Upload Wizard - Vendor Information (South Dakota)

Last Modified on 01/22/2026 10:36 am CST

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

School Calendar

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

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
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
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 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 then the other grades.

SS 63 2007 1 360 Y

SS 63 120 2007 2 180 Y

School Days

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
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

Element Name	Description	Type, Format and Length	Campus Database	Campus Database
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

Student Demographic

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.

Element Name	Description	Type, Format and Length	Campus Database	Campus Interface

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
State ID	State identification number assigned to students. New students are given this number at the State Edition level, but for existing students it should be included to prevent duplication.	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

Element Name	Description	Type, Format and Length	Campus Database	Campus Interface
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

Element Name	Description	Type, Format and Length	Campus Database	Campus Interface
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
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

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.

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

Name	Description	Type, Format and Length	Campus Database	Campus Interface
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
Birthdate	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
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 digit	student.hispanicEthinicity	Census > People > Demographics > Race/Ethnicity > Edit > Is the individual Hispanic/Latino?

Name	Description	Type, Format and Length	Campus Database	Campus Interface
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
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

Name	Description	Type, Format and Length	Campus Database	Campus Interface
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.	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 > Percent Enrolled
End Status	Reason student enrollment was ended. If Enrollment End Date is supplied, an End Status must be entered.	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

Name	Description	Type, Format and Length	Campus Database	Campus Interface
Enrollment Status	Status of the student's enrollment. If Resident District and Attending District are not the same, an Enrollment Status must be selected.	Alphanumeric, 1 character	enrollmentSD.enrollmentStatus	Student Information > General > Enrollments > State Reporting Fields > Enrollment Status
LEP	Indicates student is participating in LEP programming.	Alphabetic, 1 character Y or N	enrollment.lep	Student Information > General > Enrollments > State Reporting Fields > LEP Status
Primary Language	Primary language the student speaks. If LEP = Y, Primary Language must not be empty.	Alphanumeric, 2 characters	enrollment.language	Student Information > General > Enrollments > State Reporting Fields > Primary Language
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.	Numeric, 4 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, 6 digits	*CustomEnrollment* sped.occupationalHours	Student Information > General > Enrollments > Special Ed Fields > Occupational Therapy Hours

Name	Description	Type, Format and Length	Campus Database	Campus Interface
Physical Therapy Hours	Number of hours student participated in physical therapy. Round to 3 decimals.	Decimal, 6 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, 6 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, 6 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, 6 digits	*CustomEnrollment* sped.socialWorkHours	Student Information > General > Enrollments > Special Ed Fields > Social Work Services Hours
Audiological Therapy Hours	Number of hours student participated in audiological services. Round to 3 decimals.	Decimal, 6 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, 6 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, 6 digits	*CustomEnrollment* sped.schoolHealthHours	Student Information > General > Enrollments > Special Ed Fields > School Health Services Hours

Name	Description	Type, Format and Length	Campus Database	Campus Interface
Speech Therapy Hours	Number of hours student participated in speech/language therapy. Round to 3 decimals.	Decimal, 6 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, 6 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
Orientation Mobility Hours	Number of hours student participated in orientation mobility therapy. Round to 3 decimals.	Decimal, 6 digits	*CustomEnrollment* sped.orientationHours	Student Information > General > Enrollments > Special Ed Fields > Orientation Mobility Hours
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.	Alphabetic, 1 character	enrollment.specialEdStatus	Student Information > General > Enrollments > Special Ed Fields > Special Ed Program

Name	Description	Type, Format and Length	Campus Database	Campus Interface
Primary Disability	Student's primary disability. If Primary Disability is entered, SPED Start Date must not be empty.	Alphanumeric, 3 characters	enrollment.disability1	Student Information > General > Enrollments > Special Ed Fields > Primary Disability
Multiple Disability 1	Student's disability in addition to Primary Disability.	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.	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.	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.	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.	Alphanumeric, 3 characters	enrollment.disability6	Student Information > General > Enrollments > Special Ed Fields > Multiple Disability 5

Name	Description	Type, Format and Length	Campus Database	Campus Interface
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
SPED Exit Code	Exit code attached to the ending of the student's special education participation.	Numeric, 2 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.	Numeric, 1 digits	enrollment.citizenship	Student Information > General > Enrollments > State Reporting Fields > Citizenship
Transportation	Indication of whether and if so, how, transportation assistance is provided to the student.	Numeric, 2 digits	enrollment.transportation	Student Information > General > Enrollments > State Reporting Fields > Transportation Category

Name	Description	Type, Format and Length	Campus Database	Campus Interface
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.	Alphanumeric, 1 character	enrollment.homeless	Student Information > General > Enrollments > State Reporting Fields > Homeless Status
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
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

Name	Description	Type, Format and Length	Campus Database	Campus Interface
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
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