



APPENDIX B

Student Data File

This document is designed to assist in the successful creation and upload of student files into the DI System. The following topics are addressed:

- Basics
- Required Fields and Data
- Optional Fields and Data
- Exclusions to Student Data File
- Pre-Kindergarten and Transitional Kindergarten Students
- Ethnicity / Race Codes
- Sample Student Data File
- Student Data File Preparation Checklist
- Uploading Student Data Files to the DI System
- Technical Support

Basics

A student data file is a snapshot of your district's enrollment. The DI system utilizes student data files in one of two ways – as an *Annual Fall Snapshot Student File* and as a *Current Student File*. It is important to understand the difference between the two when creating and uploading files. While the requirements for creating both types of files are the same, the upload links and purposes for each type are unique.

Annual Fall Snapshot Student File

Annual Fall Snapshot Student Files are primarily for projection purposes although non-projection clients can upload this file type. The DI system accepts one file per school year with subsequent uploads of the same year overwriting (not appending to) previous uploads. Each file should be in Excel format and contain one record for each student who is **actively enrolled** in a school in your district. Our projection methodology requires 4 years of data so new clients must provide historical data plus current school year data whereas continuing clients need only provide the latter.

- New Clients: Current school year and 3 previous school years (4 years total). Must create a separate file for each year.
- Continuing Clients: Current school year only (historical years are rolled over automatically).

It is important to note that the *Annual Fall Snapshot Student File* 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. Our projection methodology is predicated on comparing data from the same timeframe each year (i.e. Fall to Fall; not Fall to Spring) and as a result there is not a specific date we recommend or require. In practice, many districts opt to use a date close to their state reporting date for consistency however it is important to note that **the creation of this file does not need to be delayed for state certification as it will NOT match state data due to various factors.**

Current Student File

Separate and distinct from the *Annual Fall Snapshot Student File*, a *Current Student File* may be uploaded at any time during the year. The DI system allows for one *Current Student File* at a time meaning each new upload overwrites the previous. This is intentional as the purpose of the *Current Student File* is to have a place within the system to have consistently up-to-date data available.

Current Student Files are designated as such by the year and month the upload was made (e.g. 2016Mar). This is useful for counting or plotting current students, as well as preparing mailing lists of current students. Uploading a *Current Student File* will NOT affect any *Annual Fall Snapshot Student Files*.

If a client opts to take advantage of automated secure file transfers via SFTP, any SFTP files received and processed on our end are placed in the system as the *Current Student File*. For more information on SFTP files, please see the section below on *Uploading Student Data Files to the DI System* or contact us at production@decisioninsite.com.

Required Fields and Data

Below is a list of standard student data file fields. Note that all fields **must** be present as a header row in the file when uploaded, however not all fields are required to contain data. In the table below, all fields in bold are required to have data for each record submitted. All other fields are optional but encouraged since they correspond with a variety of reports and functions within the DI system.

Field	Notes
StudentID	
SchoolNumber	Must match a school number used in the school file upload
Year	'yyyy' showing Fall of the school year
Grade	'K' or '0' for Kindergarten; integers '1-12' for 1 st – 12 th grade; '17' or '-3' for PK3; '18' or '-2' for PK4; '20', '-1', or 'TK' for Transitional Kindergarten
FirstName	
LastName	
StreetAddress	Residence address
AptUnit#	This data may be appended to the end of the StreetAddress field
City	
State	
Zip	
SDC	Default code is a capital 'X' (see note below for more info)
Ethnicity	Flag with a 'Y' if Hispanic or Latino origin; use 'N' or leave blank if not
RC1	Enter up to 5 Race Codes; 1 per field
RC2	
RC3	
RC4	
RC5	

NOTE ON SDC: Students flagged as SDC are those who are enrolled in a Special Day Class (SDC) program. This program represents a subset of Special Education and is often only served at select schools throughout the district.

Generally, SDC makes up 2-3% of the total district enrollment. Place a code in this field only if the student is being served in an SDC setting or other Special Education program similarly structured.

