

APPENDIX B

Student Data File

1. Student Data File Detail

Please provide a student data file in excel spreadsheet format, one record for each student who is **actively enrolled** in a school in your district. Each October student data file should reflect as closely as possible the enrollment submitted to the state for the month of October.

Please note: The October student file for DI purposes can be created as soon as all active students are in the district's student information system, and all no-shows have been identified and deactivated. The creation of this file need not be delayed for state certification.

- First Year Clients: For the current and each of the 3 previous years (4 years total). Create separate files for each year.
- Continuing Clients: For the current school year.

Required Fields and Data

The header row of the student data file must include each of the fields listed in the table below. Field names must conform exactly to those shown below. (See sample header file below.)

Data for each record is **required** in those field names in bold and marked with an asterisk. All field names are required in the header row, even though the data they contain may be optional, e.g., FirstName.

Student Data File Fields
StudentID *
SchoolNumber *
Year [yyyy showing fall of the school year] *
Grade ¹ [K or 0 for Kindergarten; integers for all others. Use 18 for PK4; 17 for PK3; 19 for Supplemental K] *
FirstName
LastName *
StreetAddress *
AptUnit# [This data may be appended to the end of the StreetAddress field]
City *
State *
Zip *
SDC ² [Default code is 'SDC'.]
Ethnicity [Flag with a 'Y' only if Hispanic or Latino. Field accepts only Y, N, or blank]
RC1, RC2, RC3, RC4, RC5 [Enter up to 5 Race Codes; 1 per field. See Sect. 2 below]

¹ If it is the practice in your district to reclassify students' grade levels due to credit deficiencies, please enter the student's normal grade level designation in this column. (Reclassified grade levels adversely affect our capacity to generate accurate enrollment projections.)

The Supplemental K designation is used for students who are age-eligible for Kindergarten, but are not enrolled in the regular Kindergarten program. (See detail below.)

Pre K students are by definition typically not age-eligible for Kindergarten. Both PreK and Supplemental K students may be uploaded as integrated part of the October Student File. (See detail below.)

² Students coded in this field are those who are enrolled in a Special Day Class (SDC) program, or other special education program you wish to designate separately. Place a code in this field **only** if the student is being served in an SDC or other Special Education program.

Appendices To Data Request Instructions

The grade level counts by school from your student file will be validated against the state's published enrollment count for the year. A spreadsheet documenting the historical state enrollment counts by school by grade level will be provided for new clients upon request.

Note: The query used to extract the student data should be the same in each of the history years. We also recommend carefully documenting the query for future use. If it is for some reason impossible to use the identical query for each year, please make us aware of any inconsistencies.

Optional Fields and Data

The header row may optionally include the fields listed below. Read the footnotes for each field to determine your interest in using an optional field. Use the exact field name as displayed below, and add the field name(s) to the end of row 1 in the spreadsheet.

Optional Student Data File Fields
RetHomeSchlNum ³ [For involuntarily transferred students, denotes the school to which the student will enrolled in the subsequent school year]
Bilingual ⁴ [Multiple codes are allowed]
ESL ⁵ [Multiple codes are allowed]

Other optional fields may be included for the purpose of plotting students, for example, Gifted, Home Language, Interdistrict Transfer, etc. Should you add such fields (other than those listed in the table above), the file must be uploaded using the DI DropBox. Once logged into any study in the DI System, select Tools > Import/Upload > DI Dropbox. Upload the file and we will take it from there.

Exclusions to Student Data File

The enrollment projections focus exclusively on grade level projections of typical schools. Since special programs such as those listed below are typically not part of the grade level count in a typical school, your data file should **exclude** students enrolled in any of the following programs:

- Home School
- Home and Hospital
- Non-Public School (NPS)
- Community Day School
- Dedicated Deaf/Hard of Hearing (DHH) schools
- Charter Schools (unless operated by your district)
- Adult Transition
- Adult Education
- Programs your district hosts for the county or other outside agency.
- Severely Handicapped School
- Independent Study School
- Preschool (Preschool data is submitted using a separate upload procedure.)

If your query integrates these students into the data files, please provide the code so that they can be identified. Please do not hesitate to ask as to the appropriateness of including or excluding students enrolled in a particular program.

³ If it is the practice in your district to 'overload' or involuntarily transfer students from their neighborhood school to another school for one year, and allow them to enroll in their neighborhood school the following year, enter the neighborhood school code here, and their return will be accounted for in the enrollment projections of each of the schools affected.

⁴ Students enrolled in Bilingual programs are coded in this field. Place a code in this field **only** if the student is being served in the Bilingual program. Data in this field does not affect projections, but is used for the purpose of plotting and/or listing these students.

