

2025-26 File Specifications

Indicator 6 Dual/Concurrent Enrollment

Last Updated: 5/5/2026

1. Overview

This document provides instructions to be used by colleges and universities in Connecticut to submit data to the Connecticut State Department of Education (CSDE) for high school students participating in dual/concurrent enrollment courses. These data will be used in the calculation for [Indicator 6 \(Postsecondary Readiness\)](#) of the [Next Generation Accountability System \(NGAS\)](#) as well as the [Dual Credit Courses Completed](#) dashboard.

1.1. File Specification Changes

New! A new required variable, *CourseLocation*, has been added to these file specification compared to the 2024-25 specifications. Changes in the specifications related to the new variable have been flagged. More information about the *CourseLocation* variable can be found in [section 4.3](#).

Additionally, there are minor formatting changes, such as changing dates from 2024-25 to 2025-26, which have not been highlighted in the document. Please see [Appendix B: Document History](#) for a complete list of file specification changes.

1.2. Due Dates

To be included in the NGAS Indicator 6 calculations, **the data for a given academic year must be received by CSDE no later than August 15, 2026**. If grades have not been submitted for a course before your file is submitted, these records can be submitted with the 2026-27 data collection (due 8/15/2027).

1.3. Contact Information

Please contact [Danielle Bousquet](#) with all questions related to the file specifications or data submission.

1.4. File Submission

If your college/university has submitted data to the CSDE for this collection in prior years, you will receive an email with a link to a secure file dropoff. If this is the first submission for the college/university, contact the CSDE to request a link.

Once your file is uploaded, email [Danielle Bousquet](#) to confirm file receipt. *Do not submit your file as an email attachment*. Password protection is *not required* for the submitted file. If you choose to add a password to the file, the password *must be provided at the time of submission*.

Use the [File Submission Checklist](#) to ensure that your data can be loaded accurately into the CSDE data warehouse.

2. Data Exclusion Criteria

- Course records for students **attending a private high school** should not be included.
- Course records for students who are **homeschooled** should not be included.
- Course records for students who attend school **outside of Connecticut** should not be included.

3. Data File Specifications

- Files should be submitted in **CSV format**.
- Include all variable names in a **header row**.
- Use a blank cell when inputting missing data, rather than N/A or other notation.
- Each file must include all variables from the table in Section 5 below.
 - Variables should be in the order that they appear in the table below.
 - **Include columns for all optional variables**, even if they are blank for all records.
 - Do not submit additional variables.
- File names should follow the naming convention below.

2025-26_1234567_DualEnrollment_XXXXXXXXX.csv

 - 1234567: CSDE Assigned College Code (See [Appendix A](#) for a complete list.)
 - If multiple colleges/universities are submitting a file together through an organization such as CSCU or CCIC, use the organization name instead.
 - XXXXXXXXXXX: Up to 10 optional characters (such as “version1” or “UCONN”).

4. Variable Notes

- See [Section 5](#) for a variable summary table including variable formats and examples.
- **Use blank cells** to indicate missing values, rather than N/A or other notation.
- Records that are identical across *all variables* will only be included once.

4.1. Student Matching variables

FirstName (required), MiddleName, LastName (required), Birthdate (required), Gender, SASID, HighSchoolNCES, HighSchoolCode, HighSchoolName

The course records submitted must be matched to CT public school students before they can be included in any CSDE reports or the NGAS Indicator 6 calculations.

- At a minimum, **all records must include the student’s FirstName, LastName, and Birthdate**.
- While not required, including the State Assigned Student ID (*SASID*) substantially increases the likelihood of record matches, especially in cases where students have changed names, used nicknames, or entered their birthday incorrectly.
- While not required, including high school information also improves the likelihood of record matches. High school information can be provided in three forms:
 - **HighSchoolNCES**: This field can be used to provide either the [National Center for Educational Statistics \(NCES\) code](#) (12 digits beginning with ‘09’) or the [College Board \(CEEB\) code](#) (6 digits beginning with ‘07’).
 - **HighSchoolCode**: This field can be used to provide the high school’s [Connecticut assigned organization ID](#) (7 digits, may include leading zeros).
 - **HighSchoolName**: This field can be used to provide the name of the high school.

