

File Layout and Definition Document

A Guided Tour

File Layout and Definition Document

Document created by CDE for each and every file that is submitted to Data Pipeline that provides:

1. The purpose of the file, what data depends on, and expectations for the data
2. An overview of the **file layout**, including what data element can be found in which column of the spreadsheet, expected values to be included, etc.
3. A detailed **definition** of each data element and the allowable values for each data element

www.cde.state.co.us/datapipeline

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Data Pipeline Interchanges - Student

Overview

The student interchange is a set of three files which contain student information for a school year. The student interchange contains student demographics, student enrollment records, post-secondary information and advanced course completion data. This information is used in the following collections: Pupil Enrollment (Student October) Count, Special Education December Count, Special Education Discipline, Student End of Year, Student Biographical Data, and 11th grade alternative assessment.

Deadlines

The 2016-2017 student interchange will be open for uploads on **July 15, 2016**.

File Layout and Definitions

2016-2017

Note: Changes for the 2016-2017 school year are highlighted in yellow within the documents. The 2016-2017 file layouts are still subject to change prior to the opening of the collections in Data Pipeline.

- [2016-2017 Student Interchange File Layout and Definitions-Student Demographics \(PDF\) \(Updated: 5/2/2016\)](#)
- [2016-2017 Student Interchange File Layout and Definitions-Student School Association \(PDF\) \(Updated: 6/17/2016\)](#)
- [2016-2017 Student Interchange File Layout and Definitions-Advanced Course Completion \(PDF\)](#) Not required for Student October (Updated: 5/2/2016)

Links to File Layouts and Definitions

Identification Interchange Files	Collections
RITS	All student data collections
EDIS	All staff data collections
Student Interchange Files	Main Collections Using Each File
Student Demographics	October Count, End of Year
Student School Association	October Count, End of Year
Title I	October Count, End of Year
Advanced Course Completion	End of Year
SPED IEP Interchange File	Main Collections Using Each File
Child	December Count, SPED EOY, SPED Discipline
Participation	December Count, SPED EOY, SPED Discipline
Staff Interchange Files	Collections Using Each File
Staff Profile	HR Report
Staff Assignment	HR Report

Links to File Layouts and Definitions

SPED Discipline Interchange File	Collections Using Each File
Special Education Discipline	SPED Discipline

Teacher Student Data Link	Collections Using Each File
Standard Course Codes	TSDL
Course Enrollment	TSDL
Course Instructor	TSDL – CSI schools not required to submit

Periodic Collection	Collections Using Each File
March Report Card	March Report Card
Discipline by Action (pg 1)	School Discipline and Attendance
Firearm Discipline (pg 6)	School Discipline and Attendance
Discipline by Student Demographic (pg 9)	School Discipline and Attendance
Attendance (pg 13)	School Discipline and Attendance

2016-2017 Student Interchange – Student Demographics

1

Purpose:


The purpose of the Student Demographic file is to capture and verify the attributes of a student while he/she attended your district in the currently selected school year.

Dependencies:

Student has been assigned a SASID and updated in the RITS system.

Record Expectation:



In the Student Interchange-Student Demographic file the LEA should submit 1 record per student per LEA for any student who enrolled at any point in the currently selected school year.

 - Indicates Primary Key

* Indicates required

NOTE: ZERO-FILL ALL NON-APPLICABLE FIELDS

You need a header row on your file

Name of Field	Field Length	Text Start Position	Text End Position	CSV order	Excel Column	Examples	Remarks
School District/BOCES Code* 	4	1	4	1	A2	0000	
Student's State ID (SASID)* 	10	5	14	2	B2	0000000000	
Local ID (LASID)*	10	15	24	3	C2	0000000000	
Student's First Name*	30	25	54	4	D2	Valid name	
Student's Middle Name*	30	55	84	5	E2	Valid name	
Student's Last Name*	30	85	114	6	F2	Valid name	
Student's Gender*	2	115	116	7	G2	01,02	

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2

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Student's Middle Name*	30	55	84	5	E2	Valid name	
Student's Last Name*	30	85	114	6	F2	Valid name	
Student's Gender*	2	115	116	7	G2	01,02	

