Upload Wizard (South Dakota)

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Upload Wizard (South Dakota)

PATH: *SD State Reporting > Upload Wizard*

Districts that do not use the Infinite Campus District Edition to manage their district data can use the State Edition Upload tool to upload files containing their district's student information to the State System. Files uploaded with the tool must conform to the File Specifications noted in the following information.

This article includes the following topics:

- Understanding the Upload Wizard
- File Specifications
- School Calendar Upload Specifications
- School Days Upload Specifications
- Student Demographic Upload Specifications
- Enrollment Upload Specifications
- Codes and Descriptions

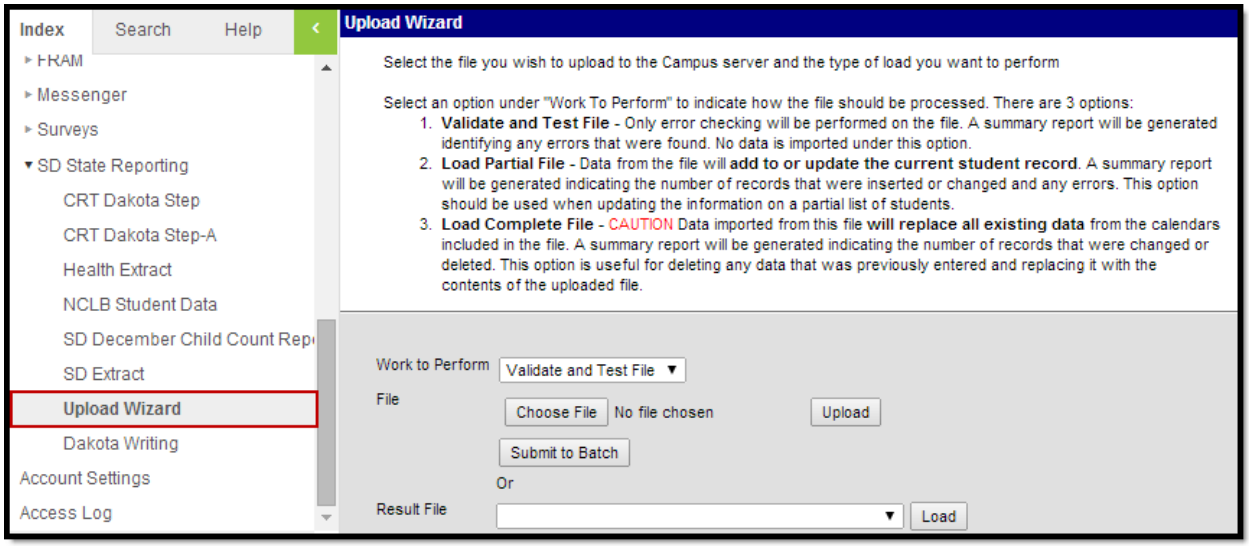

Image 1: South Dakota Upload Wizard

> To use the tool, users must have tool rights to Upload Wizard tool. Users must have their user account set to the district that they are trying to upload into or must have state-wide district rights.

Prior to uploading a file, a calendar for the current year and all required grade levels for that calendar must be setup within the SD State Edition user interface. If this is not done, an error message will be displayed when an upload is attempted.

Additionally, the upload tool assumes that a School/Year has only one calendar and one schedule structure defined within the State Edition. If multiple calendars or schedule structures are created for that school/year, an error will display when an upload is attempted.

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Understanding the Upload Wizard

The Upload Wizard provides three actions that can be selected:

Action	Description
Validate and Test	In this mode the file will be uploaded and all data validation will be performed to ensure that the file conforms to the file specifications section. Additionally, a search will be performed on the District, School and Student Number to make sure the named District, School and Students actually exist. No data will change as a result of this action. A report will be generated listing errors and their corresponding line numbers and fields of error.
Load Partial	This mode will insert or update data for each record from the file that has no errors. If a row has an error, it will be displayed in the report generated after the upload completes. When inserting new data, such as at the beginning of a school year, each student record in the file will create a new enrollment record. When updating data that already exists, the enrollment start date will be used to match the enrollment that should be updated. If an enrollment with a matching start date is not found, a new enrollment will be created. When updating the dated enrollment fields Meal Status and Title 1, the dated record that will be changed is the one with an effective date matching the enrollment start date. If none can be found, a new record with that date is created. When updating the dated fields, SPED, Special Ed Program, Special Ed Category and Disability, the dated field will be matched to existing SPED data within the enrollment based on the Special Ed Start Date field. If a SPED record with that start date cannot be found, a new record is created with that Special Ed start date.
Load Complete	In addition to Validating and Testing, the Load Complete mode will erase all student data from calendars named in the upload file. After that, the records in the file are inserted as new enrollments. This mode should be used if a complete refresh of the data is required. It should not be used if any data has been manually edited through the user interface as that data will be lost. This will remove all existing data.

