

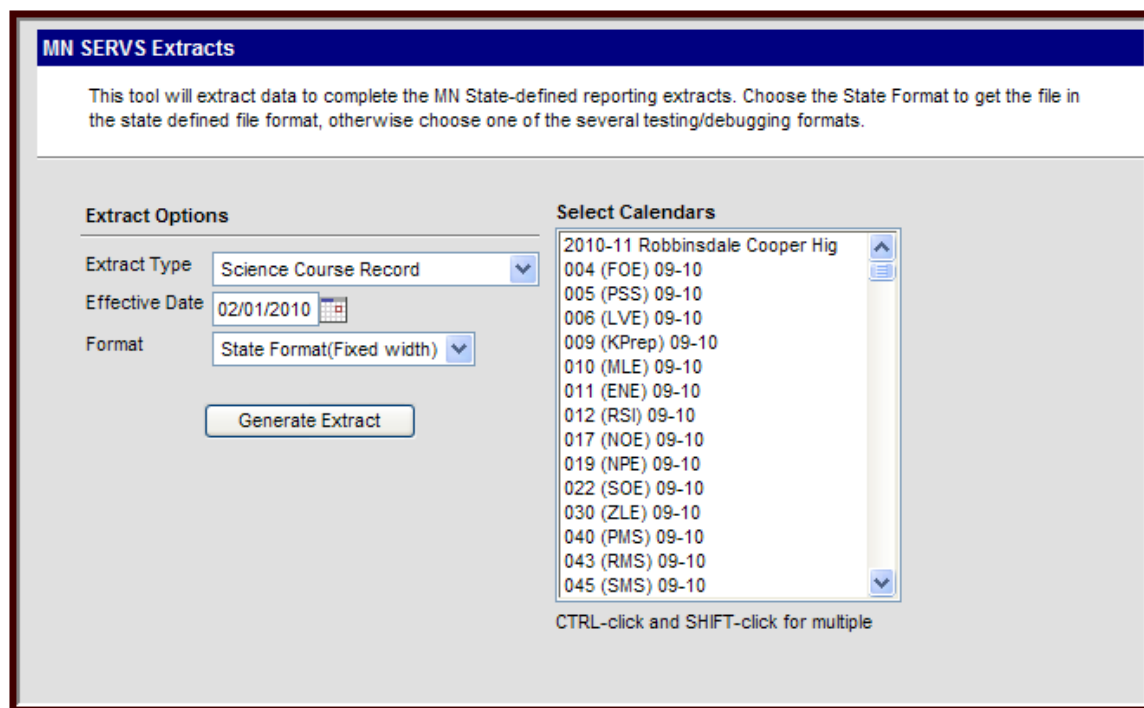
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SERVS Extracts


Overview | Generation of SERVS Extracts

Overview

The Minnesota State Education Record View and Submission (SERVS) Extracts collect data related to student academic performance, graduation requirements and student record data (focusing primarily on demographics).



There are three SERVS extracts available. Below is a list of the extracts, a summary of the extract and the assigned reporting window.

| SERVS Extract | Summary | Reporting Window |
|-----------------------|--|------------------|
| Science Course Record | <p>This extract provides a list of students who should take the MCA-II Science or MTAS Science Assessment for the current school year.</p> <div style="background-color: #ffe6e6; padding: 10px; border: 1px solid #ccc;"> <p> This extract is not reported to the state. It is available for district use only.</p> </div> | June 1- June 17 |

| | | |
|--|---|-----------------------------|
| <p>Student Graduation Requirements</p> | <p>This extract provides a list of students who have been granted a “Pass at Individual Rate” status under the GRAD graduation rule (i.e. those students who entered grade 8 in 2005-2006 or later). Graduation Requirements records should not be submitted for students under the BST graduation rule. Only students who were granted a “Pass at Individual Rate” status under the GRAD graduation rule should be submitted in this file.</p> | <p>Deadline of March 12</p> |
| <p>Student Academic Performance</p> | <p>The Student Academic Performance Record is for submitting graduation student performance data for schools in the district. Collect graduation GPA, weighted graduation GPA, and class rank for all students (including foreign exchange students, etc.) who are being reported in MARSS as graduating from the district at any time during the current school year. As required by MARSS, graduating students may be in either grade 11 or grade 12. Schools that do not report graduate records in MARSS (such as an elementary school) should not submit Student Academic Performance records.</p> | <p>Deadline of March 12</p> |

Generation of SERVS Extracts

PATH: *MN State Reportings > SERVS*

SERVS data submission files are in fixed-field ASCII text field. However, for data review purposes, additional formats are available for use prior to submission to the Department of Education. It is recommended that data be reviewed. Extracts can be generated in CSV, XML, HTML or a fixed width format.

