Specifications for Completing the Student Record Collection

2017 – 2018

Updated August, 2017
Changes for the 2017-2018 school year are highlighted in yellow.

Student Record Collection: 2017-2018

General Information

To comply with the information and reporting requirements for report cards, and the performance indicators of the Every Student Succeeds Act (ESSA), the Department of Education has implemented a Student Record Collection System to consolidate and promote efficiency in processing multiple data collections.

Reporting Cycles

The SRC is collected four times a year:

- **Fall**: The Fall SRC submission should include student records from the first day of school up through October 1st. This data collection is primarily used to calculate Fall Membership as of 9/30. The Fall submission must also include records for students that were active on the previous End-of-Year submission.

- **Spring**: The Spring SRC submission should include student records up through March 31st. This data collection is primarily used to calculate the March 31st Average Daily Membership.

- **EOY**: The End-of-Year submission should include student records up through the last day of school. Note: The last day of school is a "logical" date and not a calendar date because of the variation in school calendars.

- **Summer**: The Summer submission should only include records for students that graduated during the summer session.

Individual Student Level Records

- 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.

- 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.

- If a student has more than one record, only one record can be Active.

Compile your data for each student

- Include all required elements. Any element not required is optional. A tab character must be included for all optional, retired and filler elements. Any record that does not have the correct number of tab characters will FAIL the second of five first round validation checkpoints.

- Any student who is receiving educational services that are in whole or in part being paid for with state or federal money must be included in the Student Record Collection.

    - Any student who receives educational serves at a public school in Virginia OR who attends a private school where a Local Education Agency (LEA) pays the tuition should be reported.

    - In general, the school division (Serving Division) that provides the educational services to the student will submit a record(s) for the student. An exception to this rule is when Tuition Code 19 is used to report a student served in a non-membership school in another LEA. Only the LEAs, the School for the Deaf and Blind, and the Department of Juvenile Justice (formerly Correctional Education) report data to the Virginia Department of Education. If a student receives educational services from another source, then the division that is fiscally responsible for that student will report a record(s) for the student. ***Note:*** The LEAs' division numbers are all less than or equal to 218, the Department Juvenile Justice's division number is 917. Therefore, if the Serving Division number is greater than 218 OR not equal to 917, the Responsible Division will report the record(s). If a student is receiving services from a State Operated Program (SOP), then the LEA is still responsible for reporting that student because SOPs do not report data to the Virginia Department of Education.

    - The record(s) of a student who is enrolled in a half-day program at a Governor's School, local Alternative Ed centers, regional Special Ed center, regional CTE centers, STEM Academies, or any other type of regional center or school should have the Governor's School or other type of regional center or school listed as the Serving Division and Serving School/Center.

    - When a non-resident student from a state outside of Virginia is served in Virginia, the Responsible Division is 888 and the Responsible School is the corresponding state code. The LEA in Virginia is the Serving Division.

- One record is due for each student at each school where the student has at least one day of membership. A student who entered and withdrew from several different schools during the school year will have one record for each school.

- ***Exception:*** All active, non-graduating students from the previous End-of-Year SRC should have a record on the Fall SRC. For the students who did not return to your division in the fall, a record with the appropriate Exit/Withdraw Code and Exit Date will be required. These students should be reported with Active Status Code = N. (See notes for Active Status Code element)

- ***Exception:*** A student, who completed the prior school year but did not report for the current school year by October 1, will also have one record on the current school year's EOY collection even though the record may not have an Entry Code or Entry Date and will show zero days of Aggregate Days Present and Aggregate Days Absent. These students should be reported with Active Status Code = N and an Exit Code/Exit Date. (See notes for Active Status Code element)

- ***Exception:*** A student whose W880 Exit/Withdraw Code changed to W3xx, W4xx, W5xx, W650, or W7xx between the EOY submission and October 1 of the next school year, will have a "corrected" record on the current school year's FALL collection even though the record may not have an Entry Code or Entry Date. The record must have an Exit Date prior to October 1. (See notes for Active Status Code element)

- ***Exception:*** A student, whose W9xx Exit/Withdraw Code changed to W3xx, W4xx, W5xx, W650, W7xx or W880 between the EOY submission and their expected return date, will have a "corrected" record on the current school year's EOY collection even though the record may not have an Entry Code or Entry Date. The record must have an Exit Date. (See notes for Active Status Code element)

- ***Exception:*** 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. If a student has more than one record, only one record can be Active.

- ***Exception:*** A student, who returns to school after completing the 12th grade to take an SOL for verified credit, will also have a record on the Student Record Collection. These students should have a Grade Level Code = TT (Test Taker).

Data Format Guidelines

- *Flags:* If the data element name contains the word "flag", an **N** for 'no' or a **Y** for 'yes' is required. Blanks will not be accepted. VDOE recommends setting the default value for all "flag" fields to **N**.

- *Codes:* If the data element name contains the word "code", only a valid state assigned code or blank will be accepted. Please refer to the lists of valid codes for each of these data elements.

- *Implied Characters:* In the Student Record Collection, the percent sign (%) for Spec Ed Weekly Time % is implied. Enter 65 for 65%. The decimal point (.) for Non-public Student FTE is also an implied character. Enter 50 for .50.

- *Blanks:* Blanks must truly be blanks. Do not enter a zero or blank character space (i.e. hit the spacebar one time) when leaving a field blank.

Collect Data

- Collect the data within the division.

- Compile the aggregate data required on the Miscellaneous Web Data Collection Statistics.

- Use the File Layout to assemble a tab-delimited file of the student level data.

Submit Data

- Log in to the Single Sign-On for Web Application Systems (SSWS).
    - Enter the data for the Miscellaneous Web Data Collection Statistics.
    - Upload the tab-delimited file of student records for the Student Record Collection.

Check SSWS for Pass/Fail notifications

- The status of the submitted student records file can be found on the Status Tracking page of the SSWS.
- Once the Student Record data is processed, a color-coded notification table on the Submit Data page will indicate whether the uploaded file passed or failed the five (5) validation checkpoints.
- These checkpoints are only related to the file layout. Any file with a FAIL indicator must be corrected and resubmitted. (Return to Step 1.)

View or Download the data edits from SSWS

- After the uploaded file of Student Record data passes the five validation checkpoints, the data elements for each record will be validated.
- Two types of errors could be generated. Fatal errors consist of erroneous data for the required elements and Warnings consist of questionable data for optional elements.
- Unless a Successful Upload Status is received in the Status Tracking table, all fatal errors must be corrected and resubmitted. (Return to Collect Data)

Download the Verification Report from SSWS

- After all the fatal errors have been corrected, resubmitted and the file is error free, the verification reports can be viewed or downloaded.
- ***Note:*** If tuition is paid to other LEAs, the SRC Financial Verification Report is dependent upon the data of those LEAs. Therefore, the SRC Financial Verification Report may not be accurate until all the data from those LEAs has been submitted.
- These reports should be reviewed very carefully. If inaccurate, the Miscellaneous Web Data Collection Statistics or the tab-delimited file of student record data must be corrected and resubmitted. (Return to Step 1.)
- If the reports are correct, a signed copy of the signature page(s) must be faxed to 804-530-4516. If there are any identified errors at this point, the entire Student Record Collection file must be corrected and resubmitted. (Return to Step 1.)

Element Descriptions

▲ **State Testing Identifier (2)**
Required: FALL, SPR, EOY, SUM, STI, DEC1 **Format:** numeric **Maximum Length:** 10

The State Testing Identifier is a 10 digit numeric field and cannot begin with 0 or contain repetitive sequences such as 111, or 222, etc. It is unique for each student.
The State Testing Identifier will be the unique number provided by STI Management to uniquely identify the student within the State.

Edit checks for valid State Testing Identifier

- One record per student per school, except when Grade Level Code, Kindergarten Half-Day flag, GED Program Code, Tuition Paid Code, Non-public FTE or Primary Disability Code changes while still attending the same school.
- If a student has more than one record, only one record can be Active.
- The State Testing Identifier must be a valid STI assigned number.

▲ **Unique Local Student Identifier (3)**
Required: STI, DEC1 **Format:** alpha numeric **Maximum Length:** 12

The Unique Local Student Identifier is locally assigned to uniquely identify the student within the division. The code must consist of numbers 0-9 and alpha characters A-Z and should not include any special characters, i.e. dashes, slashes, etc.

▲ **Responsible Division Number (4)**
Required: FALL, SPR, EOY, SUM, STI, DEC1 **Format:** numeric **Maximum Length:** 3

The Responsible Division Number is a three-digit, state-assigned number where: A) the student resides, B) attends a school through open enrollment, or C) tuition is waived.

Codes for Responsible Division Number
Refer to the list of Division/School codes posted at:
http://www.doe.virginia.gov/directories/index.shtml

Edit checks for valid Responsible Division Number

- Valid three-digit, state-assigned division number
- Division number must be less than or equal to 218, OR equal to 917 or 888.

Notes:

- In general, the Serving Division **reports** all the students served in their schools.
- Only divisions whose number is less than or equal to 218, OR equal to 917 will submit a report to VDOE.
- If the Serving Division number is greater than 218 OR not equal to 917, the Responsible Division must report the records of those students.

▲ **Responsible School Number (5)**
Required: FALL, SPR, EOY, SUM, STI, DEC1 **Format:** numeric **Maximum Length:** 4

The Responsible School number is a four-digit, state-assigned number where: A) the student resides, B) attends a school through open enrollment, or C) tuition is waived.

The record(s) of the student who is enrolled for part of a day at a Governor's School, Local Alternative Ed Centers, Regional Special Education, Regional CTE Centers, STEM Academies or other type of regional center or school should have the Governor's School or other type of regional center or school listed as the Serving Division and Serving School/Center.

Codes for Responsible School Number
Refer to the list of Division/School codes posted at:
http://www.doe.virginia.gov/directories/index.shtml

Edit checks for valid Responsible School Number
- The school number must be a valid school code within the Responsible Division
- Valid four-digit, state-assigned school number

Notes:
- Refer to the Membership Scenarios in the Resources section posted at: http://www.doe.virginia.gov/info_management/data_collection/student_record_collection/index.shtml
- If a student is served outside of his/her Responsible School, the Serving Division and School must reflect appropriate center
- A Tuition Code is necessary if Serving Division is not in your LEA
- If the Serving Division is an LEA, the Serving Division reports the student otherwise Responsible Division reports

▲ **Serving Division Number (6)**
Required: FALL, SPR, EOY, SUM, STI, DEC1 **Format:** numeric **Maximum Length:** 3

The Serving Division Number is a three-digit, state-assigned number used to identify the division or agency that provides services to the student.

Codes for Serving Division
Refer to the list of Division/School codes posted at:
http://www.doe.virginia.gov/directories/index.shtml

Edit checks for valid Serving Division Code
- Valid three-digit, state-assigned division number

Notes:
- In general, the Serving Division **reports** all the students served in their schools.
- Only divisions whose number is less than or equal to 218, OR equal to 917 will submit a report to VDOE.
- If the Serving Division number is greater than 218 OR not equal to 917, the Responsible Division must report the records of those students.

▲ **Serving School/Center Number (7)**
Required: FALL, SPR, EOY, SUM, STI, DEC1 **Format:** numeric **Maximum Length:** 4

The Serving School/Center Number is a four-digit, state-assigned number used to identify the school, center, program, or placement that provides services to the student.

The record(s) of the student who is enrolled for part of a day at a Governor's School, Local Alternative Ed Centers, Regional Special Education, Regional CTE Centers, STEM Academies or other type of regional center or school should have the Governor's School or other type of regional center or school listed as the Serving Division and Serving School/Center.

Codes for Serving School/Center
Refer to the list of Division/School codes posted at:
http://www.doe.virginia.gov/directories/index.shtml

Edit checks for valid Serving School/Center Code
- The school or center's number must be a valid school code within the Serving Division
- Valid four-digit, state-assigned school number

Notes:
- Refer to the Membership Scenarios in the Resources section posted at: http://www.doe.virginia.gov/info_management/data_collection/student_record_collection/index.shtml
- If a student is served outside of his/her Responsible School, the Serving Division and School must reflect the appropriate center
- A Tuition Code is necessary if Serving Division is not in your LEA
- If the Serving Division is an LEA, the Serving Division reports the student otherwise Responsible Division reports

▲ Active Status Code (8)
Required: FALL, SPR, EOY, SUM, STI, DEC1 **Format:** alpha **Maximum Length:** 1

The Active Status Code is used to indicate the status of the student as of the snapshot date (10/1, 3/31, or EOY). An inactive student has at least one day of membership at some point during the school year, but is not currently enrolled in the Serving School/Center as of the snapshot date. An N record will not have any days of membership during the current school year.

