

DATA CLEARINGHOUSE UPDATE TRANSACTIONS

(Revised: October 25, 2005)

THE RECORD LAYOUTS, ITEM DESCRIPTIONS, AND VALIDATION RULES OUTLINED IN THIS VERSION WILL BE IN EFFECT BEGINNING WITH THE SCRAM DATA PROCESSING IN DECEMBER 2006

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UPLOAD INFORMATION

We will accept Clearinghouse uploads to our secured server via an upload procedure using an Internet browser. The data uploaded will be encrypted. Select the 'Data Clearinghouse Upload' option from the Clearinghouse page on our website at:

<http://dcsnt1.usoe.k12.ut.us/Clearinghouse/Clearinghouse.htm>

or go directly to:

<https://www.usoe-dcs.org/clearinghouseup/>

NOTE: If your file is large, you should ZIP it or the upload might timeout

- 1) Select your district (don't inadvertently select the wrong one)
- 2) 'Browse' to and select the file on your end to be uploaded
- 3) Click on 'Upload'
- 4) Watch **carefully** for any messages ('completed' or errors)

Notification:

It's important that you e-mail Bruce Hudgens (bruce.hudgens@schools.utah.gov) to inform him that you have uploaded Clearinghouse information to the server listed above. Be sure to 'CC' Dale Wright (dale.wright@schools.utah.gov) so the file can still be processed when Bruce is not in the office). If you fail to notify Bruce and Dale that your file has been sent in, they won't know it's there so it won't get processed. During YEAR-END processing be sure to specify in the e-mail what processing is to be done (S3, vocational, both).

General Data File Structure

NOTE: Do NOT include Youth In Custody (YIC) data in the Clearinghouse upload. The USOE extracts YIC data from the YIC Student Information System, which is independently maintained by YIC facilities with support from USOE computer services. Most YIC students also enroll in regular schools, and many are special education students. Include in the Clearinghouse ONLY that portion of the student's data which reflects the student's time in the regular and/or special education setting.

The Clearinghouse upload file is a sequential text file that contains seven different record types.

- | | |
|-------------------------------|---------|
| 1 - District record | - "DI=" |
| 2 - School record | - "SC=" |
| 3 - Student record | - "S1=" |
| 4 - SCRAM record | - "S2=" |
| 5 - Course Master record | - "AC=" |
| 6 - Course Membership record | - "AM=" |
| 7 - Exit Status Update record | - "ES=" |

Each record should be terminated with a **carriage return + line feed**. The District record must always be the first record in the file followed by a School record identifying the first school. An additional School record should be present as the first record for each new school. All student and course records that follow a school record are identified as belonging to that school.

NOTE 1: The current upload times are as follows:

October Fall Enrollment count (Due by October 15)

Snapshot **as of** October 1 (unless it's on a weekend, then the following Monday). Records required: DI, SC, S1, S2, AC, AM

Example 1 (S1 Membership):

Student was actually enrolled for 160 days in a year round school that was in session for 172 days.

a = 160 (days in membership)
b = 172 (days school in session)

= 160 * (180 / 172)
= 160 * 1.0465
= ROUND(167.44)
= 167

Example 2 (AM Membership):

A student was enrolled 114 days in a class that lasted two trimesters, where each trimester lasts exactly 60 days.

a = 114 (days in membership)
b = 120 (days course in session)

= 114 * (180 / 120)
= 114 * 1.5
= ROUND(171.000)
= 171

The membership sent in on the **AM record** will ONLY be used to determine the average class size when the data is loaded into the Data Warehouse. The calculation used in the warehouse will be:

$$\text{SUM of the aggregate membership} / 180$$

That's why it's necessary for the AM membership to also be supplied in 180 day equivalency, even for those classes that are in session less than 180 days.

For classes that meet every day of the school year (180), it's fairly straight forward. However, for classes that don't meet 180 days (half year classes, every other day classes, etc), it gets a little confusing.

An example of the average class size calculation:

For simplicity, assume a class of 3 students. The class is a half year class (say 90 days) but only meets every other day ('days in session' is 45). The 3 students have actual membership in the class of 45, 30, and 15 days respectively. The key terms here are the 'actual membership' of the student and the 'days in session' for the class. The calculations of the membership days to report on the AM records, as outlined on the previous page, are as follows:

45 * (180 / 45) = 180
30 * (180 / 45) = 120
15 * (180 / 45) = 60

For this class, the SUM of the aggregate membership expressed in 180 day equivalency is 360.

The average class size for any given day that the class is in session would be 2 (360 / 180). You can see that if all 3 students were in membership the entire 45 days, the average class size would be 3 (540 / 180).

The same average is achieved by just using the sum of the actual membership divided by the 'days in session':

$$(45 + 30 + 15) / 45 = 2$$

Going into the February 12, 2004 data conference the USOE was proposing that the districts report the actual membership and the 'days in session' for each class and the USOE would do the above calculation. However, the general consensus among districts was that they preferred to continue doing the 180 day equivalent calculations.

DISTRICT RECORD

(1) RECORD TYPE "DI="

Must be the first record in each Clearinghouse update batch. This record identifies the **SCHOOL YEAR** and **DISTRICT** of the batch. It is also used to indicate which reports may be run against the data contained in the batch.

Field	Length	-- Column --		Valid
		Start	End	Values
RECORD-ID	03	001	003	DI=
DISTRICT NUMBER	02	004	005	Numeric District Number (See note)
YEAR IDENTIFIER	04	006	009	,YR=
SCHOOL YEAR	04	010	013	Numeric Century & Year
MONTH IDENTIFIER	04	014	017	,OK=
WHICH MONTH	03	018	020	Three character alphabetic month identifier. This indicates to the Clearinghouse which month during the school year that the data is complete for. Valid month IDs are listed below. This field is used to flag which reports can be printed from your Clearinghouse data. If a report is required at the end of June, say the S3 report, but the Clearinghouse indicates that your last update took place in December, the S3 report will not run until we receive your data for June.

NOTE: This can ONLY be a State assigned and approved district number

SAMPLE "DI" RECORD
 1 2
5....0....5....0
DI=14,YR=2004,OK=OCT

Note: The above record indicates that the update was received from Jordan School District for School Year 2004, and that the student information in this update is complete through the month of October.

VALID MONTH-ID'S
JAN MAY SEP
FEB JUN OCT
MAR JUL NOV
APR AUG DEC

SCHOOL RECORD

(2) RECORD TYPE "SC="

This record identifies a new **SCHOOL** within an update batch. All student records that follow this "SC" record will be identified as belonging to this school. The first record following the "DI" record in an update batch must be an "SC" record, and an additional "SC" record must be present to indicate each new School within a batch.

Field	Length	- Column -		Short Description
		Start	End	
RECORD-ID	03	001	003	SC=
SCHOOL NUMBER	03	004	006	Numeric School Number (See note)
DAYS IN SCHOOL YEAR	03	007	009	Number of days school is in session

SCHOOL RECORD (DETAILED FIELD DESCRIPTIONS)

RECORD-ID: (Required - ALL updates) The first three characters of the School record musts always contain the record identifier "SC=".

SCHOOL NUMBER: (Required - ALL updates) The actual school number. This will be validated against the schools in the CACTUS database.

NOTE: This can ONLY be a State assigned and approved school number. For questions about or assignment of school numbers, call Deanna Timothy at (801) 538-7674.

DAYS IN SCHOOL YEAR: (Required - ALL updates) The total number of days the school was in session with classroom instruction being conducted. This is NOT the number of elapsed calendar days from the start of school to the end of school.

Can't be blank, must be complete, and must be greater than ZERO

SAMPLE "SC" RECORD

```
          1          2
....5....0....5....0
SC=104180
```

The sample school record above indicates that all student records that follow (until the next school record) will belong to school number 104 and school is in session (classes being held) for 180 days.

Note: School numbers identifying Youth In Custody (YIC) facilities are allowed only to accommodate the inclusion of SCRAM data for YIC students who are simultaneously being served by the district through its special education program. The "schools" which the USOE considers to be YIC facilities are listed by district at: <http://www.usoe.k12.ut.us/data/yic.htm>

STUDENT RECORD

(3) RECORD TYPE "S1="

For each batch update, the Clearinghouse will expect an "S1" record for each student that has been in membership within a school at any time during the current school year. Basically, a fresh new copy of all student data will be sent in for each update. Before each update for a particular year, all prior updates for that year will be removed from the database. Each new transmission will reflect a new and complete copy of a District's data as of that time.

NOTE: There can only be 1 'S1=' record per student per school. For example, if a student enters and/or exits the same school multiple times, send in only 1 'S1=' record with the EARLIEST entry date and the LATEST exit date (if the last entry was followed by an exit). All pertinent data (membership, attendance, etc) must reflect ONLY the actual time in the school.

Field	Length	Data Record		Doc Page	Short Description
		Start	End		
RECORD-ID	03	001	003	09	S1=
STUDENT NUMBER	10	004	013	09	District assigned student number
SOC. SEC. NUMBER	09	014	022	09	Social Security number
LAST NAME	20	023	042	09	Student last name
FIRST NAME	16	043	058	09	Student first name
MIDDLE NAME	16	059	074	09	Student middle name or initial
BIRTH DATE	08	075	082	09	Student birth date
GENDER	01	083	083	10	Student sex code
ETHNICITY	01	084	084	10	Student race
GRADE LEVEL	02	085	086	11	Student current grade level
ENTRY DATE	08	087	094	11	School entry date
EXIT DATE	08	095	102	11	School exit date
EXIT CODE	02	103	104	12	School exit code
SCHOOL MEMBERSHIP	03	105	107	13	School aggregate membership
HIGH SCHL COMPL STATUS	02	108	109	13	High School Completion Status
PART-TIME HOME SCHOOL	01	110	110	14	Part-Time Home Schooled indicator
CONCENTRATOR	06	111	116	14	Concentrator Code
VOC-ACADEM DISADV	01	117	117	14	Voc. Academically Disadvantaged
TECH PREP	01	118	118	14	Tech. Prep
TRIBAL AFFILIATION	01	119	119	15	Indian tribal affiliation
ENGLISH LANG PROFIC	01	120	120	15	English Language Proficiency indicator
ECONOMIC DISADV	01	121	121	16	Economically Disadvantaged
RESIDENT STATUS	01	122	122	16	Resident Status code
PHONE NUMBER	07	123	129	16	Student home phone number
MIGRANT	01	130	130	16	Migrant Student indicator
TRACK	01	131	131	16	School Track
DAYS ATTENDED	03	132	134	17	Aggregate DAYS in attendance
HOMELESS	01	135	135	17	Student's 'Homeless' status
FIRST ENROLL IN US	08	136	143	17	Date first enrolled in U.S. school
ELP NATIVE LANGUAGE	03	144	146	18	Student's native or first language
ELP PARENT LANGUAGE	03	147	149	18	Parents language of preference
ELP EXIT DATE	08	150	157	18	Date English Lang Profic changed to 'F'
STUDENT ZIP CODE	05	158	162	18	Student's zip code - first 5
MESA PROGRAM	01	163	163	19	Student involvement in MESA program
DISTRICT OF RESIDENCE	02	164	165	19	District of residence (see descr)
SCHOOL OF RECORD	01	166	166	20	School is student's 'school of record'
GIFTED	01	167	167	20	"Gifted" student
504 SERVICES	01	168	168	20	Student receives section 504 services
LEP INSTRUCTION TYPE	03	169	171	21	LEP instruction type student receives
NCLB SCHOOL CHOICE	01	172	172	21	School out of area by choice
NCLB SUPP SERV LANG	01	173	173	21	Rec'd Supplemental services in Language
NCLB SUPP SERV MATH	01	174	174	22	Rec'd Supplemental services in Math
STATEWIDE STUDENT ID	10	175	184	22	Statewide student identifier

STUDENT RECORD (DETAILED FIELD DESCRIPTIONS)

RECORD-ID: (Col 001-003 ; Required - ALL updates) The first three characters of a Student record must always contain the record identifier "S1=".

