Request for High School Grade Data for the University of Manitoba

The following information is requested for each student of your School Division/School who has applied for admission to the University of Manitoba. FIPPA releases have been received from every student as part of our application process.

FILE NAME FORMAT:
 schoolname_YYYYMMDDhhmm.csv or username_YYYYMMDDhhmm.csv (e.g. Arborg_201906301500.csv or gvsd_201906301500.csv)   *NEW - Please do not include EG_ in front

For each student

Field	*Max* data length	Data Type	Mandatory?	Format	Notes
MET#	10	Number	Yes		We ask for Provincial ID on all applications but not all are received. Add add this to file if possible
Surname	60	Character	Yes		
First Name	60	Character	Yes		
Date of Birth	8	Number	Yes	YYYYMMDD	**ONLY this format**
School Number	4	Number	Yes		Ministry school number
School Name	30	Character	Yes		If school name is too long, please truncate
Graduation date (not usually applicable to interim request)	8	Numeric	No	YYYYMMDD	**Only this format.** You may use the first or last day as a generic date if you don't have a specific grad date. **Blank will be interpreted as NOT graduated.**

For **each** Grade 12 course – regardless of what year the course was taken
(repeat student info above in every course record – see sample below)

Field	*Max* data length	Data Type	Mandatory?	Format	Notes
Ministry Course ID	4	Numeric	Yes		
Ministry Level	3	Character	Yes		Eg 40S, 42U,41G
Language of instruction	2	Numeric	Yes		
Interim mark	3	Numeric	Yes, if Final Mark is not yet available		Include if available in your school/division. We do not require a date completed for interim marks.
Final mark	3	Numeric	Yes, if Date completed is supplied		Do not use decimal points.
Date completed	8	Numeric	Yes, if Final mark is supplied	YYYYMMDD	**Only this format.** You may use the first or last day as a generic date if you don't have a specific grad date. **Blank will be interpreted as NOT completed.**

*Save as .csv file format only
*Phys Ed can be excluded or included. It is not used as one of the 5 gr 12 courses in requirements. If it's included, use C or CO as complete, NM for no mark.
*Whole number grades only except for Phys Ed
*No leading zeroes in any fields

Updated June 2019

Sample csv file format – no header row

101111111,Sample,Student,19921001,1234,Sample Collegiate Institute,,29,40S,1,68,50,20190630
101111111,Sample,Student,19921001,1234,Sample Collegiate Institute,,124,40S,1,56,52,20190630
101111111,Sample,Student,19921001,1234,Sample Collegiate Institute,,122,40S,1,90,43,20190630
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