

**Student Record Collection - Layout for Tab-Delimited File**

**2017-2018**

revised 07/01/2017

**Header Records (must include all records exactly as indicated)**

**SenderID**=<3-digit Division Number of division submitting file (leading zero must be included, i.e. 001)>

**CreateDate**=<current date in mm/dd/yyyy format>

**CreateTime**=<current time in hh:mm:ss format>

**EMAIL**=<sender's e-mail address>

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**DATATYPE**=<STUDENT\_FALL> Use:  
**STUDENT\_FALL** for Fall submission  
**STUDENT\_SPR** for Spring submission  
**STUDENT\_EOY** for the End-of-Year submission  
**STUDENT\_SUM** for the Summer submission  
**STUDENT\_PRESUB** for the Pre-Submission application  
**SpecialED** for the Dec 1 Child Count submission

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**"A" Record – fixed length**

Field Length	Field Name	Contents	Required					
			FALL	SPR	EOY	SUM	STI	Dec 1
1	Record Type	Constant=A	Y	Y	Y	Y	Y	Y
1	File Submission Type	Constant= 1 Use: 1 for the Fall submission 2 for the Spring submission 3 for the End-of-Year submission 4 for the Summer submission 8 for the Dec 1 Child Count submission 9 for an STI submission	Y	Y	Y	Y	Y	Y
4	Beginning School Year	Four-digit year for beginning of school	Y	Y	Y	Y	Y	Y
3	Division Number	Leading zero(s) must be included, i.e 005	Y	Y	Y	Y	Y	Y

**"B" Record – tab delimited**

Field Length	Field Name	Contents	Required					
			FALL	SPR	EOY	SUM	STI	Dec 1
1	Record Type	Constant=B	Y	Y	Y	Y	Y	Y
10	State Testing Identifier	State Testing ID as assigned through STI	Y	Y	Y	Y	Y	Y
12	Unique Local Student	Division-level unique identifier for each student	N	N	N	N	Y	Y

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**"B" Record – tab delimited**

Field Length	Field Name	Contents	Required					
			FALL	SPR	EOY	SUM	STI	Dec 1
3	Responsible Division Number	Selection from list of education agency numbers, (leading zero must be included, i.e. 001)	Y	Y	Y	Y	Y	Y
4	Responsible School/Center Code	Selection from list of Virginia school numbers	Y	Y	Y	Y	Y	Y
3	Serving Division Code	Selection from list of education agency numbers, (leading zero must be included, i.e. 001)	Y	Y	Y	Y	Y	Y
4	Serving School/Center Code	Selection from list of Virginia school numbers	Y	Y	Y	Y	Y	Y
1	Active Status Code	A=Active I=Inactive N=Not Enrolled V=Participates in a multi-divisional online provider (MOP) program	Y	Y	Y	Y	Y	Y
4	Entry Code	Blank (only if active status code is N) or selection from Entry Code list	Y	Y	Y	N	Y	Y
10	Entry Date	Blank (only if active status code is N) or MM/DD/YYYY	Y	Y	Y	N	Y	Y
4	Exit/Withdraw Code	Blank or select from list of exit/withdraw codes	Y	Y	Y	N	Y	N
10	Exit/Withdraw Date	Blank (only if active status code is N) or MM/DD/YYYY	Y	Y	Y	N	Y	N
	Retired	Formerly Racial/Ethic Code	N	N	N	N	N	N
1	Gender Code	M=Male F=Female	Y	Y	Y	Y	Y	Y
10	Birth Date	MM/DD/YYYY	Y	Y	Y	Y	Y	Y
2	Grade Level Code	Select from the list of grade codes	Y	Y	Y	Y	Y	Y
1	Kindergarten Half-Day Flag	N=No, student does not attend half day Y=Yes, student attends half day	Y	Y	Y	N	N	N
3	Primary Disability Code	Blank or select from the list of disability codes	Y	Y	Y	Y	Y	Y
3	Spec Ed Weekly Time %	Blank or Total percentage of time that the spec. ed. student spends each week with a special education teacher	Y	N	N	N	N	N
1	Disadvantaged Status Flag	N=No, student is not identified as disadvantaged Y=Yes, student is identified as disadvantaged	Y	Y	Y	Y	Y	Y
	Retired	Formerly LEP Status Code	N	N	N	N	N	N
	Retired	Formerly LEP Proficiency Code	N	N	N	N	N	N
4	Country of Birth Code	Blank or select from list of Country Codes	Y	N	N	N	N	N

