

# Upload Wizard (South Dakota)

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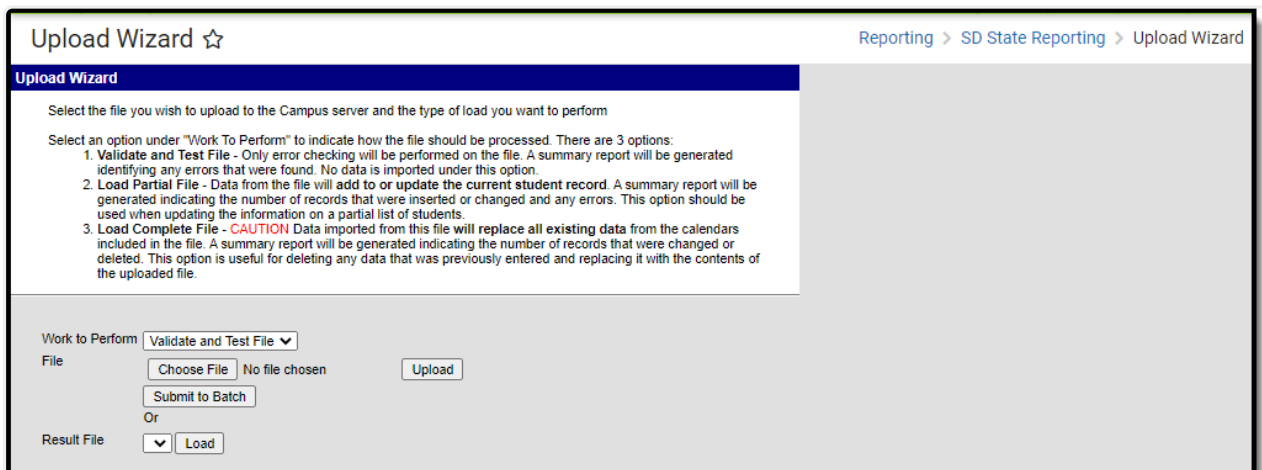
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This information is current as of the Campus.2323 (June 2023) release.

**Classic View:** Upload Wizard

**Search Terms:** 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.



The screenshot shows the 'Upload Wizard' interface. At the top, there is a breadcrumb trail: 'Reporting > SD State Reporting > Upload Wizard'. The main heading is 'Upload Wizard' with a star icon. Below this, a blue bar contains the text 'Upload Wizard'. The main content area has a white background with the following text:

Select the file you wish to upload to the Campus server and the type of load you want to perform

Select an option under "Work To Perform" to indicate how the file should be processed. There are 3 options:

1. **Validate and Test File** - Only error checking will be performed on the file. A summary report will be generated identifying any errors that were found. No data is imported under this option.
2. **Load Partial File** - Data from the file will add to or update the current student record. A summary report will be generated indicating the number of records that were inserted or changed and any errors. This option should be used when updating the information on a partial list of students.
3. **Load Complete File** - **CAUTION** Data imported from this file will replace all existing data from the calendars included in the file. A summary report will be generated indicating the number of records that were changed or deleted. This option is useful for deleting any data that was previously entered and replacing it with the contents of the uploaded file.

Below the instructions, there are two sections:

**Work to Perform:** A dropdown menu showing 'Validate and Test File'.

**File:** A 'Choose File' button, the text 'No file chosen', and an 'Upload' button.

**Submit to Batch:** A button.

**Or:** Text.

**Result File:** A dropdown menu and a 'Load' button.

*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.

## Understanding the Upload Wizard

The Upload Wizard provides three actions that can be selected:

Action	Description
<b>Validate and Test</b>	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.
<b>Load Partial</b>	<p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p>
<b>Load Complete</b>	<p>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.</p> <p>This removes all existing data.</p>

## 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 processes and a verification of the upload is 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		

*Upload Confirmation*

Not all fields are automatically overwritten at the state level. When **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.

## 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
<b>Record Type</b>	2	"HD"	Always the value "HD"
<b>Date</b>	01	MM/DD/YYYY	Date report was generated
<b>Time</b>	8	HH:MM:SS	Time report was generated
<b>Version</b>	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

## 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	Location
<b>Record Type</b>	Type of record being generated. Always the value of "SS".  <i>Alphabetic, 2 characters</i>	Data not stored

<b>District Number</b>	<p>State-assigned district identification number.</p> <p><i>Numeric, 5 digits</i></p>	<p>System Administration &gt; Resources &gt; District Information &gt; District Number</p> <p>District.number</p>
<b>School Number</b>	<p>State-assigned school identification number.</p> <p><i>Numeric, 2 digits</i></p>	<p>System Administration &gt; Resources &gt; School &gt; State School Number</p> <p>School.number</p>
<b>Year</b>	<p>The end year of the calendar.</p> <p><i>Date field, 4 characters (YYYY)</i></p>	<p>System Administration &gt; Calendar &gt; Calendar &gt; Calendar Info &gt; End Date</p> <p>Calendar.endYear</p>
<b>Calendar Number</b>	<p>Number assigned to the calendar. Needs to match calendar number in associated SD-Extract-School Calendar file.</p> <p><i>Numeric, 3 digits</i></p>	<p>System Administration &gt; Calendar &gt; Calendar &gt; Calendar ID</p> <p>Calendar.number</p>
<b>Calendar Type</b>	<p>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.</p> <p><i>Alphanumeric, 1 character</i></p>	<p>System Administration &gt; Calendar &gt; Calendar &gt; Type</p> <p>Calendar.type</p>
<b>Student Day</b>	<p>The number of minutes of instruction in the typical student day.</p> <p><i>Numeric, 3 digits</i></p>	<p>Calendar.studentDay</p> <p>System Administration &gt; Calendar &gt; Calendar</p>
<b>4 Day School Week</b>	<p>Indicates a 4 Day School Week.</p> <p><i>Alphanumeric, 1 character (Y or N)</i></p>	<p>System Administration &gt; Calendar &gt; Calendar</p> <p>Calendar.alternativeCode</p>