The Student Graduation Requirements Extract and the Science Course Extract require the entry of Effective Dates. A student who is active on that date and meets other requirements of being included in the extract will be returned.

A calendar must be selected to generate the extracts. All calendars within a district may be selected at one time; however doing so will increase extract generation times and impact overall system performance. It is advised to select only the calendars that are needed when generating the extract.

Generating the SERVS Extracts

1. Select the **Extract Type** from the dropdown list.
2. Enter an **Effective Date** in *mmdyy* format, or use the Calendar icon to select a date.
3. Select the appropriate **Format** for the extract - HTML, CSV, XML or State Format (fixed width).
4. Select the **Calendar(s)** to include in the extract.
5. Click the **Generate Extract** button. The selected extract type will appear in a new window in the selected format.

For additional information on the SERVS Extracts, review the following pages:


- [SERVS Extract - Science Course Record](#)
- [SERVS Extract - Student Academic Performance](#)
- [SERVS Extract - Student Graduation Requirements](#)

SERVS Extract - Science Course Record

Overview | Science Course Record Layout

Overview

The SERVS Science Course Record Extract provides a list of students who should take the MCA-II Science or MTAS Science Assessment for the current school year. The extract is due between June 1 and June 17.

 This extract is not collected by the State of Minnesota. It is available for district use only.

The science indicator on the course editor will be marked of the student is enrolled in the course and expected to complete that course in the same year for which the report is generated. The student does not have to receive a passing or satisfactory mark to take the MCA-II or MTAS Science Assessment.

The following Business Rules are used:

- If a student has a maximum roster end date equal to the maximum term end date of the section with the Science indicator marked on the course, the student will be reported.
- If a student is actively enrolled and scheduled (no end dates) in a section marked Science indicator on the Effective Date, the student will be reported.
- If a student has a roster end date before the effective date and it is not the maximum term end date of the section with the Science indicator marked, the student will not be reported.
- If a student has a roster start date after the effective date with the Science indicator marked the student will not be reported.

A student is only reported one time. Multiple records per student are not allowed.

The Science Course Record uses the Science Indicator checkbox on the Course editor to determine inclusion in the extract. The fields highlighted in the image below are necessary for the extract.

Course Sections **Grading Tasks** Standards Composite Grading Scheduling Rules Fees

Save Delete

Course Editor
CourseID 18632

| | | | |
|----------------------|--|---|---|
| *Number 0015 | *Name Core Foods I | Subject Type [Dropdown] | Course Master Linked Standards-based <input type="checkbox"/> Active <input checked="" type="checkbox"/> |
| State Code 195103 | Department Special Education | Schedule Load Priority [Input] | Max Students 10 |
| GPA Weight 1 | Bonus Points <input type="checkbox"/> | Transcript <input checked="" type="checkbox"/> | Required <input checked="" type="checkbox"/> |
| Type [Dropdown] | Science Indicator <input checked="" type="checkbox"/> | Terms 2 | Schedules 1 |
| Honors | Activity | Periods 1 | Sections to Build 0 |
| Perkins Code | | | |

Science Course Record Layout

| Data Element | Description | Type, Format and Length | Campus Database | Campus Application |
|-------------------|--|--------------------------|------------------------|--|
| Record ID | Type of extract being reported. Will always report SCR. | Alphabetic, 3 characters | Not dynamically stored | Not dynamically stored |
| Record Version | Will always report 01 | Numeric, 2 digits | Not dynamically stored | Not dynamically stored |
| School Year | The highest value for the calendar year being reported (2008-09 will report as 2009) | Numeric, 4 digits | calendar.endDate | System Administration > Calendar > Calendar > End Date |
| State Unit Number | The four-digit district number of the reporting district | Numeric, 4 digits | district.Number | System Administration > Resources > District Information > District Number |
| State Unit Type | District type assigned to the district by the state department of education. | Numeric, 2 digits | district.Type | System Administration > Resources > District Information > Type |
| State Site Number | Number assigned to the school by the school district. | Numeric, 3 digits | school.number | System Administration > Resources > School > School Detail > State School Number |

