

**Data Elements for Student Record Collection & Dec 1 Child Count 2015 - 2016**

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revised 07/09/2015

Position on File Layout	Data Element Id	Data Element Name	Definition	Format	Max Length	Codes	Edits	F A L L	S P R I N G	E O Y	S U M M E R	D E C 1
2	650	State Testing Identifier	Unique 10-digit number that stays with the student throughout his or her K-12 career. This number is assigned by STI.	N	10		One record per student per school except where noted in Reporting Rules #2; duplicate records within a school will be rejected.	X	X	X	X	X
3	010	Unique Local Student Identifier	Locally assigned code that uniquely identifies a student within the division. Code must consist of numbers 0-9 and alpha characters A-Z and should not include any special characters i.e. dashes, slashes, etc.	A/N	12	Unique identifier for each student within a division						X
4	020	Responsible Division Number	Three-digit state-assigned Division number of the division where: A.) the student resides, B.) attends a school through open enrollment, C.) tuition is waived, or D.) any student with a disability for whom the division is legally responsible for providing a Free Appropriate Public Education (FAPE) (see Reporting Rule 1).	N	3	Valid division code from list of Virginia education agency numbers	Must be a valid educational agency; must be numeric. If the Responsible Division and Serving Division are not the same AND the Responsible Division is the Reporting Division AND the Serving Division is less than or equal to 219, then the record can not be reported by the Responsible Division. Separate out contractals for March 31 and EOY.	X	X	X	X	X
5	030	Responsible School Number	Four-digit state-assigned School number of the school where: A.) the student resides, B.) attends a school through open enrollment, or C.) tuition is waived.	N	4	Valid school code from list of Virginia school numbers by division	Must be a valid institution within the Division; must be numeric.	X	X	X	X	X
6	040	Serving Division Code	Three-digit state-assigned Division number that identifies the division, agency or regional program that provides services to the student.	N	3	Valid division code from list of Virginia education agency numbers	Must be a valid educational agency; must be numeric. Separate out contractals for March 31 and EOY.	X	X	X	X	X
7	050	Serving School/Center Code	Four-digit state-assigned School number that identifies the school, center, program, or placement that provides services to the student.	N	4	Valid school code from list of Virginia school numbers by division	Must be a valid institution within the Division, region, or private; must be numeric.	X	X	X	X	X
8	060	Active Status Code	A code that identifies the active status of a student as of the snapshot date (10/1, 3/31, or EOY=6/30 of the current school year). An inactive student was enrolled at some point during this school year, but not as of the snapshot date. Use V records to report students who are actively enrolled in a state school board-approved MOP program. Use N records for updating information on students who are no longer enrolled in your division. N records will not have any days of membership during the current school year. Also use N records for reporting summer graduates and students being served in adult jails.	A	1	A=Active; I=Inactive; N=Not Enrolled (use only when there is no Entry Code or Entry Date - when the record will not have any days of membership) V=Only participates in a multi-division online provider (MOP) program.	Must be A, I, or N; If code is A and Exit/Withdraw Date is prior to "as of date," record will be rejected (as of date refers to the snapshot date).  If A or I record reported on the Fall SRC, then the student must be reported with an A or I record on the Spring submission  If A or I record reported on the Spring SRC, then the student must be reported with an A or I record on the EOY submission  Must be A, N, or V on Dec 1 Child Count Collection  If V, then the MOP Flag must be Y  Must be N on the Summer SRC	X	X	X	X	X
9	070	Entry Code	A code that indicates the process by which the student first entered the school during a given school year.	A/N	4	Blank (only if active status code is N) or select from list of valid 4 character entry codes	All A or I records must have a valid entry code; entry code reflects the first entrance into this school. <b>Must be a valid state assigned code</b>	X	X	X		X
10	080	Entry Date	Date associated with entry code that represents the pupil's first day of enrollment in the reporting school for the school year. (The reporting school is the school within the division that is submitting the record.)	Date	10	Blank (only if active status code is N) or mm/dd/yyyy format (including slashes)	Valid date; all A or I records must have a date within the current school year and must be prior to exit/withdraw date if exit not blank.	X	X	X		X