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Field Length	Field Name	Contents	Required					
			FALL	SPR	EOY	SUM	STI	Dec 1
4	Home Language Code	Blank or select from list of Language Codes	Y	Y	Y	N	N	N
1	Immigrant & Youth Status Flag	N=No, student not classified as an immigrant Y=Yes, student is classified as an immigrant	Y	N	N	N	N	N
	Retired	Formerly Refugee Flag	N	N	N	N	N	N
	Retired	Formerly Migrant Status Flag	N	N	N	N	N	N
	Retired	Formerly Homeless Flag	N	N	N	N	N	N
	Retired	Formerly Neglected/Delinquent Flag	N	N	N	N	N	N
4	Gifted Code	Select from the list of gifted codes	N	N	Y	N	N	N
1	Gifted Referral Flag	N=No, student was not referred to the gifted program during current school year; Y=Yes, student was referred to the gifted program during current school year	N	N	Y	N	N	N
2	Title I Code	Blank or 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	Y	Y	Y	N	Y	N
1	GED Program	Blank or 1=GED 2=ISAEP	Y	Y	Y	Y	N	N
1	International Baccalaureate Program Flag	N=No, student is not in an IB program Y=Yes, student is in an IB program	N	N	Y	Y	N	N



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Field Length	Field Name	Contents	Required					
			FALL	SPR	EOY	SUM	STI	Dec 1
1	CTE Finisher Code	Blank or 1 = finished CTE Course requirements for completion 3 = took at least one state-approved CTE course since 7th grade but has not finished CTE Course requirements for completion 4 = has not taken any state-approved CTE courses since 7th grade 5 = finished CTE requirements to be a completer and completion of a CTE dual enrollment course(s)	N	N	Y	Y	N	N
4	CTE Career Cluster Code	Select from the list of CTE Career Cluster codes	N	N	Y	Y	N	N
3	CTE Populations Code	Blank or 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	N	N	Y	Y	N	N
2	W8 Reason Code	Blank or 10=Achievement 20=Behavioral 30=Health 40=Family reasons 41=Parental privilege 42=PK student 50=Financial hardship 60=Employment 70=Moved 80=Maximum age 81=Personal choice 82=Post graduate 90=Expulsion	Y	Y	Y	N	N	N

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Field Length	Field Name	Contents	Required					
			FALL	SPR	EOY	SUM	STI	Dec 1
	Retired	Formerly Summer Dropout Flag	N	N	N	N	N	N
3	Aggregate Days Present	Number	Y	Y	Y	N	N	N
3	Aggregate Days Absent	Number	Y	Y	Y	N	N	N
	Retired	Formerly Retention Flag	N	N	N	N	N	N
	Retired	Formerly Truancy Conference Flag	N	N	N	N	N	N
2	Tuition Paid Code	Blank or 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, STEM, Health, 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=Paid tuition 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)	Y	Y	Y	Y	N	Y

