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|  | STARS Volume 1 **User Guide**  2017-2018  V12.6 |

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| **Table of Contents** |

[Revision History 3](#_Toc490562135)

[Summary of Changes for the 2017-2018 STARS Manual, v12.1 5](#_Toc490562136)

[Introduction 9](#_Toc490562137)

[Purpose 9](#_Toc490562138)

[Family Educational Rights and Privacy Act 9](#_Toc490562139)

[SY2018 Reporting Dates 10](#_Toc490562140)

[Deleting Data 11](#_Toc490562141)

[Students To Be Reported in STARS 11](#_Toc490562142)

[Duplicate IDs 11](#_Toc490562143)

[0 - 2 Year Olds 12](#_Toc490562144)

[K - 12th Grades 12](#_Toc490562145)

[Out-of-School Youth (OS) 12](#_Toc490562146)

[3Y and 4Y Programs 12](#_Toc490562147)

[K3 Plus Summer Program 13](#_Toc490562148)

[Reporting Homeless 13](#_Toc490562149)

[Home Schooled Students 13](#_Toc490562150)

[Staff To Be Reported in STARS 14](#_Toc490562151)

[Certified Staff 14](#_Toc490562152)

[Non-Certified Staff 14](#_Toc490562153)

[Related Service Providers 15](#_Toc490562154)

[Substitute Teachers – Long Term 15](#_Toc490562155)

[Substitute Teachers – Short Term 15](#_Toc490562156)

[Substitute Teachers FAQs 15](#_Toc490562157)

[Exited Teachers 16](#_Toc490562158)

[Dummy Staff IDs 17](#_Toc490562159)

[Data Submission for State Supported Educational Programs 18](#_Toc490562160)

[Changes for School Year 2018 19](#_Toc490562161)

[Standardized Reporting Dates 19](#_Toc490562162)

[Data Collection 20](#_Toc490562163)

[Templates 22](#_Toc490562164)

[Key Items to note with Template Creation 22](#_Toc490562165)

[Development Priority 23](#_Toc490562166)

[Development/Testing 23](#_Toc490562167)

[Template Information 23](#_Toc490562168)

[Field Information 24](#_Toc490562169)

[New Fields to STARS 25](#_Toc490562170)

[Load Sequence/Dependencies 26](#_Toc490562171)

[Data Submission Schedule 26](#_Toc490562172)

[Academic Record Domain 27](#_Toc490562173)

[Student Award Fact Template 28](#_Toc490562174)

[Assessment Domain 32](#_Toc490562175)

[Assessment Fact Template 33](#_Toc490562176)

[Attendance Domain 43](#_Toc490562177)

[Student Daily Attendance Template 44](#_Toc490562178)

[Student Summary Attendance Template 49](#_Toc490562179)

[Career & Technical Education 53](#_Toc490562180)

[CTE Student Industry Credential Template 53](#_Toc490562181)

[Course and Grades Domain 57](#_Toc490562182)

[Course Template 58](#_Toc490562183)

[Course Instructor Template 62](#_Toc490562184)

[Student Course Enrollment Template 73](#_Toc490562185)

[Student Grades Template 101](#_Toc490562186)

[Discipline Domain 120](#_Toc490562187)

[Student Infraction Template 121](#_Toc490562188)

[Student Infraction Response Template 129](#_Toc490562189)

[Enrollment Domain 135](#_Toc490562190)

[School Enrollment Template 136](#_Toc490562191)

[Groups and Programs Domain 141](#_Toc490562192)

[Programs Fact Template 142](#_Toc490562193)

[Programs Qualification Template 150](#_Toc490562194)

[Student Group Fact Template 154](#_Toc490562195)

[Title I Programs Template 157](#_Toc490562196)

[Special Education Domain 163](#_Toc490562197)

[Special Education Snapshot Template 164](#_Toc490562198)

[Special Education Services Fact Template 175](#_Toc490562199)

[Special Education Events Template 182](#_Toc490562200)

[Staff Domain 190](#_Toc490562201)

[Staff Template 191](#_Toc490562202)

[Staff Snapshot Template 215](#_Toc490562203)

[Staff Assignment Template 229](#_Toc490562204)

[Staff Development Fact Template 233](#_Toc490562205)

[Staff Compensation Template 238](#_Toc490562206)

[Staff Attendance Template 242](#_Toc490562207)

[Student Domain 249](#_Toc490562208)

[Student Template 250](#_Toc490562209)

[Student Snapshot Template 281](#_Toc490562210)

[Migrant Student Template 310](#_Toc490562211)

[Transportation Domain 314](#_Toc490562212)

[District Fact Template 315](#_Toc490562213)

[Vehicle Mileage Template 319](#_Toc490562214)

[Vehicle Snapshot Template 322](#_Toc490562215)

[Other Relevant Documentation 326](#_Toc490562216)

Revision History

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| Revision Number | Date | Comment |
| 12.1 | 06/20/2017 | PED First Release |
| 12.2 | 07/10/2017 | Revised Summary of Changes for Withdrawal Codes and Infraction FAQs |
| 12.3 | 07/12/2017 | NMPREK changes in “Summary of Changes for 2017-18 STARS Manual, v12.2”.   NMPREK enrollment now requires QUARTERLY submissions versus MONTHLY. NMPREK enrollment (Programs Fact) will now be submitted at these snapshot dates: K3P (9/1), 40D, 80D, 120D & EOY. The first submission will now be Mid-October versus the previous July or August 5th, depending on when school started.  Revised business rules for “enrolled in U.S. schools.” |
| 12.4 | 8/4/17 | NMPREK changes to ***Appendix Z03-NMPREK***:   * Clarified the 9/1 (versus 7/15) snapshot submission process. NMPREK data must be submitted to the 9/1 snapshot date by October 1st and will only consist of these 3 templates: ***STUDENT, STUDENT SNAPSHOT & PROGRAMS FACT (*not *SCHOOL ENROLLMENT)*** * Added FAQ regarding how to calculate if student is 4 years old at Midnight Sep 1   CCRB changes:   * Deleted course code 1622 and modified course descriptions for 0344, 0346, 0347, 1615 & 1662.   Bilingual changes:   * Revised course descriptions for 1062 and 1063 * English Language Status Code not required for grade PreK   Specials Education changes. |
| 12.5 | 8/15/17 | School Changes 2018 - Other important notes about the 2017-2018 Data Collections include:   * Added missing 7/15 snapshot & NMPREK 10/1 submission requirement for 9/1 snapshot   Added STUDENT template FAQ #8, regarding “How to report Charter & Home School students participating in a district activity” versus “Home School students taking less than 3 classes.”  Vol 2 Appendix W table – Career Technical Crosswalk of National & State Career Clusters by STARS Course Codes – updated for new year  In COURSE INSTRUCTOR, added new Class Period value PO for Pull-Out courses.  Vol 2 Appendix Z02 – Early Childhood Observation Tool (ECOT) Roster Submission   * In the prekindergarten programs (PK) section which identifies various PK program codes, a NOTE was added at the end of the section stating PROGRAMS FACT data pertaining to prekindergarten students will be collected at 40D, 80D, 120D & EOY instead of at 7/15. |
| 12.6 | 10/18/2017 | Title I Programs Template no longer required for Title I Part A Targeted Students or Title I Part D Students– page 158  Program Fact Template Field 16 – Program Comment no longer used for ELL/Title III student’s language support services – see page 146 of this volume and page 116 of Volume 2  IDEAL added back as a valid value to support LEAs that had it coded in their SIS. Note if you are using CANVAS use Other. Page 125 of volume 2 |

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| Summary of Changes for the 2017-2018 STARS Manual, v12.1 |

Changes are highlighted in purple throughout the manuals.

**Volume 1**

**7/15 Open Year Round snapshot data collection window in STARS:**

**Purpose:** To allow collection of data falling outside the normal snapshot dates of 40 day, 80 day, 120 day & End-of-Year (EOY). It’s a different type of snapshot date collection than the others because it depicts a real-time Student Information System (SIS) data environment at the time of data submission. It’s used as a data transfer mechanism to feed other systems to keep them up-to-date. It’s not cumulative and should reflect the most up-to-date data at the time of submission. Real-time data will be extracted throughout the year and submitted to the 7/15 snapshot date. STARS Coordinators will be able to perform their own data deletes in PRODUCTION for this 7/15 snapshot date. It’s best to work in TEST to get your data as clean as possible before submitting it to PRODUCTION (where it will be transferred to other systems).

**Data collected for:**

* NMEPIC End-of-Course Exam (EOCs) class rosters will now be reported during the Fall and the Spring to this new snapshot date and will no longer be reported to snapshot dates 9/15 for Fall EOCs and 4/1 for Spring EOCs. The NMEPIC data collection is used to generate class rosters in EPIC so testing coordinators may schedule students to take online EOCs. These online EOC test scores are retrieved from the EPIC database and loaded into ASSESSMENT FACT by PED, not the schools.
* Early Childhood Observation Tool (ECOT) class rosters for all prekindergarten and kindergarten students reported to STARS will be generated from this new 7/15 snapshot date

**Assessment Domain Changes:**

Several assessment changes that relate to the screening of potential English Learners have occurred this year.

The NMELPAPT is referred to as the English Language Proficiency Screener and is only for grades 1-12.

The screening and placement tool for Kindergarten is the WAPT. There are three domains for this assessment.

* Listening and Speaking (40th day and only for new students thereafter)
* Reading (120th day and only for new students thereafter)
* Writing (120th day and only for new students thereafter)

The Language Usage Survey (LUS) is used to identify potential EL students based on the parental responses regarding the child’s use of language. Submit on the 40th day and only for new students thereafter.

**Attendance Domain Changes:**

* Truancy data, submitted in the Student Daily Attendance template, will now be collected at each of the standard reporting periods (40D, 80D, 120D and EOY) to cover the entire school year.
* In addition two new codes were added to enable districts and charters to report excused absences for religious or cultural observance.
  + **EHDCO = Excused Half Day Absence Cultural Observance**
  + **EFDCO = Excused Full Day Absence Cultural Observance**

**Bilingual Multicultural Education Bureau Changes:**

English Learners were referred to as ELL or English Language Learners. Starting in SY2017-18 they will be referred to as English Learners. However the code will not change. It will remain as ELL.

The program referred to in prior years as Bilingual Education Program will now be called the Bilingual Multicultural Education Program. The code BEP will remain for this school year.

There are **Bilingual Multicultural Education Bureau** related changes in the Assessment area. Please refer to it for more information.

**Course Instructor Template:**

* Field #18 CLASS PERIOD, added new required field
  + Valid Values
    - **AM** (Morning); **PM** (Afternoon); **FD** (Full-day); **SEM** (Semester); **TRI** (Trimester); **YR** (Year-long); **BLK** (Block Scheduling); **SP** (Self-paced); **QTR** (Quarter); **PO** (Pull-out)
  + Business Rules
    - Required field for all classes at all reporting periods which contain COURSE domain data
    - If student grade level = PK, then CLASS PERIOD must be AM, PM or FD.
  + Purpose
    - Used in the Early Childhood Observation Tool (ECOT) application to produce separate teacher’s class rosters if teaching both AM and PM classes
    - Also used in School Grading and Teacher Effectiveness for providing additional detail regarding the types and lengths of classes

**Course Enroll Template:**

* Field #18 SPECIAL PROGRAM CODE, added new value to existing field
  + New Value
    - **P** (PEER)
  + Business Rules
    - If SPECIAL PROGRAM CODE = P then Student Snapshot Student Grade Level must be PK. Special Ed course code should be 0033 or 0044.
  + Purpose
    - PEER refers to a Preschool Peer Model and is used to identify the general ed mentoring student in a 0033 or 0044 Special Ed class.

**EDM or DQE (Data Quality Engine) validation changes:**

**NMPREK funded students must be exactly 4 years of age by midnight on September 1 of the current school year (cannot be 3 or 5):**

* **PROGRAMS FACT and STUDENT SNAPSHOT templates:** If Programs Fact field #5 Programs *Code* = “NMPREK” then student must be exactly 4 years old by midnight on September 1 of the current school year. Use date-of-birth from Student Snapshot to calculate age.

**NMPREK funded students must be grade level PK:**

* **PROGRAMS FACT and STUDENT SNAPSHOT templates:** If Programs Fact field #5 Programs *Code* = “NMPREK” then student’s grade level must be PK (PreK).

**PreK Program Codes only apply to PreK students:**

* + **PROGRAMS FACT and STUDENT SNAPSHOT templates:** If Programs Fact field #5 Programs *Code* is NMPREK, HEADST, T1APK, 3Y, 4Y or FACE, then Student Grade Level in Student Snapshot must be PK.

**NMPREK funded students must be reported in correct PreK course Codes to verify licensure:**

* **PROGRAMS FACT and COURSE ENROLL templates:** If Programs Fact field #5 Programs *Code* = “NMPREK” then state’s 4-digit course code in COURSE ENROLL must be ‘0034’ or ‘0044’.

**PEER only applies to PreK students:**

* **STUDENT SNAPSHOT and COURSE ENROLL templates:** If COURSE\_ENROLL.SPECIAL\_PGM\_CODE=P (PEER), then Student Grade Level in Student Snapshot must be PK.

**PreK course codes only apply to PreK students:**

* **STUDENT SNAPSHOT and COURSE ENROLL templates:** If COURSE\_ENROLL.SPECIAL\_PGM\_CODE=P (PEER), then Student Grade Level in Student Snapshot must be PK.

**Class Period must be AM, PM or FD for PreK students:**

* + **STUDENT SNAPSHOT and COURSE INSTRUCTOR templates:** If Student Snapshot Grade Level=PK then CRSE\_INSTRUCT\_SNAPSHOT.CLASS\_PERIOD must be AM, PM or FD.

**PreK funded students cannot be reported taking course 0035, which represents a course taught by a non-certified PreK teacher:**

* + **PROGRAMS FACT and COURSE ENROLL templates:** If 1st 4 characters of COURSE\_ENROLL.COURSE\_CODE are 0035, then student’s PROGRAMS\_FACT Programs Code cannot be NMPREK, T1APK, 3Y or 4Y. Use 0035 for HEADST and FACE.

**Programs Fact:**

* Field #5 PROGRAMS CODE, added new code for PreK
  + **HEADST** (Head Start)
* Field #18 PARTICIPATION INFO CODE, added 2 new codes for NMPREK
  + **450HR** (450 hours represents a 1/2 day funded NMPREK student)
  + **900HR** (900 hours represents a full-day funded NMPREK student)

Business rule

* + When field #5 PROGRAMS CODE = NMPREK then field #18 PARTICIPATION INFO CODE will require a value of **450HR** (1/2 day NMPREK funded student) or **900HR** (full-day NMPREK funded student).
  + Quarterly (at 9/1, 40D, 80D, 120D and EOY) NMPREK funded students for enrollment purposes must be submitted to the following templates:
    - STUDENT, STUDENT SNAPSHOT & PROGRAMS FACT

Important: NMPREK funding will no longer be adjusted mid-year based on STARS enrollment data. Because of timing issues regarding when PED is required to report data to the Human Services Division (HSD), we will no longer collect this at 7/15 but will now collect the data at 9/1 (Preliminary 1st quarter), 40D 1st quarter, 80D 2nd quarter, 120D 3rd quarter & EOY 4th quarter.

**Special Education Bureau Changes:**

| * Refer to section “Changes for School Year 2018” below:   + **Discipline Domain**   + **Special Education Domain** |
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**Student Domain Changes:**

**In** [**Student**](#OLE_LINK2) **and Student Snapshot, field 125, Years in US Schools has changed from reporting a 3 year length of time to 12 months, not consecutive, excluding grade PreK.**

**In** [**Student**](#OLE_LINK2) **and Student Snapshot, field 113, English Language Status code is no longer required for grades PreK. It is still required for all other grades.**

**Student Infraction Template Changes:**

**Field #7 – Infraction Code**

**Additions**

* **15 - Bullying or Harassment on the basis of race, color, or national origin**
* **16 - Bullying or Harassment on the basis of disability**

**Revisions**

* **12 - Sexual Harassment (includes bullying on the basis of sex)**
* **14 – Bullying and or harassment not based on sex, race, color, national origin or disability**

**Volume 2**

**Appendix A – Course Codes - New, Changed and Deleted Course Codes for 2017-18:**

* Added 19 new Course Codes for College and Career Readiness Bureau & PreK. Also modified 31 & deleted 24 course codes for College and Career Readiness Bureau.

**Appendix D**

**Other Code Sets, 11. Enrollment Code:**

* Clarified W2 withdrawal code
* Added E3 for students enrolling from BIE schools
* Removed Withdrawal Reason Codes 11-18 and W 24

**Other Code Sets, 16. Programs Code:**

* HEADST – Added new Head Start Prek code
* NMPREK – Modified description due to new funding reporting requirement

**Other Code Sets, 17. Participation Info Code (Programs Fact – field #18):**

* 450HR – Added new NMPREK half-day funding code
* 900HR – Added new NMPREK full-day funding code

**Other Codes Sets, 24. Career Technical Industry Certification Codes (CTE Student Industry Credential Field #7)**

* Added new codes 148-163

**Appendix E – License Requirements**

* Secondary Teacher License (300) expanded to include 6th graders
* Audiologist Licensure change – Audiologist Staff Assignment Codes now require an Audiologist license
* BEP Language for Native Speaker licensure change for course codes 1271-1273 (Language for Native Speakers)

**Appendix J – Highly Qualified Teacher**

* Highly Qualified Teacher (HQT) reports will still be available in STARS Reporting, but The PED will no longer require Individual Plans (IPs) be sent to Title II. The PED will not be monitoring the HQT reports. However, the Licensure Bureau will continue to monitor the Licensure Discrepancy reports (both for courses and staff assignments).

**Appendix Z01 – New appendix - 7/15 (Open Year Round) Snapshot Date**

**Appendix Z02 – New appendix - Early Childhood Observation Tool (ECOT)**

**Appendix Z03 – New appendix - NMPREK Program**

**Appendix Z04 – New appendix - NMEPIC – Online End-of-Course Exams in EPIC Application**

* For NMEPIC participating schools, class roster data will now be submitted twice a year (Fall & Spring) to the new snapshot date 7/15 (Open Year Round), which replaces the Fall 9/15 and Spring 4/1 snapshot date submissions.

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| Introduction |

Purpose

The Student Teacher Accountability Reporting System (STARS) is a collaborative effort of the New Mexico Legislature, Public Schools and the Public Education Department (NMPED). STARS is a comprehensive student, staff, and course information system that provides a standard data set for each student served by New Mexico’s 3Y/4Y – Grade 12 public education system.

STARS serves multiple purposes. These are to:

* Meet the current PED and USDE federal reporting requirements;
* Improve education decision-making through the use of high quality decision support tools;
* Provide a longitudinal data system (LDS) of student progress and educational history over time; and
* Report timely and accurate education data to state and federal education stakeholders.

STARS uses the eScholar data warehouse which integrates detail student, staff, and course information via a standard set of templates that provide a consistent format for loading data from various student information systems used in public school districts or charter schools.

Note: Changes pertaining to the NEW School Year are reflected by colored shading.

Family Educational Rights and Privacy Act

Student education records are official, confidential documents protected by the *Family Educational Rights and Privacy Act* (FERPA, 20 USC 1232g). FERPA defines education records as all records that schools or education agencies maintain about students, and protects both paper and computerized records. FERPA and other privacy laws (such as Title I, Special Education, and the NM Manual on Protecting Student Information) ensure that information about citizens collected by schools and government agencies is released only for specific and legally defined purposes.

Under FERPA Sec. 99.31 and 99.35, education agencies may release personally identifiable information to the NMPED for the purposes of auditing and evaluating education programs and complying with federal and state regulations. Please see **Volume 2, Appendix F** for additional summary information on [FERPA](#ferpa).

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| SY2018 Reporting Dates |

**Reporting dates are established by New Mexico state statute to meet various purposes including public school funding.**

| **School Year 2017-2018 Reporting Dates** | | | | | | | | |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **eScholar Domain** | **eScholar Template** | **K3 Plus/NMPREK** | **40D** | **80D** | **120D** | **Accountability** | **EOY** | **Summer School Collection** | **7/15 Open Yr Round** |
| **Academic Record** | Student Award Fact |  |  |  |  |  | X |  |  |
| **Assessment** | Assessment Fact |  | X | X | X |  | X |  |  |
| **Attendance** | Student Daily Attendance | X | X | X | X |  | X |  |  |
| Student Summary Attendance |  | X | X | X |  |  |  |  |
| **Career & Technical Education** | CTE Student Industry Credential |  | O | X | O |  | X |  |  |
| **Courses and Grades** | Course | X | X | X | X |  | X |  | X |
| Course Instructor | X | X | X | X |  | X |  | X |
| Student Course Enrollment | X | X | X | X |  | X |  | X |
| Student Grades |  |  | O | O |  | X\*\* |  |  |
| **Discipline** | Student Infraction |  | X | X | X |  | X | O |  |
| Student Infraction Response |  | X | X | X |  | X | O |  |
| **Enrollment** | School Enrollment |  | X | X | X |  | X | O |  |
| **Groups and Programs** | Programs Fact | X | X | X | X | X | X | X |  |
| Programs Qualification |  | X | X | X |  | X |  |  |
| Student Group Fact |  | O | X | X |  | X |  |  |
| Title I Programs |  | O | O | O |  | O | O |  |
| **Special Education** | Special Education Snapshot |  | X | X | X |  | X |  |  |
| Special Education Events |  | X | X | X |  | X | X |  |
| Special Education Services Fact |  | X | X | X |  | X |  |  |

| **Staff** | Staff | X | X | X | X |  | X |  | X |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Staff Assignment |  | X | X | X |  | X |  |  |
| Staff Compensation |  | X | X | X |  | X |  |  |
| Staff Snapshot | X | X | X | X |  | X |  | X |
| Staff Development Fact |  | X |  | X |  | X |  |  |
| Staff Attendance |  |  |  |  |  | X |  |  |
| **Student** | Student | X | X | X | X | X | X | X | X |
| Student Snapshot | X | X | X | X | X | X | X | X |
| Migrant Student |  | X | X | X |  | X | X |  |
| **Transportation** | District Fact |  |  | X | X |  |  |  |  |
| Vehicle Mileage |  |  | X | X |  |  |  |  |
| Vehicle Snapshot |  |  | X | X |  |  |  |  |

X = Required O = Optional

X\*\* = Submittal of grades is optional at 80D and 120D, but ALL grades (40D, 80D, 120D, and EOY grades) are required by EOY.

