

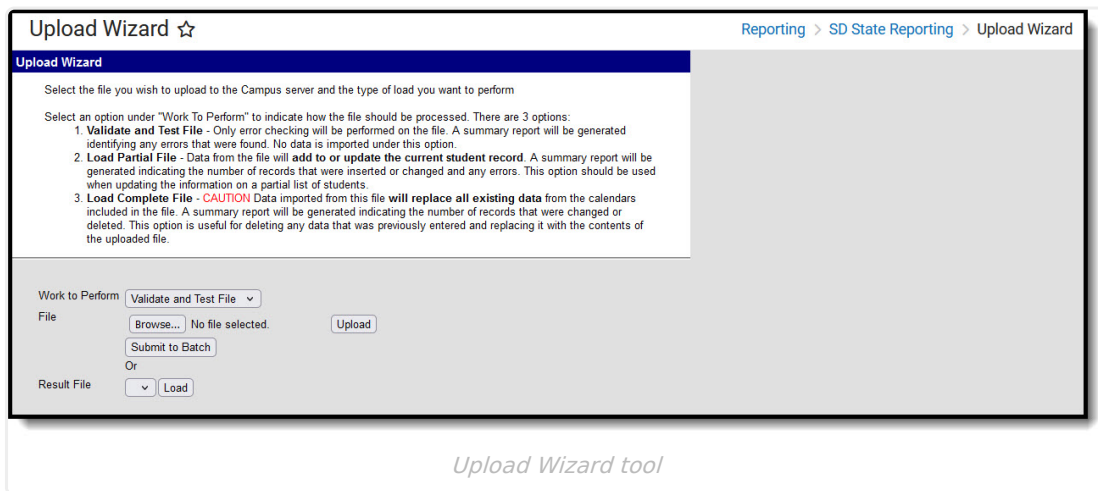
# Upload Wizard (South Dakota)

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Tool Search: 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.

Special Education records from prior school years can be included in the upload.



The user account must be 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 set up within the SD State Edition user interface. If this is not done, an error message will be displayed when an attempt is made to upload.

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 displays when an upload is attempted.

## Upload Wizard Actions

The Upload Wizard provides three actions that can be selected:

Action	Description
<b>Validate and Test</b>	In this mode the file is 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 is matched to the existing SPED data within the Special Ed Summary based on the Special Ed Effective Date field. If a record with that effective date cannot be found, a new record is created with that Special Ed effective 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>

## Upload 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>	State-assigned district identification number.  <i>Numeric, 5 digits</i>	District Information > District Number  District.number
<b>School Number</b>	State-assigned school identification number.  <i>Numeric, 2 digits</i>	School Information > State School Number  School.number

<b>Year</b>	The end year of the calendar.  <i>Date field, 4 characters (YYYY)</i>	School Year Setup > End Year  Calendar.endYear
<b>Calendar Number</b>	Number assigned to the calendar. Needs to match calendar number in associated SD-Extract-School Calendar file.  <i>Numeric, 3 digits</i>	Calendar Information > Calendar ID  Calendar.number
<b>Calendar Type</b>	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.  <i>Alphanumeric, 1 character</i>	Calendar Information > Type  Calendar.type
<b>Student Day</b>	The number of minutes of instruction in the typical student day.  <i>Numeric, 3 digits</i>	Calendar Information > Calendar  Calendar.studentDay
<b>4 Day School Week</b>	Indicates a 4 Day School Week.  <i>Alphanumeric, 1 character (Y or N)</i>	Calendar Information > 4 Day School Week  Calendar.alternativeCode
<b>Virtual</b>	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.  <i>Alphanumeric, 1 character (Y or N)</i>	Calendar Information > Virtual  Calendar.virtual