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11	090	Exit/Withdraw Code	A code that indicates the circumstances under which the student last exited from membership in the school.	A/N	4	Select from list of valid 4 character exit/withdraw codes	Inactive students must have a valid withdraw code and date. Required if the Active Status Code is "I" or "N" (this does not include "N" records on the Summer SRC or Jail records). <i>Must be a valid state assigned code</i>	X	X	X													
12	100	Exit/Withdraw Date	Date associated with Exit/Withdraw code that represents the day after the pupil's last day of attendance for the school year that is being reported. This date is not counted when determining days present and days membership.	Date	10	Blank (only if active status code is N) or mm/dd/yyyy format (including slashes)	Valid date; all I records must have a date within the current school year; must be after entry date. Required if the Active Status Code is "I" or "N" (this does not include "N" records on the Summer SRC or Jail records)	X	X	X													
13	110	Retired	Formerly Racial/Ethnic Code																				
14	120	Gender Code	A code that identifies the student's gender.	A	1	M=Male; F=Female	Must have a valid gender code.	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
15	130	Birth date	The month, day, and year on which an individual was born.	Date	10	mm/dd/yyyy format (including slashes)	Error - Birth date is after current date; date is outside range for school ages 2-19 (reg. ed) or 0-22+ (spec. ed) or 2-22 (LEP)	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
16	140	Grade Level Code	A code that identifies the grade level at which a student receives services in a school or an educational institution during a given academic session.	A/N	2	JK, PK, KA, KP, KG, T1, 01 thru 12, PG, TT (Use TT for Test Takers, former students who return for SOL testing only)	Must be a valid state assigned code; must be within the low/high grade range reported for the school; must be character.  Cannot be Grade Level Code TT or PG on Dec 1 Child Count	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
17	150	Kindergarten Half-Day Flag	A flag that identifies whether a kindergarten student attends a half-day session.	A	1	N=No, student does not attend half-day KG; Y=Yes, student attends half-day KG;	Must be Y or N; grade level code must be JK, KA, KP, KG	X	X	X													
18	160	Primary Disability Code	A code that identifies the primary disability type for a student who is eligible for services under the Individuals with Disabilities Education Act (IDEA) and who has an Individualized Education Program (IEP) or services planned. This is not he classroom placement.	N	3	Blank (student does not have a disability) or valid numeric disability code	Must be blank or a valid state assigned code Required if Serving Division Code = 600 Cannot be blank for Dec 1 Child Count If Primary Disability Code = 16 (Developmental Delay), then student's age must be < 7 as of Dec 1 2 (Severe Disability) is no longer a valid code as of 2012-2013	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
19	170	Spec Ed Weekly Time %	The total percentage of time that the student spends each week with a special education teacher(s). (This percentage should be the sum of the primary, secondary, and tertiary percentages if the student has more than one disability and more than one special education teacher.)	N	3		Must be valid number 1 - 100 Required only if student has a disability code that is not 504 and Grade Level Code = KA, KP, KG, T1, 01, 02, or 03; Must be blank if no disability code or 504	X															
20	180	Disadvantaged Status Flag	A flag that identifies a student as economically disadvantaged, at any point during the school year, if the student: 1) is eligible for Free/Reduced Meals, 2) receives TANF, or 3) is eligible for Medicaid.	A	1	N=No, student is NOT Disadvantaged; Y=Yes, student is Disadvantaged	Must be Y or N Must be Y if Initial Primary Nighttime Residence Code is not blank  Note: Edit for Initial Primary Nighttime Residency Code does not apply for the Dec 1 Child Count	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
21	190	Retired	Formerly LEP Status Code																				
22	191	Retired	Formerly LEP Proficiency Code																				
23	200	Country of Birth Code	A code that identifies the name of the country in which the student was born. Leave blank if student was born in U.S.	N	4	Blank or select from list of country codes	Blank or a valid state assigned code	X															
24	210	Home Language Code	A code that identifies the language or dialect routinely spoken in an individual's home. This language or dialect may or may not be an individual's native language.	N	4	Blank or select from list of language codes	Blank or valid state assigned code. If Home Language Code = 400 (English) then error.	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X

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25	220	Immigrant Status Flag	A flag that identifies whether the student is classified as an "immigrant." Include foreign exchange students if parameters of the definition met.	A	1	N=No, student is not identified as an immigrant; Y=Yes, student is identified as an immigrant	Must be Y or N; if Y, student's country of birth cannot be blank; Alert if country code is not blank and grade is JK, KG, KA, KP, T1_01_02	X				
26	230	Retired	Formerly Refugee Flag									
27	240	Retired	Formerly Migrant Status Flag									
28	250	Retired	Formerly Homeless Flag									
29	260	Retired	Formerly Neglected Flag									
30	270	Gifted Code	A code that identifies the area of giftedness for a student placed in a gifted program or that the student was referred to and found eligible for the gifted program.	A	4	1=General Intellectual Aptitude only 2=Specific Academic Aptitude only 3=Visual/Performing Arts only 4=Career and Technical only 12=General Intellectual and Specific Academic Aptitude 13=General Intellectual and Visual/Performing Arts 14=General Intellectual and Career and Technical 23=Specific Academic and Visual/Performing Arts 24=Specific Academic and Career and Technical 34=Visual/Performing and Career and Technical 123=General Intellectual, Specific Academic and Visual/Performing Arts 124=General Intellectual, Specific Academic and Career and Technical 234=Specific Academic, Visual/Performing and Career and Technical 1234=General Intellectual, Specific Academic,	Blank or valid state assigned code			X		
31	271	Gifted Referral Flag	A flag that identifies any student who was referred to the Gifted Program between July 1 and June 30 of the current school year.	A	1	N=No the student was not referred to the gifted program between July 1 and June 30; Y=Yes, the student was referred to the gifted program between July 1 and June 30	Must be Y or N				X	
32	280	Title I Code	A code that indicates type of program funded by Title I if the student attends a Target Assisted school, i.e. reading, math, reading and math.	N	2	blank; 01=Reading; 02=Math; 03=Reading & Math; 04= Math & Health; 05= Reading & Health; 06=Reading, Math Health; 07=Math & Support Services; 08=Reading & Support Services; 09=Reading, Math & Support Services; 10=Reading, Math, Support Services & Health	Complete for all Title I Targeted Assistance Schools Must be a valid state assigned code or blank	X	X	X		
33	290	GED Program Code	A code that indicates the student is enrolled in a program leading to a GED, such as ISAEP or GAD program.	N	1	blank; 1=GED; 2=ISAEP; 3=GAD	Must be at least 16 years old to work towards a GED. Check against birth date.	X	X	X	X	
34	300	International Baccalaureate Program Flag	A code that indicates student is enrolled in the International Baccalaureate Program and working toward an IB diploma	A	1	N=No, student is not in IB program; Y=Yes, student is in IB program	Must be Y or N. If Y, then the serving school must be have a focus area of IB. See your Educational Registry Application (ERA) contact person for more details				X	X