STUDENT NUMBER: (Col 004-013 ; Required - All updates) The district assigned student number. It will be edited for numeric values, but if your student numbers are less than 10 digits long, please move them into this field left justified with trailing blanks. Don't send in a student record with the student number equal to zero.

Edited for uniqueness within school AND district. If a duplicate STUDENT NUMBER is found, the last name, first name, birth date, and gender will be compared to see if it's the same student, which makes it acceptable at the district level (not within a school).

Note: Student numbers will be routinely printed on reports, such as individual student test profiles, that the USOE returns to LEAs for use by teachers and parents. We therefore strongly encourage you to consider using something other than the student's SSN as the locally unique identifier.

SOC SEC NUMBER: (Col 014-022 ; Optional) This is the student's 9 digit Social Security Number (SSN). It will be edited for completeness, numeric, and uniqueness (within school). Since this is used by Career and Technical Education (CTE) to facilitate collaboration with the Utah Department of Workforce Services in the evaluation of post secondary work placement as required by federal law, CTE requests there be an SSN for every student who is also enrolled in a CTE course or who is a CTE concentrator. However, if you don't have an SSN for a student, please leave this field blank. DON'T USE A PARENT'S SSN or send in a student record with the SSN equal to zero. In no case will the SSN be stored by the USOE in its Data Warehouse.

If it begins with more than 3 zeroes ['000.....'], it's invalid

LAST NAME: (Col 023-042 ; Required - ALL updates) Student's last name as it appears on his/her birth certificate (unless it contains unacceptable characters), can be up to 20 characters in length.

ONLY alpha characters (A-Z), SPACE, single quote (') and 1 hyphen (-) are allowed. Left justified with trailing blanks.

FIRST NAME: (Col 043-058 ; Required - ALL updates) Student's first name as it appears on his/her birth certificate (unless it contains unacceptable characters), can be up to 16 characters in length.

ONLY alpha characters (A-Z), SPACE, single quote (') and 1 hyphen (-) are allowed. Left justified with trailing blanks.

MIDDLE NAME: (Col 059-074 ; Optional) Student's middle name or initial as it appears on his/her birth certificate (unless it contains unacceptable characters), can be up to 16 characters in length.

ONLY alpha characters (A-Z), SPACE, single quote (') and 1 hyphen (-) are allowed. Left justified with trailing blanks.

BIRTH DATE: (Col 075-082 ; Required - ALL updates) Student's birth date, it must include the century. The format is YYYYMMDD.

Must be a valid date ; can't be current or future date ; calculated age can't be less than 3 or greater than 23 for anyone. If the student does NOT have an S2 record AND is enrolled in kindergarten or a higher grade, calculated age cannot be less than 5 as of the prior September 1.

STUDENT RECORD (DETAILED FIELD DESCRIPTIONS - cont)

GENDER: (Col 083 ; Required - ALL updates) Student's gender code.

<u>CODE</u>	<u>MEANING</u>
M	Male Student
F	Female Student

ETHNICITY: (Col 084 ; Required - ALL updates) Student's ethnic code.

<u>Race Code</u>	<u>Description</u>
A	Asian A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam
B	Black A person having origins in any of the black racial groups of Africa
C	White A person having origins in any of the original peoples of Europe, the Middle East, or North Africa
H	Hispanic or Latino A person of Cuban, Mexican, Puerto Rican, South or Central America, or other Spanish culture or origin, regardless of race
I	American Indian or Alaskan Native A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment
P	Pacific Islander A person having origins in any of the original peoples of Hawaii, Guam, Samoa, Tonga, or other Pacific Islands
U	Unknown A person: <ul style="list-style-type: none"> a) who indicated "Other"; or b) who indicated "multiple origins" either <ul style="list-style-type: none"> [i] by marking a code expressly offered as an option for that purpose or [ii] by marking multiple codes representing different ethnicities; or c) who declined to indicate ethnicity; or d) for whom ethnicity data is missing

ONLY above codes are valid ; Blank is an error

Note (1): This classification is based on federal policy as of February 17, 1999, as documented in <http://www.whitehouse.gov/omb/inforeg/race.pdf>

Note (2): For the purpose of summarizing ethnicity data to support the allocation of funds, codes **A, B, H, I,** and **P** will be considered as representing "ethnic minorities".

Note (3): Beginning with Year End 2007, this field will become the mandatory PRIMARY ETHNICITY code, that is the indicator of the ethnic group with which the student most closely identifies, and an optional SECONDARY ETHNICITY code will be added to allow the student to indicate another ethnic group. For accountability reporting, disaggregation will be based the primary code. For federal reporting, the two codes will be disaggregated according to the categories specified by the CCD or EDEN.

STUDENT RECORD (DETAILED FIELD DESCRIPTIONS - cont)

GRADE LEVEL: (Col 085-086 ; Required - ALL updates) Student's current grade level.
Valid entries:

<u>CODE</u>	<u>GRADE LEVELS</u>
-1 or PK	For Pre-Kindergarten
00 -- 12	For Kindergarten thru Grade 12

Note: For special education students in an ungraded setting, determine the grade level on the basis of the student's chronological age according to the following table:

Age before School year	----- Grade if BIRTHDAY is: ----- BEFORE Sept 2 ON or AFTER Sept 2
3	PK
4	00
5	01
6	02
7	03
8	04
9	05
10	06
11	07
12	08
13	09
14	10
15	11
16	12
17-21	12

ENTRY DATE: (Col 087-094 ; Required - ALL updates) Date the student entered school this school year. If the student entered the same school multiple times, please use the first entry date. It must include the century. The format is **YYYYMMDD**.

EXIT DATE: (Col 095-102 ; Optional unless there is an EXIT CODE) Day *following* the last day of school attendance. If the student exited the same school multiple times, please use the last exit date. It must include the century. The format is **YYYYMMDD**. If the student is still attending school, or at year-end was still attending, please leave this field blank.

Note: If a student record contains an EXIT DATE prior to or on Oct 1 or Dec 1, that student will NOT be counted in either the OCT 1 or DEC 1 counts because an EXIT DATE of Oct 1 or Dec 1 means the last day was actually Sept 30 or Nov 30 respectively. If a student exits a school and then re-enters that same school, **please leave this field blank.**

STUDENT RECORD (DETAILED FIELD DESCRIPTIONS - cont)

EXIT CODE: (Col 103-104 ; Optional unless there is an EXIT DATE) This code identifies the reason for the above exit date.

<u>EXIT CODE</u>	<u>Reason</u>
DE	Death
DO	Dropout
EX	Expelled
FE	Foreign Exchange Student
OG	Other Graduate
Q1	Early Graduate -- 1st Quarter Senior Year
Q2	Early Graduate -- 2nd Quarter Senior Year
Q3	Early Graduate -- 3rd Quarter Senior Year
SU	Suspended
TC	Transferred out of the country
TD	Transferred within the District
TH	Transferred to home schooling
TO	Transfer out of State
TP	Transferred to a Private School
TS	Transferred to another District or charter school within the State
TT	Transferred to another Track within the School
T1	Early Graduate -- 1st Trimester Senior Year
T2	Early Graduate -- 2nd Trimester Senior Year
WD	Withdrawal
11	Early Graduate -- 11th Grade
Blank	If EXIT DATE is left blank

- Note (1):** If the student is a senior (GRADE LEVEL = 12) and none of the exit codes apply, use the HIGH SCHOOL COMPLETION STATUS field.
- Note (2):** If the exit code indicates Early Graduate (11, Q1, Q2, Q3, T1, T2), the HIGH SCHOOL COMPLETION STATUS field must contain 'GR'. If HIGH SCHOOL COMPLETION STATUS is sent in blank it will be set to 'GR' by the Clearinghouse update program. If not blank or 'GR' it's an error.
- Note (3):** Use 'DO' for students in any update who were dropped from membership under the 10-day rule [see R277-419-1(0) at <http://www.rules.utah.gov/publicat/code/r277/r277-419.htm>] and cannot be properly accounted for at the time of the update by any other exit code.
- If exit code 'DO' is used, the HIGH SCHOOL COMPLETION STATUS field must also be 'DO'. If HIGH SCHOOL COMPLETION STATUS is sent in blank it will be set to 'DO' and if it's not blank 'DO' it's an error.
- Note (4):** Students who are coded as "EX" or "SU" in the Year End upload will be considered dropouts after the following October upload unless they have an "SI" or "ES" record in the October upload.
- NOTE (5):** Use "WD" only for situations -- such as a serious illness or injury -- in which the reasons for nonattendance due to inability to participate in schooling are known and documented but do not involve a transfer as such.
- NOTE (6):** Use "FE" for students who withdrew to, and actually did, formally enroll in school in another country as a foreign exchange student.
- NOTE (7):** Use "OG" for students who exit as graduates or completers:
- **during** the fourth quarter or third trimester of their senior year
 - if a "retained senior" in the prior year, any time before the end of their second or subsequent senior year
- If EXIT CODE is "OG", HIGH SCHOOL COMPLETION STATUS must be "GR", "AC", or "CT".
- NOTE (8):** Use "TC" for students who transferred out of the U.S. For this this data collection, "outlying areas" (such as American Samoa, Guam, the Northern Mariana Islands, Palau, Puerto Rico, and the Virgin Islands) are considered to be outside the U.S.

STUDENT RECORD (DETAILED FIELD DESCRIPTIONS - cont)

SCHOOL MEMBERSHIP: (Col 105-107 ; Required at Year-End) Regular student aggregated school membership. This field should be recalculated for each update and should reflect the total aggregate school membership for this school year, accurate up to the day you create the update file. Membership days should be reported in **180 day equivalent days** (see page 4 for 180 equivalent calculation).

Must be complete (right justify, zero fill), '000' is OK, blank is an error at year end.

Note (1): Include only regular school membership days in this total. For self-contained Special Ed. students, any self-contained membership days should **NOT** be included here. Report all self-contained membership days on an "S2" record. For resource Special Ed. students, their membership in school is included on the "S1" record and their membership in the resource program is included on the "S2" record.

Note (2): If you have Special Ed. students that are attending private schools and have no regular school membership days, but do have SCRAM membership, please enter the three characters "PVT" in this field, and report their SCRAM Membership on an "S2" record.

Note (3): If the school identified in the "SC" record for this student is a YIC facility, this field must be '000'.

Note (4): The sum of school membership (S1) and self-contained SCRAM membership (some S2's) cannot exceed 180 days.

HIGH SCHL COMPL STATUS: (Col 108-109 ; Year-End only) All students who are seniors (GRADE LEVEL = 12) and NOT exited must have one of the following codes indicating the final outcome of their schooling as of July 15. See also Note 5:

This will be edited and loaded during the Year-End update ONLY.

<u>CODE</u>	<u>MEANING</u>
GR	Basic High School Diploma
AC	Alternative Completion Diploma
CT	Certificate of Completion
RT	Retained Senior
GP	Graduation Pending

Note (1): Use of the "GR", "AC", and "CT" codes is governed by R277-705-4 (see <http://www.rules.utah.gov/publicat/code/r277/r277-705.htm#T4>)

Note (2): Use "GP" for students who are enrolled in a summer program with the expectation of obtaining a high school diploma by October 1.

Note (3): Use "RT" for students in grade 12 who meet the criteria listed in R277-419-4(1)(i) for continuing to enroll beyond the age of 17 after one's cohort has graduated and who are expected to reenroll in the following year. These students cannot be exited.

Note (4): For the purpose of calculating graduation and dropout rates, "GR" and "AC" will be considered graduates and "CT" will be excluded as neither graduates nor dropouts. "GP" and "RT" are temporary statuses.

Note (5): The following values from the EXIT CODE for all students in grades 7 through 12 will be automatically entered as is or mapped as indicated below into the HIGH SCHOOL COMPLETION STATUS, **if it is blank**, by the Clearinghouse:

EXIT CODE (Q1, Q2, Q3, T1, T2, 11)	->	GR
EXIT CODE (DO, EX, SU)	->	DO
SCRAM EXIT REASON (D)	->	CT

STUDENT RECORD (DETAILED FIELD DESCRIPTIONS - cont)

PART-TIME: (Col 110 ; Optional) This is for indicating the status of a student who is enrolled for only part of the school day.