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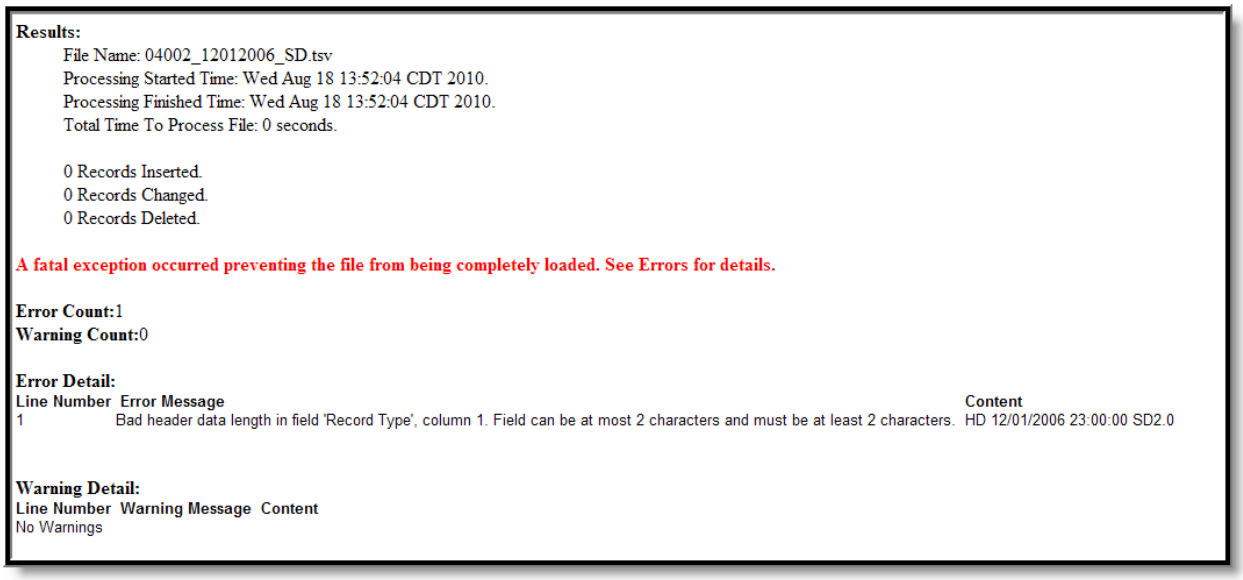
Uploading Files

1. Select the appropriate action as defined above in the **Work to Perform** dropdown list.
2. Locate the file to upload by selecting the **Browse** button in the File field. Follow the instructions for uploading and click the **Upload** button.
3. Or, select a file from the **Result File** dropdown and click the **Load** button.

The file will be processed and a verification of the upload will be returned.



Results:

File Name: 04002_12012006_SD.tsv
Processing Started Time: Wed Aug 18 13:52:04 CDT 2010.
Processing Finished Time: Wed Aug 18 13:52:04 CDT 2010.
Total Time To Process File: 0 seconds.

0 Records Inserted.
0 Records Changed.
0 Records Deleted.

A fatal exception occurred preventing the file from being completely loaded. See Errors for details.

Error Count:1
Warning Count:0

Error Detail:

Line Number	Error Message	Content
1	Bad header data length in field 'Record Type', column 1. Field can be at most 2 characters and must be at least 2 characters.	HD 12/01/2006 23:00:00 SD2.0

Warning Detail:

Line Number	Warning Message	Content
No Warnings		

Image 2: Upload Confirmation

Not all fields are automatically overwritten at the state level. When **Homeless**, **First Year in Country**, **Parent Does not want Meal Status shared with DSS**, **Meal Status** or any type of Title 1 fields are not null at the state level but no or null at the district level, a message will appear when a status change is attempted indicating that a status that is not No or Null exists and should not be overwritten.

The Enrollment Upload will create split fields with the date of the Enrollment Report Upload for Meal Status (if the status is changed from F or R to Standard) and any Title 1 status (if changed from Yes to No), with a warning message indicating that the student record was successfully imported and a new record was created.

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File Specifications

Files should follow the proper naming conventions and record definitions defined below:

- All files will be tab delimited with a header record.
- If a field is not required it can be left blank, but the proper number of tabs must be in each record.
- All dates within the file will be in the format MM/DD/YYYY.
- Times within the file will be displayed in military (24 hour) time HH:MM:SS such as 23:00:00 for 11:00pm.

File Name

Files must be named with the district number (maximum of 5 digits), underscore, date underscore and record type with the extension *.tsv. Forward slashes are not allowed in file names and should be left out.

Example:

District 10063 submitting a Student Demographics file on 12/01/2006 would name the file:
10063_12012006_SD.tsv

Header Record

The first line of all files will be the header record. This is required.

Name	Length	Code/Format	Description
Record Type	2	“HD”	Always the value “HD”
Date	01	MM/DD/YYYY	Date report was generated
Time	8	HH:MM:SS	Time report was generated
Version	15	“SD2.0”	Always the value “SD2.0”

Example Record:

Header record submitted on December 1, 2006 at 11:00 pm:

HD 12/01/2006 23:00:00SD2.0

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School Calendar Upload Specifications

This record defines each School Calendar or track a school is running. There should be at least 1 record per school. There can be multiple records per school if the school has students receiving instruction on different days or for different durations.If the school has multiple calendars, each calendar must be given a distinct Calendar Number.