Districts and charter schools are required to use Standardized Reporting dates to submit the required templates for each reporting period. Districts and Charter Schools will have a ten (10) business day window in which to submit their data.

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| Deleting Data |

Please reference Appendix O in STARS manual Volume 2 to get information about data deletions. Appendix O contains documentation on both record and template deletion protocols and processes.

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| Students To Be Reported in STARS |

All students enrolled in a public or charter school shall be reported in STARS. Special Education and Title1 prekindergarten students will be included with a PK grade and the appropriate program code. Please see the [template section](#templates) of this document. Students to be reported are determined as follows:

Duplicate IDs

In the case of a duplicate student, the district or charter where the student is actually attending on the reporting date is the entity that will report the student as enrolled for the reporting period in question.

Examples:

1. Student enrolls in District A at any time prior to 40D.  Student enrolls in District B two days prior to 40D.  Even if the student has not notified District A of withdrawal nor been unenrolled in District A, the student is attending District B.  District B reports the student for 40D
2. Student enrolls in District A at any time prior to 40D.  Student enrolls in District B on 40D. Even if the student has not notified District A of withdrawal nor been unenrolled in District A, the student is attending District B.  District B reports the student for 40D
3. Student enrolls in District A at any time prior to 40D.  Student enrolls in District B one day after 40D. Even if the student has not notified District A of withdrawal nor been unenrolled in District A, the student is attending District A.  District A reports the student for 40D.

The above examples use 40D in the scenarios, but the rule is valid for all other reporting periods.

0 - 2 Year Olds

The following describes which children ages 0 through 2 should be reported.  Use GRADE LEVEL PK.

1. Title 1 Part A-Neglected, Title 1 Part D, and Title 1 Part C Migrant Education Students that have been identified thought the Certificate of Eligibility Process. Note: Your Federal, Title 1 or Migrant Education Program Director will provide a list of these students.
2. Homeless Students served by McKinney Vento Homeless program Funds

K - 12th Grades

All qualified students shall be reported.  A qualified student is a public or charter school student who:

1. Has not graduated from high school
2. Is regularly enrolled in ***one-half or more*** of the minimum course requirements approved by the department for public or charter school students
3. Is at least five years of age prior to 12:01 a.m. on September 1 of the school year
4. Has not reached his or her twenty-second birthday on the first day of the school year and is receiving special education services pursuant to the regulation of the school board (NMSA 1978 22-8-2 M).
5. Students enrolled in home schools or private schools that are receiving Special Education or Title I services at public expense

Out-of-School Youth (OS)

**For use ONLY in STUDENT file.**

Students that are served by Title I Part D, Title I Part A, Neglected, Title I Part C, Migrant Education, or McKinney Vento Homeless but are not in school or an off-site program will be reported in STARS. They will have the code **OS** in field 10 - “**CURRENT GRADE LEVEL”**.

Out-of-school means youth up through age 21 who are entitled to a free public education in the State but are not currently enrolled in a K through 12 institution.  This could include students who have dropped out of school, youth who are working on a GED outside of a K through 12 institution, and youth who are “here-to-work” only.  It does not include preschoolers.

“OS” current grade level does NOT include students receiving special education or gifted services. Both [STUDENT].[Special Education], field #38 and [STUDENT].[Gifted Participation Code], field #80 must = N.

3Y and 4Y Programs

The 3Y and 4Y preschool setting provide Special Education services to pre-school age children. The specific programs are defined below.

* 3Y Program Preschool Setting – Students in this program are 3 years old by the last day of school and receive Special Education (federal or state), Even Start or Title IA Services.
* 4Y Program Preschool Setting- Students in this program are 4 years old by the last day of school and receive Special Education (federal or state), Even Start or Title IA Services.

**Note**: Students that are placed in a 4Y preschool program through an IEP or if the IDEA-eligible student turns 5 years of age after 12:01 a.m. on September 1st of the school year, the student needs to be reported in a 4Y program. If the IEP team decides that a student with a Developmental Disability would benefit from another year of preschool, the student may continue to be placed in the preschool setting through the IEP process.

K3 Plus Summer Program

All students enrolled in the 25 day K3P summer program must be reported in the K3P collection in September.

Reporting Homeless

Section 725 of the McKinney-Vento Act, as amended by the ESSA, defines the following terms:

(a) *Homeless children and youths* mean individuals who lack a fixed, regular, and adequate nighttime residence. The term includes—

(1) Children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; or are abandoned in hospitals.

(2) Children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings.

(3) Children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and

(4) Migratory children (as defined in section 1309 of the Elementary and Secondary Education Act of 1965, as amended), who qualify as homeless because they are living in circumstances described in this definition.

(b) *Enroll and enrollment* include attending classes and participating fully in school activities.

(c) *Unaccompanied youth* includes a homeless child or youth not in the physical custody of a parent or guardian.

Report a homeless individual not currently attending NM K-12 Public Schools who meets any one of the following requirements:

* is a member of a family in which one or more of the family members is a New Mexico PK – 12 student who is enrolled in a public, charter, central office, homebound/hospital or state supported school. (Do not include private or home school students).
* is age 0 to 2 and not yet eligible for public education.
  + **Use PK for student grade.**
* is of any age and eligible for public education, but is not currently enrolled in NM K-12 Public Schools.
  + **Use OS for student grade.**
* Enter in **STUDENT** template **only** with the same information as you would a regular student.

Home Schooled Students

Home School Students enrolled in district classes must be reported specifically as follows:

* Students must be reported in the **STUDENT** template. Do not submit in Student Snapshot.
* Home school students that are taking classes at a district should have **HOME SCHOOLED INDICATOR (field #188) = “Y”.**
* Submit a **STUDENT COURSE ENROLLMENT** record for each class that the Home school student is taking at the district
* Each home school student should be taking less than 50% of a full academic load at the specific district they are attending.

Home Schooled Students participating in district activities must be reported specifically as follows:

* Students must be reported in the **STUDENT** template.  Do not submit in Student Snapshot.
* Home school students that are participating in district activities should have **HOME SCHOOLED INDICATOR (field #188) = “Y”.**
* Submit a record in **PROGRAMS FACT** template, **PROGRAM CODE (field #5) = “HSDA”**.

|  |
| --- |
| Staff To Be Reported in STARS |

Staff Records are records created for all staff at a school or district. Staff data is used for verifying licensure, determining class loads, reporting related services (ancillary) personnel, Teacher Effectiveness, and funding of non-certified FTEs.

**Staff should be reported as follows:**

Certified Staff

**Certified staff meeting one or more of the following must be reported:**

* Teaching or supervising an instructional program
* Counseling or providing special instructional services in a public school or state agency
* Delivering Special Education services to students aged 3-21 at public expense
* Delivering services to students ages three and four
* Administering in a public school
* Serving as Business Managers
* Educational Assistants
* Coaches

Non-Certified Staff

**Non-certified staff meeting one or more of the following must be reported:**

* Supervising/directing business offices, data processing, facilities, food service, health and transportation
* Providing administrative support in the business office, clerical, data processing and secretarial areas
* Providing support to the teaching and administrative duties of the office of the principal or department chairperson
* Providing support in all other categories such as maintenance, security, cafeteria, bus drivers not on contract, etc.

Related Service Providers

Related service providers (also referred to as Instructional Support providers or Ancillary Service providers) includes anyone who provides services for a public school or state institution as a school counselor, school social worker, school nurse, speech-language pathologist, psychologist, physical therapist, physical therapy assistant, occupational therapist, occupational therapy assistant, recreational therapist, interpreter for the deaf, and diagnostician.

Substitute Teachers – Long Term

Long term substitute teachers are substitute teachers that are teaching students in a single class room for 4 or more consecutive weeks (not to exceed 45 days).

**How to report LONG TERM Substitute Teachers:**

* In STAFF and STAFF SNAPSHOT, Staff Qualification Status Code = S (LONG TERM)
* Report LONG TERM Subs in COURSE INSTRUCTOR (not Short Term Subs)
  + Primary Instructor will be Staff ID of Long Term Sub
* In the License Discrepancy Report, substitute teachers are considered properly licensed if a Substitute Teaching license is found (or if a teaching license is found) for their Staff Assignment(s)
  + endorsements for courses are not checked (only valid licensure based on their Staff Assignment Code is required)
  + For example, since a 502 Educational Assistant license is NOT considered a “Teaching” license, people holding this license must obtain a Substitute Teaching license to avoid a license discrepancy when reported as a substitute teacher.
* In STAFF ASSIGNMENT, at least one TEACHING staff assignment code must be reported.
  + **Location Codes must match between STAFF ASSIGNMENT and COURSE INSTRUCTOR**
  + Typical Staff Assignment Codes to report for substitute teachers are: 20 Kindergarten Teacher; 21 Elementary Teacher; 22 Junior High/Middle School Teacher; 30 Secondary Teacher. Note: There is not a staff assignment code depicting Substitute Teacher.
* In the Highly Qualified Teacher Report, both Long Term and Short Term Substitute Teachers are omitted.

Substitute Teachers – Short Term

Short term substitutes are teaching classes for less than 4 consecutive weeks.

**How to report SHORT TERM Substitute Teachers**:

* In *STAFF* and *STAFF SNAPSHOT, Staff Qualification Status Code* = T (SHORT TERM)
  + These are the ONLY templates to be submitted for Short Term Subs
  + Typically, Location Code=000 (District Office) will be reported since teaching is sporadic between schools
  + FTE will also be sporadic; therefore, won’t include short term subs in the STAFF ASSIGNMENT template
* Short term Subs will NOT be reported in the COURSE INSTRUCTOR template

Substitute Teachers FAQs

**How to report Substitute Teachers in relation to their Teaching Years Experience:**

* In *STAFF* and *STAFF SNAPSHOT*, there are two TEACHING YEARS EXPERIENCE fields
  + Do not include “Substitute Teaching” years experience in these fields
  + It’s not necessary to submit TEACHING YEARS EXPERIENCE for Substitute Teachers
    - Therefore, value may be 0 for those people coded as Substitute Teachers

**Should Substitute Teachers be reported as Exited Teachers?**

* If a “Substitute Teacher” leaves your district, do not report as an Exited Teacher
  + Substitute Teachers aren’t considered “Active” teachers for purposes of 3-tier licensure
* If a “teacher” RETIRES and returns as a Substitute Teacher, report as an EXITED TEACHER in the year they retired
  + Termination Code 07 (Retired)
  + In this case, will be reported in the same year as both an EXITED TEACHER and a SUBSTITUTE TEACHER (Note: Exited Teacher reports handle this scenario and will list the exited teacher as such and will not result in an error of STILL TEACHING.)

Exited Teachers

Please report the following data elements in the STAFF template for Exited Teachers:

* District Code
* Staff ID
* Middle Initial
* Location Code (Last worked Location Code)
* Gender Code
* Ethnic Code Short
* Exit Date
* Teaching Years Experience (Total)
* Birth Date
* Teaching Years Experience in District
* Highest Degree Earned
* Staff Qualification Status Code (Last reported value)
* Annual Salary(Last reported value in STAFF SNAPSHOT)
* Termination Code
* First Name Long
* Last Name Long
* Race or Ethnicity Subgroup
* Highest Degree Institution Code
* Baccalaureate Degree Institution Code

LOCATION is a mandatory field.  Please report 000 (district office) if the location code is unknown. For retired teachers, please report their Primary Location Code, from their last STAFF SNAPSHOT record.

All STAFF template data related to Exited Teachers should remain as originally submitted with two exceptions: add the Termination Code and the Exit Date. Note the Exit Date is mandatory as of 2010. Exited teachers may now be reported at any time upon exiting and will no longer require reporting at EOY only. **For better quality Exited Teacher data, it’s best to review the Exited Teacher reports during the 120th day submissions and correct the data at that time.** This will allow teachers who have left your district or charter but are still inadvertently being submitted in the 120th day Staff Snapshot and Staff Assignment templates (as TEACHERS) to be removed at this point in time. Waiting until the EOY to clean-up exited teachers may create inaccurate data in STARS because the 120th day cannot be reopened to delete these records at End-of-Year (EOY). Note: the Exited Teachers are determined between the 120th days; therefore, the Exited Teacher cutoff date ends YYYY-03-01 of the current school year. The reason exited teacher rates are based on the 120th day is because if a teacher worked 3/4s of the year or more, then their Exited Teacher Rate will apply to the following year, and not the year they worked most of the year (such as the case with retirees). The Exited Teacher Rate is determined by Number of Exited Teachers/Number of Teachers found between the 120th days.

The *Staff Snapshot* template intentionally does not include the Termination Code or Exit Date fields. Beginning with the 2010 school year, data in the *Staff Snapshot* template will be comprised only of staff members that are active at a point-in-time; therefore, if a teacher has exited, they will no longer be submitted in the *Staff Snapshot* template, but only in *Staff*.

**Issue:** If the *Exited Date* of teacher falls between the “actual” 120th day (2nd Wednesday in February) and 3/1 (120th day Snapshot Date available in STARS), then these will inadvertently appear on the ***Exited Teacher-Exception*** report as STILL TEACHING on 120th day. These may be ignored and won’t be able to be picked up on the ***Exited Teacher-Verified*** report.

Dummy Staff IDs

Dummy Staff IDs have meaning in STARS and are used in the program logic to bypass Licensure checks.

**Valid Dummy Staff IDs:**

* 555555555 = Religious Studies
* 777777777 = Dual Credit/Concurrent Enrollment
* 888888888 = Distance Learning/Computer-based/IDEAL-NM

**Business Rules:**

* Dummy Staff IDs are only to be reported in the COURSE INSTRUCTOR template in the Primary Instructor ID (field #8)
  + Because this field requires the *Staff ID* of the *Primary Instructor* exist in the STAFF template for the related *District Code*, PED preloads all dummy Staff IDs in STAFF for all district codes (including State Charters).
  + Dummy Staff IDs will not be reported by school districts (charters) in ANY templates other than COURSE INSTRUCTOR. They will not be reported in STAFF, STAFF SNAPSHOT or STAFF ASSIGNMENT because they are NOT employed by your school district as teachers. They are reported as such because the COURSE INSTRUCTOR template requires a Primary Instructor ID. Dummy Staff IDs are unlike a “teacher of record” who must be identified for verifying licensure and assigning Teacher Effectiveness ratings. When Dummy Staff IDs are used, the teacher is unknown to PED, and must only be used in certain situations.
* NEVER report Staff ID 999999999to STARS. This is not a “valid” dummy Staff ID. It will result in a Licensure Discrepancy or not HQT (not Highly Qualified Teacher) if associated with a *Staff Assignment Code* or *Course Code*.
  + 999999999 is only used in PED’s Licensure Database when SSNs are not provided on applications. These SSNs do NOT get transferred to STARS since they are not unique to staff. If hired at a school, HR will need to contact The PED Licensure Bureau to have their correct SSN entered to avoid a Licensure Discrepancy.

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| Data Submission for State Supported Educational Programs |

State Supported Education Programs (SSEP's) must submit data on students receiving Special Education services at public expense. Additionally, staff members serving publicly-funded Special Education students must be submitted. The specific template requirements are listed below.

The following templates must be submitted for students:

* Assessment Fact *(if applicable)*
* Student
* Student Snapshot
* Programs Qualification *(if applicable)*
* Programs Fact *(if applicable)*
* School Enrollment (*if applicable*)
* Special Education Events *(if applicable)*
* Special Education Services Fact *(if applicable)*
* Special Education Snapshot *(if applicable)*
* Student Daily Attendance *(if applicable)*
* Student Summary Attendance
* Title I Programs *(if applicable)*

The following templates must be submitted for staff serving publicly-funded Special Education students:

* Staff
* Staff Snapshot
* Staff Assignment

The following templates do not need to be submitted by SSEP's

* Course
* Course Instructor
* Student Course Enrollment
* Staff Compensation
* School Enrollment
* Student Infraction
* Student Infraction Response
* Student Grades

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| Changes for School Year 2018 |

There are several changes related to data collection and reporting requirements for school year 2017. The sections below provide information on those changes.

Standardized Reporting Dates

The Standardized Reporting dates for the 2017-2018 School Year are listed below. The 2011 legislative session (HB 289) changed the “second reporting period” from the second Wednesday in December to “December 1 OR the first working day in December” as the second reporting date for which membership is reported. HB 289 further defines the 10 days for data submission by school districts and charters schools as “working” days.

Districts and state-chartered schools are required to use Standardized Reporting dates to submit the required templates for each reporting period. Districts and Charter Schools will have a ten (10) working day window in which to submit their data.

The Standardized Reporting Dates for 2017–2018 are as follows:

* First reporting period (40 Day) = Second Wednesday of October (10/11/2017)
* Second reporting period (80 Day) = December 1 (12/01/2017),or the first working day in December
* Third reporting period (120 Day) = Second Wednesday of February (2/14/2018)
* Fourth is at your respective End-of-Year (EOY) date

Regardless of your actual 40th day for the 2017-18 school year, your school and/or district data should be pulled and reported as of the specific standardized reporting dates listed above. So, for example, submit your data as it exists on 10/11/2017 using the *logical* reporting date of 2017-10-01 (40D).

As in previous years, STARS will continue to track *logical* reporting dates *represented* as:

K3P = YYYY-09-01

40D= YYYY-10-01

80D= YYYY-12-15

120D = YYYY-03-01

ACCOUNTABILITY = YYYY-04-20 (Note: Data for this submittal MUST be extracted from LEA systems as of YYYY-04-21 using a Snapshot Date (STUDENT SNAPSHOT field # 83 and PROGRAMS FACT field # 6) of YYYY-04-20)

STAFF ATTENDANCE = YYYY-07-01 (Start Date) and YYYY-06-30 (End Date)

EOY= YYYY-06-01

SUMMER SESSION = YYYY-06-29

Other important notes about the 2017-2018 Data Collections include:

* Open Year Round = YYYY-07-15
  + For ECOT & NMEPIC class roster submissions
* The K3P collection will open 09/05/2017 for SY2018
  + NMPREK data must be submitted by 10/1 with a 9/1 snaphot date within this open window
* The Special Education Data Collection will continue to be on our “logical” 40 Day data collection (October 11, 2017).
* Accountability data collection will open 04/21/2018 for SY2018.
* The Summer Session collection is required for districts that hold summer session. The snapshot date is 2018-06-29. The submission window will be open upon request.

Several of the templates contain snapshot or reporting date fields. Since these are date fields (rather than character fields) a standard set of dates have been developed to *represent* each reporting period. (40D, 80D, etc.) These dates are shown above and remain consistent with what has historically been reported in STARS. It is important to remember that these are just *representations* for the specific reporting periods in the database. For example, the standardized 40th Day Date for all districts during the 2017-2018 school year is 10/11/2017, but will be represented as a snapshot date as 2017-10-01. This does not mean that a district must report data *as of* 10/1/2017, but rather, report data for your district and school as of 10/11/2017.

The standardized reporting snapshots will mean that a unique student ID number can belong to only one specific location on October 11, 2017 (and subsequent snapshots), for example, an individual student can no longer be resident in more than one districts’ / schools’ 40th day date as has been the case in the past.

Districts and/or Schools should run the District and Location Reports > General Reports >[EXCEPTION - Student ID Duplicates](https://eui.ped.state.nm.us/sites/stars/prod/Public%20Folders/eScholar%20Framework%20-%20Verify/District%20and%20Location%20Reports/General%20Reports/EXCEPTION%20-%20Student%20ID%20Duplicates.rdl?CSRT=6415976872346230384) Report to identify duplicate students and work together to resolve the reporting between claiming locations. PED will work with districts and/or schools to identify and resolve any duplicate ID number issues with this new reporting scheme. This may include requests for the assignment of new ID numbers where student ID number duplicates are found across multiple locations.