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35	310	Graduate /Other Completer Code	A code that identifies the type of graduation diploma or completion document that the student received	N	2	1=Standard Diploma 2=Advanced Studies Diploma 3=Applied Studies Diploma (Previously Special Diploma) 4=Certificate of Program Completion 5=GED 6=IB Diploma 7=Modified Standard Diploma 8=GED as a part of an ISAEP 9=General Achievement Diploma 10=No award in this school year - school-age student whose IEP allows for multiple years in grade 12 11 = No award in this school year - foreign exchange, part-time private, or part-time home school student 12=No award in this school year - seniors whose age and LEP status allow for multiple years in grade 12 13=No award in this school year - previously earned a Graduate/Other Completer Codes 3-5 or 7-9 in a prior school year or another state.	Alert if grade is not 12 or 11 If Graduate/Other Completer Code is 6, then IB flag must = Y If Graduate/Other Completer Code is 5, then GED Program Code must be 1 or 2 If Graduate/Other Completer Code is 8, then GED Program Code must be 2 If Graduate/Other Completer Code is 9, then GED Program Code must be 2 or 3 If student receives GED, ISAEP or GAD, age must be at least 16 If Graduate/Other Completer Code =3, 7, or 10 then Primary Disability Code can not be blank or 15 If Graduate/Other Completer Code = 10, 11, or 12, then Grade Code must be 12 If Exit/Withdraw Code = W730, W731, or W732, then Graduate/Other Completer	X	X	X	X	
36	320	Graduate Plan Code	A code that identifies the post-graduate plans of the student	N	2	List of graduate plan codes.	Required if Graduate/Other Completer Code is 1, 2, 3, 4, 5, 6, 7, 8, or 9;  Must be blank if Graduate/Other Completer Code is 10, 11, 12, or 13;  Warning if grade is not 11 or 12  Must be a valid state assigned code.	X	X	X	X	
37	330	Advanced Placement Code	A code to identify that student is enrolled in one or more Advanced Placement courses and/or student has taken the Advanced Placement test. (Indicator to identify the percent of students who took an AP test)	N	1	blank; 1=enrolled in AP class; 2=enrolled in AP and took AP exam; 3=took AP exam	Blank or must be a valid state assigned code Alert - Grade code is not 09, 10, 11, or 12			X		
38	340	Retired	Formerly Dual Enrollment Flag									
39	351	CTE Finisher Code	A code to identify the student who either 1.) has finished a required Career and Technical Education sequence of courses to be considered a completer, or 3.) took at least one state approved CTE course at anytime in grades 7 through 12, but has not finished CTE Course requirements for completion., or 4.) has not taken any state-approved CTE courses since 7th grade, or 5.) finished CTE Course requirements for completion and a dual enrollment CTE course(s)	N	1	1 = finished CTE requirements for completion 3= took at least one state-approved CTE course since 7th grade but has not finished CTE requirements for completion 4 = has not taken any state-approved CTE courses since 7th grade 5 = finished CTE requirements to be a completer <u>and</u> completion of a CTE dual enrollment course(s)	Must be NULL if grade is PK, JK, KA, KP, KG, 1, 2, 3, 4, 5 or 6  Required if grade is 7, 8, 9, 10, 11, 12, or TT			X	X	
40	361	CTE Career Cluster Code	A code to identify the career cluster of the state-approved CTE course that any student has taken at anytime during the current school year. If the student has taken more than one course which fall into different clusters, choose the cluster that most closely aligns with that student's career interests. Refer to the CTERS User's Manual for assistance.	A	4	blank; List of state-assigned CTE Career Cluster Codes	Must be NULL if grade is PK, JK, KA, KP, KG, 1, 2, 3, 4, 5 or 6			X	X	
41	371	CTE Special Populations Code	A code to identify the CTE special populations of the student that are not already collected in other elements. Refer to the CTERS User's Manual for assistance.	N	3	blank; List of state-assigned CTE Special Population Codes	Must be NULL if grade is PK, JK, KA, KP, KG, 1, 2, 3, 4, 5 or 6			X	X	
42	380	W8 Reason Code	A code associated with W880 to identify the reason the student discontinued school	N	2	Blank or valid W8 Reason Code	Required for all W880s Must be a valid W8 Reason Code	X	X	X		
43	381	Retired	Formerly Summer Dropout Flag									