Element Name	Description	Type, Format and Length	Campus Database	Campus Interface
Record Type	Type of record being generated.	Alphabetic, 2 characters Always the value of "SS"	Not dynamically stored	Not dynamically stored
District Number	State-assigned district identification number.	Numeric, 5 digits	District.number	System Administration > Resources > District Information > District Number
School Number	State-assigned school identification number.	Numeric, 2 digits	School.number	System Administration > Resources > School > State School Number
Year	The end year of the calendar (*i.e.* for 2006-2007 = 2007).	Date field, 4 characters YYYY	Calendar.endYear	System Administration > Calendar > Calendar > Calendar Info > End Date
Calendar Number	Number assigned to the calendar. Needs to match calendar number in associated SD-Extract-School Calendar file.	Numeric, 3 digits	Calendar.number	System Administration > Calendar > Calendar > Calendar ID

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Calendar Type	The type of calendar for which information is being reported. If the value being imported is not a valid option, a warning will appear. If data already exists but the import file does not have a value entered, the existing value will not be overwritten. See the School Calendar Extract article for a list of options.	Alphanumeric, 1 character	Calendar.type	System Administration > Calendar > Calendar > Type
Student Day	The number of minutes of instruction in the typical student day.	Numeric, 3 digits	Calendar.studentDay	System Administration > Calendar > Calendar
4 Day School Week	Indicates a 4 Day School Week.	Alphanumeric, 1 character Y or N	Calendar.alternativeCode	System Administration > Calendar > Calendar

Example Records:

An elementary school (0120) grades 1through 6 that attend 360 minutes of instruction per day and has half-day Kindergarten that attends 180 minutes of instruction per day and starts on a different date then the other grades.

SS 63 2007 1 360 Y

SS 63 120 2007 2 180 Y

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School Days Upload Specifications

This record defines when a school is open and when it provides instruction to students. There should be 1 record per date per School Calendar record within the date range that the school is open.

Element Name	Description	Type, Format and Length	Campus Database	Campus Database
Record Type	Type of record being generated. In this case, always a value of "DY".	Alphabetic, 2 characters DY	Not dynamically stored	Not dynamically stored
District Number	State-assigned district identification number.	Numeric, 5 digits	District.number	System Administration > Resources > District Information > District Number
School Number	State assigned school identification number	Numeric, 2 digits	School.number	System Administration > Resources > District Information > State School Number
Year	The end year of the calendar (*i.e.* for 2006-2007 = 2007).	Date field, 4 characters YYYY	Calendar.endYear	System Administration > Calendar > Calendar > Calendar Info
Calendar Number	Number assigned to the calendar. Needs to match calendar number in associated SD-Extract-School Calendar file.	Numeric, 3 digits	Calendar.number	System Administration > Calendar > Calendar > Number
Date	A day record for each day in the calendar	Date field, 10 characters MM/DD/YYYY	Day.date	System Administration > Calendar > calendar > Days > Date

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Instructional Day	Indicates whether instruction was given to students on this date.	Alphabetic, 2 characters Y or N	Day.instruction	System Administration > Calendar > Calendar > Days > Instruction
School Day	Indicates if the school was open on this date (*i.e.* teacher in-service day will have Instruction = N and School Day = Y).	Alphabetic, 2 characters Y or N	Day.schoolDay	System Administration > Calendar > Calendar > Days > School Day
Attendance Day	Indicates if there is attendance for this day.	Alphabetic, 2 characters Y or N	Day.attendance	System Administration > Calendar > Calendar > Days > Attendance
Day Duration	Number of minutes of instruction offered on this day.	Numeric, 3 digits	Day.duration	System Administration > Calendar > Calendar > Days > Duration

Example Records:

The week of April 22, 2007 to April 28, 2007 has instruction starting Monday and continuing through Thursday, with a teacher in-service day on Friday; its records would look like:

DY 63 2007 1 04/22/2007 N N N 0

DY 63 2007 1 04/23/2007 Y Y Y 360

DY 63 120 2007 1 04/24/2007 Y Y Y 360

DY 63 120 2007 1 04/25/2007Y Y Y 360

DY 63 120 2007 1 04/26/2007 Y Y Y 360

DY 63 120 2007 1 04/27/2007 N Y N 0

DY 63 120 2007 1 04/28/2007 N N N 0

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Student Demographic Upload Specifications

This record format contains basic student demographics fields. Typically there should be one record per student. The exception for this is when a student's name or identifying information changes while at a district. The state needs to maintain a history of all name changes for students, and the effective date controls when this name was used.