| | | | | |
|------------------|--|--------------------------------------|---------------------|---|
| Last Name | Student's legal last name | Alphanumeric, 40 characters | identity.lastName | Census > People > Demographics > Person Information > Last Name |
| First Name | Student's legal first name | Alphanumeric, 40 characters | identity.firstName | Census > People > Demographics > Person Information > First Name |
| Middle Name | Student's middle name | Alphanumeric, 40 characters | identity.middleName | Census > People > Demographics > Person Information > Middle Name |
| Suffix | An abbreviation following a person's name indicating the student is assigned a generation (Jr., Sr, III, etc.) | Alphanumeric, 5 characters | identity.suffix | Census > People > Demographics > Person Information > Suffix |
| State Student ID | A unique number assigned to a student by the Department of Education. | Numeric, 13 digits | person.stateID | Census > People > Demographics > Person Identifiers > State ID |
| Birth Date | Student's date of birth | Date field, 8 characters YYYYMMDD | identity.birthdate | Census > People > Demographics > Person Information > Birth Date |
| Gender | Indicates the student's gender | Alphabetic, 1 character M or F | identity.gender | Census > People > Demographics > Person Information > Gender |

| | | | | |
|----------------------------|---|--------------------------------------|--|--|
| Local Use ID | Student's local school number (not the state ID number) | Numeric, 10 digits | person.studentNumber | Census > People > Demographics > Person Identifiers > Student Number |
| State Assessment Qualifier | Indicates the student has qualified to take the Science assessment. This field will report Y unless the record is correcting a previous science course submission. | Alphabetic, 1 character | course.specialCode | Scheduling > Courses > Course > Science Indicator |
| Term Start Date | Start date of the term into which the student was scheduled. For example, the course is four terms long but the student starts in term 2, 2 will be reported. | Date field, 8 characters YYYYMMDD | term.startDate sectionPlacement.sectionID | System Administration > Calendar > Calendar > Terms Scheduling > Courses > Course > sections > Section Schedule Placement |
| Term End Date | Maximum term end date of the section. | Date Field, 8 characters | term.endDate sectionPlacement.sectionID | System Administration > Calendar > Calendar > Terms Scheduling > Courses > Course > Sections > Section Schedule Placement |

| | | | | |
|--------------------|---------------------------------|-----------------------------|---------------|--|
| Local Course Code | School-level course number | Numeric, 15 digits | course.Number | Scheduling > Courses > Course > Number |
| Local Course Title | School-level name of the course | Alphanumeric, 50 characters | course.Name | Scheduling > Courses > Course > Name |

SERVS Extract - Student Academic Performance

Overview | High School Credit | Calculation of Weighted/Unweighted GPA and Class Rank/Size | Student Academic Performance Layout

Overview

The Student Academic Performance Record is for submitting graduation student performance data for schools in your district. Collect graduation GPA, weighted graduation GPA, and class rank for all students (including foreign exchange students, etc.) who you are reporting in MARSS as graduating from your district at any time during the current school year. As required by MARSS, graduating students may be in either grade 11 or grade 12. Schools that do not report graduate records in MARSS (such as an elementary school) should not submit Student Academic Performance records.

The following business rules are used:

- If a student has an enrollment in Grade 11 or 12 and has an End Status = 08: Graduated from High School and has a Diploma Date = NOT NULL, the student will be reported.

GPA (graduation GPA, weighted graduation GPA) and class rank values should be entered and verified prior to generating this extract.

Any student that is reported in MARSS should also be included in this extract. Schools that do not report graduate records in MARSS (elementary schools) are not required to submit this extract.

The following fields are required entry for inclusion in the Student Academic Performance Record.

