Upload Wizard (South Dakota) [.2223 - .2239]

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Understanding the Upload Wizard | File Specifications | School Calendar Upload Specifications | School Days Upload Specifications | Student Demographic Upload Specifications | Enrollment Upload Specifications | Important Fields to Note

PATH: *SD State Reporting > Upload Wizard*

Search Term: *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.
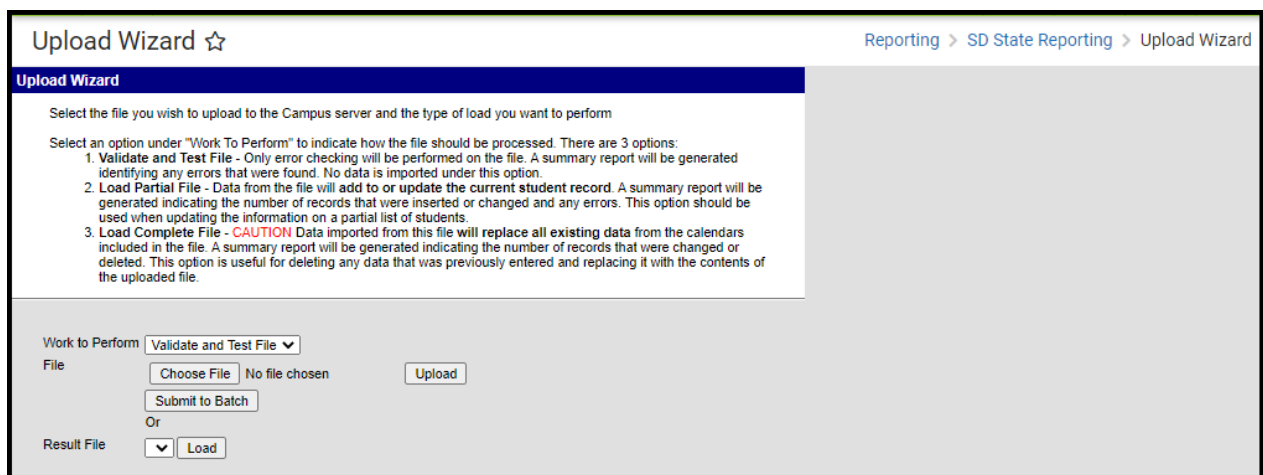

Image 1: South Dakota Upload Wizard

To use the tool, users must have tool rights to Upload Wizard tool. Users must have their user account 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 setup within the SD State Edition user interface. If this is not done, an error message will be displayed when an upload is attempted.

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 will display when an upload is attempted.

Understanding the Upload Wizard

The Upload Wizard provides three actions that can be selected:

Action	Description
Validate and Test	In this mode the file will be 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 will be matched to existing SPED data within the enrollment based on the Special Ed Start Date field. If a SPED record with that start date cannot be found, a new record is created with that Special Ed start 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 will remove all existing data.