<b>Virtual</b>	<p>If this field = Y, check the Virtual box on the import calendar.          If blank or N, do not check the box.          If currently checked and field is blank or N, do not uncheck box.</p> <p><i>Alphanumeric, 1 character (Y or N)</i></p>	<p>System Administration &gt; Calendar &gt; Calendar &gt; Virtual</p> <p>Calendar.virtual</p>
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#### Example Records:

*An elementary school (0120) grades 1 through 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 than the other grades.*

SS 63 2007 1 360 Y

SS 63 120 2007 2 180 Y

## 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 UI and Database Location
<b>Record Type</b>	Type of record being generated. In this case, always a value of "DY".	Alphabetic, 2 characters  DY	Not dynamically stored
<b>District Number</b>	State-assigned district identification number.	Numeric, 5 digits	System Administration > Resources > District Information > District Number  District.number
<b>School Number</b>	State assigned school identification number	Numeric, 2 digits	System Administration > Resources > District Information > State School Number  School.number
<b>Year</b>	The end year of the calendar ( <i>i.e.</i> for 2006-2007 = 2007).	Date field, 4 characters  YYYY	System Administration > Calendar > Calendar > Calendar Info  Calendar.endYear

<b>Calendar Number</b>	Number assigned to the calendar. Needs to match calendar number in associated SD-Extract-School Calendar file.	Numeric, 3 digits	System Administration > Calendar > Calendar > Number  Calendar.number
<b>Date</b>	A day record for each day in the calendar	Date field, 10 characters  MM/DD/YYYY	System Administration > Calendar > calendar > Days > Date  Day.date
<b>Instructional Day</b>	Indicates whether instruction was given to students on this date.	Alphabetic, 2 characters  Y or N	System Administration > Calendar > Calendar > Days > Instruction  Day.instruction
<b>School Day</b>	Indicates if the school was open on this date ( <i>i.e.</i> teacher in-service day will have Instruction = N and School Day = Y).	Alphabetic, 2 characters  Y or N	System Administration > Calendar > Calendar > Days > School Day  Day.schoolDay
<b>Attendance Day</b>	Indicates if there is attendance for this day.	Alphabetic, 2 characters  Y or N	System Administration > Calendar > Calendar > Days > Attendance  Day.attendance
<b>Day Duration</b>	Number of minutes of instruction offered on this day.	Numeric, 3 digits	System Administration > Calendar > Calendar > Days > Duration  Day.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 04/25/2007 Y 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

# 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 UI and Database Location
<b>Record Type</b>	The type of record being generated. In this case, always the value of "SD" for student demographics.	Alphabetic, 2 characters  SD	Not dynamically stored
<b>District Number</b>	State-assigned district identification number.	Numeric, 5 digits	System Administration > Resources > District Information > District Number  District.number



<b>State ID</b>	<p>State identification number assigned to students.</p> <p>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.</p> <p>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.</p>	Numeric, 9 digits	<p>Census &gt; People &gt; Demographics &gt; Person Identifiers &gt; Student State ID</p> <p>Person. studentNumber</p>
<b>Last Name</b>	Student's legal last name	Alphanumeric, 40 characters	<p>Census &gt; People &gt; Demographics &gt; Last Name</p> <p>Identity.lastName</p>
<b>First Name</b>	Student's legal first name	Alphanumeric, 35 characters	<p>Census &gt; People &gt; Demographics &gt; First Name</p> <p>Identity.firstName</p>
<b>Middle Name</b>	Student's legal middle name.	Alphanumeric, 20 characters	<p>Census &gt; People &gt; Demographics &gt; Middle Name</p> <p>Identity.middleName</p>
<b>Suffix</b>	Suffix attached to student's legal name. Accepts Jr. and SR. with or without punctuation.	Alphanumeric, 3 characters	<p>Census &gt; People &gt; Demographics &gt; Suffix</p> <p>Identity.suffix</p>
<b>Gender</b>	Student's gender	<p>Alphabetic, 1 character</p> <p>M or F</p>	<p>Census &gt; People &gt; Demographics &gt; Gender</p> <p>Person.gender</p>
<b>Birth Date</b>	Student's date of birth	<p>Date field, 10 characters</p> <p>MM/DD/YYYY</p>	<p>Census &gt; People &gt; Demographics &gt; Birth Date</p> <p>Identity.birthDate</p>

<b>Race Determination</b>	<p>Code indicating how student race was determined.</p> <p>Valid options include:</p> <ul style="list-style-type: none"> <li>• 01: Parent Identified</li> <li>• 02: Self Identified</li> <li>• 03: Observer Determined</li> <li>• 04: Unknown</li> </ul>	Numeric, 2 digits	<p>Census &gt; People &gt; Demographics &gt; Race Determination</p> <p>Identity. raceEthnicityDetermination</p>
<b>Hispanic Indicator</b>	Indicates if student is Hispanic/Latino.	Numeric, 1 digits	<p>Census &gt; People &gt; Demographics &gt; Race/Ethnicity &gt; Edit &gt; Is the individual Hispanic/Latino?</p> <p>Identity. hispanicEthnicity</p>
<b>American Indian or Alaska Native</b>	Indicates if student is American Indian or Alaska native.	<p>Alphanumeric, 1 digit</p> <p>Y or N</p>	<p>Census &gt; People &gt; Demographics &gt; Race/Ethnicity &gt; American Indian or Alaska Native</p> <p>Identity. raceEthnicity</p>
<b>Asian</b>	Indicates if student is Asian	<p>Alphanumeric, 1 digit</p> <p>Y or N</p>	<p>Census &gt; People &gt; Demographics &gt; Race/Ethnicity &gt; Asian</p> <p>Identity. raceEthnicity</p>
<b>Black or African American</b>	Indicates if student is Black or African American	<p>Alphanumeric, 1 digit</p> <p>Y or N</p>	<p>Census &gt; People &gt; Demographics &gt; Race/Ethnicity &gt; Black or African American</p> <p>Identity. raceEthnicity</p>
<b>Native Hawaiian or Other Pacific Islander</b>	Indicates if student is Native Hawaiian or Other Pacific Islander.	<p>Alphanumeric, 1 digit</p> <p>Y or N</p>	<p>Census &gt; People &gt; Demographics &gt; Race/Ethnicity &gt; Native Hawaiian or Other Pacific Islander</p> <p>Identity. raceEthnicity</p>