<u>CODE</u>	<u>MEANING</u>
H	Home Schooled
P	Private School
S	Stable
Blank	All others

Note (1): Use 'H' ("Home Schooled") for a part time student
a) whose family received a certificate in accordance with Utah Code 53A-11-102 exempting him/her from public school attendance
AND
b) who is enrolled in a public school for part of the day

Note (2): Use 'P' ("Private School") for a part time student
a) who is enrolled in a private school
AND
b) who is enrolled in a public school for part of the day

Note (3): Use 'S' ("Stable") for a part time student
a) who is neither home schooled nor enrolled in a private school
AND
b) who has been enrolled in a public school for the entire year

CONCENTRATOR: (Col 111-116 ; Optional) Concentrator Code. This is a six digit numeric field requested for students in Career and Technical Education (CTE) programs.

If not blank it must be complete, all numeric, and S1 must contain an SSN (CTE requirement)

Note: "Concentrator" is defined as a student who completes three semesters (1.5 credits) of training in the same CTE program area during grades 9-12. A CTE Program area consists of all courses beginning with the same first two digits of the CIP Code.

You should include the first two digits of the group of courses completed as described above plus "0000". For example '510000 for those who took 3 semester classes (1.5 credits) in the Health Sciences Program Area. The field should be blank if not a concentrator.

VOC-ACADEM DISADV: (Col 117 ; Optional) Used to identify Vocational Academically Disadvantaged students.

<u>CODE</u>	<u>MEANING</u>
D	Disadvantaged (Cum GPA 1.99 or below [grades 9-12 only])
Blank	All others

TECH PREP: (Col 118 ; Optional) This code identifies a College Tech Prep student.

<u>CODE</u>	<u>MEANING</u>
Y	Yes, a Tech. Prep Student
Blank	All others

Note: College Tech Prep is defined at
<http://www.usoe.k12.ut.us/ate/TechPrep/TechPrep.htm>

STUDENT RECORD (DETAILED FIELD DESCRIPTIONS - cont)

TRIBAL AFFILIATION: (Col 119 ; Optional until year-end 2006) This code indicates the Indian tribal affiliation of students.

<u>CODE</u>	<u>MEANING</u>
G	Goshute
N	Navajo
P	Paiute
S	Northwest Band Shoshone
U	Ute
O	Other tribe
Blank	Other than 'I' in ETHNICITY

If ETHNICITY is 'I', TRIBAL AFFILIATION cannot be blank.

ENGLISH LANG PROFIC: (Col 120 ; Optional) This code identifies the level of proficiency in academic English of students who are not native speakers of the English language.

<u>CODE</u>	<u>MEANING</u>
B	Beginning
P	Pre emergent
E	Emergent
I	Intermediate
A	Advanced
F	Fluend
Blank	All others

If B, P, E, I, or A here:

- fields ELP NATIVE and ELP PARENT languages **must** be present

If E here:

- field ELP EXIT DATE **must** have a valid date.

Note 1: Students who are B, P, E, I, or A will be counted as "Limited English Proficient" (LEP) for the purposes of accountability reporting and allocating funds.

Note 2: Students who are F need to have that designation continued on his/her S1 record for 2 years beyond the school year in which he/she was initially submitted as a Fluent student.

STUDENT RECORD (DETAILED FIELD DESCRIPTIONS - cont)

ECONOMIC DISADV: (Col 121 ; **Optional**) This code identifies the status of students with respect to "economic disadvantage".

<u>CODE</u>	<u>MEANING</u>
F	Eligible for Free Lunch
R	Eligible for Reduced Price Lunch
Y	Economically Disadvantaged
Blank	NOT economically disadvantaged

Note (1): Use "Y" for students who are enrolled in a Provision II or Provision III school and not accounted for as "F" or "R" themselves OR (only in the case of a charter school), for students for whom a Declaration of Household Income is on file. You **may** also use "Y" for students who are eligible for a fee waiver or siblings of "F" or "R" students enrolled in a school that does not offer a lunch program and are not otherwise accounted for.

Note (2): The Declaration of Household Income is voluntarily used by charter schools which do not participate in the National School Lunch Program to determine if a student is "economically disadvantaged" for the purpose of allocating NCLB funds.

RESIDENT STATUS: (Col 122 ; **Optional**) This code identifies non-resident students.

<u>CODE</u>	<u>MEANING</u>
A	Non-Utah Resident
B	Utah resident but NOT District resident
C	District resident enrolled in another state
F	Non U.S. resident enrolled as a Foreign Exchange student
Blank	All others

PHONE NUMBER: (Col 123-129 ; **Optional**) This is the seven digit student home phone number. This field is numeric or left blank if no number is available. Since this is used by Special Education to facilitate monitoring of educational services provided to children with disabilities as required by federal law, there should be a phone number for each student who has an "S2" record. This field is optional for all other students. In no case will the phone number be stored by the USOE in its Data Warehouse.

MIGRANT: (Col 130 ; **Optional**) A migrant student is a student who enrolled during the year **AND** has a Certificate of Eligibility (COE) form on file in the district.

<u>CODE</u>	<u>MEANING</u>
Y	Migrant Student
Blank	All others

NOTE: Please direct questions about the COE to the USOE Migrant Education Specialist, Max Lang, at (801) 538-7725.

TRACK: (Col 131 ; **Optional**) This code identifies the school track a student is enrolled in.

<u>CODE</u>	<u>MEANING</u>
"A" - "F"	For track "A" through track "F"
Blank	All others

STUDENT RECORD (DETAILED FIELD DESCRIPTIONS - cont)

DAYS ATTENDED: (Col 132-134 ; Required at Year-End) This represents the sum of days attended by the student in both regular (S1) and self-contained special education (some S2 or SCRAM) settings and should be reported in **180 day equivalent days** (see page 4 for 180 equivalent calculation). A student should be counted as 'in attendance' on a school day if the student was counted on the roll by a teacher as being "present":

- Grades 1-6 :** at any time during the day
- Grades 7-12:** in at least one period of the day

BLANK is an error at year-end. If present, must be complete (right justify, zero fill) ; '000' is OK ; Can't be greater than the sum of school membership and self-contained SCRAM membership ; BLANK is OK for Oct 1 and Dec 1 but if present, all above constraints apply.

HOMELESS: (Col 135 ; Required at Year-End) Student's homeless status.

<u>CODE</u>	<u>MEANING</u>
0	Not homeless
1	With another family because of a loss of housing or economic hardship
2	In a motel or hotel
3	In a shelter (emergency, transitional, or domestic violence)
4	In a car, park, campground, or public place
5	Somewhere without adequate facilities (running water, heat, electricity)
6	Student seeks enrollment without accompanying parent (not to include youths in foster care)

Above codes are OK ; BLANK is an error at Year-End ; If present for Oct 1 or Dec 1 it will be edited for above values.

FIRST ENROLL IN US (Col 136-143): If the student was born outside of the United States, enter the date of the student's first enrollment in a school in the United States. Otherwise, leave blank.

If entered it must be a valid date (19yyymmdd or 20yyymmdd) and NOT greater than the current date or school enter date.

- If ONLY the month and Year are known, use the last day of the month for the day.
- If ONLY the year is known, direct registrar personnel to question the parent/student to determine, at a minimum, the month. Then use the above rule for the day.

NOTE (1): For the purposes of this data collection program, "outlying areas" (such as American Samoa, Guam, the Northern Mariana Islands, Palau, Puerto Rico, and the Virgin Islands) are considered to be "outside" of the United States.

NOTE (2): This field is used to identify "immigrants" for the purpose of disaggregating test scores as required under NCLB Title III.

NOTE (3): Please direct questions about immigrant data to the USOE Alternative Language Services specialist, Nancy Giraldo at (801) 538-7709.

STUDENT RECORD (DETAILED FIELD DESCRIPTIONS - cont)

ELP NATIVE LANGUAGE (Col 144-146): Native or first language of student

Required at Year-End IF field ENGLISH LANG PROFIC is B, P, E, I, or A. BLANK is OK for Oct 1 or Dec 1 (regardless of value of ENGLISH LANG PROFIC) but if present it will be edited for valid values. Valid values are listed after field ELP PARENT LANGUAGE.

NOTE: If an ELP student has an ETHNICITY of 'H' ("Hispanic or Latino"), Then ELP NATIVE LANGUAGE cannot be "MIS" ("Miscellaneous").

ELP PARENT LANGUAGE (Col 147-149): Language which parent(s) of student prefer in communication with the school

Required at Year-End IF field ENGLISH LANG PROFIC is B, P, E, I, or A. BLANK is OK for Oct 1 or Dec 1 (regardless of value of ENGLISH LANG PROFIC) but if submitted it will be edited for valid values, listed next:

Valid codes for LEP NATIVE LANGUAGE and LEP PARENT LANGUAGE are:

<u>Code</u>	<u>Language</u>
ARA	Arabic
KHM	Cambodian (Khmer)
CHI	Chinese (Cantonese or Mandarin)
CPF	Creole (French based only)
SCR	Croatian (include here also Bosnian and Serbian)
ENG	English
HMN	Hmong
JPN	Japanese
KOR	Korean
LAO	Laotian
NAV	Navajo
NAI	North American Indian languages (other than Navajo)
POR	Portuguese
RUS	Russian
SMO	Samoan
SPA	Spanish
TGL	Tagalog (Filipino)
TON	Tongan
VIE	Vietnamese
MIS	Other [Miscellaneous] (all languages not in list above)

NOTE: If an ELP student has an ETHNICITY of 'H' ("Hispanic or Latino"), Then ELP PARENT LANGUAGE cannot be "MIS" ("Miscellaneous").

ELP EXIT DATE (Col 150-157): The date the ELP student was advanced to ENGLISH LANG PROFIC code 'F'(Fluent). Format **YYYYMMDD**.

Required IF field ENGLISH LANG PROFIC is 'F' (must be a valid date).

STUDENT ZIP CODE: (Col 158-162 ; Required at Year-End) First 5 digits of the zip code of the student's home address.

Complete, All numeric, must start with '84' unless field RESIDENT STATUS is 'A'

STUDENT RECORD (DETAILED FIELD DESCRIPTIONS - cont)

MESA PROGRAM (Col 163): Identifies the degree of student involvement in the MESA (Math, Engineering, Science Achievement) program during the year.

<u>CODE</u>	<u>MEANING</u>
A	Student joined MESA and met all district requirements to be recognized as having fully participated in the MESA program for the year
B	Student joined MESA and participated in at least one MESA activity
C	Student joined MESA but did not participate in any MESA activity
Blank	All others

If entered only blank, 'A', 'B' or 'C' is allowed

NOTE (1): ALL and ONLY the following LEAs must have a MESA PROGRAM count equal to or greater than the number specified in parentheses:
Carbon (97), Davis (200), Granite (1040), Jordan (456), San Juan (69), Tooele (88), Weber (272), Salt Lake (222), Ogden (136), Provo (132), Logan (136), Murray (20), AMES (176), City Academy (20).
This number is 80% of the total number of students the LEA plans to serve in 2005-2006 through its MESA program.

NOTE (2): Please direct questions about MESA data to the USOE MESA Program specialist, Freddie Cooper, at (801) 538-7733.

DISTRICT OF RESIDENCE: (Col 164-165 ; Optional for regular districts [01-40])
Intended use is for "districts" with numbers other than 01-40 such as charter schools and Edith Bowen. This is the REGULAR district number (01-40) in which the student resides.

<u>CODE</u>	<u>MEANING</u>
01-40	Valid <u>regular</u> Utah school district number

Required for non-regular school districts such as charter schools and Edith Bowen. Must be complete ; include a leading zero for district numbers less than 10.

NOTE: This will be used to allocate charter school and Edith Bowen Lab school students to their "home" districts and, consequently, to appropriately allocate funds and (b) attribute accountability for student performance.