### 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	Location
<b>Record Type</b>	Type of record being generated. In this case, always a value of "DY".  <i>Alphabetic, 2 characters</i>	Not dynamically stored
<b>District Number</b>	State-assigned district identification number.  <i>Numeric, 5 digits</i>	District Information > District Number  District.number
<b>School Number</b>	State assigned school identification number.  <i>Numeric, 2 digits</i>	District Information > State School Number  School.number
<b>Year</b>	The end year of the calendar ( <i>i.e.</i> for 2006-2007 = 2007).  <i>Date field, 4 characters (YYYY)</i>	School Year Setup > End Year  Calendar.endYear
<b>Calendar Number</b>	Number assigned to the calendar. Needs to match calendar number in associated SD-Extract-School Calendar file.  <i>Numeric, 3 digits</i>	Calendar Information > Number  Calendar.number
<b>Date</b>	A day record for each day in the calendar  <i>Date field, 10 characters (MM/DD/YYYY)</i>	Day Setup > Date  Day.date
<b>Instructional Day</b>	Indicates whether instruction was given to students on this date.  <i>Alphabetic, 2 characters (Y or N)</i>	Calendar Information > 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).  <i>Alphabetic, 2 characters (Y or N)</i>	Day Setup > School Day  Day.schoolDay

<b>Attendance Day</b>	Indicates if there is attendance for this day.  <i>Alphabetic, 2 characters (Y or N)</i>	Day Setup > Attendance  Day.attendance
<b>Day Duration</b>	Number of minutes of instruction offered on this day.  <i>Numeric, 3 digits</i>	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 04/25/2007 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

DY 63 120 2007 1 04/28/2007 N N 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	Location
<b>Record Type</b>	The type of record being generated. In this case, always the value of "SD" for student demographics.  <i>Alphabetic, 2 characters</i>	Not dynamically stored
<b>District Number</b>	State-assigned district identification number.  <i>Numeric, 5 digits</i>	District Information > District Number  District.number
<b>State ID</b>	State identification number assigned to students.  When importing in the State Edition, if the State ID does not match any person, a new person is created and a new State ID is created. The State ID in the file is not imported.  When importing in the District Edition, if the State ID is null, the record is ignored and not imported. If the State ID exists in the file but does not match a person, an error message is produced and the record is not imported.  <i>Numeric, 9 digits</i>	Demographics > Person Identifiers > Student State ID  Person. studentNumber
<b>Last Name</b>	Student's legal last name  <i>Alphanumeric, 40 characters</i>	Demographics > Last Name  Identity.lastName
<b>First Name</b>	Student's legal first name  <i>Alphanumeric, 35 characters</i>	Demographics > First Name  Identity.firstName
<b>Middle Name</b>	Student's legal middle name.  <i>Alphanumeric, 20 characters</i>	Demographics > Middle Name  Identity.middleName
<b>Suffix</b>	Suffix attached to student's legal name. Accepts Jr. and SR. with or without punctuation.  <i>Alphanumeric, 3 characters</i>	Demographics > Suffix  Identity.suffix
<b>Gender</b>	Student's gender  <i>Alphabetic, 1 character (M or F)</i>	Demographics > Gender  Person.gender



<b>Birth Date</b>	<p>Student's date of birth</p> <p><i>Date field, 10 characters (MM/DD/YYYY)</i></p>	<p>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> <p><i>Numeric, 2 digits</i></p>	<p>Demographics &gt; Race Determination</p> <p>IdentitraceEthnicityDetermination</p>
<b>Hispanic Indicator</b>	<p>Indicates if student is Hispanic/Latino.</p> <p><i>Numeric, 1 digit</i></p>	<p>Demographics &gt; Race/Ethnicity &gt; Edit &gt; Is the individual Hispanic/Latino?</p> <p>IdentithispanicEthnicity</p>
<b>American Indian or Alaska Native</b>	<p>Indicates if student is American Indian or Alaska native.</p> <p><i>Alphanumeric, 1 digit (Y or N)</i></p>	<p>Demographics &gt; Race/Ethnicity &gt; American Indian or Alaska Native</p> <p>Identity.raceEthnicity</p>
<b>Asian</b>	<p>Indicates if student is Asian</p> <p><i>Alphanumeric, 1 digit (Y or N)</i></p>	<p>Demographics &gt; Race/Ethnicity &gt; Asian</p> <p>Identity.raceEthnicity</p>
<b>Black or African American</b>	<p>Indicates if student is Black or African American</p> <p><i>Alphanumeric, 1 digit (Y or N)</i></p>	<p>Demographics &gt; Race/Ethnicity &gt; Black or African American</p> <p>IdentitraceEthnicity</p>
<b>Native Hawaiian or Other Pacific Islander</b>	<p>Indicates if student is Native Hawaiian or Other Pacific Islander.</p> <p><i>Alphanumeric, 1 digit (Y or N)</i></p>	<p>Demographics &gt; Race/Ethnicity &gt; Native Hawaiian or Other Pacific Islander</p> <p>Identity.raceEthnicity</p>
<b>White</b>	<p>Indicates if student is White.</p> <p><i>Alphanumeric, 1 digit</i></p> <p><i>Y or N</i></p>	<p>Demographics &gt; Race/Ethnicity &gt; White</p> <p>Identity.raceEthnicity</p>