4.2. College/University Identification variables (*CollegeCode*)

The **CollegeCode** variable is the 7-digit organization code **assigned by the CSDE** to the postsecondary institution submitting the data. All records should have the same value for the *CollegeCode* variable, and these values should match the code used in the file names ([see Section 3](#)). A list of these codes is available in [Appendix A](#). This variable is required for all records.

4.3. Course Timing and Location variables (*AcademicYear*, *TermDescription*, *CourseLocation*)

Course records should be identified by the academic year in which the course was taken (*AcademicYear*), the semester in which the credits were awarded on the student's *postsecondary* transcript (*TermDescription*), and whether the course was taught on campus or at the high school (*CourseLocation*). **All three of these variables are required for all records.**

For most postsecondary institutions, all values of the ***AcademicYear*** variable will be 2025-26. If you have never submitted dual enrollment records to the CSDE, you may send up to four academic years of data. Do not submit dual enrollment records for an academic year that you have previously sent to the CSDE unless the records were not included in the previous submission. For example, if the grade for a course taken during the Summer 2026 semester wasn't recorded until 9/1/2026 (which is after the submission deadline for academic year 2025-26), that course record could be included with the 2026-27 submission.

The ***TermDescription*** variable should be formatted as Term+Year, using the abbreviations FALL (fall), WINT (winter), SPRG (spring), and SUMM (summer) for the term. For example, in the 2025-26 academic year, there will be four accepted values: FALL2025, WINT2025, SPRG2026, and SUMM2026.

- The Winter 2025 (WINT2025) semester includes all courses taken between the Fall 2025 (FALL2025) and Spring 2026 (SPRG2026) semesters. This can include courses taken in January 2026 if these courses are not included on the Spring 2026 transcript.
- In the case of multi-semester or full-year courses, the *TermDescription* should reflect the semester or semesters in which the student received postsecondary credit. For example, consider a 3.0-credit full-year course.
 - If the credit appears on the student's transcript as 1.5 credits in the fall semester and 1.5 credits in the spring semester, then two separate records should be sent – one for each semester – with 1.5 credits each.
 - If the credit appears on the student's transcript as 3.0 credits in the spring semester, then only one record should be sent – for the spring semester only – with 3.0 credits.

NEW! Pursuant to [Public Act No. 25-99 \(2025\)](#), the CSDE must collect and report whether the course was dual enrollment (taught on campus) or concurrent enrollment (taught at the high school). This is captured in the ***CourseLocation*** variable. There are two acceptable values for this variable: *HIGHSCH* and *CAMPUS*.

- A value of *HIGHSCH* indicates that the course would be considered **Concurrent Enrollment**, meaning that the course is taught at the high school by high school faculty.
- A value of *CAMPUS*, indicates that the course would be considered **Dual Enrollment**, meaning that the course is taught on at the college/university by college/university faculty.

4.4. Course Property variables (*CourseSubject*, *CourseCode*, *CourseTitle*)

The *CourseSubject*, *CourseCode*, and *CourseTitle* variables provide information about the course being taken. These variables should reflect the course as it appears in the college/university's course catalog. **All three of these variables are required.**

For example, for a course such as "BIO101 – Beginner Biology"

- *CourseSubject* = BIO or Biology

- *CourseCode* = 101
- *CourseTitle* = Beginner Biology

The ***CourseSubject*** variable is the department in which the course was taken. Values for *CourseSubject* can either be full department titles (such as Physics, Psychology, or Political Science) or abbreviations (such as PHYS, PSY, or POLSC). If the file being submitted contains abbreviations for the course subjects, **a key to these abbreviations needs to be provided**, unless an abbreviation key was provided in a previous year.