Codes for Active Status
A = Active
I = Inactive
N = Not Enrolled (see notes below for examples of use)
V = Only participates in a multi-division online provider (MOP) program

Edit checks for valid Active Status
- A, I, V or N required
- Blanks are not permitted
- 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
- If V record reported, then the MOP Flag must be Y.
- If A record reported on EOY SRC, then the student must be reported with an A, I, V, or N record on the following Fall SRC. (This does not include EOY or Summer graduates)

Notes:

- Use I when the student has at least one day of membership at some point during the school year, but is not currently enrolled in the Serving School/Center as of the snapshot date.
- Use N in the FALL Collection to identify the corrected W880 records from the EOY Collection
- Use N in the EOY Collection to identify the current exit status of a student who did not return. **You must include the Exit Codes and Exit Dates for these records (excluding the Summer SRC).**
- Use N in the FALL, SPR, or EOY Collections to identify a former high school student returning to take a Standards of Learning Test to earn verified credits for a diploma
- Use N when there will be zero (0) days of membership for the current school year.
- Use N to report students that are served in the Local or Regional Jails within your division.
- Students reported with Active Code = N
    - Must have Responsible and Serving Division and School information and all basic demographic data such as date of birth, complete ethnic and race elements, gender, grade and names.
    - Entry dates and entry codes are not required.
    - Must have Exit codes and Exit dates (not required for the Summer SRC submission).
    - Program Information such as primary disability (Jail students must report a valid disability code) and Receiving ESL Services should be reported.
    - Gifted referral and others may be left blank.
    - On the End of Year submission, a CTE Finisher Code must be submitted for a student in grades 09-12.
    - All required flags should be defaulted to 'N' for those students submitted with Active Code = N.

▲ **Entry Code (9)**
Required: FALL, SPR, EOY, STI, DEC1 **Format:** alpha numeric **Maximum Length:** 4

The Entry Code identifies the process by which the student first entered the school during a given school year. Original Entries are, for each school year, those pupils entering any public school for the first time during that year. (See all codes for required E0xx, E1xx, or E2xx entry codes.) Re-entries are, for each school year, those pupils received from another classroom in the same school or from another public school in the State. In every case these pupils have already been coded as Original Entries for each school year in some public school in the State.

Codes for Entry Code
Listed below are the state-approved Entry Codes.
More descriptive definitions for each Entry Code are posted at:
http://www.doe.virginia.gov/info_management/data_collection/student_record_collection/code_values/index.shtml

E099 = Entry into an Individualized Student Alternative Education Program
E104 = Transfer from a private, non-religiously-affiliated school in the same locale education agency

E105 = Transfer from a private, non-religiously-affiliated school in a different local education agency in the same state
E106 = Transfer from a private, non-religiously-affiliated school in a different state
E107 = Transfer from a private, religiously-affiliated school in the same local education agency
E108 = Transfer from a private, religiously-affiliated school in a different local education agency in the same state
E109 = Transfer from a private, religiously-affiliated school in a different state
E111 = Transfer from a state-operated institution
E112 = Original entry of a DJJ student into a juvenile detention facility - A student who has been placed into the custody of Department of Juvenile Justice's (DJJ) but resides in a juvenile detention facility with an educational program (State Operated Programs (SOP's). These students are referred as Community Placement Program (CPP), Central Administrative Processing (CAP) and Re-Entry. ***For State Operated Programs use only***
E113 = Transfer from home schooling
E119 = Original entry into a United States school
E120 = Original entry into a United States school from a foreign country with no interruption in schooling
E121 = Original entry into a United States school from a foreign country with an interruption in schooling
E203 = Transfer from a public school in a different state
E204 = Student was enrolled in a public school in another state before 10/1 and then reenrolled in a Virginia public school after 10/1
R099 = Entry into an Individualized Student Alternative Education Program
R111 = Re-entry from a state-operated institution
R112 = Re-entry of a DJJ student into a juvenile detention facility - A student that transfers or re-enters into a juvenile detention facility with an educational program (State Operated Programs (SOP's). These students are referred as Community Placement Program (CPP), Central Administrative Processing (CAP) and Re-Entry. ***For State Operated Programs use only***
R115 = Re-entry from the same school with no interruption of schooling
R201 = Transfer from a public school in the same local education agency
R212 = Transfer from a charter school in the same local education agency
R214 = Matriculation from another school within the same local education agency
R216 = Re-entry from homebound instruction
R217 = Re-entry into Homebound education within the same LEA
R218 = Re-entry into a school from Home-based education
R219 = Re-entry into Home-based education within the same LEA
R298 = Re-entry into a school from an Individualized Student Alternative Education Program
R302 = Transfer from a public school in a different local education agency in the same state
R312 = Transfer from a charter school in a different local education agency in the same state
R402 = Reserved for local use. Do not report on the Student Record Collection
R403 = Reserved for local use. Do not report on the Student Record Collection
R415 = Re-entry into original school after transferring out of Virginia public education
R416 = Re-entry into a different school after transferring out of Virginia public education

R417 = Re-entry after a voluntary withdraw
R418 = Re-entry after an involuntary withdraw

Edit checks for valid Entry Code

- Valid Entry Code, reflecting the student's FIRST entrance into the Serving School/Center, is required
- If the Active Status Code is N, then an Entry Code is optional
- If the Entry Code is E204, the Entry Date must by after 10/1.

Notes:

- When a student transfers from a school division, such school division to the extent practicable, shall obtain written or electronic documentation of such transfer, in order to make an informed status classification of such student in an information management system prescribed by the Board of Education.
  § 22.1-254.02. Students transferring from a public school.

▲ **Entry Date (10)**
Required: FALL, SPR, EOY, STI, DEC1 **Format:** Date **Maximum Length:** 10

The Entry Date will be the actual date associated with the entry code that represents the student'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.)

Edit checks for valid Entry Date

- mm/dd/yyyy (including slashes)
- All A & I records must have a valid date within the current school year
- Must be prior to exit/withdraw date if not exit date not blank
- The Entry Date corresponds to the Entry Code. Use the date reflecting the student's FIRST entrance into the Serving School/Center
- If the Active Status Code is N, then an Entry Date is optional
- For FALL, the Entry Date must be on or before October 1st
- For SPR, the Entry Date must be on or before March 31st
- For EOY, the Entry Date must be on or before the last day of school

Notes:

- Regardless of the number of times the student withdraws and reenters a Serving School/Center, the **ORIGINAL** Entry Code and Entry Date must be reported.
- Refer to the Miscellaneous Scenarios posted at: http://www.doe.virginia.gov/info_management/data_collection/student_record_collection/index.shtml

▲ **Exit/Withdraw Code (11)**
Required: FALL, SPR, EOY, STI **Format:** alpha numeric **Maximum Length:** 4
The Exit/Withdraw code identifies the circumstances under which the student last exited from membership in the school.

Codes for Exit/Withdraw Code
Listed below are the state-approved Exit/Withdraw Codes.
More descriptive definitions for each Exit/Withdraw Code have been posted at:

http://www.doe.virginia.gov/info_management/data_collection/student_record_collection/code_values/index.shtml

W016 = Withdraw to enter Individualized Student Alternative Education Program
W115 = Transfer to another room in the same school
W118 = Transfer to a special education program from regular education program within the school
W119 = Transfer to regular education program from special education program within the same school
W201 = Transfer to a public school in the same local education agency
W212 = Transfers to a charter school in the same local education agency
W214 = Matriculation to another school within the same local education agency
W217 = Transfer to homebound instruction
W218 = Transfer to a special education program from regular education program that is located within the same local education agency
W219 = Transfer to regular education program from special education program that is located within the same local education agency
W221 = Transfer from an Individualized Student Alternative Education Program (ISAEP) to a regular education program in a school within the same local education agency
W222 = Transfer to home-based instruction
W304 = Transfer to a private, non-religiously-affiliated school in the same local education agency
W305 = Transfer to a private, non-religiously-affiliated school in a different local education agency in the same state
W306 = Transfer to a private, non-religiously-affiliated school in a different state
W307 = Transfer to a private, religiously-affiliated school in the same local education agency
W308 = Transfer to a private, religiously-affiliated school in a different local education agency in the same state
W309 = Transfer to a private, religiously-affiliated school in a different state
W310 = Transfer to a school outside of the country
W311 = Leaves school under the authority of a US government agency – A student who leaves a Virginia Public School under the authority of a United States federal government agency. This code does not pertain to students of military families who transfer into Department of Defense schools or who relocate due to a parent's military duty.
W312 = Transfer to a charter school that is not located within the administrative boundaries of the same local education agency but is in the same state
W313 = Transfer to home schooling
W314 = Transfer to Job Corps/Virginia Commonwealth Challenge Youth Academy - A student who withdraws to enter these public educational and vocational training programs and is not concurrently enrolled in a school in the local education agency.
W321 = Transfer to a full-time, baccalaureate or associate's degree seeking program at an accredited postsecondary institution - A student, who is fully prepared for postsecondary education, transfers to an accredited postsecondary institution of higher education to enter into a full time program leading to a baccalaureate or associate's degree. This code can only be used for the student who has left Virginia public schools without a credential and is enrolled full-time at an accredited postsecondary institution in a program of study that leads to a baccalaureate or an associate's degree.

W400 = Summer withdrawal from the educational component of a state-operated program
W402 = Transfer to a public school in a different local education agency in the same state - A student who transfers to a public school that is not located within the administrative boundaries of the same local education agency but is in the same state. This includes correctional institutions operated by the Department of Juvenile Justice (formerly Department of Correctional Education schools).
W411 = Transfer to a state-operated institution - A student who transfers to a state-operated institution that has an educational program. This includes mental health institutions, juvenile service agencies, care shelters, and detention facilities.
W412 = Transfer from a State Operated (SOP's) educational program to the same or different SOP with an educational program and are referred as Community Placement Program, Central Administrative Processing (CAP) and Re-Entry. ***For State Operated Programs use only***
W503 = Transfer to a public school in a different state
W650 = Death
W730 = Graduated with diploma
W731 = Completed school with other credentials
W732 = Leaves school after earning a non-terminal diploma or certificate of completion in a previous school year – A student with an IEP who returns for eligible services after completing high school in a previous school year.
W870 = Discontinued Schooling - A student who stops attending school because of incarceration, who is sentenced to serve time in a local, regional, or adult jail. Do not use this code for youth adjudicated in state operated programs.
W880 = Discontinued schooling – A student who stops attending school. For students in K-12, this is considered to constitute "dropping out".
W960 = Withdrawn after being absent fifteen (15) consecutive days for extended illness
W961 = Suspension exceeding 15 days
W970 = Withdrawn after being absent fifteen (15) consecutive days

Edit checks for valid Exit/Withdraw Codes

- Must be a valid Exit/Withdraw Code
- If the Active Status Code is I, then an Exit/Withdraw Code is required
- If the Active Status Code is N, then an Exit/Withdraw Code is required

Notes:

- When a student transfers from a school division, such school division to the extent practicable, shall obtain written or electronic documentation of such transfer, in order to make an informed status classification of such student in an information management system prescribed by the Board of Education.
  § 22.1-254.02. Students transferring from a public school.
- Code W321 can only be used for the student who has left Virginia public schools without a credential and is enrolled full-time at an accredited postsecondary institution in a program of study that leads to a baccalaureate or an associate's degree. The student must be enrolled in the program, not just accepted.
- Code W732 should be used in conjunction with Graduate/Other Completer Code 10.

▲ **Exit/Withdraw Date (12)**
Required: FALL, SPR, EOY, STI **Format:** Date **Maximum Length:** 10

The Exit/Withdraw Date will be the actual date associated with the Exit/Withdraw Code. It will represent the day after the student's last day of attendance for the school year that is being reported.

Edit checks for valid Exit/Withdraw Date

- mm/dd/yyyy (including slashes)
- Valid date within the current school year
- The Exit/Withdraw Date corresponds to the Exit/Withdraw Code
- Use the date reflecting the day after the student's last day of attendance for the school year
- If the Active Status Code is I, then an Exit/Withdraw Date is required
- If the Active Status Code is N, then an Exit/Withdraw Date is **required**

Notes:

- The Entry Date and Exit/Withdraw Date are NOT used in the calculation of Average Daily Attendance (ADA) or Average Daily Membership (ADM). The calculation of ADA and ADM requires the Number of Days School was in Session from the Miscellaneous Web Data Collection Statistics Form and Aggregate Days Present and Aggregate Days Absent from the Student Records Data Collection

▲ **Gender Code (14)**
Required: FALL, SPR, EOY, SUM, STI, DEC1 **Format:** alpha **Maximum Length:** 1

The Gender Code identifies the student's gender.

Codes for Gender

M = Male
F = Female

Edit checks for Gender Code

- Valid Gender Code

▲ **Birth Date (15)**
Required: FALL, SPR, EOY, SUM, STI, DEC1 **Format:** Date **Maximum Length:** 10

The Birth Date is the month, day, and year on which the student was born.

