

COURSE ENROLLMENT DATA COLLECTION
2007-2008
Layout for Tab-Delimited File
Attachment A to Superintendent's Administrative Memo No. 15

Header Records (must include all records exactly as indicated)	
SenderID =	<3-digit Division Number of division submitting file (leading zero must be included, i.e. 001)>
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 =	CEDC
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"A" Record – fixed length		
Field Length	Field Name	Contents
1	Record Type	Constant=A
1	File Submission Type	Constant=3
4	Beginning School Year	Four-digit year for beginning of school
3	Division Number	Leading zero(s) must be included, i.e. 005

"B" Record – tab delimited (5 columns)		
Field Length	Field Name	Contents
1	Record Type	Constant=B
10	State Testing Identifier	State Testing ID as assigned through EIMS
3	Serving Division Code	Selection from list of education agency numbers, (leading zero must be included, i.e. 001)
4	Serving School/Center Code	Selection from list of Virginia school numbers, (leading zero(s) must be included)
4	State Course Code	4-digit valid course code from list of assignment codes (do not include 2 character prefix of IB or DE)

Trailer Record	
RecordCount =	<number of A and B records included in this file (A record plus all B records)>