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44	390	Aggregate Days Present	The cumulative number of days a student has been present in the school from the beginning of the current school year to the time of snapshot	N	3		Attendance cannot be greater than total days school was in session. Alert if Days in Session has not been completed in the SRC web form.  If Active Status Code is N, then Aggregate Days Present must be zero	X	X	X		
45	400	Aggregate Days Absent	The cumulative number of days a student has been absent from the school from the beginning of the current school year to the time of snapshot (days absent + days present = days in membership)	N	3		Attendance cannot be greater than total days school was in session. Alert if Days in Session has not been completed in the SRC web form.  If Active Status Code is N, then Aggregate Days Absent must be zero	X	X	X		
46	410	Retired	Formerly Retention Flag									
47	420	Truancy Conference Flag	A flag to identify that a truancy conference was scheduled with the student's parent after the student had accumulated six absences during the school year without indication of the parent's or guardian's awareness and support of such absence	A	1	N=No conferences scheduled; Y=at least one conference scheduled	Must be Y or N			X		
48	430	Tuition Paid Code	A code to indicate tuition equivalent to the state's contribution towards educational costs (i.e. ADM) is paid by or received from a public entity for this student	N	2	Blank or valid Tuition Paid Code	Blank or valid state assigned code  If not blank, Responsible Division cannot equal Serving Division.  Only tuition codes 5, 9, 10, 11, 12, or 18 can be used when the Active Code is V	X	X	X	X	X
49	440	Non-public student FTE	The Non-public Student FTE identifies the part-time student attending school to take one or two courses. This includes home-schooled and private schooled students. Non-public school students enrolled by a school division for an on-line course may be included as part-time students in ADM up to .25 ADM per class and capped at .50 ADM.	N	2	blank; 10 = student takes one or more courses NOT approved for SOQ reimbursement 25 = student takes 1 course approved for SOQ reimbursement 50 = student takes 2 or more courses approved for SOQ reimbursement  These are reported as implied decimals without the decimal point.	Must be 10, 25, 50, or blank.	X	X	X		
50	460	Retired	Formerly First Year in 9th Grade									
51	154	Kindergarten Readiness Assessment Flag	A flag that identifies whether a kindergarten student who turns 5 between October 1 and December 31st was administered a readiness assessment PRIOR to the student's first day of kindergarten.	A	1	N=No, student was NOT given a kindergarten readiness assessment Y=Yes, student was given a kindergarten readiness assessment	Must be Y or N;  If Y, the student must turn 5 between October 1 and December 31 AND Grade Level Code = KA, KP or KG.	X	X	X		
52	156	NAEP Homeroom Identifier	Identifies the student's homeroom by number, teacher's name or other school assigned identifier. This field is only used for NAEP testing so is optional for all grades. It is strongly recommended for students in grade 4 because NAEP uses this information to sort the testing materials	A/N	10			X				
53	283	School Choice Status Code	A state-assigned code that indicates the student's eligibility and election to participate in School Choice.	N	1	blank; 1=Applied to transfer to another school BUT the request was not granted for School Choice under 1116 of Title I; 2=Applied to transfer, AND the request was granted BUT did not transfer to the approved school for School Choice under 1116 of Title I 3=Applied to transfer, AND actually transferred from the Responsible School to the Serving School under 1116 of Title I	The Responsible School must be in NCLB sanctions  The Responsible School must be Title I School Wide or Targeted Assisted  If School Choice Status Code = 3, then Responsible School <-> Serving School	X	X	X		
54	285	Retired	Formerly Supplemental Education Services Status Code									
55	286	Retired	Formerly Multiple Years in 12th Grade Flag									