Edit checks for valid Birth Date

- mm/dd/yyyy (including slashes)
- Birth date is before current date
- Valid date within the expected age range for grade level and school
- Less than 20 years old as of August 1st for regular education students
- Less than 22 years old as of September 30th for special education students
- Less than 22 years old as of August 1st for Limited English Proficient students

▲ **Grade Level Code (16)**
Required: FALL, SPR, EOY, SUM, STI, DEC1 **Format:** alpha numeric Maximum **Length:** 2

The Grade Level Code identifies the grade level at which the student receives services in a school or an educational institution during a given academic session.

Codes for Grade Level
PK = PreKindergarten
JK = Junior Kindergarten
KA = Half-Day Kindergarten – AM
KP = Half-Day Kindergarten – PM
KG = Kindergarten
T1 = Transitional First Grade
01 = Grade 1
02 = Grade 2
03 = Grade 3
04 = Grade 4
05 = Grade 5
06 = Grade 6
07 = Grade 7
08 = Grade 8
09 = Grade 9
10 = Grade 10
11 = Grade 11
12 = Grade 12
PG = Post Graduate
TT = Test Taker

Edit checks for valid Grade Level Code

- Valid Grade Level Code must be within the low/high grade range of the Responsible School/Center and the Serving School/Center
- The Active Status Code must be "N" when the Grade Level Code = TT. TT students are non-enrolled students that return to take an SOL test to fulfill graduation requirements.

Notes:
- Enrolled students who have received High School Equivalency Credentials or an Applied Studies Diploma *should not* be considered Postgraduate (PG) students and may be included in March 31 and End-of Year ADM.
- Students listed as PG students will be *excluded* from March 31 and End-Of-Year ADM

▲ **Kindergarten Half-Day Flag (17)**
Required: FALL, SPR, EOY **Format:** alpha **Maximum Length:** 1

The Kindergarten Half-Day Flag identifies the kindergarten student who attends a half-day session.

Flag for Kindergarten Half-Day
Y = Yes, student attends half-day Kindergarten
N = No, student does not attend half-day Kindergarten

Edit checks for valid Kindergarten Half-Day Flag
- Y or N required
- Blanks are not permitted
- If Kindergarten Half-Day Flag is Y, Grade Level Code must be JK, KA, KP, or KG, or T1

▲ **Primary Disability Code (18)**
Required: FALL, SPR, EOY, SUM, STI, DEC1 **Format:** alpha numeric **Maximum Length:** 3

The Primary Disability Code identifies the primary disability type for the student who is eligible for services under the Individuals with Disabilities Education Act (IDEA) and who has an Individualized Education Program (IEP) or services plan. This is not the classroom placement.

> The ***Individuals with Disability Education Act (IDEA)*** guarantees a free and appropriate public education in the least restrictive environment to all children with disabilities. The services and placement of students with disabilities who are eligible for special education, are developed through an Individualized Education Program (IEP), which is the responsibility of local education agencies (LEA). The divisions are required to submit information and data for reporting, monitoring and compliance purposes. Disability categories are used for students who are eligible for services under IDEA and must be reported by LEAs to the Virginia Department of Education (VDOE).

Codes for Primary Disability
Listed below are the state-approved Disability Codes. The numeric code must be used for this element.
More descriptive definitions for each Disability Code are posted at:
http://www.doe.virginia.gov/info_management/data_collection/student_record_collection/code_values/index.shtml
3 = MD: Multiple disabilities
4 = OI: Orthopedic impairment
5 = VI: Visual impairment (including blindness)
6 = HI: Hearing impairment
7 = SLD: Specific learning disability
8 = ED: Emotional disturbance
9 = SLI: Speech or language
10 = OHI: Other health impairment
12 = DB: Deaf-blindness
13 = AUT: Autism
14 = TBI: Traumatic brain injury

15 = 504: Qualified individual with disabilities under Section 504 of the Rehabilitation Act
16 = DD: Developmental delay
19 = ID: Intellectual Disabilities

Edit checks for valid Primary Disability Codes

- Blank or a valid numeric Disability code
- Required if Serving Division Code is 600, Special Education Private School
- If the Disability code = 16 (DD Developmental delay), then the student must be less than 7 years of age as of December 1st

▲ **Special Education Weekly Time Percent (19)**
Required: FALL **Format:** numeric **Maximum Length:** 3

The Special Education Weekly Time Percent represents the total percentage of time that the student spends each week with a special education teacher(s).

Edit checks for valid Special Education Weekly Time Percent

- Enter only whole numbers 1-100. The percent sign is implied.
- If Grade Level Code is KA, KP, KG, T1, 01, 02 or 03 AND Primary Disability Code is not blank, then Special Education Weekly Time Percent is required
- If Primary Disability Code is blank or 15 (504) then Special Education Weekly Time Percent must be blank

Notes:

- 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.

▲ **Disadvantaged Status Flag (20)**
Required: FALL, SPR, EOY, SUM, STI, DEC1 **Format:** alpha **Maximum Length:** 1

The Disadvantaged Status Flag identifies the student as economically disadvantaged if the student: 1) is eligible for Free/Reduced Meals, or 2) receives TANF, or 3) is eligible for Medicaid, or 4) identified as experiencing Homelessness.

The student's Disadvantaged Status is 'as of any point in the school year' and for the duration of that school year. If the student is identified as experiencing homelessness at any point during the school year, the student is automatically identified as Disadvantaged and is also eligible for the Free and Reduced Meals Program. Although it is well within the scope of the division to store the homeless status in their Student Information Systems, it is only the division's homeless education liaison that should coordinate the benefits for the student. This change in eligibility is outlined in Superintendents Memo Regulatory #5, available at:
http://www.doe.virginia.gov/administrators/superintendents_memos/2005/reg005.html

Codes for Disadvantaged Status Flag

Y = Student is identified as Disadvantaged
N = Student is not identified as Disadvantaged

Edit checks for Disadvantaged Status Flag

- Y or N required
- Must be Y if Initial Primary Nighttime Residence Code is not blank (does not apply to the Dec 1 data collection)
- If Y Fall, then must be identified as Disadvantaged on Spring (this is a Warning)
- If Y Spring, then must be identified as Disadvantaged on EOY

Notes:

- In many cases, the Disadvantaged status is determined after 10/1 (after the Fall SRC submission). Because of this, the edit to check Disadvantaged Status from Fall to Spring is a Warning. The Disadvantaged Status should remain the same once it has been determined for the current school year and should not change from Spring to EOY.
- Free/Reduced Meals applications are not collected in schools participating in the Community Eligibility Program (CEP). Students in CEP schools are identified as economically disadvantaged based primarily on direct certification data. This information is outlined in Superintendent's Memo #104-14: Identification of the Economically Disadvantaged Subgroup for Title I Accountability Under the Community Eligibility Provision. Students identified as eligible for Medicaid and students identified as experiencing Homelessness will continue to be identified.

▲ **Country of Birth Code (23)**
Required: FALL **Format:** alpha numeric **Maximum Length:** 4

The Country of Birth Code identifies the name of the country in which the student was born.

Codes for Country of Birth
The Country Codes are posted at:
http://www.doe.virginia.gov/info_management/data_collection/student_record_collection/code_values/index.shtml

Edit checks for Country of Birth Code

- Blank, if US or a valid country code
- If Country of Birth is 2310 (United States), leave blank

▲ **Home Language Code (24)**
Required: FALL, SPR, EOY **Format:** alpha numeric **Maximum Length:** 4
The Home Language code identifies the language or dialect routinely spoken in a student's home. This language or dialect may or may not be a student's native language.

Codes for Home Language
The Language Codes are posted at:
http://www.doe.virginia.gov/info_management/data_collection/student_record_collection/code_values/index.shtml

Edit checks for Home Language

- Blank or a valid language code
- If Home Language Code is 400 (English), leave blank
- If Receiving EL Services Code is not blank, Home Language Code is required

▲ **Immigrant Status Flag (25)**
Required: FALL **Format:** alpha **Maximum Length:** 1

The Immigrant Status Flag identifies whether the student is classified as an "immigrant." Include foreign exchange students if parameters of the definition are met. Children born overseas to U.S. military personnel may be counted by an LEA as “immigrant” and included in the count of immigrant students utilized for funding purposes for the Title III immigrant children and youth program.

As defined by P.L. 107-100, Title III, Part C, Sec. 3301, (6)

The term ‘immigrant children and youth’ means individuals who—

- are aged 3 through 21;
- were not born in any State; and
- have not been attending one or more schools in any one or more States for more than 3 full academic years. (The 3 full academic years should be applied on a ***cumulative*** basis.)

Further Clarification on the Definition of Immigrant Children and Youth (IY) Under Section 3101(14) of the ESEA,

The term “state” means each of the 50 states, the District of Columbia, and the Commonwealth of Puerto Rico. Therefore, students born in Puerto Rico are not considered immigrant. Students born in U.S. territories other than Puerto Rico, such as Guam, American Samoa, or the U.S. Virgin Islands, may be considered immigrant.

The following students may be considered as immigrant if they meet all of the criteria in the federal definition of immigrant children and youth:

- Children of U.S. military personnel;
- Children of NATO families;
- Children of visiting faculty;
- Children who are temporarily residing in the U.S. because of parental employment; and
- Students on Exchange Visitor (J-1) visas or Exchange High School Student (F-1) visas.

Codes for Immigrant Status Flag
Y = Yes, student is classified as an immigrant
N = No, student is not classified as an immigrant

Edit checks for Immigrant Status
- Y or N required
- If Immigrant Status is Y, then the Country of Birth Code is required
- Warning received if Country Code is not blank and Grade Code is JK, KG, KA, KP, T1, 01, or 02

▲ **Gifted Code (30)**
Required: EOY **Format:** numeric **Maximum Length:** 5

The Gifted Code identifies the area of giftedness for the student placed in the gifted program or for the student who was referred to and found eligible for the gifted program.

Codes for Gifted
1 = General Intellectual Aptitude only
2 = Specific Academic Aptitude only
3 = Visual/Performing Arts only
4 = Career and Technical Aptitude only
12 = General Intellectual Aptitude & Specific Academic Aptitude
13 = General Intellectual Aptitude & Visual/Performing Arts
14 = General Intellectual Aptitude & Career and Technical
23 = Specific Academic Aptitude & Visual/Performing Arts
24 = Specific Academic Aptitude & Career and Technical
34 = Visual/Performing Arts & Career and Technical
123 = General Intellectual Aptitude, Specific Academic Aptitude, and Visual Performing Arts
124 = General Intellectual Aptitude, Specific Academic Aptitude, & Career and Technical
234 = Specific Academic Aptitude, Visual/Performing Arts, & Career and Technical
1234 = General Intellectual Aptitude, Specific Academic Aptitude, Visual/Performing Arts & Career and Technical

Edit checks for valid Gifted Code
- Blank or a valid Gifted Code

Notes:
- Student is to be coded whether or not the student participates
- Student remains coded as long as the student is enrolled

▲ **Gifted Referral Flag (31)**
Required: EOY **Format:** alpha **Maximum Length:** 1

The Gifted Referral Flag identifies the student who was referred to the Gifted Program during the current school year, July 1st through June 30th.

Codes for Gifted Referral Flag
Y = Yes, the student was referred to the Gifted Program between July 1 and June 30.
N = No, the student was not referred to the Gifted Program between July 1 and June 30.

Edit checks for valid Gifted Referral Flag

- Y or N required.

Notes:

- Flag should be removed at the end of the current school year.

▲ **Title I Status Code (32)**
Required: FALL, SPR, EOY, STI **Format:** alpha numeric **Maximum Length:** 2

The Title I Status Code identifies the type of program funded by Title I the student participates in if the student attends a Target Assisted school.

Public Law 107-100, Title I, Sec. 1116

I: IN GENERAL.—In all schools selected to receive funds under section 1113(c) that are ineligible for a school wide program under section 1114, or that choose not to operate such a school wide program, a local educational agency serving such school may use funds received under this part only for programs that provide services to eligible children under subsection (b) identified as having the greatest need for special assistance.

(b) ELIGIBLE CHILDREN.—

(1) ELIGIBLE POPULATION

(A) IN GENERAL.—The eligible population for services under this section is—

(i) children not older than age 21 who are entitled to a free public education through grade 12; and

(ii) children who are not yet at a grade level at which the local educational agency provides a free public education.

II: ELIGIBLE CHILDREN FROM ELIGIBLE POPULATION. From the population described in subparagraph (a), eligible children are children identified by the school as failing, or most at risk of failing, to meet the State's challenging student academic achievement standards on the basis of multiple, educationally related, objective criteria established by the local educational agency and supplemented by the school, except that children from preschool through grade 2 shall be selected solely on the basis of such criteria as teacher judgment, interviews with parents, and developmentally appropriate measures.

(2) CHILDREN INCLUDED.—

(A) IN GENERAL.—Children who are economically disadvantaged, children with disabilities, migrant children or limited English proficient children, are eligible for services under this part on the same basis as other children selected to receive services under this part.