STUDENT RECORD (DETAILED FIELD DESCRIPTIONS - cont)

SCHOOL OF RECORD (Col 166): October Fall Enrollment and Year End S3 [demographics section]

The "SC" record this "S1" follows is the ONE school to which data should be attributed for the student.

<u>CODE</u>	<u>MEANING</u>
N	NOT the student's school of record
Blank	The student's school of record

NOTE (1): This is for students enrolled in more than one school in the district **at the same time** on October 1. Only one of the schools can be the SCHOOL OF RECORD and school and district counts will be incremented in the October upload and in the Demographics section of the S3 report derived from the Year End upload for only those students with nothing (BLANK) in this field.

NOTE (2): If the Clearinghouse edit program, by using the ENTRY DATE and EXIT DATE fields, determines that a student was enrolled in two or more schools on October 1 (or, in other words, has two or more S1 records showing enrollment on October 1), it will then check for a blank in only one of the SCHOOL OF RECORD fields in the S1 records. If it discovers more than one blank, it will issue an error, and the LEA will be required to decide and, by correcting its Clearinghouse file, indicate the one school to which the student should be considered as belonging on October 1.

GIFTED (Col 167 ; Optional):

Indicates if the student was identified by the local education agency as being eligible for participation in a program for the gifted and talented.

<u>CODE</u>	<u>MEANING</u>
Y	Gifted Student
Blank	All others

Note: If the student was enrolled in an Advanced Placement or Concurrent enrollment course but was not formally identified as gifted by the local education agency, leave this field blank.

504 SERVICES (Col 168 ; Optional):

The student received services under Section 504 of the Rehabilitation Act of 1973.

<u>CODE</u>	<u>MEANING</u>
Y	Received 504 services
Blank	All others

STUDENT RECORD (DETAILED FIELD DESCRIPTIONS - cont)

LEP INSTRUCTION TYPE (Col 169-171):

The type of LEP instruction the student receives.

<u>CODE</u>	<u>MEANING</u>
BIH	Heritage Language Instructional Programs
BIN	Native Language Support
BIT	Transitional Bilingual
BIW	Two-way Bilingual
DUL	Dual Language
ESL	English as a Second Language
IMP	Partial English Immersion
IMS	Structured English Immersion
IMT	Total English Immersion
SEI	Sheltered English Instruction
Blank	All others

Required If LIMITED ENGLISH is A, B or C (can't be blank)

Note (1): If you are uncertain about how to classify an instructional program for English Language Learners, please contact the USOE Alternative Language Services specialist, Nancy Giraldo, at (801) 538-7709, for assistance.

Note (2): With the exception of "Sheltered English Instruction" (SEI), this classification of programs is based on the permissible values for Type of Language Instruction specified in Version 6 of the **EDEN Disaggregation Categories** (May 17, 2004, p. 42) by the U.S. Dept. of Education. For more information, see <http://evalsoft07.evalsoft.com/pbdmi/doc-dmi/EDEN%20Disaggregation%20Categories%20v6%205-24-04.doc>

NCLB SCHOOL CHOICE (Col 172):

Indicates whether the student is enrolled in this school, outside of their assigned attendance area, by choice under the provisions of NCLB Title I Part A.

<u>CODE</u>	<u>MEANING</u>
Y	Enrolled by choice under provisions of NCLB Title I Part A
Blank	All others

NOTE: ALL and ONLY the following LEAs have one or more schools in Year 1 of Program Improvement and so must have and NCLB SCHOOL CHOICE count greater than 0 (zero):
Davis, Duchesne, Jordan, Nebo, Ogden, San Juan, Uintah, Washington, Wasatch.

NCLB SUPP SERV LANG (Col 173):

Indicates whether the student received supplemental services in Language Arts, funded out of the LEA's NCLB Title I Part A allocation, by identifying the approved provider of that service. **See the list of providers and Note 1 below NCLB SUPP SERV MATH**

STUDENT RECORD (DETAILED FIELD DESCRIPTIONS - cont)

NCLB SUPP SERV MATH (Col 174):

Indicates whether the student received supplemental services in Mathematics, funded out of the LEA's NCLB Title I Part A allocation, by identifying the approved provider of that service.

<u>CODE</u>	<u>MEANING</u>
1	Lindamood Bell
2	Connections After School
3	SMART
4	U of U Reading Clinic
5	HOSTS Learning
6	Prime Time Academy
7	Failure Free Reading
8	International Language Programs
9	Newton Learning
10	Utah Alliance of Boys & Girls Clubs
Blank	Did not receive supplemental services

NOTE (1): ALL and ONLY the following LEAs have one or more schools in Year 2 or higher of Program Improvement and so must have and NCLB SUPP SERV count - sum of MATH and LANG - greater then greater than 0 (zero):
San Juan, Uintah.

NOTE (2): Please direct questions about NCLB Choice and Supplemental Services data to Nancy Shepherd at (801) 538-7825.

STATEWIDE STUDENT ID: (Col 175-184 ; Required - All updates beginning Year End 2006)

The number assigned to the student using the Statewide Student Identifier (SSID) assignment process.

Must be complete and all numeric (more validation rules may be defined before it is required in summer 2006). Prior to year end 2006, no edits or loading into the Clearinghouse database will take place.

SCRAM RECORD

(4) RECORD TYPE "S2="

For each batch update, the Clearinghouse will expect an "S2" record for each "SCRAM" student that has been in attendance within a school at any time during the current school year. This record basically identifies the SCRAM membership a student has had within a Self-Contained/Resource Code and Time/Setting. For those students that may have multiple Resource or Self-Contained conditions during the year, multiple "S2" records should be included in the update.

Field	Length	Data Record		Doc Page	Short Description
		Start	End		
RECORD-ID	03	001	003	23	S2=
STUDENT NUMBER	10	004	013	23	Student number
@ DISABILITY TYPE	02	014	015	24	Disability type
@ TIME	01	016	016	24	Time code
SCRAM ENTRY DATE	08	017	024	24	Scram Entry Date
SCRAM EXIT DATE	08	025	032	24	Scram Exit Date
SCRAM EXIT REASON	01	033	033	24	Scram Exit Reason code
SCRAM MEMBERSHIP	03	034	036	25	Scram aggregate membership
* REGULAR PERCENT	01	037	037	25	Percent in regular setting
* ENVIRONMENT	01	038	038	25	Educational environment

SCRAM RECORD (DETAILED FIELD DESCRIPTIONS)

RECORD-ID: (Col 001-003 ; Required - ALL updates) The first three characters of a SCRAM record must always contain the record identifier "S2=".

STUDENT NUMBER: (Col 004-013 ; Required - ALL updates) Student numbers will be edited for numeric values, but if your student numbers are less than 10 digits long, please move them into this field left justified with trailing blanks. Don't send in a student record with the student number equal to zero.

Note: For the Clearinghouse to store SCRAM membership, a student "S1" record for each student having SCRAM data must also be present in the update. You must include the same student identification number on this SCRAM update record as you did on the "S1" record. This number will be used as a key to find the student data so this SCRAM membership can be attached.

SCRAM RECORD (DETAILED FIELD DESCRIPTIONS - cont)

@ **DISABILITY TYPE:** (Col 014-015 ; Required - ALL updates)

Identifies the type of disability for which the student is receiving Special education services.

<u>CODE</u>	<u>MEANING</u>
AU	Autism
BD	Behavior Disorder (federal "Emotional Disturbance")
CD	Communication Disorder (federal "Speech or Language Impairment")
DB	Deaf and Blind (Dual Sensory Impairment)
DD	Developmental Delay
HI	Hearing Impairment (Deaf)
ID	Intellectual Disability (federal "Mental Retardation")
MD	Multiple Disabilities
OH	Other Health Impairment
OI	Orthopedic Impairment
SL	Specific Learning Disorder
TB	Traumatic Brain Injury
VI	Visual Impairment (Blind)

@ **TIME:** (Col 016 ; Required - ALL updates) Summarizes the amount of time the student is served. This is used to allocate state special education funds.

<u>CODE</u>	<u>MEANING</u>
A	1-59 Minutes of special education/related service (Resource).
B	60-179 Minutes of special education/related service (Resource).
C	180 min. or more of special education/related service (Self-Contained)
F	180 min. or more of special education/related service (Regular, Counted as Self Contained).

SCRAM ENTRY DATE: (Col 017-024 ; Required - ALL updates) This is the date the student first began receiving Special education related services. This date must include the century. The format is **YYYYMMDD**.

SCRAM EXIT DATE: (Col 025-032 ; Optional unless there is a SCRAM EXIT CODE) This is the day *following* the last day the student received special education related services for a particular handicapping condition. This date must also include the century. The format is **YYYYMMDD**. If the student is still receiving special education related services or at year-end was still receiving services, please leave this field blank. **Determining inclusion or exclusion of the student in the DEC 1 extract using this date is the same as the school exit date (see "S1" record - field EXIT DATE).**

A valid date must be present if SCRAM EXIT REASON is entered

SCRAM EXIT REASON: (Col 033 ; Optional unless there is a SCRAM EXIT DATE) This code identifies the reason this student exited special education related services.

<u>CODE</u>	<u>REASON</u>
A	RETURNED TO REGULAR PLACEMENT
D	REACHED MAXIMUM AGE
S	SERVICE CHANGE
X	EXITED SCHOOL
Blank	If SCRAM EXIT DATE is left blank

A valid SCRAM EXIT REASON must be entered if a SCRAM EXIT DATE is entered.

SCRAM RECORD (DETAILED FIELD DESCRIPTIONS - cont)

SCRAM MEMBERSHIP: (Col 034-036 ; Required) SCRAM aggregated membership. This field should reflect the total aggregate days of membership within this SCRAM Resource/TIME FRAME accurate up to the day you create the Clearinghouse update file. If a Student moves from one SCRAM Resource/TIME FRAME to another during the year, then multiple "S2" records should be included in the update, each one reflecting membership in a separate SCRAM Resource/TIME FRAME. Membership days should be reported **in 180 day equivalent days** (see page 4 for 180 equivalent calculation).

Must be complete (right justify, zero fill), blank or '000' is an error.

Note: SELF-CONTAINED membership days SHOULD NOT be included in the regular school membership total on the "S1" record. Report SELF-CONTAINED membership days on this "S2" record only. SCHOOL membership (S1) [+] SELF-CONTAINED membership cannot exceed 180 days. For Special Ed. (RESOURCE) students, their membership days in school are included on the "S1" record and their membership in the resource program are included on the "S2" record.

- * **REGULAR PERCENT: (Col 037 ; Required - ALL updates)** Summarizes the amount of time the Student is served in a regular education setting. This is used for federal reporting.

<u>CODE</u>	<u>MEANING</u>
1	80% or more in regular class
2	40 TO 79% in regular class
3	Less than 40% in regular class

- * **ENVIRONMENT: (Col 038 ; Required - ALL updates)** Identifies the type of educational setting in which the student receives special education services.

If age is 3-5, you can use one of the following settings:

E = Early Childhood
I = Itinerant (federal "Service Provider Location")
M = Home

If age is 6-21, you can use one of the following settings:

H = Homebound/Hospitalized
Y = Correctional (Youth In Custody)

You can also use one of the following with any age (3-21):

C = Separate Class
R = Residential
S = Separate School

COURSE MASTER RECORD

(5) RECORD TYPE "AC="

Note: "AC=" transactions are used to define a school's Course Master File. During the update, the COURSE & SECTION field is combined with the PERIOD field to form a unique key for each class period within a school. Any duplicates will be flagged as errors.

Each class must have a unique value in the COURSE & SECTION field. Course Master records with duplicate COURSE & SECTION fields will be interpreted as a block class that spans two or more periods.

COURSE MASTER records within a school having duplicate COURSE & SECTION field values will be assumed to be block classes and will be processed according to the following rules.

CTE Block Classes:

If a CIP CODE is present in the duplicate records, indicating a CTE class, each of the duplicate COURSE MASTER RECORDS and their related COURSE MEMBERSHIP records will be retained. The PERIOD fields of these records must not have any duplicate values.