<b>White</b>	Indicates if student is White	Alphanumeric, 1 digit  Y or N	Census > People > Demographics > Race/Ethnicity > White  Identity. raceEthnicity
<b>Primary Address</b>	The reporting student's primary home address. <ul style="list-style-type: none"> <li>Data is imported to Demographics &gt; Personal Contact Information &gt; Address Line 1 on the StudentContacts table.</li> <li>If Address Line 1 is blank on import file, existing Address Line 1 data is not set to null</li> </ul>	Alphanumeric, 50 characters Allow leading zeros	Census > People > Households > Address  StudentContacts. address
<b>City</b>	The city the student resides in. <ul style="list-style-type: none"> <li>Data is imported to Demographics &gt; Personal Contact Information &gt; City on the StudentContacts table.</li> <li>If City is blank on import file, existing City data is not set to null</li> </ul>	Alphanumeric, 20 characters	Census > People > Households > City  StudentContacts.city

<b>State</b>	<p>The state the student resides in.</p> <ul style="list-style-type: none"> <li>• Data is imported to Demographics &gt; Personal Contact Information &gt; State on the StudentContacts table and imports the state code to the drop list.</li> <li>• If State is blank on import file, existing State data is not set to null</li> <li>• If the state code on the file does not match a state code in the drop list, and the state drop list is blank, leave blank</li> <li>• If the state code on the file does not match a state code in the drop list, and the state drop list is blank, do not null out existing state data</li> </ul>	Alpha, 2 characters	<p>Census &gt; People &gt; Households &gt; State</p> <p>StudentContacts. state</p>
<b>Zip Code</b>	<p>The zip code the student resides in.</p> <ul style="list-style-type: none"> <li>• Data is imported to Demographics &gt; Personal Contact Information &gt; Zip code on the StudentContacts table.</li> <li>• If a dash is present or there are more than 5 digits, import the first five left justified number into the left justified Zip text box</li> <li>• Import the numbers after the dash to the right justified Zip text box</li> <li>• If more than 5 numbers and no dash, import digits to the right justified Zip text box</li> <li>• If Zip Code field is blank in import file, do not null out existing data</li> </ul>	Numeric, 10 digits	<p>Census &gt; People &gt; Households &gt; Zip Code</p> <p>StudentContacts. zip</p>

## 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.

The Enrollment Import file will not overwrite existing Homeless records.

## Header Record

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

## Enrollment Record

Name	Description	Type, Format and Length	Campus UI and Database Location
<b>District Number</b>	State-assigned district identification number.	Number, 5 digits Zero padding required.	System Administration > Resources > District Information > District Number  District.number

<b>School Number</b>	State-assigned school identification number.	Number, 2 digits Zero padding required.	System Administration > Resources > School > State School Number  School.number
<b>Calendar Number</b>	Number assigned to the calendar. Needs to match calendar number in associated SD-Extract-School Calendar file.	Number, 3 digits	System Administration > Calendar > Calendar > Number  Calendar.number
<b>District Code</b>	The district associated with the enrollment record. <ul style="list-style-type: none"> <li>• 10: Public Schools</li> <li>• 20: Non-Public Schools</li> <li>• 30: BIA Schools</li> <li>• 40: Coops</li> <li>• 50: Correctional Facilities</li> <li>• 60: State Special Populations</li> <li>• 70: Community Based Providers</li> <li>• 80: Special Populations</li> <li>• 90: Alternative</li> </ul>	Number, 2 digits	System Administration > Resources > District Information > District Code  District.districtCode
<b>First Name</b>	Student's legal first name.	Alphanumeric, 35 characters	Census > People > Demographics > First Name  Identity.firstName
<b>Middle Name</b>	Student's legal middle name.	Alphanumeric, 20 characters	Census > People > Demographics > Middle Name  Identity.middleName
<b>Last Name</b>	Student's legal last name.	Alphanumeric, 40 characters	Census > People > Demographics > Last Name  Identity.lastName
<b>Birth date</b>	Student's date of birth.	Date field, 10 characters  MM/DD/YYYY	Census > People > Demographics > Birth Date  Identity.birthdate
<b>Gender</b>	Student's gender.	Alphabetic, 1 character  M or F	Census > People > Demographics > Gender  Person.gender

<b>State ID Number</b>	Student's state ID number.	Numeric, 9 digits	Census > People > Demographics > Person Identifiers > Student State ID  Person.studentNumber
<b>Social Security Number</b>	Student's Social Security number.	Numeric, 9 digits	Census > People > Demographics > Social Security Number  Student.ssn
<b>Grade Level</b>	Student grade level	Alphanumeric, 2 characters	Student Information > General > Enrollment > Grade  Enrollment.grade
<b>Resident District Number</b>	The identification number of the district in which the student resides.	Numeric, 5 digits	Student Information > General > Enrollments > State Reporting Fields > Resident District  Enrollment.residentDistrict
<b>Attending District Number</b>	The identification number of the district in which the student attends school.	Numeric, 5 digits	Student Information > General > Enrollments > State Reporting Fields > Serving (Attending) District  Enrollment.servingDistrict
<b>Enrollment Start Date</b>	The day student enrollment began.	Date field, 10 characters MM/DD/YYYY	Student Information > General > Enrollments > Start Date  Enrollment.startDate
<b>Enrollment End Date</b>	The day student enrollment ended.	Date field, 10 characters MM/DD/YYYY	Student Information > General > Enrollments > End Date  Enrollment.endDate
<b>Service Type</b>	Indicates type of service student is receiving. <ul style="list-style-type: none"> <li>• P: Primary</li> <li>• S: Partial</li> <li>• N: Special Ed Services</li> </ul>	Alphabetic, 1 character	Student Information > General > Enrollments > Service Type  Enrollment.serviceType
<b>Percent Enrolled</b>	Percentage of time student was enrolled in the service, between 0 and 100.	Numeric, 3 digits	Student Information > General > Enrollments > State Reporting Fields > Percent Enrolled  Enrollment.percentEnrolled