(B) HEAD START, EVEN START, OR EARLY READING FIRST CHILDREN.—A child who, at any time in the 2 years preceding the year for which the determination is made, participated in a Head Start, Even Start, or Early Reading First program, in preschool services under this title, is eligible for

services under this part.
(C) PART C CHILDREN.—A child who, at any time in the 2 years preceding the year for which the determination is made, received services under part C is eligible for services under this part.
(D) NEGLECTED OR DELINQUENT CHILDREN.—A child in a local institution for neglected or delinquent children and youth or attending a community day program for such children is eligible for services under this part.
(E) HOMELESS CHILDREN.—A child who is homeless and attending any school served by the local educational agency is eligible for services under this part.

III: SPECIAL RULE.—Funds received under this part may not be used to provide services that are otherwise required by law to be made available to children described in paragraph (2) but may be used to coordinate or supplement such services.

https://www2.ed.gov/policy/elsec/leg/esea02/pg2.html#sec1113

Codes for Title I
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

Edit checks for valid Title I Code
- Blank or a valid Title I Code
- If not blank, Serving School/Center must be identified as a Title I Target Assistance School

Notes:
- Regardless of the number of times he/she may begin or discontinue a Title I program throughout the year, use the student's status as of the snapshot date.

▲ **GED Program Code (33)**
Required: FALL, SPR, EOY, SUM **Format:** alpha numeric **Maximum Length:** 1

The GED Program Code identifies the student that is enrolled in a program leading to a GED, such as ISAEP program

Codes for GED Program
1 = GED
2 = ISAEP

Edit checks for valid GED Program Code

- If GED Program Code is 1 or 3, the student must be at least 16 years old

▲ **International Baccalaureate Program Flag (34)**
Required: EOY, SUM **Format:** alpha **Maximum Length:** 1
The International Baccalaureate Program Flag identifies the student that is enrolled in the International Baccalaureate Program and is working toward an IB diploma.

Codes for International Baccalaureate Program Flag
Y = Yes, student is in IB program
N = No, student is not in IB program

Edit checks for valid International Baccalaureate Program Flag

- Y or N required
- Serving School/Center must be identified as having an IB program

Notes:

- If a student is taking a state-approved IB course but is not participating in the program, the flag must be N. Those students should be identified with the **IB Code**.

▲ **Graduate/Other Completer Code (35)**
Required: Fall, SPR, EOY, SUM **Format:** alpha numeric **Maximum Length:** 2
The Graduate/Other completer code identifies the type of graduation diploma or completion document that the student received.

Codes Graduate/Other Completer
Listed below are the state-approved Graduate/Other Completer Codes. The Graduate/Other Completer Code are posted at:
http://www.doe.virginia.gov/data_collection/index.shtml
1 = Standard Diploma - Diploma awarded to a student who has earned the standard diploma units of credit prescribed by the Board of Education, passed the Standards of Learning (SOL) tests, and who meets such other requirements as may be prescribed by the local school board and approved by the Board of Education.
2 = Advanced Studies Diploma - Diploma awarded to a student who has earned the advanced diploma units of credit prescribed by the Board of Education, passed the Standards of Learning (SOL) tests, and who meets such other requirements as may be prescribed by the local school board and approved by the Board of Education.
3 = Applied Studies Diploma - Diploma awarded to students with disabilities who complete the requirements of their individualized education programs (IEP) and do not meet the requirements for other diplomas. (Previously Special Diploma)
4 = Certificate of Program Completion - Certificate awarded to students who do not qualify for a diploma but who complete a prescribed course of study as defined by the local school board.
5 = General Educational Development (GED) Certificate as a part of an alternative education program - Document awarded to high school students in attendance and enrolled in a General Educational Development program who have earned a General Educational Development Certificate.
6 = International Baccalaureate (IB) Diploma - Diploma awarded a student who has completed the requirements for the advanced Studies diploma and has also completed

the International Baccalaureate Diploma program given by the International Baccalaureate Organization of Switzerland.

7 = Modified Standard Diploma - Diploma awarded a student with disabilities who completes the requirements of his or her individualized education program (IEP).

8 = General Educational Development (GED) Certificate as a part of an ISAEP - Document awarded a student who has successfully completed all of the requirements of his or her ISAEP, which includes passing the GED exam.

10 = No award in this school year - school-age student whose IEP allows for multiple years in grade 12 - No award in this school year. Use this code for seniors whose IEP allow for multiple years in grade 12. This code should also be used for school-age students with an IEP who return to school after graduating.

11 = No award in this school year - foreign exchange student - No award in this school year - foreign exchange, part-time private, or part-time home school student.

12 = No award in this school year - student whose age and EL status allows for multiple years in grade 12 - No award in this school year. Use this code for seniors whose age and LEP status allow for multiple years in grade 12.

13 = No award in this school year. Use this code for non-IEP students who previously earned one of the following non-terminal diplomas: 4 (Certificate of Completion), 5 (GED) or 8 (GED through ISAEP). This code should also be used for students who receive a diploma from another state or from a non-public Virginia School. Continue to use Graduate/Other Completer Code 10 and 12 respectively for IEP and EL students that have never earned a Standard or Advanced Studies diploma.

Edit checks for valid Graduate/Other Completer Code

- Blank or a valid Graduate/Other Completer Code.
- The Graduate/Other Completer Code should not be null if Grade Level Code is 12 on the EOY SRC.
- Warning received if Grade Level Code is not 11 or 12
- If Graduate/Other Completer Code is 6, then IB Program Flag must be 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 5 or 8, the student must be at least 16 years old
- If Graduate/other Completer Code is 3, 7, or 10 then the Primary Disability Code cannot be blank or 15 (504)
- If Graduate/Other Completer Code is 10, 11 or 12, then Student's Grade Code must be 12
- If Graduate/Other Completer Code is 12, the Receiving EL Services Code cannot be blank.
- If Graduate/Other Completer Code is 13, the Primary Disability Code *should be* blank.

▲ **Graduation Plan Code (36)**
Required: Fall, SPR, EOY, SUM **Format:** alpha numeric **Maximum Length:** 2

The Graduation Plan Code identifies the post-graduate plan of the student.

Codes for Graduate Plan
Listed below are the state-approved Graduate Plan Codes. More descriptive definitions for each Graduate Plan are posted at:

http://www.doe.virginia.gov/data_collection/index.shtml
1 = 4 - yr college
2 = 2 - yr college
3 = Other education plans
4 = Military
5 = Employment
6 = None

Edit checks for valid Graduate Plan Code

- Blank or a valid Graduation Plan Code.
- If the Graduate/Other Completer Code is 1, 2, 3, 4, 5, 6, 7, or 8, a Graduate Plan Code is required
- Graduate Plan Code must be blank if the Graduate/Other Completer Code is 10, 11, or 12.
- Warning if student's Grade Code is not 11 or 12

▲ **Advanced Placement Code (37)**
Required: EOY **Format:** numeric **Maximum Length:** 1

The Advanced Placement Code identifies the student enrolled in one or more Advanced Placement courses and/or the student who has taken the Advanced Placement exam. The purpose of this indicator is to identify the percent of students who have taken an AP course or exam during the school year.

Codes for Advanced Placement
1 = Enrolled in AP class
2 = Enrolled in AP and took AP exam
3 = Took AP exam

Edit checks for valid Advanced Placement Code

- Blank or a valid Advanced Placement Code
- Warning received if Grade Level Code is not 09, 10, 11 or 12

▲ **CTE Finisher Code (39)**
Required: EOY, SUM **Format:** numeric **Maximum Length:** 1

The CTE Finisher Code identifies the student who either has finished a required Career and Technical Education sequence of courses to be a completer OR has taken at least one state approved CTE course at anytime in grades 7 through 12, but has not finished CTE Course requirements for completion OR has not taken any state-approved CTE courses since 7th grade OR has finished CTE Course requirements for completion and a dual-enrollment CTE course(s)

Codes for CTE Finisher
1 = Finished CTE Course requirements for completion
3 = Took at least one state-approved CTE course for high school credit since 7th grade but has not finished CTE Course requirements for completion

4 = Has not taken any state-approved CTE courses for high school credit since 7th grade
5 = Finished CTE requirements to be a completer and completion of a CTE dual enrollment course(s)

Edit checks for valid CTE Finisher Code

- Must be a valid CTE Finisher Code
- Must be blank if grade is PK, JK, KA, KP, KG, T1, 1, 2, 3, 4, 5, or 6
- Required if grade is 7, 8, 9, 10, 11, or 12.

Notes:

- *The Career and Technical Education Reporting System (CTERS) User's Manual* can be found at: http://www.doe.virginia.gov/info_management/data_collection/instruction/career_tech/cters/users_manual.pdf

▲ **CTE Career Cluster Code (40)**
Required: EOY, SUM **Format:** alpha **Maximum Length:** 4

The CTE Career Cluster Code identifies the career cluster of the state-approved CTE course that the student has taken at anytime in this school year. If the student has taken more than one course that falls into different clusters, choose the cluster that most closely aligns with the student's career interests. Refer to *The Career and Technical Education Reporting System (CTERS) User's Manual* at: http://www.doe.virginia.gov/info_management/data_collection/instruction/career_tech/cters/users_manual.pdf

Codes for CTE Career Cluster

1 = Agriculture, Food and Natural Resources
2 = Architecture and Construction
3 = Arts, Audio-Video Technology and Communications
4 = Business Management and Administration
5 = Education and Training
6 = Finance
7 = Government and Public Administration
8 = Health Science
9 = Hospitality and Tourism
10 = Human Services
11 = Information Technology
12 = Law, Public Safety, Corrections and Security
13 = Manufacturing
14 = Marketing
15 = Science, Technology, Engineering, and Mathematics
16 = Transportation, Distribution and Logistics

Edit checks for valid CTE Career Cluster Code

- Must be a valid CTE Career Cluster Code
- Must be blank if grade is PK, JK, KA, KP, KG, 1, 2, 3, 4, 5, or 6
- Required if the CTE Special Populations Code is not blank
- CTE Finisher Code must be 1, 3 or 5 when CTE Cluster Code is NOT blank

Notes:

- *The Career and Technical Education Reporting System (CTERS) User's Manual* can be found at: http://www.doe.virginia.gov/info_management/data_collection/instruction/career_tech/cters/users_manual.pdf

▲ **CTE Special Populations Code (41)**
Required: EOY, SUM **Format:** numeric **Maximum Length:** 3

The CTE Special Populations Code identifies the student populations that are not already collected in other elements. See your local CTE Administrator for assistance. The CTE Special Populations Code applies to the CTE Career Cluster course and to the Career Pathway Code as reported on the EOY and Summer file submissions.

Codes for CTE Special Populations

4 = Nontraditional Career Preparation
5 = Single Parent
6 = Displaced Homemaker
45 = Nontraditional and Single Parent
46 = Nontraditional and Displaced Homemaker
56 = Single Parent and Displaced Homemaker
456 = Nontraditional, Single Parent and Displaced Homemaker

Edit checks for valid CTE Special Populations Code

- Must be valid CTE Special Populations Code
- Must be blank if Grade Code is PK, JK, KA, KP, KG, 1, 2, 3, 4, 5, or 6

Notes:

- *The Career and Technical Education Reporting System (CTERS) User's Manual* can be found at: http://www.doe.virginia.gov/info_management/data_collection/instruction/career_tech/cters/users_manual.pdf
- Displaced Homemaker: The term means a student who:
  - has worked primarily without remuneration to care for a home and family, and for that reason has diminished marketable skills, has been dependent on the income of another family member but is no longer supported by that income, or is a parent whose youngest dependent child will become ineligible to receive assistance under Part A of Title IV of the Social Security Act (42 U.S.C. 601 et.seq.) not later than 2 years after the date on which the parent applies for assistance under this title; and
  - is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment.
- Nontraditional Training and Employment: Students who are classified as the nontraditional gender who are enrolled in one or more of the courses identified for Nontraditional Career Preparation. This term means occupations or fields of work, including careers in computer science, technology, and other emerging high skill occupations, for which individuals from one gender comprise less than 25 percent of the individuals employed in each such occupation or field of work. To identify the Nontraditional student by gender:
  - Review the CTE program areas' course information in *The Career and Technical Education Reporting System (CTERS) User's Manual* found at http://www.doe.virginia.gov/info_management/data_collection/instruction/career_tech/cters/users_manual.pdf
  - Determine which courses from the CTE program areas' course information lists are offered at each high school within the division and the nontraditional gender classification assigned to these courses; and

  - Review the class roster for the courses offered to identify each student enrolled in nontraditional careers by gender.
- Single Parent: Students who are unmarried or legally separated from a spouse and have a minor child or children for whom the parent has either custody or joint custody. This term includes single pregnant women.

▲ **W8 Reason Code (42)**
Required: Fall, SPR, EOY **Format:** alpha numeric **Maximum Length:** 2

The W8 Reason Code is associated with the W880 Exit/Withdraw Code and identifies the reason the student left school.