When a new identity is created for a person, existing information in the Person Information area of the Demographics tab is not deleted for the following fields:

- Social Security Number
- Birth Country
- Date Entered US
- Date Entered US School
- Date Entered State School
- Birth Verification
- Nickname
- Comments

Element Name	Description	Type, Format and Length	Campus Database	Campus Interface
Record Type	The type of record being generated. In this case, always the value of "SD" for student demographics.	Alphabetic, 2 characters SD	Not dynamically stored	Not dynamically stored
District Number	State-assigned district identification number.	Numeric, 5 digits	District.number	System Administration > Resources > District Information > District Number

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State ID	State identification number assigned to students. When importing in the State Edition, if the State ID does not match any person, a new person is created and a new State ID is created. The State ID in the file is not imported. When importing in the District Edition, if the State ID is null, the record is ignored and not imported. If the State ID exists in the file but does not match a person, an error message is produced and the record is not imported.	Numeric, 9 digits	Person. studentNumber	Census > People > Demographics > Person Identifiers > Student State ID
Last Name	Student's legal last name	Alphanumeric, 40 characters	Identity.lastName	Census > People > Demographics > Last Name
First Name	Student's legal first name	Alphanumeric, 35 characters	Identity.firstName	Census > People > Demographics > First Name
Middle Name	Student's legal middle name.	Alphanumeric, 20 characters	Identity.middleName	Census > People > Demographics > Middle Name
Suffix	Suffix attached to student's legal name. Accepts Jr. and SR. with or without punctuation.	Alphanumeric, 3 characters	Identity.suffix	Census > People > Demographics > Suffix
Gender	Student's gender	Alphabetic, 1 cahracter M or F	Person.gender	Census > People > Demographics > Gender

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Birth Date	Student's date of birth	Date field, 10 characters MM/DD/YYYY	Identity.birthDate	Census > People > Demographics > Birth Date
Race Determination	Code indicating how student race was determined. Valid options include: • 01: Parent Identified • 02: Self Identified • 03: Observer Determined • 04: Unknown	Numeric, 2 digits	Identity. raceEthnicityDetermination	Census > People > Demographics > Race Determination
Hispanic Indicator	Indicates if student is Hispanic/Latino.	Numeric, 1 digits	Identity. hispanicEthnicity	Census > People > Demographics > Race/Ethnicity > Edit > Is the individual Hispanic/Latino?
American Indian or Alaska Native	Indicates if student is American Indian or Alaska native.	Alphanumeric, 1 digit Y or N	Identity. raceEthnicity	Census > People > Demographics > Race/Ethnicity > American Indian or Alaska Native
Asian	Indicates if student is Asian	Alphanumeric, 1 digit Y or N	Identity. raceEthnicity	Census > People > Demographics > Race/Ethnicity > Asian
Black or African American	Indicates if student is Black or African American	Alphanumeric, 1 digit Y or N	Identity. raceEthnicity	Census > People > Demographics > Race/Ethnicity > Black or African American
Native Hawaiian or Other Pacific Islander	Indicates if student is Native Hawaiian or Other Pacific Islander.	Alphanumeric, 1 digit Y or N	Identity. raceEthnicity	Census > People > Demographics > Race/Ethnicity >Native Hawaiian or Other Pacific Islander

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White	Indicates if student is White	Alphanumeric, 1 digit Y or N	Identity. raceEthnicity	Census > People > Demographics > Race/Ethnicity > White

Example Records:

A student record for Joe Smith,

SD 63 Smith Joe Alan II M 03/01/1997 05

Common errors:

- Gender or Race/Ethnicity left blank (data is required for these fields)
- Field names included in file (please remove all field names, such as legal entity number, gender, race/ethnicity, etc.).
- Date Fields must be in a MM/DD/YYYY format (e.g. 03/07/1999).
- Fields with no information still require a tab.

Enrollment Upload Specifications

This record contains information for the student enrollment. Typically there should be one record per student enrollment. For your file name, the record type is EN.

Header Record

Name	Length	Code/Format	Description
Record Type	2	“HD”	Always the value “HD”
Date	10	MM/DD/YYYY	Date report was generated
Time	8	HH:MM:SS	Time report was generated
Version	15	“SD2.0”	Always the value “SD2.0”

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Enrollment Record

Name	Description	Type, Format and Length	Campus Database	Campus Interface
District Number	State-assigned district identification number.	Number, 5 digits	District.number	System Administration > Resources > District Information > District Number
School Number	State-assigned school identification number.	Number, 2 digits	School.number	System Administration > Resources > School > State School Number
Calendar Number	Number assigned to the calendar. Needs to match calendar number in associated SD-Extract-School Calendar file.	Number, 3 digits	Calendar.number	System Administration > Calendar > Calendar > Number
First Name	Student's legal first name.	Alphanumeric, 35 characters	Identity.firstName	Census > People > Demographics > First Name
Middle Name	Student's legal middle name.	Alphanumeric, 20 characters	Identity.middleName	Census > People > Demographics > Middle Name
Last Name	Student's legal last name.	Alphanumeric, 40 characters	Identity.lastName	Census > People > Demographics > Last Name
Birth date	Student's date of birth.	Date field, 10 characters MM/DD/YYYY	Identity.birthdate	Census > People > Demographics > Birth Date
Gender	Student's gender.	Alphabetic, 1 character M or F	Person.gender	Census > People > Demographics > Gender