Uploading 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 will be processed and a verification of the upload will be 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
```

Image 2: Upload Confirmation

Not all fields are automatically overwritten at the state level. When **Homeless**, **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	Type, Format and Length	Campus UI and Database Location
Record Type	Type of record being generated.	Alphabetic, 2 characters Always the value of "SS"	Not dynamically stored Not dynamically stored

District Number	State-assigned district identification number.	Numeric, 5 digits	District.number System Administration > Resources > District Information > District Number
School Number	State-assigned school identification number.	Numeric, 2 digits	School.number System Administration > Resources > School > State School Number
Year	The end year of the calendar (*i.e.* for 2006-2007 = 2007).	Date field, 4 characters YYYY	Calendar. endYear System Administration > Calendar > Calendar > Calendar Info > End Date
Calendar Number	Number assigned to the calendar. Needs to match calendar number in associated SD-Extract-School Calendar file.	Numeric, 3 digits	Calendar.number System Administration > Calendar > Calendar > Calendar ID
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. See the School Calendar Extract article for a list of options.	Alphanumeric, 1 character	Calendar.type System Administration > Calendar > Calendar > Type
Student Day	The number of minutes of instruction in the typical student day.	Numeric, 3 digits	Calendar. studentDay System Administration > Calendar > Calendar

4 Day School Week	Indicates a 4 Day School Week.	Alphanumeric, 1 character Y or N	Calendar. alternativeCode System Administration > Calendar > Calendar
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.virtual System Administration > Calendar > 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.

Element Name	Description	Type, Format and Length	Campus UI and Database Location
Record Type	Type of record being generated. In this case, always a value of "DY".	Alphabetic, 2 characters DY	Not dynamically stored
District Number	State-assigned district identification number.	Numeric, 5 digits	System Administration > Resources > District Information > District Number District.number
School Number	State assigned school identification number	Numeric, 2 digits	System Administration > Resources > District Information > State School Number School.number

Year	The end year of the calendar (*i.e.* for 2006-2007 = 2007).	Date field, 4 characters YYYY	System Administration > Calendar > Calendar > Calendar Info Calendar.endYear
Calendar Number	Number assigned to the calendar. Needs to match calendar number in associated SD-Extract-School Calendar file.	Numeric, 3 digits	System Administration > Calendar > Calendar > Number Calendar.number
Date	A day record for each day in the calendar	Date field, 10 characters MM/DD/YYYY	System Administration > Calendar > calendar > Days > Date Day.date
Instructional Day	Indicates whether instruction was given to students on this date.	Alphabetic, 2 characters Y or N	System Administration > Calendar > Calendar > Days > Instruction Day.instruction
School Day	Indicates if the school was open on this date (*i.e.* teacher in-service day will have Instruction = N and School Day = Y).	Alphabetic, 2 characters Y or N	System Administration > Calendar > Calendar > Days > School Day Day.schoolDay
Attendance Day	Indicates if there is attendance for this day.	Alphabetic, 2 characters Y or N	System Administration > Calendar > Calendar > Days > Attendance Day.attendance
Day Duration	Number of minutes of instruction offered on this day.	Numeric, 3 digits	System Administration > Calendar > Calendar > Days > Duration Day.duration

Example Records:

The week of April 22, 2007 to April 28, 2007 has instruction starting Monday and continuing through Thursday, with a teacher in-service day on Friday; its records would look like:

DY 63 2007 1 04/22/2007 N N N 0

DY 63 2007 1 04/23/2007 Y Y Y 360

DY 63 120 2007 1 04/24/2007 Y Y Y 360