Data Collection

NMPED will require new or updated data collections for SY2018 as a result of changes to state and federal laws or their reporting requirements. The tables below indicate new or changed data fields to be reported in STARS. Even though some fields may be new to STARS, not all changes will require districts to collect new data fields. Data fields that are identified in the tables below as not requiring new data collection are either constant values required by eScholar’s warehouse or data elements that were captured in a similar nature in previous collections outside STARS. Please see the appropriate templates section for details on the descriptions of the fields, data formats, and sizes.

| **Attendance Domain** | | | |
| --- | --- | --- | --- |
| **Field** | **General Description** | **Template** | **Requires New Data Collection** |
|  |  |  |  |

| **Assessment Fact Domain** | | | |
| --- | --- | --- | --- |
| **Field** | **General Description** | **Template** | **Requires New Data Collection** |
|  |  | **Assessment Fact Template** | **NO** |

| **Career & Technical Education Domain** | | | |
| --- | --- | --- | --- |
| **Field** | **General Description** | **Template** | **Requires New Data Collection** |

| **Course and Grades Domain** | | | |
| --- | --- | --- | --- |
| **Field** | **General Description** | **Template** | **Requires New Data Collection** |
| **COURSE SPECIAL PROGRAM CODE #18** | Added valid value   * P = PEER | **STUDENT COURSE ENROLLMENT** | **NO** |
| **CLASS PERIOD #18** | Values:   * AM = Morning * PM = Afternoon * FD = Full-day * SEM = Semester * TRI = Trimester * YR = Year-long * BLK = Block Scheduling * SP = Self-paced * QTR = Quarter * PO = Pull-out | **COURSE INSTRUCTOR** | **YES** |

| **Discipline Domain** | | | |
| --- | --- | --- | --- |
| **Field** | **General Description** | **Template** | **Requires New Data Collection** |
| **RESPONSE CODE #7** | **Business Rule Clarification for In School/Out of School Suspensions:**   1. IN SCHOOL suspensions (response code 2) and OUT OF SCHOOL suspensions (response 3) **do not include Lunch, Before/After School Detentions.** 2. The **Student Infraction and Student Infraction Response** templates must be submitted in a point in time fashion. Please submit in the first reporting period following the incident. Must be submitted at these reporting periods: **40D, 80D, 120D** and **EOY. SUMMER is conditionally required, if a new reportable infraction has occurred.** | **STUDENT INFRACTION RESPONSE** | **NO** |
| **RESPONSE COMMENT #12** | **Added New Field [Response Comment] to Student Infraction Response template:**  **Business Rule:**  **This field is optional. Provide additional information about the response to an incident. Do not supply a value for this field if there is no relevant additional information.** | **STUDENT INFRACTION RESPONSE** | **NO** |

| **Groups and Programs Domain** | | | | |
| --- | --- | --- | --- | --- |
| **Field** | **General Description** | | **Template** | **Requires New Data Collection** |
| **PROGRAMS CODE #5** | | **Added**   * **HEADST = Head Start** | **PROGRAMS FACT** | **NO** |
| **PARTICIPATION INFO CODE #18** | | **Added**   * **450HR = 450 hours for ½ day NMPREK funded student**   **900HR = 900 hours for full-day NMPREK funded student** | **PROGRAMS FACT** | **NO** |
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| **Staff Domain** | | | |
| --- | --- | --- | --- |
| **Field** | **General Description** | **Template** | **Requires New Data Collection** |
|  |  |  |  |

| **Special Education Domain** | | | |
| --- | --- | --- | --- |
| **Field** | **General Description** | **Template** | **Requires New Data Collection** |
| **LAST IEP DATE #13** | **Business Rule: The date on which the student last received any of the following**   * **an Individualized Education Plan (IEP),** * **Review of Existing Evaluation Data (REED)** * **PRIVATE Service Plan** | **SPECIAL EDUCATION SNAPSHOT** | **NO** |
| **EVENT TYPE CODE #5** | **ADD New Values : 3 and 9**  **3 = Parental consent revoked for Special Education & Related Services (34 CFR §300.300 (b)(4))**  **9 = Parental consent revoked for Medicaid and/or Private Insurance (34 CFR §300.154 (d)(2)(v)(D))** | **SPECIAL EDUCATION EVENTS** | **NO** |
| **COMPLIANCE DATE #7** | **DISCONTINUED.**  **Districts are no longer required to submit an evaluation date for related services.** | **SPECIAL EDUCATION SERVICES FACT** | **NO** |

| **Student Domain** | | | |
| --- | --- | --- | --- |
| **Field** | **General Description** | **Template** | **Requires New Data Collection** |
|  |  |  |  |

| **Transportation Domain** | | | |
| --- | --- | --- | --- |
| **Field** | **General Description** | **Template** | **Requires New Data Collection** |
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| Templates |

Template specifications define the fields required for each file submitted to the STARS data warehouse. Each template maps directly to a separate table in the warehouse. By using templates, districts are able to use a variety of file formats (comma delimited, tab delimited, fixed width) to transmit data as long as all fields within the template are accounted for. Within a given template, not all eScholar-defined fields are collected by PED. If a field is not collected, it still must be accounted for in the template file through use of the appropriate delimiter or fixed width position.

For school year 2017, Districts will work with 31 templates and will submit a subset of these at each reporting period. Please see the [Report Dates](#Report_Dates) section changes documented above.

Key Items to note with Template Creation

* Some Columns in STARS have been recoded:
  + eScholar data warehouse provides Lookup Tables for recoding
    - Ethnic Codes to Ethnic Descriptions
    - e.g. B = Black or African American
  + STARS uses PED-defined codes
  + Data Extraction process must translate local codes to PED codes
  + Lookup Tables will translate PED codes to PED descriptions

Development Priority

* Some templates have dependencies on other templates
* Highlighted and bolded items within the Load Sequence/Dependencies section at the bottom of each template specification indicate which district template(s) must be submitted prior to the template in question
* Recommendation: Start with the ‘Student’ template

Development/Testing

* Users can test and submit data in parallel
  + e.g., unit test Student extract while developing Staff extract

**Each template specification in the STARS Manual will contain the following sections:**

Template Information

|  |  |
| --- | --- |
| **Template Name** | **eScholar Template Name.** |
| **Template Description** | **General description of the template.** |
| **Target Table** | **eScholar data warehouse target table name for template (must be used within the template file name).** |

**File Naming Conventions**

The following naming convention must be used to extract data files:

• **District Code**\_**TargetTable**\_**YYYYMMDDHHMM**.xxx

• District Code = ### (e.g. 001 or 076)

• Target Table – This can be found in each template section of this manual

• Time Stamp – ensures uniqueness for the file on the server

• xxx represents file extension

– csv: comma separated

– tab: tab separated

– del: other delimiter

– txt: ASCII flat file, fixed width

• Example: **010\_student\_201103291345.csv**

**Naming Convention Common Problems**

• District Code must be three characters

O For example, District 65 will be entered as 065 in file naming convention

• Time Stamp is related to the time the file is created, not the 40th, 80th, 120th date

• Target Table is located in each template section of this manual

O Exact name listed must be used for file naming convention (e.g. Student Course Enrollment Template is COURSE\_ENROLL)

Field Information

Each template specification section within this document will have a table that provides the following information:

|  |  |
| --- | --- |
| **Field #** | **eScholar designated field number. Each field can be uniquely identified within the template.** |
| **Start (relevant only for fixed width)** | **Beginning position of the field within the template file.** |
| **End (relevant only for fixed width)** | **End position of field within the template file.** |
| **Length** | **Field lengths are identified in each template in the Length column. This information is critical because the eScholar load plans will reject any record which contains a field that is greater than the designated length. This is of particular importance with delimited files: if the number of characters between delimiters is greater than the designated length for that field number for any field in the record, the record will be rejected.** |
| **Data Type** | **This indicates (C)haracter, (N)umeric, or (D)ate field. If field is numeric the number within the parentheses indicates the number of characters permitted after the decimal point. For example, “3.55” is a valid value for a field designated as N(2).** |
| **Field Name** | **eScholar Field Name. Those fields that are highlighted and bolded are the fields collected for PED.** |
| **Required/Optional/Conditionally Required/ Not Collected** | **R – Required**  **CR - Conditionally Required**  **O – Optional** |
| **Code** | **The code column is used to identify how the specific field is applied to the target table in the eScholar Data Warehouse**   * **"K" indicates that this column is a component of the set of columns that make up the primary key for the target table**   **The primary key specifies the uniqueness of each entry in the target table. "K\*" "K1\*", "K2\*" indicates that the template contains more than one field that is associated with a table column that is part of the primary key**  **- these values always occur in pairs - two fields with a code of K\*, two fields with a code of K1\*, etc.**  **- in these cases, business rules are provided that indicates how the load plan processes the fields**  **- in these cases, only one of the pair of K\*, K1\*, K2\* fields should be populated**   * **"U" indicates that this column will be updated in the target table if the entry exists and the value of this column has changed** * **"F" indicates that this column value will only be applied on the first load of this entry and it cannot be updated** * **"X" indicates that the value is only used for identification purposes and is not part of the target table** * **"Z" indicates a special rule that is defined within the specific template where this is used** * **"M" indicates that the field is an eScholar mandatory field - a value must be supplied** * **"M\*" indicates that for a pair of fields, at least one of the fields must be populated** * **"R" indicates that this is a eScholar recommended field for reporting** * **“D” a default value will be stored if one is not supplied** * **"N/A" indicates that this field is ignored by the load plan (although still must be accounted for in an extract)** * **"OBS" indicates that this field is obsolete (although must still be accounted for in an extract)** |
| **Definitions** | **PED definition of each field to be collected.** |
| **Business Rules** | **Any relevant PED business rules that must be followed in creating the field value are defined here.** |
| **Valid Values/Example Data** | **If a field requires one value in a specific code set (e.g., Gender – “M” for Male and “F” for Female) that code set will be defined here. If the field is a free-form field (e.g., Last Name Long) example data will be supplied.** |

Throughout the manual, only the fields **highlighted and bolded** will be collected for New Mexico Public Education Department. Remember that all fields may not be mandatory; however, all fields within a template **MUST BE** accounted for in order to transmit data.

New Fields to STARS

This section will list new fields to STARS that are included in the specific template. These are fields previously not captured in previous reporting to NMPED.

**Rules**

This section describes any rules that must be followed in creating the template file. Specific file formats supported by the template are identified in the last business rule in each section. The relevant rules for PED are highlighted and bolded.

Load Sequence/Dependencies

This section identifies any prerequisite files that must be loaded into eScholar prior to loading the given template file. The relevant templates that must be loaded by districts prior to loading the template in question are highlighted and bolded.

Data Submission Schedule

This section will list the frequency in which the specific template will be required for submission (i.e. 40D, 80D, 120D, EOY, etc.).

**FAQs**

This section will list Frequently Asked Questions for the specific template and provide answers.

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| Academic Record Domain |

Districts are required to submit the following templates in the Academic Record Domain:

* Student Award Fact Template

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Student Award Fact Template

**Target Table: STUDENT\_AWARD\_FACT**

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**Template Description**

The Student Award Fact Template is used to capture information on the following awards:

State Seal of Bilingualism/Biliteracy

Only districts with an approved seal request on file with the Bilingual Multicultural Education Bureau may submit this template. Districts are required to submit this template for each state seal of bilingualism-biliteracy awarded. State seals of bilingualism-biliteracy may be awarded for multiple languages, a separate record must be submitted for each language. Please consult the State of New Mexico Diploma of Excellence Bilingualism and Biliteracy Seal Guidance Handbook for additional guidance.

**Grain:** One record per district / school year date / student ID / award code / award type / award date

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**Student Award Fact Template Specifications**

| **Field #** | **Delim Length, Scale** | **Data Type** | **Field Name** | **R/O/CR** | **Code** | **Definition** | **Business Rules** | **Valid Values/Example Data** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **1** | **20** | **C** | **DISTRICT CODE** | **R** | **K,M** | **PED defined three character district code.** |  | **Example: 065  See Appendix C. for complete list of valid values.** |
| **2** | **10** | **D** | **SCHOOL YEAR DATE** | **R** | **K,M** | **Provide the school year in the ISO format: YYYY-MM-DD. The PED school year runs from July 1 through June 30. For the 2016-2017 school year, you would enter 2017-06-30.** | **All dates must be entered in ISO format** | **Example: 2017-06-30** |
| **3** | **12** | **C** | **STUDENT ID** | **R** | **K,M** | **State issued student identification number.** | **Must be valid New Mexico State Student ID. ID, DOB, Gender must match data contained in State ID system** | **Example: 100000009** |
| **4** | **30** | **C** | **AWARD CODE** | **R** | **K,M** | **Provide the valid value appropriate for the State Seal of Bilingualism/Biliteracy** | **If a state seal bilingualism-biliteracy is awarded in a language not listed in the valid value code set please contact the Bilingual Multicultural Education Bureau.** | **Valid Values:**  **See Appendix D.26. for complete list of valid values.** |
| **5** | **20** | **C** | **AWARD TYPE** | **R** | **K,M** | **Provide the language in which the seal was earned (any language other than English, including world languages). To earn the bilingualism-biliteracy seal on the diploma of excellence, students must demonstrate proficiency in a language other than English, through one of the following methods:**  **(1) Certification by an individual tribe (a tribe may certify that a student is proficient in the tribal language).**  **(2) Units of credit and an assessment (a student may demonstrate proficiency by meeting both the units of credit and assessment requirements).**  **(3) Units of credit and an alternative process portfolio (a student may demonstrate proficiency by meeting both the units of credit and alternative process portfolio requirements).**  **(4) An assessment and an alternative process portfolio (a student may demonstrate proficiency by meeting both the assessment and alternative process portfolio requirements).**  **[6.32.3.8 NMAC - N, 09-15-15]** | **State seals of bilingualism-biliteracy may be awarded for multiple languages; a separate record must be submitted for each language. Each award record can only have one valid value for award type.** | **Valid Values:**  **TLC = Tribal Language Certification**  **CA = 4 units of Credit and an Assessment**  **CPP =4 Units of Credit and an Alternative Process Portfolio**  **APP = Assessment and Alternative Process Portfolio** |
| **6** | **10** | **D** | **AWARD DATE** | **R** | **K,M** | **Provide the school year in the ISO format: YYYY-MM-DD. The PED school year runs from July 1 through June 30. For the 2016-2017 school year, you would enter 2017-06-30.** | **Use the School Year Date, not the actual date of the award.** | **Valid Value:**  **2017-06-30** |

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**New Fields to STARS**

* + - * **None**

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**Rules**

1. **DATE FIELDS (FIELD NAME ENDS IN DATE) MUST BE IN THE ISO FORMAT: YYYY-MM-DD**
2. **CODE COLUMN: K - COMPONENT OF PRIMARY KEY, M - A VALUE MUST BE SUPPLIED**
3. **R/O/CR COLUMN: R – REQUIRED, O – OPTIONAL, CR- CONDITIONALLY REQUIRED**
4. **FILE TO BE PROVIDED IN DELIMITED FORMAT. FULL DELIMITER SUPPORT IS AVAILABLE.**

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**Load Sequence Dependencies**

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| **Load Sequence/Dependencies** | **Optional** | **Lookup** |
| **1. STUDENT** | **N** | **N** |

**Data Submission Schedule: EOY**

**FAQs:**

1. **How do I know if my district or charter school has an approved seal request on file with the Bilingual Multicultural Education Bureau (BMEB)?**

The BMEB receives Seal Request Forms from districts and charter schools for the Seal of Bilingualism-Biliteracy on the New Mexico Diploma of Excellence. Once a school board has adopted the seal rule [6.32.3.1 NMAC – N, 09-15-15] into their policies, a Seal Request Form must be submitted by district superintendents or charter school directors. You may contact your district Bilingual Multicultural Education (BME) Director, district Superintendent or charter school Director to ensure there is an approved seal request on file with the BMEB. For additional guidance please consult the State of New Mexico Diploma of Excellence Bilingualism and Biliteracy Seal Guidance Handbook.

1. **The State Seal of Bilingualism-Biliteracy is only reported at EOY, how do I report this award fact template for students that graduate during the school year?**

The district or charter school BME Director and the high school Registrar should work together to ensure that graduates that obtain a seal are tracked and logged throughout the school year. Mid-year graduates should be reported will all other graduates at EOY.

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| Assessment Domain |

The districts are required to submit the following templates in the Assessment Domain:

* Assessment Fact Template

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Assessment Fact Template

**Target Table: ASSESSMENT\_FACT**

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**Template Description**

The Assessment Fact Template is used to capture information on the following assessments:

* Early Childhood Assessments –

Students who enroll in the program MORE than *30 days from the end of the school year* require an EARLY CHILDHOOD “ENTRY” assessment in all three content areas (ex. BEHAVIOR ENTRY, SOCIAL EMOTIONAL ENTRY and LANGUAGE ACQUISITION ENTRY. This includes students receiving Speech Articulation Only services.

Submit the ENTRY and EXIT EARLY CHILDHOOD assessment only ONCE in the school year in the first reporting period after the test is administered (40D, 80D, 120D or EOY).

The ENTRY test for EARLY CHILDHOOD assessments must be administered *within 30 DAYS of the child’s program start date* in the current school year.

The EXIT test for EARLY CHILDHOOD assessments is administered *at least six months* after the ENTRY test was administered. An EXIT test is required if the student was enrolled in the program for at least six months.

Standard Achieved Code is now used to collect the **PROGRESS ASSESSMENT VALUE** and is to be submitted into STARS for each of the Early Childhood EXIT Assessments. **Discontinue** use of the Standard Achieved Code for the Early Childhood ENTRY assessments.

When determining the student's **PROGRESS ASSESSMENT VALUE, utilize the Childhood Outcomes Summary Form (COSF).**

* Dual Discrepancy Model Assessment – In identifying children with Specific Learning Disabilities (SLD), effective July 1, 2009, public agencies MUST implement the *Dual Discrepancy Model* in grades K-3. A Dual Discrepancy exists when the student both performs below the level evidenced by grade-level peers AND also shows a learning rate substantially below that of grade-level peers. (NMAC 6.31.2.10)
* ENGLISH LANGUAGE PROFICIENCY SCREENER (NMELPAPT) is used to logically represent the current screening/placement test for potential EL students. This is only for the Placement/Screening Assessment for the initial identification of EL students in grades 1-12. Not for Kindergarten Students.
* WIDA Access Placement Test (WAPT) is used to screen potential EL students in Kindergarten ONLY. The test has three domains;
  + 1. Listening and Speaking – submit on the 40th day and only for new students thereafter.
    2. Reading – submit on the 120th day and only for new students thereafter.
    3. Writing – submit on the 120th day and only for new students thereafter.
* Language Usage Survey (LUS) is used to identify potential EL students based on the parental responses regarding the child’s use of language. Submit on the 40th day and only for new students thereafter.
* Home/Heritage Language Proficiency Assessments (for students enrolled in a Bilingual Multicultural Education Program). According to BME statute and regulation, the home language means a language other than English that is the primary or heritage language spoken at home or in the community. The heritage language means a language other than English that is inherited from a family, tribe, community or country of origin.
* Student Assistance Team (SAT) referral
* Title I Part D Assessment – The Consolidated State Performance Report (CSPR) requires **long term\*** students that are served by Title I Part D funded programs be assessed to determine their academic progress. It is preferable that these students receive a pre-test upon entry and a posttest upon exiting the program. We have included the test description for these students in field #2 “**Test Description**” as follows:
  + TITLE1D\_RLA
  + TITLE1D\_MATH

There are five values in field #17 to associate with the pre and with the post tests. The changes from pre to post will be calculated by NMPED. These will be made available for verification by districts and state agencies during the end of year collection. Additional students can be added to the summer school collection.

\***Long-term** refers to students who were enrolled for at least 90 consecutive calendar days at any time from July 1, 20XX through June 30, 20XX.

* Career College Readiness Exams-Exams include ACCU, AP, COMP, IB, PLAN, ASVAB, TABE, KEYS. EXAMS may be administered at any time. CCR courses/exams are used for evaluating career and college readiness. Test data can be submitted on 40, 80, 120, and End of Year. **ACT, ACT Aspire, AP, SAT, PSAT and SATSUB will be provided to the PED by the College Board and therefore do not need to be submitted to the PED.**
* End of Course Exams (EoC) Exam administered after the completion of a course or a set of courses. The PED offers numerous state-produced EoCs, and districts have the option of developing their own with state guidance and approval.
  + EoC test data can be submitted into STARS on 40, 80, 120, and End of Year.
  + Each EoC is identified by a subject, grade range, and version number which together make up the Assessment Fact Item Description.
    - Specific version numbers and Item Descriptions are permissible only during specified date ranges. (See link below for reference to list of versions, Item Descriptions and date ranges.)
      * District-created EoCs that are available for statewide use are also listed on the table with specified version numbers.
  + EoCs may be administered during specified testing windows only.
    - These windows are established and published by the Assessment and Evaluation Bureau on an annual basis.
  + EoC exams may be used in teacher evaluation and for high school students to demonstrate competency in math, reading, writing, science, and social studies to meet graduation requirements.
  + All EoCs have Frameworks that identify the assessed standards.   These Frameworks are also listed on the PED website at the link below.
  + Assessment Item example:
    - Test Description = EOC
    - Item Description = ALGEBRA I 9 12 V001
    - Test Date = 11/1/2013
    - Raw Score = 80
  + Link to Assessment and Evaluation Bureau End of Course webpage
    - <http://www.ped.state.nm.us/ped/Assessment_EOC.html>

Submit new assessments for students at each reporting period. **EoC, CCR, ENGLISH LANGUAGE PROFICIENCY SCREENER (NMELPAPT)**, **Home/Heritage Language** and the **NM Language Usage Survey (LUS)** assessments **must** be submitted at each reporting period. **Title I Part D Assessment Data** may be submitted at any reporting period, but will be reviewed and verified during the EOY collection and as needed during the summer collection.