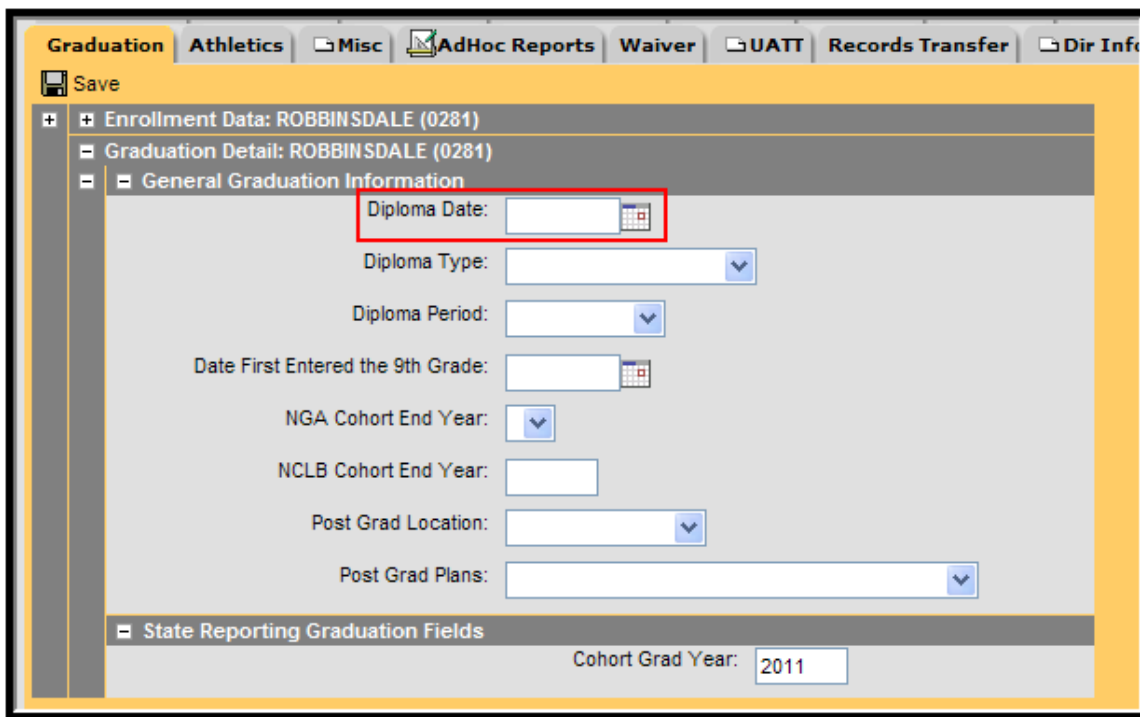


Image 1: Student Information > General > Graduation - Diploma Date

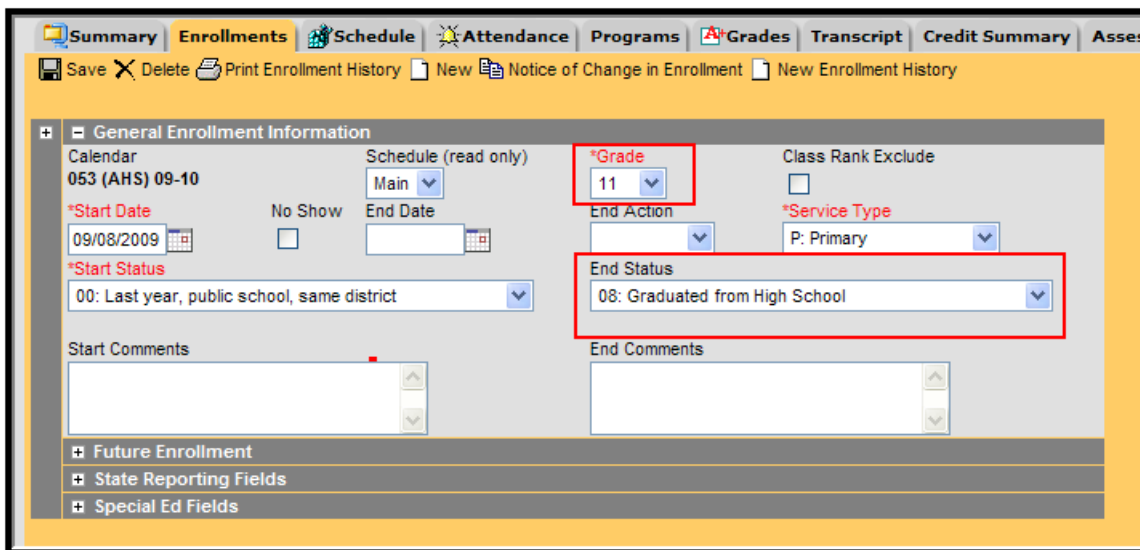


Image 2: Student Information > General > Enrollments > General Enrollment Information - Grade and End Status

State Grade Code must be populated in the Grade Levels editor in System Administration for proper functionality.

