>Field</u>	<u>Expected or Sample Value</u>	<u>Description / Instructions</u>
CRSE_LEVEL	12	<p>Must be left-justified, and ministry assigned level (labelled TRAX code) from the Course Registry.</p> <p>Note: Grade level is blank for CLE and CLC unless the student is on the Adult Graduation Program.</p> <p>Note: Grade levels for some generic type courses also include letter values to allow for multiple uses of the same code (e.g., 12A, 12B, 12C).</p>
CRSE_YEAR	2021	The year portion of the date the course session ends. The date must reflect when the student completes the course (i.e., when the final mark is earned).
CRSE_MONTH	06	The month portion of the date the course session ends. The date must reflect when the student completes the course (i.e., when the final mark is earned).
INTERIM_PERCENT	e.g., 0, 80, 100, blank	The interim percentage represents the student's current standing in an in-progress course and must be a value between 0 and 100. The field may be left blank if the student does not have an interim mark.
INTERIM_LG	B	<p>The interim letter grade for an in-progress course must align with the reported interim percentage. Mismatches will result in an error.</p> <p>Values with an associated percentage range, such as SG, TS or IE or W, should only be submitted in the FINAL_LG field. If submitted in the interim fields, all values (including any percentages) will be ignored.</p>
FINAL_PERCENT	e.g., 0, 80, 100, blank	The final percentage assigned for a completed course must be a value from 0 to 100. The field may be left blank if the student has not yet been assigned a final mark or if the letter grade does not have a percentage range (e.g., TS).

<u>Field</u>	<u>Expected or Sample Value</u>	<u>Description / Instructions</u>
FINAL_LG	A	<p>The final letter grade for a completed course must align with the reported final percentage. Mismatches will result in an error. A final letter grade may only be submitted without an interim percentage if it does not have an associated percentage range (e.g., TS).</p> <p>Note: Use 'W' (Withdrawn) to leave the record in the database but indicate the student withdrew.</p> <p>Find listed values in the LetterGrades table (Section 7.0)</p>
CRSE_STATUS	A	<p>A=Active, W=Withdrawn</p> <p>Note: Use 'W' this field to remove the entire course record from the database.</p>
STUD_SURNAME	JONES	<p>Legal Surname. Must match the ministry PEN system.</p>
NUM_CREDITS	4	<p>Credit values will be validated against the allowable range defined for the course in the Course Registry.</p> <p>Note: Withdrawals and F may be reported with 0 or null credits.</p> <p>Note: Locally Developed Courses and session dates prior to 199509 are exempt from credit validation. Schools may submit null, 0, 1, 2, 3, or 4 credits for these courses.</p>
RELATED_CRSE	CH	<p>The related ministry course code for Independent Directed Study courses (CRSE_CODE starts with IDS). If not provided, the generic IDS course title from the Course Registry will be used on the student's transcript.</p> <p>Leave blank if not an IDS course.</p>

<u>Field</u>	<u>Expected or Sample Value</u>	<u>Description / Instructions</u>
RELATED_LEVEL	11	The related ministry course level for Independent Directed Study courses (CRSE_CODE starts with IDS). Leave blank if not an IDS course.
CRSE_DESC	Modern Photography Technique	Custom description for courses flagged as 'G' for Generic Course Type in the Course Registry. If no custom description provided, the field will default to generic course title from the BC Course Registry. Values for non-Generic courses will not be loaded into the GRAD system.
CRSE_TYPE	E	Must be "E", "C", or blank. "E" indicates that the student received course credit via an equivalency review. "C" indicates challenge for course credit. Leave blank if course credit was not achieved through an equivalency or challenge process.
CRSE_GRAD_REQT	F	To indicate that a Grade 11 BAA/FNA course meets the Arts Education and/or Applied Design, Skills and Technologies Graduation Requirement. Acceptable values are: "B" – Grade 11 BAA/FNA course meets the Arts Education and/or Applied Design, Skills and Technologies Graduation Requirement "F" – legacy value, applicable to the 1996 Graduation Program only "A" – legacy value, applicable to the 1996 Graduation Program only Blank if not applicable. Values for non-Grade 11 BAA/FNA courses will not be loaded into the GRAD system.

7.0 MASTER TABLES

The GRAD system uses several master tables to validate data elements. To obtain the latest versions of these tables in .csv format, please contact grad.support@gov.bc.ca.

Table Name	Description
CountryCodes	ISO 3166-1 alpha-2 two-character country codes used for identifying countries.
StudentGradeLevels	Allowable student grade level codes, including expected and unexpected values.
CourseCodes	Valid ministry course codes and levels for grades 10–12, including legacy* and current courses. *CourseCodes table no longer includes an examinable course flag or restriction codes. Separate tables with this information can be accessed by contacting grad.support@gov.bc.ca .
AssessmentCodes	Valid codes used for Provincial Graduation Assessments, including legacy and current assessments.
GraduationProgramCodes	Codes representing graduation and completion programs (e.g., 2023 or SCCP), including legacy and current programs.
OptionalProgramCodes	Codes for optional programs in which students may be enrolled.
CareerProgramCodes	Subset of optional program codes under Career Programs (CP) that specify the student's career field or specialization.
LetterGrades	Standard letter grades with associated percentage ranges (e.g., A = 86–100%). Includes legacy and current values.

8.0 MINISTRY CONTACTS

Questions about these specifications

GRAD System Coordinator: grad.support@gov.bc.ca

Questions about 1701 data transfers

Manager, Data Management: data.management@gov.bc.ca

Questions about student PEN, name or DOB issues

PEN Coordinator: pens.coordinator@gov.bc.ca