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56	287	Diploma Seal	A state assigned code to identify any and all diploma seals earned by a graduate.	N	6	List of Diploma Seal Codes	Must be a valid state assigned code If not blank, Graduate/Other Completer Code must be 1, 2 or 6			X	X	
57	345	Early College Scholar Program Code	A state assigned code to identify students who are participating in the Governor's Early College Scholar Program and/or the Commonwealth Scholar Program. The Governor's Early College Scholars Program agreement must be signed by participating students, their parents/guardians, and the high school principal and school counselor.	N	1	1=Student has completed the Early College Scholar Program agreement 2=Student has earned the Governor's Early College Scholar certificate 3=Commonwealth Scholar Program 4=Early College certificate & Commonwealth Scholar medallion 5=Student is participating in the Early College Scholar and the Commonwealth Scholar Programs 6=Commonwealth Scholar medallion	Must be a valid state assigned code If 2 then Graduate/Other Completer Code must be 2 or 6. Grade Level must be 9, 10, 11, 12 or TT if not blank. Commonwealth Scholar Program Focus Area will be required	X	X	X		
58	347	Retired	Formerly Distance Learning Flag									
59	450	PK Experience Code	A stated assigned code to identify the current or most recent PK (pre-kindergarten) experience of PK and kindergarten students.	N	2	10=Virginia Preschool Initiative Plus (VPI+) 20=Coordinated Pre-kindergarten Classroom 21=Virginia Preschool Initiative (VPI) 22=Title I Pre-kindergarten 23=Head Start 30=Coordinated Special Education 31=Special Education Only 40=Government - Tuition Charged 50=Private Provider 51=Licensed Family Home Provider 60=No Formal or Institutional PK Program 61=Other <del>62=Not Reported</del>	Must be valid state assigned code  Student must be in grade PK, JK, KG, KA, KP, or T1  If PK Experience Code = 50, 51, or 60 grade cannot be PK	X	X	X		
60	451	PK Weekly Time Code	A state assigned code to represent the average amount of time the student spends each week in the program specified by the PK Experience Code.	N	2	0 = No time in a formal or institutional PK program 1 = less than 15 hours per week 15=15 hours or more but less than 30 hours per week 30=30 or more hours per week	Must be a valid state assigned code  Required if student is in grades PK, JK, KG, KA, KP, or T1  PK Weekly Code = 0 can only be used with PK Experience Codes 60 & 99	X	X	X		
61	452	Retired	Formerly CTE Dual Enrollment Flag									
62	453	CTE Competency Attainment	A flag to identify the student who has achieved a satisfactory rating (one of the three highest marks) on the Student Competency Record (SCR) rating scale on at least 80% of the required (essential) competencies in a CTE course	A	1	N = No, student did not obtain a satisfactory rating on at least 80% of the essential competencies Y = Yes, the student did obtain a satisfactory rating on at least 80% of the essential competencies.	Must Y or N  If Y then CTE Finisher Code = 1 or 5			X	X	
63	454	Retired	Formerly CTE Program Codes									
64	455	Address line 1	The house number and street or post office box of the CTE Completer.	A	30		Required if CTE Finisher Code = 1 or 5 and Graduate Code is 1 - 9 and Phone Number is null			X	X	
65	456	Address line 2	Continuation of Address line 1, if needed	A	30					X	X	
66	457	Zip Code	The Zip Code of the student's residence	N	5		Required if CTE Finisher Code = 1 or 5 and Graduate Code is 1 - 9 and valid Phone Number is missing			X	X	
67	458	Phone Number	A telephone or cell phone number of the CTE Completer Include the area code and 7-digit phone number. Parentheses, dashes or other special characters are implied, do not include them with the phone number	N	10		Required if CTE Finisher Code = 1 or 5 and Graduate Code is 1 - 9 and valid Address data is missing			X	X	
68	459	Unexcused Absences	The number of unexcused absences, as defined by local policies, the student has accumulated during the current school year.	N	3	blank or: Must be a valid number	Unexcused Absences cannot be greater than Aggregate Days Absent.			X		