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Race Determination	Code indicating how student race was determined. Valid options include: • 01: Parent Identified • 02: Self Identified • 03: Observer Determined • 04: Unknown	Numeric, 2 digits	Identity.race EthnicityDetermination	Census > People > Demographics > Race Determination
Hispanic Indicator	Indicates if student is Hispanic/Latino.	Numeric, 1 digit	Student.hispanicEthinicity	Census > People > Demographics > Race/Ethnicity > Edit > Is the individual Hispanic/Latino?
American Indian or Alaska Native	Indicates if student is American Indian or Alaska native.	Numeric, 1 digit	Student.raceEthnicity	Census > People > Demographics > Race/Ethnicity > American Indian or Alaska Native
Asian	Indicates if student is Asian.	Numeric, 1 digit	Student.raceEthnicity	Census > People > Demographics > Race/Ethnicity > Asian
Black or African American	Indicates if student is Black or African American.	Numeric, 1 digit	Student.raceEthnicity	Census > People > Demographics > Race/Ethnicity > Black or African American
Native Hawaiian or Other Pacific Islander	Indicates if student is Native Hawaiian or Other Pacific Islander.	Numeric, 1 digit	Student.raceEthnicity	Census > People > Demographics > Race/Ethnicity >Native Hawaiian or Other Pacific Islander
White	Indicates if student is White.	Numeric, 1 digit	Student.raceEthnicity	Census > People > Demographics > Race/Ethnicity > White
State ID Number	Student's state ID number.	Numeric, 9 digits	Person.studentNumber	Census > People > Demographics > Person Identifiers > Student State ID

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Social Security Number	Student's Social Security number.	Numeric, 9 digits	Student.ssn	Census > People > Demographics > Social Security Number
Grade Level	Student grade level	Alphanumeric, 2 characters	Enrollment.grade	Student Information > General > Enrollment > Grade
Resident District Number	The identification number of the district in which the student resides.	Numeric, 5 digits	Enrollment.residentDistrict	Student Information > General > Enrollments > State Reporting Fields > Resident District
Attending District Number	The identification number of the district in which the student attends school.	Numeric, 5 digits	Enrollment.servingDistrict	Student Information > General > Enrollments > State Reporting Fields > Serving (Attending) District
Enrollment Start Date	The day student enrollment began.	Date field, 10 characters MM/DD/YYYY	Enrollment.startDate	Student Information > General > Enrollments > Start Date
Enrollment End Date	The day student enrollment ended.	Date field, 10 characters MM/DD/YYYY	Enrollment.endDate	Student Information > General > Enrollments > End Date
Service Type	Indicates type of service student is receiving. See Service Type Codes Table below.	Alphabetic, 1 character	Enrollment.serviceType	Student Information > General > Enrollments > Service Type
Percent Enrolled	Percentage of time student was enrolled in the service, between 0 and 100.	Numeric, 3 digits	Enrollment. percentEnrolled	Student Information > General > Enrollments > State Reporting Fields > Percent Enrolled

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Start Status	The reason for the student's entry into the school.	Numeric, 2 digits	Enrollment.startStatus	Student Information > General > Enrollments > General Enrollment Information > Start Status
End Status	Reason student enrollment was ended. If Enrollment End Date is supplied, an End Status must be entered. See options in the South Dakota Enrollments Tab article.	Numeric, 2 digits	Enrollment.endStatus	Student Information > General > Enrollments > End Status
County Number	State defined county number or code.	Numeric, 2 digits	County.number	Student Information > General > Enrollments > County
Enrollment Status	Status of the student's enrollment. If Resident District and Attending District are not the same, an Enrollment Status must be selected. If Resident District and Attending District are the same, only codes A and D are available. If the districts differ, codes B, C, E, G, J, M, O, P, T and W are available. See Enrollment Status Codes Table below.	Alphanumeric, 1 character	EnrollmentSD. enrollmentStatus	Student Information > General > Enrollments > State Reporting Fields > Enrollment Status

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LEP	Indicates student is participating in LEP programming. If the current date falls within the Identified Date and Exit Date entered on the LEP tab, a value of Y is reported. Otherwise, a value of N is reported.	Alphabetic, 1 character Y or N	Enrollment.lep	Student Information > General > LEP > Program Status
Primary Language	Primary language the student speaks. If LEP = Y, Primary Language must not be empty. See the Language List attachment for a complete list of accepted code values.	Alphanumeric, 3 characters	Enrollment.language	Census > People > Identities > Home Primary Language
LEP Date	The date on which the student began participation in the English proficiency program. If the LEP column reports a value of Y, this field will report the Identified Date	Date field, 10 characters MM/DD/YYYY	Enrollment.english ProficiencyDate	Student Information > General > LEP > Identified Date
Gifted	Indicates if the student is considered gifted.	Alphanumeric, 1 character Y or N	Enrollment.giftedTalented	Student Information > General > Enrollments > State Reporting Fields > Gifted
504 Plan	Indicates if the student has a 504 Plan.	Alphanumeric, 1 character Y or N	Enrollment.section504	Student Information > General > Enrollments > State Reporting Fields > 504 Plan