**Grain:** One record per district / test description / assessment school year date / item description / test date / student ID

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**Assessment Fact Template Specifications**

| **Field #** | **Start** | **End** | **Length** | **Data Type** | **Field Name** | **R/O/CR** | **Code** | **Definition** | **Business Rules** | **Valid Values/Example Data** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **1** | **1** | **8** | **8** | **C** | **DISTRICT CODE** | **R** | **K,M** | **PED defined three character district code.** |  | **Example: 065  See Appendix C. for complete list of valid values.** |
| **2** | **9** | **23** | **15** | **C** | **TEST DESCRIP-TION** | **R** | **K,M** | **Test description. See valid values.** | **The value used should be the code (e.g. HL) only. Valid values are case sensitive.** | **Valid Values:**  **DDA** = **Dual Discrepancy Model Assessment**  **EARLY CHILDHOOD = Early Childhood Assessment**  **HL = Home/Heritage Language (language other than English)**  **NMELPAPT=ENGLISH LANGUAGE PROFICIENCY SCREENER**  **LUS = Language Usage Survey**  **WAPT = WIDA ACCESS Placement Test**  **SAT = Student Assistance Team referral**  **TITLE1D\_RLA= Title I D Reading Language Arts**  **TITLE1D\_MATH = Title I D Math**  **EOC – End of Course Exams**  **CCR tests**  **ACCU -** Accuplacer Test  **COMP -** Compass Test  **IB -** International Baccalaureate  **PLAN -** ACT PLAN  **TABE -** Test of Adult Basic Education  **KEYS** - Work Keys  **ASVAB -** Armed Services Vocational Aptitude Battery |
| **3** | **24** | **33** | **10** | **D** | **ASSESS-MENT SCHOOL YEAR DATE** | **R** | **K,M** | **Provide the school year in the ISO format: YYYY-MM-DD. The PED standard school year runs from July 1 through June 30. So, for example, the 2010 school year runs from July 1, 2009 through June 30, 2010. PED uses the June 30th date to designate the full school year. So for courses offered within the 2009-2010 school year, this field should be populated with 2010-06-30.** | **All dates must be entered in ISO format** | **Example: 2010-06-30** |
| **4** | **34** | **83** | **50** | **C** | **ITEM DESCRIP-TION CODE** | **R** | **K,M** | **Item description code. See valid values.** | **The value used should be the code (e.g. IPT) only. Valid values are case sensitive.** | **Valid Values:**  **EOC valid values are listed at:** <http://ped.state.nm.us/ped/Assessment_EOC.html>  **See Appendix D.3 for a list of all other test valid values.** |
| **5** | **84** | **93** | **10** | **D** | **TEST DATE** | **R** | **K,M** | **Date of assessment.** |  |  |
| **6** | **94** | **105** | **12** | **C** | **STUDENT ID** | **R** | **K,M** | **State issued student identification number.** | **Must be valid New Mexico State Student ID. ID, DOB, Gender must match data contained in State ID system** | **Example: 100000009** |
| **7** | **106** | **111** | **6** | **C** | **LOCATION CODE** | **R** | **U,M** | **PED defined three character location code.   Use the following Location Codes for special education students not enrolled at an actual district location:**  **992 = Off-Site Early Childhood Program 993 = Students who are hospitalized**  **997 = Students who are enrolled in a private school**  **998 = Students who are homebound**  **999 = Students who are home schooled** |  | **Example: 008**  **See Appendix C. for complete list of valid location codes for each district.** |
| 8 | 112 | 117 | 6 | Not Collected | | | | | | |
| 9 | 118 | 123 | 6 | Not Collected | | | | | | |
| 10 | 124 | 131 | 8 | Not Collected | | | | | | |
| 11 | 132 | 139 | 8 | Not Collected | | | | | | |
| 12 | 140 | 147 | 8 | Not Collected | | | | | | |
| 13 | 148 | 155 | 8 | Not Collected | | | | | | |
| 14 | 156 | 158 | 3 | Not Collected | | | | | | |
| 15 | 159 | 178 | 20 | Not Collected | | | | | | |
| 16 | 179 | 182 | 4 | Not Collected | | | | | | |
| **17** | **183** | **186** | **4** | **C** | **STANDARD ACHIEVED CODE** | **CR**  **Please see Business Rules for requirements** | **U,R** | **Indication of whether or not the assessment standard was achieved. See valid values.** | **Required if TEST DESCRIPTION # 2 =**  **EARLY CHILDHOOD** *and*  **ITEM DESCRIPTION #4 = BEHAVIOR EXIT, LANGUAGE ACQUISITION EXIT or SOCIAL EMOTIONAL EXIT.**  and/or  **Dual Discrepancy Model Assessment (DDA) (DDA is for children is grades K-3).**  and/or  **TITLE1D\_RLA or TITLE1D\_MATH The value used should be the code only. Valid values are case sensitive.**  and/or  **NMELPAPT**  **WAPT**  **LUS NM Language Usage Survey** | **Valid Values:**  **See Appendix D.4 for a list of the valid values.** |
| 18 | 187 | 193 | 7 | Not Collected | | | | | | |
| **19** | **194** | **201** | **8** | **N(4)** | **SCORE**  **(RAW SCORE)** | **CR**  **Please see Business Rules for requirements** | **U,R** | **Score of administered test.**  **Need not be a RAW Score** | **Only valid for End of Course Exams, Career College Readiness exams, WAPT and the NMELPAPT.**  **Use final score of reported test.** | **Examples: 45, 200, 5** |
| 20 | 202 | 207 | 6 | Not Collected | | | | | | |
| 21 | 208 | 213 | 6 | Not Collected | | | | | | |
| 22 | 214 | 219 | 6 | Not Collected | | | | | | |
| 23 | 220 | 225 | 6 | Not Collected | | | | | | |
| 24 | 226 | 231 | 6 | Not Collected | | | | | | |
| 25 | 232 | 237 | 6 | Not Collected | | | | | | |
| 26 | 238 | 243 | 6 | Not Collected | | | | | | |
| 27 | 244 | 249 | 6 | Not Collected | | | | | | |
| 28 | 250 | 255 | 6 | Not Collected | | | | | | |
| 29 | 256 | 261 | 6 | Not Collected | | | | | | |
| **30** | **262** | **267** | **6** | Not Collected | | | | | | |
| 31 | 268 | 273 | 6 | Not Collected | | | | | | |
| 32 | 274 | 279 | 6 | Not Collected | | | | | | |
| 33 | 280 | 294 | 15 | Not Collected | | | | | | |
| 34 | 295 | 304 | 10 | Not Collected | | | | | | |
| 35 | 305 | 314 | 10 | Not Collected | | | | | | |
| 36 | 315 | 326 | 12 | Not Collected | | | | | | |
| 37 | 327 | 366 | 40 | Not Collected | | | | | | |
| 38 | 367 | 376 | 10 | Not Collected | | | | | | |
| 39 | 377 | 382 | 6 | Not Collected | | | | | | |
| 40 | 383 | 384 | 2 | Not Collected | | | | | | |
| 41 | 385 | 392 | 8 | Not Collected | | | | | | |
| 42 | 393 | 395 | 3 | Not Collected | | | | | | |
| 43 | 396 | 398 | 3 | Not Collected | | | | | | |
| 44 | 399 | 406 | 8 | Not Collected | | | | | | |
| 45 | 407 | 418 | 12 | **C** | **SCORING MODEL CODE** | **CR** | **U** | **The Measurement used to determine the outcomes the respective assessment** | **Required if TEST DESCRIPTION (field #2) = EARLY CHILDHOOD or DDA**  **Valid Codes for EC only:**  **BRIG, CC, NMPKOA,**  **WORK or**  **PETITION = Petition to PED (Prior approval required)**  **Valid Codes for DDA only:**  **DLDSC = Dual Discrepancy Model Assessment** | **Valid Codes:**  **BRIG = Brigance**  **CC = Creative Curriculum**  **WORK = Work Sampling,**  **PETITION = Petition to NMPED**  **DLDSC = Dual Discrepancy Model Assessment**  **NMPKOA = NM Pre-K Observational Assessment** |
| 46 | 419 | 421 | 3 | Not Collected | | | | | | |
| 47 | 422 | 424 | 3 | Not Collected | | | | | | |

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**New Fields to STARS**

* + - * **NONE**

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**Rules**

1. **DATE FIELDS (FIELD NAME ENDS IN DATE) MUST BE IN THE ISO FORMAT: YYYY-MM-DD**
2. **CODE COLUMN: K - COMPONENT OF PRIMARY KEY, U - VALUE IS UPDATED IF ROW EXISTS, M - A VALUE MUST BE SUPPLIED–**
3. **R/O/CR COLUMN: R – REQUIRED, O – OPTIONAL, CR- CONDITIONALLY REQUIRED**
4. **DATA CAN BE SUPPLIED IN EITHER ASCII, FLAT FILE OR DELIMITED FORMATS. FULL DELIMITER SUPPORT IS AVAILABLE.**

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**Load Sequence Dependencies**

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| **Load Sequence/Dependencies** | **Optional** | **Lookup** |
| **1. STUDENT** | **N** | **N** |

**Data Submission Schedule: 40D, 80D, 120D, EOY**

**:**

**FAQ**

1. **What are the valid field combinations for all assessment tests?**

**The table below shows examples of the valid field combinations based on Test Description.**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **DISTRICT CODE** | **TEST DESCRIPTION** | **ASSESS-MENT SCHOOL YEAR DATE** | **ITEM DESCRIP-TION CODE** | **TEST DATE** | **STUDENT ID** | **LOCATION CODE** | Raw Score | **STANDARD ACHIEVED CODE** | **SCORING MODEL CODE** |
| District Code\* | AP | School Year | \*\*\* | Test Date | STUDENT ID | Location ID\*\* | 1,2,3,4,5 | LEAVE BLANK | LEAVE BLANK |
| District Code\* | ACT | School Year | \*\*\* | Test Date | STUDENT ID | Location ID\*\* | 1.2.3..36 | LEAVE BLANK | LEAVE BLANK |
| District Code\* | ACCU | School Year | \*\*\* | Test Date | STUDENT ID | Location ID\*\* | 1,2,3,120 | LEAVE BLANK | LEAVE BLANK |
| District Code\* | COMP | School Year | \*\*\* | Test Date | STUDENT ID | Location ID\*\* | 0,1,2,100 | LEAVE BLANK | LEAVE BLANK |
| District Code\* | IB | School Year | \*\*\* | Test Date | STUDENT ID | Location ID\*\* | 1,2,3,4,5,6,7 | LEAVE BLANK | LEAVE BLANK |
| District Code\* | PLAN | School Year | \*\*\* | Test Date | STUDENT ID | Location ID\*\* | 1,2,3…32 | LEAVE BLANK | LEAVE BLANK |
| District Code\* | CCRSAT | School Year | \*\*\* | Test Date | STUDENT ID | Location ID\*\* | 200,201,202..800 | LEAVE BLANK | LEAVE BLANK |
| District Code\* | TABE | School Year | \*\*\* | Test Date | STUDENT ID | Location ID\*\* | 0,1,2…800 | LEAVE BLANK | LEAVE BLANK |
| District Code\* | KEYS | School Year | \*\*\* | Test Date | STUDENT ID | Location ID\*\* | 1,2,3,4,5 | LEAVE BLANK | LEAVE BLANK |
| District Code\* | ASVAB | School Year | \*\*\* | Test Date | STUDENT ID | Location ID\*\* | 0,1,2…800 | LEAVE BLANK | LEAVE BLANK |
| District Code\* | SATSUB | School Year | \*\*\* | Test Date | STUDENT ID | Location ID\*\* | 200,201,202,800 | LEAVE BLANK | LEAVE BLANK |
| District Code\* | EOC | School Year | \*\*\* | Test Date | STUDENT ID | Location ID\*\* | 0,1,2…50 | LEAVE BLANK | LEAVE BLANK |
| District Code\* | NMAPA | School Year | \*\*\* | Test Date | STUDENT ID | Location ID\*\* | LEAVE BLANK | LEAVE BLANK | LEAVE BLANK |
| District Code\* | NMELPAPT | School Year | \*\*\* | Test Date | STUDENT ID | Location ID\*\* | 1-30 | LEAVE BLANK | LEAVE BLANK |
| District Code\* | WAPT | School Year | \*\*\* | Test Date | STUDENT ID | Location ID\*\* | 1-30 | LEAVE BLANK | LEAVE BLANK |
| District Code\* | DDA | School Year | \*\*\* | Test Date | STUDENT ID | Location ID\*\* | LEAVE BLANK | Appendix D Part 4 | See template for values |
| District Code\* | EARLY CHILDHOOD | School Year | 3\*\*\* | Test Date | STUDENT ID | Location ID\*\* | LEAVE BLANK | Appendix D Part 4 | See template for values |
| District Code\* | HL | School Year | \*\*\* | Test Date | STUDENT ID | Location ID\*\* | LEAVE BLANK | LEAVE BLANK | LEAVE BLANK |
| District Code\* | TITLE1D\_RLA | School Year | PRE and POST | Test Date | Student ID | Location ID\*\* | LEAVE BLANK | Appendix 4C | LEAVE BLANK |
| District Code\* | TITLE1D\_MATH | School Year | PRE and POST | Test Date | Student ID | Location ID\*\* | LEAVE BLANK | Appendix 4C | LEAVE BLANK |

\* District Code refers to the district that is accountable for the student’s education.

\*\* Location ID refers to the school (location) that is accountable for the student’s education.

\*\*\* See Appendix D.3 Assessment Fact Template codes

1. **What are the valid test score ranges?**
   * + - **Career College Readiness ranges are identified in Appendix D.3**
       - **End of Course ranges will be identified when the tests are released.**
2. **EARLY CHILDHOOD OUTCOMES: The special education 3Y/4Y preschooler has left the district prior to being assessed but I am still getting an exception on indicator 7 in STARS Reporting. How do I clear the exception?**
   * Submit a withdrawal record in the SCHOOL ENROLLMENT template.
3. **EARLY CHILDHOOD OUTCOMES: The special education 3Y/4Y preschooler did not leave the district but returned to regular ed and is no longer receiving special education services. But I am still getting an exception on indicator 7 in STARS Reporting. How do I clear the exception?**
   * Because the child is still enrolled in the district submit a SPECIAL EDUCATION EVENTS record (instead of a withdrawal record). Use event type code = 1-Exit and Reason Code 1 – Returned to regular education**.**
4. **I submitted the assessment record but why are the dates not showing on my report?**
   * **Step 1.** First check that the data was entered correctly in the local student system.
   * **Step 2.** Verify that the record was included in the EDM file upload
   * **Step 3**. Look for duplicate records submitted into STARS. To verify run …/Template Verification Report/Assessment Fact Verification Template report and validate the date in STARS.
   * **Step 4.** If duplicate and/or incorrect data exists email a delete record request to the STARS Team before submitting a new record. Note: the only updateable fields are: Location Code, Standard Achieved Code, Score and Scoring Model Code (aka Assessment Tool Used). A change in any other field requires a delete of the original record(s).
   * **Step 5.** Contact the STARS Help Desk or the Program Administrator.

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| Attendance Domain |

**The districts are required to submit the following templates in the Attendance Domain**:

* **Student Daily Attendance**
* **Student Summary Attendance**

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Student Daily Attendance Template

**Target Table: STUD\_ATTEND\_DAY**

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**Template Description**

This template is used to track each instance of absences throughout the school year at the student level. This will be used to calculate student habitual truancy. It is not used for attendance rate determination. This template is required to be submitted at K-3 Plus (K3P), 40D, 80D, 120D and EOY. Districts and Charter Schools should include all student unexcused absences, not just those for students who are active as of the end of the year.

New for 2017-18 Excused absences due to cultural or religious observance

**EHDCO = Excused Half Day Absence Cultural Observance**

**EFDCO = Excused Full Day Absence Cultural Observance**

This template began recording attendance and absences for the K-3 Plus (K3P) sessions in the school year 2014-2015. Eligibility for K3P funding is determined by a student’s number of days attendance (must be 10 or more) AND enrollment on the fifteenth day of the session.

**Grain:** One record per district / location / student / attendance date

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**Student Daily Attendance Template Specifications**

| **Field #** | **Start** | **End** | **Length** | **Data Type** | **Field Name** | **R/O/CR** | **Code** | **Definition** | **Business Rules** | **Valid Values/Example Data** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **1** | **1** | **8** | **8** | **C** | **DISTRICT CODE** | **R** | **K,M** | **PED-defined three character district code.** |  | **Example: 071  See Appendix C. for complete list of valid values.** |
| **2** | **9** | **14** | **6** | **C** | **LOCATION CODE** | **R** | **K,M** | **PED-defined three character location code.   Use the following Location Codes for special education students not enrolled at an actual district location:**  **993 = Students who are hospitalized**  **997 = Students who are enrolled in a private school**  **998 = Students who are homebound**  **999 = Students who are home schooled** |  | **Example: 010**  **See Appendix C. for complete list of valid location codes for each district.** |
| **3** | **15** | **26** | **12** | **C** | **STUDENT ID** | **R** | **K,M** | **State-issued student identification number.** |  | **Example: 100000009** |
| **4** | **27** | **36** | **10** | **C** | **ATTENDANCE**  **DATE** | **R** | **K,M** | **For K3P, report attendance or absence for each day of enrollment.**  **For EOY, report date of student unexcused absence for truancy reporting.**  **Each district will need to define what an unexcused absence is for their particular district and/or school.** | **All dates must be entered in ISO format** | **Example:**  **YYYY-10-04** |
| 5 | 37 | 38 | 2 | Not Collected | | | | | | |
| 6 | 39 | 78 | 40 | Not Collected | | | | | | |
| 7 | 79 | 84 | 6 | Not Collected | | | | | | |
| **8** | **85** | **92** | **8** | **C** | **ATTENDANCE CODE**  **LONG** | **R** | **K\*** | **For K3P, report ATTD or ABS for each day the student is enrolled.**  **For (40D, 80D, 120D, EOY) reporting, provide the Attendance Code that indicates the absence status for the snapshot time period.**  **For K3P, report ATTD or ABS for each day the student is enrolled.** | **The value used should be the code (e.g. UNHD) only. Valid values are case sensitive. The descriptions are for reference only.** | Valid Values for Reporting: (40D, 80D, 120D, EOY)  **UNHD = Unexcused Half Day Absence**  **UNFD = Unexcused Full Day Absence**  Use below if your Board Policy allows for absences due to cultural or religious observance to be excused and the absence was due to religious or cultural observance.  **EHDCO = Excused Half Day Absence Cultural Observance**  **EFDCO = Excused Full Day Absence Cultural Observance**  **Valid Values for K3P Reporting:**  **ATTD = Attended**  **ABS = Absent** |
| **9** | **93** | **102** | **10** | **C** | **SCHOOL YEAR DATE** | **R** | **Z** | **School Year Date is used to ensure that dates that fall outside the defined school year (2016-07-01 through 2017-06-30 for SY16-17) will be attributed to the current school year. As an example, K3P programs typically start within the defined dates of the previous school year. Adding the school year date will allow the record to be submitted to the STARS in the proper school year.** | **All dates must be entered in ISO format.**  **Use the current school year date.**  **XXXX-06-30** | **Example:**  **2018-06-30** |
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**New Fields to STARS**

* + - * **NONE**

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**Rules**

1. **DATE FIELDS (FIELD NAME ENDS IN DATE) MUST BE IN THE ISO FORMAT: YYYY-MM-DD**
2. **CODE COLUMN: K - COMPONENT OF PRIMARY KEY, U - VALUE IS UPDATED IF ROW EXISTS, M - A VALUE MUST BE SUPPLIED**
3. **R/O/CR COLUMN: R – REQUIRED, O – OPTIONAL, CR – CONDITIONALLY REQUIRED**
4. **DATA CAN BE SUPPLIED IN EITHER ASCII, FLAT FILE OR DELIMITED FORMATS. FULL DELIMITER SUPPORT IS AVAILABLE.**

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**Load Sequence Dependencies**

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| **Load Sequence/Dependencies** | **Optional** | **Lookup** |
| **1. STUDENT** | **N** | **N** |

**Data Submission Schedule: K3P, 40D, 80D, 120D and EOY**

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**FAQs**

1. **Who is a “habitual truant” student?**

A habitual truant student is a student who has accumulated the equivalent of ten or more full-day unexcused absences within a school year.

1. **What is an unexcused absence?**

Each district locally defines what a full- and half-day unexcused absence is.

1. **Why do schools have to report unexcused absences on the Student Daily Attendance template?**

This data will be used to calculate annual habitual truancy rates.

1. **Why is there an Excused Absence for Cultural Observance?**

If your school district provides for an absence due to religious or cultural observance to be excused please report these by using the following codes:

**EHDCO = Excused Half Day Absence Cultural Observance**

**EFDCO = Excused Full Day Absence Cultural Observance**

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Student Summary Attendance Template

**Target Table: STUD\_ATT\_SUM**

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**Template Description**

This template will be used to track student attendance data. **Only students active as of each reporting period should be included in this template. If a student exited prior to the reporting period, NO student summary attendance records for that student should be recorded for the reporting period.** Only students submitted in the Student Snapshot for *each* respective reporting period should be submitted in the complementary Student Summary Attendance template for that period. Do not submit for K3P reporting or End of Year (EOY).