<b>Start Status</b>	The reason for the student's entry into the school.	Numeric, 2 digits	Student Information > General > Enrollments > General Enrollment Information > Start Status  Enrollment.startStatus
<b>End Status</b>	Reason student enrollment was ended. If Enrollment End Date is supplied, an End Status must be entered. See options in the <a href="#">South Dakota Enrollments Tab</a> article.	Numeric, 2 digits	Student Information > General > Enrollments > End Status  Enrollment.endStatus
<b>County Number</b>	State defined county number or code.	Numeric, 2 digits	Student Information > General > Enrollments > County  County.number
<b>Enrollment Status</b>	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 <a href="#">Enrollment Status Codes</a> Table below.	Alphanumeric, 1 character	Student Information > General > Enrollments > State Reporting Fields > Enrollment Status  EnrollmentSD.enrollmentStatus
<b>EL</b>	Indicates student is participating in English Learner programming.  If EL Program Status = Y, an EL Status of 'EL' is imported.  This field will not import if the District Code field = 30 or blank.	Alphabetic, 1 character  Y or N	Student Information > Program Participation > English Learners (EL) > Program Status  LEP.programStatus



<b>Primary Language</b>	<p>Primary language the student speaks.</p> <p>Import logic is as follows:</p> <ul style="list-style-type: none"> <li>• Import to the Home Primary Language field when LEP is Y, N or Blank</li> <li>• Import to the Home Primary Language field when LEP Date is populated or blank.</li> <li>• Import to the Home Primary Language field when the student's Home Primary Language field is currently null or populated.</li> <li>• Do NOT import to the Home Primary Language field when this field is blank in the import file and the student's Home Primary Language field is not null.</li> </ul>	Alphanumeric, 3 characters	<p>Census &gt; People &gt; Identities &gt; Home Primary Language</p> <p>Enrollment.language</p>
<b>EL Date</b>	<p>The date on which the student began participation in the English Learner program.</p> <p>If the EL column reports a value of Y, this field will report the Identified Date.</p> <p>This field will not import if the District Code field = 30 or blank.</p>	<p>Date field, 10 characters</p> <p>MM/DD/YYYY</p>	<p>Student Information &gt; Program Participation &gt; English Learners (EL) &gt; EL Services &gt; Start Date</p> <p>LEP.startDate</p>

<b>EL Service Type</b>	<p>When this field is populated with an EL state code, create an EL services record on the EL Services screen</p> <ul style="list-style-type: none"> <li>Populate Service Type with code in this field</li> <li>Do not create a record when district code = 30</li> <li>Do not create a record when EL record exists for the student with the same EL state service code and service start date</li> </ul>		<p>Student Information &gt; Program Participation &gt; English Learners (EL) &gt; EL Services &gt; Service Type</p> <p>ELService.type</p>
<b>EL Service Start Date</b>	<p>Import this start date as the start date from the EL Service record created when importing the EL Service Type value.</p>	MM/DD/YYYY	<p>Student Information &gt; Program Participation &gt; English Learners (EL) &gt; EL Services &gt; Start Date</p> <p>ELService.startDate</p>
<b>Gifted</b>	<p>Indicates if the student is considered gifted.</p>	Alphanumeric, 1 character Y or N	<p>Student Information &gt; General &gt; Enrollments &gt; State Reporting Fields &gt; Gifted</p> <p>Enrollment.giftedTalented</p>
<b>Documented Hearing Loss</b>	<p>Indicates if the student has documented hearing loss.</p> <ul style="list-style-type: none"> <li>Report 'Y' if the Documented Hearing Loss checkbox is marked on a student's enrollment record.</li> <li>Otherwise, report 'N'</li> </ul>	Alphanumeric, 1 character Y or N	<p>Student Information &gt; General &gt; Enrollments &gt; State Reporting Fields &gt; Documented Hearing Loss</p> <p>Enrollment.hearingLoss</p>
<b>504 Plan</b>	<p>Indicates if the student has a 504 Plan.</p>	Alphanumeric, 1 character Y or N	<p>Student Information &gt; General &gt; Enrollments &gt; State Reporting Fields &gt; 504 Plan</p> <p>Enrollment.section504</p>

<b>Special Ed Category</b>	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 <a href="#">Special Ed Category Codes</a> Table below.	Numeric, 8 digits	Student Information > General > Enrollments > Special Ed Fields > Special Ed Category  Enrollment. specialEdSetting
<b>Occupational Therapy Hours</b>	Number of hours student participated in occupational therapy. Round to 3 decimals.	Decimal, 8 digits	Student Information > General > Enrollments > Special Ed Fields > Occupational Therapy Hours  <i>CustomEnrollment</i> sped.occupationalHours
<b>Physical Therapy Hours</b>	Number of hours student participated in physical therapy. Round to 3 decimals.	Decimal, 8 digits	Student Information > General > Enrollments > Special Ed Fields > Physical Therapy Hours  <i>CustomEnrollment</i> sped.physicalHours
<b>Psychological Therapy Hours</b>	Number of hours student participated in psychological therapy. Round to 3 decimals.	Decimal, 8 digits	Student Information > General > Enrollments > Special Ed Fields > Psychological Therapy Hours  <i>CustomEnrollment</i> sped.psychologicalHours
<b>Counseling Hours</b>	Number of hours student participated in counseling services. Round to 3 decimals.	Decimal, 8 digits	Student Information > General > Enrollments > Special Ed Fields > Counseling Services Hours  <i>CustomEnrollment</i> sped.counselingHours
<b>Social Work Hours</b>	Number of hours student participated in social work services. Round to 3 decimals.	Decimal, 8 digits	Student Information > General > Enrollments > Special Ed Fields > Social Work Services Hours  <i>CustomEnrollment</i> sped.socialWorkHours