Optional Fields and Data

The header row may include district-defined fields known as custom attributes. Custom attributes enable advanced plotting of student via specified subsets (e.g. Gifted, Home Language, ESL, Inter-district Transfer, etc.).

If interested in adding custom attributes, please contact us at production@decisioninsite.com.

Exclusions to Student Data Files

Our 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 traditional 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

Please do not hesitate to contact us at production@decisioninsite.com as to the appropriateness of including or excluding students enrolled in a particular program.

Pre-Kindergarten and Transitional Kindergarten Students

Pre-Kindergarten (optional) and Transitional Kindergarten (CA only) are students who are NOT age-eligible for Kindergarten. Students in either of these programs may be uploaded using the following grade level designations:

- Designate PreK3 students (those who are two years away from being age-eligible for Kindergarten, i.e. three-year olds) as grade level **17** or **-3**
- Designate PreK4 students (those who are one year away from being age-eligible for Kindergarten, i.e. four-year olds) as grade level **18** or **-2**
- For California districts only, designate students who are participating in the Transitional K program as grade level **20**, **-1**, or **TK**. (Do NOT designate them as grade level K or 0.)

NOTE: If tracking PreK students by only a single grade level, please use PreK4 code '18' or '-2'.

Ethnicity/Race Codes

The Ethnicity field is for designating if a student is of Hispanic or Latino origin. Use a 'Y' value if the student's ethnicity is of Hispanic or Latino origin. Use either an 'N' or leave the field blank if it is not.

Appendices To Data Request Instructions

The five Race Code fields (RC1, RC2, RC3, RC4, and RC5) are for designating a student's race. Each field should only contain one race code. For students with only a single code, use RC1 and leave the other RC fields blank. If more than one code applies to a student, start with RC1 and add additional codes (one per field) to RC2 and up as needed.

For districts using race codes different from the standard Race Codes, a translation table is available during the upload process. Use this table to map any district specific codes to their respective race descriptor (i.e. if the district uses 'A' for "American Indian or Alaskan Native" instead of '100,' enter 'A' in the field next to the descriptor for "American Indian or Alaskan Native"). Note that when using the translation table, the default table is ignored by the system. Thus, all codes used in the file must be entered, not just the ones that might differ.

The following table contains a list of standard Race Codes in the DI system.

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	500	Hispanic/Latino
207	Cambodian	600	Black or African American
208	Hmong	700	White (not Hisp)
299	Other Asian	998	Two or more races
		999	Other/not specified

Sample Student Data File

A sample Excel spreadsheet with the exact field names shown in the header row (optional data fields not included) 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.

Student Data File Preparation Checklist

<input type="checkbox"/>	The header row contains ALL the fields listed in the <i>Required Fields and Data</i> table above
<input type="checkbox"/>	The name of each field conforms exactly as shown in the <i>Required Fields and Data</i> table above <i>(No misspellings, spaces in the fields, extra white spaces before or after the field name, etc.)</i>
<input type="checkbox"/>	Each required field has data in it for every record <i>(Required fields are marked in bold in the Required Fields and Data table above)</i>
<input type="checkbox"/>	Each record's Year is designated using the Fall of the school year being uploaded <i>(i.e. '2016' for the school year 2016-2017)</i>
<input type="checkbox"/>	No grade codes outside the ones specified in the <i>Required Fields and Data</i> table above are present <i>(Special Ed or Adult Ed students beyond grade 12 should be recoded as grade 12 or excluded)</i>
<input type="checkbox"/>	If included, Pre-K students use the following grade codes: PreK3 = 17 or -3 ; PreK4 = 18 or -2
<input type="checkbox"/>	TK students are separated from traditional K students and use grade code 20 , -1 , or TK <i>(CA clients only)</i>
<input type="checkbox"/>	All grade codes used represent a student's normal grade level designation <i>(If it is the practice in your district to reclassify students' grade levels due to credit deficiencies, do NOT use the reclassified grade level as these adversely affect our capacity to generate accurate enrollment projections.)</i>
<input type="checkbox"/>	The student's residential address (not mailing address) was used for address related fields
<input type="checkbox"/>	If applicable, only one designation for SDC was used <i>(Default code is a capital 'X')</i>
<input type="checkbox"/>	The Ethnicity field contains only 'Y', 'N', or blank values
<input type="checkbox"/>	The race code fields (RC1 , RC2 , RC3 , RC4 , and RC5) contain only standard race codes <i>OR</i> I plan on using the Race Code translation table during the upload process
<input type="checkbox"/>	My file is saved in Excel format
Congratulations you are now ready to upload your student data file into the DI System!	