This template must be submitted incrementally at each reporting period rather than cumulatively. **For example, the 80D submission should only include attendance since 40D.**

**Grain:**  One record per district / location / school year / attendance period

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**Student Summary Attendance Template Specifications**

| **Field #** | **Start** | **End** | **Length** | **Data Type** | **Field Name** | **R/O/CR** | **Code** | **Definition** | **Business Rules** | **Valid Values/Example Data** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **1** | **1** | **8** | **8** | **C** | **DISTRICT CODE** | **R** | **K,M** | **PED-defined three character district code.** |  | **Example: 014  See Appendix C. for complete list of valid values.** |
| **2** | **9** | **14** | **6** | **C** | **LOCATION CODE** | **R** | **K,M** | **PED-defined three character location code.   Use the following Location Codes for special education students not enrolled at an actual district location:**  **993 = Students who are hospitalized**  **997 = Students who are enrolled in a private school**  **998 = Students who are homebound**  **999 = Students who are home schooled** |  | **Example: 100**  **See Appendix C. for complete list of valid location codes for each district.** |
| **3** | **15** | **24** | **10** | **D** | **SCHOOL YEAR DATE** | **R** | **K,M** | **Provide the school year in the ISO format:**  **YYYY-MM-DD.** | **All dates must be entered in ISO format** | **Example:**  **YYYY-06-30** |
| **4** | **25** | **36** | **12** | **C** | **STUDENT ID** | **R** | **K,M** | **State-issued student identification number.** |  | **Example: 123456789** |
| **5** | **37** | **46** | **10** | **D** | **PERIOD START DATE** | **R** | **K,M** | **Attendance period start date. See valid values.** | **All dates must be entered in ISO format (YYYY-MM-DD).** | **Valid values:**  **YYYY-08-01 = 40D**  **YYYY-10-02 = 80D**  **YYYY-12-16 = 120D** |
| **6** | **47** | **56** | **10** | **D** | **PERIOD END DATE** | **R** | **K,M** | **Attendance period end date. See valid values.** | **All dates must be entered in ISO format (YYYY-MM-DD).** | **Valid values:**  **YYYY-10-01 = 40D**  **YYYY-12-15 = 80D**  **YYYY-03-01 = 120D** |
| **7** | **57** | **62** | **6** | **N(1)** | **DAYS PRESENT** | **R** | **U** | **Provide the total number of days within the Reporting Period that the student was marked as Present at the location. Half days can also be recorded.** |  | **Example:**  **38.5** |
| 8 | 63 | 68 | 6 | Not Collected | | | | | | |
| **9** | **69** | **74** | **6** | **N(1)** | **DAYS ENROLLED** | **R** | **U** | **Provide the total number of days within the Reporting Period that the student was counted as Enrolled at the location. Half days can be recorded.** |  | **Example:**  **40** |
| 10 | 75 | 80 | 6 | Not Collected | | | | | | |
| 11 | 81 | 83 | 3 | Not Collected | | | | | | |
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**New Fields to STARS**

* **None**
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**Rules**

1. **DATE FIELDS (FIELD NAME ENDS IN DATE) MUST BE IN THE ISO FORMAT: YYYY-MM-DD**
2. **SCHOOL YEAR DATE IS THE DATE OF THE LAST DAY OF THE SCHOOL YEAR IN ISO FORMAT: YYYY-06-30**
3. **ATTENDANCE PERIOD START DATE AND ATTENDANCE PERIOD END DATE MUST BE WITHIN THE SAME SCHOOL YEAR**
4. **ATTENDANCE PERIOD END DATE MUST BE GREATER THAN OR EQUAL TO ATTENDANCE PERIOD START DATE**
5. **CODE COLUMN: K - COMPONENT OF PRIMARY KEY, U - VALUE IS UPDATED IF ROW EXISTS, M - A VALUE MUST BE SUPPLIED**
6. **R/O/CR COLUMN: R – REQUIRED, O – OPTIONAL, CR – CONDITIONALLY REQUIRED**
7. **DATA CAN BE SUPPLIED IN EITHER ASCII FLAT FILE OR DELIMITED FORMATS. FULL DELIMITER SUPPORT IS AVAILABLE.**

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**Load Sequence/Dependencies**

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| **Load Sequence/Dependencies** |  | | **Optional** | **Lookup** |
| **1. STUDENT** | | **N** | | **N** |

**Data Submission Schedule: 40D, 80D, 120D**

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**FAQs**

1. **Will there be any business rules in STARS that prohibit more than 40 days in the Days Enrolled or Days Attended fields of the Student Summary Attendance template?**

No, these business rules will not exist in STARS. PED Assessment division will provide information on exception reports regarding this data.

1. **What is the definition for Attendance?**

If a student attends school for one-half or less of the total instructional time, the student will be counted as having attended for one-half day. If the student attends school for more than one-half of the total instructional time, the student will be counted as having attended for a full day.

1. **How should I count the days from reporting period to reporting period?**

The days should be counted from the first day after the last reporting date (for submittal on 80D reporting of SY2017, you would count October 13th through December 1; for 120D submittal, you will count December 2nd through February 8th, etc.) The date fields submitted in the file should follow the rules in the manual. They will not be the same as the actual dates you are using for the counts.

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| Career & Technical Education |

The districts are required to submit the following template in the Career & Technical Education Domain:

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* **CTE Student Industry Credential**

CTE Student Industry Credential Template

**Target Table: CTE\_STUDENT\_CREDENTIAL**

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**Template Description**

The Career Technical Student Industry Credential Template is used to capture industry certifications that students have achieved during the school year.

An industry granted certificate is usually one that is awarded after the student takes a standardized, national, industry accepted exam while a college granted certificate is based primarily on seat time.

Every student that reports the achievement of an Industry Credential should be reported in this template

**Grain:** One record per district / school year / student / credential

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**CTE Student Industry Credential Template Specifications**

| **Field #** | | **Length** | | **Data Type** | **Field Name** | **R/O/CR** | **Code** | **Definition** | **Business Rules** | **Valid Values/Example Data** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **1** | **20** | | **C** | | **DISTRICT CODE** | **R** | **K,M** | **PED-defined three character district code.** |  | **Example: 071  See Appendix C. for complete list of valid values.** |
| **2** | **10** | | **D** | | **SCHOOL YEAR DATE** | **R** | **K,M** | **Provide the school year in the ISO format: YYYY-MM-DD.** | **All dates must be entered in ISO format** | **Example:**  **YYYY-06-30** |
| **3** | **12** | | **C** | | **STUDENT ID** | **R** | **U,M** | **State-issued student identification number.** |  | **Example: 123456789** |

| **4** | **12** | **C** | **LOCATION CODE** | **R** | **K,M** | **PED-defined three character location code.  Use the following Location Codes for special education students not enrolled at an actual district location: 993 = Students who are hospitalized**  **997 = Students who are enrolled in a private school**  **998 = Students who are homebound**  **999 = Students who are home schooled** |  | **Example: 010**  **See Appendix C. for complete list of valid location codes for each district.** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **5** | **7** | **N** | **CIP CODE** | **R** | **K,M** | **Required for submission to warehouse** | **Value is zero, not capital O** | **Valid Value:**  **0** |
| **6** | **12** | **C** | **DELIVERY METHOD CODE** | **R** | **K,M** | **Required for submission to warehouse** |  | **Valid Value:**  **CG=College Granted Certificate**  **IS=Industry Standard Third Party Assessment** |
| **7** | **12** | **C** | **INDUSTRY CREDENTIAL CODE** | **R** | **K,M** | **Enter the value from Appendix D.23 which identifies the industry credential earned by the student.** |  | **Example: 003**  **See Appendix D.24 for complete list of valid codes** |
| **8** | **10** | **D** | **CREDENTIAL EARNED DATE** | **R** | **U,M** | **Provide the school year of credential earned in the ISO format:**  **YYYY-MM-DD.** | **Must use current school year end date** | **Example:**  **YYYY-06-30** |
| **9** | **10** | **C** | **CREDENTIAL EARNED PERIOD LEVEL** | **R** | **F,M** | **Provide the period level credential was earned.** | **Must use valid value** | **Valid Value:**  **Day** |

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**New Fields to STARS**

**NONE**

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**Rules**

1. **DATE FIELDS (FIELD NAME ENDS IN DATE) MUST BE IN THE ISO FORMAT: YYYY-MM-DD**
2. **INDUSTRY CREDENTIAL CODE must exist in the CTE\_INDUSTRY\_CREDENTIAL Table for the matching SCHOOL YEAR DATE**
3. **The School Year of CREDENTIAL EARNED DATE may be optionally validated to match SCHOOL YEAR DATE**
4. **DATA TO BE SUPPLIED IN DELIMITED FORMAT. FULL DELIMITER SUPPORT IS AVAILABLE**

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**Load Sequence/Dependencies**

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| **Load Sequence** | **Lookup** | **Optional** |
| **1.STUDENT** | **N** | **N** |

**Data Submission Schedule: 40D (optional), 80D, 120D (optional) and EOY**

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| Course and Grades Domain |

The districts are required to submit the following templates in the Course and Grades Domain:

**Course**

**Course Instructor**

**Student Course Enrollment**

**Student Grades**

FAQs common to Course, Course Instructor and Student Course Enrollment templates are located at the end of this domain section.

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Course Template

**Course Template**

**Target Table: COURSE**

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**Template Description**

This template is used to store the attributes of each course (and does not include section); use the Course Enrollment and Course Instructor templates to associate courses with the students enrolled in each section and the instructor(s) of each section respectively. The Course template must be submitted for each reporting period. Be sure to include all courses OFFERED during the reporting period. For example, for the 40th day reporting period, include all courses offered from day 1 through day 40. Districts and Charter Schools should **not** be submitting the entire state’s course code list unless all courses are offered. Course Code is part of the unique key. This table does NOT contain a field called Section. For proper Highly Qualified Teacher (HQT) results, Semester and Course Code Long MUST match the corresponding fields in the Course Instructor Template and the Student Course Enrollment Template.

New Mexico public schools / districts must adhere to the fidelity and rigor of course content as intended by the NMPED and the USDE. Intervention course codes should be used when course content deviates from what is required for High School Graduation. Districts should use the intervention course codes when students are receiving remedial education.

**Grain:** One record per district / location / school year / course code / semester (reporting period)

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**Course Template Specifications**

| **Field #** | **Start** | **End** | **Length** | **Data Type** | **Field Name** | **R/O/CR** | **Code** | | | **Definition** | **Business Rules** | **Valid Values/Example Data** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **1** | **1** | **8** | **8** | **C** | **DISTRICT CODE** | **R** | **K,M** | | | **PED defined three character district code.** |  | **Example: 061  See Appendix C. for complete list of valid values.** |
| **2** | **9** | **14** | **6** | **C** | **LOCATION CODE** | **R** | **K,M** | | | **PED defined three character location code.** |  | **Example: 208**  **See Appendix C. for complete list of valid location codes for each district.** |
| **3** | **15** | **24** | **10** | **D** | **SCHOOL YEAR DATE** | **R** | **K,M** | | | **Provide the school year in the ISO format: YYYY-MM-DD. The PED standard school year runs from July 1 through June 30.**  **STARS uses the June 30th date to designate the full school year.** | **All dates must be entered in ISO format** | **Example: YYYY-06-30** |
| 4 | 25 | 32 | 8 | Not Collected | | | | | | | | |
| **5** | **33** | **62** | **30** | **C** | **COURSE NAME** | **O** | **U,R** | | | **Local district course name. This is an optional field that may be helpful for troubleshooting template problems.** |  | **Example: College Prep English II** |
| 6 | 63 | 86 | 24 | Not Collected | | | | | | | | |
| 7 | 87 | 101 | 15 | Not Collected | | | | | | | | |
| 8 | 102 | 104 | 3 | Not Collected | | | | | | | | |
| 9 | 105 | 111 | 7 | Not Collected | | | | | | | | |
| 10 | 112 | 114 | 3 | Not Collected | | | | | | | | |
| 11 | 115 | 115 | 1 | Not Collected | | | | | | | | |
| 12 | 116 | 120 | 5 | Not Collected | | | | | | | | |
| 13 | 121 | 132 | 12 | Not Collected | | | | | | | | |
| 14 | 133 | 152 | 20 | Not Collected | | | | | | | | |
| 15 | 153 | 153 | 1 | Not Collected | | | | | | | | |
| 16 | 154 | 165 | 12 | Not Collected | | | | | | | | |
| 17 | 166 | 170 | 5 | Not Collected | | | | | | | | |
| 18 | 171 | 175 | 5 | Not Collected | | | | | | | | |
| 19 | 176 | 190 | 15 | Not Collected | | | | | | | | |
| 20 | 191 | 191 | 1 | Not Collected | | | | | | | | |
| 21 | 192 | 194 | 3 | Not Collected | | | | | | | | |
| 22 | 195 | 214 | 20 | Not Collected | | | | | | | | |
| 23 | 215 | 226 | 12 | Not Collected | | | | | | | | |
| 24 | 227 | 227 | 1 | Not Collected | | | | | | | | |
| 25 | 228 | 230 | 3 | Not Collected | | | | | | | | |
| **26** | **231** | **232** | **2** | **C** | **SEMESTER** | **R** | | **K** | **Indicator of reporting period. See valid values.** | | **Use codes 1, 2, 3, 4, 5, 9** | **Valid Values:**  **1 = 40D 2 = 80D 3 = 120D 4 = EOY**  **5 = K3P**  **9=Open Year Round** |
| **27** | **233** | **244** | **12** | **C** | **COURSE CODE LONG** | **R** | | **K\*** | **PED-defined 8 character course code offered by the school.** | | **The full 8-digit Course Code, with the first four digits pertaining to PED’s Course Classification & the 5th designating the Common Field. Positions 6-8 no longer represent Subject Fields and may contain any value, such as 000.**  **The first 4-digits must match the State’s Course Codes found in Volume 2, Appendix A.** | **Example: 17214144** |
| 28 | 245 | 250 | 6 | Not Collected | | | | | | | | |
| **29** | **251** | **262** | **12** | **C** | **ALTERNATE COURSE CODE** | **O** | | **U** | **Local district course number.** | |  | **Example: 1234** |
| 30 | 263 | 268 | 6 | Not Collected | | | | | | | | |
| 31 | 269 | 368 | 100 | Not Collected | | | | | | | | |
| 32 | 369 | 371 | 3 | Not Collected | | | | | | | | |
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**New Fields to STARS**

* **NONE**
* **NO**

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**Rules**

**Rules**

1. **SCHOOL YEAR DATE IS THE DATE OF THE LAST DAY OF THE SCHOOL YEAR IN ISO FORMAT: YYYY-06-30**
2. **COURSE CODES ARE UNIQUE WITHIN A SCHOOL DISTRICT AND LOCATION**
3. **CODE COLUMN: K - COMPONENT OF PRIMARY KEY, U - VALUE IS UPDATED IF ROW EXISTS, M - A VALUE MUST BE SUPPLIED**
4. **R/O/CR COLUMN: R – REQUIRED, O – OPTIONAL, CR – CONDITIONALLY REQUIRED**
5. **DATA CAN BE SUPPLIED IN EITHER ASCII, FLAT FILE OR DELIMITED FORMATS. FULL DELIMITER SUPPORT IS AVAILABLE.**

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**Load Sequence/Dependencies**

* + - * **NONE**

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**Data Submission Schedule: K3P, 40D, 80D, 120D, EOY**

**ONE**

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Course Instructor Template

**Target Table: CRSE\_INSTRUCT\_SNAPSHOT;**

**eDM name: CRSE\_INSTRUCT**

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**Template Description**

The Course Instructor Template is used to identify the instructor(s) of each course/section (unique classroom) in which students are enrolled. The Course Instructor template must be submitted at each reporting period. Be sure to include all courses taught on the reporting period’s snapshot date. At End-of-Year (EOY), it may be necessary to include courses that have ended between reporting periods in order to submit a student’s grade. Another option for better alignment of teachers to student’s assessments through courses is to include all ongoing, significant course instruction that occurred anytime between the snapshot dates. As an example, because class schedules may not coincide with PED’s snapshot dates (due to semester, trimester, block scheduling, etc…), if a class completes BETWEEN snapshots (such as a class completes on the 25th day, and the student is enrolled in a DIFFERENT class on the 40th day snapshot), your district/charter may submit BOTH Course Code + Sections at the 40th day snapshot. This would include submitting the entire set of COURSE, COURSE INSTRUCTOR, COURSE ENROLL and STUDENT GRADES with a 40th day snapshot for this pre-40th Day course so the instructor’s Teacher Effectiveness rating may take into account this course along with its student’s assessment scores. PED doesn’t need to know about all schedule changes that occurred for students between day 1 and day 40 of the 40th day snapshot, but if the district/charter feels significant instruction occurred that should be attributed to their Teacher Effectiveness rating, then please include this data. In addition, include Pull-out (i.e. intervention) and Pull-in (i.e. Special Ed inclusion) classes. Include pull-out classes which impact students learning; even if no grade is assigned, and even if they don’t attend class daily (i.e. English Language Development (ELD), Assisted Reading & intervention classes are often considered pull-outs). Include Pull-in classes, which are defined as special ed students who are pulled into a general ed classroom. Ensure a Course Code + Section is associated with ANY teacher providing instruction to students (both Special Ed and General Ed as either a “Primary” or “Other” instructor) which impacts students learning and consequently impacts Teacher Effectiveness.

Course Code and Section are part of the unique key. **Only submit a Course Instructor record if there are students enrolled in the class.** *Course Instructor* and *Student Course Enrollment* have a relationship to one another. Every *Course Instructor* record should have at least ONE *Student Course Enrollment* record.

Semester, Course Instructor Snapshot Date, Course Code Long, and Section Code Long MUST match the corresponding fields in the Student Course Enrollment Template and the Course Template for proper HQT results. Note that Semester in this template refers to a reporting period, and not necessarily your semester. As an example, Semester 2 in this template refers to 80th day, which may be your Semester 1.

If no students are enrolled in the course (but the course is part of your Course Catalog), you must still report the Course Code in the ***COURSE*** template as a course being ***offered*** for the reporting period; however, you would NOT report a ***COURSE INSTRUCTOR*** record.

This template requires the combination of the COURSE CODE LONG and SECTION CODE LONG fields to be unique (PRIMARY INSTRUCTOR ID is NOT part of the unique key). PED is aware that some districts have multiple sections of the same course with the same section number. If a district's or charter school’s PED-defined course code and local section code are not unique, it may be necessary to concatenate the district or school’s local section code with the PRIMARY INSTRUCTOR ID (masked) in the SECTION CODE LONG field. PED suggests that the format be [local section code + "-" + PRIMARY INSTRUCTOR ID (masked)]. For example, a SECTION CODE LONG of "1-111223333" could be used (1 representing the local section code and 111223333 representing the staff member teaching that section). If this format is used for SECTION CODE LONG in this template, it must be used in the required SECTION CODE LONG fields in other templates.