- The abbreviation key file can be in CSV or Excel format.
- The file should be named *YYYY-YY_1234567_KeyAbbreviations_XXXXXXXXXX.csv (or .xlsx)*
 - YYYY-YY: School Year during which data were submitted (2024-25)
 - 1234567: CSDE Assigned College Code (See [Appendix A](#) for a complete list.)
 - XXXXXXXXXXXX: *OPTIONAL* - Up to 10 optional characters (e.g., “ver1” or “UCONN”)

The ***CourseCode*** variable should contain the **numerical code** by which the course is identified in the course catalog.

- **Leading zeros will be assumed to indicate a remedial course** (or course in which no college credit will be awarded).
- At least the first 3 or 4 characters of the *CourseCode* must be the **numerical portion of the code**. If the *CourseCode* contains additional letters (such as L for a laboratory course), those characters should be placed at the end of the *CourseCode*.
- The *CourseCode* should not contain any characters used to differentiate campuses or sections.

4.5. Student Course Record variables (*CreditsEarned*, *OfficialGrade*, *GradeDate*)

The *CreditsEarned*, *OfficialGrade*, and *GradeDate* variables provide information about how well the student performed in the course. The *CreditsEarned* and *OfficialGrade* variables are required, but the *GradeDate* variable is not.

The ***CreditsEarned*** variable should be expressed using an **academic credit system** (in which a typical student would take approximately 30 credits per academic year). Course records with 0.0 credits earned will not count toward the NGAS Indicator 6.

- *CreditsEarned* should be formatted with **exactly one decimal place** (such as 4.0).
- Course records with **greater than 9.0 credits** will result in an error.
- Course records that are not **multiples of 0.5** will result in an error.

If the college/university uses a different type of credit system (such as total hours of instruction or Carnegie credits), or if the *CreditsEarned* values will not meet the requirements above, please contact [Danielle Bousquet](#) before submitting the file to discuss how the CSDE should interpret your records.

The ***OfficialGrade*** variable is used to determine if the student was successful in the course. The *OfficialGrade* **should be entered as a letter grade** (A+, A, A-, B+, ..., D+, D, D-, F). Students must earn at least a C to be considered as having passed the course. Any other *OfficialGrade* entries, such as P (pass), W (withdrawn), I (incomplete), R (remedial), AU (audit), **will not be counted toward the NGAS Indicator 6**, regardless of how many credits were earned.

5. Variable Summary Table

Click on a variable name below for additional guidance.

Variable Name	Type	Length	Required	Description	Accepted Values	Examples
FirstName	String	25	Yes	Student First Name	A-Z, a-z, - ' . space	Jane
MiddleName	String	25	No	Student Middle Name or Initial	A-Z, a-z, - ' . space	Mary
LastName	String	25	Yes	Student Last Name	A-Z, a-z, - ' . space	Smith
Birthdate	Date	8	Yes	Student Birthdate	Format: MMDDYYYY	04052005
Gender	String	1	No	Student Gender	F (Female); M (Male); N (Non-Binary)	F
SASID	String	10	No	10-digit State Assigned Student ID	10-digit number (no leading zeros)	1234567890
HighSchoolNCES	String	12	No	National High School Code (either NCES or CEEB)	NCES: 12-digit ID beginning with 09 CEEB: 6-digit ID beginning with 07	070008
HighSchoolCode	String	7	No	High School Code (CSDE Assigned)	7-digit ID (may include leading zeros)	0046111
HighSchoolName	String	120	No	High School Name	A-Z, a-z, 0-9, - ' , . () / & space	Avon High School
CollegeCode	String	7	Yes	CSDE-Assigned College Code	7-digit ID (See Appendix A)	7040038
AcademicYear	String	7	Yes	Academic Year	YYYY-YY	2025-26
TermDescription	String	8	Yes	Term Season and Year	FALL, WINT, SPRG, SUMM + Year (No space; See notes above)	SPRG2026
NEW! CourseLocation	String	8	Yes	Whether the course was taken at the high school or on campus	HIGHSCH, CAMPUS	HIGHSCH
CourseSubject	String	25	Yes	Course Subject/Department	Full Subject Names or Abbreviations (If not providing full names, an abbreviation key must be provided. See notes above)	BIO Biology
CourseCode	String	8	Yes	Course Catalog Number	Numerical portion of course code	123
CourseTitle	String	100	Yes	Title of the course as it appears in course catalog	A-Z, a-z, 0-9, - ' , . () / & space	Human Biology
CreditsEarned	Number	3	Yes	Number of credits earned by the student	One decimal place	3.0
OfficialGrade	String	3	Yes	Letter grade earned in the course	A+, A, A-, ..., D+, D, D-, F	A
GradeDate	Date	8	No	Date on which the grade was assigned	Format: MMDDYYYY	06052026