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Field Length	Field Name	Contents	Required					
			FALL	SPR	EOY	SUM	STI	Dec 1
2	Non-Public Student FTE	Blank, 10, 25, or 50. This is an implied decimal. .10=10; .25=25; .5=50	Y	Y	Y	N	N	N
	Retired	Formerly First Year in 9th Grade Code	N	N	N	N	N	N
1	Kindergarten Readiness Assessment Flag	N=No, student was NOT given a kindergarten readiness assessment Y=Yes, student was given a kindergarten readiness assessment	Y	Y	Y	N	N	N
10	NAEP Homeroom Identifier	Optional - Blank or a School assigned homeroom identifier	Y	N	N	N	N	N
1	School Choice Status Code	Blank or 1=Applied to transfer to another school BUT the request was not granted for School Choice under 1116 of Title I; 2=Applied to transfer, AND the request was granted BUT did not transfer to the approved school for School Choice under 1116 of Title I 3=Applied to transfer, AND actually transferred from the Responsible School to the Serving School under 1116 of Title I	Y	Y	Y	N	N	N
	Retired	Formerly Supplemental Education Services Status Code	N	N	N	N	N	N
	Retired	Formerly Multiple Years in Grade 12 Flag	N	N	N	N	N	N
6	Diploma Seal	Select from the list of valid State assigned codes to identify any and all diploma seals earned by the graduate	N	N	Y	Y	N	N
1	Early College Scholar Program code	Blank or 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 Program medallion 5=Student is participating in the Early College Scholar and the Commonwealth Scholar Programs 6=Student has earned the Commonwealth Scholar medallion	Y	Y	Y	N	N	N
	Retired	Formerly Distance Learning Flag	N	N	N	N	N	N

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Field Length	Field Name	Contents	Required					
			FALL	SPR	EOY	SUM	STI	Dec 1
2	PK Experience Code	1=Headstart 2=Public Preschool 3=Private Preschool/Daycare 4=Department of Defense Child Development Program 5=Family Home Daycare Provider 6=No Preschool Experience	Y	Y	Y	N	N	N
2	PK Weekly Time Code	Blank or 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	Y	Y	Y	N	N	N
	Retired	Formerly CTE Dual Enrollment Flag	N	N	N	N	N	N
1	CTE Competency Attainment Flag	N =No, the student that has not finished both the requirements and at least 80% of the essential competencies Y =Yes, the student has finished the requirements to be a CTE Finisher <b>AND</b> has obtained a satisfactory rating on at least 80% of the essential competencies	N	N	Y	Y	N	N
	Retired	Formerly CTE Program Code	N	N	N	N	N	N
30	Address Line 1	The house number and street or post office box of the CTE finisher	N	N	Y	Y	N	N
30	Address Line 2	Continuation of Address line 1, if needed	N	N	Y	Y	N	N
5	Zip Code	The zip code of the student's residence	N	N	Y	Y	N	N
10	Phone Number	A telephone or cell phone number of the CTE finisher. Include the area code and 7-digit phone number. Parentheses, dashes or other special characters are implied; do not include them with the phone number.	N	N	Y	Y	N	N
3	<b>Unexcused Absences</b>	The number of unexcused absences the student has accumulated during the current school year	<b>Y</b>	<b>Y</b>	Y	N	N	N
1	Initial Primary Nighttime Residence Code	Blank or 1 = Unsheltered 2 = Shelters 3 = Doubled-up 4 = Hotels/motels	Y	Y	Y	Y	N	N
	Retired	Formerly Neglected/Delinquent Code	N	N	N	N	N	N

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Field Length	Field Name	Contents	Required					
			FALL	SPR	EOY	SUM	STI	Dec 1
1	Full Time Virtual Program Code	Blank or 1 = Participates from home, not homebound, not home-based 2 = Participates from home while on homebound education 3 = Participates from home during a home-based expulsion or long-term suspension 4 = Participates from home during a home-based 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	Y	Y	Y	N	N	N
1	Foster Care Flag	N=No, student is not in Foster Care Y=Yes, student is in Foster Care	Y	Y	Y	Y	Y	Y
1	Ethnic Code	N=No, student is not Hispanic/Latino Y=Yes, student is Hispanic/Latino	Y	Y	Y	Y	Y	Y
2	Race Code	Select from the list of valid state assigned Race Codes	Y	Y	Y	Y	Y	Y
	Retired	Formerly LEP State Code	N	N	N	N	N	N
1	Receiving EL Services Code	Blank; 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	Y	Y	Y	Y	Y	Y
	Retired	Formerly Projected LEP State Code	N	N	N	N	N	N
1	IB Code	Blank; 1=enrolled in IB class 2=enrolled in IB class and took IB exam 3=took IB exam only	N	N	Y	N	N	N