```
DY 63 120 2007 1 04/25/2007Y          Y          Y          360

DY      63      120     2007    1       04/26/2007    Y          Y          Y          360

DY      63      120     2007    1       04/27/2007    N          Y          N          0

DY      63      120     2007    1       04/28/2007    N          N          N          0
```

Student Demographic 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	Type, Format and Length	Campus UI and Database Location
Record Type	The type of record being generated. In this case, always the value of "SD" for student demographics.	Alphabetic, 2 characters SD	Not dynamically stored
District Number	State-assigned district identification number.	Numeric, 5 digits	System Administration > Resources > District Information > District Number District.number

State ID	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.	Numeric, 9 digits	Census > People > Demographics > Person Identifiers > Student State ID Person. studentNumber
Last Name	Student's legal last name	Alphanumeric, 40 characters	Census > People > Demographics > Last Name Identity.lastName
First Name	Student's legal first name	Alphanumeric, 35 characters	Census > People > Demographics > First Name Identity.firstName
Middle Name	Student's legal middle name.	Alphanumeric, 20 characters	Census > People > Demographics > Middle Name Identity.middleName
Suffix	Suffix attached to student's legal name. Accepts Jr. and SR. with or without punctuation.	Alphanumeric, 3 characters	Census > People > Demographics > Suffix Identity.suffix
Gender	Student's gender	Alphabetic, 1 cahracter M or F	Census > People > Demographics > Gender Person.gender
Birth Date	Student's date of birth	Date field, 10 characters MM/DD/YYYY	Census > People > Demographics > Birth Date Identity.birthDate

Race Determination	Code indicating how student race was determined. Valid options include: • 01: Parent Identified • 02: Self Identified • 03: Observer Determined • 04: Unknown	Numeric, 2 digits	Census > People > Demographics > Race Determination Identity. raceEthnicityDetermination
Hispanic Indicator	Indicates if student is Hispanic/Latino.	Numeric, 1 digits	Census > People > Demographics > Race/Ethnicity > Edit > Is the individual Hispanic/Latino? Identity. hispanicEthnicity
American Indian or Alaska Native	Indicates if student is American Indian or Alaska native.	Alphanumeric, 1 digit Y or N	Census > People > Demographics > Race/Ethnicity > American Indian or Alaska Native Identity. raceEthnicity
Asian	Indicates if student is Asian	Alphanumeric, 1 digit Y or N	Census > People > Demographics > Race/Ethnicity > Asian Identity. raceEthnicity
Black or African American	Indicates if student is Black or African American	Alphanumeric, 1 digit Y or N	Census > People > Demographics > Race/Ethnicity > Black or African American Identity. raceEthnicity
Native Hawaiian or Other Pacific Islander	Indicates if student is Native Hawaiian or Other Pacific Islander.	Alphanumeric, 1 digit Y or N	Census > People > Demographics > Race/Ethnicity >Native Hawaiian or Other Pacific Islander Identity. raceEthnicity

White	Indicates if student is White	Alphanumeric, 1 digit Y or N	Census > People > 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	Census > People > Households > Address StudentContacts. address
City	The city the student resides in. • Data is imported to Demographics > Personal Contact Information > City on the StudentContacts table. • If City is blank on import file, existing City data is not set to null	Alphanumeric, 20 characters	Census > People > Households > City StudentContacts.city

State	The state the student resides in.	Alpha, 2 characters	Census > People > Households > State
	• Data is imported to Demographics > Personal Contact Information > State on the StudentContacts table and imports the state code to the drop list.		StudentContacts. state
	• 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		
Zip Code	The zip code the student resides in.	Numeric, 10 digits	Census > People > Households > Zip Code
	• Data is imported to Demographics > Personal Contact Information > Zip code on the StudentContacts table.		StudentContacts. zip
	• 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		
	• Import the numbers after the dash to the right justified Zip text box		
	• If more than 5 numbers and no dash, import digits to the right justified Zip text box		
	• If Zip Code field is blank in import file, do not null out existing data		

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	Type, Format and Length	Campus UI and Database Location
District Number	State-assigned district identification number.	Number, 5 digits Zero padding required.	System Administration > Resources > District Information > District Number District.number