High School Credit

The High School Credit checkbox is found in two places in the user interface - the Course editor and the Transcript editor. This selection is necessary in order to calculate correct GPA values and class ranks.

Course Editor

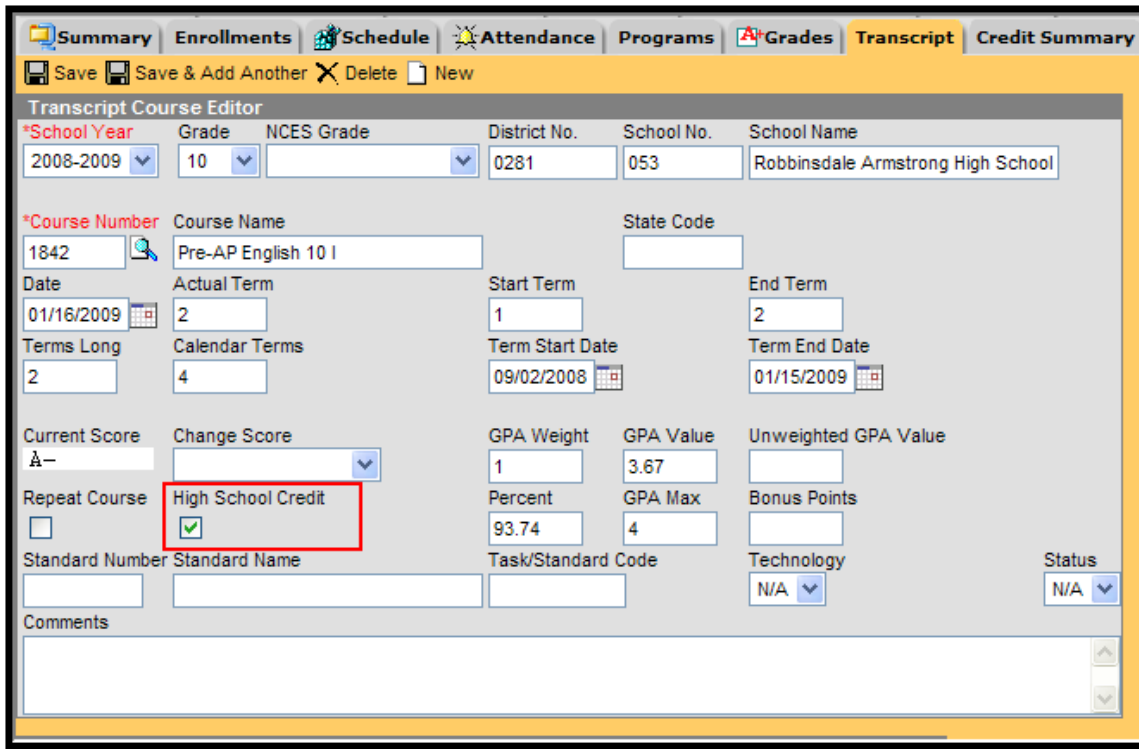
The High School Credit checkbox on the course editor is selected to determine a course that will be included in the GPA and class rank calculations. When courses are posted to a student's transcript, the High School Credit checkbox on the transcript editor will be selected or unselected automatically dependent upon the course posted. Once posted, the High School Credit checkbox on the Transcript editor can be edited to allow any necessary corrections to be made.

The screenshot shows the 'Course Editor' interface for CourseID 18632. The course name is 'Core Foods I' and the department is 'Special Education'. The 'High School Credit' checkbox is checked and highlighted with a red box. Other visible fields include: *Number (0015), *Name (Core Foods I), Subject Type (dropdown), State Code (195103), Department (Special Education), Max Students (10), GPA Weight (1), Transcript (checked), Required (checked), Type (dropdown), Science Indicator (checked), Activity (F: Fall Athletics), and Perkins Code (empty). The interface also includes tabs for Grading Tasks, Standards, Composite Grading, Scheduling Rules, and Fees, along with Save and Delete buttons.

Image: Scheduling > Courses > Course - High School Credit

Transcript Editor

The High School Credit checkbox on the Transcript editor calculate the GPA and class rank. If the checkbox is not selected, the course will not be included in the calculations.



