Upload Wizard - Vendor Information (South Dakota)

Last Modified on 12/14/2025 8:45 pm CST

[File Specifications](#) | [Enrollment](#)

> This information is current as of the Campus.2527 (July 2027) release.

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	Location
Record Type	Type of record being generated. Always the value of "SS". *Alphabetic, 2 characters*	Data not stored
District Number	State-assigned district identification number. *Numeric, 5 digits*	District Information > District Number District.number
School Number	State-assigned school identification number. *Numeric, 2 digits*	School Information > State School Number School.number
Year	The end year of the calendar (*i.e.* for 2024-2025 = 2025). *Date field, 4 characters (YYYY)*	Calendar Information > End Date Calendar.endYear
Calendar Number	Number assigned to the calendar. Needs to match calendar number in associated SD-Extract-School Calendar file. *Numeric, 3 digits*	Calendar Information > Number Calendar.number
Student Day	The number of minutes of instruction in the typical student day. *Numeric, 3 digits*	Calendar Information > Student Day
4 Day School Week	Indicates a 4 Day School Week. *Alphanumeric, 1 character (Y or N)*	Calendar Information > Alternative Code

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	Location
Record Type	Type of record being generated. In this case, always a value of "DY". *Alphabetic, 2 characters*	Data not stored
District Number	State-assigned district identification number. *Numeric, 5 digits*	District Information > District Number District.number
School Number	State assigned school identification number. *Numeric, 2 digits*	District Information > State School Number School.number
Year	The end year of the calendar (*i.e.* for 2024-2025 = 2025). *Date field, 4 characters (YYYY)*	Calendar Information > End Year Calendar.endYear
Calendar Number	Number assigned to the calendar. Needs to match calendar number in associated SD-Extract-School Calendar file. *Numeric, 3 digits*	Calendar Information > Number Calendar.number
Date	A day record for each day in the calendar *Date field, 10 characters (MM/DD/YYYY)*	Day Setup > Date Day.date

Element Name	Description	Location
Instructional Day	Indicates whether instruction was given to students on this date. *Alphanumeric, 2 characters (Y or N)*	Day Setup > Instruction Day.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). *Alphanumeric, 2 characters (Y or N)*	Day Setup > School Day Day.schoolDay
Attendance Day	Indicates if there is attendance for this day. *Alphanumeric, 2 characters (Y or N)*	Day Setup > Attendance Day.attendance
Day Duration	Number of minutes of instruction offered on this day. *Numeric, 3 digits*	Day Setup > 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 04/25/2007Y   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	Location
Record Type	The type of record being generated. In this case, always the value of "SD" for student demographics. *Alphabetic, 2 characters*	Data not stored
District Number	State-assigned district identification number. *Numeric, 5 digits*	District Information > District Number 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*	Demographics > Person Identifiers > Student State ID Person.studentNumber
Last Name	Student's legal last name *Alphanumeric, 40 characters*	Demographics > Last Name Identity.lastName
First Name	Student's legal first name *Alphanumeric, 35 characters*	Demographics > First Name Identity.firstName
Middle Name	Student's legal middle name. *Alphanumeric, 20 characters*	Demographics > Middle Name Identity.middleName

Element Name	Description	Location
Suffix	Suffix attached to student's legal name. Accepts Jr. and SR. with or without punctuation. *Alphanumeric, 3 characters*	Demographics > Suffix Identity.suffix
Gender	Student's gender *Alphabetic, 1 character (M or F)*	Demographics > Gender Identity.gender
Birth Date	Student's date of birth *Date field, 10 characters (MM/DD/YYYY)*	Demographics > Birth Date Identity.birthDate
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*	Demographics > Race Determination Identity.raceEthnicityDetermination
Hispanic Indicator	Indicates if student is Hispanic/Latino. *Numeric, 1 digits*	Demographics > Race/Ethnicity > Is the individual Hispanic/Latino? Identity.hispanicEthnicity
American Indian or Alaska Native	Indicates if student is American Indian or Alaska native. *Alphanumeric, 1 digit (Y or N)*	Demographics > Race/Ethnicity > American Indian or Alaska Native Identity.raceEthnicity
Asian	Indicates if student is Asian *Alphanumeric, 1 digit (Y or N)*	Demographics > Race/Ethnicity > Asian Identity.raceEthnicity