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

<b>Orientation Mobility Hours</b>	Number of hours student participated in orientation mobility therapy. Round to 3 decimals.	Decimal, 8 digits	Student Information > General > Enrollments > Special Ed Fields > Orientation Mobility Hours  <i>CustomEnrollment</i> sped.orientationHours
<b>ASD Severity Behaviors</b>	Indicates if the student requires ASD Behavioral support and the severity level of this support. <ul style="list-style-type: none"> <li>When a value of 1 is imported, a value of 1: Requiring Support is populated for the ASD Severity Behaviors Field.</li> <li>When a value of 2 is imported, a value of 2: Requiring Substantial Support is populated for the ASD Severity Behaviors Field.</li> <li>When a value of 3 is imported, a value of 3: Requiring Very Substantial Support is populated for the ASD Severity Behaviors Field.</li> <li>If the column is null, no value is imported.</li> <li>An existing ASD Severity Behavior value will be overwritten by the value in the import.</li> </ul> This field is required when Primary Disability = 560: Autism Spectrum Disorder.	Alpha, 1 character	Student Information > General > Enrollments > Special Ed Fields > ASD Severity Behaviors  <i>CustomEnrollment</i> sped.asdSeverityBehaviors

<b>ASD Severity Communication</b>	<p>Indicates if the student requires ASD Communication support and the severity level of this support.</p> <ul style="list-style-type: none"> <li>• When a value of 1 is imported, a value of 1: Requiring Support is populated for the ASD Communication Behaviors Field.</li> <li>• When a value of 2 is imported, a value of 2: Requiring Substantial Support is populated for the ASD Communication Behaviors Field.</li> <li>• When a value of 3 is imported, a value of 3: Requiring Very Substantial Support is populated for the ASD Communication Behaviors Field.</li> <li>• If the column is null, no value is imported.</li> <li>• An existing ASD Severity Communication value will be overwritten by the value in the import.</li> </ul> <p>This field is required when Primary Disability = 560: Autism Spectrum Disorder.</p>	Alpha, 1 character	<p>Student Information &gt; General &gt; Enrollments &gt; Special Ed Fields &gt; ASD Severity Communication</p> <p><i>CustomEnrollment</i>  <i>asdSeverity</i>  <i>Communication</i></p>
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<b>Participates in Alt Assessment</b>	<p>Indicates if the student participates in alternative assessment.</p> <ul style="list-style-type: none"> <li>When a value of Y is imported, the Participates in Alt Assessment checkbox will be marked on the enrollment record.</li> <li>When a value of N is imported, the Participates in Alt Assessment checkbox will unmarked on the enrollment record.</li> <li>If field is blank, no action is taken.</li> </ul>	Alphabetic, 1 character Y or N	<p>Student Information &gt; General &gt; Enrollments &gt; Special Ed Fields &gt; Participates in Alt Assessment</p> <p><i>CustomEnrollment</i> sped.cognitive Disabilities</p>
<b>Special Ed Program</b>	<p>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.</p> <ul style="list-style-type: none"> <li>A: Mild to Moderate Disabilities</li> <li>B: Severe Disabilities</li> <li>C: Speech Only</li> <li>D: Early Childhood</li> <li>E: Day Program</li> <li>F: Residential Program</li> <li>G: Homebound Program</li> </ul>	Alphabetic, 1 character	<p>Student Information &gt; General &gt; Enrollments &gt; Special Ed Fields &gt; Special Ed Program</p> <p>Enrollment.specialEdStatus</p>
<b>Primary Disability</b>	<p>Student's primary disability. If Primary Disability is entered, SPED Start Date must not be empty.</p> <p>See <a href="#">Disability Codes</a> Table below.</p>	Alphanumeric, 3 characters	<p>Student Information &gt; General &gt; Enrollments &gt; Special Ed Fields &gt; Primary Disability</p> <p>Enrollment.disability1</p>
<b>Multiple Disability 1</b>	<p>Student's disability in addition to Primary Disability.</p> <p>See <a href="#">Disability Codes</a> Table below.</p>	Alphanumeric, 3 characters	<p>Student Information &gt; General &gt; Enrollments &gt; Special Ed Fields &gt; Multiple Disability 1</p> <p>Enrollment.disability2</p>

<b>Multiple Disability 2</b>	<p>Student's disability in addition to Primary Disability.</p> <p>See <a href="#">Disability Codes</a> Table below.</p>	Alphanumeric, 3 characters	<p>Student Information &gt; General &gt; Enrollments &gt; Special Ed Fields &gt; Multiple Disability 2</p> <p>Enrollment.disability3</p>
<b>Multiple Disability 3</b>	<p>Student's disability in addition to Primary Disability.</p> <p>See <a href="#">Disability Codes</a> Table below.</p>	Alphanumeric, 3 characters	<p>Student Information &gt; General &gt; Enrollments &gt; Special Ed Fields &gt; Multiple Disability 3</p> <p>Enrollment.disability4</p>
<b>Multiple Disability 4</b>	<p>Student's disability in addition to Primary Disability.</p> <p>See <a href="#">Disability Codes</a> Table below.</p>	Alphanumeric, 3 characters	<p>Student Information &gt; General &gt; Enrollments &gt; Special Ed Fields &gt; Multiple Disability 4</p> <p>Enrollment.disability5</p>
<b>Multiple Disability 5</b>	<p>Student's disability in addition to Primary Disability.</p> <p>See <a href="#">Disability Codes</a> Table below.</p>	Alphanumeric, 3 characters	<p>Student Information &gt; General &gt; Enrollments &gt; Special Ed Fields &gt; Multiple Disability 5</p> <p>Enrollment.disability6</p>
<b>SPED Start Date</b>	Beginning date of Special Education program participation.	Date field, 10 characters MM/DD/YYYY	<p>Student Information &gt; General &gt; Enrollments &gt; Special Ed Fields &gt; Effective Date</p> <p>Enrollment.spedStartDate</p>
<b>SPED End Date</b>	Ending date of Special Education program participation.	Date field, 10 characters MM/DD/YYYY	<p>Student Information &gt; General &gt; Enrollments &gt; Special Ed Fields &gt; End Date</p> <p>Enrollment.spedExitDate</p>
<b>SPED Exit Code</b>	<p>Exit code attached to the ending of the student's special education participation.</p> <p>Special Ed Exit Code is required when the Special Ed End Date is not null.</p> <p>See <a href="#">Special Ed Exit Codes</a> Table below.</p>	Numeric, 10 digits	<p>Student Information &gt; General &gt; Enrollments &gt; Special Ed Fields &gt; Exit Code</p> <p>Enrollment.spedExitReason</p>