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69	460	Initial Primary Nighttime Residence Code	A code to identify the initial primary night residence when the student was identified as homeless at any time during the school year.	N	1	blank = Not identified as a homeless child or youth, 1 = Unsheltered 2 = Shelters 3 = Doubled-up 4 = Hotel/motel	Blank or a valid state assigned code If not blank, then Disadvantaged Status Flag must be Y If not blank on Fall, then must be identified as homeless on Spring If not blank on Spring, then must be identified as homeless on EOY	X	X	X	X	
70	461	Retired	Formerly Neglected/Delinquent Code									
71	462	Full Time Virtual Program Code	A code to identify the student enrolled in a full course of study for all educational services in a virtual program. This virtual program of study may or may not be a board-approved MOP program.	A	1	blank = Not identified as participating in a virtual program 1 = Participates from home, not homebound, not homebased 2 = Participates from home while on homebound education 3 = Participates from home during a homebased expulsion or long-term suspension 4 = Participates from home during a homebased short-term suspension 5 = Participates from a public school facility 6 = Participates from a private school facility 7 = Participates from another location 8 = Participates in the full-time Virtual Virginia program	Must be a valid state assigned code	X	X	X		
72	463	Retired	Formerly Foster Care Flag									
73	464	Ethnic Flag	A flag to identify if the student is Hispanic/Latino	A	1	Y = Yes, student is Hispanic/Latino N = No, student is not Hispanic/Latino	Can not be blank Must be Y or N	X	X	X	X	X
74	465	Race Code	A code for one or more races the student identifies with	N	2	Must be a valid state assigned race code	Can not be blank Must be a valid state assigned Race Code	X	X	X	X	X
75	466	Retired	Formerly LEP State Code									
76	467	ESL Code	A code to identify the student's current status.	N	1	1 = Identified as LEP and receives ESL Services 2= Identified as LEP but has refused ESL services. 3= Identified as formerly LEP for each of the two years after exiting ESL services.	Blank or a valid state assigned code	X	X	X	X	X
77	468	Retired	Formerly Projected LEP State Code									
78	469	IB Code	A code to identify that student is enrolled in one or more IB (International Baccalaureate Program) courses and/or has taken the IB exam.	N	1	blank; 1=enrolled in IB class; 2=enrolled in IB class and took IB exam; 3=took IB exam	Blank or must be a valid state assigned code Alert - Grade code is not 09, 10, 11, or 12. Responsible or Serving school must have International Baccalaureate Program Focus Area			X		
79	470	Unaccompanied Homeless Youth Flag	A flag to identify if the student is an unaccompanied homeless youth according to Section 725(6) of the McKinney-Vento Act (Title X, Part C of the No Child Left Behind Act)	A	1	Y= Yes, the student is an Unaccompanied Homeless Youth as defined in Section 725(6) of the McKinney-Vento Act N= No, the student is not an Unaccompanied Homeless Youth	Must be Y or N	X	X	X	X	
80	471	Special Ed Student Placement Code	A code to identify the placement of the special education student	N	2	1 - Public Day School ; 2 - Public Separate School ; 3 - Private Day School ; 4 - Public Residential Facility ; 5 - Private Residential School ; 6 - Homebased Program ; 7 - Hospital ; 8 - Correctional Facility ; Codes 9 - 16 are Retired 17 - Regular Early Childhood Program ; 18 - Special Ed Separate Class ; 19 - Special Ed Separate School ; 20 - Special Ed Residential Facility ; 21 - Home ;	Required if Primary Disability is not blank  Valid code determined by child's age as of 12/1  If Placement Code = 17, then Time in Regular Early Childhood Setting cannot be blank.  If Placement Code = 17, then Special Ed in Regular Early Childhood Setting cannot be blank.					X
81	472	Special Ed Student Regular Class Percent	The percent of the day that the special education student spends in the regular class	N	3	0- 100 Percent must be calculated using amount of time special education student spends in a regular class divided by the full school day (bell to bell), not a reduced school day.	Required if Primary Disability is not blank and not 15 (504)  If Placement Code <= 1 or 17, then Regular Class % should = 0					X

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Position on File Layout	Data Element Id	Data Element Name	Definition	Format	Max Length	Codes	Edits	F	A	L	S	P	R	E	O	Y	S	U	M	D	E	C	1
82	473	Special Ed Primary Disability Service Percent of Day	The percent of day that the student receives services for the primary disability.	N	3	1- 100 Percent must be calculated using amount of special ed service for the primary disability divided by the normal instructional day, not a reduced school day.	Required if Primary Disability is not blank and not 15 (504)																X
83	474	Special Ed Secondary Disability Code	A code to identify the additional disability determined by the eligibility committee. This is not the classroom placement.	N	2	Must be a valid numeric disability code	Valid disability code  Cannot be the same as primary or third disability.																X
84	475	Special Ed Secondary Disability Service Percent of Day	The percent of day that the student receives services for the secondary disability.	N	3	1- 100 Percent must be calculated using amount of special ed service for the secondary disability divided by the normal instructional day, not a reduced school day.	Required if Secondary Disability is not blank and not 15 (504)  Total of the primary, secondary and third percents may not exceed 100.																X
85	476	Special Ed Secondary Disability Serving Division	The Serving Division of the Secondary Disability if required	N	3	Valid division code from list of Virginia education agency numbers	Required if Secondary Disability is not blank and not 15 (504)																X
86	477	Special Ed Secondary Disability Serving School	The Serving School of the Secondary Disability if required	N	4	Valid school code from list of Virginia school numbers by division	Required if Secondary Disability is not blank and not 15 (504)																X
87	478	Special Ed Third Disability Code	A code to identify the additional disability determined by the eligibility committee. This is not the classroom placement.	N	2	Must be a valid numeric disability code	Valid disability code  Cannot be the same as primary or secondary disability.																X
88	479	Special Ed Third Disability Service Percent of Day	The percent of day that the student receives services for the third disability.	N	3	1- 100 Percent must be calculated using amount of special ed service for the third disability divided by the normal instructional day, not a reduced school day.	Required if Third Disability is not blank and not 15 (504)  Total of the primary, secondary and third percents may not exceed 100.																X
89	480	Special Ed Third Disability Serving Division	The Serving Division of the Third Disability if required	N	3	Valid division code from list of Virginia education agency numbers	Required if Third Disability is not blank and not 15 (504)																X
90	481	Special Ed Third Disability Serving School	The Serving School of the Third Disability if required	N	4	Valid school code from list of Virginia school numbers by division	Required if Third Disability is not blank and not 15 (504)  Total of the primary, secondary and third percents may not exceed 100.																X
91	482	First Semester Special Ed Regional Tuition Reimbursement	The Special Ed Regional Tuition Reimbursement amount requested to be paid for first semester.  This dollar amount is required when Serving Division is between 280 and 299, except Division 283.	N	9	Dollar amount of tuition reimbursement requested to be paid for this student	Must be a valid positive number with a two place decimal, report dollars and cents.  Decimal must be included.  Required if the Special Ed Regional Tuition Reimbursement Disability Code is not null.				X												
92	483	Cambridge Programme Code	A code to identify that student is enrolled in one or more Cambridge Programme (IGCSE & AICE) courses and/or has taken an IGCSE or AICE exam.	N	1	blank; 1=enrolled in Cambridge Programme course; 2=enrolled in Cambridge Programme course and took IGCSE or AICE exam; 3=took IGCSE or AICE exam only	Blank or must be a valid state assigned code  Alert - Grade code is not 09, 10, 11, or 12							X									
93	484	Special Ed Regional Tuition Reimbursement Disability Code	A code to identify the disability for which Regional Tuition Reimbursement is being claimed.	N	2	Must be a valid numeric disability code  *Note: Disability type 2 = SD Severe Disability will not be valid as of the 2012-2013 school year.	Must be a valid numeric disability code  Must be a reimbursable disability type: 3 = MD - Multiple disabilities, 6 = HI - Hearing impairment, 8 = ED - Emotional disturbance, 12 = DB - Deaf-blindness, 13 = AUT - Autism, or 14 = TBI - Traumatic brain injury.  Required if the Summer, First or Second Semester Special Ed Regional Tuition Reimbursement is not null.				X	X											X



