

### **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
Validate and Test	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.
Load Partial	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.  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.  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.  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.  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.
Load Complete	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.  This removes all existing data.
	This removes all existing data.

### **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
             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
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 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
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



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Year	The end year of the calendar.	School Year Setup > End Year	
	Date field, 4 characters (YYYY)	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 > Calendar ID  Calendar.number	
Calendar Type	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.  Alphanumeric, 1 character	Calendar Information > Type  Calendar.type	
Student Day	The number of minutes of instruction in the typical student day.  Numeric, 3 digits	Calendar Information > Calendar  Calendar. studentDay	
4 Day School Week	Indicates a 4 Day School Week.  Alphanumeric, 1 character (Y or N)	Calendar Information > 4 Day School Week Calendar.alternativeCode	
Virtual	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.  Alphanumeric, 1 character (Y or N)	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 then 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.

<b>Element Name</b>	Description	Location	
Record Type	Type of record being generated. In this case, always a value of "DY".  Alphabetic, 2 characters	Not dynamically 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>i.e.</i> for 2006-2007 = 2007).  Calendar.endYear  Date field, 4 characters (YYYY)		
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	
Instructional Day	Indicates whether instruction was given to students on this date.  Calendar Information > E Instruction  Alphabetic, 2 characters (Y or N)  Day.instruction		
School Day	Indicates if the school was open on this date ( <i>i.e.</i> teacher in-service day will have Instruction = N and School Day = Y).  Alphabetic, 2 characters (Y or N)	Day Setup > School Day  Day.schoolDay	



Attendance Day	Indicates if there is attendance for this day.  Alphabetic, 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 1	.20 2007	1 04/25/2	2007Y	Y	Y 36	0			
DY	63	120	2007	1	04/26/2007	Υ	Υ	Υ	360
DY	63	120	2007	1	04/27/2007	N	Υ	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



<b>Element Name</b>	Description	Location
Record Type	The type of record being generated. In this case, always the value of "SD" for student demographics.  Alphabetic, 2 characters	Not dynamically stored
District Number	State-assigned district identification	District Information > District
	number.	Number
	Numeric, 5 digits	District.number
State ID	State identification number assigned to students.	Demographics > Person Identifiers > Student State ID
	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.	Person. studentNumber
	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.	
	Numeric, 9 digits	
Last Name	Student's legal last name	Demographics > Last Name
	Alphanumeric, 40 characters	Identity.lastName
First Name	Student's legal first name	Demographics > First Name
	Alphanumeric, 35 characters	Identity.firstName
Middle Name	Student's legal middle name.	Demographics > Middle Name
	Alphanumeric, 20 characters	Identity.middleName
Suffix	Suffix attached to student's legal name. Accepts Jr. and SR. with or without punctuation.	Demographics > Suffix Identity.suffix
	Alphanumeric, 3 characters	
Gender	Student's gender	Demographics > Gender
	Alphabetic, 1 character (M or F)	Person.gender



Birth Date	Student's date of birth	Domographics > Pirth Date
Birtii Date	Student's date of birth	Demographics > Birth Date
	Date field, 10 characters (MM/DD/YYYY)	Identity.birthDate
Race Determination	Code indicating how student race was determined.	Demographics > Race Determination
	Valid options include:  • 01: Parent Identified  • 02: Self Identified  • 03: Observer Determined  • 04: Unknown  Numeric, 2 digits	IdentitraceEthnicityDetermination
Hispanic Indicator	Indicates if student is Hispanic/Latino.  Numeric, 1 digit	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)	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
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 IdentitraceEthnicity
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



Primary Address	The reporting student's primary home address.  • Data is imported to Demographics > Personal Contact Information > Address Line 1 on the StudentContacts table.  • If Address Line 1 is blank on import file, existing Address Line 1 data is not set to null.  Alphanumeric, 50 characters (Allow leading zeros)	Membership in Households > Address  StudentContacts.address
City	<ul> <li>The city the student resides in.</li> <li>Data is imported to Demographics &gt; Personal Contact Information &gt; City on the StudentContacts table.</li> <li>If City is blank on import file, existing City data is not set to null.</li> </ul> Alphanumeric, 20 characters	Membership in Households > City StudentContacts.city
State	The state the student resides in.  Data is imported to Demographics > Personal Contact Information > State on the StudentContacts table and imports the state code to the drop list.  If State is blank on import file, existing State data is not set to null  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  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.  Alphanumeric, 2 characters	Membership in Households > State  StudentContacts. state