<b>Days Absent</b>	Number of days student was absent.	Decimal, 8 digits	<p>Student Information &gt; General &gt; Enrollments &gt; State Reporting Fields &gt; Absent Days</p> <p>Calculated, not dynamically stored</p>
<b>Title 1 Status</b>	Indicates whether student is participating in title 1 services.	<p>Alphabetic, 1 character</p> <p>Y or N</p>	<p>Student Information &gt; General &gt; Enrollments &gt; State Reporting Fields &gt; Title 1</p> <p>Enrollment.title1</p>
<b>Citizenship</b>	<p>Code indicating student's citizenship status.</p> <ul style="list-style-type: none"> <li>• 1: US Citizen</li> <li>• 2: Foreign Exchange Student</li> <li>• 3: Immigrant or Refugee</li> </ul>	Numeric, 1 digits	<p>Student Information &gt; General &gt; Enrollments &gt; State Reporting Fields &gt; Citizenship</p> <p>Enrollment.citizenship</p>
<b>Transportation</b>	<p>Indication of transportation assistance provided to the student, if applicable.</p> <ul style="list-style-type: none"> <li>• 01: Student Not Transported</li> <li>• 02: Student Transported on District-Owned Buses</li> <li>• 03: Student Transported on Contracted Buses</li> <li>• 04: Mileage Paid in Lieu of Transportation</li> </ul>	Numeric, 2 digits	<p>Student Information &gt; General &gt; Enrollments &gt; State Reporting Fields &gt; Transportation Category</p> <p>Enrollment.transportation</p>
<b>Homeless</b>	<p>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.</p> <ul style="list-style-type: none"> <li>• D: Doubled Up/Sharing Housing</li> <li>• E: Emergency/Transitional Shelter</li> <li>• H: Hotels/Motels</li> <li>• U: Unsheltered</li> </ul>	Alphanumeric, 1 character	<p>Student Information &gt; Program Participation &gt; Homeless &gt; Primary Nighttime Residence</p> <p>Homeless.primaryNightTimeResidence</p>

<b>Homeless Start Date</b>	<p>The first day the student was identified as homeless.</p> <ul style="list-style-type: none"> <li>Existing Start Date values will be changed to the value in the import file if the Homeless Primary Night Time Residence is the same as the value existing at the State Edition.</li> <li>A new Homeless record is created if the Start Date is different in the import file than what exists at the State Edition and the Homeless Primary Night Time Residence is different. <ul style="list-style-type: none"> <li>The current Homeless record is end dated with the day before the new record's start date.</li> </ul> </li> <li>If Start Date already exists within Campus and the import file contains a null Homeless Start Date, the existing value remains within Campus.</li> <li>If the Homeless field is blank but Homeless Start Date contains a value, an error will report.</li> <li>If the Homeless field is blank, the Homeless State Date will not report and display an error.</li> </ul>	<p>Date field, 10 characters MM/DD/YYYY</p>	<p>Student Information &gt; Program Participation &gt; Homeless &gt; Start Date</p> <p>Homeless.startDate</p>
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<b>Unaccompanied Youth</b>	<p>Indicates the student is not in the presence of a parent, guardian or legal status identified by the court system.</p> <p>Accepted values are as follows:</p> <ul style="list-style-type: none"> <li>• <b>Yes</b></li> <li>• <b>No</b></li> <li>• <b>null</b> = reports as blank</li> </ul> <p>The most recent Homeless record is reported.F</p> <ul style="list-style-type: none"> <li>• If no Homeless record exists and Unaccompanied Youth = Yes, a Homeless record will be created with a Start Date = Enrollment Start Date.</li> <li>• If Campus has a value of Yes for the student and the import file has a value of No, the field will remain Yes within Campus.</li> </ul>	Alphanumeric, 3 characters	<p>Student Information &gt; Program Participation &gt; Homeless &gt; Unaccompanied Youth</p> <p>Homeless. unaccompaniedYouth</p>
<b>Title 1 Math</b>	Indicates student's participation in Title 1 Math program.	<p>Alphabetic, 1 character</p> <p>Y or N</p>	<p>Student Information &gt; General &gt; Enrollments &gt; State Reporting Fields &gt; Title 1 Math</p> <p>EnrollmentSD.title1Math</p>
<b>Title 1 Reading</b>	Indicates student's participation in Title 1 Reading program.	<p>Alphabetic, 1 character</p> <p>Y or N</p>	<p>Student Information &gt; General &gt; Enrollments &gt; State Reporting Fields &gt; Title 1 Reading</p> <p>EnrollmentSD.title1Reading</p>
<b>Title 1 Science</b>	Indicates student's participation in Title 1 Science program.	<p>Alphabetic, 1 character</p> <p>Y or N</p>	<p>Student Information &gt; General &gt; Enrollments &gt; State Reporting Fields &gt; Title 1 Science</p> <p>EnrollmentSD.title1Science</p>
<b>Title 1 Social Science</b>	Indicates student's participation in Title 1 Social Science program.	<p>Alphabetic, 1 character</p> <p>Y or N</p>	<p>Student Information &gt; General &gt; Enrollments &gt; State Reporting Fields &gt; Title 1 Social Science</p> <p>EnrollmentSD.title1SocialScience</p>