Codes for W8 Reason Codes
Listed are the state-approved W8 Reason Codes. More descriptive definitions for each W8 Reason Code are posted at:
http://www.doe.virginia.gov/info_management/data_collection/student_record_collection/code_values/index.shtml

10 = Achievement problems (low achievement, low motivation, low interest)
20 = Behavioral difficulties (suspension or expulsion, incarceration, runaway, truancy, poor relationships with peers or adults)
30 = Health problems (physical or mental illness, injury, substance abuse)
40 = Family (pregnancy, parenthood, marriage, needed at home)
41 = Parental Privilege: Age/maturity (for kindergarten and pre-kindergarten only)
42 = PK Student (non-applicable)
50 = Financial hardship (extreme poverty, working to support self or family)
60 = Employed (took a job, joined armed forces)
70 = Moved (no longer resides in the area and current status is unknown after appropriate investigation by the attendance officer)
80 = Reached maximum age to receive qualified services
81 = Personal choice; over 18 years of age, but still qualified to receive services
82 = Post Graduate; discontinued program (post graduate only)
90 = Expulsion (left school involuntarily due to an expulsion approved by appropriate school authorities)

Edit checks for valid W8 Reason Code
- Blank or a valid W8 Reason code
- If Exit/Withdraw Code is W870 or W880 a W8 Reason Code is required
- If W8 Reason Code = 41, then student must be in grade PK, JK, KA, KP, KG, or T1
- If W8 Reason Code = 42, then student must be in grade PK

▲ **Aggregate Days Present (44)**
Required: Fall, SPR, EOY **Format:** numeric **Maximum Length:** 3

The Aggregate Days Present represents the cumulative number of days the student had been present in the school from the beginning of the current school year to the time of the snapshot. Include only the days present in the regular school term. Do not include summer school.

Edit checks for Aggregate Days Present

- A whole number less than or equal to Number of Days School was in Session
- If Active Status Code is N, then Aggregate Days Present must be zero
- Attendance (Aggregate Days Present plus Aggregate Days Absent) cannot be greater than the Number of Days School was in Session
- Error received if the Number of Days School was in Session has not been completed on the Miscellaneous Web Data Collection Statistics Form
- Division level Warning if left blank on Fall
- Error received if not at least one day present reported for each Active or Inactive student.

Notes:

- For the student whose Serving Division is not the Reporting Division, it is imperative that the Reporting Division gets the accurate Aggregate Days Present from the Serving School/Center for the student.
- If the student withdraws and re-enters the same school during the school year, include all the days present at that school for the regular school year.
- Days in Membership = the sum of Aggregate Days Present and (+) Aggregate Days Absent
- Average Daily Attendance (ADA) = Aggregate Days Present divided by (÷) Number of Days School was in Session
- Average Daily Membership (ADM) = the sum of Aggregate Days Present and (+) Aggregate Days Absent divided by (÷) Number of Days School was in Session

▲ **Aggregate Days Absent (45)**
Required: Fall, SPR, EOY **Format:** numeric **Maximum Length:** 3

The Aggregate Days Absent represents the cumulative number of days the student had been absent from the school from the beginning of the current school year to the time of the snapshot. Include only the days absent in the regular school term. Do not include summer school. Days absent plus (+) days present equal (=) days in membership.

Edit checks for Aggregate Days Absent

- A whole number less than or equal to Number of Days School was in Session
- Attendance (Aggregate Days Present plus (+) Aggregate Days Absent) cannot be greater than the Number of Days School was in session
- Error received if the Number of Days School was in Session has not been completed on the Miscellaneous Web Data Collection Statistics Form
- Warning received on Fall if Aggregate Days Absent is greater than 15.

Notes:

- For the student whose Serving Division is not the Reporting Division, it is imperative that the Reporting Division gets the accurate Aggregate Days Absent from the Serving School/Center for the student.
- If the student withdraws and re-enters the same school during the school year, include all the days absent at that school for the regular school year.
- Days in Membership = the sum of Aggregate Days Present and (+) Aggregate Days Absent
- Average Daily Attendance (ADA) = Aggregate Days Present divided by (÷) Number of Days School was in Session

- Average Daily Membership (ADM) = the sum of Aggregate Days Present and Aggregate Days Absent divided by (÷) Number of Days School was in Session

▲ **Tuition Paid Code (48)**
Required: FALL, SPR, EOY, SUM, DEC1 **Format:** numeric **Maximum Length:** 2

A code to identify tuition equivalent to one of the three options below is paid/received for this student by the responsible division, parent or student:
Local Share of Tuition: The local share of the total operational cost per pupil based on the Composite Index for the serving division.
State Share of Tuition: The state share of the Average Daily Membership (ADM) funding on a per pupil basis.
Full Tuition: The total operational cost per pupil for a serving division or private institution.

Codes for Tuition Paid Code
2 = Paid tuition to a State-Supported Institution
3 = Paid tuition to a Private Institution (does not include students funded with CSA funds)
4 = Regional Center (full-day or half-day programs: governors, CTE, special education or alternative)
5 = Received tuition in excess of the Serving Division's local share from another school division in Virginia (LEA)
7 = State's share of tuition was paid by the Comprehensive Services Act (CSA)
9 = Tuition received from an Inter-State Compact Placement agreement
10 = Contiguous Out-of-State Students: with same attendance privileges
11 = Contiguous Out-of-State Students: without same attendance privileges
12 = Non-Contiguous State or Territory outside of the United States
13 = Tuition in Excess of the Local Share Received from Contiguous Out-of-State Students: same attendance privileges
15 = Tuition paid to a school outside of Virginia
16 = Tuition waived; student served through Public School Choice agreement
17 = Tuition waived; applicable only to Fairfax/Falls Church DJJ and Community SVCS BD students
18 = Virtual program (full-day or part-day programs: Virtual Virginia (full-day) or approved MOP (full-day or part-day))
19 = Local Center within a Public School Division (full day or half-day programs: CTE, STEM, Health, special education or alternative)

Edit checks for Tuition Paid Code
- Blank or a valid Tuition Paid Code
- If Tuition Paid Code is not blank, then the Responsible Division cannot equal Serving Division

Notes:
- If an LEA pays another LEA tuition that exceeded the amount of the local share, then the serving LEA should use tuition code of 5.
- If a student is enrolled in both a public school and a CSA private placement concurrently, two records should be included on the SRC. The public school record should be "Active" with the appropriate days of attendance, no Tuition code, and no Non-Public FTE code. The CSA private placement record should be "Inactive" with the appropriate days of attendance and a Tuition code of 7. For the

CSA record, if the student is still in the placement by the "as of" date of the current SRC, the exit date should be the "as of" date (ex. Spring SRC exit date would be 3/31).

▲ **Non-public Student FTE (49)**
Required: FALL, SPR, EOY, DEC1 **Format:** numeric **Maximum Length:** 2

The Non-public Student FTE identifies the part-time non-public school students attending public schools who take one or more 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.

Codes for Non-public student FTE
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

Edit checks for Non-public Student FTE
- Blank, 10, 25, or 50
- Decimal point is implied

▲ **Kindergarten Readiness Assessment Flag (51)**
Required: FALL, SPR, EOY **Format:** alpha **Maximum Length:** 1

The Kindergarten Readiness Assessment Flag identifies the kindergarten student who turns 5 between October 1st and December 31st and was administered a readiness assessment PRIOR to the student's first day of kindergarten. **This flag should also be used to identify the underage transfer student from a military family who shall be allowed to continue their enrollment at grade level.**

On July 1, 2009, Virginia entered into the Interstate Compact on Educational Opportunity for Military Children (§ 22.1-360 of the Code). The Compact can be located at http://leg1.state.va.us/cgi-bin/legp504.exe?000+cod+22.1-360.

This compact facilitates the timely enrollment of children of military families and ensures that they are not placed at a disadvantage due to difficulty in the transfer of education records from the previous school district(s) or variations in entrance requirements. According to the compact, children of military families, without documentation of immunizations, should be immediately enrolled and shall have up to 30 days from the date of enrollment to obtain any immunization(s) required by the receiving state. The compact does not waive the physical examination requirement for these children.

"D. Kindergarten and first grade entrance age. Students shall be allowed to continue their enrollment at the grade level in the receiving state commensurate with their grade level (including kindergarten) from a local education agency in the sending state at the time of transition, regardless of minimum age. A student who has satisfactorily completed the prerequisite grade level in the local education agency in the sending state shall be eligible for enrollment in the next highest grade level in the receiving state, regardless of minimum age. A student transferring after the start of the school year in the receiving state shall

enter the school in the receiving state on their validated level from a local education agency in the sending state."

Codes Kindergarten Readiness Assessment Flag
Y = Yes, student was given a kindergarten readiness assessment
N = No, student was NOT given a kindergarten readiness assessment

Edit checks Kindergarten Readiness Assessment Flag
- Must be Y or N
- Required if student turns 5 between October 1st and December 31st and student in Grade Level Code KA, KP, or KG.

Notes:
There is no edit check if a student is not in grades KA, KP, or KG and has a Y in this field.

▲ **NAEP Homeroom Identifier (52)**
Required: FALL **Format:** alpha **Maximum Length:** 10

The NAEP Homeroom Identifier is a school assigned identifier only used for NAEP testing; it is optional for all grades. It is strongly recommended for those students in grade 4 because NAEP uses this information to sort the testing materials.

Codes for NAEP Homeroom Identifier
Blank or a School assigned homeroom identifier

Edit checks for NAEP Homeroom Identifier
- Optional

▲ **School Choice Status Code (53)**
Required: FALL, SPR, EOY **Format:** numeric **Maximum Length:** 1
The School Choice Status Code is state assigned code that indicates the student's eligibility and election to participate in School Choice when the Responsible School is in School Improvement Status under the NCLB Act of 2001.

Codes for School Choice Status Code
1 = Student applied to transfer to another school BUT the request was not granted for School Choice under 1116 of Title I
2 = Student 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 = Student applied to transfer AND actually transferred

Edit checks for School Choice Status Code
- Blank or a valid School Choice Status code.
- 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 cannot equal Serving school.

Notes:
- The above codes apply to the status of the student during the current school year.

- Students that transferred under school choice in previous years, continue to transfer, and whose responsible school remains in improvement should be coded as 3.

▲ **Diploma Seal (56)**
Required: EOY, SUM **Format:** numeric **Maximum Length:** 6

The Diploma Seal code identifies any and all diploma seals earned by a graduate.

Codes for Diploma Seal

1	=	Governor's Seal
2	=	Board of Education Seal
3	=	Board of Education Career and Technical Education Seal
4	=	Board of Education Seal of Advanced Mathematics and Technology
5	=	Board of Education Seal for Excellence in Civics Education
6	=	Board of Education Seal of Biliteracy
12	=	Governor's Seal and Board of Education Seal
123	=	Governor's Seal, Board of Education Seal, and Board of Education Career and Technical Education Seal
1234	=	Governor's Seal, Board of Education Seal, Board of Education Career and Technical Education Seal, and Board of Education Seal of Advanced Mathematics and Technology
12345	=	Governor's Seal, Board of Education Seal, Board of Education Career and Technical Education Seal, Board of Education Seal of Advanced Mathematics and Technology, and Board of Education Seal for Excellence in Civics Education
123456	=	Governor's Seal, Board of Education Seal, Board of Education Career and Technical Education Seal, Board of Education Seal of Advanced Mathematics and Technology, Board of Education Seal for Excellence in Civics Education, and Board of Education Seal of Biliteracy
12346	=	Governor's Seal, Board of Education Seal, Board of Education Career and Technical Education Seal, Board of Education Seal of Advanced Mathematics and Technology, and Board of Education Seal for Biliteracy
1235	=	Governor's Seal, Board of Education Seal, Board of Education Career and Technical Education Seal, and Board of Education Seal for Excellence in Civics Education
12356	=	Governor's Seal, Board of Education Seal, Board of Education Career and Technical Education Seal, Board of Education Seal for Excellence in Civics Education, and Board of Education Seal of Biliteracy
1236	=	Governor's Seal, Board of Education Seal, Board of Education Career and Technical Education Seal, and Board of Education Seal of Biliteracy
124	=	Governor's Seal, Board of Education Seal, and Board of Education Seal of Advanced Mathematics and Technology