NON-CTE Block Classes:

If a CIP CODE is NOT present in the duplicate records, indicating a NON-CTE class, only the COURSE MASTER RECORD with lowest PERIOD number and its related COURSE MEMBERSHIP records will be retained. This requires that the fields in the retained COURSE MASTER and COURSE MEMBERSHIP records represent the entire block class, not just one period. See block class notes in the COURSE MEMBERSHIP RECORD.

Single Course Master Record for Block Classes:

A district may choose to report a NON-CTE block class with only one COURSE MASTER record along with its related COURSE MEMBERSHIP records. Except for CTE classes, USOE Data Warehouse does not maintain block class data as separate periods.

Field	Length	Data Record		Doc Page	Short Description
		Start	End		
RECORD-ID	03	001	003	27	AC=
COURSE & SECTION	08	004	015	27	Course & Section Number
PERIOD	02	016	017	27	Period Taught
WHERE TAUGHT DIST	02	018	019	27	District where course is taught
WHERE TAUGHT SCHL	03	020	022	27	School where course is taught
TEACHER 1	09	023	031	27	CACTUS ID of 'teacher or record'
CIP CODE NUMBER	06	032	037	28	Voc. CIP Code Number
SEMESTER LENGTH	01	038	038	28	Voc. Semester Length
COURSE TITLE	20	039	058	28	Course Title
CORE CODE	11	059	069	28	Graduation Core Code
TEACHER 2 ID	09	070	078	28	CACTUS ID of 2nd teacher
TEACHER 3 ID	09	079	087	28	CACTUS ID of 3rd teacher
COLLEGE GRANTING CR	02	089	089	29	College granting conc enrollment credit
WHERE TAUGHT CAMPUS	01	090	090	29	Where conc enrollment course is taught
INSTRUCT SETTING	02	091	092	29	Instructional Setting
INSTRUCT HRS SCHED	03	093	095	30	Instructional Hours Scheduled
COLLEGE COURSE NUM	05	096	100	30	College course number (concur enroll)

COURSE MASTER RECORD (DETAILED FIELD DESCRIPTIONS)

RECORD-ID: (Col 001-003 ; Required) The first three characters of a course master record must always contain the record identifier "AC".

COURSE & SECTION: (Col 004-011 ; Required) This is the *unique* alphanumeric course + section number that you are using to identify a class within the school (block classes are the exception). The course and section numbers should be combined making a single number and then placed left justified in this field with trailing blanks. If this is a concurrent enrollment course, you may use this field or the COURSE TITLE field to identify the **college** course as listed in the college catalog (college department acronym concatenated with the college course number).

Must be at least 2 characters in length

PERIOD: (Col 012-013 ; Required) This is a two digit field indicating which period the class is being taught. It should contain numeric data and any leading zero should be included.

Note: The course/section and period fields are combined to form a 10 digit key that MUST BE UNIQUE within each school. In other words, each individual class (period) that meets during the year must have a unique number (course/section + period). If more than 1 "AC" record is found for a school with the same 10 digit key, an error condition exists and any duplicates will NOT be loaded into the Clearinghouse.

WHERE TAUGHT DIST: (Col 014-015 ; Optional) This field is to be used only if the class is taught at some other district. If this class is taught within the District you are generating transactions for, please leave this field blank and the Clearinghouse will assume that it's taught within that district. If for example, you have students that you send out to a trade school for an CTE class, please include the trade school's two digit district number here.

If present, it will be validated against the CACTUS table of districts.

WHERE TAUGHT SCHL: (Col 016-018 ; Optional) This field is to be used only if the class is taught at some other school. If this class is taught within the school you are generating transactions for, please leave this field blank and the Clearinghouse will assume that it is taught within that school. If for example, you have students that you send out to a trade school for an CTE class, please include the trade school's three digit school number here.

If present, it will be validated against the CACTUS table of schools. If field WHERE TAUGHT DISTRICT is blank, the validation will be done using the submitting district's number.

NOTE (2): If the teacher of record does not have a CACTUS ID (I.E., does not have a educator license and so is not in the CACTUS database) and is not affiliated with an institution of higher education as the instructor of a concurrent enrollment class, use the two-digit ID "10" meaning "Educator Unknown".

COURSE MASTER RECORD (DETAILED FIELD DESCRIPTIONS - cont)

TEACHER 1 ID: (Col 019-027 ; Required) This is the CACTUS ID of the TEACHER OF RECORD assigned to the class.

All numeric, ALL ZEROES is invalid, left justify, **DON'T** zero fill, if it contains 9 characters it will be assumed to be an SSN and will be flagged as an error.

NOTE (1): This doesn't necessarily have to be a teacher. It can be a counselor or student advisor. For "courses" such as RELEASE TIME or others where the teacher is not in CACTUS, enter the CACTUS ID or SSN of the faculty member who authorizes or approves these "courses".

CIP CODE NUMBER: (Col 028-033 ; CTE Classes Only - Required)
Valid CTE CIP CODE. This is a six digit numeric field.

If entered must be complete and all numeric

SEMESTER LENGTH: (Col 034 ; CTE Classes Only - Required)
This is a one digit numeric code that indicates the time frame or length of a CTE class or in the case of a trimester school that the class duration is for a single trimester.

<u>CODE</u>	<u>DESCRIPTION</u>
1	Class held first semester (90 day class)
2	Class held second semester (90 day class)
3	Single trimester class (60 day class)
4	Class held all year (180 day class)

COURSE TITLE: (Col 035-054 ; Required) Normally, this is the alpha-numeric course title that your school uses to describe the course. If this is a concurrent enrollment course, you may use this field or the COURSE & SECTION field to identify the **college** course as listed in the college catalog (college department acronym concatenated with the college course number).

CORE CODE: (Col 055-065 ; Required) This is the 11 digit CORE CODE used in CACTUS (will be validated against the CACTUS database). Must be an active core code - it's an error if the code is *inactive*.

TEACHER 2 ID: (Col 066-074 ; Optional) The CACTUS ID of a second teacher assigned to this course master record.

If present, must be all numeric, ALL ZEROES is invalid, can't be the same as field TEACHER 1 ID, left justify, **DON'T** zero fill, if it contains 9 characters it will be assumed to be an SSN and will be flagged as an error.

TEACHER 3 ID: (Col 075-083 ; Optional) The CACTUS ID of a third teacher assigned to this course master record.

If present, must be all numeric, ALL ZEROES is invalid, can't be the same as fields TEACHER 1 ID or TEACHER 2 ID, can't be present if TEACHER 2 ID is blank, left justify, **DON'T** zero fill, if it contains 9 characters it will be assumed to be an SSN and will be flagged as an error.

COURSE MASTER RECORD (DETAILED FIELD DESCRIPTIONS - cont)

COLLEGE GRANTING CR: (Col 084-085 ; Optional unless the CORE CODE contains '13' in positions 7 and 8) The two character "district" number of the college granting the college credit portion of the concurrent enrollment course.

Required if positions 7 and 8 of field CORE CODE contains '13', indicating the course is a concurrent enrollment course. Will be validated against the following "district" numbers of the State's colleges:

49 - Salt Lake Community College	55 - Westminster College
50 - Utah Valley State College	56 - Southern Utah University
51 - Brigham Young University	57 - College of Eastern Utah
52 - University of Utah	58 - Dixie College
53 - Utah State University	59 - Snow College
54 - Weber State University	66 - LDS Business College

WHERE TAUGHT CAMPUS: (Col 086 : Optional unless the CORE CODE contains '13' in positions 7 and 8) Where the concurrent enrollment course is taught.

<u>CODE</u>	<u>MEANING</u>
C	College campus
H	High School campus
Blank	if CORE CODE does <u>NOT</u> contain '13' in positions 7 and 8

Required if positions 7 and 8 of field CORE CODE contains '13', indicating the course is a concurrent enrollment course. If a concurrent enrollment student must physically go onto a college campus to attend class this field should be 'C', otherwise it should be 'H'.

INSTRUCT SETTING (Col 087-088): The primary setting or medium of delivery for the course if other than a conventional classroom.

<u>CODE</u>	<u>MEANING</u>
CC	Correspondence Course (via postal service)
EC	Early College (not Concurrent Enrollment)
EH	Electronic High School (http://ehs.uen.org)
EN	EdNet
IN	Internet (other than through the Electronic High School)
IS	Independent Study (at home or elsewhere NOT under daily direct supervision of teacher of record AND NOT via Electronic High School, Internet or correspondence)
PP	Packet
Blank	Conventional classroom

COURSE MASTER RECORD (DETAILED FIELD DESCRIPTIONS - cont)

INSTRUCT HRS SCHED (Col 089-091 ; Optional)

This is the INSTRUCTIONAL HOURS SCHEDULED or the total number of hours scheduled for instruction in the course during the school year rounded to the nearest integer, using this formula:

$\text{ROUND}(\text{total_minutes_class_was_scheduled} / 60)$

Must be complete (leading zeroes) and numeric, ZERO is invalid.

For example, if a course runs 100 minutes a day on Monday and Wednesday and 50 minutes on Friday every week for a school year which lasts 36 weeks, the *total_minutes_class_was_scheduled* to use in the above formula is calculated as:

$(100 * 72) + (50 * 36)$

NOTE: Originally scheduled to be required at year end for the 2004-2005 school year but it's OPTIONAL and will be edited if supplied. Therefore, BLANK is OK for 2004-2005 but '000' is invalid.

COLLEGE COURSE NUM (Col 092-096 : Optional unless the CORE CODE contains '13' in positions 7 and 8) The college designated number for the concurrent enrollment course. For example, Math 1020a should be sent in as 1020a....the department name is not included.

Required if positions 7 and 8 of field CORE CODE contains '13', indicating the course is a concurrent enrollment course.

COURSE MEMBERSHIP RECORD

(6) RECORD TYPE "AM="

Note 1: "AM=" transactions are used to define a student's schedule. For every "AM=" transaction, there must be a matching "AC=" (Course Master) record included in your upload file. For students whose GRADE LEVEL is 00, 01, 02, 03, 04, or 05, there can be only one "AM" record for any given period of time (determined using ENTRY and EXIT dates).

If the K-5 student is actually assigned to more than one teacher for a part of the school day or the week, identify the "home room" teacher or "teacher of record" in the TEACHER 1 ID field and, optionally, identify up to two more teachers in the TEACHER 2 ID and TEACHER 3 ID fields in the "AC" record.

Note 2: At year end, every student with more than 10 days total membership (school membership [+] self-contained membership) must have at least 1 'AM=' record with a value greater than zero in field AGGREGATE MEMB. The ONLY exceptions to this are Pre-K students and students enrolled in the district but actually attend school out of state. For example, an error condition will occur if a student (other than the exceptions noted) has an 'S1=' record with more than 10 days school membership or an 'S2=' record with more than 10 days of membership or a combination of school and self-contained membership that total more than 10 days membership and:

- there are NO 'AM=' record(s)
- OR-
- there is at least 1 'AM=' record but the total aggregate membership (the sum of field AGGREGATE MEMB for all 'AM' records) is ZERO

Note 3: BLOCK CLASSES - You may submit an "AM" record for each student in each reported period of a block class. See COURSE MASTER record notes.

CTE Classes: ALL of the individual "AM" records will be retained.

Non-CTE Classes: Only the first "AM" record that matches the retained "AC" record (the one with the lowest PERIOD number) will be retained. All others will be ignored. Therefore, it is imperative that all pertinent data (aggregate membership, entry and exit dates, days attended, credits attempted, grade earned, college credits attempted, instruct hrs) found in the retained "AM" record apply to the entire class.

For example, an "AM" record for a student that's associated with a **non-CTE** "AC" record is read with COURSE & SECTION of '12345678' and PERIOD '01'. The same student's next "AM" record is also COURSE & SECTION '12345678' but with PERIOD '02'. This, by definition (see notes for the COURSE MASTER record), is a block class, so the second and ALL subsequent AM records **with the same COURSE & SECTION are ignored**. Only the first "AM" record will be retained for further processing because it matches the retained "AC" record.