Element Name	Description	Location
Black or African American	Indicates if student is Black or African American *Alphanumeric, 1 digit (Y or N)*	Demographics > Race/Ethnicity > Black or African American Identity.raceEthnicity
Native Hawaiian or Other Pacific Islander	Indicates if student is Native Hawaiian or Other Pacific Islander. *Alphanumeric, 1 digit (Y or N)*	Demographics > Race/Ethnicity >Native Hawaiian or Other Pacific Islander Identity.raceEthnicity
White	Indicates if student is White *Alphanumeric, 1 digit (Y or N)*	Demographics > Race/Ethnicity > White Identity.raceEthnicity

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	Location
District Number	State-assigned district identification number. *Number, 5 digits*	District Information > District Number District.number

Name	Description	Location
School Number	State-assigned school identification number. *Number, 2 digits*	School Information > State School Number 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 Information > Number Calendar.number
First Name	Student's legal first name *Alphanumeric, 35 characters*	Demographics > First Name Identity.firstName
Middle Name	Student's legal middle name *Alphanumeric, 20 characters*	Demographics > Middle Name Identity.middleName
Last Name	Student's legal last name *Alphanumeric, 40 characters*	Demographics > Last Name Identity.lastName
Birthdate	Student's date of birth *Date field, 10 characters (MM/DD/YYYY)*	Demographics > Birth Date Identity.birthdate
Gender	Student's gender *Alphanumeric, 1 character (M or F)*	Demographics > Gender Identity.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*	Demographics > Race Determination Identity.raceEthnicityDetermination
Hispanic Indicator	Indicates if student is Hispanic/Latino. *Numeric, 1 digit*	Demographics > Race/Ethnicity > Is the individual Hispanic/Latino? Identity.hispanicEthinicity

Name	Description	Location
American Indian or Alaska Native	Indicates if student is American Indian or Alaska native. *Numeric, 1 digit*	Census > People > Demographics > Race/Ethnicity > American Indian or Alaska Native Identity.raceEthnicity
Asian	Indicates if student is Asian. *Numeric, 1 digit*	Census > People > Demographics > Race/Ethnicity > Asian Identity.raceEthnicity
Black or African American	Indicates if student is Black or African American. *Numeric, 1 digit*	Census > People > Demographics > Race/Ethnicity > Black or African American Identity.raceEthnicity
Native Hawaiian or Other Pacific Islander	Indicates if student is Native Hawaiian or Other Pacific Islander. *Numeric, 1 digit*	Census > People > Demographics > Race/Ethnicity >Native Hawaiian or Other Pacific Islander Identity.raceEthnicity
White	Indicates if student is White. *Numeric, 1 digit*	Census > People > Demographics > Race/Ethnicity > White Identity.raceEthnicity
State ID Number	Student's state ID number *Numeric, 9 digits*	Demographics > Person Identifiers > Student State ID Identity.studentNumber
Social Security Number	Student's social security number. *Numeric, 9 digits*	Demographics > Social Security Number identity.ssn
Grade Level	Student grade level *Alphanumeric, 2 characters*	Enrollment > Grade Enrollment.grade

Name	Description	Location
Resident District Number	The identification number of the district in which the student resides. *Numeric, 5 digits*	Enrollments > State Reporting Fields > Resident District Enrollment.residentDistrict
Attending District Number	The identification number of the district in which the student attends school. *Numeric, 5 digits*	Enrollments > State Reporting Fields > Serving (Attending) District Enrollment.servingDistrict
Enrollment Start Date	The day student enrollment began. *Date field, 10 characters (MM/DD/YYYY)*	Enrollments > Start Date Enrollment.startDate
Enrollment End Date	The day student enrollment ended. *Date field, 10 characters (MM/DD/YYYY)*	Enrollments > End Date Enrollment.endDate
Service Type	Indicates type of service student is receiving. *Alphabetic, 1 character*	Enrollments > Service Type Enrollment.serviceType
Percent Enrolled	Percentage of time student was enrolled in the service, between 0 and 100. *Numeric, 3 digits*	Enrollments > Percent Enrolled Enrollment.percentEnrolled
End Status	Reason student enrollment was ended. If Enrollment End Date is supplied, an End Status must be entered. *Numeric, 2 digits*	Enrollments > End Status Enrollment.endStatus
County Number	State defined county number or code. *Numeric, 2 digits*	Enrollments > County County.number