1245	=	Governor’s Seal, Board of Education Seal, Board of Education Seal of Advanced Mathematics and Technology, and Board of Education Seal for Excellence in Civics Education
1246	=	Governor’s Seal, Board of Education Seal, Board of Education Seal of Advanced Mathematics and Technology, and Board of Education Seal of Biliteracy
12456	=	Governor’s Seal, Board of Education Seal, Board of Education Seal of Advanced Mathematics and Technology, Board of Education Seal for Excellence in Civics Education, and Board of Education Seal of Biliteracy
125	=	Governor’s Seal, Board of Education Seal, and Board of Education Seal for Excellence in Civics Education
1256	=	Governor’s Seal, Board of Education Seal, Board of Education Seal for Excellence in Civics Education, and Board of Education Seal of Biliteracy
126	=	Governor’s Seal, Board of Education Seal, and Board of Education Seal of Biliteracy
13	=	Governor's Seal and Board of Education Career and Technical Education Seal
134	=	Governor's Seal, Board of Education Career and Technical Education Seal, and Board of Education Seal of Advanced Mathematics and Technology
1345	=	Governor's Seal, Board of Education Career and Technical Education Seal, Board of Education Seal of Advanced Mathematics and Technology, and Board of Education Seal for Excellence in Civics Education
13456	=	Governor's Seal, Board of Education Career and Technical Education Seal, Board of Education Seal of Advanced Mathematics and Technology, Board of Education Seal for Excellence in Civics Education, and Board of Education Seal of Biliteracy
1346	=	Governor's Seal, Board of Education Career and Technical Education Seal, Board of Education Seal of Advanced Mathematics and Technology, and Board of Education Seal of Biliteracy
135	=	Governor's Seal, Board of Education Career and Technical Education Seal, and Board of Education Seal for Excellence in Civics Education
1356	=	Governor's Seal, Board of Education Career and Technical Education Seal, Board of Education Seal for Excellence in Civics Education, and Board of Education Seal of Biliteracy
136	=	Governor's Seal, Board of Education Career and Technical Education Seal, and Board of Education Seal of Biliteracy
14	=	Governor's Seal and Board of Education Seal of Advanced Mathematics and Technology
145	=	Governor's Seal, Board of Education Seal of Advanced Mathematics and Technology, and Board of Education Seal for Excellence in Civics Education
1456	=	Governor's Seal, Board of Education Seal of Advanced Mathematics and Technology, Board of Education Seal for Excellence in Civics Education, and Board of Education Seal of Biliteracy

146	=	Governor's Seal, Board of Education Seal of Advanced Mathematics and Technology, and Board of Education Seal of Biliteracy
15	=	Governor's Seal and Board of Education Seal for Excellence in Civics Education
156	=	Governor's Seal, Board of Education Seal for Excellence in Civics Education, and Board of Education Seal of Biliteracy
16	=	Governor's Seal and Board of Education Seal of Biliteracy
23	=	Board of Education Seal and Board of Education Career and Technical Education Seal
234	=	Board of Education Seal, Board of Education Career and Technical Education Seal, and Board of Education Seal of Advanced Mathematics and Technology
2345	=	Board of Education Seal, Board of Education Career and Technical Education Seal, Board of Education Seal of Advanced Mathematics and Technology, and Board of Education Seal for Excellence in Civics Education
23456	=	Board of Education Seal, Board of Education Career and Technical Education Seal, Board of Education Seal of Advanced Mathematics and Technology, Board of Education Seal for Excellence in Civics Education, and Board of Education Seal of Biliteracy
2346	=	Board of Education Seal, Board of Education Career and Technical Education Seal, Board of Education Seal of Advanced Mathematics and Technology, and Board of Education Seal of Biliteracy
235	=	Board of Education Seal, Board of Education Career and Technical Education Seal, and Board of Education Seal for Excellence in Civics Education
2356	=	Board of Education Seal, Board of Education Career and Technical Education Seal, Board of Education Seal for Excellence in Civics Education, and Board of Education Seal of Biliteracy
236	=	Board of Education Seal, Board of Education Career and Technical Education Seal, and Board of Education Seal of Biliteracy
24	=	Board of Education Seal and Board of Education Seal of Advanced Mathematics and Technology
245	=	Board of Education Seal, Board of Education Seal of Advanced Mathematics and Technology, and Board of Education Seal for Excellence in Civics Education
2456	=	Board of Education Seal, Board of Education Seal of Advanced Mathematics and Technology, Board of Education Seal for Excellence in Civics Education, and Board of Education Seal of Biliteracy
246	=	Board of Education Seal, Board of Education Seal of Advanced Mathematics and Technology, and Board of Education Seal of Biliteracy
25	=	Board of Education Seal and Board of Education Seal for Excellence in Civics Education
256	=	Board of Education Seal, Board of Education Seal for Excellence in Civics Education, and Board of Education Seal of Biliteracy

26	=	Board of Education Seal and Board of Education Seal of Biliteracy
34	=	Board of Education Career and Technical Education Seal and Board of Education Seal of Advanced Mathematics and Technology
345	=	Board of Education Career and Technical Education Seal, Board of Education Seal of Advanced Mathematics and Technology, and Board of Education Seal for Excellence in Civics Education
3456	=	Board of Education Career and Technical Education Seal, Board of Education Seal of Advanced Mathematics and Technology, Board of Education Seal for Excellence in Civics Education, and Board of Education Seal of Biliteracy
346	=	Board of Education Career and Technical Education Seal, Board of Education Seal of Advanced Mathematics and Technology, and Board of Education Seal of Biliteracy
35	=	Board of Education Career and Technical Education Seal and Board of Education Seal for Excellence in Civics Education
356	=	Board of Education Career and Technical Education Seal, Board of Education Seal for Excellence in Civics Education, and Board of Education Seal of Biliteracy
36	=	Board of Education Career and Technical Education Seal and Board of Education Seal of Biliteracy
45	=	Board of Education Seal of Advanced Mathematics and Technology and Board of Education Seal for Excellence in Civics Education
456	=	Board of Education Seal of Advanced Mathematics and Technology, Board of Education Seal for Excellence in Civics Education, and Board of Education Seal of Biliteracy
46	=	Board of Education Seal of Advanced Mathematics and Technology and Board of Education Seal of Biliteracy
56	=	Board of Education Seal for Excellence in Civics Education and Board of Education Seal of Biliteracy

Edit checks for Diploma Seal Codes

- Must be a valid state assigned Diploma Seal Code.
- If not blank, then the Graduate/Other Completer Code must be 1, 2, or 6.
- If Graduate/Completer Code is 7 (Modified Standard Diploma), then the Diploma Seal must be blank or 5 (Board of Education Seal for Excellence in Civics Education).

▲ **Early College Scholar Program Code (57)**
Required: FALL, SPR, EOY **Format:** numeric **Maximum Length:** 1

The Early College Scholar Program Code identifies the student who is participating in the Governor's Early College Scholars Program. Participating students, their parents/guardians, the high school principal, and the school counselor must sign the Governor's Early College Scholar Program agreement.
"Commonwealth Scholar" means a student who completes all of the requirements for at least a Standard Diploma and additional prescribed rigorous coursework in foreign

language, history, mathematics, science, and other approved discipline areas consistent with the United States Department of Education's State Scholars Initiative.

Codes for Early College Scholar Program Code

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 = Student has earned the Early College certificate & Commonwealth Scholar medallion
5 = Student has earned both the Governor's Early College Scholar and the Commonwealth Scholar certificates
6 = Student has earned the Commonwealth Scholar medallion

Edit checks for Early College Scholar Program Code

- Blank or a valid Early College Scholar Program Code.
- If 3 or 4, serving or responsible school must be identified with Commonwealth Scholar focus area.
- If 2 then Graduate/Other Completer Code must be 2 or 6.
- Grade level must be 9 – 12, or TT.

Notes:

- Any student identified with any of the Early College Scholar Codes on the Spring Student Record Collection will populate the SSWS Certificate Generator application to allow divisions to print certificates for those students.
- The Student Record Data Collection is not asking for everyone who is eligible, it is asking for those students who have made the commitment and signed the agreement and whose parents, principals and counselors have agreed to help that student achieve this goal. All high schools should currently collect the pertinent data. Schools should be aware of:
    - Students who are completing dual enrollment/dual credit courses and earning a "C" or better in the courses; and/or
    - Students who are completing advanced placement courses i.e., AP, IB, or Cambridge and
        - Scoring a "3" or higher on the AP examinations or
        - Scoring a "4" or higher on any form of the IB examinations or
        - Scoring a "D" or better on the Cambridge examinations; and/or
        - Students who are earning college credits by passing College Level Examination Program (CLEP) examinations.

- The preceding are the Early College Scholar criteria. The SRC is not asking for all students who have scored at the above levels on one of the listed exams. Only the students who have signed the agreement **and** have scored at those levels on the listed exams should be reported.

▲ **PK Experience Code (59)**
Required: Fall, SPR, EOY **Format:** numeric **Maximum Length:** 2

The PK Experience Code identifies the current or most recent PK (pre-kindergarten) experience of PK and kindergarten students. Any student currently enrolled in pre-kindergarten or junior kindergarten programs (JK) that are locally, state, or federally funded

are reported. If a PK or JK program is affiliated with the Local Educational Agency, the students of that program are included on the Student Record Collection.

Codes for PK Experience

1 = Head Start. The preschool classroom for at-risk four-year-olds is funded by the federal Head Start grant in a community-based organization.
2 = Public Preschool. A preschool program operated in the public school. This would include VPI, VPI+, Title I, ECSE, and Head Start programs – both in the public school and if the public school is the fiscal agent; and locally funded public preschool program.
3 = Private Preschool/Day Care. The student is served by a preschool, child daycare, or other program provided by a private provider. This includes programs for-profit and non-profit providers, including faith-based programs and commercial daycare centers.
4 = Department of Defense Child Development Program. A preschool program operated by the Department of Defense on a military installation.
5 = Family Home Daycare Provider. The student is served by a preschool or child daycare provided in a home.
6 = No Preschool Experience. The student has not had a formal classroom preschool experience. The student was at home with a parent, family member, caregiver, nanny, etc.

Edit checks for PK Experience Codes

- Must be valid state assigned code.
- Student must be in grade PK, JK, KG, KA, KP, or T1.
- If PK Experience Code = 3, 4, 5, or 6, grade cannot be PK.

Notes:

- Refer to the Membership Scenarios in the Resources section posted at: http://www.doe.virginia.gov/info_management/data_collection/student_record_collection/index.shtml
- This data element is required for all students in grades PK, JK, KG, KA, and KP, or T1.
- For PK or JK students, the data collected should reflect the student's current experience.
- For kindergarten or T1 students, the data collected should reflect the most recent PK experience, within the year prior to kindergarten.
- For PK or JK students, the data collected should reflect the PK experience as of the SRC collection date.
- PK Experience Code for PK students is provided by the LEA.
- PK Experience Code for KG students is provided by the LEA for public preschool within the LEA (Code 2). In all other cases, the PK Experience Code is provided by parents.

▲ **PK Weekly Time Code (60)**
Required: Fall, SPR, EOY **Format:** numeric **Maximum Length:** 2

The PK Weekly Time Code represents the average amount of time the student spends each week in the program specified by the PK Experience Code.

Codes for PK Weekly Time

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

Edit checks for valid PK Weekly Time Code

- Must be a valid state assigned code.
- Required if student is in grades PK, JK, KG, KA, KP, or T1.
- PK Weekly Time Code = 0 can only be used with PK Experience Code 6 (No Preschool Experience)

Notes:

- This data element is required for all students in grades PK, JK, KG, KA, and KP, or T1.
- For PK and JK students, the number of hours per week should reflect the student's current PK experience.
- For kindergarten or T1 students, the number of hours per week should reflect the most recent PK experience, within the year prior to kindergarten.

▲ **CTE Competency Attainment Flag (62)**
Required: EOY, SUM **Format:** alpha **Maximum Length:** 1

The CTE Competency Attainment Flag identifies the student who has **finished** a required *Career and Technical Education sequence of courses to be a CTE Finisher* **AND** 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.

Codes for CTE Competency Attainment Flag

N = No, the student has not finished both the requirements and at least 80% of competencies in a CTE course.
Y = Yes, the student has finished the CTE course requirements to be a CTE Finisher **AND** has obtained a satisfactory rating on at least 80% of the essential competencies.

Edit checks for CTE Competency Attainment Flag

- Must be Y or N
- If Y then the CTE Finisher Code must be 1 or 5

▲ **Address line 1 (64)**
Required: EOY, SUM **Format:** alpha-numeric **Maximum Length:** 30

Address line 1 provides the house number and street or post office box of the student who is a Graduate and a CTE Finisher. This information will be used by the division in the Follow-Up survey of the CTE Completers.

Edit checks for Address line 1

- Required if CTE Finisher Code is 1 or 5 and Graduate/Other Completer Code is 1 - 9 and Phone Number is blank

▲ **Address line 2 (65)**
Required: EOY, SUM **Format:** alpha-numeric **Maximum Length:** 30

Address line 2 provides a continuation of Address line 1, if necessary.

▲ **Zip Code (66)**
Required: EOY, SUM **Format:** numeric **Maximum Length:** 5

This is the zip code of the student's address provided above. This information will be used by the division in the Follow-Up survey of the CTE Completers.