<b>Primary Address</b>	<p>The reporting student's primary home address.</p> <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> <p><i>Alphanumeric, 50 characters (Allow leading zeros)</i></p>	<p>Membership in Households &gt; Address</p> <p>StudentContacts.address</p>
<b>City</b>	<p>The city the student resides in.</p> <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> <p><i>Alphanumeric, 20 characters</i></p>	<p>Membership in Households &gt; City</p> <p>StudentContacts.city</p>
<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> <p><i>Alphanumeric, 2 characters</i></p>	<p>Membership in 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> <p><i>Numeric, 10 digits</i></p>	<p>Membership in Households &gt; Zip Code</p> <p>StudentContacts. zip</p>
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#### 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	Location
<b>District Number</b>	State-assigned district identification number.  <i>Number, 5 digits</i> <i>Zero padding required.</i>	District Information > District Number  District.number
<b>School Number</b>	State-assigned school identification number.  <i>Number, 2 digits</i> <i>Zero padding required.</i>	School Information > 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.  <i>Number, 3 digits</i>	Calendar Information > 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> <i>Number, 2 digits</i>	District Information > District Code  District.districtCode
<b>First Name</b>	Student's legal first name.  <i>Alphanumeric, 35 characters</i>	Demographics > First Name  Identity.firstName

<b>Middle Name</b>	Student's legal middle name. <i>Alphanumeric, 20 characters</i>	Demographics > Middle Name  Identity.middleName
<b>Last Name</b>	Student's legal last name. <i>Alphanumeric, 40 characters</i>	Demographics > Last Name  Identity.lastName
<b>Birth date</b>	Student's date of birth. <i>Date field, 10 characters (MM/DD/YYYY)</i>	Demographics > Birth Date  Identity.birthdate
<b>Gender</b>	Student's gender. <i>Alphabetic, 1 character (M or F)</i>	Demographics > Gender  Person.gender
<b>State ID Number</b>	Student's state ID number. <i>Numeric, 9 digits</i>	Demographics > Person Identifiers > Student State ID  Person.studentNumber
<b>Social Security Number</b>	Student's Social Security number. <i>Numeric, 9 digits</i>	Demographics > Social Security Number  Student.ssn
<b>Grade Level</b>	Student grade level <i>Alphanumeric, 2 characters</i>	Enrollments > Grade  Enrollment.grade
<b>Resident District Number</b>	The identification number of the district in which the student resides. <i>Numeric, 5 digits</i>	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. <i>Numeric, 5 digits</i>	Enrollments > State Reporting Fields > Serving (Attending) District  Enrollment.servingDistrict
<b>Enrollment Start Date</b>	The day student enrollment began. <i>Date field, 10 characters (MM/DD/YYYY)</i>	Enrollments > Start Date  Enrollment.startDate