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Special Ed Category	Code indicating category into which student's special education program participation fits. If Special Ed Category is entered, Special Ed Start Date must not be empty. See Special Ed Category Codes Table below.	Numeric, 8 digits	Enrollment .specialEdSetting	Student Information > General > Enrollments > Special Ed Fields > Special Ed Category
Occupational Therapy Hours	Number of hours student participated in occupational therapy. Round to 3 decimals.	Decimal, 8 digits	*CustomEnrollment* sped.occupationalHours	Student Information > General > Enrollments > Special Ed Fields > Occupational Therapy Hours
Physical Therapy Hours	Number of hours student participated in physical therapy. Round to 3 decimals.	Decimal, 8 digits	*CustomEnrollment* sped.physicalHours	Student Information > General > Enrollments > Special Ed Fields > Physical Therapy Hours
Psychological Therapy Hours	Number of hours student participated in psychological therapy. Round to 3 decimals.	Decimal, 8 digits	*CustomEnrollment* sped.psychologicalHours	Student Information > General > Enrollments > Special Ed Fields > Psychological Therapy Hours
Counseling Hours	Number of hours student participated in counseling services. Round to 3 decimals.	Decimal, 8 digits	*CustomEnrollment* sped.counselingHours	Student Information > General > Enrollments > Special Ed Fields > Counseling Services Hours
Social Work Hours	Number of hours student participated in social work services. Round to 3 decimals.	Decimal, 8 digits	*CustomEnrollment* sped.socialWorkHours	Student Information > General > Enrollments > Special Ed Fields > Social Work Services Hours

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Audiological Therapy Hours	Number of hours student participated in audiological services. Round to 3 decimals.	Decimal, 8 digits	*CustomEnrollment* sped.audiologicalHours	Student Information > General > Enrollments > Special Ed Fields > Audiological Services Hours
Recreational Therapy Hours	Number of hours student participated in recreational therapy. Round to 3 decimals.	Decimal, 8 digits	*CustomEnrollment* sped.recreationalHours	Student Information > General > Enrollments > Special Ed Fields > Recreational Therapy Hours
School Health Hours	Number of hours student participated in school health services. Round to 3 decimals.	Decimal, 8 digits	*CustomEnrollment* sped.schoolHealthHours	Student Information > General > Enrollments > Special Ed Fields > School Health Services Hours
Speech Therapy Hours	Number of hours student participated in speech/language therapy. Round to 3 decimals.	Decimal, 8 digits	*CustomEnrollment* sped.speechHours	Student Information > General > Enrollments > Special Ed Fields > Speech/Language Therapy Hours
SPED Transportation	Indicates whether student is receiving transportation assistance.	Alphabetic, 1 character Y or N	*CustomEnrollment* sped.transportation	Student Information > General > Enrollments > Special Ed Fields >Transportation
Other Service Hours	Number of hours student participated in other services. Round to 3 decimals.	Decimal, 8 digits	*CustomEnrollment* sped.otherServiceHours	Student Information > General > Enrollments > Special Ed Fields > Other Service Hours
SPED Assistive Technology	Indicates whether student is receiving assistive technology services.	Alphabetic, 1 character Y or N	*CustomEnrollment* sped. assistiveTechnology	Student Information > General > Enrollments > Special Ed Fields > Assisstive Technology

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Orientation Mobility Hours	Number of hours student participated in orientation mobility therapy. Round to 3 decimals.	Decimal, 8 digits	*CustomEnrollment* sped.orientationHours	Student Information > General > Enrollments > Special Ed Fields > Orientation Mobility Hours

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ASD Severity Behaviors	Indicates if the student requires ASD Behavioral support and the severity level of this support. • When a value of 1 is imported, a value of 1: Requiring Support is populated for the ASD Severity Behaviors Field. • When a value of 2 is imported, a value of 2: Requiring Substantial Support is populated for the ASD Severity Behaviors Field. • When a value of 3 is imported, a value of 3: Requiring Very Substantial Support is populated for the ASD Severity Behaviors Field. • If the column is null, no value is imported. • An existing ASD Severity Behavior value will be overwritten by the value in the import.	Alpha, 1 character	*CustomEnrollment* sped.asdSeverityBehaviors	Student Information > General > Enrollments > Special Ed Fields > ASD Severity Behaviors

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ASD Severity Communication	Indicates if the student requires ASD Communication support and the severity level of this support. • When a value of 1 is imported, a value of 1: Requiring Support is populated for the ASD Communication Behaviors Field. • When a value of 2 is imported, a value of 2: Requiring Substantial Support is populated for the ASD Communication Behaviors Field. • When a value of 3 is imported, a value of 3: Requiring Very Substantial Support is populated for the ASD Communication Behaviors Field. • If the column is null, no value is imported. • An existing ASD Severity Communication value will be overwritten by the value in the import.	Alpha, 1 character	*CustomEnrollment* sped. asdSeverityCommunication	Student Information > General > Enrollments > Special Ed Fields > ASD Severity Communication

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Participates in Alt Assessment	Indicates if the student participates in alternative assessment. • When a value of Y is imported, the Participates in Alt Assessment checkbox will be marked on the enrollment record. • When a value of N is imported, the Participates in Alt Assessment checkbox will not be marked on the enrollment record.	Alphabetic, 1 character Y or N	*CustomEnrollment* sped.cognitiveDisabilities	Student Information > General > Enrollments > Special Ed Fields > Participates in Alt Assessment
Special Ed Program	Code indicating the type of special education program in which the student is participating. If Special Ed Program is entered, SPED Start Date must not be empty. See Special Ed Program Codes Table below.	Alphabetic, 1 character	Enrollment. specialEdStatus	Student Information > General > Enrollments > Special Ed Fields > Special Ed Program
Primary Disability	Student's primary disability. If Primary Disability is entered, SPED Start Date must not be empty. See Disability Codes Table below.	Alphanumeric, 3 characters	Enrollment.disability1	Student Information > General > Enrollments > Special Ed Fields > Primary Disability