Zip Code	<ul> <li>The zip code the student resides in.</li> <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</li> </ul>	Membership in Households > Zip Code StudentContacts. zip
	If Zip Code field is blank in import file, do not null out existing data.  Numeric, 10 digits	
	. 5	

#### **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
Record Type	2	"HD"	Always the value "HD"
Date	10	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"

### **Enrollment Record**

Name	Description	Location
District Number	State-assigned district identification number.  Number, 5 digits Zero padding required.	District Information > District Number  District.number
School Number	State-assigned school identification number.  Number, 2 digits Zero padding required.	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
District Code	The district associated with the enrollment record.  • 10: Public Schools  • 20: Non-Public Schools  • 30: BIA Schools  • 40: Coops  • 50: Correctional Facilities  • 60: State Special Populations  • 70: Community Based Providers  • 80: Special Populations  • 90: Alternative  Number, 2 digits	District Information > District Code  District.districtCode
First Name	Student's legal first name.	Demographics > First Name
	Alphanumeric, 35 characters	Identity.firstName



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



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.  • P: Primary  • S: Partial  • N: Special Ed Services  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 > State Reporting Fields > Percent Enrolled  Enrollment.percentEnrolled
Start Status	The reason for the student's entry into the school.  Numeric, 2 digits	Enrollments > General Enrollment Information > Start Status Enrollment.startStatus
End Status	Reason student enrollment was ended. If Enrollment End Date is supplied, an End Status must be entered. See options in the South Dakota Enrollments article.  Numeric, 2 digits	Enrollments > End Status  Enrollment.endStatus
County Number	State defined county number or code.  Numeric, 2 digits	Enrollments > County  County.number
Enrollment Status	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.  Alphanumeric, 1 character	Enrollments > State Reporting Fields > Enrollment Status  EnrollmentSD. enrollmentStatus



EL	Indicates student is participating in English Learner programming.  If EL Program Status = Y, an EL Status of 'EL' is imported.  This field will not import if the District Code field = 30 or blank.  Alphabetic, 1 character (Y or N)	English Learners (EL) > Program Status  LEP.programStatus
Primary Language	Primary language the student speaks. Import logic is as follows:  Import to the Home Primary Language field when LEP is Y, N or Blank  Import to the Home Primary Language field when LEP Date is populated or blank.  Import to the Home Primary Language field when the student's Home Primary Language field is currently null or populated.  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.  Alphanumeric, 3 characters	Identities > Home Primary Language Enrollment.language
EL Date	The date on which the student began participation in the English Learner program.  If the EL column reports a value of Y, this field will report the Identified Date.  This field will not import if the District Code field = 30 or blank.  Date field, 10 characters (MM/DD/YYYY)	English Learners (EL) > EL Services > Start Date  LEP.startDate



EL Service Type	When this field is populated with an EL state code, create an EL services record on the EL Services screen  • Populate Service Type with code in this field  • Do not create a record when district code = 30  • Do not create a record when EL record exists for the student with the same EL state service code and service start date	English Learners (EL) > EL Services > Service Type  ELService.type
EL Service Start Date	Import this start date as the start date from the EL Service record created when importing the EL Service Type value.  Date field, 10 characters (MM/DD/YYYY)	English Learners (EL) > EL Services > Start Date  ELService.startDate
Gifted	Indicates if the student is considered gifted.  Alphanumeric, 1 character (Y or N)	Enrollments > State Reporting Fields > Gifted  Enrollment.giftedTalented
Documented Hearing Loss	Indicates if the student has documented hearing loss.  • Report 'Y' if the Documented Hearing Loss checkbox is marked on a student's enrollment record.  • Otherwise, report 'N'  Alphanumeric, 1 character (Y or N)	Enrollments > State Reporting Fields > Documented Hearing Loss  Enrollment.hearingLoss
504 Plan	Indicates if the student has a 504 Plan.  Alphanumeric, 1 character (Y or N)	Enrollments > State Reporting Fields > 504 Plan Enrollment.section504



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



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



#### ASD Severity Behaviors

Indicates if the student requires ASD Behavioral support and the severity level of this support.

- When a value of 1 is imported, a value of 1: Requiring Support is populated for the ASD Severity Behaviors Field.
- When a value of 2 is imported, a value of 2: Requiring Substantial Support is populated for the ASD Severity Behaviors Field.
- When a value of 3 is imported, a value of 3: Requiring Very Substantial Support is populated for the ASD Severity Behaviors Field.
- If the column is null, no value is imported.
- An existing ASD Severity
   Behavior value will be
   overwritten by the value in the import.