<b>Enrollment End Date</b>	<p>The day student enrollment ended.</p> <p><i>Date field, 10 characters MM/DD/YYYY</i></p>	<p>Enrollments &gt; End Date</p> <p>Enrollment.endDate</p>
<b>Service Type</b>	<p>Indicates type of service student is receiving.</p> <ul style="list-style-type: none"> <li>• P: Primary</li> <li>• S: Partial</li> <li>• N: Special Ed Services</li> </ul> <p><i>Alphabetic, 1 character</i></p>	<p>Enrollments &gt; Service Type</p> <p>Enrollment.serviceType</p>
<b>Percent Enrolled</b>	<p>Percentage of time student was enrolled in the service, between 0 and 100.</p> <p><i>Numeric, 3 digits</i></p>	<p>Enrollments &gt; State Reporting Fields &gt; Percent Enrolled</p> <p>Enrollment.percentEnrolled</p>
<b>Start Status</b>	<p>The reason for the student's entry into the school.</p> <p><i>Numeric, 2 digits</i></p>	<p>Enrollments &gt; General Enrollment Information &gt; Start Status</p> <p>Enrollment.startStatus</p>
<b>End Status</b>	<p>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</a> article.</p> <p><i>Numeric, 2 digits</i></p>	<p>Enrollments &gt; End Status</p> <p>Enrollment.endStatus</p>
<b>County Number</b>	<p>State defined county number or code.</p> <p><i>Numeric, 2 digits</i></p>	<p>Enrollments &gt; County</p> <p>County.number</p>
<b>Enrollment Status</b>	<p>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.</p> <p><i>Alphanumeric, 1 character</i></p>	<p>Enrollments &gt; State Reporting Fields &gt; Enrollment Status</p> <p>EnrollmentSD.enrollmentStatus</p>

<b>EL</b>	<p>Indicates student is participating in English Learner programming.</p> <p>If EL Program Status = Y, an EL Status of 'EL' is imported.</p> <p>This field will not import if the District Code field = 30 or blank.</p> <p><i>Alphabetic, 1 character (Y or N)</i></p>	<p>English Learners (EL) &gt; Program Status</p> <p>LEP.programStatus</p>
<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> <p><i>Alphanumeric, 3 characters</i></p>	<p>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><i>Date field, 10 characters (MM/DD/YYYY)</i></p>	<p>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>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> <p><i>Date field, 10 characters (MM/DD/YYYY)</i></p>	<p>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> <p><i>Alphanumeric, 1 character (Y or N)</i></p>	<p>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> <p><i>Alphanumeric, 1 character (Y or N)</i></p>	<p>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> <p><i>Alphanumeric, 1 character (Y or N)</i></p>	<p>Enrollments &gt; State Reporting Fields &gt; 504 Plan</p> <p>Enrollment.section504</p>



<b>Special Ed Category</b>	<p>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.</p> <p><i>Numeric, 8 digits</i></p>	<p>Special Education Summary &gt; State Reporting and Data Entry &gt; Special Ed Category</p> <p>SpecialEDState.specialEdSetting</p>
<b>Occupational Therapy Hours</b>	<p>Number of hours student participated in occupational therapy. Round to 3 decimals.</p> <p><i>Decimal, 8 digits</i></p>	<p>Special Education Summary &gt; State Reporting and Data Entry &gt; Service Information &gt; Occupational Therapy Hours</p> <p>SpecialEDState.occupationalHours</p>
<b>Physical Therapy Hours</b>	<p>Number of hours student participated in physical therapy. Round to 3 decimals.</p> <p><i>Decimal, 8 digits</i></p>	<p>Special Education Summary &gt; State Reporting and Data Entry &gt; Service Information &gt; Physical Therapy Hours</p> <p>SpecialEDState.physicalHours</p>
<b>Psychological Therapy Hours</b>	<p>Number of hours student participated in psychological therapy. Round to 3 decimals.</p> <p><i>Decimal, 8 digits</i></p>	<p>Special Education Summary &gt; State Reporting and Data Entry &gt; Service Information &gt; Psychological Therapy Hours</p> <p>SpecialEDState.psychologicalHours</p>
<b>Counseling Hours</b>	<p>Number of hours student participated in counseling services. Round to 3 decimals.</p> <p><i>Decimal, 8 digits</i></p>	<p>Special Education Summary &gt; State Reporting and Data Entry &gt; Service Information &gt; Counseling Services Hours</p> <p>SpecialEDState.counselingHours</p>
<b>Social Work Hours</b>	<p>Number of hours student participated in social work services. Round to 3 decimals.</p> <p><i>Decimal, 8 digits</i></p>	<p>Special Education Summary &gt; State Reporting and Data Entry &gt; Service Information &gt; Social Work Service Hours</p> <p>SpecialEDState.socialWorkHours</p>
<b>Audiological Therapy Hours</b>	<p>Number of hours student participated in audiological services. Round to 3 decimals.</p> <p><i>Decimal, 8 digits</i></p>	<p>Special Education Summary &gt; State Reporting and Data Entry &gt; Service Information &gt; Audiological Services Hours</p> <p>SpecialEDState.audiologicalHours</p>