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94	485	Time in Regular Early Childhood Setting	A flag to identify if the student spends 10 or more hours a week in the Regular Early Childhood Setting.	A	1	Y = Yes, student spends 10 or more hours a week in the Regular Early Childhood Setting. N = No, student does not spend 10 or more hours a week in the Regular Early Childhood Setting.	If Time in Regular Early Childhood Setting = Y/N, then Placement Code must be 17.					X
95	486	Special Ed in Regular Early Childhood Setting	A flag to identify if the student receives the majority of their special education and related services in the Regular Early Childhood Setting.	A	1	Y = Yes, student does receive the majority of their special education and related services in the Regular Early Childhood Setting. N = No, student does not receive the majority of their special education and related services in the Regular Early Childhood Setting.	If Special Ed in Regular Early Childhood Setting = Y/N, then Placement Code must be 17.					X
96	487	Parentally Placed Students	A flag to identify if the student was parentally placed.	A	1	Y = Yes, student was parentally placed. N = No, student was not parentally placed.	Can be blank, Y or N.  If Y, the serving division <> 600.  Regular class % must equal 0 if Parentally Placed Students = Y					X
97	488	MOP Flag	A flag to identify students in a virtual school/program where the curriculum and delivery is provided by an approved Multidivision Online Provider. <b>Note: For a complete definition of MOP criteria, refer to the Code of Virginia § 22.1-212.23</b>	A	1	Y = Yes, student is enrolled in a MOP program. N = No, student is not enrolled in a MOP program.	If Active Code is V, then the MOP Flag must be Y.  Must be Y or N.	X	X	X		
98	489	MOP Number of Classes	The number of secondary classes taken via a MOP program.	N	2	Blank or: <b>Must be a valid 2 digit number</b>		X	X	X		
99	490	Resident Division	Three-digit state-assigned Division number of the division where the student physically resides for students in virtual schools/programs where the curriculum and delivery is provided by an approved Multidivision Online Provider.  Future use of this element may be expanded to capture resident information of students for other funded programs such as foster care.	N	3	Valid division code from list of Virginia education agency numbers	Must be a valid educational agency.  Must be numeric.  Must be an open Local Education Agency (numbers less than or equal to 207)  Required if MOP Flag is Y  Required if Active Code is V.	X	X	X		
100	491	Second Semester Special Ed Regional Tuition Reimbursement	The Special Ed Regional Tuition Reimbursement amount requested to be paid for second semester.  This dollar amount is required when Serving Division is between 280 and 299, except Division 283.	N	9	Dollar amount of tuition reimbursement requested to be paid for this student	Must be a valid positive number with a two place decimal, report dollars and cents.  Decimal must be included.  Required if the Special Ed Regional Tuition Reimbursement Disability Code is not null.			X		
101	492	Summer Semester Special Ed Regional Tuition Reimbursement	The Special Ed Regional Tuition Reimbursement amount requested to be paid for summer semester.  This dollar amount is required when Serving Division is between 280 and 299, except Division 283.	N	9	Dollar amount of tuition reimbursement requested to be paid for this student	Must be a valid positive number with a two place decimal, report dollars and cents.  Decimal must be included.  Required if the Special Ed Regional Tuition Reimbursement Disability Code is not null.					X
102	493	Military Compact Statute Flag	A flag used to indicate an underage student can attend kindergarten in Virginia under the Interstate Compact on Educational Opportunity for Military Children	A	1	Y=Yes, the underage student qualifies for enrollment under the Interstate Compact N=No, the student does not qualify for enrollment under the Interstate Compact	Must by Y or N.  Grade Level Code = KA, KP or KG.	X	X	X		

