Graduation Guidelines (GG) Record Guide

2026-2027

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Overview

The Graduation Guidelines (GG) file is a required component of the Student End of Year (SEY) data collection. Records in this file should represent the graduation guidelines a student completed during the school year. Guideline completion can also be reported retroactively if that completion was omitted during the year the student initially earned the guideline score or if completion was not reported by a previous district.

Schools should retain copies of score reports, transcripts, or industry certificates used as the evidence supporting the reported graduation guidelines. If a student transfers between Colorado LEAs, the receiving LEA may wish to request copies of graduation guidelines evidence/documentation from the sending LEA as part of their records request process.

See the GG file layout posted on the Student Interchange page > File Layout section for a detailed description of each data field and related codes.

Visit the Office of Postsecondary and Workforce Readiness > Graduation Guidelines page for more information about the GG menu of options and GG Implementation strategies.

Reporting Graduation Guidelines Measures

When reporting GG information, districts have the option to report the minimum required information for graduating students, or additional information on any student who attempted a GG measure.

The following data fields are used in combination to describe a GG measure attempted by a student:

- Guideline Type
  - Indicates the content of the measure, English or Math.
- Guideline Name Code
  - Indicates which of the guidelines is being reported.
  - Some guideline names are restricted to a specific content (English *or* Math).
  - Some guideline names apply to either English or Math.
- Guideline Score
  - Indicates the score received for the guidelines. Some guidelines are simple yes/no scores while others are specific scale scores from an assessment.
  - Some guideline scores, such as the readiness certificate that determines a student's score on the ACT WorkKeys (AWK), apply to both English and Math. This requires the LEA to have two separate rows on the GG file, showing the guideline as an English measure and then again as a Math measure.
- School Year of Completion
  - Indicates the 8-digit school year in which the student completed the guideline.
  - The benchmark for guideline scores is determined by the school year in which the measure was completed. In the event the benchmark changes, this field is critical for determining the applicable benchmark for the reported score.

Reporting and Interpreting Scores

Per the Graduation Guidelines Menu of Options approved by the State Board of Education, there are minimum benchmark scores (a.k.a. cut scores) set for each of the GG options on the menu. LEAs may report a measure with any valid score for the measure even if it does not meet the minimum benchmark, which is why benchmarks are listed on the GG File Layout to support interpretation of the reported measure.

To interpret the measure, first use the **guideline type** field to determine if the reported measure is an English measure or Math measure. Then, use the chart of **guideline name codes**, descriptions, accepted score values, and benchmark scores to interpret if the measure meets the minimum benchmark score.

Armed Services Vocational Aptitude Battery (ASVAB) Example

In February of 2026, a student took the ASVAB. Their score report shows the following information:

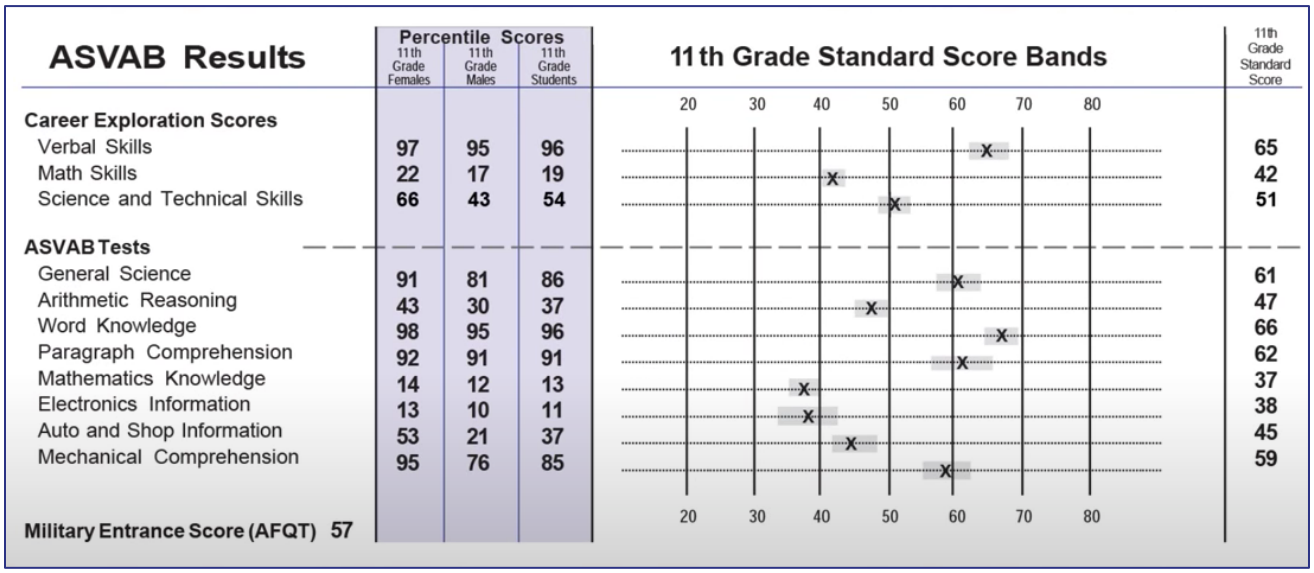


Figure 1: Sample ASVAB Score Report from ASVAB "Understanding your ASVAB Results Tutorial," 08/07/2026

Per the GG Menu of options and guideline description, the Military Entrance Score (AFQT) is the reportable measure from this report. The subtest scores for career exploration and ASVAB tests are additional information for the student but are not used in reporting GG measures. The AFQT score may be used as both an English and Math measure, so the following measures are reported.

Guideline Type	Guideline Name Code	Guideline Score	School Year of Completion
0	ASV	57	20252026
1	ASV	57	20252026

The minimum benchmark for ASV is 31 for both English and Math. With a score of 57, the student has met the minimum benchmark for this measure in both content areas.

SAT Example

A student took the SAT in April of 2025, receiving the following scores.

- Total Score—990
- Reading and Writing Section Score—510
- Math Section Score—480

SAT Section Scores are reported for GG instead of the total score, so the following GG measures are reported.

Guideline Type	Guideline Name Code	Guideline Score	School Year of Completion
0	SAT	510	20242025
1	SAT	480	20242025

Guideline Name Code	Guideline Description	Accepted Guideline Score Values	Guideline Type and Benchmark Score
SAT	**SAT** The SAT is a college entrance exam that is accepted or required at nearly all four- year colleges and universities in the U.S. The current SAT includes sections on reading, writing and math. The highest possible score for each section is 800. **Note:** In September 2024, the State Board of Education voted to change the benchmark score for the digital SAT Math assessment to 480 for assessments administered in the 2023-2024, 2024-2025, and 2025-2026 school years for students graduating in the 2024-2025 and 2025-2026 school years. SAT Math assessments completed in the 2022-2023 school year and earlier continue to use the benchmark score of 500. No change was made to the SAT English benchmark.	200 – 800	**English:** 470 **Math:** 480 (beginning with digital SAT in completion year 2023-2024) **Math:** 500 (completion year 2022-2023 and prior)

Figure 2: SAT Guidelines on the GG file layout

The English score of 510 is above the 470 minimum benchmark, so the student has met this measure.

As shown on the file layout, the benchmark for Math changed between the 2022-2023 school year and 2023-2024 school year, so the school year of completion must be considered when interpreting the Math score. This student's school year of completion is 2024-2025, so the score of 480 meets the benchmark for Math. If this was a score from the school year of completion 2022-2023 this measure would not have met the minimum math benchmark.

Accuplacer Example

A student took the Accuplacer assessment in May of 2026, receiving the following scores.

- Next-Generation Quantitative Reasoning, Algebra, and Statistics—225
- Next-Generation Reading—240
- Next-Generation Writing—244

Accuplacer test scores are guideline type and name dependent, so the following measures are reported.

Guideline Type	Guideline Name Code	Guideline Score	School Year of Completion
0	ANR	240	20252026
0	ANW	244	20252026
1	QAS	225	20252026

Both ANR and ANW are English measures. This student did not meet the benchmark score for ANR but did for ANW which means the student has met the requirement for English GG. The student's QAS score is below the benchmark for Math, meaning the student needs to have another reported Math measure from the GG menu of options demonstrating their Math proficiency.