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Field Length	Field Name	Contents	Required					
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1	Unaccompanied Homeless Youth Flag	N=No, the student is not an Unaccompanied Homeless Youth Y=Yes, the student is an Unaccompanied Homeless Youth as defined in Section 725(6) of the McKinney-Vento Act	Y	Y	Y	Y	N	N
2	Special Ed Student Placement Code	Blank or select from list of valid state assigned Special Ed Student Placement Codes	N	N	N	N	N	Y
3	Special Ed Student Regular Class Percent	Blank or the percent of day that the student spends in the regular class	N	N	N	N	N	Y
3	Special Ed Primary Disability Service Percent of Day	Blank or the percent of day that the student receives services for the primary disability	N	N	N	N	N	Y
2	Special Ed Secondary Disability Code	Blank or select a valid state assigned numeric disability code	N	Y	Y	N	N	Y
3	Special Ed Secondary Disability Service Percent of Day	Blank or the percent of day that the student receives services for the secondary disability	N	N	N	N	N	Y
3	Special Ed Secondary Disability Serving Division	Blank or select from list of education agency numbers, (leading zero must be included, i.e. 001)	N	N	N	N	N	Y
4	Special Ed Secondary Disability Serving School	Blank or Select from list of Virginia school numbers	N	N	N	N	N	Y
2	Special Ed Third Disability Code	Blank or select a valid state assigned numeric disability code	N	Y	Y	N	N	Y
3	Special Ed Third Disability Service Percent of Day	Blank or the percent of day that the student receives services for the third disability	N	N	N	N	N	Y
3	Special Ed Third Disability Serving Division	Blank or select from list of education agency numbers, (leading zero must be included, i.e. 001)	N	N	N	N	N	Y

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Field Length	Field Name	Contents	Required					
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4	Special Ed Third Disability Serving School	Blank or Select from list of Virginia school numbers	N	N	N	N	N	Y
9	First Semester Special Ed Regional Tuition Reimbursement	The Special Ed Regional Tuition Reimbursement amount requested to be paid for first semester. Must be a valid positive number with a two place decimal, report dollars and cents.	N	Y	N	N	N	N
1	Cambridge Programme Code	Blank; 1=enrolled in Cambridge Programme course 2=enrolled in Cambridge Programme course and took IGCSE or AICE exam 3=took IGCSE or AICE exam only	N	N	Y	N	N	N
2	Special Ed Regional Tuition Reimbursement Disability Code	Must be a valid numeric disability code	N	Y	Y	N	N	Y
1	Time in regular Early Childhood Setting	Y = Yes, student spends 10 or more hours a week in the Regular Early Childhood Setting N = No, student does not spend 10 or more hours a week in the Regular Early Childhood Setting	N	N	N	N	N	Y
1	Special Ed In Regular Early Childhood Setting	Y = Yes, student does receive the majority of their special education and related services in the Regular Early Childhood Setting N = No, student does not receive the majority of their special education and related services in the Regular Early Childhood Setting	N	N	N	N	N	Y
1	Parentally Placed Students	Y = Yes, student was parentally placed N = No, student was not parentally placed	N	N	N	N	N	Y
1	MOP Flag	A flag to identify students in virtual schools/ programs where the curriculum and delivery is provided by an approved Multidivision Online Provider.	Y	Y	Y	N	N	N
2	MOP Number of Classes	The number of secondary classes taken via a MOP program. Must be a valid positive number	Y	Y	Y	N	N	N