Name	Description	Location
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*	Enrollments > State Reporting Fields > Enrollment Status enrollmentSD.enrollmentStatus
LEP	Indicates student is participating in LEP programming. *Alphabetic, 1 character (Y or N)*	Enrollments > State Reporting Fields > LEP Status Enrollment.lep
Primary Language	Primary language the student speaks. If LEP = Y, Primary Language must not be empty. *Alphanumeric, 2 characters*	Enrollments > State Reporting Fields > Primary Language Enrollment.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*	Enrollments > Special Ed Fields > Special Ed Category Enrollment.specialEdSetting
Occupational Therapy Hours	Number of hours student participated in occupational therapy. Round to 3 decimals. *Decimal, 6 digits*	Enrollments > Special Ed Fields > Occupational Therapy Hours *CustomEnrollment* sped.occupationalHours
Physical Therapy Hours	Number of hours student participated in physical therapy. Round to 3 decimals. *Decimal, 6 digits*	Enrollments > Special Ed Fields > Physical Therapy Hours *CustomEnrollment* sped.physicalHours
Psychological Therapy Hours	Number of hours student participated in psychological therapy. Round to 3 decimals. *Decimal, 6 digits*	Enrollments > Special Ed Fields > Psychological Therapy Hours *CustomEnrollment* sped.psychologicalHours

Name	Description	Location
Counseling Hours	Number of hours student participated in counseling services. Round to 3 decimals. *Decimal, 6 digits*	Enrollments > Special Ed Fields > Counseling Services Hours *CustomEnrollment* sped.counselingHours
Social Work Hours	Number of hours student participated in social work services. Round to 3 decimals. *Decimal, 6 digits*	Enrollments > Special Ed Fields > Social Work Services Hours *CustomEnrollment* sped.socialWorkHours
Audiological Therapy Hours	Number of hours student participated in audiological services. Round to 3 decimals. *Decimal, 6 digits*	Enrollments > Special Ed Fields > Audiological Services Hours *CustomEnrollment* sped.audiologicalHours
Recreational Therapy Hours	Number of hours student participated in recreational therapy. Round to 3 decimals. *Decimal, 6 digits*	Enrollments > Special Ed Fields > Recreational Therapy Hours *CustomEnrollment* sped.recreationalHours
School Health Hours	Number of hours student participated in school health services. Round to 3 decimals. *Decimal, 6 digits*	Enrollments > Special Ed Fields > School Health Services Hours *CustomEnrollment* sped.schoolHealthHours
Speech Therapy Hours	Number of hours student participated in speech/language therapy. Round to 3 decimals. *Decimal, 6 digits*	Enrollments > Special Ed Fields > Speech/Language Therapy Hours *CustomEnrollment* sped.speechHours
SPED Transportation	Indicates whether student is receiving transportation assistance. *Alphabetic, 1 character (Y or N)*	Enrollments > Special Ed Fields >Transportation *CustomEnrollment* sped.transportation

Name	Description	Location
Other Service Hours	Number of hours student participated in other services. Round to 3 decimals. *Decimal, 6 digits*	Enrollments > Special Ed Fields > Other Service Hours *CustomEnrollment* sped.otherServiceHours
SPED Assistive Technology	Indicates whether student is receiving assistive technology services. *Alphabetic, 1 character (Y or N)*	Enrollments > Special Ed Fields > Assisstive Technology *CustomEnrollment* sped.assistiveTechnology
Orientation Mobility Hours	Number of hours student participated in orientation mobility therapy. Round to 3 decimals. *Decimal, 6 digits*	Enrollments > Special Ed Fields > Orientation Mobility Hours *CustomEnrollment* sped.orientationHours
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*	Enrollments > Special Ed Fields > Special Ed Program Enrollment.specialEdStatus
Primary Disability	Student's primary disability. If Primary Disability is entered, SPED Start Date must not be empty. *Alphanumeric, 3 characters*	Enrollments > Special Ed Fields > Primary Disability Enrollment.disability1
Multiple Disability 1	Student's disability in addition to Primary Disability. *Alphanumeric, 3 characters*	Enrollments > Special Ed Fields > Multiple Disability 1 Enrollment.disability2
Multiple Disability 2	Student's disability in addition to Primary Disability. *Alphanumeric, 3 characters*	Student Information > General > Enrollments > Special Ed Fields > Multiple Disability 2 Enrollment.disability3