School Number	State-assigned school identification number.	Number, 2 digits Zero padding required.	System Administration > Resources > School > 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	System Administration > Calendar > Calendar > 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	System Administration > Resources > District Information > District Code District.districtCode
First Name	Student's legal first name.	Alphanumeric, 35 characters	Census > People > Demographics > First Name Identity.firstName
Middle Name	Student's legal middle name.	Alphanumeric, 20 characters	Census > People > Demographics > Middle Name Identity.middleName
Last Name	Student's legal last name.	Alphanumeric, 40 characters	Census > People > Demographics > Last Name Identity.lastName
Birth date	Student's date of birth.	Date field, 10 characters MM/DD/YYYY	Census > People > Demographics > Birth Date Identity.birthdate
Gender	Student's gender.	Alphabetic, 1 character M or F	Census > People > Demographics > Gender Person.gender

State ID Number	Student's state ID number.	Numeric, 9 digits	Census > People > Demographics > Person Identifiers > Student State ID Person.studentNumber
Social Security Number	Student's Social Security number.	Numeric, 9 digits	Census > People > Demographics > Social Security Number Student.ssn
Grade Level	Student grade level	Alphanumeric, 2 characters	Student Information > General > Enrollment > Grade Enrollment.grade
Resident District Number	The identification number of the district in which the student resides.	Numeric, 5 digits	Student Information > General > Enrollments > State Reporting Fields > Resident District Enrollment.residentDistrict
Attending District Number	The identification number of the district in which the student attends school.	Numeric, 5 digits	Student Information > General > Enrollments > State Reporting Fields > Serving (Attending) District Enrollment.servingDistrict
Enrollment Start Date	The day student enrollment began.	Date field, 10 characters MM/DD/YYYY	Student Information > General > Enrollments > Start Date Enrollment.startDate
Enrollment End Date	The day student enrollment ended.	Date field, 10 characters MM/DD/YYYY	Student Information > General > 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	Student Information > General > Enrollments > Service Type Enrollment.serviceType
Percent Enrolled	Percentage of time student was enrolled in the service, between 0 and 100.	Numeric, 3 digits	Student Information > General > Enrollments > State Reporting Fields > Percent Enrolled Enrollment.percentEnrolled

Start Status	The reason for the student's entry into the school.	Numeric, 2 digits	Student Information > General > 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 Tab article.	Numeric, 2 digits	Student Information > General > Enrollments > End Status Enrollment.endStatus
County Number	State defined county number or code.	Numeric, 2 digits	Student Information > General > 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. See Enrollment Status Codes Table below.	Alphanumeric, 1 character	Student Information > General > 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	Student Information > Program Participation > 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	Census > People > 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	Student Information > Program Participation > 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		Student Information > Program Participation > 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.	MM/DD/YYYY	Student Information > Program Participation > English Learners (EL) > EL Services > Start Date ELService.startDate
Gifted	Indicates if the student is considered gifted.	Alphanumeric, 1 character Y or N	Student Information > General > 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	Student Information > General > 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	Student Information > General > 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. See Special Ed Category Codes Table below.	Numeric, 8 digits	Student Information > General > Enrollments > Special Ed Fields > Special Ed Category Enrollment. specialEdSetting
Occupational Therapy Hours	Number of hours student participated in occupational therapy. Round to 3 decimals.	Decimal, 8 digits	Student Information > General > Enrollments > Special Ed Fields > Occupational Therapy Hours *CustomEnrollment* sped.occupational Hours
Physical Therapy Hours	Number of hours student participated in physical therapy. Round to 3 decimals.	Decimal, 8 digits	Student Information > General > Enrollments > Special Ed Fields > Physical Therapy Hours *CustomEnrollment* sped.physicalHours
Psychological Therapy Hours	Number of hours student participated in psychological therapy. Round to 3 decimals.	Decimal, 8 digits	Student Information > General > Enrollments > Special Ed Fields > Psychological Therapy Hours *CustomEnrollment* sped.psychological Hours
