



## APPENDIX A

### District Data Requirements and Formats

The following table summarizes the data items that need to be compiled and forwarded to DecisionInsite as part of the onboarding process for new clients or on an annual basis for continuing clients. The table indicates the required formats for each data item requested. Depending on the services agreed to within your district’s contract, not all the following may be required. If there are questions about which items may or may not be required, please contact us at [production@decisioninsite.com](mailto:production@decisioninsite.com).

Data	Format	Timetable for New Clients	Timetable for Continuing Clients
School File	Excel	Upon contract execution	Notify us at any time with school changes
School Attendance Area & District Boundary Maps	Digital (NCES database, shape files, or KML files), PDF maps	Upon contract execution	Notify us at any time with boundary changes
Student Data File(s)	Excel (manual upload) .CSV file (SFTP upload)	All 4 years within 2 weeks of contract execution	Annual file no later than November 15 <sup>th</sup>
Proposed new residential development (if district-provided)	Excel (project data) Map (project location)	Within 2 weeks of contract execution	Update file no later than October 1st

Except for the Student Data File, forward all other files and materials via email to: [production@decisioninsite.com](mailto:production@decisioninsite.com).

For instructions on creating and uploading Student Data Files, please see **Appendix B** which is accessible online at: <http://decisioninsite.com/client-center/new-client/>.

### School File

#### School File Detail

Please provide a school file in Excel format:

- New Clients: All schools currently operating, in operation within the last 3 years, or approved to operate in the near future.
- Continuing Clients: Please contact us at [production@decisioninsite.com](mailto:production@decisioninsite.com) to add, remove, or modify school data.

Each record in the School File should include the following fields. Field names must conform exactly to those shown below. Note that all fields in bold are required to have data provided.

Field	Notes
SchoolNumber	The school number used in the student data file
SchoolName	Abbreviate where possible, e.g. ES, MS, HS
Address	
City	
State	
Zip	
Telephone	
Principal	
LoGrade	Lowest grade served; K-12
HiGrade	Highest grade served; K-12
URL	School web site address for use in MySchoolLocator
Description	Brief description for use in MySchoolLocator

### Sample School File

A sample Excel spreadsheet with the exact field names shown in the header row is available. This template can be downloaded at: <http://decisioninsite.com/client-center/new-client/>. Leaving the header row as is, simply overwrite the sample data with your district’s actual data and save the file.

### Feeder School Information (if applicable)

If other districts feed into your district at a given grade level (e.g. at middle or high school level), we will need data on those feeder districts. Since these students are not yet part of your district and not in your student database, we simply require student counts rather than actual individual student records. DecisionInsite will provide an Excel spreadsheet with your feeder districts broken out by school by grade for this purpose. You can then contact your feeder districts and use this file to compile the necessary counts. Once complete, please submit to [production@decisioninsite.com](mailto:production@decisioninsite.com).

*NOTE: If desired, you may supply actual student data for your feeder districts. For more information contact us at [production@decisioninsite.com](mailto:production@decisioninsite.com).*

## School and District Boundary Maps

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### School and District Boundary Map Requirements

Please provide maps that clearly designate the district boundary and school attendance area boundaries.

- New Clients: Provide district boundary and boundaries for all schools currently operating.
- Continuing Clients: Please contact us at [production@decisioninsite.com](mailto:production@decisioninsite.com) to add, remove, or modify district or school boundaries.

Maps may be provided in one of the following formats (in order of preference).

- **NCES (National Center for Education Statistics) database:** If your district's boundaries have been uploaded to the NCES database, we will apply those boundaries. DecisionInsite will notify you if this is not an option for your district.
- **Digital:** Digital boundaries are those that can be presented in GIS systems. If the district has digitized its attendance areas, please provide them as either shape files or KML files. Shape files consist of four files for each boundary level (district, ES, MS, HS) and have the following extensions: .SHP/ .SHX/.DBF/.PRJ. KML files are Google Earth digitized boundary files.
- **Detailed street maps:** If sending street maps (PDF, etc.), the school attendance area boundaries must be drawn clearly and precisely so that they can be easily translated into digital form.

## Proposed Residential Development

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If there is proposed residential development inside the district boundary, an impact analysis is necessary. For each residential development project, the location, dwelling unit type, and number of proposed units by year is required at minimum. There are two options relative to the collection of data on proposed residential development.

### Option 1: District Provides Data

Many districts maintain updated information on proposed residential development. In such cases, the dwelling unit data can be provided to DecisionInsite in a spreadsheet for uploading into the system. Maps can be provided indicating areas where each proposed residential projects is located.

A template spreadsheet containing the required columns is available (see below). Each row should contain the project name. Each project should have a row for each of the housing types in the project. The 'Year1' column indicates the first projected year for which an enrollment projection is to be made, and continue across a 10 year span. The number of dwelling units in each cell is the number of units expected to be occupied in the 12 month period ending in October of projected year indicated. Labels are created in order to reduce the clutter on the map. The naming convention for labels is no spaces, no vowels, and capitalize the first letter of each word.

### Option 2: DecisionInsite Collects Data for District

Some districts do not have access to this information or the personnel to collect it, and therefore part of the Service Agreement with DI includes residential research. In this process DecisionInsite conducts a survey of local agencies and developers to obtain projected developments by type and year of occupancy. This service will specify a "not to exceed" amount, and will be billed hourly according to the terms specified in the contract.

If the district's service agreement includes completion of proposed residential development research by DecisionInsite, a dialogue will be arranged to determine what is known, and what must be discovered. Open items will be added to DecisionInsite's research effort in accordance with the fee schedule outlined in the Services Agreement.

### Sample Residential Development Data File

If you have selected Option 1 above, there is a sample spreadsheet in the required format available. This sample can be opened as an Excel file at <http://decisioninsite.com/client-center/new-client/>.

## Technical Support

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