<b>Recreational Therapy Hours</b>	<p>Number of hours student participated in recreational therapy. Round to 3 decimals.</p> <p><i>Decimal, 8 digits</i></p>	<p>Special Education Summary &gt; State Reporting and Data Entry &gt; Service Information &gt; Recreational Therapy Hours</p> <p>SpecialEDState.recreationalHours</p>
<b>School Health Hours</b>	<p>Number of hours student participated in school health services. Round to 3 decimals.</p> <p><i>Decimal, 8 digits</i></p>	<p>Special Education Summary &gt; State Reporting and Data Entry &gt; Service Information &gt; School Health Services Hours</p> <p>SpecialEDState.healthHours</p>
<b>Speech Therapy Hours</b>	<p>Number of hours student participated in speech/language therapy. Round to 3 decimals.</p> <p><i>Decimal, 8 digits</i></p>	<p>Special Education Summary &gt; State Reporting and Data Entry &gt; Service Information &gt; Speech Language Therapy Hours</p> <p>SpecialEDState.speechHours</p>
<b>SPED Transportation</b>	<p>Indicates whether the student is receiving transportation assistance.</p> <p><i>Alphanumeric, 1 character (Y/N)</i></p>	<p>Special Education Summary &gt; State Reporting and Data Entry &gt; Service Information &gt; Transportation</p> <p>SpecialEDState.transportation</p>
<b>Other Service Hours</b>	<p>Number of hours the student participated in other services. Round to 3 decimals.</p> <p><i>Decimal, 8 digits</i></p>	<p>Special Education Summary &gt; State Reporting and Data Entry &gt; Service Information &gt; Other Service Hours</p> <p>SpecialEDState.otherHours</p>
<b>SPED Assistive Technology</b>	<p>Indicates whether the student is receiving assistive technology services.</p> <p><i>Alphabetic, 1 character (Y or N)</i></p>	<p>Special Education Summary &gt; State Reporting and Data Entry &gt; Service Information &gt; Assistive Technology</p> <p>SpecialEDState.assistTech</p>
<b>Orientation Mobility Hours</b>	<p>Number of hours the student participated in orientation mobility therapy. Round to 3 decimals.</p> <p><i>Decimal, 8 digits</i></p>	<p>Special Education Summary &gt; State Reporting and Data Entry &gt; Service Information &gt; Orientation Mobility Hours</p> <p>SpecialEDState.orientationHours</p>

<b>ASD Severity Behaviors</b>	<p>Indicates whether the student requires ASD Behavioral support and the level of support required.</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 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> <p>This field is required when Primary Disability = 560: Autism Spectrum Disorder.</p> <p><i>Alphanumeric, 1 character</i></p>	<p>SD Eval &gt; Eligibility Checklist &gt; Autism &gt; Restricted, Repetitive Behavior Severity &gt; ASD Severity Behavior</p> <p>SpecialEDState.asdSeverityBehaviors</p>
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<b>ASD Severity Communication</b>	<p>Indicates whether the student requires ASD Communication support and the level of support required.</p> <ul style="list-style-type: none"> <li>• When a value of 1 is imported, the ASD Communication Behaviors Field is populated with 1: Requiring Support.</li> <li>• When a value of 2 is imported, the ASD Communication Behaviors Field is populated with 2: Requiring Substantial Support.</li> <li>• When a value of 3 is imported, the ASD Communication Behaviors Field is populated with 3: Requiring Very Substantial Support.</li> <li>• When the column is null, no value is imported.</li> </ul> <p>An existing ASD Severity Communication value will be overwritten by the value in the import.</p> <p>This field is required when Primary Disability = 560: Autism Spectrum Disorder.</p> <p><i>Alphanumeric, 1 character</i></p>	<p>SD Eval &gt; Eligibility Checklist &gt; Autism &gt; Social Communication Severity &gt; ASD Severity Communication</p> <p>SpecialEDState.asdSeverityCommunication</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 be unmarked on the enrollment record.</li> <li>• If the field is blank, no action is taken.</li> </ul> <p><i>Alphabetic, 1 character (Y or N)</i></p>	<p>Special Ed Documents &gt; IEP &gt; State/District-Wide Assessment Accommodations &gt; Student will be taking state and district-wide alternate assessments</p> <p>SpecialEDState.alternateAssessment</p>
<b>Special Ed Program</b>	<p>Code indicating the type of special education program in which the student is participating. If the Special Ed Program is entered, the 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> <p><i>Alphabetic, 1 character</i></p>	<p>Special Education Summary &gt; State Reporting and Data Entry &gt; Special Ed Program</p> <p>SpecialEDState.specialEdStatus</p>
<b>Primary Disability</b>	<p>The student's primary disability. If Primary Disability is entered, SPED Start Date must not be empty.</p> <p><i>Alphanumeric, 3 characters</i></p>	<p>Special Education Summary &gt; State Reporting and Data Entry &gt; Primary Disability</p> <p>SpecialEDState.disability1</p>
<b>Multiple Disability 1</b>	<p>The student's disability, in addition to the Primary Disability.</p> <p><i>Alphanumeric, 3 characters</i></p>	<p>Special Education Summary &gt; State Reporting and Data Entry &gt; Multiple Disability 2</p> <p>SpecialEDState.disability2</p>