This field is required when Primary Disability = 560: Autism Spectrum Disorder.

Alphanumeric, 1 character

SD Eval > Eligibility Checklist > Autism > Restricted, Repetitive Behavior Severity > ASD Severity Behavior

SpecialEDState.asdSeverityBehaviors



### ASD Severity Communication

Indicates if the student requires ASD Communication support and the severity level of this support.

- When a value of 1 is imported, a value of 1: Requiring Support is populated for the ASD Communication Behaviors Field.
- When a value of 2 is imported, a value of 2: Requiring Substantial Support is populated for the ASD Communication Behaviors Field.
- When a value of 3 is imported, a value of 3: Requiring Very Substantial Support is populated for the ASD Communication Behaviors Field.
- If the column is null, no value is imported.

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An existing ASD Severity Communication value will be overwritten by the value in the import.

This field is required when Primary Disability = 560: Autism Spectrum Disorder. *Alphanumeric*, 1 character

SD Eval > Eligibility Checklist > Autism > Social Communication Severity > ASD Severity Communication

SpecialEDState.asdSeverityCommunication



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Participates in Alt Assessment	Indicates if the student participates in alternative assessment.  • When a value of Y is imported, the Participates in Alt Assessment checkbox will be marked on the enrollment record.  • When a value of N is imported, the Participates in Alt Assessment checkbox will unmarked on the enrollment record.  • If field is blank, no action is taken.  Alphabetic, 1 character (Y or N)	Special Ed Documents > IEP > State/District-Wide Assessment Accommodations > Student will be taking state and district-wide alternate assessments  SpecialEDState.alternateAssessment
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.  • A: Mild to Moderate Disabilities  • B: Severe Disabilities  • C: Speech Only  • D: Early Childhood  • E: Day Program  • F: Residential Program  • G: Homebound Program	Special Education Summary > State Reporting and Data Entry > Special Ed Program  SpecialEDState.specialEdStatus
Primary Disability	Student's primary disability. If Primary Disability is entered, SPED Start Date must not be empty.  Alphanumeric, 3 characters	Special Education Summary > State Reporting and Data Entry > Primary Disability  SpecialEDState.disability1
Multiple Disability 1	Student's disability in addition to Primary Disability.  Alphanumeric, 3 characters	Special Education Summary > State Reporting and Data Entry > Multiple Disability 2  SpecialEDState.disability2



Multiple Disability 2	Student's disability in addition to Primary Disability.  Alphanumeric, 3 characters	Special Education Summary > State Reporting and Data Entry > Multiple Disability 2  SpecialEDState.disability3
Multiple Disability 3	Student's disability in addition to Primary Disability.  Alphanumeric, 3 characters	Special Education Summary > State Reporting and Data Entry > Multiple Disability 3  SpecialEDState.disability4
Multiple Disability 4	Student's disability in addition to Primary Disability.  Alphanumeric, 3 characters	Special Education Summary > State Reporting and Data Entry > Multiple Disability 3  SpecialEDState.disability4
Multiple Disability 5	Student's disability in addition to Primary Disability.  Alphanumeric, 3 characters	Special Education Summary > State Reporting and Data Entry > Multiple Disability 3  SpecialEDState.disability4
SPED Start Date	Beginning date of Special Education program participation.  Date field, 10 characters (MM/DD/YYYY)	Special Ed Documents > IEP > Plan Information > Effective Date  SpecialEdState.spedStartDate
SPED End Date	Ending date of Special Education program participation.  Date field, 10 characters (MM/DD/YYYY)	Special Ed Documents > IEP > Plan Information > End Date  SpecialEDState.endDate
SPED Exit Code	Exit code attached to the ending of the student's special education participation.  Special Ed Exit Code is required when the Special Ed End Date is not null.  Numeric, 10 digits	Special Ed Documents > IEP > Plan Information > Exit Code SpecialEDState.spedExitReason



