

**Fall Membership Data Collection
2002-2003 School Year
File Layout**

Header Records (must include all records as indicated)
SenderID =<3-digit Division Number of division submitting file>
CreateDate =<current date in mm/dd/yyyy format>
CreateTime =<current time in hh:mm:ss format>
EMAIL =<sender's e-mail address>
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DATATYPE =SMF_FALL-MEM
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"A" Record				
First Position	Last Position	Field Length	Field Name	Field Acceptable Values
1	1	1	Record Type	Constant = A
2	2	1	Report Type	T= Test, A = Actual, R = Resubmission
3	10	8	Data Collection Name	Uppercase, constant = FALL-MEM
11	14	4	Beginning School Year	Four-digit year for beginning of school year, i.e., 2002
15	17	3	Division Number	leading zeroes must be included, i.e. 003

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“C” Record Projection of Unadjusted March 31 ADM, K12 and Adjusted ADM Half-Day Kindergarten				
First Position	Last Position	Field Length	Field Name	Field Acceptable Values
1	1	1	Record Type	Constant = C
2	2	1	ADA_ADM Collection Type	Numeric; 1 = March 31 Actual Unadjusted ADM 2 = March 31 Projected Unadjusted ADM 3 = March 31 Projected Half-Day Kindergarten
3	6	4	Projection Year	Numeric; 2003 2004
7	12	6	Count	Numeric; leading zeroes must be included, i.e., 000300

“D” Record Report of the Number of Children Receiving Home Instruction				
First Position	Last Position	Field Length	Field Name	Field Acceptable Values
1	1	1	Record Type	Constant = D
2	2	1	Home Instruction Type	Numeric; 1=Home Instruction 2 = Religious Exemptions
3	3	1	Grade_Range Type	Numeric; 1= KG_05 2=06_08 3=09_12 4=Other
4	9	6	Count	Numeric; leading zeroes must be included, i.e., 000300

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“E” Record				
Standards of Quality No. 1-G, Full Day/Half Day Kindergarten Membership, Membership and Sections Taught, English Classes Grades 6-12, Immigrant Student Count				
First Position	Last Position	Field Length	Field Name	Field Acceptable Values
1	1	1	Record Type	Constant = E
2	2	1	Count_Type	Numeric; 1=Full_Day Kindergarten 2=Half_Day Kindergarten 3=Grade 6-12 English Enrollment 4=Grade 6-12 English Class Sections 5=Immigrant
3	9	7	Count	Numeric; leading zeroes must be included i.e., 0094533

“F” Record				
Limited English Proficient (LEP) Student Membership Count				
First Position	Last Position	Field Length	Field Name	Field Acceptable Values
1	1	1	Record Type	Constant = F
2	2	1	LEP Count Type	Numeric; 1 = Language Spoken 2 = Instruction in Native Language
3	6	4	Language Spoken Number	Numeric; leading zeroes must be included, i.e., 0540 (See listing of Language Spoken)
7	8	2	Grade Level	PK = Prekindergarten KG = Kindergarten 01 = First grade 02 = Second grade 03 = Third grade 04 = Fourth grade 05 = Fifth grade 06 = Sixth grade 07 = Seventh grade 08 = Eighth grade 09 = Ninth grade 10 = Tenth grade 11 = Eleventh grade 12 = Twelfth grade PG = Post Graduate UG = Ungraded
9	15	7	LEP Count	Numeric; leading zeroes must be included, i.e., 0094533

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“G” Record Refugee Student Membership Count				
First Position	Last Position	Field Length	Field Name	Field Acceptable Values
1	1	1	Record Type	Constant = G
2	5	4	Country Represented Number	Numeric; leading zeroes must be included, i.e., 0540 (See listing of Countries Represented)
6	12	7	Refugee Count	Numeric; leading zeroes must be included, i.e., 0094533

“H” Record School Level Membership for Bedford City, Emporia City, Fairfax City and James City County				
First Position	Last Position	Field Length	Field Name	Field Acceptable Values
1	1	1	Record Type	Constant = H
2	5	4	Institution Number	Leading zeroes must be included, i.e., 0540
6	7	2	Grade Level	PK = Prekindergarten KG = Kindergarten 01 = First grade 02 = Second grade 03 = Third grade 04 = Fourth grade 05 = Fifth grade 06 = Sixth grade 07 = Seventh grade 08 = Eighth grade 09 = Ninth grade 10 = Tenth grade 11 = Eleventh grade 12 = Twelfth grade PG = Post Graduate UG = Ungraded
8	12	5	Membership Count	Numeric; leading zeroes must be included, i.e., 00940

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“I” Record School Level Miscellaneous Counts				
First Position	Last Position	Field Length	Field Name	Field Acceptable Values
1	1	1	Record Type	Constant = I
2	2	1	Misc. Enrollment Type	Numeric; 1 = K-3 Self-Contained Special Education 2= Largest Actual K-3 Class Size
3	6	4	School Number	Numeric;
7	11	5	Count	Numeric; leading zeroes must be included i.e., 00945

“Z” Record				
1	5	5	Record Type	Constant = ZZZZZ

Trailer Record
RecordCount =<number of A-Z records included in this file>