<b>Multiple Disability 2</b>	<p>Student's disability in addition to Primary Disability.</p> <p><i>Alphanumeric, 3 characters</i></p>	<p>Special Education Summary &gt; State Reporting and Data Entry &gt; Multiple Disability 2</p> <p>SpecialEDState.disability3</p>
<b>Multiple Disability 3</b>	<p>The student's disability, in addition to the Primary Disability.</p> <p><i>Alphanumeric, 3 characters</i></p>	<p>Special Education Summary &gt; State Reporting and Data Entry &gt; Multiple Disability 3</p> <p>SpecialEDState.disability4</p>
<b>Multiple Disability 4</b>	<p>The student's disability, in addition to the Primary Disability.</p> <p><i>Alphanumeric, 3 characters</i></p>	<p>Special Education Summary &gt; State Reporting and Data Entry &gt; Multiple Disability 3</p> <p>SpecialEDState.disability4</p>
<b>Multiple Disability 5</b>	<p>The student's disability, in addition to the Primary Disability.</p> <p><i>Alphanumeric, 3 characters</i></p>	<p>Special Education Summary &gt; State Reporting and Data Entry &gt; Multiple Disability 3</p> <p>SpecialEDState.disability4</p>
<b>SPED Start Date</b>	<p>Beginning date of Special Education program participation.</p> <p><i>Date field, 10 characters (MM/DD/YYYY)</i></p>	<p>Special Ed Documents &gt; IEP &gt; Plan Information &gt; Effective Date</p> <p>SpecialEdState.spedStartDate</p>
<b>SPED End Date</b>	<p>Ending date of Special Education program participation.</p> <p><i>Date field, 10 characters (MM/DD/YYYY)</i></p>	<p>Special Ed Documents &gt; IEP &gt; Plan Information &gt; End Date</p> <p>SpecialEDState.endDate</p>
<b>SPED Exit Code</b>	<p>Exit code attached to the end 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><i>Numeric, 10 digits</i></p>	<p>Special Ed Documents &gt; IEP &gt; Plan Information &gt; Exit Code</p> <p>SpecialEDState.spedExitReason</p>