<b>Title 1 Vocational</b>	Indicates student's participation in Title 1 Vocational program.	Alphabetic, 1 character  Y or N	Student Information > General > Enrollments > State Reporting Fields > Title 1 Vocational  EnrollmentSD. title1Vocational
<b>Title 1 Health</b>	Indicates student's participation in Title 1 Health program.	Alphabetic, 1 character  Y or N	Student Information > General > Enrollments > State Reporting Fields > Title 1 Health/ Dental/Eye Care  EnrollmentSD.title1Health
<b>Title 1 Guidance</b>	Indicates student's participation in Title 1 Guidance program.	Alphabetic, 1 character  Y or N	Student Information > General > Enrollments > State Reporting Fields > Title 1 Supporting Guidance  EnrollmentSD. title1Guidance
<b>First Year In Country</b>	Indicates that this enrollment represents the student's first year in the country.	Alphabetic, 1 character  Y or N	Student Information > General > Enrollments > State Reporting Fields > First Year in Country  EnrollmentSD. firstYearInCountry
<b>Date Entered US Schools</b>	The date the student enrolled in a US school.	Date field, 10 characters MM/DD/YYYY	Census > People > Demographics > Data Entered US Schools  Identity. dateEnteredUSSchool

<b>Date Entered 9th Grade</b>	<p>Indicates the date in which the student entered 9th grade.</p> <p>Data is imported into the student's Graduation &gt; Date First Entered the 9th Grade field.</p> <ul style="list-style-type: none"> <li>If date on the file is blank or does not match date on the Graduation tab, do not overwrite Graduation tab Date First Entered the 9th Grade date ,if present.</li> <li>NGA Cohort End Year will be calculated: When 9th grade date is from June - December, add 4 years. When January through may, add 3 years</li> <li>NCLB Cohort End Year calculate : When 9th grade date is from June - December, add 4 years. When January through may, add 3 years</li> </ul>	<p>Date field, 10 characters MM/DD/YYYY</p>	<p>Student Information &gt; General &gt; Graduation &gt; Date First Entered the 9th Grade</p> <p>Graduation.grade9Date</p>
<b>Diploma Type</b>	<p>The student's graduation diploma type.</p> <p>Reporting values are as follows:</p> <ul style="list-style-type: none"> <li><b>1:</b> Regular Diploma</li> </ul>	<p>Alphanumeric, 2 characters</p>	<p>Student Information &gt; General &gt; Graduation &gt; Diploma Type</p> <p>Graduation.diplomaType</p>
<b>Diploma Date</b>	<p>The date the student received</p>	<p>Date field, 10 characters MM/DD/YYYY</p>	<p>Student Information &gt; General &gt; Graduation &gt; Diploma Date</p> <p>Graduation.diplomaDate</p>

<b>Diploma Period</b>	<p>Indicates when the diploma was issued.</p> <p>Reported values are as follows:</p> <ul style="list-style-type: none"> <li>• <b>EA</b> : Early</li> <li>• <b>SP</b> : Spring</li> <li>• <b>SU</b> : Summer</li> </ul> <p>If a Diploma Period value already exists for the student, the value in Campus will be updated to the value in the upload file.</p> <p>If a Diploma Period value exists for a student but their Diploma Period is blank in the upload file, the student's Diploma Period value will be removed and replaced with null.</p>	Alphanumeric, 2 characters	<p>Student Information &gt; General &gt; Graduation &gt; Diploma Period</p> <p>Graduation. diplomaPeriod</p>
<b>Graduation Endorsement 1</b>	<p>Indicates if the student has a Graduation Endorsement of 'Advanced Endorsement'.</p> <ul style="list-style-type: none"> <li>• When (field 73) Endorsements = Y, a value of 1: Advanced Endorsement will import into the Graduation tab Endorsements area.</li> <li>• If this field = N and the student has 1: Advanced Endorsement on their state Graduation tab, logic will remove the 1: Advanced Endorsement.</li> <li>• If this field is blank, logic will do nothing.</li> </ul>	Alphanumeric, 1 character Y or N	<p>Student Information &gt; General &gt; Graduation &gt; Endorsements</p> <p>GraduationSealstateSeal</p>

<b>Graduation Endorsement 2</b>	<p>Indicates if the student has a Graduation Endorsement of 'Advanced Career Endorsement'.</p> <ul style="list-style-type: none"> <li>When (field 74) Endorsements = Y, a value of 2: Advanced Career Endorsement will import to the Graduation tab Endorsements area.</li> <li>If this field = N and the student has 2: Advanced Career Endorsement on their state Graduation tab, logic will remove the 2: Advanced Career Endorsement.</li> <li>If this field is blank, logic will do nothing.</li> </ul>	Alphanumeric, 1 character Y or N	<p>Student Information &gt; General &gt; Graduation &gt; Endorsements</p> <p>GraduationSeal.stateSeal</p>
<b>Graduation Endorsement 3</b>	<p>Indicates if the student has a Graduation Endorsement of 'Advanced Honors Endorsement'.</p> <ul style="list-style-type: none"> <li>When (field 75) Endorsements = Y, a value of 3: Advanced Honors Endorsement will import to the Graduation tab Endorsements area.</li> <li>If this field = N and the student has 3: Advanced Honors Endorsement on their state Graduation tab, logic will remove the 3: Advanced Honors Endorsement.</li> <li>If this field is blank, logic will do nothing.</li> </ul>	Alphanumeric, 1 character Y or N	<p>Student Information &gt; General &gt; Graduation &gt; Endorsements</p> <p>GraduationSeal.stateSeal</p>

