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## Secure Data Upload Instructions

The Washington Guaranteed Admission Program (GAP) utilizes a secure cloud-based system called *Files.com* to facilitate the data sharing process. This tool provides secure file sharing capacity for confidential documents.

Instructions on how to access and use the online tool are below. Please read carefully as the instructions include detailed information.

1. **Accept Invitation.** An email from the Council of Presidents will be sent to the Agreement and Technical Administrators provided on the DSA the week of October 31, 2022.

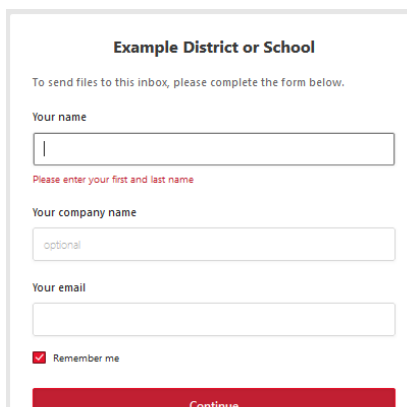
The email will include:

- A link to register and upload joint data templates
- A link to two separate joint data templates. A template for all 11<sup>th</sup> grade students and a template for **only** 12<sup>th</sup> grade students who meet GAP criteria
- Deadlines for the 2022-23 school year.

If you do not receive an email by November 4, 2022, please email Julie Garver at [jgarver@councilpresidents.org](mailto:jgarver@councilpresidents.org).

2. **Register.** The email will include a link specific to your district or school.

- Click on the “link”. This will take you to a registration form to complete (see below).
- Enter the following:
  - **Your Name:** First and Last Name (e.g., Jane Doe)
  - **Your Company Name:** District or School Name and District or School CEEB Code. If your school is part of a district who is participating in GAP, please use the District CEEB Code. If your school is participating but your district is **not**, please include your School CEEB Code. A list of districts and schools participating in GAP 2022-23 can be found [here](#).
  - **Your Email:** Contact email
- Then hit Continue.



**Example District or School**

To send files to this inbox, please complete the form below.

Your name  
  
Please enter your first and last name

Your company name

Your email

Remember me

3. **Data Templates.** Each district or school is required to upload 11<sup>th</sup> grade and 12<sup>th</sup> grade student data using the GAP data template for each grade level. Districts and schools will be able to access the templates through a link: (1) Shared in the email sent to districts and schools the week of October 31<sup>st</sup> and (2) posted on the GAP [webpage](#).
4. **Template Upload.** Click on the link to the templates. A window will open providing a link to each of the templates.

### Templates/

NAME	SIZE
11th Grade GAP_Joint Data Template_AY 2022_23.csv	289 Bytes
12th Grade GAP_Joint Data Template_AY 2022_23.csv	306 Bytes
2 items	

Click on each template. This will download the template. Click on the downloaded file and the template will open. Then complete the template as outlined below and save the file as a .csv document.

5. **Data.** Data should include:

- All students in 11<sup>th</sup> grade or with junior standing **regardless** of GPA or CADR's completion; and
- Only 12<sup>th</sup> grade/senior standing students who meet the GAP eligibility criteria. **Only students** in the 12<sup>th</sup> grade or with senior standing with a 3.0 or higher and have or are on track to complete the College Academic Distribution Requirements (CADRs) should be included in the 12<sup>th</sup> grade data set.

In accordance with the state's [Admission Standards Policy](#), the school district is responsible for determining which of its high school courses meet [CADR](#) guidelines, and for ensuring those courses are identified with "B" designations on students' transcript. To be eligible for guaranteed admission a student must meet or be on track to complete CADRs within the guidelines established in the state's admission standards policy. Though the waiver of CADRs is allowable as described in the state's admissions standards policy, the participating baccalaureate institutions, in general, do not waive credits for Algebra II and credits for English.

If some student data is not collected or cannot be reported, leave the related field blank.

6. **Formatting Data for the Template.** To ensure accurate and timely download of data, please respect the layout of the template and do not change the column names or order. The data should be formatted as described below and outlined on the [GAP Template Data Guide](#) posted on the GAP webpage.

#### 11<sup>th</sup> Grade Template

The 11<sup>th</sup> grade template should include the data for all 11<sup>th</sup> grade students regardless of GPA or CADRs completion.

The data should be formatted as follows in the 11<sup>th</sup> grade template.

- **School CEEB Code.** Enter the six-digit CEEB code for the school the student data is associated with.
- **District CEEB Code.** Enter the six-digit CEEB code for the school the student data is associated with.
- **First Name.** Enter the student's first name
- **Last Name.** Enter the student's last name.
- **DOB.** Enter the date of birth as two-digit month and date and four-digit year. Separate the year, month and date with a slash. Example: 09/30/2008
- **Grade Level.** Enter the grade level of the student as a two-digit number. Example: 11.
- **Mailing Address Street.** Enter the student's mailing address.
- **Mailing Address City.** Enter the city where the student resides and is associated with the mailing address.
- **Mailing Address State.** Enter the state as the two-letter acronym for the state. Example: Washington would be entered as WA.
- **Mailing Address Zip Code.** Enter the five-digit zip code associated with the mailing address.
- **Email personal.** Enter the student's personal email.
- **Email school.** Enter the student's school email.
- **Email parent or guardian.** Enter the student's parent or guardian email address.