District Capstone Example

In December of 2025, a student completed a district capstone meeting the district defined criteria in both English and Math, earning a pasting grade per LEA policy. The following GG records are used to report the capstone.

Guideline Type	Guideline Name Code	Guideline Score	School Year of Completion
0	CAP	1	20252026
1	CAP	1	20252026

These reported measures show the student has met both English and Math GG requirements.

Minimum Reporting Requirements

High school graduation requirements are set by local school boards. They must align with the Colorado Graduation Guidelines, which are designed to help all students and families in Colorado plan for success after high school.

Local school boards and districts select from the GG Menu of Options to create a list of options their students must use to show what they know or can do in order to graduate from high school. School districts may offer some or all of the state menu options, may raise a cut score on an included assessment and may add graduation requirements in other content areas.

For reporting purposes, LEAs must report how students demonstrated readiness in English and Math, reporting at least one measure in each content area meeting the minimum cut point on the GG Menu of Options.

These measures may be reported using the GG Student Interchange File at any point in the student's high school career with validation occurring in CDE data reporting during the Student End of Year collection in the year the student is reported as a graduate (school exit type 90, 95, or 96).

Upon graduation, students must have at least…

- One reported English measure scoring at or above the benchmark for that guideline name
- One reported Math measure scoring at or above the benchmark for that guideline name

Reporting Options—LEA Considerations

LEAs are not restricted to only reporting the minimum required English and Math records for a student at the point of graduation. They may choose to report additional GG measures such as…

- Any/all attempted GG measures from the menu of options for a student.
- Measures completed in a school year when the student is not yet expected to graduate (e.g., 10th grade student who completed a GG measure who is not expected to graduate for two more years).
- GG measures for students who completed a measure in the current year and then transferred out of the LEA before the end of the school year.
- Evidence of a completed GG measure for an incoming transfer student who completed the measure in a prior year/district per the local district policy regarding documentation of the measure.

There are several reasons LEAs may choose to report additional GG information. The options in this guide are some of the considerations for a LEA when determining if they will report additional information.

Option: Report all Attempted GG in the Current Year

LEAs may choose to report all attempted guidelines for a specific school year regardless of the grade level of the student or expected graduation status of the student at the end of the year.

Why?

- LEA does not need to determine if the measure met the benchmark before reporting.
- LEA does not need to determine if student is expected to graduate in the current year before reporting.
- GG measure is stored in CDE's data pipeline for use at the point the student graduates
    - This measure does not need to be reported again.
    - LEA may leverage the CEDAR/COGNOS reports designed to help monitor GG completion.
    - Attempted measures for students who transfer between LEAs will automatically transfer with the student in CDE's data pipeline, allowing the student to be attributed to a measure at the point they graduate.

Additional Considerations:

- LEA may wish to report only the minimum information at the point when the student is graduating.
- LEA's Student Information System (SIS) may be designed to automatically report attempted measures for the year.

Option: Report Only Minimum GG Requirements

LEAs may choose to wait to report GG measures for a student until the year they are graduating, reporting only the selected English and Math measure that met the minimum benchmark used to evidence the student's graduation requirements for the LEA.

Why?

- LEA may wish to report only the minimum required information at the point when the student is graduating.
- LEA policy may only recognize some of the GG Menu of Options for graduation, so although a student completed an assessment that would be considered an option on the menu, it doesn't fall under the LEA's criteria.
    - LEA must have an internal method to track GG completion.
    - LEA must have a method to selectively report the desired English and Math measure that meet the minimum benchmark.

Additional Considerations:

- LEA's SIS may require intentional set-up to extract GG data in this manner as many are set up to report all attempted measures within a year by default.
- No data is stored in CDE's data pipeline for future use by the LEA or student.
    - LEA will not be able to leverage the CEDAR/COGNOS reports designed to monitor GG completion until the year the student is graduating high school, preventing this tool from benefiting LEAs who desire to monitor GG completion beginning as early as grade 9.
    - Students who transfer between LEAs in the middle of their high school career will not have reported GG measures that transfer with them.
        - The LEA will need to ensure attempted GG measure information is included in the student's records, available upon request by the receiving LEA when the student transfers.
- If an incoming transfer student has reported measures in CDE's Data Pipeline from their sending LEA, those measures remain in use for the validation check when the student graduates.