<b>Student of Active Military Parent</b>	<p>Indicates the student has a parent who is actively in the military.</p> <ol style="list-style-type: none"> <li>1. When field = N or blank, the Student of Active Military Parent checkbox is not checked.</li> <li>2. When field = Y, the Student of Active Military Parent checkbox is checked. <ol style="list-style-type: none"> <li>1. If the Student of Active Military Parent checkbox is currently checked and the import file = N, the checkbox will remain checked on the student's enrollment record.</li> <li>2. If the Student of Active Military Parent checkbox is currently checked and the import file = blank, the checkbox will remain checked on the student's enrollment record.</li> </ol> </li> </ol>	<p>Alphanumeric, 1 character</p>	<p>Student Information &gt; General &gt; Enrollments &gt; State Reporting Fields &gt; Student of Active Military Parent</p> <p>Enrollment. studentOfActiveMilitaryParent</p>
<b>Student Directory Information</b>	<p>Indicates whether or not the school is allowed to share information about the student with non school entities.</p>	<p>Alphabetic, 3 character</p> <p>Yes or No</p>	<p>Student Information &gt; General &gt; Enrollments &gt; State Reporting Fields &gt; Student Directory Info 7-12 ONLY</p> <p>EnrollmentSD. doNotShare</p>



<b>Student GPA</b>	<p>The student's GPA..</p> <ul style="list-style-type: none"> <li>Only records for students in State Grade Levels 9-12 are imported.</li> <li>If the value has more than 4 decimal places, the GPA value is truncated on the far right of the decimal to a length of 4.</li> <li>If the value has less than 4 decimal places, zeros are added to the far right to a length of 4 decimal places</li> </ul>	<p>Numeric, 5 digits X.XXXX</p>	<p>Student Information &gt; General &gt; Enrollments &gt; State Reporting Fields &gt; GPA</p> <p>EnrollmentSD.gpa</p>
<b>Participates in After School Prg</b>	<p>Indicates if the student participates in an after school program.</p> <ul style="list-style-type: none"> <li>Report Y, if the student participates in an after school activity.</li> <li>If not report N</li> </ul>	<p>Alphanumeric, 1 character  Y or N</p>	<p>Student Information &gt; General &gt; Enrollments &gt; State Reporting fields &gt; Participates in After School Prg</p> <p>Enrollment.afterSchoolProgram</p>
<b>Year</b>	<p>The end year of the enrollment (<i>i.e.</i> for SY2006-2007 = 2007).</p>	<p>Date field, 4 characters  YYYY</p>	<p>System Administration &gt; Calendar &gt; Calendar &gt; Calendar Info</p> <p>Calendar.endYear</p>

### Example:

*A student record for Kelsey Kramer.*

```

12345  12      123      Kelsey Ann      Kramer 10/11/1991      F
123456789      223456789  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      N
2007

```

## Codes and Descriptions

The following tables define codes used in the file upload.

## Special Ed Category Codes

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

## Primary Disability Codes

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

Code	Description
<b>565</b>	Traumatic Brain Injury
<b>570</b>	Developmental Delay

## Enrollment Status Codes

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

## Multiple Disability Codes

Code	Description
<b>505</b>	Emotional Disturbance
<b>510</b>	Cognitive Disability
<b>515</b>	Hearing Loss

Code	Description
<b>525</b>	Specific Learning Disability
<b>535</b>	Orthopedic Impairments
<b>540</b>	Visual Loss
<b>545</b>	Deafness
<b>550</b>	Speech/Language
<b>555</b>	Other Health Impairment
<b>560</b>	Autism Spectrum Disorder
<b>565</b>	Traumatic Brain Injury
<b>570</b>	Developmental Delay

## Special Ed Exit Codes

Code	Description
<b>1</b>	Not receiving SE services
<b>2</b>	Graduated (high school diploma)
<b>03</b>	Continues/Completed IEP team mod/ course reqs
<b>4</b>	Reached the maximum age
<b>5</b>	Died
<b>6</b>	Moved, known to be continuing
<b>7</b>	Moved, not known to be continuing
<b>8</b>	Dropped out
<b>9</b>	Refused services
<b>10</b>	ISFP done before max age/Pt C
<b>11</b>	Change in IEP
<b>12</b>	Student Continues
<b>13</b>	Discontinued/Completed IEP team mod/course reqs
<b>14</b>	Aged Out/Completed IEP team mod/course reqs
<b>15</b>	Revocation of consent

## Suffix Codes

Code
Jr.

Code
Sr.
I
II
III
IV
V
VI
VII

## Important Fields to Note

In preparation of future importing and state reporting requirements, you should be aware of and begin using ASD Severity Behavior Level and ASD Severity Communication Level fields (Student Information > General > Enrollments > Special Ed Fields).

See the [South Dakota Enrollment Tab](#) article for more information about these fields.

Special Ed Fields

★ Effective Date

04/10/2019

Special Ed Program

Special Ed Category

Primary Disability

Multiple Disability 1

Multiple Disability 2

Multiple Disability 3

Multiple Disability 4

Multiple Disability 5

End Date

Exit Code

ASD Severity Behaviors Level

ASD Severity Communication Level

Physical Therapy Hours

Recreational Therapy Hours

Audiological Services Hours

Occupational Therapy Hours

Speech/Language Therapy Hours

School Health Services Hours

Psychological Therapy Hours

Orientation Mobility Hours

Counseling Services Hours

Social Work Service Hours

Other Service Hours

Participates in Alt. Assessment

Transportation

Assistive Technology

You should also begin using the Endorsement field found in the Graduation Endorsements section of the Graduation tab (Student Information > General > Graduation > Graduation Endorsements).

See the [Graduation Tab - South Dakota](#) article for more information.

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The following fields can only be filled out once a student has entered 9th grade:

Date First Entered the 9th Grade

NGA Cohort End Year

NCLB Cohort End Year

State Graduation Record

No state graduation record found for this student.

Graduation Detail: Aberdeen 06-1 (06001)

General Graduation Information

Diploma Date:

Diploma Type:

Diploma Period:

Date First Entered the 9th Grade:

NGA Cohort End Year:

NCLB Cohort End Year:

Post Grad Location:

Post Grad Plans:

Graduation Endorsements

\*Endorsements

Ad

1: Advanced Endorsement

2: Advanced Career Endorsement

3: Advanced Honors Endorsement

## Previous Versions

- [Upload Wizard \(South Dakota\) \[.2223 - .2239\]](#)