Counseling Hours	Number of hours student participated in counseling services. Round to 3 decimals.	Decimal, 8 digits	Student Information > General > Enrollments > Special Ed Fields > Counseling Services Hours *CustomEnrollment* sped.counselingHours
Social Work Hours	Number of hours student participated in social work services. Round to 3 decimals.	Decimal, 8 digits	Student Information > General > Enrollments > Special Ed Fields > Social Work Services Hours *CustomEnrollment* sped.socialWorkHours

Audiological Therapy Hours	Number of hours student participated in audiological services. Round to 3 decimals.	Decimal, 8 digits	Student Information > General > Enrollments > Special Ed Fields > Audiological Services Hours *CustomEnrollment* sped.audiologicalHours
Recreational Therapy Hours	Number of hours student participated in recreational therapy. Round to 3 decimals.	Decimal, 8 digits	Student Information > General > Enrollments > Special Ed Fields > Recreational Therapy Hours *CustomEnrollment* sped.recreationalHours
School Health Hours	Number of hours student participated in school health services. Round to 3 decimals.	Decimal, 8 digits	Student Information > General > Enrollments > Special Ed Fields > School Health Services Hours *CustomEnrollment* sped.school HealthHours
Speech Therapy Hours	Number of hours student participated in speech/language therapy. Round to 3 decimals.	Decimal, 8 digits	Student Information > General > Enrollments > Special Ed Fields > Speech/Language Therapy Hours *CustomEnrollment* sped.speechHours
SPED Transportation	Indicates whether student is receiving transportation assistance.	Alphabetic, 1 character Y or N	Student Information > General > Enrollments > Special Ed Fields > Transportation *CustomEnrollment* sped.transportation
Other Service Hours	Number of hours student participated in other services. Round to 3 decimals.	Decimal, 8 digits	Student Information > General > Enrollments > Special Ed Fields > Other Service Hours *CustomEnrollment* sped.other ServiceHours
SPED Assistive Technology	Indicates whether student is receiving assistive technology services.	Alphabetic, 1 character Y or N	Student Information > General > Enrollments > Special Ed Fields > Assistive Technology *CustomEnrollment* sped. assistiveTechnology

Orientation Mobility Hours	Number of hours student participated in orientation mobility therapy. Round to 3 decimals.	Decimal, 8 digits	Student Information > General > Enrollments > Special Ed Fields > Orientation Mobility Hours *CustomEnrollment* sped.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.	Alpha, 1 character	Student Information > General > Enrollments > Special Ed Fields > ASD Severity Behaviors *CustomEnrollment* sped.asdSeverity Behaviors

ASD Severity Communication	Indicates if the student requires ASD Communication support and the severity level of this support.	Alpha, 1 character	Student Information > General > Enrollments > Special Ed Fields > ASD Severity Communication
	• 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. • 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.		*CustomEnrollment* sped. asdSeverity Communication

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	Student Information > General > Enrollments > Special Ed Fields > Participates in Alt Assessment *CustomEnrollment* sped.cognitive Disabilities
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	Alphabetic, 1 character	Student Information > General > Enrollments > Special Ed Fields > Special Ed Program Enrollment.specialEdStatus
Primary Disability	Student's primary disability. If Primary Disability is entered, SPED Start Date must not be empty. See Disability Codes Table below.	Alphanumeric, 3 characters	Student Information > General > Enrollments > Special Ed Fields > Primary Disability Enrollment.disability1
Multiple Disability 1	Student's disability in addition to Primary Disability. See Disability Codes Table below.	Alphanumeric, 3 characters	Student Information > General > Enrollments > Special Ed Fields > Multiple Disability 1 Enrollment.disability2

Multiple Disability 2	Student's disability in addition to Primary Disability. See Disability Codes Table below.	Alphanumeric, 3 characters	Student Information > General > Enrollments > Special Ed Fields > Multiple Disability 2 Enrollment.disability3
Multiple Disability 3	Student's disability in addition to Primary Disability. See Disability Codes Table below.	Alphanumeric, 3 characters	Student Information > General > Enrollments > Special Ed Fields > Multiple Disability 3 Enrollment.disability4
Multiple Disability 4	Student's disability in addition to Primary Disability. See Disability Codes Table below.	Alphanumeric, 3 characters	Student Information > General > Enrollments > Special Ed Fields > Multiple Disability 4 Enrollment.disability5