The screenshot shows the 'Transcript Course Editor' window. At the top, there are tabs for Summary, Enrollments, Schedule, Attendance, Programs, Grades, Transcript, and Credit Summary. Below the tabs are buttons for Save, Save & Add Another, Delete, and New. The main form contains several sections:

- School Information:** *School Year (2008-2009), Grade (10), NCES Grade (dropdown), District No. (0281), School No. (053), School Name (Robbinsdale Armstrong High School).
- Course Information:** *Course Number (1842), Course Name (Pre-AP English 10 I), State Code (dropdown).
- Term Information:** Date (01/16/2009), Actual Term (2), Start Term (1), End Term (2), Terms Long (2), Calendar Terms (4), Term Start Date (09/02/2008), Term End Date (01/15/2009).
- Score and GPA Information:** Current Score (A-), Change Score (dropdown), GPA Weight (1), GPA Value (3.67), Unweighted GPA Value (dropdown), Repeat Course (checkbox), High School Credit (checkbox checked and highlighted with a red box), Percent (93.74), GPA Max (4), Bonus Points (dropdown).
- Standard and Task Information:** Standard Number, Standard Name, Task/Standard Code, Technology (N/A), Status (N/A).
- Comments:** A text area for entering comments.

Image: Student Information > General > Transcript (edit) - High School Credit

Calculation of Weighted/Unweighted GPA and Class Rank/Size

The following table provides definitions of how values are determined for GPA and Class Rank.

| Term | Definition |
|--------------------|---|
| GPA Score | Calculated using GPA Weight, GPA Value, and Unweighted GPA Value. The Unweighted GPA Value will trump the GPA Value field when calculating. If Unweighted GPA Value is NULL, the GPA Value will be used. |
| GPA Scale | Calculated using the field GPA Max. The maximum value found throughout the included transcript records will be reported. Records with an Unweighted GPA Value = NOT NULL will be initially included. If no record is found to have a Unweighted GPA Value = NOT NULL, the maximum GPA Max from any included record will report. |
| Weighted GPA Score | Calculated using GPA Weight and GPA Value. Unlike GPA Score, only the GPA Value is included in the calculation of this field. |

| | |
|--------------------|--|
| Weighted GPA Scale | Calculated using using GPA Weight and GPA Value. This element will report the maximum GPA Max from any included transcript record with Unweighted GPA Value = NULL. |
| Class Rank | <p>Will report based off Weighted GPA Score. If no Weighted GPA Score is found, the calculation will use GPA Score. The following exceptions may occur:</p> <ul style="list-style-type: none"> • If 'Do Not Include Weighted GPAs in Rank' is selected, the Weighted GPA Score will not be included in the calculation (System Administration > Resources > School). • If 'Class Rank Exclude' is selected, the student will not be included in the calculation (Student Information > General > Enrollments > Class Rank Exclude). |
| Class Size | <p>Will report the total number of students with a reported GPA Score or Weighted GPA Score that is greater than zero (0). The following exceptions may occur:</p> <ul style="list-style-type: none"> • If 'Include ALL Graduates in Class Size' is selected, students who do not have a reported Weighted GPA Score or GPA Score greater than zero will be included in the class size (System Administration > Resources > School). |

Student Academic Performance Layout

| Data Element | Description | Type, Format and Length | Campus Database | Campus Application |
|-------------------|---|--------------------------|------------------------|--|
| Record ID | Type of extract being reported. Will always report APR. | Alphabetic, 3 characters | Not dynamically stored | Not dynamically stored |
| Record Version | Will always report a value of 02. | Numeric, 2 digits | Not dynamically stored | Not dynamically stored |
| State Unit Number | The four-digit district number of the reporting district. | Numeric, 4 digits | district.Number | System Administration > Resources > District Information > District Number |