Data Use in Student End of Year (SEY) Collection

When a student is reported as a graduate during the SEY collection, a validation check occurs to ensure the student has at least one reported English measure and one reported Math measure meeting the minimum benchmark for that measure.

Records are matched to the student from all reported GG measures in CDE's Data Pipeline where…

- SASID in SEY matches the GG record
- The GG reporting year is the same or earlier than the year the student is reported as a graduate

School Exit Type codes 90, 95, and 96 indicate graduates. See the Student School Association (SSA) file layout posted on the Student Interchange page for school exit type definitions.

Adjustment Justification codes 90 and 96 indicate graduates. See the Adjustment (ADJ) file layout posted on the Student Interchange page for adjustment justification code definitions.

SEY Snapshot Business Rule (SE301)

The SE301 error will trigger when creating a SEY snapshot if a student is reported with school exit type 90, 95, or 96 in the current year SEY snapshot and does not have reported GG measures in one or more content areas that meet the minimum benchmark score **in or before the current year.**

No error is triggered if the required minimum GG records have been reported for this student.

Error Message:

This student was reported with an exit type of 90 (graduating with a regular diploma) or 95 or 96. However, this student does not have a record of meeting graduation guidelines in English and/or math in the Graduation Guidelines file (GG). Please add this student to your Graduation Guidelines file or change the school exit type.

Addressing SE301 Errors:

To clear SE301 errors, the student's missing GG records must be provided or the school exit type updated showing the student is not a graduate. The error details for this record will show which GG measures are missing using the code 0 to indicate 'no' and 1 to indicate 'yes' for the categories of Met GG English and Met GG Math.

Guiding Questions when Researching SE301 errors:

- Are there errors on the GG file for this student's records?
  - If yes, correct the GG record to clear the error.
- Did the GG measures extract correctly from your SIS?
  - If no, check your SIS set-up for the GG measures and correct the settings that prevented it from extracting to your GG file. Then, extract and upload the corrected information.
- Does the student have reported GG measures in both content areas?
  - If no, add the missing GG record for the missing content area to your GG file.
- Does the student have reported measures, but they are below the benchmark for the guideline name?
  - If yes, reach out to the administrator/counselor/colleague at the school responsible for monitoring graduation requirements to find out how the student met the GG requirements. Add the missing measures to your GG file.
- Did this student graduate?
  - Reach out to the administrator/counselor/colleague at the school responsible for monitoring graduation requirements to determine if this student's school exit type is accurate.
    - If the student graduated, add missing GG records.
    - If the student did not graduate, update the school exit type to an applicable code.

Note: *There are no exceptions for this business rule. If the student does not have the minimum reported GG measures, then they cannot have a school exit type indicating them as a graduate (90, 95, or 96).*

Adjustment Record Business Rule (SA018)

The SA018 error will trigger when uploading an ADJ file if a student is reported with **adjustment justification code** 90 or 96 who does not have reported GG measures in one or more content areas that meet the minimum benchmark score **in or before the** adjustment school year**.**

Errors on the ADJ file prevent the adjustment from being implemented in the current year SEY graduation data.

Before Uploading an ADJ record with Justification Code 90 or 96:

Verify the student has reported GG measures meeting the minimum requirements as of the adjustment school year. Use the CEDAR/COGNOS report ***Graduation Guidelines: SASID lookup*** to lookup the reported GG history for the SASID. The **reported year** of the measures must be the same as or earlier than the **adjustment school year**.

If the student does not have reported GG measures in or before the adjustment school year, then do not use an adjustment record to update the school exit status for this student. Instead, use a one-day record in the SEY collection to indicate the student as a graduate, uploading GG measures as needed.

Error Message:

> *This student was reported with adjustment justification code '90' or '96'. However, this student does not have a record of meeting graduation guidelines in English and/or Math in the Graduation Guidelines File in or before the adjustment school year. Remove the student from your adjustments file and report them with a one-day record in the SEY collection.*

Addressing SA018 Errors:

If the student does not have reported GG measures in or before the adjustment school year, then the student cannot be reported with **adjustment justification code** 90 or 96. Remove the student from ADJ file.