Multiple Disability 5	Student's disability in addition to Primary Disability. See Disability Codes Table below.	Alphanumeric, 3 characters	Student Information > General > Enrollments > Special Ed Fields > Multiple Disability 5 Enrollment.disability6
SPED Start Date	Beginning date of Special Education program participation.	Date field, 10 characters MM/DD/YYYY	Student Information > General > Enrollments > Special Ed Fields > Effective Date Enrollment.spedStartDate
SPED End Date	Ending date of Special Education program participation.	Date field, 10 characters MM/DD/YYYY	Student Information > General > Enrollments > Special Ed Fields > End Date Enrollment.spedExitDate
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. See Special Ed Exit Codes Table below.	Numeric, 10 digits	Student Information > General > Enrollments > Special Ed Fields > Exit Code Enrollment.spedExitReason

Days Absent	Number of days student was absent.	Decimal, 8 digits	Student Information > General > Enrollments > State Reporting Fields > Absent Days Calculated, not dynamically stored
Title 1 Status	Indicates whether student is participating in title 1 services.	Alphabetic, 1 character Y or N	Student Information > General > Enrollments > State Reporting Fields > Title 1 Enrollment.title1
Citizenship	Code indicating student's citizenship status. • 1: US Citizen • 2: Foreign Exchange Student • 3: Immigrant or Refugee	Numeric, 1 digits	Student Information > General > Enrollments > State Reporting Fields > Citizenship Enrollment.citizenship
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	Student Information > General > 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	Student Information > Program Participation > 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	Student Information > Program Participation > Homeless > Start Date Homeless.startDate

Unaccompanied Youth	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: **Yes** **No** **null** = reports as blank The most recent Homeless record is reported.F - If no Homeless record ists 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	Student Information > Program Participation > Homeless > Unaccompanied Youth Homeless. unaccompaniedYouth
Title 1 Math	Indicates student's participation in Title 1 Math program.	Alphabetic, 1 character Y or N	Student Information > General > Enrollments > State Reporting Fields > Title 1 Math EnrollmentSD.title1Math
Title 1 Reading	Indicates student's participation in Title 1 Reading program.	Alphabetic, 1 character Y or N	Student Information > General > Enrollments > State Reporting Fields > Title 1 Reading EnrollmentSD.title1Reading
Title 1 Science	Indicates student's participation in Title 1 Science program.	Alphabetic, 1 character Y or N	Student Information > General > Enrollments > State Reporting Fields > Title 1 Science EnrollmentSD.title1Science
Title 1 Social Science	Indicates student's participation in Title 1 Social Science program.	Alphabetic, 1 character Y or N	Student Information > General > Enrollments > State Reporting Fields > Title 1 Social Science EnrollmentSD.title1SocialScience

Title 1 Vocational	Indicates student's participation in Title 1 Vocational program.	Alphabetic, 1 character Y or N	Student Information > General > 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	Student Information > General > 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	Student Information > General > 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	Student Information > General > 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	Census > People > 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	Student Information > General > 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	Student Information > General > Graduation > Diploma Type Graduation. diplomaType
Diploma Date	The date the student received	Date field, 10 characters MM/DD/YYYY	Student Information > General > Graduation > Diploma Date Graduation. diplomaDate

Diploma Period	Indicates when the diploma was issued. Reported values are as follows: • **EA** : Early • **SP** : Spring • **SU** : 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	Student Information > General > 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	Student Information > General > 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	Student Information > General > Graduation > Endorsements GraduationSeal.stateSeal
Graduation Endorsement 3	Indicates if the student has a Graduation Endorsement of 'Advanced Honors Endorsement'. • 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	Student Information > General > Graduation > Endorsements GraduationSeal.stateSeal

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 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 Information > General > Enrollments > State Reporting Fields > Student of Active Military Parent
			
			Enrollment. studentOfActive MilitaryParent

