

August 21, 2009

File Specifications & Instructions for School Absentee Data Transmission

The Virginia Department of Health (VDH) will collect the following information daily for each school in each school division:

<u>Field</u>	<u>Field Type</u>
Date	date (mm/dd/yyyy)
School Identifier*	8 characters
Student enrollment	integer
Student absences	integer
Faculty/staff employment	integer
Faculty/staff absences	integer

*The School Identifier will be the three digit school division number (with leading zeros as needed) followed by a dash (-) and then the four digit school number (with leading zeros as needed).

Sample data lines from one division:

```
08/04/2009,076-0110,345,134,87,15
08/04/2009,076-0200,0,0,0,0
```

Explanation:

On August 4, 2009, at High School A (school number 0110 in school division 76), of the 345 students enrolled, 134 were absent. Of the 87 teachers and staff, 15 failed to report for work. Also, on August 4, 2009, Middle School A (school number 0200 in school division 76) was closed.

These data will need to be in either a comma delimited file (.csv) or Excel spreadsheet (.xls). In most cases, the transmission process can be automated. VDH is willing to work with each division's IT staff on automating this process. Automation steps are listed below:

1. If data exist in a school information system (SIS), the school division can run a query to extract data and save in either a .csv or .xls format in a folder.
2. If data do not exist in a SIS, an Excel spreadsheet can be saved in a folder and updated daily with school absentee information. These data will need to be manually updated by a staff member.
3. A scheduled script will allow the file to be transferred to our secure FTP (SFTP) server daily, which staff can set for a certain time. VDH can provide district staff with a script, which will automatically transfer data on to our SFTP server. (If the division has its own FTP server, we are willing to obtain the file from their location.)

For help getting started with the automation process, please e-mail or call Shelton Davis at shelton.davis@vdh.virginia.gov or 804-864-8114. He will provide you with a user name, password, and the script for sending the file automatically to the VDH server.