Edit checks for Zip Code

- Must be 5 numerical characters
- Required if CTE Finisher Code is 1 or 5 and Graduate/Other Completer Code is 1 - 9 and Phone Number is blank

▲ **Phone Number (67)**
Required: EOY, SUM **Format:** numeric **Maximum Length:** 10

This the telephone or cell phone number of the student who has a Graduate/Other Completer Code of 1 - 9 and a CTE Finisher Code of 1 or 5. The area code and 7-digit phone number should be included. Parentheses, dashes or other special characters are implied; do not include them with the phone number

Edit checks for Address line 1

- Required if CTE Finisher Code is 1 or 5 and Graduate/Other Completer Code is 1 - 9 and Address Line 1 is blank
- Must be 10 digits.

▲ **Unexcused Absences (68)**
Required: EOY **Format:** numeric **Maximum Length:** 3

The cumulative number of days a student's unexcused absences in the school from the beginning of the current school year to the time of the snapshot.

> ***As defined by 8VAC20-730-10***
> Unexcused absence means an absence where (i) the student misses his scheduled instructional school day in its entirety and (ii) no indication has been received by school personnel within three days of the absence that the student's parent is aware and supports the absence, or the parent provides a reason for the absence that is unacceptable to the school administration. The school administration may change an unexcused absence to an excused absence when it determines that the parent has provided an acceptable reason meeting criteria for the student's absence or the are extenuating circumstances.

Edit checks for Unexcused Absences

- Alert if Days in Session has not been completed in the SRC web form.
- Number of unexcused absences can not be greater than Aggregate Days Absent

▲ **Initial Primary Nighttime Residence Code (69)**
Required: FALL, SPR, EOY, SUM **Format:** numeric **Maximum Length:** 1

The Initial Primary Nighttime Residence Code identifies the primary nighttime residence when the student was identified as a homeless child or youth at any point during the current school year. It is the responsibility of the local homeless education liaison to ensure the recording and reporting of the type of primary nighttime residence at the time of identification.

As defined by McKinney-Vento Homeless Education Assistance Act, Title VII, Part B, Sec. 725, (2)

The term 'homeless children and youths' —

(A) means individuals who lack a fixed, regular, and adequate nighttime residence (within the meaning of section 103(a)(1)); and

(B) includes —

(i) children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement;

(ii) children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings (within the meaning of section 103(a)(2)(C));

(iii) children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and

(iv) migratory children (as such term is defined in section 1309 of the Elementary and Secondary Education Act of 1965) who qualify as homeless for the purposes of this subtitle because the children are living in circumstances described in clauses (i) through (iii).

Codes for Initial Primary Nighttime Residence

Blank = not identified as a homeless child or youth

1 = Unsheltered. Children and youth living in abandoned buildings, campgrounds and vehicles, space not meant for habitation, trailers or FEMA trailers, cars, bus and train stations, and abandoned in the hospital. Unsheltered may include substandard or inadequate housing that does not easily fit into any category as it is not governed by a specific definition and is judged on a case-by-case basis. An inadequate dwelling may shelter but it is not adequate housing.

2 = Shelters. Children and youth living in shelters and transitional housing programs (homeless and domestic violence programs). Children and youth awaiting foster care placement.

3 = Doubled-up. Children and youth (including runaway youth or unaccompanied youth) who live with relatives or friends due to being homeless.

4 = Hotel/Motel. Children and youth living in hotels/motels due to a lack of alternative adequate accommodations.

Edit checks for Initial Primary Nighttime Residence Code

- Blank or a valid state assigned Initial Primary Nighttime Residence Code is required
- If Initial Primary Nighttime Residence Code is not blank, then Disadvantaged Status Flag must be Y
- If not blank on Fall, then must be identified as a homeless child or youth on Spring
- If not blank on Spring, then must be identified as a homeless child or youth on EOY

Notes:

- Once the student is identified as experiencing homelessness at any point in the school year, the student is automatically eligible for the Free and Reduced Meals Program and therefore identified as Disadvantaged. Although it is well within the scope of the division to store the Initial Primary Nighttime Residence Code in their Student Information Systems, it is the Homeless education liaison who should coordinate the benefits for the student.
- Initial Primary Nighttime Residence is defined as the type of residence (e.g., shelter, hotel, doubled-up in the home of a relative or friend) where a homeless child or youth was staying at time of enrollment or type of residence where a currently enrolled child or youth was staying when he or she was identified as homeless.

▲ **Full Time Virtual Program Code (71)**
Required: FALL, SPR, EOY **Format:** numeric **Maximum Length:** 1

The Full Time Virtual Program Code is used to identify the student enrolled in a full course of study for all educational services in a virtual program at the Serving School.

Codes for Full Time Virtual Program Code
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

Edit checks for Full Time Virtual Program Code

- Must be a valid state assigned code.
- If Serving Division is not Responsible Division, then Tuition Paid Code 5 (received tuition from another LEA) or Tuition Paid Code 18 (Tuition not paid for full time virtual program) is required.
- The Full Time Virtual Program Code is required when the Non-Public FTE Code is null and the Active Status Code = V.

▲ **Foster Care Flag (72)**
Required: FALL, SPR, EOY **Format: alpha** **Maximum Length: 1**

Foster care is defined as 24-hour substitute care for children placed away from their parents and for whom the agency under title IV-E of the Social Security Act has placement and care responsibility. This includes, but is not limited to, placements in family foster homes, relative foster homes, group homes, emergency shelters, residential facilities, child care institutions, and pre-adoptive homes. A child is in foster care in accordance with this definition regardless of whether the foster care facility is licensed and payments are made, whether adoption subsidy payments are being made prior to the finalization of an adoption, or whether there is Federal matching of any payments that are made.

Codes for Full Time Virtual Program Code
N = No, student is not in a foster care setting.
Y = Yes, student is in a foster care setting.

Edit checks for Foster Care Flag
- Must be Y or N

▲ **Ethnic Flag (73)**
Required: FALL, SPR, EOY, SUM, STI, DEC1 **Format:** alpha **Maximum Length:** 1

The Ethnic Flag is used to identify if the student is Hispanic or Latino. It must be Y or N in the 2010 – 2011 school year. This element cannot be blank.

Edit checks for Ethnic Flag
- Must be Y or N

▲ **Race Code (74)**
Required: FALL, SPR, EOY, SUM, STI, DEC1 **Format:** numeric **Maximum Length:** 2

The Race Code is used to identify the one or more races the student identifies with. This element cannot be blank.

Edit checks for Race Code
- Must be a valid state assigned race code
- Valid VA Race Codes are available at http://www.doe.virginia.gov/info_management/data_collection/student_record_collection/code_values/index.shtml

▲ **Receiving EL Services Code (76)**
Required: FALL, SPR, EOY, SUM, STI, DEC1 **Format:** numeric **Maximum Length:** 1

The Receiving EL Services Code is used to identify the EL student's current level of participation in an EL program.

As defined by P.L. 107-100, Title IX, Part A, Sec. 9101, (25)

The term 'limited English proficient' when used with respect to an individual, means an individual—

(A) who is aged 3 through 21;

(B) who is enrolled or preparing to enroll in an elementary school or secondary school;

(C) (i) who was not born in the United States or whose native language is a language other than English;

(ii) (I) who is a Native American or Alaska Native, or a native resident of the outlying areas and (II) who comes from an environment where a language other than English has had a significant impact on the individual's level of English language proficiency; or

(iii) who is migratory, whose native language is a language other than English, and who comes from an environment where a language other than English is dominant; and

(D) whose difficulties in speaking, reading, writing, or understanding the English language may be sufficient to deny the individual—

(i) the ability to meet the State's proficient level of achievement on State assessments described in section 1111(b)(3);

(ii) the ability to successfully achieve in classrooms where the language of instruction is English; or

(iii) the opportunity to participate fully in society. [P.L. 107-100, Title IX, Part A, Sec. 9101, (25)]

Codes for Receiving EL Services Code

1 = Identified as EL and receives EL Services
2 = Identified as EL but has refused EL Services
4 = Identified as formerly EL for each of the four years after exiting EL Services

Edit checks for Receiving EL Services Code

- Blank or a valid state assigned code

▲ IB Code (78)

Required: EOY **Format:** numeric **Maximum Length:** 1

IB Code is used to identify the student who is enrolled in one or more IB (International Baccalaureate) courses and/or has taken the IB Exam.

Codes for IB Code

1 = Enrolled in IB class
2 = Enrolled in IB and took IB exam
3 = Took IB exam only

Edit checks for IB Code

- Blank or a valid state assigned code
- Must be blank or a valid IB Code.
- If not blank, then Responsible or Serving school must have IB Program focus area.
- Alert if grade code is not 9 – 12.

▲ **Unaccompanied Homeless Youth Flag (79)**
Required: FALL, SPR, EOY, SUM **Format:** alpha **Maximum Length:** 1

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)

Edit checks for Unaccompanied Homeless Youth Flag

- Must be a Y or N.
- If Y, then Initial Primary Nighttime Residence Code can not be blank.

▲ **Special Ed elements for Dec 1 Child Count are defined and explained at:** http://www.doe.virginia.gov/info_management/data_collection/special_education/index.shtml **(80 – 90) (94 – 96) (101)**

▲ **First Semester Special Ed Regional Tuition Reimbursement (91)**
Required: SPR **Format:** numeric **Maximum Length:** 9

The Regional Tuition Reimbursement is the amount of money requested to be paid for the first semester (September 1st through January 31st).

Edit Checks for Special Ed Regional Tuition Reimbursement

- The dollar amount is required when the Serving Division is between 280 and 299, except Division 283.
- The Serving Division must be between 280 and 299, excluding Division 283, if there is a dollar amount reported for Tuition Reimbursement.
- If there is a dollar amount in the Special Ed Regional Tuition Reimbursement field, then the Special Ed Regional Tuition Reimbursement Disability code cannot be blank.
- If there is a dollar amount in the Special Ed Regional Tuition Reimbursement field, then the Special Ed Regional Tuition Reimbursement Disability code must be: 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.
- The dollar amount submitted for a student on the End-of-Year SRC cannot be the same dollar amount submitted on the Spring SRC.

▲ **Cambridge Programme Code (92)**
Required: EOY **Format:** numeric **Maximum Length:** 1

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.

Codes for Cambridge Programme Code

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

Edit Checks for Cambridge Programme Code

- Blank or a valid assigned state code
- Grade code should be 09, 10, 11, or 12

▲ **Special Ed Regional Tuition Reimbursement Disability Code (93)**
Required: SPR, EOY **Format:** numeric **Maximum Length:** 2

The Regional Tuition Reimbursement Disability Code is the disability for which the reimbursement it being claimed for the first semester (SPR-SRC), second semester (EOY-SRC), or the summer semester (DEC 1).

Edit Checks for Special Ed Regional Tuition Reimbursement

- Cannot be blank if Special Ed Regional Tuition Reimbursement field is not null.
- Must be a valid disability code.
- Must be a reimbursable disability code:
  - 3 = MD - Multiple disabilities
  - 6 = HI - Hearing impairment
  - 8 = ED - Emotional disturbance
  - 12 = DB - Deaf-blindness
  - 13 = AUT - Autism
  - 14 = TBI - Traumatic brain injury

▲ **MOP Flag (97)**
Required: FALL, SPR, EOY **Format:** alpha **Maximum Length:** 1

A flag to identify students in virtual schools/ programs where the curriculum and delivery is provided by an approved Multidivision Online Provider.

Note: For a complete definition of MOP criteria, refer to the Code of Virginia § 22.1-212.23 http://law.lis.virginia.gov/vacode/22.1-212.23/

Edit Checks for MOP Flag

- If Active Code is V, then the MOP Flag must be Y
- Must be Y or N

▲ **MOP Number of Classes (98)**
Required: FALL, SPR, EOY **Format:** numeric **Maximum Length:** 2

The number of secondary classes taken via a MOP program.

▲ **Resident Division (99)**
Required: FALL, SPR, EOY **Format:** numeric **Maximum Length:** 3

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.

Edit Checks for Resident Division

- Blank or
- Must be a valid educational agency
- Must be numeric
- Required if Active Code is V
- Required if MOP Flag is Y
- Must be an open Local Education Agency (numbers less than or equal to 207)

▲ **Second Special Ed Semester Regional Tuition Reimbursement (100)**
Required: EOY **Format:** numeric **Maximum Length:** 9

The Regional Tuition Reimbursement is the amount of money requested to be paid for the second semester (February 1st through June 30th).

Edit Checks for Special Ed Regional Tuition Reimbursement

- The dollar amount is required when the Serving Division is between 280 and 299, except Division 283.
- The Serving Division must be between 280 and 299, excluding Division 283, if there is a dollar amount reported for Tuition Reimbursement.
- If there is a dollar amount in the Special Ed Regional Tuition Reimbursement field, then the Special Ed Regional Tuition Reimbursement Disability code cannot be blank.
- If there is a dollar amount in the Special Ed Regional Tuition Reimbursement field, then the Special Ed Regional Tuition Reimbursement Disability code must be:
  - 3 = MD: Multiple disabilities
  - 6 = HI: Hearing impairment
  - 8 = ED: Emotional disturbance
  - 12 = DB: Deaf-blindness
  - 13 = AUT: Autism
  - 14 = TBI: Traumatic brain injury
- The dollar amount submitted for a student on the End-of-Year SRC cannot be the same dollar amount submitted on the Spring SRC.