6. File Submission Checklist

Please use the following checklist to ensure that the data file submitted can be loaded correctly.

6.1. File Format

1. File is saved in **CSV format**.
2. If the file is password protected, the **password is sent to [Danielle Bousquet](#)**.
**** Note: Password protection is not required. ****
3. Column names are included in a **header row**.
4. Columns are in the **correct order** ([see section 5](#)).
FirstName, MiddleName, LastName, Birthdate, Gender, SASID, HighSchoolNCES, HighSchoolCode, HighSchoolName, CollegeCode, AcademicYear, TermDescription, **NEW!** CourseLocation, CourseSubject, CourseCode, CourseTitle, CreditsEarned, OfficialGrade, GradeDate
5. **All 19 columns** are present in the file, including optional columns, even if they are blank for all records ([see section 5](#)).
6. **No additional columns** are included in the file ([see section 5](#)).
7. File is saved using the convention: **2025-26_1234567_DualEnrollment_XXXXXXXXX.csv** ([see section 3](#)).
8. If subject abbreviations are used for the *CourseSubject* column, an **abbreviation key** has been provided ([see section 4.4](#)).
9. There are **no duplicate** course records.
10. Missing values are left blank (i.e., Missing values are not filled in with NA, N/A, --, etc.).

6.2. Columns Formats

1. There are values for **all records** in the **required columns** ([see section 5](#)).
FirstName, LastName, Birthdate, CollegeCode, AcademicYear, TermDescription, **NEW!** CourseLocation, CourseSubject, CourseCode, CourseTitle, CreditsEarned, OfficialGrade
2. *Birthdate* and *GradeDate* columns use the date format **MMDDYYYY** (e.g., 04052005).
3. All *Gender* values are **uppercase** and match the accepted values: **F, M, or N**
4. *AcademicYear* follows the format **YYYY-YY** (e.g., 2025-26; [see section 4.3](#)).
5. All *TermDescription* values are **uppercase** and match the accepted values. For example, records for the 2025-26 academic year should only use the values: **FALL2025, WINT2025, SPRG2026, or SUMM2026** ([see section 4.3](#)).
6. **NEW!** All *CourseLocation* values are **uppercase** and match the accepted values: **HIGHSCH or CAMPUS**
7. *CourseCode* values only begin with a **leading zero** if the course is considered **remedial** ([see section 4.4](#)).
8. *CourseCode* values only include the **numerical portion** of the course code ([see section 4.4](#)).
9. All *Credits Earned* values have exactly **one decimal place** (e.g., 3.0; [see section 4.5](#)).
10. All *OfficialGrade* values are **uppercase** and match the accepted values ([see section 4.5](#)):
A+, A, A-, B+, B, B-, C+, C, C-, D+, D, D-, F.

Appendix A: CSDE Assigned College/University Codes

The following 7-digit codes should be used in the [file name](#) and [CollegeCode variable](#).