**Grain:** One record per district / location / school year / course code / section / semester (reporting period)

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**Course Instructor Template Specifications**

| **Field #** | | | **Start** | | **End** | **Length** | **Data Type** | | | **Field Name** | **R/O/CR** | **Code** | **Definition** | **Business Rules** | **Valid Values/Example Data** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **1** | | | **1** | | **8** | **8** | **C** | | | **DISTRICT CODE** | **R** | **K,M** | **PED-defined three character district code.** |  | **Example: 089** |
| **2** | | | **9** | | **14** | **6** | **C** | | | **LOCATION CODE** | **R** | **K,M** | **PED-defined three character location code.** |  | **Example: 024**  **See Appendix C. for complete list of valid location codes for each district.** |
| **3** | | | **15** | | **24** | **10** | **D** | | | **SCHOOL YEAR DATE** | **R** | **K,M** | **Provide the school year in the ISO format: YYYY-MM-DD.**  **The PED standard school year runs from July 1 through June 30.** | **All dates must be entered in ISO format** | **Example: YYYY-06-30** |
| 4 | | | 25 | | 32 | 8 | Not Collected | | | | | | | | |
| 5 | | | 33 | | 36 | 4 | Not Collected | | | | | | | | |
| 6 | | | 37 | | 42 | 6 | Not Collected | | | | | | | | |
| 7 | | | 43 | | 44 | 2 | Not Collected | | | | | | | | |
| **8** | | | **45** | | **56** | **12** | **C** | | | **PRIMARY**  **INSTRUCTOR**  **ID** | **R** | **U,M** | **Staff ID of teacher of record. Staff ID is the teacher's Social Security Number formatted without dashes. Must match Staff ID in the *STAFF* template.  Report the SSN of concurrent or dual enrollment teachers, distance learning teachers and religious education teachers as follows:**   * + - * **888888888 for distance learning, where the live teacher of record is separated by space or time from students. This includes IDEAL-NM.**       * **777777777 for concurrent enrollment or Dual Credit**       * **555555555 for religious instruction**   **DO NOT submit any Staff Domain template records (such as Staff, Staff Snapshot, Staff Assignment, Staff Development Fact or Staff Compensation) for 888888888, 777777777 or 555555555. These “dummy” Staff IDs will be omitted from the License Discrepancy & Highly Qualified Teacher (HQT) reports since they are not licensed through PED, and therefore, licensure cannot be verified.** | **When reporting team teachers, please specify “Teacher of Record” as PRIMARY INSTRUCTOR and team teachers as additional teachers in OTHER INSTRUCTOR 1 and 2 fields.**  **Staff ID must exist in the *STAFF SNAPSHOT* template for the corresponding keys to avoid reporting errors.** | **Example: 123456789** |
| **9** | | | **57** | | **68** | **12** | **C** | | | **OTHER**  **INSTRUCTOR 1** | **O** | **U** | **Staff ID of additional staff member of instructional team. Staff ID is the staff member's SSN formatted without dashes.   If the Other Instructor ID 1 is populated, the Data Loading process will try to match the Other Instructor ID 1 with the Staff ID in the *STAFF* Table. If no match is found, the record is loaded into the *COURSE INSTRUCTOR* Table but a Warning record is generated.** | **Staff ID must exist in the *STAFF SNAPSHOT* template for the corresponding keys to avoid reporting errors.** | **Example: 987654321** |
| **10** | | | **69** | | **80** | **12** | **C** | | | **OTHER**  **INSTRUCTOR 2** | **O** | **U** | **Staff ID of additional staff member of instructional team. Staff ID is the staff member's SSN formatted without dashes.   If the Other Instructor ID 2 is populated, the Data Loading process will try to match the Other Instructor ID 2 with the Staff ID in the *STAFF* Table. If no match is found, the record is loaded into the *COURSE INSTRUCTOR* Table but a Warning record is generated.** | **Staff ID must exist in the *STAFF SNAPSHOT* template for the corresponding keys to avoid reporting errors.** | **Example: 188226547** |
| 11 | | | 81 | | 92 | 12 | Not Collected | | | | | | | | |
| 12 | | | 93 | | 104 | 12 | Not Collected | | | | | | | | |
| 13 | | | 105 | | 116 | 12 | Not Collected | | | | | | | | |
| 14 | | | 117 | | 128 | 12 | Not Collected | | | | | | | | |
| 15 | | | 129 | | 140 | 12 | Not Collected | | | | | | | | |
| **16** | | **141** | | **164** | | **24** | **C** | **STAFF NAME** | | | **O** | **U** | **Name of Primary Instructor. This is an optional field that may be useful to districts when troubleshooting data submission problems with this template.** |  | **Example: Doe, John** |
| **17** | | **165** | | **166** | | **2** | **C** | **SEMESTER** | | | **R** | **K** | **Indicator of reporting period. See valid values.** | **Use codes 1, 2, 3, 4, 5, 9. Must correspond to the same reporting period as the *Snapshot Date* (field #50) in the *STAFF SNAPSHOT* template for each instructor of this class. In other words, each instructor should have a corresponding *STAFF SNAPSHOT* record.** | **Valid Values:**  **1 = 40D 2 = 80D 3 = 120D 4 = EOY**  **5 = K3P**  **9=Open Year Round** |
| **18** | | **167** | | **174** | | **8** | **C** | **CLASS PERIOD** | | | **R** | **U** | **Indicates type of class period.** | **If Student Grade Level in Student Snapshot = PK, then must be AM, PM or FD.** | **Valid Values:**  **AM = Morning PM = Afternoon FD = Full Day SEM = Semester**  **TRI = Trimester**  **YR = Year-long**  **BLK = Block Scheduling**  **SP = Self-paced**  **QTR = Quarter**  **PO = Pull-out** |
| **19** | | | **175** | | **186** | **12** | **C** | | **COURSE CODE LONG** | | **R** | **K\*** | **PED-defined 8 character course code.** | **The full 8-digit Course Code, with the first four digits pertaining to PED’s Course Classification & the 5th designating the Common Field.**  **Positions 6-8 no longer represent Subject Fields and may contain any value, such as 000.**    **Must match the *Course Code Long* field in the *COURSE* and *STUDENT COURSE ENROLLMENT* templates for the same corresponding key fields in order to tie the teacher with the student.** | **Example: 17214144** |
| 20 | | | 187 | | 202 | 16 | Not Collected | | | | | | | | |
| **21** | | | **203** | | **218** | **16** | **C** | | | **ALTERNATE**  **INSTRUCTION**  **LANGUAGE**  **CODE** | **CR Please see Business Rules for requirements** | **U** | **If the course is taught in a language other than English, indicate that in this field. See valid values.** | **Required when a course is taught in a language other than English.   The value used should be the code (e.g., 01, 02) only. The descriptions are for reference only.** | **See Appendix D.20 for complete list of valid values.** |
| **22** | | | **219** | | **243** | **25** | **C** | | | **SECTION CODE LONG** | **R** | **K\*** | **Class section number assigned by school district to identify distinct classes.** | **This field should only be the local section number.**  **Must match the *Section Code Long* field in the *STUDENT COURSE ENROLLMENT* template for the same corresponding key fields.** | **Example: PERIOD1** |
| 23 | | | 244 | | 246 | 3 | Not Collected | | | | | | | | |
| **24** | | | **247** | | **256** | **10** | **D** | | | **SNAPSHOT DATE** | **R** | **K** | **Field indicating the report date. See valid values.** | **Date must be entered in ISO format: YYYY-MM-DD.**  **Must correspond to same reporting period specified in field #17, *Semester*.** | **Valid Values:**  **YYYY-10-01 = 40D**  **YYYY-12-15 = 80D**  **YYYY-03-01 = 120D**  **YYYY-06-01 = EOY**  **YYYY-09-01 = K3P**  **YYYY-07-15 = Open-Year-Round** |
| 25 | | | 257 | | 276 | 20 | Not Collected | | | | | | | | |
| 26 | | | 277 | | 296 | 20 | Not Collected | | | | | | | | |
| 27 | | | 297 | | 316 | 20 | Not Collected | | | | | | | | |
| 28 | | | 317 | | 336 | 20 | Not Collected | | | | | | | | |
| 29 | | | 337 | | 356 | 20 | Not Collected | | | | | | | | |
| 30 | | | 357 | | 376 | 20 | Not Collected | | | | | | | | |
| 31 | | | 377 | | 396 | 20 | Not Collected | | | | | | | | |
| 32 | | | 397 | | 416 | 20 | Not Collected | | | | | | | | |
| 33 | | | 417 | | 436 | 20 | Not Collected | | | | | | | | |
| 34 | | | 437 | | 456 | 20 | Not Collected | | | | | | | | |
| 35 | | | 457 | | 476 | 20 | Not Collected | | | | | | | | |
| 36 | | | 477 | | 480 | 4,0 | Not Collected | | | | | | | | |
| 37 | | | 481 | | 484 | 4,0 | Not Collected | | | | | | | | |
| 38 | | | 485 | | 488 | 4,0 | Not Collected | | | | | | | | |
| 39 | | | 489 | | 492 | 4,0 | Not collected | | | | | | | | |
| 40 | | | 493 | | 512 | 20 | Not Collected | | | | | | | | |
| 41 | | | 513 | | 532 | 20 | Not Collected | | | | | | | | |
| 42 | | | 533 | | 552 | 20 | Not Collected | | | | | | | | |
| 43 | | | 553 | | 555 | 3,0 | Not Collected | | | | | | | | |
| 44 | | | 556 | | 558 | 3,0 | Not Collected | | | | | | | | |
| 45 | | | 559 | | 561 | 3,0 | Not Collected | | | | | | | | |
| 46 | | | 562 | | 567 | 6,2 | Not Collected | | | | | | | | |
| 47 | | | 568 | | 587 | 20 | Not Collected | | | | | | | | |
| 48 | | | 588 | | 607 | 20 | Not Collected | | | | | | | | |
| 49 | | | 608 | | 627 | 20 | Not Collected | | | | | | | | |
| 50 | | | 628 | | 647 | 20 | Not Collected | | | | | | | | |
| 51 | | | 648 | | 667 | 20 | Not Collected | | | | | | | | |
| 52 | | | 668 | | 687 | 20 | Not Collected | | | | | | | | |
| 53 | | | 688 | | 693 | 6,2 | Not Collected | | | | | | | | |
| 54 | | | 694 | | 699 | 6,2 | Not Collected | | | | | | | | |
| 55 | | | 700 | | 705 | 6,2 | Not Collected | | | | | | | | |
| 56 | | | 706 | | 711 | 6,2 | Not Collected | | | | | | | | |
| 57 | | | 712 | | 717 | 6,2 | Not Collected | | | | | | | | |
| 58 | | | 718 | | 723 | 6,2 | Not Collected | | | | | | | | |
| 59 | | | 724 | | 731 | 8,4 | Not Collected | | | | | | | | |
| **60** | | | **732** | | **734** | **3** | **C** | | | **COURSE SPECIAL PROGRAM CODE** | **CR** | **U** | **Specify BEP to identify teachers and classes that are part of the state’s BEP (funded program).**  **Specify PRE to identify Pre-AP or Springboard courses** | **Only specify a value if the class is BEP or PRE**  **Teachers identified here should match the BEP application and licensure will be verified (which is a requirement for funding).**  **BEP is required if 5th digit of *Course Code Long* (field #19) = 8. 8 in 5th digit requires a Bilingual (67) endorsement. The reverse is not true; BEP doesn’t require an 8 in the 5th digit.** | **Valid Values:**  **BEP=Bilingual Multicultural Education Program**  **PRE = Pre-AP or Springboard course** |
| 61 | | | 735 | | 735 | 1 | Not Collected | | | | | | | | |
| 62 | | | 736 | | 741 | 6 | Not Collected | | | | | | | | |
| 63 | | | 742 | | 761 | 20 | Not Collected | | | | | | | | |
| 64 | | | **762** | | **764** | **3** | **C** | | | **HONORS INDICATOR** | **R** | **U** | **Field indicating the class is an Honors Class.** | 64 | **Valid Values:**  **Y=Yes**  **N=No** |
| **65** | | | **765** | | **767** | **3** | **C** | | | **ADVANCED PLACEMENT INDICATOR** | **R** | **U** | **Field indicating the class is an Advanced Placement Class.** | **Specify Y if this is an Advanced Placement (AP) class. Specify N if it is not.** | **Valid Values:**  **Y=Yes**  **N=No** |
| **66** | | | **768** | | **770** | **3** | **C** | | | **CAREER AND TECHNICAL INDICATOR** | **R** | **U** | **Field indicating this is a Career and Technical Class.** | **Specify Y if this is a Career and Technical class. Specify N if it is not.** | **Valid Values:**  **Y=Yes**  **N=No** |
| **67** | | | **771** | | **773** | **3** | **C** | | | **GIFTED INDICATOR** | **R** | **U** | **Field indicating this is a Gifted Class.** | **Specify Y if this is a Gifted class. Specify N if it is not.** | **Valid Values:**  **Y=Yes**  **N=No** |
| 68 | | | 774 | | 776 | 3 | Not Collected | | | | | | | | |
| **69** | | | **777** | | **779** | **3** | **C** | | | **REMEDIAL INDICATOR** | **R** | **U** | **Field indicating this is a Remedial Class.** | **Specify Y if this is a Remedial class. Specify N if it is not.** | **Valid Values:**  **Y=Yes**  **N=No** |
| **70** | | | **780** | | **782** | **3** | **C** | | | **BASIC/GENERAL INDICATOR** | **R** | **U** | **Field indicating this is a Basic/General Class.** | **Specify Y if this is a basic and/or general class. Specify N if it is not.** | **Valid Values:**  **Y=Yes**  **N=No** |
| **71** | | | **783** | | **785** | **3** | **C** | | | **SPECIAL EDUCATION INDICATOR** | **R** | **U** | **Field indicating this is a Special Education Class.** | **Specify Y if this is a Special Education class. Specify N if it is not.** | **Valid Values:**  **Y=Yes**  **N=No** |
| **72** | | | **786** | | **788** | **3** | **C** | | | **INTERNATIONAL BACCALAUREATE INDICATOR** | **R** | **U** | **Field indicating this is an International Baccalaureate (IB) Class.** | **Specify Y if this is an International Baccalaureate. Specify N if it is not.** | **Valid Values:**  **Y=Yes**  **N=No** |
| 73 | | | 789 | | 791 | 3 | Not Collected | | | | | | | | |
| **74** | | | **792** | | **794** | **3** | **C** | | | **ELECTIVE INDICATOR** | **R** | **U** | **Field indicating this is an Elective Class.** | **Specify Y if this is an Elective class. Specify N if it is not.** | **Valid Values:**  **Y=Yes**  **N=No** |
| 75 | | | 795 | | 797 | 3 | Not Collected | | | | | | | | |
| 76 | | | 798 | | 801 | 4 | Not Collected | | | | | | | | |
| 77 | | | 802 | | 805 | 4 | Not Collected | | | | | | | | |
| **78** | | | **806** | | **808** | **3** | **C** | | | **LAB COMPONENT INDICATOR** | **R** | **U** | **Field indicating this class has a lab component, which may be a graduation requirement.** | **Specify Y if this class contains a lab component. Specify N if it does not.** | **Valid Values:**  **Y=Yes**  **N=No** |
| 79 | | | 809 | | 813 | 5,0 | Not Collected | | | | | | | | |
| 80 | | | 814 | | 818 | 5,0 | Not Collected | | | | | | | | |
| 81 | | | 819 | | 823 | 5,0 | Not Collected | | | | | | | | |
| 82 | | | 824 | | 829 | 6 | Not Collected | | | | | | | | |
| **83** | **830** | | | | **832** | **3** | **C** | | | **ADVANCED INDICATOR** | **R** | **U** | **Field indicating this is an Advanced Class.** | **Specify Y if this is an Advanced class. Specify N if it is not.** | **Valid Values:**  **Y=Yes**  **N=No** |

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**New Fields to STARS**

* + - * **Field #18 CLASS PERIOD**
* NONE

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**Rules**

1. **SCHOOL YEAR DATE IS THE DATE OF THE LAST DAY OF THE SCHOOL YEAR IN ISO FORMAT: YYYY-06-30**
2. **CODE COLUMN: K – COMPONENT OF PRIMARY KEY, U – VALUE IS UPDATED IF ROW EXISTS, M – A VALUE MUST BE SUPPLIED**
3. **R/O/CR COLUMN: R – REQUIRED, O – OPTIONAL, CR – CONDITIONALLY REQUIRED**
4. **DATA CAN BE SUPPLIED IN EITHER ASCII, FLAT FILE OR DELIMITED FORMATS. FULL DELIMITER SUPPORT IS AVAILABLE.**

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**Load Sequence/Dependencies**

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| **Load Sequence/Dependencies** | **Optional** | **Lookup** |
| **1. COURSE** | **N** | **Y** |
| **2. STAFF** | **N** | **Y** |

**Data Submission Schedule: K3P, 40D, 80D, 120D, EOY**

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Student Course Enrollment Template

**Target Table: COURSE\_ENROLL**

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**Template Description**

The Student Course Enrollment Template contains information on student enrollment in each course/section combination. The Student Course Enrollment template must be submitted for all students at each reporting period. Be sure to include all students currently enrolled in the class on a given snapshot date (EOY being an exception). For students who exited courses between reporting periods and grades need to be submitted, in the past it was communicated that these COURSE, COURSE INSTRUCTOR, STUDENT COURSE ENROLLMENT and STUDENT GRADES records should be submitted at End-of-Year (EOY) with EOY snapshot dates in all records. Another option for better alignment of teachers to student’s assessments through courses is to include all ongoing, significant course instruction that occurred anytime between the snapshot dates. As an example, because class schedules may not coincide with PED’s snapshot dates (due to semester, trimester, block scheduling, etc…), if a class completes BETWEEN snapshots (such as a class completes on the 25th day, and the student is enrolled in a DIFFERENT class on the 40th day snapshot), your district/charter may submit BOTH Course Code + Sections at the 40th day snapshot. This would include submitting the entire set of COURSE, COURSE INSTRUCTOR, COURSE ENROLL and STUDENT GRADES with a 40th day snapshot for this pre-40th Day course so the instructor’s Teacher Effectiveness rating may take into account this course along with its student’s assessment scores. PED doesn’t need to know about all schedule changes that occurred for students between day 1 and day 40 of the 40th day snapshot, but if the district/charter feels significant instruction occurred that should be attributed to their Teacher Effectiveness rating, then please include this data. In addition, include Pull-out (i.e. intervention) and Pull-in (i.e. Special Ed inclusion) classes. Include pull-out classes which impact students learning; even if no grade is assigned, and even if they don’t attend class daily (i.e. English Language Development (ELD), Assisted Reading & intervention classes are often considered pull-outs). Include Pull-in classes, which are defined as special ed students who are pulled into a general ed classroom. Ensure a Course Code + Section is associated with ANY teacher providing instruction to students (both Special Ed and General Ed as either a “Primary” or “Other” instructor) which impacts students learning and consequently impacts Teacher Effectiveness.

Hospitalized students (Location Code = 993), homebound students (Location Code = 998), home schooled students (Location Code = 999), and students enrolled in private school but receiving public special education services (Location Code = 997), should not be submitted in this template.

Semester, Course Instructor Snapshot Date, Course Code Long and Section Code Long MUST match the corresponding fields in the *COURSE INSTRUCTOR* Template and *COURSE* Template for proper HQT results and for tying the student to the teacher for teacher evaluations. Field #18 must include a D code for Dual Credit courses in order for districts to receive funding for instructional materials. Beginning with School Year 2010-11, report students taking IDEAL-NM online course with *Course Content Code* = IDEAL.

**Grain:** One record per district / location / school year / course code / section / student / semester (reporting period/snapshot date)

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**Student Course Enrollment Template Specifications**

