

CCGI Manifest File Specification

The manifest is designed to enable the automatic processing of each flat file that is loaded to the sFTP. Think of the manifest as the trigger to pick-up the files that have been loaded to their designated folders and upload the data to californiacolleges.edu.

Field Name	Req'd	Definition	Value	Example
FileName	Y	Name of the flat file created	Free Text but must include the extension of the file format that must be ".csv"	CCGI_student_20220804.csv CCGI_course_grade_20220804.csv CCGI_test_grade_20220804.csv
FileType	Y	Type of data file created	Exact name of File Type created by CaliforniaColleges.edu	student course_grade test_grade

In order to successfully process:

- File names must have the .csv extension.
- Files must be UTF-8 encoded with no byte order mark.
- Files must include a header row.
- The manifest file **must be the last file uploaded to the sFTP.**

Suggested file format:

- {districtname}_ManifestTemplate_yyyymmdd
Example: Sacramento_ManifestTemplate_20220804.csv

Note** The course catalog and high school graduate files are processed under different logic and therefore do not require the manifest file. Please do not include these files in the manifest. The test grade file is an optional file and if the district is not providing this file, please do not include it in the manifest file.