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Field Length	Field Name	Contents	Required					
			FALL	SPR	EOY	SUM	STI	Dec 1
3	Resident Division	Three-digit state-assigned Division number of the division where the student physically resides for students in virtual schools/programs where the curriculum and delivery is provided by an approved Multidivision Online Provider.	Y	Y	Y	N	N	N
9	Second Semester Special Ed Regional Tuition Reimbursement	Must be a valid positive number with a two place decimal, report dollars and cents Decimal must be included	N	N	Y	N	N	N
9	Summer Semester Special Ed Regional Tuition Reimbursement	Must be a valid positive number with a two place decimal, report dollars and cents Decimal must be included	N	N	N	N	N	Y
1	Military Compact Statute Flag	Y=Yes, the underage student qualifies for enrollment under the Interstate Compact N=No, the student does not qualify for enrollment under the Interstate Compact	Y	Y	Y	N	N	N
4	Reporting School	Four-digit state-assigned School number that identifies the school for which membership, funding, graduation status and high school completion status are attributed. The use of this field is restricted to specific situations where non-residential students attend a regional program instead of a local school.	Y	Y	Y	Y	Y	Y
1	Uniform Certificate of General Studies/Associate Degree Flag	A flag used to identify a student that has earned the one year Uniform Certificate of General Studies or an Associate Degree from a community college in the Commonwealth concurrent with a high school diploma.	N	N	Y	Y	N	N
4	Career Pathway Code	A state assigned code to identify the Career Pathway finished by the student. The Career Pathway Codes are not the same as the course codes.	N	N	Y	Y	N	N
1	Credit Accommodation Flag	A flag used to indicate a student that used credit accommodations as outlined in their IEP to obtain a Standard Diploma.	Y	Y	Y	Y	N	N
2	Military Connected Students Code	A state assigned code to identify students who have a parent in the uniformed services.	Y	Y	Y	N	N	N

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Field Length	Field Name	Contents	Required					
			FALL	SPR	EOY	SUM	STI	Dec 1
2	PK Funding Code	A state assigned code to identify the funding sources of public PK students. This includes all PK students whose placement (public or private) is paid for with public funds.	Y	Y	Y	N	N	N
1	Attendance Plan Code	1 = 5 or more unexcused absences AND an attendance plan was developed 2 = 5 or more unexcused absences but NO attendance plan was developed due to the outreach to the parent was not successful 3 = 5 or more unexcused absences but NO attendance plan was developed due to parent refusal 4 = 5 or more unexcused absences but NO attendance plan was developed due to the student no longer being enrolled	Y	Y	Y	N	N	N
1	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	Y	Y	Y	N	N	N

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1	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 or complaint was not filed against the student nor were proceedings filed against the parent due to student was no longer enrolled 4 = 7 or more unexcused absences but a court referral or complaint was not filed against the student nor were proceedings filed against the parent due to successful intervention strategies being in process 5 = 7 or more unexcused absences but 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.	Y	Y	Y	N	N	N
1	CEIS Flag	Reserved for 2018-2019	Y	Y	Y	N	N	N
	Filler #1	Reserved for future use	N	N	N	N	N	N
	Filler #2	Reserved for future use	N	N	N	N	N	N
	Filler #3	Reserved for future use	N	N	N	N	N	N
	Filler #4	Reserved for future use	N	N	N	N	N	N
	Filler #5	Reserved for future use	N	N	N	N	N	N
	Filler #6	Reserved for future use	N	N	N	N	N	N
15	Student First Name	First Name of the Student	Y	Y	Y	Y	Y	Y
15	Student Middle Name	Middle Name of the Student	Y	Y	Y	Y	Y	Y
25	Student Last Name	Last Name of the Student	Y	Y	Y	Y	Y	Y

**Trailer Record**

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

- New or Upated Data Element
- Newly Retired Data Element