| **Field #** | **Start** | **End** | **Length** | **Data Type** | | **Field Name** | **R/O/CR** | **Code** | | | **Definition** | | **Business Rules** | **Valid Values/Example Data** | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **1** | **1** | **8** | **8** | **C** | | **DISTRICT CODE** | **R** | **K,M** | | | **PED defined three character district code.** | |  | **Example: 033  See Appendix C. for complete list of valid values.** | |
| **2** | **9** | **14** | **6** | **C** | | **LOCATION CODE** | **R** | **K,M** | | | **PED defined three character location code.** | |  | **Example: 120**  **See Appendix C. for complete list of valid location codes for each district.** | |
| **3** | **15** | **24** | **10** | **D** | | **SCHOOL YEAR**  **DATE** | **R** | **K,M** | | | **Provide the school year in the ISO format: YYYY-MM-DD. The PED standard school year runs from July 1 through June 30. PED uses the June 30th date to designate the full school year. So for courses taught within the 2012-2013 school year, this field should be populated with 2013-06-30.** | | **All dates must be entered in ISO format** | **Example: YYYY-06-30** | |
| **4** | **25** | **27** | **3** | **N(0)** | | **ENROLL-MENT**  **PERIOD**  **NUMBER** | **R** | **K,M** | | | **Indicator of reporting period and corresponds to the same reporting period as *Effective Date* (field #5) and *Semester* (field #13). See valid values.** | | **Use codes 501, 502, 503, 901, 902, 906.** | **Valid values:**  **501 = 40D 502 = 80D 503 = 120D 901 = EOY**  **902 = K3P**  **906=Open Year Round** | |
| **5** | **28** | **37** | **10** | **D** | | **EFFECTIVE DATE** | **R** | **K,M** | | | **Indicator of reporting period. Corresponds to same reporting period as *Enrollment Period Number* (field #4) and *Semester* (field #13). See valid values.** | | **All dates must be entered in ISO format (YYYY-MM-DD). Must correspond to the same reporting period as the *Snapshot Date* (field #83) in the *STUDENT SNAPSHOT* template for the student.** | **Valid values:**  **YYYY-10-01 = 40D**  **YYYY-12-15 = 80D**  **YYYY-03-01 = 120D**  **YYYY-06-01 = EOY**  **YYYY-09-01 = K3P**  **YYYY-07-15 = Open Year Round** | |
| **6** | **38** | **43** | **6** | **C** | | **ENROLL-MENT**  **CODE** | **R** | **K,M** | | | **eScholar Enrollment Code.** | | **Use constant of “CE” for Course Enrollment.**  **The value used should be the code (e.g. CE) only. Valid values are case sensitive. The descriptions are for reference only.** | **Valid Value:**  **CE = Course Enrollment** | |
| **7** | **44** | **55** | **12** | **C** | | **STUDENT ID** | **R** | **K,M** | | | **State issued student identification number.** | | **Must match the Student ID (field #4) in the *STUDENT SNAPSHOT* template for corresponding key fields.** | **Example: 123456789** | |
| 8 | 56 | 63 | 8 | Not Collected | | | | | | | | | | | |
| 9 | 64 | 67 | 4 | Not Collected | | | | | | | | | | | |
| **10** | **68** | **70** | **3** | **N(0)** | **REQUEST SEQUENCE** | | **R** | **K,D** | | | | **eScholar Request Sequence.** | **Use constant value of 0.**  **The value used should be the code (e.g. 0) only.** | **Valid value: 0** | |
| 11 | 71 | 78 | 8 | Not Collected | | | | | | | | | | | |
| 12 | 79 | 118 | 40 | Not Collected | | | | | | | | | | | |
| **13** | **119** | **120** | **2** | **C** | **SEMESTER** | | **R** | **K** | **Indicator of reporting period and corresponds to same reporting period as *Effective Date* (field #5) and *Enrollment Period Number* (field #4). See valid values.** | | | | **Use codes 1, 2, 3, 4, 5, 9. Must match the *Semester* field in the *COURSE* and *COURSE INSTRUCTOR* templates for the same corresponding key fields.** | | **Valid Values:**  **1 = 40D 2 = 80D 3 = 120D 4 = EOY**  **5 = K3P**  **9 = Open Year Round** |
| **14** | **121** | **132** | **12** | **C** | **COURSE CODE**  **LONG** | | **R** | **K\*** | **PED defined 8 character course code.** | | | | **The full 8 digit Course Code, with the first four digits pertaining to the Course Classification, the 5th designating the Common Field, and 6-8 representing the Subject Fields (C, D, and E respectively).Subject Fields are optional and may contain 000.Must match the Course Code Long field in the COURSE and COURSE INSTRUCTOR templates for the same corresponding key fields.** | | **Example: 17214144** |
| **15** | **133** | **138** | **6** | **C** | **COURSE DELIVERY MODEL CODE** | | **R** | **U** | **Indicates course delivery model used for this student in this class.**  **Business Rule:**   * **For Hybrid, Distance Learning or Computer-based, the Online Vendor must be specified in the Course Content Code (field #16).** | | | | **Face-to-Face:**   * **Report local instructor’s SSN as primary instructor with one exception; for Dual Credit report Dummy Staff ID 777777777.** * **Majority of classes**   **Hybrid (Blended learning):**   * **Report local instructor’s SSN as primary instructor of person providing Face-to-Face learning** * **Use for courses that encompass both face-to-face and online instruction, including CTE courses** * **Requires vendor**   **Distance Learning:**   * **Report Dummy Staff ID 888888888 as primary instructor; unless the teacher is employed by the district and known.** * **Use if teacher and students are separated by space and time** * **Requires vendor**   **Computer-based:**   * **Report Dummy Staff ID 888888888 as primary instructor if the person is monitoring (or is a proctor) and is not the teacher of record** * **Instruction via computer only** * **Requires vendor**   **Note: Primary Instructor refers to field #8 (Primary Instructor ID) in the Course Instructor template. Licensure verified for non-dummy Staff IDs.** | | **Valid Values:**  **FF = Face-to-Face**  **HY = Hybrid (Blended)**  **DL = Distance Learning**  **CB = Computer-based** |
| **16** | **139** | **144** | **6** | **C** | **COURSE CONTENT CODE** | | **CR** | **U** | **PED defined 6 character code.** | | | | **Use code of “IDEAL” to define as an online IDEAL-NM course.**  **Use appropriate valid value for vendor of online courses.**  **If field # 15 (Course Delivery Model Code) is HY (Hybrid), DL (Distance Learning) or CG (Computer-based), then Course Content Code is required. The value ONLINE was remove 2016-17 and HYBRID moved to field #15.** | | **Valid Values:**  **APLUS**  **BYU**  **EDCONN**  **EDGENU**  **EDMENT**  **FUELED**  **IDEAL**  **K-12**  **ODYSSE**  **OTHER**  **PROXIM**  **(See Appendix D.25. for list of valid course content codes and descriptions)** |
| 17 | 145 | 150 | 6 |  | | | | | | | | | | | |
| **18** | **151** | **153** | **3** | **C** | **SPECIAL PROGRAM CODE** | | **CR**  **Please see Business Rules for requirements** | **U** | | **Use this field to indicate if a student is enrolled in either a Dual Credit or Concurrent Enrollment course.** | | | **This field must be completed at all reporting periods.   The value used should be the code (e.g., D) only. Valid values are case sensitive.** | **Valid Values:**  **D = Dual Credit**  **Course**  **C = Concurrent Enrollment Course**  **P = PEER** | |
| **19** | **154** | **165** | **12** | **C** | **ALTERNATE CREDIT COURSE CODE** | | **O** | **U** | | **If this class is being offered for alternative credit enter the 8-digit course number for the course it is replacing, otherwise leave blank (High School Only).** | | | **Alternative Credit courses must be approved through the Alternative Credit process at PED. See Vol 2, Appendix R.**  **Must match the *Course Code Long* field in the *COURSE* template for the same corresponding key fields.**  **Example: If the student is enrolled in British Literature that qualifies as Language Arts credit, provide the Language Arts course code here. The British Literature course code will be reported as Course Code Long (field #14).** | **Example: 17184144** | |
| **20** | **166** | **190** | **25** | **C** | **SECTION CODE**  **LONG** | | **R** | **K\*** | | **Class section number assigned by school district to identify district classes.** | | | **This field should only be the local section number. Must match the *Section Code Long* field in the *COURSE INSTRUCTOR* template for the same corresponding key fields.** | **Example: PERIOD1** | |
| **21** | **191** | **200** | **10** | **D** | **COURSE INSTRUCTOR SNAPSHOT DATE** | | **R** | **U** | | **Field indicating the report date. See valid values.** | | | **Date must be entered in ISO format: YYYY-MM-DD.**  **Must find corresponding Snapshot Date record for School Year/District/Location/Semester/Snapshot Date/Course/Section in the *COURSE INSTRUCTOR* template.**  **Must match *Effective Date* (field #5).**  **Must refer to the same reporting period as *Enrollment Period Number* (field #4) &*Semester* (field #13).** | **Valid Values:**  **YYYY-10-01 = 40D**  **YYYY-12-15 = 80D**  **YYYY-03-01 = 120D**  **YYYY-06-01 = EOY**  **YYYY-09-01 = K3P**  **YYYY-07-15 = Open Year Round** | |

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**New Fields to STARS**

* **None**

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**Rules**

1. **DATE FIELDS (FIELD NAME ENDS IN DATE) MUST BE IN THE ISO FORMAT: YYYY-MM-DD**
2. **CODE COLUMN: K - COMPONENT OF PRIMARY KEY, U - VALUE IS UPDATED IF ROW EXISTS, M - A VALUE MUST BE SUPPLIED**
3. **R/O/CR COLUMN: R – REQUIRED, O – OPTIONAL, CR – CONDITIONALLY REQUIRED**
4. **DATA CAN BE SUPPLIED IN EITHER ASCII, FLAT FILE OR DELIMITED FORMATS. FULL DELIMITER SUPPORT IS AVAILABLE.**

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**Load Sequence/Dependencies**

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| **Load Sequence/Dependencies** | **Optional** | **Lookup** |
| **1. COURSE** | **N** | **N** |
| **2 STUDENT** | **N** | **N** |

**Data Submission Schedule: K3P, 40D, 80D, 120D and EOY**

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**FAQs**

*FAQs in this section pertain to* ***Course, Course Instructor, and Student Course Enrollment*** *Templates in the Course and Grades Domain.*

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| **1.** | **Must course information be submitted for all students?** |
|  | Yes, all students must have records in the Student Course Enrollment template for the courses they are taking. This includes 3 and 4 year old students. Use course code 0033 for 3Y Special Education students and 0044 for 4Y Special Education students. Use course code 0034 for Title IA Preschool students. Use course code 0K3P for students enrolled in K-3 plus programs, including Start Smart. |
| **2.** | **Does the district need to include a course record for elementary students participating in physical education, art, music, Title I, and other specialized areas taught by a LICENSED INSTRUCTOR?**  Yes. This does not pertain to therapy delivered by Related Service Providers (Special Education). The course record will be reported for the LICENSED TEACHER, not the INSTRUCTIONAL ASSISTANT. Class overloads for these situations are ignored. |
| **3.** | **Does the district need to include a course record for elementary students participating in physical education, art, music, and other specialized areas taught by an INSTRUCTIONAL ASSISTANT?**  No. |
| **4.** | **How many characters will the course code contain? What kind of information will the course coding system provide?**  The course code is 8 numeric characters (alphanumeric). The first 4 characters of the course code, termed as the Course Classification Field, provide information on the subject areas (1st 2-characters) as well as the specific course within the subject area. The 5th character, termed the common field, provides an indication of the level of the course. The final three characters, termed Subject Fields, will provide information regarding experiences available in the course, the type of credit received, the main emphasis of the course or additional detail regarding the course content. The subject fields will change according to the specific subject area. Beginning 2013-14, the subject area fields may be any value between 000 and 999 and will not be used by The PED for any particular purpose. |

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| **5.** | **How do we distinguish elementary students participating in a general education class from a Special Education class?**  In the *COURSE INSTRUCTOR* template, you’ll specify the class as Special Ed by reporting “Y” in the **Special Education Indicator** field. A general education class may be specified as “Y” in the **Basic/General Indicator** field.  When a Special Education student receiving C or D level services spends part of the day in a general education class, the **Special Ed Indicator** field should contain a “Y” (and the Basic/General Indicator Field may contain a “Y” as well).  In addition, the Special Ed indicator (Y/N) in STUDENT SNAPSHOT will enable the system to determine the Special Ed class-makeup.  i.e.)All Special Ed versus Some Special Ed versus No Special Ed students in a class  In the past, for Special Ed inclusion classes, the 8-digit COURSE ID AND SECTION CODE LONG should have been the same for ALL students in the class; however, for better alignment of Teachers to Student’s Assessment Scores through courses for Teacher Effectiveness a different section may be used. If Special Ed students have a DIFFERENT section than the Regular Ed students, and the General Ed teacher is listed as the Primary Instructor of both Course Codes + Sections, then the Highly Qualified Teacher reports will consider the section containing ALL Special Ed students as a “Special Ed self-contained classroom” and require both a Special Ed license in addition to the Regular Ed license in order for a teacher to be considered Highly Qualified to teach the class. If a Special Ed teacher of an “All Special Ed Self-contained classroom” is reported as the PRIMARY INSTRUCTOR/Teacher-of-Record(as opposed to the General Ed teacher), then they must be Highly Qualified in the subject area. |
| **6.** | **How do you report elementary dance programs?**  An elementary dance program can be reported in various ways.  It may be taught by a licensed dance teacher; If the class is taught by a dancer/artist, the class must be supervised by a licensed physical education teacher or licensed elementary teacher.  You must list the appropriate Course code for dance using the certified dance teacher, physical education teacher, or elementary teacher as the teacher of record. |
| **7.** | **If a music teacher is teaching the same music course in two different schools can each school use the same section number for this class?**  Yes. To determine a unique instance of a class, the staff ID, course code, section number and student's location code are used. |
| **8.** | **Must I have a course file for students participating in internet-based classes?**  Yes, use the appropriate course code and teacher staff ID of 888888888. Course Codes are found in templates COURSE, COURSE INSTRUCTOR, STUDENT COURSE ENROLLMENT and STUDENT GRADES. If this is an IDEAL-NM course, in the STUDENT COURSE ENROLLMENT template, also specify ***Course Content Code*** as IDEAL. If it’s a non-IDEAL-NM, online course, specify ***Course Content Code*** using one of the vendor names in the valid values. |
| **9.** | **How do I list students participating in reading programs such as Success for All, and Accelerated Reader?**  You do not report Success for All or Accelerated Reader students. The programs are not specific classes, but enhancements to existing Course offerings. |
| **10.** | **How do I designate the required English class for middle, junior high, or high school?**  All English courses contain a 10 in the 1st 2-digits of the 8-digit COURSE ID. A “required” English class is defined as a CORE COURSE (Core Course=Y) in the COURSE table.   | School Type | Maximum class size for each required English Class | Maximum number of students allowed per day per teacher of required English classes | | --- | --- | --- | | Middle/Junior High | 27 | 135 | | High School | 30 | 150 |   The daily teaching load per teacher for grades 7-12 shall not exceed 160 students except as noted above for teachers who teach ONLY required English courses. When 6th grade is part of a Middle/Junior High School, the 7-12 requirement applies. |
| **11.** | **How do I report classes for a student participating in a State-Funded Bilingual Multicultural Education Program (BEP)?**  You must use the appropriate subject course code (1st 4 digits) and for SPANISH the common field (5th digit) of eight (8) - Bilingual. i.e. New Mexico History – 27008000  Reporting 8 in the 5th digit indicates the course requires a bilingual endorsement because it is part of a state-funded Bilingual Multicultural Education Program. If the student is in a BEP program and the course is taught as part of the BEP program, then in addition you’d specify 1) BEP for the student in Programs Fact (Program Code=BEP and indicate the model) AND 2) BEP at the classroom/teacher level in Course Instructor (Course Special Program Code=BEP).  Note: Please be advised that there may be a license discrepancy if an 8 in the 5th digit of the 8-digit course code is used for classes taught by someone holding a 520 Native Language and Culture certificate. In this case, remove the 8 in the 5th digit to remove the license discrepancy.  For additional guidance, please consult the STARS Manual, volume 2, Appendix Y – Teacher Effectiveness, “Reporting Bilingual Classes” Section and/or the BMEB Technical Assistance Manual.  **Business Rules:**   * Report 8 in 5th digit of Course Code to denote teaching in SPANISH (verifies has bilingual endorsement), but ONLY if state-funded through BEP.   + If the SAME teacher is teaching the ENGLISH portion as well, it’s unnecessary to submit a separate ENGLISH CourseCode+Section * If the Bilingual class is BEP funded, then report BEP in *COURSE INSTRUCTOR* * If the ENGLISH portion is ELD, then report an ELD course code (1062 or 1063); verifies licensure   + BILINGUAL and TESOL endorsements generally pertain to BEP. The same Course Codes 1062 & 1063 may be used for both state-funded BEP and not state-funded BEP; however, different Course Licensure Requirement rules will be applied--based on whether BEP was specified in the COURSE INSTRUCTORtemplate in field #60, *Course Special Program Code*   + 1062 ELD K-12     - BEP: Requires TESOL (27) or BILINGUAL (67) on elementary license; TESOL (27) on Secondary License     - Non-BEP: Requires any teaching license aligned with student grade level   + 1063 EngLangArts & EngLangDev (ELD) 6-12     - BEP: Requires TESOL (27). Also requires Lang Arts endorsement (20).     - Non-BEP: Requires Lang Arts endorsement (20)     - May be used for EngLangArts HS graduation credit for 9-12 (substitute for courses 1001-1004) * Also report students in the proper program codes (T3, BEP, EL) as applicable   + At least ONE student should be coded as BEP in the Program Code if it’s a BEP class * Licensure verified through 3 components:   + 4-digit course code   + 8 in 5th-digit of course code requires bilingual endorsement   + BEP specified in field #60, *Course Special Program Code,* in COURSE INSTRUCTOR template |
| **12.** | **How do I report a K-12 student participating in English Language Development (ELD) class that is NOT part of a Bilingual Multicultural Education Program?**  You must use the course code 1062 – English Language Development (ELD). Beginning school year 2014-15, course code 1061 (ELD Not in BEP) was incorporated into 1062 (ELD) and 1061 was removed. Also, beginning school year 2014-15, you’ll specify nothing in the **Course Special Program Code** field in the **COURSE INSTRUCTOR** template.  Note: A Bilingual or TESOL Endorsement is not required by state or federal statute/regulation in order to teach this course. However, districts may have additional requirements. DO NOT use an 8 in the 5th digit for 1062 if these are not part of a state -funded Bilingual Multicultural Education Program.  See additional guidance in FAQ (Q11, 13, 14, and 34) regarding Course Instructor and Student Course Enrollment Templates in the Course and Grades Domain.  **Business Rules:**   * **If your district or charter doesn’t participate in state-funded BEP, you’ll never report an 8 in the 5th digit of ANY course code.** * Also report students in the proper program codes (T3, EL) * Licensure verified through 1 component:   + 4-digit course code |