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103	494	Reporting School	Four-digit state-assigned School number that identifies the school for which membership, funding, graduation status and high school completion status are attributed. The use of this field is restricted to specific situations where non-residential students attend a regional program instead of a local school.	N	4	Valid school code from list of Virginia school numbers by division	Must be a valid school within the reporting division . Must be numeric. The Responsible Division must be 888. The Serving Division must be a regional based program. The Reporting School must belong to the reporting division.	X	X	X	X	X
104	495	Uniform Certificate of General Studies/Associate Degree Flag	A flag used to identify a student that has earned the one year Uniform Certificate of General Studies or an Associate Degree from a community college in the Commonwealth concurrent with a high school diploma.	A	1	Y=Yes, the student earned the Uniform Certificate of General Studies or an Associate Degree. N=No, the student did not earn the Uniform Certificate of General Studies or an Associate Degree.	Must be Y or N.  Alert if grade is not 12 or 11  If Y, the Graduate/Other Completer Code must be 1-9			X	X	
105	496	Career Pathway Code	A state assigned code to identify the Career Pathway finished by the student. The Career Pathway Codes are not the same as the course codes.	N	4	See list of state-assigned Career Pathway Codes	Must be a valid state assigned code  Required if CTE Finisher Code = 1 or 5  The CTE Career Pathway Code must be blank if the Grade Level Code is PK, JK, KA, KP, KG, 1, 2, 3, 4, 5, or 6.  Alert if the CTE Special Populations Code is not blank, then the CTE Career Pathway Code should not be blank.			X	X	
106	497	Credit Accommodation Flag	A flag used to indicate a student used credit accommodations as outlined in their IEP to obtain a Standard Diploma.	A	1	Y=Yes, the student used credit accommodations as outlined in their IEP to obtain a Standard Diploma. N=No, the student did not use credit accommodations as outlined in their IEP to obtain a Standard Diploma.	Must be Y or N.  If the Credit Accommodation Flag = Y, the Graduate/Other Completer Code must = 1  Warning if grade is not 11 or 12  Primary Disability Code should not be blank.	X	X	X	X	
107	498	Military Connected Students Code	A state assigned code to identify students who have a parent in the uniformed services.	N	2	1=Student is not military connected 2=Active duty; student is a dependent of a member of the Active Duty Forces (Army, Navy, Air Force, Marine Corps, Coast Guard, or National Guard, the Commissioned Corps of the National Oceanic and Atmospheric Administration, or the Commissioned Corps of the U.S. Public Health Services) 3=Reserve; student is a dependent of a member of the Reserve Forces (Army, Navy, Air Force, Marine Corps, Coast Guard, or National Guard)	Must be valid state assigned code	X	X	X		
108	499	PK Funding Source Code	A state assigned code to identify the funding sources of public PK students. This includes all PK students whose placement (public or private) is paid for with public funds.	N	2	1=Head Start 2=Early Head Start 3=VPI 4=VPI+ 5=Special Education Preschool 6=Early Intervention Services Part C (1619 grant) 7=Title I 8=Local Funding for VPI Placement 9=Local Funding for VPI+ Placement 10=Local Funding for Other Public Preschool Program 11= Title III	Must be valid state assigned code  Grade Code must be PK	X	X	X		
109	500	Filler #1	Reserved for future use									
110	501	Filler #2	Reserved for future use									
111	502	Filler #3	Reserved for future use									
112	503	Filler #4	Reserved for future use									

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113	660	Student's First Name	Student's First Name	A	15			X	X	X	X	X
114	670	Student's Middle Name	Student's Middle Name	A	15		May be blank if not applicable	X	X	X	X	X
115	680	Student's Last Name	Student's Last Name	A	25			X	X	X	X	X

**Reporting Rules**

1. Every student who depends on a public school division in Virginia for a free appropriate public education must be included in each student record collection. This includes all full-time and part-time students served in the division's schools as well as those the division has helped place in other public and private schools/centers regardless of how the placements are funded. Students in local or regional jails are reported by the division that serves the jail.
2. One record per student per school per record collection EXCEPT when Grade Level Code, Kindergarten Half-Day Flag, GED Program Code, Tuition Paid Code, Non-public student FTE, or Primary Disability Code changes while still attending the same school. In these cases, a student MAY have more than one record per school per record collection.
3. If a student has more than one record, only one record can be Active.