

DISTRICT DATA FILE FORMAT

Rules

- The data file is an ASCII CSV file
- The data fields should be in the same order as given in the layout separated by a comma.
- All data fields should be qualified with double quotes.
- The data field names should be the first row in the CSV file.
- For each subject that is to be assessed online, the data file should have one record for every student enrolled in a class for the respective subject.

FIELD NUMBER	FIELD NAME DESCRIPTION	FIELD NAME	FIELD LENGTH	TYPE *	RECORD VALUE AND DESCRIPTION
1	Last Name	LAST_NAME	50	A/N	A-Z, including any ASCII non-numeric characters as: é, ñ, O', space;
2	First Name	FIRST_NAME	50	A/N	A-Z, including any ASCII non-numeric characters as: é, ñ, O', space;
3	Middle Name	MIDDLE_NAME	50	A/N	Middle Initial/Name or blank; A-Z, including any ASCII non-numeric characters as: é, ñ, O', space;
4	SIMS ID	SIMS_ID	10	N	Eg: - 999999999 10 characters or less.
5	Date of Birth	BIRTH_DATE	10	A/N	yyyymmdd Do not include slashes mm: Month Jan = '01', Feb = '02', Mar = '03', Apr = '04', May = '05', June = '06', July = '07', Aug = '08', Sept = '09', Oct = '10', Nov = '11', Dec = '12' dd: Day = 01 to 31 yyyy: Year = e.g.: - 1980
6	Gender	GENDER	1	A	Acceptable values: F – Female M – Male Blank – Unspecified
7	Race/Ethnicity	RACE	1	A	Acceptable values: M – Multi-racial I – American Indian or Alaskan Native W – White B – Black A – Asian H – Hispanic/Latino N – Native Hawaiian or other Pacific Islander
8	LEP	LEP	1	A	Acceptable values: Y – Yes N – No
9	Grade	GRADE	2	N	00-12, 00 = Kindergarten, 01 = Grade 1, 02 = Grade 2 etc. Must include 2 characters.
10	Enrollment District Name	ENROLL_DISTRICT_NAME	50	A/N	0-9, A-Z
11	Enrollment District Code	ENROLL_DISTRICT_CODE	5	N	Eg:- 99999

FIELD NUMBER	FIELD NAME DESCRIPTION	FIELD NAME	FIELD LENGTH	TYPE *	RECORD VALUE AND DESCRIPTION
12	Enrollment School / Building Name	ENROLL_BUILDING_NAME	50	A/N	0-9, A-Z
13	Enrollment School / Building Code	ENROLL_BUILDING_CODE	2	N	00 – 99
14	Teacher Last Name	TEACHER_LAST_NAME	50	A/N	0-9, A-Z
15	Teacher First Name	TEACHER_FIRST_NAME	50	A/N	0-9, A-Z
16	Teacher Email	TEACHER_EMAIL	150	A/N	0-9, A-Z, @
17	Class Period	PERIOD	50	A/N	0-9, A-Z
18	Course Code	COURSE_CODE	5	A/N	State course code. 0-9, A-Z For District specific courses that do not have associated state course codes, use the below codes: HHHHH - Homeroom MATHS - Mathematics SCI01 - Science SOSCI - Social Studies WLANG - World Language LARTS - Language Arts

- * **A = Alpha Character Field; any ASCII non-numeric character.**
- * **N = Numeric Character Field**
- * **A/N = Either Alpha or Numeric Characters are allowed in the field; any ASCII character.**