<b>Days Absent</b>	<p>Number of days the student was absent.</p> <p><i>Decimal, 8 digits</i></p>	<p>Enrollments &gt; State Reporting Fields &gt; Absent Days</p>
<b>Title 1 Status</b>	<p>Indicates whether the student is participating in Title 1 services.</p> <p><i>Alphabetic, 1 character (Y or N)</i></p>	<p>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> <p><i>Numeric, 1 digit</i></p>	<p>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> <p><i>Numeric, 2 digits</i></p>	<p>Enrollments &gt; State Reporting Fields &gt; Transportation Category</p> <p>Enrollment.transportation</p>
<b>Homeless</b>	<p>Indicates the student's homeless status. If a student was homeless at any point during the school year, the field should remain populated even if the 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> <p><i>Alphanumeric, 1 character</i></p>	<p>Homeless &gt; Primary Nighttime Residence</p> <p>Homeless. primaryNight TimeResidence</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 updated to the value in the import file if the Homeless Primary Night Time Residence matches the value in the State Edition.</li> <li>A new Homeless record is created if the Start Date in the import file differs from the one in the State Edition, and the Homeless Primary Night Time Residence differs. <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 the 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><i>Date field, 10 characters (MM/DD/YYYY)</i></p>	<p>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. 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 records exist and Unaccompanied Youth = Yes, a Homeless record will be created with a Start Date = Enrollment Start Date.</li> <li>• If Campus shows Yes for the student and the import file shows No, the field will remain Yes in Campus.</li> </ul> <p><i>Alphanumeric, 3 characters</i></p>	<p>Homeless &gt; Unaccompanied Youth</p> <p>Homeless. unaccompaniedYouth</p>
<b>Title 1 Math</b>	<p>Indicates student's participation in Title 1 Math program.</p> <p><i>Alphabetic, 1 character (Y or N)</i></p>	<p>Enrollments &gt; State Reporting Fields &gt; Title 1 Math</p> <p>EnrollmentSD.title1Math</p>
<b>Title 1 Reading</b>	<p>Indicates student's participation in Title 1 Reading program.</p> <p><i>Alphabetic, 1 character (Y or N)</i></p>	<p>Enrollments &gt; State Reporting Fields &gt; Title 1 Reading</p> <p>EnrollmentSD.title1Reading</p>
<b>Title 1 Science</b>	<p>Indicates student's participation in Title 1 Science program.</p> <p><i>Alphabetic, 1 character (Y or N)</i></p>	<p>Enrollments &gt; State Reporting Fields &gt; Title 1 Science</p> <p>EnrollmentSD.title1Science</p>
<b>Title 1 Social Science</b>	<p>Indicates student's participation in Title 1 Social Science program.</p> <p><i>Alphabetic, 1 character (Y or N)</i></p>	<p>Enrollments &gt; State Reporting Fields &gt; Title 1 Social Science</p> <p>EnrollmentSD.title1SocialScience</p>

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

<b>Date Entered 9th Grade</b>	<p>Indicates the date in which the student entered 9th grade. 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 the date on the file is blank or does not match the date on the Graduation tab, do not overwrite the Graduation tab Date First Entered the 9th Grade date, if present.</li> <li>• NGA Cohort End Year will be calculated: When the 9th grade date is from June to December, add 4 years. When January through May, add 3 years</li> <li>• NCLB Cohort End Year calculation: When the 9th grade date is from June to December, add 4 years. When January through may, add 3 years</li> </ul> <p><i>Date field, 10 characters (MM/DD/YYYY)</i></p>	<p>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><i>Alphanumeric, 2 characters</i></p>	<p>Graduation &gt; Diploma Type</p> <p>Graduation.diplomaType</p>
<b>Diploma Date</b>	<p>The date the student received</p> <p><i>Date field, 10 characters (MM/DD/YYYY)</i></p>	<p>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. 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> <p><i>Alphanumeric, 2 characters</i></p>	<p>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> <p><i>Alphanumeric, 1 character (Y or N)</i></p>	<p>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> <p><i>Alphanumeric, 1 character (Y or N)</i></p>	<p>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> <p><i>Alphanumeric, 1 character (Y or N)</i></p>	<p>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><i>Alphanumeric, 1 character</i></p>	<p>Enrollments &gt; State Reporting Fields &gt; Student of Active Military Parent</p> <p>Enrollment. studentOfActive MilitaryParent</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><i>Alphabetic, 3 character (Yes or No)</i></p>	<p>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 GPA value has more than 4 decimal places, it is truncated to 4 decimal places on the right.</li> <li>• If the value has fewer than 4 decimal places, zeros are added to the far right to a length of 4 decimal places</li> </ul> <p><i>Numeric, 5 digits (X.XXXX)</i></p>	<p>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><i>Alphanumeric, 1 character (Y or N)</i></p>	<p>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><i>Date field, 4 characters (YYYY)</i></p>	<p>School Year Setup &gt; End Year</p> <p>Calendar.endYear</p>

## Important Fields to Note

In preparation for future importing and state reporting requirements, you should be aware of and begin using ASD Severity Behavior Level and ASD Severity Communication Level fields (Special Education Summary > Evaluation Information Fields)

See the [Special Ed Summary](#) article for more information about these fields.