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	Student Information > General > Enrollments > State Reporting Fields > Student Directory Info 7-12 ONLY EnrollmentSD. doNotShare

| Student GPA | The student's GPA.. Only records for students in State Grade Levels 9-12 are imported. 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. If the value has less than 4 decimal places, zeros are added to the far right to a length of 4 decimal places | Numeric, 5 digits X.XXXX | Student Information > General > Enrollments > State Reporting Fields > GPA EnrollmentSD.gpa |
| Year | The end year of the enrollment (*i.e.* for SY2006-2007 = 2007). | Date field, 4 characters YYYY | System Administration > Calendar > Calendar > Calendar Info Calendar.endYear |

Example:

A student record for Kelsey Kramer.

12345   12   123   Kelsey   Ann   Kramer 10/11/1991   F

123456789   223456789   10   22345   32345   08/26/2006   P
100   12 T   N

                                                    N   N
                                                        2.5   N   1   1
       D   N   N   N   N   N   N   N   N   2007

Codes and Descriptions

The following tables define codes used in the file upload.

Special Ed Category Codes

Code	Description
0100	General Class with Modifications 80-100%
0110	Resource Room 40-79%
0120	Self-Contained Classroom 0-39%

Code	Description
0130	Separate Day School
0140	Residential Facility
0150	Home/Hospital
0310	EC 10 hrs +/wk, services in Reg EC
0315	EC 10 hrs +/wk, services in other location
0325	EC less than 10 hrs/wk, services in Reg EC
0330	EC less than 10 hrs/wk, services in other location
0335	Separate Class
0345	Separate School
0355	Residential Facility
0365	Home
0375	Service Provider Location

Primary Disability Codes

Code	Description
500	Deaf-Blindness
505	Emotional Disturbance
510	Cognitive Disability
515	Hearing Loss
525	Specific Learning Disability
530	Multiple Disabilities
535	Orthopedic Impairments
540	Visual Loss
545	Deafness
550	Speech/Language
555	Other Health Impairment
560	Autism Spectrum Disorder
565	Traumatic Brain Injury
570	Developmental Delay

Enrollment Status Codes

Code	Description	Only Valid If
A	School Choice	Only Valid If Resident District Same As Attending District
D	Persistently Dangerous	Only Valid If Resident District Same As Attending District
B	Placed and Paid by Tribal	Only Valid If Resident District Different From Attending District
C	Contracting Student	Only Valid If Resident District Different From Attending District
E	Paid for by Auxiliary Placement	Only Valid If Resident District Different From Attending District
G	Whole Grade Sharing	Only Valid If Resident District Different From Attending District
J	Placed and Paid by Corrections	Only Valid If Resident District Different From Attending District
M	Parentally Placed in Private School	Only Valid If Resident District Different From Attending District
O	Open Enrollment	Only Valid If Resident District Different From Attending District
P	Tuition Paid by District	Only Valid If Resident District Different From Attending District
R	Residential Placement Paid by DOE	Only Valid If Resident District Different From Attending District
T	Tuition Paid by Other	Only Valid If Resident District Different From Attending District
W	Tuition Waived	Only Valid If Resident District Different From Attending District

Multiple Disability Codes

Code	Description
505	Emotional Disturbance
510	Cognitive Disability
515	Hearing Loss
525	Specific Learning Disability
535	Orthopedic Impairments
540	Visual Loss
545	Deafness
550	Speech/Language

Code	Description
555	Other Health Impairment
560	Autism Spectrum Disorder
565	Traumatic Brain Injury
570	Developmental Delay

Special Ed Exit Codes

Code	Description
1	Not receiving SE services
2	Graduated (high school diploma)
03	Continues/Completed IEP team mod/ course reqs
4	Reached the maximum age
5	Died
6	Moved, known to be continuing
7	Moved, not known to be continuing
8	Dropped out
9	Refused services
10	ISFP done before max age/Pt C
11	Change in IEP
12	Student Continues
13	Discontinued/Completed IEP team mod/course reqs
14	Aged Out/Completed IEP team mod/course reqs
15	Revocation of consent

Suffix Codes

Code
Jr.
Sr.
I
II
III
IV

Code
V
VI
VII

Important Fields to Note

In preparation of future importing and state reporting requirements, you should be aware of and begin using ASD Severity Behavior Level and ASD Severity Communication Level fields (Student Information > General > Enrollments > Special Ed Fields).

See the South Dakota Enrollment Tab article for more information about these fields.

You should also begin using the Endorsement field found in the Graduation Endorsements section of the Graduation tab (Student Information > General > Graduation > Graduation Endorsements).

See the Graduation Tab - South Dakota article for more information.