If the student has reportable GG measures meeting the minimum requirements that will be uploaded on the current year GG file, then use a one-day record in the SEY collection to report the student as a graduate.

See the ***SSA record guide***, posted on the Student Interchange page, for more information about one-day records used to update a graduate/completer status.

CEDAR/COGNOS Reports

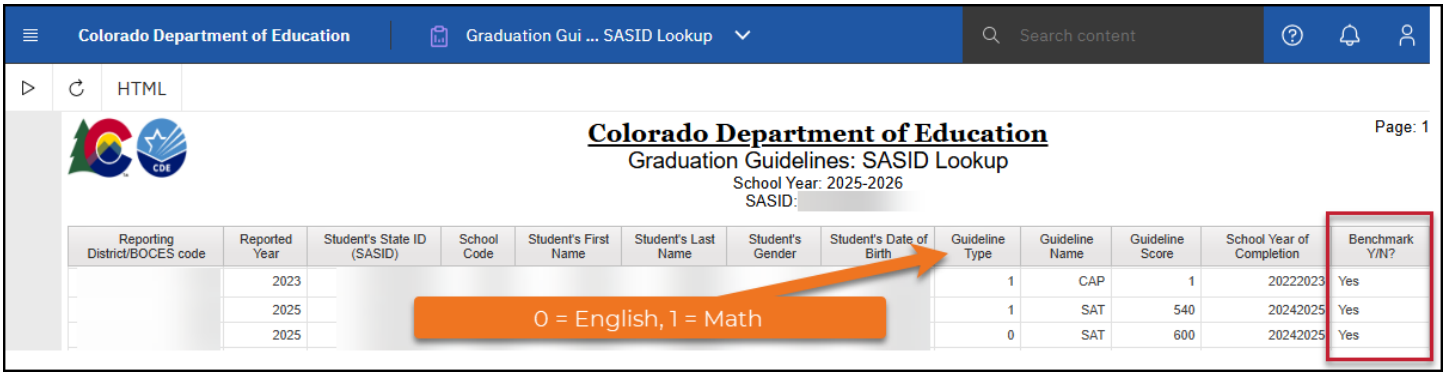
The GG reports provided in the Colorado Education Data Analysis and Reporting system (CEDAR/COGNOS) are designed to support LEAs as they monitor GG completion for potential graduates. GG data may be uploaded at any point during the school year once the Student Interchange opens in July. LEAs do not need to wait until the SEY collection opens to begin uploading their GG file.

Data respondents with the LEA User or LEA Viewer role for the Student Interchange in Identity Management (IdM) have access to these reports. Data respondents and district program staff who support GG are encouraged to partner in reviewing GG information.

For more information about Student Interchange Reports, see the ***COGNOS Report Guide*** posted on the Student Interchange page.

Graduation Guidelines: SASID Lookup

This report reflects all reported GG records for a specific SASID, reported by any CO LEA in any year. This tool is designed for a quick look-up of a student's GG reporting history when researching an individual student with a SE301 error, determining if an ADJ record may be used for a misreported graduate, or looking up reported GG history for an incoming transfer student.



Field Notes:

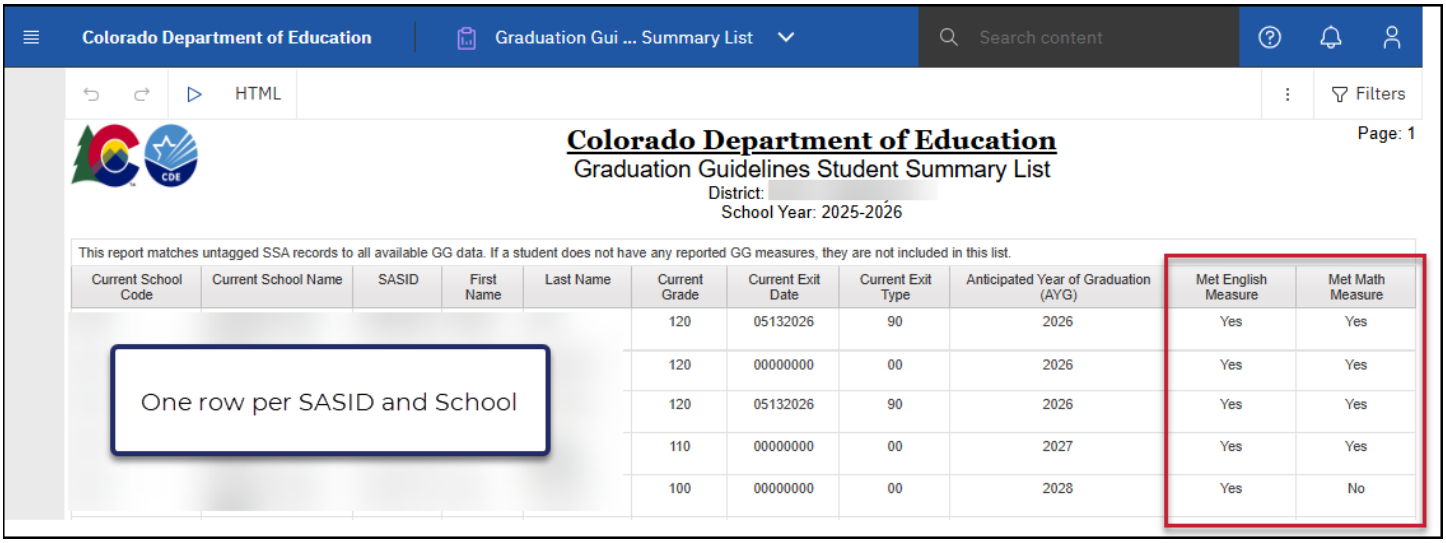
- Reported Year must be the same or earlier than the SEY reporting year for the measure to apply to the SEY collection.
    - 2027 for the SEY 2026-2027 collection
- Reported Year must be the same or earlier than the ADJ adjustment school year when using an ADJ file with adjustment justification code 90 or 96
    - Example: SEY 2026-2027 collection year and year ADJ file is being uploaded
        - Adjusting a record from the 2025-2026 SEY year that had school exit type 00
        - Adjustment School Year = 2026, so only reported GG from 2026 or earlier apply
- Guideline Type indicates if the measure is an English (0) or Math (1) measure. Student must have at least one of each where "benchmark Y/N?" is Yes.
- School Year of Completion is used in combination with the Guideline Name, Guideline Type, and Guideline Score to determine if a benchmark was met.

Graduation Guidelines: Student Summary List

This report allows LEAs to quickly monitor which students on their SSA file have the minimum reported GG record information in both English and Math.

Report Notes:

- One row per SASID and school on your current SSA file for students who have at least one reported GG measure
  - Reflects reported measures from any year and district
  - Students on your current SSA who are missing from this list do not have any reported GG measures
  - Students with records at multiple schools on your SSA file will have multiple records on this report
- Report also shows the students AYG, if it has been assigned
  - AYG updates as SEY snapshots are created, so this may be '0000' for a student who is new to your district or new to 9th grade if no SEY snapshot has yet been taken for the year
- Report includes current school exit type, allowing LEAs to filter records by school exit types 90, 95, or 96 because these school exit types represent graduates
  - Report will likely show school exit type '00' most of the school year as school exit types aren't applied until the date the student leaves the LEA
- Report includes grade level, allowing LEAs to filter records by grade level when monitoring students who are expected to graduate in the current year



Graduation Guidelines: Student Completion List

This report allows LEAs to review specific guideline types, guideline scores, and guideline names for all reported GG measures for all SASIDs on their current SSA file.

Report Notes:

- One row per SASID and school on your current SSA file for students who have at least one reported GG measure
  - Reflects reported measures from any year and district
  - Students on your current SSA who are missing from this list do not have any reported GG measures
- Report includes grade level, allowing LEAs to filter records by grade level when monitoring students who are expected to graduate in the current year
- Report includes reporting District Code, allowing incoming LEAs to see where a student completed a measure for incoming transfer students.