2016-2017 Student Interchange – Student Demographics

Name of Field	Field Length	Text Start Position	Text End Position	CSV order	Excel Column	Examples	Remarks
Student's Date of Birth*	8	117	124	8	H2	12312013, 08152008	Format is MMDDYYYY
Student's Address	50	125	174	9	J2		Optional-Removed 2016-17
Student's Address City	30	175	204	10	J2		Optional-Removed 2016-17
Student's Address State	2	205	206	11	K2		Optional-Removed 2016-17
Student's Address Zip	9	207	215	12	L2		Optional-Removed 2016-17
Student's Primary Telephone Number	10	216	225	13	M2		Optional-Removed 2016-17
Student's Secondary Telephone Number	10	226	235	14	N2		Optional-Removed 2016-17
Student's Email Address	50	236	285	15	O2	0	Optional-Removed 2016-17
Student's Ethnicity: Hispanic or Latino*	1	125	125	9	J2	0	Changed to yes-1 or no-0
Student's Race: American Indian or Alaska Native*	1	126	126	10	J2	0	Changed to yes-1 or no-0
Student's Race: Asian*	1	127	127	11	K2	0	Changed to yes-1 or no-0
Student's Race: Black or African American*	1	128	128	12	L2	0	Changed to yes-1 or no-0
Student's Race: White*	1	129	129	13	M2	0	Changed to yes-1 or no-0
Student's Race: Native Hawaiian or Other Pacific Islander*	1	130	130	14	N2	0	Changed to yes-1 or no-0
Free/Reduced Lunch Eligible*	2	131	132	15	O2	00	Modified 03 – Not eligible is now 00 – Not eligible
Section 504 Handicapped*	1	133	133	16	P2	0	
Migrant*	1	134	134	17	Q2	0	Will be removed in 2017-2018
Immigrant*	1	135	135	18	R2	0	
Refugee	1	297	297	26	Z2	0	Removed 2016-2017
Language Background*	3	136	138	19	S2	eng, spa, or vie	

Data Element

Student's Race: American Indian or Alaska Native – A person having origins in any of the original peoples of North or South America (including Central America), and who maintains a tribal affiliation or community recognition.

Also includes:

- Central American Indian groups (e.g., Mayan)
- South American Indian groups (e.g., Taino)
- North American Indian groups (e.g., Navajo)
- Alaska Native groups (e.g., Yup'ik)

Allowable Values

0	No – Not American Indian or Alaska Native
1	Yes – American Indian or Alaska Native

Data Element

Student's Race: Asian – A person having origins in any of the original peoples of the Far East, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippines, Thailand, and Vietnam.

Allowable Values

0	No – Not Asian
1	Yes – Asian

Data Element

Student's Race: Black or African American – A person having origins in any of the Black racial groups of Africa.

Allowable Values

0	No – Not Black or African American
1	Yes – Black or African American

Student's Race: White – A person having origins in any of the original peoples of Europe, North America, Africa, or the Middle East.

2016-2017 Student Interchange – Student

Name of Field	Field Length	Text Start Position	Text End Position	CSV order	Excel Column
Student's Date of Birth*	8	117	124	8	H2
Student's Address	50	125	174	9	I2
Student's Address City	30	175	204	10	J2
Student's Address State	2	205	206	11	K2
Student's Address Zip	9	207	215	12	L2
Student's Primary Telephone Number	10	216	225	13	M2
Student's Secondary Telephone Number	10	226	235	14	N2
Student's Email Address	50	236	285	15	O2
Student's Ethnicity: Hispanic or Latino*	1	125	125	9	I2
Student's Race: American Indian or Alaska Native*	1	126	126	10	J2
Student's Race: Asian*	1	127	127	11	K2
Student's Race: Black or African American*	1	128	128	12	L2
Student's Race: White*	1	129	129	13	M2
Student's Race: Native Hawaiian or Other Pacific Islander*	1	130	130	14	N2
Free/Reduced Lunch Eligible*	2	131	132	15	O2
Section 504 Handicapped*	1	133	133	16	P2
Migrant*	1	134	134	17	Q2
Immigrant*	1	135	135	18	R2
Refugee	1	297	297	26	Z2
Language Background*	3	136	138	19	S2

Data Element 2016-2017 Student Interchange – Student Demographics

Language Proficiency – A student’s English language proficiency is described by his or her ability to speak, listen, read, and write in English. English Learners (EL) must have an English Proficiency rating entered (1, 2, or 3) and non-EL students must be coded as 0 or 4. Former English Learners are coded as 5.