Field	Length	Data Record		Page	Short Description
		Column	Doc		
RECORD-ID	03	001	003	32	AM=
STUDENT NUMBER	10	004	013	32	Student number
COURSE NUMBER	08	014	021	32	Course and section number
PERIOD	02	022	023	32	Period taught
AGGREGATE MEMB	03	024	026	32	Aggregate course Membership
COURSE ENTRY DATE	08	027	034	32	Course Entry Date
COURSE EXIT DATE	08	035	042	32	Course Exit Date
DAYS ATTENDED	03	043	045	32	Days attended course
CREDITS ATTEMPTED	04	046	049	33	Number of credits attempted
GRADE EARNED	05	050	054	33	The grade earned for the course
ACTUAL MEMBERSHIP	03	055	057	33	Actual membership (CTE)
CONCURR ENROLLED	01	058	058	33	Student IS attempting college credit
COLLEGE CREDIT ATT	03	059	061	34	College credits attempted
INSTRUCT HRS MEMSHIP	03	062	064	34	Instructional Hours In Membership
INSTRUCT HRS ATTEND	03	065	067	34	Instructional Hours In Attendance
CREDITS EARNED	04	068	071	35	Number of credits earned
COLLEGE GRADE	02	072	073	35	College grade (concur enroll)
COLLEGE CREDIT EARN	04	074	077	35	College credits earned (concur enroll)

COURSE MEMBERSHIP RECORD (DETAILED FIELD DESCRIPTIONS)

RECORD-ID: (Col 001-003 ; Required - ALL updates) The first three characters of a student membership record must always contain the record identifier "AM=".

STUDENT NUMBER: (Col 004-013 ; Required - ALL updates) Student numbers will be edited for numeric values, but if your student numbers are less than 10 digits long, please move them into this field left justified with trailing blanks. Don't send in a student record with the student number equal to zero.

Note: For the Clearinghouse to store Course data, a student "S1" record for each student having courses must also be present in the update. You must include the same student identification number on this Course update record as you did on the "S1" record. This number will be used as a key to find the student data so this Course data can be attached.

COURSE NUMBER: (Col 014 - 021 ; Required) This is an eight digit numeric course + section number. The course and section numbers should be combined making a single number and then placed left justified in this field with trailing blanks.

PERIOD: (Col 022-023 ; Required) This is a two digit field indicating which period the class is being taught. It must be complete, it should contain numeric, and any leading zeroes should be included.

NOTE: The membership record's COURSE NUMBER and PERIOD fields will be combined to locate a matching AC record (using the COURSE & SECTION and PERIOD fields of the AC record).

AGGREGATE MEMB: (Col 024-026 ; Required) Course aggregated membership. This field should reflect the total aggregate days of membership for the student within the class accurate up to the day you create the Clearinghouse update file. Membership days should be reported in **180 day equivalent days** (see page 4 for 180 equivalent calculation).

COURSE ENTRY DATE: (Col 027-034 ; Required) This is the date the student first began instruction in the course. The format is **YYYYMMDD**.

COURSE EXIT DATE: (Col 035-042 ; Optional) This is the day *following* the last day of instruction in the course. The format is **YYYYMMDD**.

DAYS ATTENDED: (Col 043-045 ; Required at year end) The total number of days the student attended the class. Attendance days should be reported in **180 day equivalent days** (see page 4 for 180 equivalent calculation).

BLANK is OK in October upload but is an error at year-end unless:

INSTRUCTIONAL SETTING in the AC record is CC, EC, EH, IN, or PP
OR
WHERE TAUGHT CAMPUS in the AC record is C

Please note that attendance data is required for a student in an EDNET course on the high school campus, even if it is a Concurrent Enrollment course. If not blank it must be complete and all numeric and can't be greater than course membership. If present in Oct upload it will be fully edited.

COURSE MEMBERSHIP RECORD (DETAILED FIELD DESCRIPTIONS - cont)

CREDITS ATTEMPTED: (Col 046-049 ; Required at year end for grades 9-12) The amount of credit attempted for the period of time the "AM=" record represents. A decimal is *implied* between the first and second character.

Must be complete and all numeric, '0000' is OK, BLANK is an error at year end (except grades other than 9-12), if present in Oct 1 upload it will be fully edited.

GRADE EARNED: (Col 050-054 ; Required at year end for grades 9-12) The grade the student earned for the period of time the "AM=" record represents. A decimal is *implied* between the first and second character for a numeric grade.

<u>VALUE</u>	<u>MEANING</u>
'00000' to '40000'	Actual grade
'PASS ' or 'P'	Pass (for Pass/Fail type grade only)
'FAIL ' or 'F'	Fail (for Pass/Fail type grade only)
'NOGRD' or 'N' or 'NG'	No grade

Must be complete for numeric grade values (leading and/or trailing zeroes) ; 'pass/fail' grades and 'No grade' must be as above ; BLANK is an error at year end (except grades other than 9-12), if present in Oct 1 upload it will be fully edited.

Note: In calculating the "average grade" for accountability reporting, the USOE will exclude courses graded on a "Pass/Fail" basis. Thus, for a student who receives an "F" in a "letter grade" course, the grade should be submitted as '00000' to ensure that it is included in summary calculations.

ACTUAL MEMBERSHIP: (Col 055-057 ; Optional) Actual course membership. CTE COURSES ONLY. This field should reflect the *actual* days of membership - NOT 180 day equivalent. Cannot be blank if the associated course master record ("AC") contains a CIP CODE.

If present it must be complete (All numeric)

CONCURR ENROLLED: (Col 058 ; Optional) Indicates whether or not the student is taking this class (deemed to be a concurrent enrollment class in the AC record) as a concurrent enrollment class for college credit or taking the class for just high school credit.

<u>VALUE</u>	<u>MEANING</u>
Y	Taking for college credit and high school credit
N	Taking for just high school credit
BLANK	Class is not a concurrent enrollment class

If the AC record this AM references has '13' in positions 7 and 8 of the CORE CODE, this can't be BLANK.

COURSE MEMBERSHIP RECORD (DETAILED FIELD DESCRIPTIONS - cont)

COLLEGE CREDIT ATT: (Col 059-061 ; Required if CONCURR ENROLLED is 'Y')

The number of college credits attempted for the concurrent enrollment course. A decimal is implied between the second and third characters to allow for half credits. If the student is taking the course but NOT attempting to obtain college credit, this field should be '000'. Otherwise, it should contain the number of college credits being attempted.

SAMPLES: 5 credits '050'
 16 credits '160'
 .5 credit '005'

BLANK is an error if field CONCURR ENROLLED is 'Y'; must be complete and all numeric

INSTRUCT HRS MEMSHP: (Col 062-064 ; Optional)

This is the INSTRUCTIONAL HOURS IN MEMBERSHIP or the total number of hours the student was in membership in the course during the school year rounded to the nearest integer, using this formula:

$ROUND (total_minutes_student_was_in_membership / 60)$

INSTRUCT HRS MEMSHP must be less than or equal to INSTRUCT HRS SCHED in the AC record for this course. It also must be complete (leading zeroes) and numeric, ZERO is invalid.

For example, if a student was in membership for 175 days in a class with 50 minutes in each session the value for *total_minutes_student_was_in_membership* to use in the above formula is calculated as:

$(50 * 175)$

NOTE: Originally scheduled to be required at year end for the 2004-2005 school year but it's OPTIONAL and will be edited if supplied. Therefore, BLANK is OK for 2004-2005 but '000' is invalid.

INSTRUCT HRS ATTEND: (Col 065-067 ; Optional)

This is the INSTRUCTIONAL HOURS IN ATTENDANCE or the total number of hours the student was in attendance in the course during the school year rounded to the nearest integer, using this formula:

$ROUND(total_minutes_student_was_in_attendance / 60)$

INSTRUCT HRS ATTEND must be less than or equal to INSTRUCT HRS MEMSHP. It also must be complete (leading zeroes) and numeric, ZERO is invalid.

For example, if a student was in attendance for 175 days in a class with 50 minutes in each session the value for *total_minutes_student_was_in_membership* to use in the above formula is calculated as:

$(50 * 175)$

NOTE: Originally scheduled to be required at year end for the 2004-2005 school year but it's OPTIONAL and will be edited if supplied. Therefore, BLANK is OK for 2004-2005 but '000' is invalid.

COURSE MEMBERSHIP RECORD (DETAILED FIELD DESCRIPTIONS - cont)

CREDITS EARNED (Col 068-071 ; Required at year end for grades 9-12)

The amount of credit earned for the period of time the "AM" record Represents. A decimal is implied between the first and second character.

Must be complete and all numeric, '0000' is OK, BLANK is an error at year end (except grades other than 9-12), if present in Oct 1 upload it will be fully edited. Cannot exceed CREDITS ATTEMPTED.

COLLEGE GRADE (Col 072-073 ; Required if CONCURR ENROLLED is 'Y')

The grade issued by the college for the concurrent enrollment course. Submit the field left justified with a trailing space, if necessary. The first position is for the letter grade (A, B, C, etc) with the second position to be used for the plus (+) or minus (-) as needed. For example, "A ", "A-", "B+", "B ", etc. Use 'P ' for passing a PASS/FAIL type grade ('F ' will serve for failing using either method).

BLANK is an error if field CONCURR ENROLLED is 'Y'; if not BLANK, must be a valid value as listed below.

Valid Values:	A	B+	C+	D+	F
	A-	B	C	D	P (Pass of PASS/FAIL class)
		B-	C-	D-	

COLLEGE CREDIT EARN (Col 074-077 ; Required if CONCURR ENROLLED is 'Y')

The amount of college credits earned for the concurrent enrollment course. A decimal is *implied* between the second and third characters to allow for half credits. If the student is taking the course but NOT attempting to obtain college credit, this field should be '000'. Otherwise, it should contain the number of college credits being attempted.

Cannot exceed COLLEGE CREDITS ATT. BLANK is an error if field CONCURR ENROLLED is 'Y' ; must be complete and all numeric

EXIT STATUS CHANGE RECORD

(7) RECORD TYPE "ES=" (October 2005)

APPROPRIATE USE:

"ES=" transactions are valid only in the October Fall Enrollment upload. They will be ignored in all other uploads. An "ES" record may be used to update the exit status of students who were included in the previous Year End upload and whose EXIT CODE or HIGH SCHOOL COMPLETION STATUS has changed between July 15 and October 1.

CONSTRAINT:

If a student has an "ES" record, the same student CANNOT also have an "S1" record. Submission of both types of records for the same student in the October upload will result in an error.

CAUTION REGARDING SECONDARY "FALL NO SHOWS":

If a student was included in the previous Year End upload *with* a GRADE LEVEL of 6 through 11 and *without* an EXIT CODE or HIGH SCHOOL COMPLETION STATUS *and therefore* is expected to "show up" in grades 7 through 12 in the fall *but* turned out to be a "fall no show", you have the option of submitting either an "ES" record in October or including an "S1" record for the student in the next Year End upload with 10 or fewer days of membership and the appropriate EXIT CODE; however, if there is no record of either kind for such a student, the student will be considered a dropout.

Field	Length	Data Record		Doc	Short Description
		Start	End		
RECORD-ID	03	001	003	36	ES=
STUDENT NUMBER	10		004	013	36 Student number
LAST NAME	20	014	033	37	Student's LAST NAME
FIRST NAME	16	034	049	37	Student's FIRST NAME
BIRTH DATE	08	050	057	37	Student's BIRTH DATE
GENDER	01	058	058	37	Student's GENDER
UPDATED STATUS	02	059	060	37	Revised EXIT CODE
STATEWIDE STUDENT ID	10	061	070	37	Statewide Student Identifier

EXIT STATUS CHANGE RECORD (DETAILED FIELD DESCRIPTIONS)

RECORD-ID: (Col 001-003 ; Required - ALL 'ES' records submitted)

The first three characters of a Exit Status Change record must always contain the record identifier "ES=".

STUDENT NUMBER: (Col 004-013 ; Required - All 'ES' records submitted) The student's district assigned student number.