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Multiple Disability 1	Student's disability in addition to Primary Disability. See Disability Codes Table below.	Alphanumeric, 3 characters	Enrollment.disability2	Student Information > General > Enrollments > Special Ed Fields > Multiple Disability 1
Multiple Disability 2	Student's disability in addition to Primary Disability. See Disability Codes Table below.	Alphanumeric, 3 characters	Enrollment.disability3	Student Information > General > Enrollments > Special Ed Fields > Multiple Disability 2
Multiple Disability 3	Student's disability in addition to Primary Disability. See Disability Codes Table below.	Alphanumeric, 3 characters	Enrollment.disability4	Student Information > General > Enrollments > Special Ed Fields > Multiple Disability 3
Multiple Disability 4	Student's disability in addition to Primary Disability. See Disability Codes Table below.	Alphanumeric, 3 characters	Enrollment.disability5	Student Information > General > Enrollments > Special Ed Fields > Multiple Disability 4
Multiple Disability 5	Student's disability in addition to Primary Disability. See Disability Codes Table below.	Alphanumeric, 3 characters	Enrollment.disability6	Student Information > General > Enrollments > Special Ed Fields > Multiple Disability 5
SPED Start Date	Beginning date of Special Education program participation.	Date field, 10 characters MM/DD/YYYY	Enrollment.spedStartDate	Student Information > General > Enrollments > Special Ed Fields > Effective Date
SPED End Date	Ending date of Special Education program participation.	Date field, 10 characters MM/DD/YYYY	Enrollment.spedExitDate	Student Information > General > Enrollments > Special Ed Fields > End Date

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SPED Exit Code	Exit code attached to the ending of the student's special education participation. Special Ed Exit Code is required when the Special Ed End Date is not null. See Special Ed Exit Codes Table below.	Numeric, 10 digits	Enrollment. spedExitReason	Student Information > General > Enrollments > Special Ed Fields > Exit Code
Days Absent	Number of days student was absent.	Decimal, 8 digits	Calculated, not dynamically stored	Student Information > General > Enrollments > State Reporting Fields > Absent Days
Title 1 Status	Indicates whether student is participating in title 1 services.	Alphabetic, 1 character Y or N	Enrollment.title1	Student Information > General > Enrollments > State Reporting Fields > Title 1
Citizenship	Code indicating student's citizenship status. See Citizenship Codes Table below.	Numeric, 1 digits	Enrollment.citizenship	Student Information > General > Enrollments > State Reporting Fields > Citizenship
Transportation	Indication of transportation assistance provided to the student, if applicable. See Transportation Codes Table below.	Numeric, 2 digits	Enrollment.transportation	Student Information > General > Enrollments > State Reporting Fields > Transportation Category

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Homeless	Indicates student's homeless status. If student was homeless at any point during the school year, field should remain populated even if student is no longer homeless. See Homeless Status Codes Table below.	Alphanumeric, 1 character	Enrollment.homeless	Student Information > General > Enrollments > State Reporting Fields > Homeless Status
Unaccompanied Youth	Indicates the student is not in the presence of a parent, guardian or legal status identified by the court system.	Alphanumeric, 1 character	Enrollment. mvUnaccompaniedYouth	Student Information > General > Enrollments > State Reporting Fields > Unaccompanied Youth
Title 1 Math	Indicates student's participation in Title 1 Math program.	Alphabetic, 1 character Y or N	EnrollmentSD.title1Math	Student Information > General > Enrollments > State Reporting Fields > Title 1 Math
Title 1 Reading	Indicates student's participation in Title 1 Reading program.	Alphabetic, 1 character Y or N	EnrollmentSD. title1Reading	Student Information > General > Enrollments > State Reporting Fields > Title 1 Reading
Title 1 Science	Indicates student's participation in Title 1 Science program.	Alphabetic, 1 character Y or N	EnrollmentSD.title1Science	Student Information > General > Enrollments > State Reporting Fields > Title 1 Science
Title 1 Social Science	Indicates student's participation in Title 1 Social Science program.	Alphabetic, 1 character Y or N	EnrollmentSD. title1SocialScience	Student Information > General > Enrollments > State Reporting Fields > Title 1 Social Science

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Title 1 Vocational	Indicates student's participation in Title 1 Vocational program.	Alphabetic, 1 character Y or N	EnrollmentSD. title1Vocational	Student Information > General > Enrollments > State Reporting Fields > Title 1 Vocational
Title 1 Health	Indicates student's participation in Title 1 Health program.	Alphabetic, 1 character Y or N	EnrollmentSD.title1Health	Student Information > General > Enrollments > State Reporting Fields > Title 1 Health/ Dental/Eye Care
Title 1 Guidance	Indicates student's participation in Title 1 Guidance program.	Alphabetic, 1 character Y or N	EnrollmentSD. title1Guidance	Student Information > General > Enrollments > State Reporting Fields > Title 1 Supporting Guidance
First Year In Country	Indicates that this enrollment represents the student's first year in the country.	Alphabetic, 1 character Y or N	EnrollmentSD. firstYearInCountry	Student Information > General > Enrollments > State Reporting Fields > First Year in Country
Date Entered US Schools	The date the student enrolled in a US school.	Date field, 10 characters MM/DD/YYYY	Identity. dateEnteredUSschool	Census > People > Demographics > Data Entered US Schools
Diploma Type	The student's graduation diploma type. Reporting values are as follows: • **1**: Regular Diploma	Alphanumeric, 2 characters	Graduation.diplomaType	Student Information > General > Graduation > Diploma Type
Diploma Date	The date the student received	Date field, 10 characters MM/DD/YYYY	Graduation.diplomaDate	Student Information > General > Graduation > Diploma Date