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|-------------------|---|-----------------------------|---------------------|--|
| State Unit Type | District type assigned to the district by the state Department of Education. | Numeric, 2 digits | district.Type | System Administration > Resources > District Information > Type |
| State Site Number | Number assigned to the school by the school district. | Numeric, 3 digits | school.number | System Administration > Resources > School > School Detail > State School Number |
| Last Name | Student's legal last name | Alphanumeric, 40 characters | identity.lastName | Census > People > Demographics > Person Information > Last Name |
| First Name | Student's legal first name | Alphanumeric, 40 characters | identity.firstName | Census > People > Demographics > Person Information > First Name |
| Middle Name | Student's middle name | Alphanumeric, 40 characters | identity.middleName | Census > People > Demographics > Person Information > Middle Name |
| Suffix | An abbreviation following a person's name indicating the student is assigned a generation (Jr., Sr, III, etc.). | Alphanumeric, 5 characters | identity.suffix | Census > People > Demographics > Person Information > Suffix |

| | | | | |
|------------------|--|--|-----------------------|--|
| State Student ID | A unique number assigned to a student by the Department of Education. | Numeric, 13 digits | person.stateID | Census > People > Demographics > Person Identifiers > State ID |
| Birth Date | Student's date of birth | Date field, 8 characters YYYYMMDD | identity.birthdate | Census > People > Demographics > Person Information > Birth Date |
| Gender | Indicates the student's gender | Alphabetic, 1 character M or F | identity.gender | Census > People > Demographics > Person Information > Gender |
| Local Use ID | Student's local school number (not the state ID number) | Numeric, 10 digits | person.studentNumber | Census > People > Demographics > Person Identifiers > Student Number |
| Grade Level | Indicates the student's grade level of enrollment. Grade level must be 11 or 12. | Numeric, 2 digits | enrollment.gradeLevel | Student Information > General > Enrollments > General Enrollment Information > Grade |
| Graduation Date | Date the student received a high school diploma. | Date field, 8 characters YYYYMMDD | graduation.date | Student Information > General > Graduation > Diploma Date |

| | | | | |
|--------------------|--|-------------------|---|---|
| GPA Score | <p>Reports the student's unweighted cumulative grade point averages without decimals.</p> <ul style="list-style-type: none"> • If Unweighted GPA Value exists, that value will be used. • If Unweighted GPA Value is null, the Weighted GPA Value will be used. This will only include transcript records where the High School Credit checkbox is selected. | Numeric, 6 digits | transcriptCourse.unweighted GPAValue | Student Information > General > Transcript > High School Credit, Unweighted GPA Value, GPA Weight |
| GPA Scale | <p>Reports the student's maximum GPA value permissible under the GPA rating system of the district and/or school reporting the information.</p> <p>This will only include transcript records where the High School Credit checkbox is selected.</p> | Numeric, 6 digits | transcriptCourse.gpaMax | Student Information > General > Transcript > GPA Max |
| Weighted GPA Score | Reports the student's weighted GPA Score | Numeric, 6 digits | transcriptCourse.gpaValue transcriptCourse.gpaWeight | Student Information > General > Transcript > GPA Value, GPA Weight |
| Weighted GPA Scale | Reports the student's weighted GPA Scale | Numeric, 6 digits | transcriptCourse.gpaMax | Student Information > General > Transcript > GPA Max |

| | | | | |
|---------------------|--|---|----------------------------------|---|
| <p>Class Rank</p> | <p>Reports the student's class rank value. This field uses the following logic:</p> <ul style="list-style-type: none"> • The Weighted GPA Score value will be used first. • If no Weighted GPA Score value is available, the GPA Score value will be used. • If neither option exists, will report as 00000. <p>One (1) is the highest rank and the total number of students in the class is the lowest rank. This field will report zero (0) if this student graduated but no class rank is available.</p> | <p>Numeric, 5 digits</p> | <p>transcriptCourse.gpaValue</p> | <p>Student Information > General > Enrollments > Class Rank Exclude</p> <p>System Administration > Resources > Scoold > Do Not Include Weights GPAs in Class Rank</p> |
| <p>Class Size</p> | <p>Reports the total number of students in the grade level. Calculation of the total reported students who have a Weighted GPA Score or GPA Score greater than zero.</p> <p>This field will report as zero (0) if the student graduated but no class rank is available.</p> | <p>Numeric, 5 digits</p> | <p>Not dynamically stored</p> | <p>Not dynamically stored</p> |
| <p>Ranking Date</p> | <p>Date when the class rank value was determined. Will report the current date.</p> | <p>Date field, 8 characters</p> <p>YYYYMMDD</p> | <p>Not dynamically stored</p> | <p>Not dynamically stored</p> |

SERVS Extract - Student Graduation Requirements

Overview | Student Graduation Record Layout

Overview

The Student Graduation Requirements Record is for submitting data on students who have been granted a “Pass at Individual Rate” status under the GRAD graduation rule (i.e. those students who entered grade 8 in 2005-2006 or later). Graduation Requirements records should not be submitted for students under the BST graduation rule. Only students who were granted a “Pass at Individual Rate” status under the GRAD graduation rule should be submitted in this file.