College/University Name	Code
Albertus Magnus College	1000039
Bais Binyomin Academy	1010039
Central Connecticut State University	7010038
Charter Oak State College	7050138
Clemens College	1030039
Connecticut College	1040039
CT State: Asnuntuck Campus	5750038
CT State: Capital Campus	5760038
CT State: Gateway Campus	5770038
CT State: Housatonic Campus	5780038
CT State: Manchester Campus	5790038
CT State: Middlesex Campus	5800038
CT State: Naugatuck Valley Campus	5810038
CT State: Northwestern Connecticut Campus	5820038
CT State: Norwalk Campus	5830038
CT State: Quinebaug Valley Campus	5840038
CT State: Three Rivers Campus	5860038
CT State: Tunxis Campus	5850038
Eastern Connecticut State University	7020038
Fairfield University	1050039
Goodwin University	5420039
Hartford Seminary	1070039
Holy Apostles College and Seminary	1080039
Legion of Christ College of Humanities	1090039
Lincoln College of New England	1100039
Lyme Academy College of Fine Arts	1110039

College/University Name	Code
Mitchell College	1120039
Paier College of Art	1130039
Post University	1140039
Quinnipiac University	1150039
Rensselaer at Hartford	1160039
Sacred Heart University	1170039
Sanford-Brown College	1180039
Southern Connecticut State University	7030038
St. Basil College	1190039
St. Joseph College	1200039
St. Thomas Seminary	1210039
St. Vincent's College	1220039
Talmudic Institute of Connecticut	1230039
The Graduate Institute	1240039
Trinity College	1250039
U. S. Coast Guard Academy	6000038
University of Bridgeport	1260039
University of Connecticut	9470038
University of Hartford	1270039
University of New Haven	1280039
Wesleyan University	1290039
Western Connecticut State University	7040038
Yale University	1300039

Appendix B: Document History

Year	Section	Reason	Change Description
2026	N/A	Updated dates	2024-25 was updated to 2025-26, etc.
2026	N/A	Accessibility	Updates to formatting to meet WCAG accessibility requirements.
2026	1.1	New variable	The File Specification Changes were updated with the new <i>CourseLocation</i> variable.
2026	4.3	New variable	A description of the new <i>CourseLocation</i> variable was added.
2026	5	New variable	The new <i>CourseLocation</i> variable was added to the Variable Summary Table
2026	6.1, 6.2	New variable	Checks for the new <i>CourseLocation</i> variable were added to the File Submission Checklist.
2025	N/A	Updated dates	2023-24 was updated to 2024-25, etc.
2024	N/A	Updated dates	2022-23 was updated to 2023-24, etc.
2023	1.3-4	Change contact	The CSDE contacts were changed.
2023	N/A	Clarity	Section numbers, Section 1.1 (File Specification Changes), and Appendix B (Document History) were added to clarify file specification changes moving forward.
2023	N/A	Clarity	Due dates and example dates were changed to the 2022-23 school year.
2023	1.4	Respond to FAQ	The “File Submission” section was added.
2023	2.2	Clarity	“Data Inclusion/Exclusion” was changed to “Data Exclusion Criteria,” and the language in this section was reframed so that this section only contained data exclusion criteria (rather than a mix of both).
2023	3	Respond to FAQ	The “Data File Specifications” section was updated to include information on frequently asked questions, such as how to include missing data and optional variables.
2023	3	Change to File	The file specifications now include a required header row with the variable names.
2023	4	Respond to FAQ	The “Variable Notes” section was added to provide more complete information on the variables requested, as well as to include information on frequently asked questions.
2023	4.4	Variable Format Change	The <i>CourseCode</i> variable format was updated to no longer include leading zeros unless the course is remedial.
2023	4.5	Variable Criteria Added	Additional requirements were placed on the <i>CreditsEarned</i> and <i>OfficialGrade</i> variables to ensure data comparability between different colleges/universities.
2023	5.0	Variable Format Change and Criteria Added	The changes to sections 4.4 and 4.5 above were added to the Variable Summary Table.
2023	6.0	Respond to FAQ	The “File Submission Checklist” was added to assist with data quality validation.