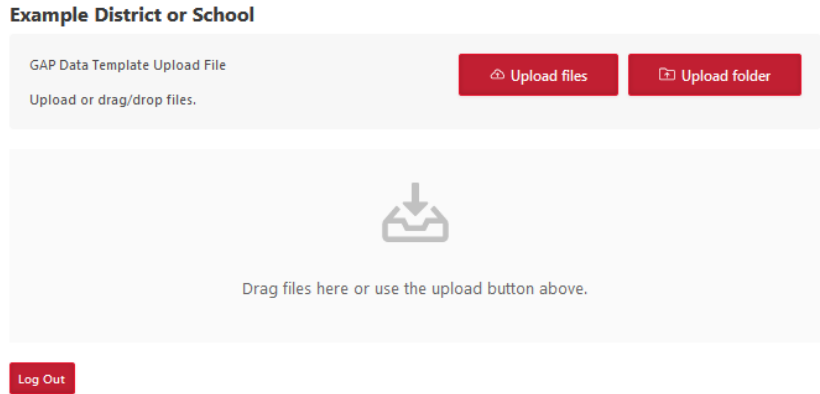
#### 12<sup>th</sup> Grade GAP Eligible Template

The 12<sup>th</sup> grade template should include only data for 12<sup>th</sup> grade students with a 3.0 or higher and have or are on track to complete the College Academic Distribution Requirements (CADRs).

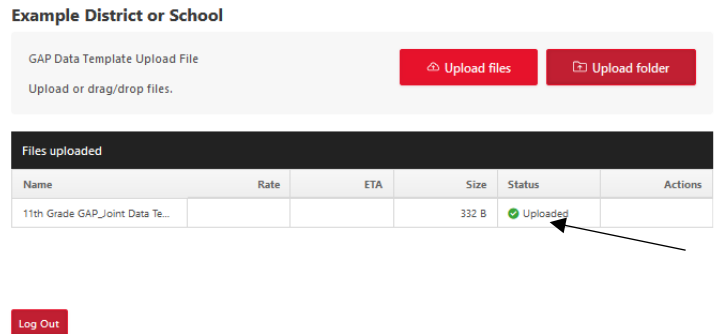
The data should be formatted as follows in the 12<sup>th</sup> grade GAP eligible template.

- **School CEEB Code.** Enter the six-digit CEEB code for the school the student data is associated with.
- **District CEEB Code.** Enter the six-digit CEEB code for the school the student data is associated with.
- **First Name.** Enter the student's first name
- **Last Name.** Enter the student's last name.
- **DOB.** Enter the date of birth as two-digit month and date and four-digit year. Separate the year, month and date with a slash. Example: 09/30/2008.
- **Cumulative GPA.** Enter the cumulative, unweighted GPA as three digits separated by a decimal point. Example: 3.10.
- **CADRs.** Enter either a "C" for completed or "P" for in progress. Example: C or P.
- **Grade Level.** Enter the grade level of the student as a two-digit number. Example: 12.
- **Mailing Address Street.** Enter the student's mailing address.
- **Mailing Address City.** Enter the city where the student resides and is associated with the mailing address.
- **Mailing Address State.** Enter the state as the two-letter acronym for the state Example: Washington would be entered as WA.
- **Mailing Address Zip Code.** Enter the five-digit zip code associated with the mailing address.
- **Email on record, school and personal.** Enter the student's provided email address.
- **Email parent or guardian.** Enter the student's parent or guardian email address.

7. **Upload Files.** A window to upload or drag/drop the data templates will open (see below). The templates may be uploaded either by:
- Clicking the “Upload Files” and selecting files to upload; or
  - Dragging and dropping files directly onto the open window.



As the data templates upload, the size and completion of the status of the uploads will show. When a data template upload completes, the interface will show the file “uploaded with a green check” (see below). Once the templates have been uploaded be sure to log out.



8. **Deadlines for Data Uploads.** The deadlines for data uploads are set as windows of time to allow for some flexibility for districts and schools. There is a single upload for 11<sup>th</sup> grade or junior standing students. This data will be used to send two communications, one in the fall and one in the spring.

There are three data uploads for 12<sup>th</sup> grade GAP eligible students, students who meet the criteria for guaranteed admission (3.0+ GPA and CADR's).

If your district or school needs additional time, please reach out to Council of Presidents, [jgarver@councilofpresidents.org](mailto:jgarver@councilofpresidents.org) to discuss next steps.

Deadline	11 <sup>th</sup> Grade/Juniors	12 <sup>th</sup> Grade/Seniors
November 1-14	X	X
January 23-February 17		X
June 1-30		X

9. **Download of Data Participating Institutions.** Each participating institution is established as a “User”. Users will receive an email notification when new data templates are uploaded. Upon notification, the participating institutions will access the data templates and download the templates into the institutional CRM systems.

10. **Security.** Each district or school will receive a unique “link”. Districts and schools will not be able to view the uploaded data templates of other districts and schools uploaded and can only see the specific district or school uploads during the upload session. Participating institutions with the appropriate permissions will be able to see the uploaded templates.

To ensure the security of all uploads to the site, Inbox uploads are encrypted with the same [high-strength encryption](#) as uploads performed by logged-in users.

11. **Questions.** If you have questions, please reach out to Julie Garver at Council of Presidents. The quickest way to connect will be via email. Please reach out to [jgarver@councilofpresidents.org](mailto:jgarver@councilofpresidents.org). If you need to speak by phone, please send an email stating this request and a phone call will be scheduled.