Days Absent	Number of days student was absent.	Enrollments > State Reporting Fields > Absent Days
	Decimal, 8 digits	Calculated, not dynamically stored
Title 1 Status	Indicates whether student is participating in title 1 services.	Enrollments > State Reporting Fields > Title 1
	Alphabetic, 1 character (Y or N)	Enrollment.title1
Citizenship	Code indicating student's citizenship status.  • 1: US Citizen  • 2: Foreign Exchange Student  • 3: Immigrant or Refugee	Enrollments > State Reporting Fields > Citizenship  Enrollment.citizenship
	Numeric, 1 digits	
Transportation	Indication of transportation assistance provided to the student, if applicable.  • 01: Student Not Transported  • 02: Student Transported on District-Owned Buses  • 03: Student Transported on Contracted Buses  • 04: Mileage Paid in Lieu of Transportation  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.  • D: Doubled Up/Sharing Housing • E: Emergency/Transitional Shelter • H: Hotels/Motels • U: Unsheltered  Alphanumeric, 1 character	Homeless > Primary Nighttime Residence  Homeless. primaryNight TimeResidence



## Homeless Start Date

The first day the student was identified as homeless.

- Existing Start Date values
   will be changed to the value
   in the import file if the
   Homeless Primary Night
   Time Residence is the same
   as the value existing at the
   State Edition.
- A new Homeless record is created if the Start Date is different in the import file than what exists at the State Edition and the Homeless Primary Night Time Residence is different.
  - The current Homeless record is end dated with the day before the new record's start date.
- If Start Date already exists within Campus and the import file contains a null Homeless Start Date, the existing value remains within Campus.
- If the Homeless field is blank but Homeless Start Date contains a value, an error will report.
- If the Homeless field is blank, the Homeless State Date will not report and display an error.

Date field, 10 characters (MM/DD/YYYY)

Homeless > Start Date

Homeless.startDate



Unaccompanied	Indicates the student is not in	Homeless > Unaccompanied Youth
Youth	the presence of a parent,	Tromeress > onaccompanies routh
	guardian or legal status	Homeless.
	identified by the court system.	unaccompaniedYouth
	Accepted values are as follows:	
	• Yes	
	• No	
	• <b>null</b> = reports as blank	
	The most recent Homeless	
	record is reported.F	
	<ul> <li>If no Homeless record ists</li> </ul>	
	and Unaccompanied Youth	
	= Yes, a Homeless record	
	will be created with a Start	
	Date = Enrollment Start	
	Date.  • If Campus has a value of	
	Yes for the student and the	
	import file has a value of	
	No, the field will remain Yes	
	within Campus.	
	Alphanumeric, 3 characters	
Title 1 Math	Indicates student's participation	Enrollments > State Reporting Fields >
	in Title 1 Math program.	Title 1 Math
	Alphabetic, 1 character (Y or N)	EnrollmentSD.title1Math
Title 1 Decding		
Title 1 Reading	Indicates student's participation in Title 1 Reading program.	Enrollments > State Reporting Fields > Title 1 Reading
	in file I Reading program.	Title 1 Reading
		EnrollmentSD.title1Reading
	Alphabetic, 1 character (Y or N)	
Title 1 Science	Indicates student's participation	Enrollments > State Reporting Fields >
Title 1 Science	in Title 1 Science program.	Title 1 Science
	The I selence program.	THE I SCIENCE
		EnrollmentSD.title1Science
	Alphabetic, 1 character (Y or N)	
Title 1 Social	Indicates student's participation	Enrollments > State Reporting Fields >
Science	in Title 1 Social Science program.	Title 1 Social Science
	The Local Science program	
		EnrollmentSD.title1SocialScience
	Alphabetic, 1 character (Y or N)	



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
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
Date Entered US Schools	The date the student enrolled in a US school.  Date field, 10 characters (MM/DD/YYYY)	Demographics > Data Entered US Schools  Identity. dateEnteredUSschool



Date Entered 9th Grade	Indicates the date in which the student entered 9th grade. Data is imported into the student's Graduation > Date First Entered the 9th Grade field.  • If date on the file is blank or does not match date on the Graduation tab, do not overwrite Graduation tab Date First Entered the 9th Grade date, if present.  • NGA Cohort End Year will be calculated: When 9th grade date is from June - December, add 4 years. When January through may, add 3 years  • NCLB Cohort End Year calculate: When 9th grade date is from June - December, add 4 years. When January through may, add 3 years  Date field, 10 characters (MM/DD/YYYY)	Graduation > Date First Entered the 9th Grade  Graduation.grade9Date
Diploma Type	The student's graduation diploma type.  Reporting values are as follows:  • 1: Regular Diploma  Alphanumeric, 2 characters	Graduation > Diploma Type  Graduation. diplomaType
Diploma Date	The date the student received  Date field, 10 characters (MM/DD/YYYY)	Graduation > Diploma Date  Graduation. diplomaDate



#### **Diploma Period**

Indicates when the diploma was issued.