LAST NAME: (Col 014-033 ; Required - ALL 'ES' records submitted)

Student's last name, can be up to 20 characters in length.

ONLY alpha characters (A-Z), SPACE, single quote (') and 1 hyphen (-) are allowed. Left justified with trailing blanks.

EXIT STATUS CHANGE RECORD (DETAILED FIELD DESCRIPTIONS - cont)

FIRST NAME: (Col 034-049 ; Required - ALL 'ES' records submitted)
Student's first name, can be up to 16 characters in length.

ONLY alpha characters (A-Z), SPACE, single quote (') and 1 hyphen (-) are allowed. Left justified with trailing blanks.

BIRTH DATE: (Col 050-057 ; Required - ALL 'ES' records submitted)
Student's birth date. It must include the century. The format is YYYYMMDD.

Must be a valid date ; can't be current or future date ; calculated age can't be less than 3 or greater than 23.

GENDER: (Col 058 ; Required - ALL 'ES' records submitted)
Student's gender code.

<u>CODE</u>	<u>MEANING</u>
M	Male Student
F	Female Student

UPDATED STATUS: (Col 059-060 ; Required - ALL 'ES' records submitted)
The 'changed to' EXIT CODE or HIGH SCHOOL COMPLETION STATUS.

<u>EXIT CODE</u>	<u>Reason</u>
AC	Alternative Completion Diploma
CT	Certificate of Completion
DE	Death
DO	Dropout
FE	Foreign Exchange
GR	High School Graduate -- Regular Diploma
TC	Transferred out of the country
TH	Transferred to home schooling
TO	Transferred out of State
TP	Transferred to a Private School
TR	Transferred to a Charter School
TS	Transferred to another District within the State
WD	Withdrawal
11	Early Graduate -- 11th Grade

STATEWIDE STUDENT ID: (Col 061-070 ; Required - All 'ES' records submitted)
The number assigned to the student using the Statewide Student Identifier (SSID) assignment process.

SAMPLE CLEARINGHOUSE UPDATE FILE

Some records shown are not complete. This sample is included to show the different record types and how they relate to each other in a Clearinghouse update batch.

```

      1           2           3           4           5           6
....5....0....5....0....5....0....5....0....5....0....5
DI=14,YR=2002,OK=DEC <--- Jordan's 2002 Dec 1 update
SC=704 <--- Beginning of School 704
AC=881234 01 123456 4805061WELDING I ..... <--- Course Master record
AC=884321 02 234567 4805082WELDING II ..... <--- Course Master record
S1=7171717 528123456Doe John ..... <--- Student record
S2=7171717 05B19960905 077 <--- SCRAM membership rec
AM=7171717 881234 0109020020815..... <--- Course membership record
AM=7171717 884321 0209020020815..... <--- Course membership record
.
.
SC=708 <--- Beginning of School 708
AC=842345 01 345678 2001131CLOTHING I ..... <--- Course Master record
AC=845432 02 456789 2001032CLOTHING II ..... <--- Course Master record
S1=6565656 529123456LastName1 First1 ..... <--- Student record
S2=6565656 06B19960921 066 <--- SCRAM membership Rec
AM=6565656 841101 010902000081520021101..... <-- Course membership record
AM=6565656 841201 0209020000815..... <--- Course membership record
.
.
S1=8171717 529654321LastName2 First2 .... <--- Student record
AM=8171717 841101 010902000081520021101..... <-- Course membership record
AM=8171717 841201 0209020000815..... <--- Course membership record
.
.

```

REVISIONS

April 20, 2000:

The S1 record had the title SEOP Goal changed to Concentrator and Incarcerated was changed to Tech. Prep. No format changes were necessary.

March 13, 2001:

Clarified wording on Exit Dates.

The following were revisions to the Clearinghouse for use, as the first time, during the Year-End processing for the 2002-2003 school year (summer 2003).

July 11, 2001:

Added fields for U-PASS:

Student record (S1):

**HOME STATUS ; LEP YEAR IN US ; LEP NATIVE LANGUAGE ;
LEP PARENT LANGUAGE ; LEP ORAL GRADE ; LEP READ GRADE ;
LEP WRITE GRADE ; LEP EXIT DATE ; STUDENT ZIP CODE ;
MESA PROGRAM**

Course master record (AC):

WHERE TAUGHT DIST

Course membership record (AM):

DAYS ATTENDED ; CREDITS ATTEMPTED ; AVG COURSE GRADE

Changed fields:

Student record (S1):

EXIT CODE - Now only 1 dropout code - 'DO'

Course Master record (AC):

TEACHER SSN - Not just CTE anymore - ALL 'AC' records.

CORE CODE - Now 11 digit CACTUS core code (will be validated).

Course Membership record (AM):

AGGREGATE MEMBERSHIP - Not just CTE anymore - ALL 'AM' records

Dropped fields:

Student record (S1):

VOC COMPLETER ; RESIDENT STATUS

Course Master record (AC):

TEACHER NAME

November 23, 2001:

Added fields:

Student record (S1):

DAYS ATTENDED ;

RESIDENT STATUS - reinstated and changed meaning of value 'B'

Course Master record (AC):

TEACHER 2 SSN ; TEACHER 3 SSN

Changed fields:

SCRAM record (S2):

SCRAM RESOURCE and TIME FRAME - Added many new codes for Pre-K

May 07, 2002:

Changed fields:

STUDENT record (S1):

LEP NATIVE LANGUAGE and LEP PARENT LANGUAGE

- Added the valid 3 character codes and descriptions

August 13, 2002:

Added field:

MEMBERSHIP record (AM):

ACTUAL COURSE MEMBERSHIP (CTE)

Sep 10, 2002:

Changed field:

STUDENT record (S1):

ETHNICITY

- Added code 'D' for *Declined to declare*

- Code 'O' (Other) and blank are **NO LONGER VALID**

Sep 18, 2002:

Changed field:

STUDENT record (S1):

HOME STATUS

- Changed the **MEANINGS** of the codes and added a 6th code

Oct 24, 2002:

Added some wording to the SSN field in the S1 record

December 16, 2002

Dropped field:

STUDENT record (S1): **YIC MEMBERSHIP**

December 16, 2002 (cont)

Changed fields:

STUDENT record (S1):

BIRTH DATE

- Added some edits

ETHNICITY

- Changed 'D' (Declined to Declare) to 'U' (Unknown)

GRADE LEVEL

- Added a note and Special Ed ungraded AGE-to-GRADE translation table

EXIT CODE

- Changed description for some and added 2 new ('NS' and 'SG')
Also added some notes

ZIP CODE

- Changed requirement for it to start with '84' only when field RESIDENT STATUS is not 'A'

MESA PROGRAM

- Changed from one non-blank value ('Y') to two ('A' or 'B') and added descriptions

March 10, 2003

Changed fields:

STUDENT record (S1):

RESIDENT STATUS

- Added a third value ('C')

EXIT CODE

- Removed part of **NOTE 4**

COURSE MEMBERSHIP record (AM):

ALL fields changed to reflect values for ONLY the duration of the particular AM record (no longer "across terms" if the "term" involved multiple AM records)

AVERAGE GRADE changed to **GRADE EARNED**

April 08, 2003

Changed fields:

STUDENT record (S1):

LEP NATIVE Language and LEP PARENT Language

- Changed the 3 letter code for Japanese to 'JPN' from the incorrect value of 'JPM'

April 14, 2003

Changed fields:

STUDENT record (S1):

Days Attended

Changed the description a little

April 24, 2003

Changed fields:

COURSE MEMBERSHIP record (AM):

GRADE EARNED changed the translation table to actual 2 character

June 09, 2003

Just changed the upload procedure at the beginning of the document and added a NOTE to the 'S1=' record definition.

The following were revisions to the Clearinghouse for use, as the first time, during the Year-End processing for the 2003-2004 school year (summer 2004).

September 04, 2003:

Added fields:

Student record (S1):

**GIFTED ; 504 SERVICES ; DISTRICT OF RESIDENCE ;
LEP INSTRUCTION TYPE**

Course master record (AC):

**BLOCK CLASS ; BLOCK PERIODS ; INSTRUCT SETTING ; CONCURR ENROLL ;
COLLEGE GRANTING CR ; WHERE TAUGHT CAMPUS**

Course membership record (AM):

COLLEGE CREDIT ATT

Changed fields:

Student record (S1):

EXIT CODE - Removed 'NS' and 'SG' ; changed notes
PART-TIME STUDENT - Added 'Home Schooled' indicator and a note
FREE LUNCH - New criterion and notes
FREE LUNCH NUMBER - Changed/added note(s)
DAYS ATTENDED - Changed description
HOME STATUS to HOMELESS (Field name change only)
MESA PROGRAM - Added option and changed description

CHANGED START AND END POSITIONS OF MANY FIELDS

Course master record (AC):

Added substantial amount of text at the beginning of the Course Master section

CHANGED START AND END POSITIONS OF MANY FIELDS

Course Membership record (AM):

GRADE EARNED - Now 5 digits with 4 decimal places. Value descriptions also changed

CHANGED START AND END POSITIONS OF SOME FIELDS

Dropped fields:

Student record (S1):
OUT-DIST TUITION ; TITLE 1 PARTIC

November 13, 2003:

Added fields:

Student record (S1):
FAY IN SCHOOL ; FAY IN LEA ; SCHOOL OF RECORD

SCRAM record (S2):
SCRAM DAYS ATTENDED

Changed fields:

Course master record (AC):
SEMESTER LENGTH - Added 'Required' (CTE)
TEACHER 2 and 3 SSN's - Added restriction(s)
CORE CODE - INACTIVE now an error (previously a WARNING)

Dropped fields:

Student record (S1):
PART-TIME-PERCENT (was added September 4 above)

December 22, 2003:

Added a new record type for EXIT STATUS CHANGE (type 'ES')

Added fields:

Course master record (AC):
INSTRUCT HRS SCHED

Course membership record (AM):
INSTRUCT HRS MEMSHP

Changed fields:

Student record (S1):
STUDENT NUMBER - Changed the description ; added a note
SOCIAL SECURITY NUMBER (SSN) - Changed the description ; removed the note
EXIT CODE - added 'EX' and 'SU' and a note
SCHOOL MEMBERSHIP - Added 180 day equivalent calculation and two Notes
PART TIME STUDENT - changed to **Part time Home Schooled Student**. Changed the description and values.
CONCENTRATOR - Changed the description
TECH PREP - Changed the description
LIMITED ENGLISH - Added a note
PHONE NUMBER - Changed the description
FREE LUNCH - added 'M' and 'S' ; Changed description and notes
FREE LUNCH NUMBER - added 5 bytes to length
DAYS ATTENDED - Changed description and constraint a little

CHANGED START AND END POSITIONS OF MANY DUE TO DROPPED FIELDS

SCRAM record (S2):

STUDENT NUMBER - Changed the description ; added a note
SCRAM MEMBERSHIP - Changed the description a little

CHANGED START AND END POSITIONS OF MANY DUE TO DROPPED SSN

Course master record (AC):

COURSE & SECTION - Changed the description
TEACHER 1, 2 and 3 SSN's - Changed to **CACTUS ID** instead of SSN
COURSE TITLE - Changed the description

Course Membership record (AM):

STUDENT NUMBER - Changed the description ; added a note
GRADE EARNED - Added values and a note
DAYS ATTENDED - report in 180 day equivalent

CHANGED START AND END POSITIONS OF MANY DUE TO DROPPED SSN

Dropped fields:

Student record (S1):

GUARDIAN INFO (ALL)
FAY IN SCHOOL and **FAY IN LEA** (these were added November 13 above)

SCRAM record (S2):

SOCIAL SECURITY NUMBER (SSN)
SCRAM DAYS ATTENDED (this was added November 13 above)

Course membership record (AM):

SOCIAL SECURITY NUMBER (SSN)

January 31, 2004:

Added fields:

School record (SC):

DAYS IN SCHOOL YEAR

Course master record (AC):

DAYS IN SESSION

Course membership record (AM):

INSTRUCT HRS ATTEND

Changed fields:

- Took out note 4 concerning 180 equivalent calculations (page 4)
- Modified BLOCK CLASS procedure (page 22)

Student record (S1):

SCHOOL MEMBERSHIP - Removed 180 equivalent requirement and
Changed constraint (note 4)
DAYS ATTENDED - Removed 180 equivalent requirement
EXIT CODE - Added a link for 10 day rule definition
DISTRICT OF RESIDENCE - added a NOTE of explanation
SCHOOL OF RECORD - added a NOTE of explanation

SCRAM record (S2):

SCRAM MEMBERSHIP - Removed 180 equivalent requirement

Course master record (AC):

COURSE & SECTION - Must be unique for NON-CTE courses

PERIOD - Now will be combined with **COURSE & SECTION** only to check uniqueness for CTE BLOCK courses

Course membership record (AM):

AGGREGATE MEMB - Removed 180 equivalent requirement and added a constraint

DAYS ATTENDED - Removed 180 equivalent requirement and added a constraint

Dropped fields:

Course master record (AC):

BLOCK CLASS ; BLOCK PERIODS (both added in the 9/4/2003 revision)

Course membership record (AM):

ACTUAL MEMBERSHIP

February 17 2004:

Added fields:

Course membership record (AM):

ACTUAL MEMBERSHIP (dropped 1/31)

CONCURR ENROLLED - Student is attempting college credit (not taking a concurrent enrollment course for just the high school credit)

Changed fields:

- Added note 4 concerning 180 equivalent calculations (page 4) back in
- Modified **BLOCK CLASS** procedure (pages 23 and 28)

Student record (S1):

SCHOOL MEMBERSHIP - Added 180 equivalent requirement back in

DAYS ATTENDED - Added 180 equivalent requirement back in

SCHOOL OF RECORD - Changed non-BLANK valid value from 'Y' to 'N'

SCRAM record (S2):

SCRAM MEMBERSHIP - Added 180 equivalent requirement back in

Course master record (AC):

- **BLOCK class processing - non-CTE block classes - only retain AC with lowest period number (first one)**

COURSE & SECTION - Duplicate values assumed to be BLOCK class

PERIOD - Back to combining with **COURSE & SECTION** to check uniqueness for all AC records

Course membership record (AM):

- **BLOCK class processing - non-CTE block classes - only retain AM with lowest period number (first one)**

COURSE & SECTION - Duplicate values assumed to be BLOCK class

AGGREGATE MEMB - Added 180 equivalent requirement back in

DAYS ATTENDED - Added 180 equivalent requirement back in

Dropped fields:

Course master record (AC):

DAYS IN SESSION (added 1/31)

April 06 2004:

Changed fields:

Student record (S1):

- FREE LUNCH APP NUMBER** - Remove the strict requirement that it MUST be present if Free Lunch is A, C, or D. **This WILL be back for 2004-2005.** Still an error if there IS a Free Lunch app number but NO value in Free Lunch.
- LEP YEAR IN US** - Changed the description.....this is to be the **SCHOOL** year the student entered the U.S, not the calendar year.
- PART-TIME HOME SCHL** - Changed to just PART-TIME. Includes home schooled and private school.
- EXIT CODE** - Added 'FE' for Foreign Exchange student.
- RESIDENT STATUS** - Added 'F' for Foreign Exchange student.

May 18 2004:

Changed fields:

Course Master record (AC):

- TEACHER 1 (2 AND 3) CACTUS ID** - Changed to TEACHER ID because VOCATIONAL course master records require SSN but with NON-VOCATIONAL records the CACTUS ID is preferred (SSN is acceptable)

May 19 2004:

Changed fields:

Course Master record (AC):

- TEACHER 1 (2 AND 3) ID** - Reverse prior entry...Vocational AC records DO NOT require SSN, so changed the document to reflect that (left as TEACHER ID because it can be either CACTUS ID or SSN). CACTUS ID is preferred, SSN is acceptable.

June 03 2004:

Changed fields:

Student record (S1):

- DISTRICT OF RESIDENCE** - Changed the description. This is required for students in non-regular school districts such as Charter schools and Edith Bowen.

August 16 2004:

Changed fields:

- Exit Status change record (ES): Corrected the field lengths of **BIRTH DATE** and **GENDER**. This, in turn, changed the end position of BIRTH DATE and the start and end positions of the fields after BIRTH DATE.

The following were revisions to the Clearinghouse for use, as the first time, during the Year-End processing for the 2004-2005 school year (summer 2005).

August 26, 2004:

Added fields:

Student record (S1):
HIGH SCHOOL COMPLETION STATUS ;
NCLB SCHOOL CHOICE ;
NCLB SUPP SERV LANG ;
NCLB SUPP SERV MATH

Changed fields:

Student record (S1):
INDIAN 506 - Changed field name to TRIBAL AFFILIATION and added the valid tribal affiliations
EXIT CODE - Removed 'CT' and 'GR' (now part of new field HIGH SCHOOL COMPLETION STATUS). Also, changed/added notes.
SCHOOL OF RECORD - Changed the notes
LEP YEAR IN US - Changed field name to FIRST ENROLL IN US and added/changed the notes
LEP NATIVE/PARENT LANGUAGE - Added a note
LEP INSTRUCTION TYPE - Changed field size (added 1 byte to make it 3 bytes in length) and changed/added codes
MESA PROGRAM - Changed the description a little

SCRAM record (S2):
SCRAM EXIT REASON - Removed several options and added a note

Exit Status Change record (ES)
EXIT CODE - Added one ; removed two

Course Master record (AC):
INSTRUCT SETTING - Added 'packet' and changed description some
INSTRUCT HRS SCHED - NOT required for 2004-2005. It's optional and will be edited if supplied.

Course Membership record (AM):
INSTRUCT HRS MEMSHP - NOT required for 2004-2005. It's optional and will be edited if supplied.
INSTRUCT HRS ATTEND - NOT required for 2004-2005. It's optional and will be edited if supplied.

Dropped fields:

Student record (S1):
RETAINED SENIOR (now part of field HIGH SCHOOL COMPLETION STATUS)

Course Master record (AC):
WHEN TAUGHT ; CONCURR ENROLL

September 17, 2004:

Changed fields:

Student record (S1):

- MEMBERSHIP** - Changed to **required** (not blank ; '000' is OK)
- HIGH SCHOOL COMPLETION STATUS** - Added option 'GP' and modified the 'notes' (added to and/or changed)
- TRIBAL AFFILIATION** - Optional until year-end 2006
- FIRST ENROLL IN US** - Added some text just before NOTE (1)
- MESA PROGRAM** - Removed "(optional)" since BLANK is listed as an option

SCRAM record (S2):

- MEMBERSHIP** - Changed to **required** (not blank ; '000' is **NOT** OK)
- EXIT REASON** - Added some text

Course Membership record (AM):

- Added text to 'Note 1'** at the beginning of the record description
- DAYS ATTENDED** - Elaborated on reporting requirements regarding non-traditional classroom settings

September 24, 2004:

Made some minor text changes throughout such as taking out the references "(Year-end 2004-2005)" because the current version is for Year-end 2004-2005.

September 28, 2004:

Changed fields:

Student record (S1):

- SSN** - added that if it starts with more than 1 zero ['00.....'] it's an error

Course Master record (AC):

- TEACHER [1,2,3] ID** - added more text concerning validation if it's 9 characters (assume it's an SSN)

November 04, 2004:

Changed fields:

Student record (S1):

- LIMITED ENGLISH** - added note 2

November 15, 2004:

Added the document page number to the field listing at the beginning of each record type and added the data record column position to each field's description.....both added for easier reference

Changed fields:

Student record (S1):

- FREE LUNCH NUMBER** - removed the requirement

January 07, 2005:

Added fields:

Student record (S1):
STATEWIDE STUDENT ID (required year end 2005-2006)

Changed fields:

Exit Status Change record (ES):
Just changed some of the text before the record layout is defined

Student record (S1):
EXIT CODE - changed notes 2 and 3
HIGH SCHOOL COMPL STATUS - changed initial description and a couple of notes and added note 5. Also added sentence about data only being edited and loaded at year-end. "GR" and "DO" loaded if BLANK by update program for certain situations.

April 14, 2005:

Changed fields:

Student record (S1):
BIRTH DATE - added wording to the validation explanation

Course Master record (AC):
TEACHER 1, 2, AND 3 ID's - took out the wording that indicated an SSN can't contain more than 1 leading zero

April 29, 2005:

Changed fields:

Student record (S1):
SSN - changed invalid due to leading zeroes from 2 zeroes to 3
EXIT CODE - added "OG" for 'Other Graduates' and Note 7 explaining it's use. Also added "TC" for 'Transferred out of the country' and note 8 explaining it's use.
LEP GRADES (Oral, Read, Write) - Changed the note after the grades to indicate which ones are required and when

Course Membership record (AM):
Added wording to Note 1 at the beginning of the AM record definition indicating for grades 00-05 there can be only 1 AM record for any given period of time (ENTRY and EXIT dates cannot overlap for any AM records submitted)

June 01, 2005:

Changed fields:

Student record (S1):
Concentrator - changed so that an SSN is **NOT** required

June 27, 2005:

Changed fields:

SCRAM record (S2):

Took out the note that said if the SCRAM exit was 'D' the High School Completion Status had to be 'DO' (no longer the case)

The following were revisions to the Clearinghouse for use, as the first time, during the Year-End processing for the 2005-2006 school year (summer 2006).

May 02, 2005:

Added fields:

Course Master record (AC):

COLLEGE COURSE NUMBER ; COLLEGE GRADE

October 25, 2005:

Added fields:

Course Membership record (AM):

CREDITS EARNED ; COLLEGE CREDIT EARN

Exit Status Change record (ES):

STATEWIDE STUDENT ID

Changed fields:

Student record (S1):

ETHNICITY - added expanded descriptions and several 'notes'
TRIBAL AFFILIATION - changed the description and constraint a
ECONOMIC DISADV - changed name from "FREE LUNCH" ; removed several valid values and added others ; changed notes
HIGH SCHL COMPL STATUS - removed 'DO'. Changed most of the 'notes'
FIRST ENROLL IN US - Changed some of the 'notes'
ENGLISH LANG PROFIC - changed name from "LIMITED ENGLISH" ; all new codes and changed the 'notes'
ELP NATIVE LANGUAGE - changed name from "LEP NATIVE LANGUAGE" ; changed the description and the 'note'
ELP PARENT LANGUAGE - changed name from "LEP PARENT LANGUAGE" ; changed the description and the 'note'
ELP EXIT DATE - changed name from "LEP EXIT DATE" ; changed the description
MESA PROGRAM - added two 'notes' - *be sure to read and understand 'note' #1*
PART TIME - added code 'S' and added some 'notes'
NCLB SCHOOL CHOICE - added a 'note' - *be sure to read and understand it*
NCLB SUPP SERV LANG - added several choices
NCLB SUPP SERV MATH - added several choices ; added 2 'notes'
TEACHER 1 ID - changed the description (SSN is no longer valid) and added 'note 2'.
TEACHER 2 ID - changed the description (SSN is no longer valid)
TEACHER 3 ID - changed the description (SSN is no longer valid)

Course Master record (AC):

COURSE & SECTION - Added 4 bytes, total length now 12

Course Membership record (AM):

ACTUAL MEMBERSHIP - changed the constraint a little (now cannot be blank if AC has CIP CODE)

Exit Status Change record (ES):

UPDATED STATUS - changed name from "EXIT CODE" ; changed codes and added codes

Dropped fields:

Student record (S1):

**FREE LUNCH NUMBER ; LEP ORAL GRADE ; LEP READ GRADE ;
LEP WRITE GRADE**

The following were revisions to the Clearinghouse for use, as the first time, during the SCRAM data upload in December 2006.

Added fields:

SCRAM record (S2):

REGULAR PERCENT ; ENVIRONMENT

Changed fields:

SCRAM record (S2):

DISABILITY TYPE - changed name from "SCRAM RESOURCE" ; removed code "matrix"

TIME - changed name from "SCRAM TIME/SETTING" ; removed several codes