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Year	The end year of the enrollment (*i.e.* for SY2006-2007 = 2007).	Date field, 4 characters YYYY	Calendar.endYear	System Administration > Calendar > Calendar > Calendar Info

Example:

A student record for Kelsey Kramer.

12345 12 123 Kelsey Ann Kramer 10/11/1991 F WH

123456789 223456789 F 10 22345 32345 08/26/2006
P 100 12 T
N
N N

2.5 N 1 1 D N N N N N
N N N 2007

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Codes and Descriptions

The following tables define codes used in the file upload.

Special Ed Category Codes

Code	Description
0100	General Class with Modifications 80-100%
0110	Resource Room 40-79%
0120	Self-Contained Classroom 0-39%
0130	Separate Day School
0140	Residential Facility
0150	Home/Hospital
0310	EC 10 hrs +/wk, services in Reg EC
0315	EC 10 hrs +/wk, services in other location
0325	EC less than 10 hrs/wk, services in Reg EC
0330	EC less than 10 hrs/wk, services in other location
0335	Separate Class
0345	Separate School
0355	Residential Facility
0365	Home
0375	Service Provider Location

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Special Ed Program Codes

Code	Description
A	Mild to Moderate Disabilities
B	Severe Disabilities
C	Speech Only
D	Early Childhood
E	Day Program
F	Residential Program
G	Homebound Program

Primary Disability Codes

Code	Description
500	Deaf-Blindness
505	Emotional Disturbance
510	Cognitive Disability
515	Hearing Loss
525	Specific Learning Disability
530	Multiple Disabilities
535	Orthopedic Impairments
540	Visual Loss
545	Deafness
550	Speech/Language
555	Other Health Impairment
560	Autism Spectrum Disorder
565	Traumatic Brain Injury
570	Developmental Delay

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Enrollment Status Codes

Code	Description	Only Valid If
A	School Choice	Only Valid If Resident District Same As Attending District
D	Persistently Dangerous	Only Valid If Resident District Same As Attending District
B	Placed and Paid by Tribal	Only Valid If Resident District Different From Attending District
C	Contracting Student	Only Valid If Resident District Different From Attending District
E	Placed and Paid by DSS	Only Valid If Resident District Different From Attending District
G	Whole Grade Sharing	Only Valid If Resident District Different From Attending District
J	Placed and Paid by Corrections	Only Valid If Resident District Different From Attending District
M	Parentally Placed in Private School	Only Valid If Resident District Different From Attending District
O	Open Enrollment	Only Valid If Resident District Different From Attending District
P	Tuition Paid by District	Only Valid If Resident District Different From Attending District
T	Tuition Paid by Other	Only Valid If Resident District Different From Attending District
W	Tuition Waived	Only Valid If Resident District Different From Attending District

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Multiple Disability Codes

Code	Description
505	Emotional Disturbance
510	Cognitive Disability
515	Hearing Loss
525	Specific Learning Disability
535	Orthopedic Impairments
540	Visual Loss
545	Deafness
550	Speech/Language
555	Other Health Impairment
560	Autism Spectrum Disorder
565	Traumatic Brain Injury
570	Developmental Delay

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Special Ed Exit Codes

Code	Description
1	Not receiving SE services
2	Graduated (high school diploma)
03	Graduated (IEP team modified diploma)
4	Reached the maximum age
5	Died
6	Moved, known to be continuing
7	Moved, not known to be continuing
8	Dropped out
9	Refused services
10	ISFP done before max age/Pt C
11	Change in IEP
12	Student Continues

Race Ethnicity Codes

Code	Description
AS	Asian
BL	Black, not Hispanic
HI	Hispanic
IN	American Indian or Alaskan Native
PI	Native Hawaiian or Pacific Islander
TR	Two or more races
WH	White, not Hispanic

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Citizenship Codes

Code	Description
1	US Citizen
2	Foreign Exchange Student
3	Immigrant or Refugee

Transportation Codes

Code	Description
01	Student Not Transported
02	Student Transported on District-Owned Buses
03	Student Transported on Contracted Buses
04	Mileage Paid in Lieu of Transportation

Homeless Status Codes

Code	Description
D	Doubled Up/Sharing Housing
E	Emergency/Transitional Shelter
H	Hotels/Motels
U	Unsheltered

Service Type Codes

Code	Description
P	Primary
S	Partial
N	Special Ed Services

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Suffix Codes

Code
Jr.
Sr.
I
II
III
IV
V
VI
VII

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