▲ **Military Compact Statute Flag (102)**
Required: Fall, SPR, EOY **Format:** alpha **Maximum Length:** 1
A flag used to indicate an underage student can attend kindergarten in Virginia under the Interstate Compact on Educational Opportunity for Military Children.

Codes for Military Compact Statute Flag
N = No, the student does not qualify for enrollment under the Interstate Compact
Y = Yes, the underage student qualifies for enrollment under the Interstate Compact

Edit checks for Military Compact Statute Flag

- Must be Y or N
- Grade Level Code = KA, KP or KG.

▲ **Reporting School (103)**
Required: FALL, SPR, EOY, DEC 1 **Format:** numeric **Maximum Length:** 4

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.

Edit Checks for Reporting School

- Must be a valid school within the reporting division
- Must be a valid school code from list of Virginia school numbers by division
- Must be numeric.
- The Serving Division must be a regional based program.
- The Reporting School must belong to the reporting division.
- If Reporting Division & Responsible Division are different AND the Serving School is a center, then a Reporting School is required.

▲ **Uniform Certificate of General Studies/Associate Degree Flag (104)**
Required: EOY, SUM **Format:** alpha **Maximum Length:** 1

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.

Edit Checks for Uniform Certificate of General Studies/Associate Degree

- Must by Y or N
- Alert if grade is not 11 or 12
- If Y, the Graduate/Other Completer Code must be 1-9

▲ **Career Pathway Code (105)**
Required: EOY, SUM **Format:** numeric **Maximum Length:** 4

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.

Codes for Career Pathway

The list of state-assigned Career Pathway Codes is available in *The Career and Technical Education Reporting System (CTERS) User's Manual* at: http://www.doe.virginia.gov/info_management/data_collection/instruction/career_tech/cters/users_manual.pdf

Edit Checks for Reporting School

- 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
- Warning if the CTE Special Populations Code is not blank, then the CTE Career Pathway Code should not be blank

▲ **Credit Accommodation Flag (106)**
Required: FALL, SPR, EOY, SUM **Format:** alpha **Maximum Length:** 1

A flag used to indicate a student used credit accommodations as outlined in their IEP to obtain a Standard Diploma.

Edit Checks for Credit Accommodation Flag

- 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

▲ **Military Connected Students Code (107)**
Required: FALL, SPR, EOY **Format:** numeric **Maximum Length:** 2

A state assigned code to identify students who have a parent or legal guardian in the uniformed services.

Codes for Military Connected Students

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, 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, or Coast Guard)
4 = National Guard, active or reserve; student is a dependent of a member of the National Guard (and not a dependent of a member of the US Armed Services).

Edit Checks for Military Connected Students Code

- Must be a valid state assigned code

Notes:

- If one parent is an active member of the US Armed Services and one is a member of the National Guard, code for the parent that is on active duty.

▲ **PK Funding Code (108)**
Required: FALL, SPR, EOY **Format:** numeric **Maximum Length:** 2

A state assigned code to identify the funding sources of public Pre-Kindergarten (PK) Students. This includes all PK students whose placement (public or private) is paid for with public funds.

Codes for PK Funding Code

1 = Head Start
3 = VPI
4 = VPI+
5 = Special Education Preschool

7 = Title I
8 = Local Funding for VPI Placement
10 = Local Funding for Other Public Preschool Program

Edit Checks for PK Funding Code

- Must be a valid state assigned code
- Grade Code must be PK

▲ **Attendance Plan Code (109)**
Required: FALL, SPR, EOY **Format:** numeric **Maximum Length:** 1

A state assigned code to identify if an Attendance plan was developed at 5 unexcused absences between a school representative, parent and student.

Codes for Attendance Plan Code

1 = 5 or more unexcused absences and an attendance plan was developed

2 = 5 or more unexcused absences but an attendance plan was not developed due to the outreach to the parent was not successful

3 = 5 or more unexcused absences but an attendance plan was not developed due to parent refusal

4 = 5 or more unexcused absences but an attendance plan was not developed due to the student no longer being enrolled

Edit Checks for Attendance Plan Code

- Must be blank or valid Attendance Plan Code
- If not blank, then student must have 5 or more unexcused absences
- If student has 5 or more unexcused absences, Attendance Plan Code cannot be blank

▲ **Attendance Conference Code (110)**
Required: FALL, SPR, EOY **Format:** numeric **Maximum Length:** 1

A state assigned code to identify if an Attendance Conference was scheduled and held at 6 unexcused between school representative, parent, and student

Codes for Attendance Conference Code

1 = 6 or more unexcused absences and an attendance conference was scheduled and held

2 = 6 or more unexcused absences but an attendance conference was not scheduled due to the outreach to the parent was not successful

3 = 6 or more unexcused absences but an attendance conference was not scheduled due to parent refusal

4 = 6 or more unexcused absences but an attendance conference was not scheduled due to the student no longer being enrolled

5 = 6 or more unexcused absences and an attendance conference was scheduled but not held due to the student no longer being enrolled

6 = 6 or more unexcused absences and an attendance conference was scheduled but not held due to participants not able to attend the meeting

7 = 6 or more unexcused absences and an attendance conference was scheduled but not held due to it being the end of the school year

Edit Checks for Attendance Conference Code

- Must be blank or valid Attendance Conference Code
- If not blank, then student must have 6 or more unexcused absences
- If student has 6 or more unexcused absences, Attendance Conference Code cannot be blank

▲ **Court Referral or Proceedings Filed Code (111)**
Required: FALL, SPR, EOY **Format:** numeric **Maximum Length:** 1

A state assigned code to identify if a Court Referral was filed against the student or proceedings were filed against the parent when a student has 7 unexcused absences.

Codes for Court Referral or Proceedings Filed Code

1 = 7 or more unexcused absences and a court referral was filed against the student

2 = 7 or more unexcused absences and proceedings were filed against the parent

3 = 7 or more unexcused absences but a court referral was not filed against the student nor were proceedings filed against the parent due to the student no longer being enrolled

4 = 7 or more unexcused absences but a court referral was not filed against the student nor were proceedings filed against the parent due to successful intervention strategies being in process

5 = Compulsory attendance does not apply. This applies to students who are 18 and older or to students who have been released from compulsory attendance by the LEA.

Edit Checks for Court Referral or Proceedings Filed Code

- Must be blank or valid Court Referral or Proceedings Filed Code
- If not blank, then student must have 7 or more unexcused absences
- If student has 7 or more unexcused absences, Court Referral or Proceedings Filed Code cannot be blank

▲ **Student's First Name (119)**
Required: FALL, SPR, EOY, SUM, STI, DEC1 **Format:** alpha **Maximum Length:** 15

Edit checks for Student's First Name

- Student's First Name cannot be blank.

▲ **Student's Middle Name (120)**

Required: FALL, SPR, EOY, SUM, STI, DEC1 **Format:** alpha **Maximum Length:** 15

Edit checks for Student's Middle Name

- Student's Middle Name may be blank if not applicable.

▲ **Student's Last Name (121)**

Required: FALL, SPR, EOY, SUM, STI, DEC1 **Format:** alpha **Maximum Length:** 25

Edit checks for Student's Last Name

- Student's Last Name cannot be blank.

Explanation	Format	Max Length
State Testing Identifier	numeric	10
Unique Local Student Identifier	alpha numeric	12
Responsible Division Number	numeric	3
Responsible School Number	numeric	4
Serving Division Code	numeric	3
Serving School/Center Code	numeric	4
Active Status Code	alpha	1
Entry Code	alpha numeric	4
Entry Date	date	10
Exit/Withdraw Code	alpha numeric	4
Exit/Withdraw Date	date	10
Retired Racial/Ethnic Code		
Gender Code	alpha	1
Birth date	date	10
Grade Level Code	alpha numeric	2
Kindergarten Half-Day Flag	alpha	1
Primary Disability Code	alpha numeric	3
Spec Ed Weekly Time %	numeric	3
Disadvantaged Status Flag	alpha	1
Retired Limited English Proficient Status Code		
Retired LEP Proficiency Level Code		
Country of Birth Code	alpha numeric	4
Home Language Code	alpha numeric	4
Immigrant Status Flag	alpha	1
Retired Refugee Flag		
Retired Migrant Status Flag		
Retired Homeless Status Flag		
Retired Neglected/Delinquent Status Flag		
Gifted Code	alpha numeric	5
Gifted Referral Flag	Alpha-numeric	1
Title I Code	alpha numeric	2
GED Program Code	alpha numeric	1
International Baccalaureate Program Flag	alpha	1
Graduate /Other Completer Code	alpha numeric	2
Graduate Plan Code	alpha numeric	2
Advanced Placement Code	numeric	1
Retired Dual Enrollment Flag	alpha numeric	1
CTE Finisher Code	numeric	1
CTE Career Cluster Code	alpha	4
CTE Special Populations Code	numeric	3
W8 Reason Code	alpha numeric	2
Retired Summer Dropout Flag		
Aggregate Days Present	numeric	3
Aggregate Days Absent	numeric	3
Retired Retention Flag	alpha numeric	1
Retired Truancy Conference Flag		

Explanation	Format	Max Length
Tuition Paid Code	numeric	2
Non-public student FTE	numeric	2
Retired First Year in 9th Grade Code		
Kindergarten Readiness Assessment Flag	alpha	1
NAEP Homeroom Identifier	alpha-numeric	10
School Choice Status Code	numeric	1
Retired Supplemental Education Services Status Code	numeric	1
Retired Multiple Years in 12th Grade Flag		
Diploma Seal	numeric	6
Early College Scholar Program Code	numeric	1
Retired Distance Learning Flag	alpha	1
PK Experience Code	numeric	2
PK Weekly Time Code	numeric	2
Retired CTE Dual Enrollment Flag	alpha	1
CTE Competency Attainment Flag	alpha	1
Retired CTE Program Code	numeric	4
Address line 1	alpha numeric	30
Address line 2	alpha numeric	30
Zip Code	numeric	5
Phone Number	numeric	10
Unexcused Absences	numeric	3
Initial Primary Nighttime Residence Code	numeric	1
Retired Neglected/Delinquent Code		
Full Time Virtual Program Code	numeric	1
Foster Care Flag	Alpha	1
Ethnic Flag	Alpha	1
Race Code	numeric	2
Retired LEP State Code		
Receiving EL Services Code	numeric	1
Retired Projected LEP State Code		
IB Code	numeric	1
Unaccompanied Homeless Youth Flag	alpha	1
Special Ed Student Placement Code	numeric	2
Special Ed Student Regular Class Percent	numeric	3
Special Ed Primary Disability Service Percent of Day	numeric	3
Special Ed Secondary Disability Code	numeric	2
Special Ed Secondary Disability Service Percent of Day	numeric	3
Special Ed Secondary Disability Serving Division	numeric	3
Special Ed Secondary Disability Serving School	numeric	4
Special Ed Third Disability Code	numeric	2
Special Ed Third Disability Service Percent of Day	numeric	3
Special Ed Third Disability Serving Division	numeric	3
Special Ed Third Disability Serving School	numeric	4
First Semester Special Ed Regional Tuition Reimbursement	numeric	9
Cambridge Programme Code	numeric	1

Explanation	Format	Max Length
Special Ed Regional Tuition Reimbursement Disability Code	numeric	2
Time in Regular Early Childhood Setting Flag	alpha	1
Special Ed in Regular Early Childhood Setting Flag	alpha	1
Parentally Placed Students Flag	alpha	1
MOP Flag	alpha	1
MOP Number of Classes	numeric	2
Resident Division	numeric	3
Second Semester Special Ed Regional Tuition Reimbursement	numeric	9
Summer Semester Special Ed Regional Tuition Reimbursement	numeric	9
Military Compact Statute Flag	alpha	1
Reporting School	numeric	4
Uniform Certificate of General Studies/Associate Degree Flag	alpha	1
Career Pathway Code	numeric	4
Credit Accommodation Flag	alpha	1
Military Connected Students Code	numeric	2
PK Funding Code	numeric	2
Attendance Plan Code	numeric	1
Attendance Conference Code	numeric	1
Court Referral or Proceedings Filed Code	numeric	1
Reserved for CEIS Flag		
Filler #1 Reserved for future use		
Filler #2 Reserved for future use		
Filler #3 Reserved for future use		
Filler #4 Reserved for future use		
Filler #5 Reserved for future use		
Filler #6 Reserved for future use		
Student First Name	alpha-numeric	15
Student Middle Name	alpha-numeric	15
Student Last Name	alpha-numeric	25