Allowable Values

0	Not Applicable
1	NEP - Non English Proficient - A student who speaks a language other than English and does not comprehend, speak, read, or write English.
2	LEP - Limited English Proficient - A student who comprehends, speaks, reads, or writes some English, but whose predominant comprehension or speech is in a language other than English.
3	FEP - Fluent English Proficient - A student who has spoken, or currently speaks, a language other than English, but who is able to comprehend, speak, read, and write English on a level comparable to his or her monolingual English-speaking peers.
4	PHLOTE, English Proficient - A student, new to district, who has a Primary or Home Language Other Than English (PHLOTE), has never <i>been served in a language instruction education program (i.e: ELA, ESL, Bilingual)</i> , and after initial screening and review of a body of evidence, is determined to be proficient in English.
5	FELL- Former EL - A student, new to district, who has a Primary or Home Language Other Than English (PHLOTE), previously received <i>language instruction education program(i.e: ELA, ESL, Bilingual services in a different district, and after initial screening and a review of a body of evidence is determined to be proficient in English.</i>

Some Ways to Use this Document

1. Ensure all necessary data is being collected

2016-2017 Student Interchange – Student Demographics

Name of Field	Field Length	Text Start Position	Text End Position	CSV order	Excel Column	Examples	Remarks
Primary Disability*	2	139	140	20	T2	00	Remove code 07 in 2016-17
Attends District Funded HSED Program*	1	141	141	21	U2	0	Field Name Changed in 2016-2017
Homeless*	1	142	142	22	V2	0	
Primary Nighttime Residence*	2	143	144	23	W2	00	
Language Proficiency*	1	145	145	24	X2	0	
Bilingual*	1	146	146	25	Y2	0	
ESL Status*							

	Data Element	Collected Through	Input into Data System by
Special Education Tran	Primary Disability	IEP	SPED staff
Alternate Assessment I	Homeless	Homeless identification form	Registrar
Post Secondary Progra	Language Proficiency	Home Language Survey, English language proficiency screener	EL staff

Some Ways to Use this Document

2. Ensure relevant school staff are aware of CDE's definitions for each data element

Homeless -- Flag if the student meets the criteria of a homeless individual according to the 2001 McKinney-Vento reauthorization Act. A homeless individual is one who lacks a "fixed, regular, and adequate primary nighttime residence," including children and youth who are:

1. Sharing housing due to loss of housing or economic hardship (not due to cultural preference or a desire to save money)
2. Living in motels, hotels, trailer parks, or camping grounds due to lack of alternative adequate housing.
3. Living in emergency or transitional housing.
4. Abandoned in hospitals.
5. Awaiting foster care.
6. Living in cars, parks, public spaces, abandoned buildings, substandard housing, or bus or train stations.
7. Children and youth who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as regular sleeping accommodations.
8. Migratory children who qualify as homeless because they are living in circumstances described above.

NOTE: Not all persons living in the situations described would be considered homeless. Two major factors to consider when making a determination are the adequacy and permanence of the housing. Information to assist with determining Homelessness by the definition can be accessed at http://www.cde.state.co.us/dropoutprevention/homeless_data Select "Determining Homelessness by the Definition"

0	No
3	Yes and is in the physical custody of a parent or guardian
4	Yes and is not in the physical custody of a parent or guardian (unaccompanied youth)

Some Ways to Use this Document

3. Resolve errors in your data submission

SP22	Error	Gender does not contain a valid code.
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Student's Gender – An individual's sex.

01	Female
02	Male

For questions on the File Layout and Definition documents,
please reach out to CSI's Data Team at
submissions_CSI@csi.state.co.us