

Location File (A) Extract (Washington)

Last Modified on 05/14/2025 10:07 am CDT

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PATH: *WA State Reporting > Location File (A)*

The Location File (A) Extract generates a record for each district with an OSPI assigned County-District Code and each school within that district that has enrolled students.

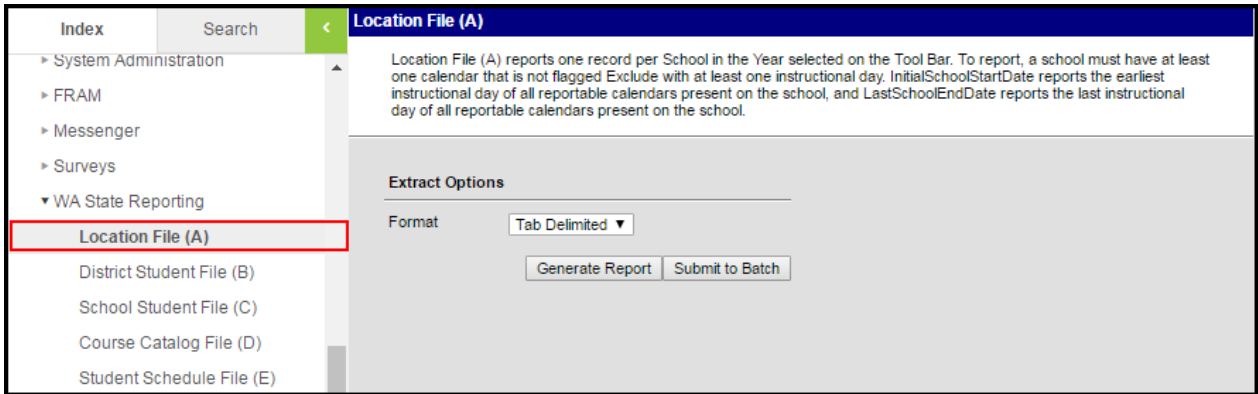


Image 1: Location File (A) Extract Editor

Report Logic

Reports one record for each school in the Year selected in the Campus toolbar.

The school must have at least one calendar that is not flagged Exclude with at least one day flagged Instructional in order to report.

Generating the Extract

1. Select the **Format** in which the report will generate, *Tab Delimited*, *CSV*, or *HTML*.
2. Click **Generate Extract** to generate the report in the indicated format or **Submit to Batch** to schedule when the report will generate.

Users have the option of submitting the report request to the batch queue by clicking **Submit to Batch** instead of Generate Extract. This process will allow larger reports to generate in the background, without disrupting the use of Campus. The generated extract is available in the Process Inbox For more information about submitting a report to the batch queue, see the [Batch Queue](#) article.

SchoolYear	CountyDistrictCode	DistrictName	LocationId	SchoolCode
2008	00802	Unit Test Washington	5100	5100
2009	00802	Unit Test Washington	5100	5100
2012	00802	Unit Test Washington	202	202
2012	00802	Unit Test Washington	5100	5100

Image 2: Location File Extract - Tab Delimited

SchoolYear	CountyDistrictCode	DistrictName	LocationId	SchoolCode	SchoolName	InitialSchoolStartDate	LastSchoolEndDate
2008	00802	Unit Test Washington	5100	5100	Lewis-Palmer High School	08/16/2007	05/23/2008
2009	00802	Unit Test Washington	5100	5100	Lewis-Palmer High School	08/01/2008	07/31/2009
2012	00802	Unit Test Washington	202	202	Creekside Middle School	08/29/2011	06/01/2012
2012	00802	Unit Test Washington	5100	5100	Lewis-Palmer High School	08/22/2011	06/01/2012

Image 3: Location File Extract - CSV

Extract Records:4							
SchoolYear	CountyDistrictCode	DistrictName	LocationId	SchoolCode	SchoolName	InitialSchoolStartDate	LastSchoolEndDate
2008	00802	Unit Test Washington	5100	5100	Lewis-Palmer High School	08/16/2007	05/23/2008
2009	00802	Unit Test Washington	5100	5100	Lewis-Palmer High School	08/01/2008	07/31/2009
2012	00802	Unit Test Washington	202	202	Creekside Middle School	08/29/2011	06/01/2012
2012	00802	Unit Test Washington	5100	5100	Lewis-Palmer High School	08/22/2011	06/01/2012

Image 4: Location File Extract - HTML

Report Layout

Element	Description	Type, Format and Length	Campus Database	Campus Location
School Year	The ending year of the current school year for the school.	Date Field, 4 characters YYYY	Calendar.endDate	System Administration > Calendar > Calendar > End Date
Serving County District Code	The county-district code for the district submitting the report.	Alphanumeric, 5 characters	Enrollment.servingDistrict	Student Information > General > Enrollment > Serving County District Code
District Name	The name of the district assigned by OSPI.	Alphanumeric, 250 characters	District.name	System Administration > Resources > District Info > Name

Element	Description	Type, Format and Length	Campus Database	Campus Location
Location ID	The State School Number of the school.	Alphanumeric, 4 characters	School.number	System Administration > Resources > School > State School Number
School Code	The code assigned by OSPI.	Alphanumeric, 4 characters	School.number	System Administration > Resources > School > Number
School Name	The name of the school.	Alphanumeric, 250 characters	School.name	System Administration > Resources > School > Name
Initial School Start Date	The date on which instruction first begins for students at the school. Logic reports the first (oldest) Day flagged as Instructional for all calendars in the reporting school that are not flagged exclude. If the calendar has more than one schedule structure, reports the earliest date.	Date field, 10 characters MM/DD/YYYY	Not dynamically stored	Reports based on System Administration > Calendar > Calendar > Days > Instructional

Element	Description	Type, Format and Length	Campus Database	Campus Location
Last School End Date	<p>The last day of instruction for students at the school.</p> <p>Logic reports the last (most recent) Day flagged as Instructional for all calendars in the reporting school that are not flagged exclude. If the calendar has more than one schedule structure, reports the latest date.</p>	<p>Date field, 10 characters MM/DD/YYYY</p>	<p>Not dynamically stored</p>	<p>Reports based on System Administration > Calendar > Calendar > Days > Instructional</p>