The following business rules are used:

- If PI Math selection is not equal to null, the student will be reported.
- If PI Reading selection is not equal to null, the student will be reported
- If PI Writing selection is not equal to null, the student will be reported.

A student may have up to three records reported, one for PI Math, PI Reading and PI Writing. These options are selected on the student's Special Education Enrollment editor.

Image: Student Information > General > Enrollments > Special Education Fields: PI Math, PI Reading, PI Writing

⊖ The following should be considered when generating the Student Graduation Requirements extract:

- Options for both Yes and No have been made available in the PI Math/Reading/Writing dropdown lists. The option of No would only be used to correct a student’s record that had previously reported Yes.
- The Effective Date on the extract editor determines the students to report. If a student has an enrollment record between the calendar start date and the effective date a record will report.

Student Graduation Record Layout

| Data Element | Description | Type, Format and Length | Campus Database | Campus Application |
|-------------------|--|-----------------------------|------------------------|--|
| Record ID | Type of extract being reported. Will always report GRR. | Alphabetic, 3 characters | Not dynamically stored | Not dynamically stored |
| Record Version | Will always report a value of 01. | Numeric, 2 digits | Not dynamically stored | Not dynamically stored |
| State Unit Number | The four-digit district number of the reporting district. | Numeric, 4 digits | district.Number | System Administration > Resources > District Information > District Number |
| State Unit Type | District type assigned to the district by the state Department of Education. | Numeric, 2 digits | district.Type | System Administration > Resources > District Information > Type |
| State Site Number | Number assigned to the school by the school district. | Numeric, 3 digits | school.number | System Administration > Resources > School > School Detail > State School Number |
| Last Name | Student's legal last name | Alphanumeric, 40 characters | identity.lastName | Census > People > Demographics > Person Information > Last Name |

| | | | | |
|------------------|---|--------------------------------------|---------------------|---|
| First Name | Student's legal first name | Alphanumeric, 40 characters | identity.firstName | Census > People > Demographics > Person Information > First Name |
| Middle Name | Student's middle name | Alphanumeric, 40 characters | identity.middleName | Census > People > Demographics > Person Information > Middle Name |
| Suffix | An abbreviation following a person's name indicating the student is assigned a generation (Jr., Sr, III, etc.). | Alphanumeric, 5 characters | identity.suffix | Census > People > Demographics > Person Information > Suffix |
| State Student ID | A unique number assigned to a student by the Department of Education. | Numeric, 13 digits | person.stateID | Census > People > Demographics > Person Identifiers > State ID |
| Birth Date | Student's date of birth | Date field, 8 characters YYYYMMDD | identity.birthdate | Census > People > Demographics > Person Information > Birth Date |
| Gender | Indicates the student's gender | Alphabetic, 1 character M or F | identity.gender | Census > People > Demographics > Person Information > Gender |

| | | | | |
|------------------------|---|---|---|--|
| Local Use ID | Student's local school number (not the state ID number) | Numeric, 10 digits | person.studentNumber | Census > People > Demographics > Person Identifiers > Student Number |
| Graduation Requirement | Indicates the PI Math, PI Record or PI Writing option selected on the student's enrollment record. <ul style="list-style-type: none"> PI Math Record will report as 0101 PI Reading Record will report as 0102 PI Writing Record will report as 0103 | Numeric, 4 digits | customStudent enrollment.PIMath customStudent enrollment.PIReading customStudent enrollment.PIWriting | Student Information > General > Enrollments > Special Education Fields > PI Math, PI Reading, PI Writing |
| Method | Indicate the method code being reported. Will only report as 0001 - Pass at Individual Rate. | Numeric, 4 digits | Not dynamically stored | Not dynamically stored |
| Met | Indicates the student has met graduation requirements with the specified method (Y) or not (N). This field will always report as Y, unless this record is correcting a previous graduation requirement submission. | Alphanumeric, 1 character Y or N | customStudent enrollment.PIMath customStudent enrollment.PIReading customStudent enrollment.PIWriting | Student Information > General > Enrollments > Special Education Fields > PI Math, PI Reading, PI Writing |