Reported values are as follows:

EA: EarlySP: SpringSU: Summer

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.

Alphanumeric, 2 characters

#### Graduation > Diploma Period

Graduation. diplomaPeriod

# Graduation Endorsement 1

Indicates if the student has a Graduation Endorsement of 'Advanced Endorsement'.

- When (field 73)
   Endorsements = Y, a value of 1: Advanced
   Endorsement will import into the Graduation tab
   Endorsements area.
- If this field = N and the student has 1: Advanced Endorsement on their state Graduation tab, logic will remove the 1: Advanced Endorsement.
- If this field is blank, logic will do nothing.

Alphanumeric, 1 character (Y or N)

Graduation > Endorsements

GraduationSealstateSeal



#### Graduation **Endorsement 2**

Indicates if the student has a Graduation Endorsement of 'Advanced Career Endorsement'.

- When (field 74) Endorsements = Y, a value of 2: Advanced Career Endorsement will import to the Graduation tab Endorsements area.
- 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.
- If this field is blank, logic will do nothing.

Alphanumeric, 1 character (Y or N)

Graduation > Endorsements

GraduationSeal.stateSeal

#### Graduation **Endorsement 3**

Indicates if the student has a Graduation Endorsement of 'Advanced Honors Endorsement'. GraduationSeal.stateSeal

- When (field 75) Endorsements = Y, a value of 3: Advanced Honors Endorsement will import to the Graduation tab Endorsements area.
- 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.
- If this field is blank, logic will do nothing.

Alphanumeric, 1 character (Y or N)

Graduation > Endorsements



Student of Active Military Parent	Indicates the student has a parent who is actively in the military.  1. When field = N or blank, the Student of Active Military Parent checkbox is not checked.  2. When field = Y, the Student	Enrollments > State Reporting Fields > Student of Active Military Parent  Enrollment. studentOfActive MilitaryParent
	of Active Military Parent checkbox is checked.  1. If the Student of Active Military Parent checkbox is currently checked and the import file = N, the checkbox will remained checked on the student's enrollment record.  2. If the Student of Active Military Parent checkbox is currently checked and the import file = blank, the checkbox will remained checked on the student's enrollment record.  Alphanumeric, 1 character	
Student Directory Information	Indicates whether or not the school is allowed to share information about the student with non school entities.  Alphabetic, 3 character (Yes or No)	Enrollments > State Reporting Fields > Student Directory Info 7-12 ONLY  EnrollmentSD. doNotShare



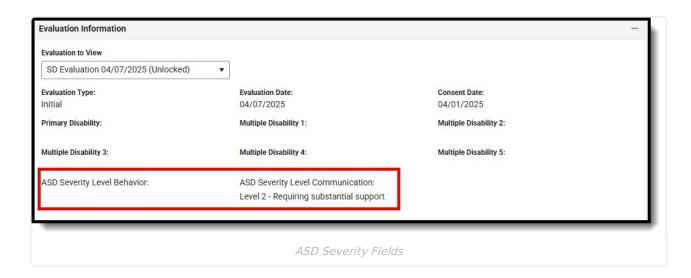
Student GPA	<ul> <li>The student's GPA</li> <li>Only records for students in State Grade Levels 9-12 are imported.</li> <li>If the value has more than 4 decimal places, the GPA value is truncated on the far right of the decimal to a length of 4.</li> <li>If the value has less than 4 decimal places, zeros are added to the far right to a length of 4 decimal places</li> </ul> Numeric, 5 digits (X.XXXX)	Enrollments > State Reporting Fields > GPA  EnrollmentSD.gpa
Participates in After School Prg	Indicates if the student participates in an after school program.  • Report Y, if the student participates in an after school activity.  • If not report N  Alphanumeric, 1 character (Y or N)	Enrollments > State Reporting Fields > Participates in After School Prg  Enrollment.afterSchoolProgram
Year	The end year of the enrollment (i.e. for SY2006-2007 = 2007).  Date field, 4 characters (YYYY)	School Year Setup > End Year  Calendar.endYear

### **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 <u>Special Ed Summary</u> article for more information about these fields.





Begin using the Endorsement field found in the Graduation Endorsements section of the Graduation tool (Graduation > Graduation Endorsements).

See the **Graduation** (South Dakota) article for more information.