Uploading Student Data Files to the DI System

Once a student file has been prepared, there are two secure ways to upload it into the DI System: 1) DI system upload or 2) automated secure file transfer (SFTP).

Option 1: DI System Upload

The DI system allows for manual uploading of both types of student data files – *Annual Fall Snapshot Student Files* and *Current Student Files*. To upload either type of file, do the following:

1. Login to the DI System
2. Select a study (preferably the SV study or a recent projection study)
3. Go to Tools > Import/Upload
4. Select the appropriate upload menu item
 - If the file is a Fall snapshot for projection purposes, select: *Upload Annual Fall Snapshot Student File (for DI projection purposes)*
 - If the file is not a Fall snapshot for projection purposes, select: *Upload Current Student File (for district purposes)*
5. In the window that opens, follow the instructions and complete ALL applicable fields within the form
 - Remember to select the radio button for “Use Edited Race Code Translation Table” if using the translation table
 - If you are not designating SDC kids, leave the default value as is. Blanking that field out will cause all kids with blanks in the SDC column in the file to be flagged as SDC.
6. Click the “Choose File” button, browse and select your file, then click “Open”
7. Upon successful upload, review the preliminary analysis report that appears on the screen
8. If there are no issues or errors, click “Save currently uploaded file into the DI System” to complete the import process
9. Upon successful upload and processing (geocoding) of the file, you will receive:
 - An email confirmation with the preliminary analysis of the upload
 - An address validation email with information on where to locate reports for non-standard, non-deliverable, or weakly geocoded addresses

Option 2: Automated Secure File Transfer (SFTP)

The Automated Secure File Transfer feature is designed primarily to 1) provide up-to-date student data year-round, and 2) relieve the district IT staff of the annual task of preparing the *Annual Fall Snapshot Student File*. Once set up, this procedure works by querying the district’s SIS on a set schedule and then transferring the file to our Secure FTP site.

Having recent up-to-date student data in the system serves variety of purposes, including plotting current kids, getting current counts of kids by grade level inside a geographic area, creating up-to-date mailing lists for selected students, and a host of other non-projection related queries. Data requests historically made to IT can now instead be done by DI end users quickly and easily by logging into our system and using data from the *Current Student File*.

With regular uploads of student data coming to us automatically, designating one to be used in place of an actual *Annual Fall Snapshot Student File* is now quick and easy. First ensure that your SIS is up-to-date in terms of all new

students in and all no-shows out. Then, either prior to or come the week of the upload to be used, simply email us and say, "Please use the SFTP upload from the week of xxx as our Annual Fall Snapshot." Once processed and "live" we will copy it from the *Current Student File* location to the *Annual Fall Snapshot Student File* location and proceed with projection work.

File requirements for SFTP files are the same as other student data files with the exception that the file format must be .csv (with text qualifiers on name and address fields) instead of Excel. Upload frequency can be at max weekly (bi-weekly and monthly are also options). All SFTP files are automatically processed each weekend and loaded into the DI system as the *Current Student File*. Each SFTP upload overwrites the previous both on the SFTP server itself and in the system as the *Current Student File* once the file is processed. Due to this, we do not recommend setting up the transfer for weekend days. An evening later in the week typically works best.

For more details and to gain access to our Secure FTP site, please contact us at production@decisioninsite.com.

Technical Support

For technical support with any of the following 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.