

## 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.

**To be eligible** for guaranteed admission students **must** meet or be on track by fall 2023 admissions to meet two requirements:

- Earn a 3.0 cumulative GPA **AND**
- Complete **ALL** Washington's College Academic Distribution Requirements (CADRs)

To be on track for CADRs, a student must have completed all CADRs by fall 2023 admissions. Some CADRs require completion in the senior year of high school. A student who has not yet but is expected to complete a CADR by fall 2023 admissions, including during the school year or summer, would be considered to be in-progress and on track.

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 the week of May 15, 2023.

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 and were not included in a prior upload.**
- Deadlines for the 2022-23 school year.

If you do not receive an email by May 19, 2023, please email Julie Garver at [jgarver@councilfpresidents.org](mailto:jgarver@councilfpresidents.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 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

Continue

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 May 15 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.

Save files using the following naming convention and save the file as a .csv document.

- File Naming Convention: District or School Name\_Grade Level\_Date
- Example: COP District\_12\_June 2023

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

- Only students in 11<sup>th</sup> grade or with junior standing **regardless** of GPA or CADR's completion and **were not included in a prior data upload; and**
- Only 12<sup>th</sup> grade/senior standing students who meet the GAP eligibility criteria and **were not included in a prior data upload. 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 **all** 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 **all** CADRs by fall 2023 when enrolled in a participating institution.

If some student data is not collected or cannot be reported, leave the related field blank. Data should only include students whose data was not provided in a prior upload.

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 and whose data was not included in a prior upload.

The data should be formatted as follows in the 11<sup>th</sup> grade template. To ensure timely upload of student data, please:

- Include one row only per student
- Do not make changes to the position or column headers in the template.

#### *Data Variables*

- **School CEEB Code.** Enter the six-digit CEEB code for the school the student data is associated with.
- **Filler.** Please leave this column blank.
- **First Name.** Enter the student's first name. The first letter of the name should be capitalized and followed by lower case letters. Example: Jane
- **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. If more than one email, please include each email in a separate column.

### 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 **all** College Academic Distribution Requirements (CADRs) and whose data was not included in a prior upload.

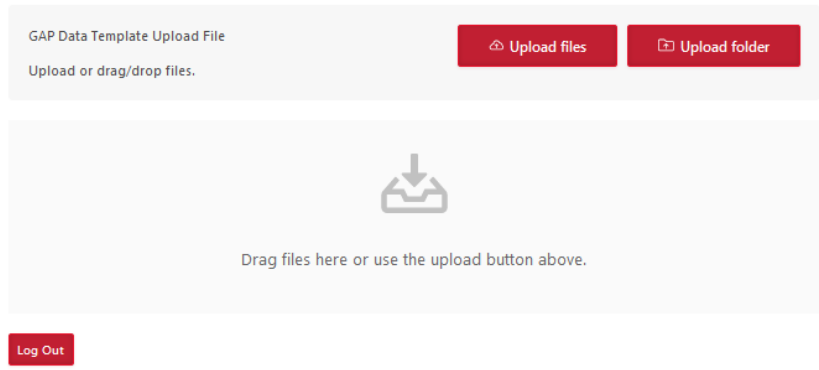
The data should be formatted as follows in the 12<sup>th</sup> grade GAP eligible template. To ensure timely upload of student data, please:

- Include one row only per student
- Do not make changes to the position or column headers in the template.

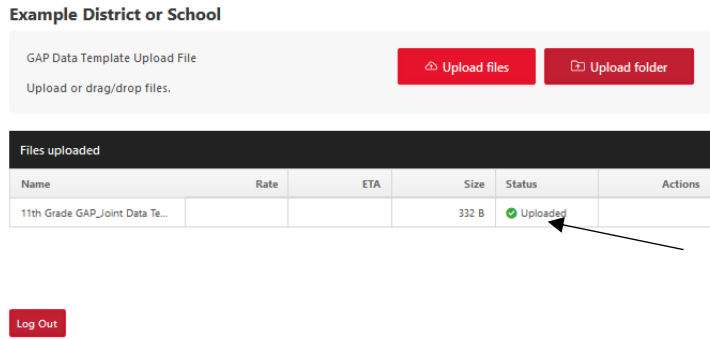
### *Data Variables*

- **School CEEB Code.** Enter the six-digit CEEB code for the school the student data is associated with.
  - **Filler.** Please leave this column blank.
  - **First Name.** Enter the student's first name. The first letter of the name should be capitalized and followed by lower case letters. Example: Jane
  - **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. If more than one email, please include each email in a separate column.
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.

**Example District or School**



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.



Only the final templates should be uploaded. Please do not upload “test” files. If there is a concern or question about whether or not a file was successfully uploaded please reach out to the Council of Presidents at [jgarver@councilofpresidents.org](mailto:jgarver@councilofpresidents.org).

**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 are three data uploads for 11<sup>th</sup> grade and 12<sup>th</sup> grade GAP eligible students. Students in the 12<sup>th</sup> grade are considered GAP eligible students if they are on track or have met the criteria for guaranteed admission (3.0+ GPA and all CADR).

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-December 2	X	X
January 23-February 17	X	X
June 1-30	X	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. **Add Institutional Email List Domains.** To ensure WAGAP communications reach students and families. Districts and schools should ensure the following email list domains are identified to allow students’ school emails to be received and not blocked.
  - [wagap@councilofpresidents.org](mailto:wagap@councilofpresidents.org)
  - [admissions@cwu.edu](mailto:admissions@cwu.edu)
  - [admissions@ewu.edu](mailto:admissions@ewu.edu)
  - [admissions@evergreen.edu](mailto:admissions@evergreen.edu)
  - [future.coug@wsu.edu](mailto:future.coug@wsu.edu)
  - [admissions@wwu.edu](mailto:admissions@wwu.edu)
  
11. **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.
  
12. **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.