⁵ Students enrolled in English as a Second Language or English Language Development programs are coded in this field. Place a code in this field **only** if the student is being served in such a program. Data in this field does not affect projections, but is used for the purpose of plotting and/or listing these students.

Appendices To Data Request Instructions

Sample Student Data File

This is a sample spreadsheet in the required format with the exact field names shown in the header row (optional data fields not included). Include an optional field name in the header row only if you intend to populate the field with data. This sample can be opened and downloaded as an Excel file at: <http://www.decisioninsite.com/resources.shtml>.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
1	StudentID	SchoolNumber	Year	Grade	FirstName	LastName	StreetAddress	AptUnit#	City	State	Zip	SDC	Ethnicity	RC1	RC2	RC3	RC4	RC5
2	54321	201	2008	3	Abba	Wawu	123 Abc Dr.		Citgove	TX	56230			700	600			
3	54322	205	2008	5	Abba	Wawu	124 Abc Dr.		Citgove	TX	56230		Y	100				
4	54333	304	2008	6	Abba	Wawu	125 Abc Dr.		Citgove	TX	56230	x		299				
5	54337	306	2008	8	Abba	Wawu	126 Sbo Dr.	14	Citgove	TX	56230			500	208	303	600	700
6	54343	501	2008	10	Abba	Wawu	127 Abc Dr.		Citgove	TX	56230			400				

Pre-Kindergarten and Supplemental Kindergarten Students

Student numbers for Pre-Kindergarten and Supplemental Kindergarten students must be unique across all students in the district.

The required spreadsheet format and exact field names are the same as described above for the student data file. Use the following grade level designations:

- Designate students who are one year away from being age-eligible for Kindergarten (four-year olds) as grade level 18, for example, PreK or Transition K.
- Designate students who two years away from being age-eligible for Kindergarten (three-year olds) as grade level 17.
- Designate students who are age-eligible for Kindergarten, but are in the first year of a two year Kindergarten program as grade level 19, for example, Preppy K or Journey K.

Current (non-October) Student Data File

A current student data file may be uploaded at any time. The uploaded file will be stored under the month and year of the upload. A current file is useful for counting or plotting current students, as well as preparing mailing lists of current students. Uploading a current student data file will NOT overwrite your October student data file.

The required spreadsheet format and exact field names are the same as described above for the student data file.

Uploading Student Data Files to DecisionInsite

Once the Student Data file has been prepared, the file can be securely uploaded using the tool found inside the DI System. The file may be the October snapshot, a current student file, or a Pre-K student file.

- a. Login to the DI System.
- b. Select a study (any study will work)
- c. Go to Tools > Import/Upload
- d. Select the appropriate upload menu item
 - For the October snapshot of any year, select: Annual October K-12 Student File Upload for Projection Purposes
 - For a current file other than the October snapshot, select: Current (non-October) Student File Upload for District Purposes
- e. Browse to select your file, and the upload will begin.
- f. Upon successful upload, review the preliminary analysis report that is returned to your screen.
- g. If the review meets approval, click 'Save currently uploaded file into the DI System to complete the import process.

Should you have any difficulty with the automated upload procedure, please do not hesitate to contact production@decisioninsite.com.

2. Ethnicity / Race Code Data Entry

In the Ethnicity field, a 'Y' is expected if the student's ethnicity is Hispanic. This field may be left blank, or an 'N' may be entered, for all other students.

In each of the Race Code fields RC1, RC2, RC3, RC4, RC5, enter no more than one race code. For a given student, enter a code in as many or as few of these fields as you like.

For race codes that are different from the standard Race Codes, a code translation table in Excel format is required. Please translate any district specific codes to these standard codes and identify the difference between the district codes and the standard codes, if any. See table below for standard Race Codes.

Code	Description	Code	Description
100	American Indian or Alaskan Native	301	Hawaiian
201	Chinese	302	Guamanian
202	Japanese	303	Samoan
203	Korean	304	Tahitian
204	Vietnamese	399	Other Pacific Islander
205	Asian Indian	400	Filipino
206	Laotian	600	Black or African American
207	Cambodian	700	White
208	Hmong		
299	Other Asian		

Ethnic Codes (Historical)

Prior to Fall 2009, ethnic codes, rather than race codes, may have been part of the student record. These categories and codes were nearly identical to the Race Codes now in use. Should you wish to provide race code data (formerly ethnic codes) for earlier school years, please enter the race code data in the RC1 field. The race code for Hispanic or Latino in this context is 500.

Technical Support

For technical support with any of the above procedures, or for additional information or questions, please contact production@decisioninsite.com. In the subject line of the email, write 'Technical Support, *district name*', where *district name* is the name of your district.