Name	Description	Location
Multiple Disability 3	Student's disability in addition to Primary Disability. *Alphanumeric, 3 characters*	Student Information > General > Enrollments > Special Ed Fields > Multiple Disability 3 Enrollment.disability4
Multiple Disability 4	Student's disability in addition to Primary Disability. *Alphanumeric, 3 characters*	Student Information > General > Enrollments > Special Ed Fields > Multiple Disability 4 Enrollment.disability5
Multiple Disability 5	Student's disability in addition to Primary Disability. *Alphanumeric, 3 characters*	Student Information > General > Enrollments > Special Ed Fields > Multiple Disability 5 Enrollment.disability6
SPED Start Date	Beginning date of Special Education program participation. *Date field, 10 characters (MM/DD/YYYY)*	Enrollments > Special Ed Fields > Effective Date Enrollment.spedStartDate
SPED End Date	Ending date of Special Education program participation. *Date field, 10 characters (MM/DD/YYYY)*	Enrollments > Special Ed Fields > End Date Enrollment.spedExitDate
SPED Exit Code	Exit code attached to the ending of the student's special education participation. *Numeric, 2 digits*	Enrollments > Special Ed Fields > Exit Code Enrollment.spedExitReason
Days Absent	Number of days student was absent. *Decimal, 8 digits*	Enrollments > State Reporting Fields > Absent Days
Title 1 Status	Indicates whether student is participating in title 1 services. *Alphabetic, 1 character (Y or N)*	Enrollments > State Reporting Fields > Title 1 Enrollment.title1

Name	Description	Location
Citizenship	Code indicating student's citizenship status. *Numeric, 1 digits*	Enrollments > State Reporting Fields > Citizenship Enrollment.citizenship
Transportation	Indication of whether and if so, how, transportation assistance is provided to the student. *Numeric, 2 digits*	Enrollments > State Reporting Fields > Transportation Category Enrollment.transportation
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. *Numeric, 2 digits*	Enrollments > State Reporting Fields > Homeless Status Enrollment.homeless
Title 1 Math	Indicates student's participation in Title 1 Math program. *Alphabetic, 1 character (Y or N)*	Enrollments > State Reporting Fields > Title 1 Math EnrollmentSD.title1Math
Title 1 Reading	Indicates student's participation in Title 1 Reading program. *Alphabetic, 1 character (Y or N)*	Enrollments > State Reporting Fields > Title 1 Reading EnrollmentSD.title1Reading
Title 1 Science	Indicates student's participation in Title 1 Science program. *Alphabetic, 1 character (Y or N)*	Enrollments > State Reporting Fields > Title 1 Science EnrollmentSD.title1Science
Title 1 Social Science	Indicates student's participation in Title 1 Social Science program. *Alphabetic, 1 character (Y or N)*	Enrollments > State Reporting Fields > Title 1 Social Science EnrollmentSD.title1SocialScience
Title 1 Vocational	Indicates student's participation in Title 1 Vocational program. *Alphabetic, 1 character (Y or N)*	Enrollments > State Reporting Fields > Title 1 Vocational EnrollmentSD.title1Vocational

Name	Description	Location
Title 1 Health	Indicates student's participation in Title 1 Health program. *Alphabetic, 1 character (Y or N)*	Enrollments > State Reporting Fields > Title 1 Health/ Dental/Eye Care EnrollmentSD.title1Health
Title 1 Guidance	Indicates student's participation in Title 1 Guidance program. *Alphabetic, 1 character (Y or N)*	Enrollments > State Reporting Fields > Title 1 Supporting Guidance EnrollmentSD.title1Guidance
First Year In Country	Indicates that this enrollment represents the student's first year in the country. *Alphabetic, 1 character (Y or N)*	Enrollments > State Reporting Fields > First Year in Country EnrollmentSD.firstYearInCountry
Year	The end year of the enrollment (*i.e.* for SY2024-2025 = 2025). *Date field, 4 characters (YYYY)*	Calendar Information > End Year Calendar.endYear

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