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| **13.** | **How do I report a K-12 student participating in English Language Development (ELD) class that IS part of a Bilingual Multicultural Education Program?**  You must use the course code 1062 – English Language Development (ELD). Beginning school year 2014-15, course code 1061 (ELD Not in BEP) was incorporated into 1062 (ELD) and 1061 was removed. 1062 is now the only ELD course code available and will be used whether or not the class is taught as BEP. To identify the class as BEP, beginning school year 2014-15, you’ll specify BEP in the **Course Special Program Code** field in the **COURSE INSTRUCTOR** template.  Elementary teachers need to have a Bilingual Education or TESOL Endorsement in order to teach this Course. If the teacher has a Bilingual Endorsement and is teaching this ELD/ELD course, then you may specify 8 (Bilingual) in the 5th digit of the 8-digit COURSE ID (i.e.) 10628000. Secondary teachers need to have a TESOL Endorsement in order to teach this Course. If the teacher has a TESOL Endorsement and is teaching this course, then do not specify 8 in the 5th digit of the 8-digit COURSE ID or it will result in a Licensure Discrepancy.  For additional guidance, please consult the STARS Manual, volume 2, Appendix Y – Teacher Effectiveness, “Reporting Bilingual Classes” Section and/or the BMEB Technical Assistance Manual. |
| **14.** | **How do I report an elementary (K-6) student participating in an English Language Development (ELD) block that IS part of a Bilingual Education Program?**  You must use the course code 1062 – English Language Development (ELD). 1062 is the only ELD course code available and may be used whether or not the class is taught as BEP. To identify the class as BEP, beginning school year 2014-15, you’ll specify BEP in the **Course Special Program Code** field in the **COURSE INSTRUCTOR** template.  Elementary teachers need to have a Bilingual Education or TESOL Endorsement in order to teach this ELD block. If the teacher has a Bilingual Endorsement and is teaching this ELD block, then you may specify 8 (Bilingual) in the 5th digit of the 8-digit COURSE ID (i.e.) 10628000. If the teacher has a TESOL Endorsement and is teaching this course, then do not specify 8 in the 5th digit of the 8-digit COURSE ID or it will result in a Licensure Discrepancy.  For additional guidance, please consult the STARS Manual, volume 2, Appendix Y – Teacher Effectiveness, “Reporting Bilingual Classes” Section and/or the BMEB Technical Assistance Manual. |
| **15.** | **How do I report a K-12 student participating in an integrated English Language Development (ELD) and English Language Arts ELD class that is part of a Bilingual Multicultural Education Program?**  You must use the course code 1063– Integrated ELD and ELA, 6-12, not for elementary use. This course is intended for English Learners (ELs) whose English language proficiency level is nearing proficiency, as measured by the department-approved annual English language proficiency assessment. Course 1063 aligns with grade-level New Mexico Common Core State Standards (CCSS) for English Language Arts and the current state-adopted English Language Development (ELD) Standards. Teachers are required to have secondary licensure and be endorsed in ELA. In addition, teachers must have received specialized training in serving the needs of ELs (as required of districts in order to meet their obligations under civil rights law and other federal requirements).  Note: When 1063 is part of a state-funded bilingual program, the teacher must have a TESOL endorsement in addition to the ELA endorsement. Do not specify 8 in the 5th digit of the 8-digit COURSE ID (requires Bilingual Endorsement) because this course must be taught in English and it will result in a Licensure Discrepancy.  For additional guidance, please consult the STARS Manual, volume 2, Appendix Y – Teacher Effectiveness, “Reporting Bilingual Classes” Section and/or the BMEB Technical Assistance Manuals. |
| **16.** | **When do I use course code 1062 or 1063?**  Course 1062 is an English language development (ELD) course. The instruction provided in course 1062 must be distinct from English language arts (ELA). The purpose of this course is for students to attain English language proficiency, as measured by the department-approved annual English language proficiency assessment. Course 1063 is an integrated ELD and ELA course and aligns with grade-level New Mexico Common Core State Standards (CCSS) for English Language Arts and the current state-adopted English Language Development (ELD) Standards.  At the elementary level, the only eligible course code is 1062 and ELD instruction may be provided as a pull-out course or as a block within the elementary home room.  At the secondary level, the two eligible course codes are 1062 ELD and 1063 integrated ELD and ELD. An EL's English language proficiency level must be considered when determining if an EL should be provided instruction in course code 1062 or 1063. The instruction provided in 1062 ELD must be distinct from ELA and address the ELD of ELs. Course code 1063 ELA-ELD includes ELD instruction integrated with ELA that addresses the developmental, linguistic, and academic needs of ELs. This course is intended for English learners (ELs) whose English language proficiency level is nearing proficiency, as measured by the department-approved annual English language proficiency assessment.  For additional guidance, please consult the BMEB Technical Assistance Manuals. |
| **17.** | **When do I report ELL programs code and T3 Programs Code?**  Districts with identified English Learners (ELs) must report the ELL programs code. The federal requirement is that a district must offer an EL program and service until an EL student is proficient in English and can participate meaningfully in the standard instructional programs without EL supports within a reasonable amount of time.  Districts that are Title III English language acquisition subgrantees must report the T3 programs code, instead of the ELL programs code. Districts should **NOT** report both programs codes.  In either case, please enter the applicable Valid Values for ELL/Title III (Participation Info Code (Programs Fact - Field # 18)). |
| **18.** | **When do I use course codes 1271-1274?**  Course codes 1271, 1272, 1273 and 1274 are the eligible course codes for language arts in the home or heritage language (1st hour) of a bilingual education program (BEP). The course codes are not language specific and may be used for Native American or Spanish language BEPs. When codes 1271-1273 are part of a Spanish language state-funded BEP, the teacher must have a bilingual endorsement and you would specify 8 in the 5th digit of the 8-digit COURSE ID.  Only course codes 1271, 1272, 1273, 1274, AP course codes 1202-1203 (if part of a vertically-aligned sequence of eligible BEP courses), elementary course codes 0000-0006 and elementary setting subject area course codes 1717, 2020, 2738, fine arts, and performing arts may be eligible for BEP funding. At the secondary level, mathematics, social sciences and history, life and physical sciences, fine arts and performing arts subject area course codes may be eligible for BEP funding. However, the courses must be taught entirely in the home or heritage language.  For additional guidance consult the BMEB Technical Assistance Manuals or contact the Bilingual Multicultural Education Bureau. |
| **19.** | **May I use a course code of 2201 or 2202 (Humanities) or 2221 (Team Taught Block) under Multi/Interdisciplinary Studies?**  No. These course codes are no longer valid. New course codes have been added for Humanities – Humanities I (2204), Humanities II (2205), Humanities III (2206), Humanities IV (2207), Humanities (AP U.S. History and AP English Language/Composition) (2208), Humanities (AP European History and AP English Literature/Composition) (2209), and Humanities, Grades 6-8 (2210). Teacher(s) must be endorsed in English (Language Arts) and Social Studies. |
| **20.** | **May I count Marching Band for Physical Education credit for graduation?**  It depends. Typically Marching Band is an elective and PE is a graduation credit. Students must take one unit in physical education (STARS code 2305), as determined by each school district, which may include a physical education program that meets state content and performance standards or participation in marching band, junior reserve officers' training corps or interscholastic sports sanctioned by the New Mexico activities association. Any variation from the above parameters would require the submission of a PE Waiver. |
| **21.** | [ Deleted 9/6/2011- - no longer applies ] |
| **22.** | **How do I report TechLab 2000?**  The TechLab 2000 format is designed to provide a systematic study of the tools, resources, processes, products, and analyses of technology. As such, it should be reported under Technology Education, Course 1625. |
| **23.** | **How should Advance Placement (AP) courses be reported?**  Specify “Y” in the AP field in the COURSE INSTRUCTOR template. There are also several course codes The PED has already identified as AP. For a list of those, run the STARS report State   |  | | --- | | ([STARS Site Collection](https://eui.ped.state.nm.us/sites/stars)>[STARS Reporting](https://eui.ped.state.nm.us/sites/stars/prod)>[Public Folders](https://eui.ped.state.nm.us/sites/stars/prod/Public%20Folders)>[eScholar Framework - Verify](https://eui.ped.state.nm.us/sites/stars/prod/Public%20Folders/eScholar%20Framework%20-%20Verify)>[District and Location Reports](https://eui.ped.state.nm.us/sites/stars/prod/Public%20Folders/eScholar%20Framework%20-%20Verify/District%20and%20Location%20Reports)>[General Reports](https://eui.ped.state.nm.us/sites/stars/prod/Public%20Folders/eScholar%20Framework%20-%20Verify/District%20and%20Location%20Reports/General%20Reports)) |   and refer to column “Advanced Placement Course” which will have a value of “Yes.” |
| **24.** | **How should IDEAL-NM distance learning, concurrent enrollment, and religious education classes be reported since they are taught by teachers who are not employees of the district?**  Report the Staff ID in the Course Instructor template as the Primary Instructor for concurrent enrollment teachers, distance learning teachers and religious education teachers as follows:   1. 888888888 Distance learning(includes IDEAL-NM) 2. 777777777 Concurrent enrollment or Dual Credit 3. 555555555 Religious instruction   Do not report these “dummy” Staff ID’s in any template other than Course Instructor. They have already been preloaded in the STAFF table by The PED for all districts to prevent data integrity and loading errors in eDM. These dummy Staff ID’s will be omitted from the License Discrepancy and Highly Qualified Teacher reports since licensure cannot be verified.  Do not submit these records in the Staff and Staff Snapshot templates. Also do not submit these records in the Staff Assignment, Staff Compensation or Staff Development Fact templates. |
| **25.** | **How is section number used?**  For middle and high school students, the section numbers represent a specific class grouping. For example, Ms. Jones’ first period social studies class would have a different section number from her second period social studies class. Each class period should be a unique section number. For kindergarten teachers and students, the section number should distinguish between AM and PM classes. However, elementary itinerant teachers may have the same section number for all students at a particular school. Section numbers are used to distinguish every class for class load purposes. Itinerant teacher’s classes (Art, Music, Band, Chorus, and PE) will be omitted from the Class Size requirements. Itinerant teacher’s classes may still appear on the Class Overload reports but may be ignored. |
| **26.** | **What is the difference between Primary Instructor and Other Instructor?**  The Primary Instructor is the “Teacher of Record” (who assigns the grade and develops lesson plans) and must be licensed appropriately to teach the class. The Other Instructor is an additional staff member that supports the Primary Instructor.  In terms of Teacher Effectiveness, “other” instructors should also be reported if they are providing instruction and impact student’s learning. However, for better alignment of other instructors to specific students in a class (such as aligning Special Ed Students in a general ed inclusion class to a Special Ed teacher), a different SECTION may be used. For CORE courses, the students in this separate Course Code + Section still need to be taught by a highly qualified teacher or a team of highly qualified teachers. |
| **27.** | **How do I report substitute teachers?**  Only report LONG TERM substitute teachers in Course Instructor (not Short Term). In STAFF and STAFF Snapshot, field STAFF QUALIFICATION STATUS CODE will contain an S for Long Term Sub. In COURSE INTRUCTOR, the Primary Instructor will be the Staff ID of the Long Term Sub. In the License Discrepancy Report, Long Term Subs are licensed properly if a Substitute Teaching license is found (or if a teaching license is found) for their Staff Assignment (endorsements for courses are not checked). Substitute Teachers are omitted from the Highly Qualified Teacher (HQT) reports. Use a TEACHING staff assignment code in the STAFF ASSIGNMENT template for reporting Long Term Subs, since there is not a specific code for Substitute Teachers. The location codes must match between STAFF ASSIGNMENT and COURSE INSTRUCTOR.  SHORT TERM Subs are reported in STAFF and STAFF SNAPSHOT with a STAFF QUALIFICATION STATUS CODE of T for Short Term Sub. These are typically the only templates reported for Short Term Subs. Location Code 000 (District Office) will normally be reported for Short Term Subs since their teaching is sporadic between schools. FTE will also be sporadic, which is why a Staff Assignment record will not be sent for Short Term Subs. |
| **28.** | **How do I report Leveled Reading Groups for my elementary classrooms?**  “Leveled Reading Groups” are not considered “pull-out” classes and therefore should not be reported as separate classes since these are part of their normal “homeroom” duties. Elementary Teachers teaching in elementary self-contained classroom settings are normally reported with a single course code only (0000 Kindergarten thru 0008 8th Grade). A 200/208 Elementary Teaching License is all that is necessary to teach “Leveled Reading Groups” and a reading endorsement is not required as long as a “reading” course code is not reported for these classes. “Leveled Reading Groups” are covered within course codes 0000-0008 &10245/1025 (K-5 Elementary Language Arts). |
| **29.** | **The Highly Qualified Teacher results are not reflecting what I submitted. Why?**  Ensure the following 3 fields are consistent in *COURSE ENROLL* and refer to the SAME reporting period (40D, 80D, 120D, etc…) otherwise erroneous HQT results may occur:  ENROLLMENT PERIOD NUM  Valid Values: 501 = 40D  502 = 80D  503 = 120D  901 = EOY  902 = K3P  903 = Summer Session (**OBSOLETE**)  EFFECTIVE DATE  Valid Values: YYYY-10-01 = 40D  YYYY-12-15 = 80D  YYYY-03-01 = 120D  YYYY-06-01 = EOY  YYYY-09-01 = K3P  YYYY-06-29 = Summer Session **(OBSOLETE)**  SEMESTER  Valid Values: 1 = 40D  2 = 80D  3 = 120D  4 = EOY  5 = K3P  6 = Summer Session **(OBSOLETE)**  COURSE INSTRUCTOR SNAPSHOT DATE  Valid values: YYYY-10-01 = 40D  YYYY-12-15 = 80D  YYYY-03-01 = 120D  YYYY-06-01 = EOY  YYYY-09-01 = K3P  YYYY-06-29 = Summer Session **(OBSOLETE)**  Run the following STARS report to check for consistent reporting periods:  [STARS Site Collection](https://eui.ped.state.nm.us/sites/stars?CSRT=7803133597066875838)>[STARS Reporting](https://eui.ped.state.nm.us/sites/stars/prod?CSRT=7803133597066875838)>[Public Folders](https://eui.ped.state.nm.us/sites/stars/prod/Public%20Folders?CSRT=7803133597066875838)>[eScholar Framework - Verify](https://eui.ped.state.nm.us/sites/stars/prod/Public%20Folders/eScholar%20Framework%20-%20Verify?CSRT=7803133597066875838)>[District and Location Reports](https://eui.ped.state.nm.us/sites/stars/prod/Public%20Folders/eScholar%20Framework%20-%20Verify/District%20and%20Location%20Reports?CSRT=7803133597066875838)>[STAFF](https://eui.ped.state.nm.us/sites/stars/prod/Public%20Folders/eScholar%20Framework%20-%20Verify/District%20and%20Location%20Reports/STAFF?CSRT=7803133597066875838)>[Highly Qualified Teacher Reports](https://eui.ped.state.nm.us/sites/stars/prod/Public%20Folders/eScholar%20Framework%20-%20Verify/District%20and%20Location%20Reports/STAFF/Highly%20Qualified%20Teacher%20Reports?CSRT=7803133597066875838)>[HQT Data Review](https://eui.ped.state.nm.us/sites/stars/prod/Public%20Folders/eScholar%20Framework%20-%20Verify/District%20and%20Location%20Reports/STAFF/Highly%20Qualified%20Teacher%20Reports/HQT%20Data%20Review?CSRT=7803133597066875838)>[Course Enrollment - Consistent Reporting Period Verification](https://eui.ped.state.nm.us/sites/stars/prod/_layouts/ReportServer/RSViewerPage.aspx?rv:RelativeReportUrl=/sites/stars/prod/Public%20Folders/eScholar%20Framework%20-%20Verify/District%20and%20Location%20Reports/STAFF/Highly%20Qualified%20Teacher%20Reports/HQT%20Data%20Review/Course%20Enrollment%20-%20Consistent%20Reporting%20Period%20Verification.rdl&Source=https%3A%2F%2Feui%2Eped%2Estate%2Enm%2Eus%2Fsites%2Fstars%2Fprod%2FPublic%2520Folders%2FForms%2FReport%2520with%2520Description%2Easpx%3FRootFolder%3D%252Fsites%252Fstars%252Fprod%252FPublic%2520Folders%252FeScholar%2520Framework%2520%252D%2520Verify%252FDistrict%2520and%2520Location%2520Reports%252FSTAFF%252FHighly%2520Qualified%2520Teacher%2520Reports%252FHQT%2520Data%2520Review%26FolderCTID%3D0x012000DD96E31CE742A74BA11979835D0307EB%26View%3D%7B97C2247A%2D2D1F%2D4454%2D9AB1%2D7D9D771BD718%7D&DefaultItemOpen=1&DefaultItemOpen=1)[Use SHIFT+ENTER to open the menu (new window).](https://eui.ped.state.nm.us/sites/stars/prod/Public%20Folders/eScholar%20Framework%20-%20Verify/District%20and%20Location%20Reports/STAFF/Highly%20Qualified%20Teacher%20Reports/HQT%20Data%20Review/Course%20Enrollment%20-%20Consistent%20Reporting%20Period%20Verification.rdl?CSRT=7803133597066875838)  You may also refer to the Highly Qualified Teacher FAQ located at:  <http://ped.state.nm.us/ped/STARS.html> OR   * STARS Manual, Volume 2, Appendix J – Highly Qualified Teacher |
| **30.** | **Do I need to report Art Classes for elementary students participating in the FAEA (Fine Arts Education Act) program?**  No. Art classes have no relationship to FAEA. Funding for elementary students participating in the FAEA program is determined by the code FAEA found in the *Program Fact Template*.  You will however report Art Classes for elementary students that are pulled out of their normal classroom and attend an Art Class taught by someone hired specifically to teach art and therefore require the proper endorsement-- but this scenario has no relationship to FAEA. |
| **31.** | **How do I report IDEAL-NM and other distance learning courses?**  In the *STUDENT COURSE ENROLLMENT* template, you’ll specify IDEAL as the *Course Content Code*. In the COURSE INSTRUCTOR template, you’ll specify the STAFF ID as 888888888, which indicates an unknown teacher of an IDEAL-NM distance learning class or a distance learning instructor not employed at your district/charter school. The dummy STAFF ID of 888888888 will trigger 1) licensure checked in the Licensure Discrepancy report and 2) Omission from the Highly Qualified Teacher report since proper licensure cannot be determined. Since the instructor is NOT employed at your district/charter, you will not report this dummy Staff ID in any of the other Staff related templates. If the teacher of an IDEAL-NM course is local and employed by your district/charter school, you may report their actual SSN as their Staff ID so proper licensure may be verified. e.g.) Farmington reports students taking IDEAL-NM online courses from a teacher in Albuquerque who is highly qualified. Farmington would report Staff ID as 888888888 and Albuquerque would report the teacher’s actual SSN. There are not specific course codes for IDEAL-NM; any course code may be used. |

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| **32.** | **The Public Education Department expects all High Schools to offer Service Learning, Financial Literacy and Driver’s Education courses. What course codes should be used?**  For Service Learning use course code 2211. For Financial Literacy use course code 2797 if taught from a social studies perspective or 2097 if taught from a math perspective. Each requires the appropriate endorsement pertaining to the subject area. For Driver’s Education use course code 0817 (Driver’s Education-Class Only) or 0818 (Driver’s Education-Class & Lab). |
| **33.** | **How do I report a hybrid course taught by a district teacher using computer based instruction?**  Online computer-based courses may not be reported like distance learning classes. These courses are hybrid or blended courses as the computer based instruction is delivered under the guidance of a licensed New Mexico teacher with appropriate certifications and endorsements. Use the best-fit course code for the subject, grade level and course description. In the Course Description field provided by the districts/charters, you could specify a specific description that includes the vendor’s name. The state also has available its generic 4-digit course code description for reporting purposes. In the COURSE ENROLLMENT TEMPLATE, you would specify the vendor’s name (refer to field #16 in COURSE ENROLL for a list of valid values) in the “Course Content Code” field. In the COURSE INSTRUCTOR TEMPLATE, you would specify the SSN of the “Teacher of Record” in the “Primary Instructor” field, in which case this person would need to be highly qualified if it’s a CORE course. |
| **34.** | **How do I report Staff IDs for distance learning courses where the instructor is not an employee of the district?**  Refer to **Online Course Example** in STARS manual volume 2, which is listed below.  **Business Rules:**   * Course Code: Any 4-digit course code may be used for distance learning courses, meaning there are not specific course codes for these. * Course Instructor: Staff ID   + Dummy Staff ID 888888888     - Omitted from Licensure Discrepancy, HQT & Teacher Effectiveness   + Actual Staff ID     - Used to verify proper licensure and must be Highly Qualified for CORE courses * Student Course Enrollment:   + Course Delivery Model Code (field #15)     - FF=Face-to-Face:       * Report local instructor’s SSN as primary instructor with one exception; for Dual Credit report Dummy Staff ID 777777777.       * Majority of classes     - HY=Hybrid (Blended learning):       * Report local instructor’s SSN as primary instructor of person providing Face-to-Face learning       * Use for CTE courses that encompass both face-to-face and online instruction       * Requires vendor in *Course Content* (field #16)     - DL= Distance Learning:       * Report Dummy Staff ID 888888888 as primary instructor; unless the teacher is employed by the district and known.       * Use if teacher and students are separated by space and time       * Requires vendor in *Course Content* (field #16)     - CB= Computer-based:       * Report Dummy Staff ID 888888888 as primary instructor if the person is monitoring (or is a proctor) and is not the teacher of record       * Instruction via computer only       * Requires vendor in *Course Content* (field #16) * Course Content Code (field #16)   + Online Vendor must be specified in the *Course Content Code* (field #16) if *Course Delivery Model Code* (field #15) is Hybrid, Distance Learning or Computer-based     - Vendor examples: Aplus, EdConnection, Edgenuity, Edmentum, K-12 or Odysseyware.   **Report Path: Online Course Reports**   * [Classes By District, School, Course, Student with Grade and Teacher-Course Content](https://eui.ped.state.nm.us/sites/stars/prod/_layouts/ReportServer/RSViewerPage.aspx?rv:RelativeReportUrl=/sites/stars/prod/Public%20Folders/eScholar%20Framework%20-%20Verify/District%20and%20Location%20Reports/Online%20Course%20Reports/Classes%20By%20District,%20School,%20Course,%20Student%20with%20Grade%20and%20Teacher-Course%20Content.rdl&Source=https%3A%2F%2Feui%2Eped%2Estate%2Enm%2Eus%2Fsites%2Fstars%2Fprod%2FPublic%2520Folders%2FForms%2FReport%2520with%2520Description%2Easpx%3FRootFolder%3D%252Fsites%252Fstars%252Fprod%252FPublic%2520Folders%252FeScholar%2520Framework%2520%252D%2520Verify%252FDistrict%2520and%2520Location%2520Reports%252FOnline%2520Course%2520Reports%26FolderCTID%3D0x012000DD96E31CE742A74BA11979835D0307EB%26View%3D%7B97C2247A%2D2D1F%2D4454%2D9AB1%2D7D9D771BD718%7D&DefaultItemOpen=1&DefaultItemOpen=1) * [Classes By District, School, Course, Student with Grade and Teacher-Dummy Staff ID](https://eui.ped.state.nm.us/sites/stars/prod/_layouts/ReportServer/RSViewerPage.aspx?rv:RelativeReportUrl=/sites/stars/prod/Public%20Folders/eScholar%20Framework%20-%20Verify/District%20and%20Location%20Reports/Online%20Course%20Reports/Classes%20By%20District,%20School,%20Course,%20Student%20with%20Grade%20and%20Teacher-Dummy%20Staff%20ID.rdl&Source=https%3A%2F%2Feui%2Eped%2Estate%2Enm%2Eus%2Fsites%2Fstars%2Fprod%2FPublic%2520Folders%2FForms%2FReport%2520with%2520Description%2Easpx%3FRootFolder%3D%252Fsites%252Fstars%252Fprod%252FPublic%2520Folders%252FeScholar%2520Framework%2520%252D%2520Verify%252FDistrict%2520and%2520Location%2520Reports%252FOnline%2520Course%2520Reports%26FolderCTID%3D0x012000DD96E31CE742A74BA11979835D0307EB%26View%3D%7B97C2247A%2D2D1F%2D4454%2D9AB1%2D7D9D771BD718%7D&DefaultItemOpen=1&DefaultItemOpen=1) |
| **35.** | **When do I use the Y/N class definition fields in the Course Instructor template versus the Course Code’s 5th digit Common Code field?**  You’ll use these Course Instructor Indicator fields to indicate additional information regarding a class. Beginning with school year 2014-15, the use of the Course Code’s 5th digit field was phased-out; with the exception of reporting 8 (meaning a bilingual endorsement is required because it is part of a state-funded Bilingual Multicultural Education Program (BEP)), which triggers the system to ensure the teacher has a Bilingual (67) endorsement. Ideally, the PED would like to see only a 0 or 8 in the 5th digit. The below 11 Y/N Indicator fields (introduced in 2013-14) may be used for specifying MULTIPLE definitions as well, which wasn’t possible with the single, 5th digit field. The Multi-Class Definition fields available in COURSE INSTRUCTOR are:   * Field 64 – Honors Indicator (same as 5th digit 5) * Field 65 – Advanced Placement Indicator * Field 66 – Career and Technical Indicator (same as 5th digit 7) * Field 67 – Gifted Indicator (same as 5th digit 6) * Field 69 – Remedial Indicator (same as 5th digit 1) * Field 70 – Basic Indicator (same as 5th digit 3 or 4) * Field 71 – Special Education Indicator (same as 5th digit 2) * Field 72 – International Baccalaureate (IB) Indicator * Field 74 – Elective Indicator * Field 78 – Lab Component Indicator * Field 83 – Advanced Indicator   If the class is Career Tech, then you’ll report “Y” in field 66, Career and Technical Indicator (as opposed to reporting 7 (Career Tech) in the 5th digit).  If the class is both Career Tech and Gifted, then you would report Career and Technical Indicator =Y (Yes) AND Gifted Indicator = Y (Yes).  Reporting 8 in the 5th digit indicates the course requires a bilingual endorsement because it is part of a state-funded Bilingual Multicultural Education Program. This is used in the Highly Qualified Teacher (HQT) logic to verify the teacher has the appropriate bilingual endorsement. There is no equivalent Bilingual Indicator field in the Course Instructor template.  If a student happens to be a Career Technical participant but is taking an elective class (such as PE) that is NOT part of their Career Technical pathway, then you would NOT specify Career Technical Indicator Y for this elective, non-CTE PE class.  If a student happens to be Gifted-Only but is enrolled in a non-gifted class, then you would NOT specify Gifted Indicator Y for this non-gifted curriculum class. In addition, if a class happens to contain some gifted-only students, but is not taught as “gifted” then you would NOT specify Gifted Indicator Y AND this non-gifted curriculum class would not require it to be taught by a 94 Gifted Teacher who holds a gifted endorsement. |
| **36.** | **My school changed from a K-5 school to a K-8 school. What course codes do I need to submit for my 6-8th grade students? Do I need to submit the elementary course codes of 0006-0008 since it’s an elementary school?**  Not necessarily. The course code dictates the classroom environment as well as required licensure (not the grade range of the school).  You need to align the appropriate course codes with the type of classroom instruction.  If the 6-8th grade classrooms are taught in a ***Middle School classroom setting***, then you would report the subject specific course codes, and if K-8 licensed, they need to be Highly Qualified in that subject area to be considered HQT.  As an example, if you hire a 6-8th grade teacher who teaches Math all day long to different 6-8th grade students, then you would report them teaching a MATH subject specific course code for 6-8th graders, and they would need to be HQT on their K-8 license.  If the 6-8th graders are taught in an ***elementary classroom setting***, like 3rd graders are (meaning by the same homeroom teacher who teaches ALL subjects), then you would report the elementary course codes 0006-0008 and all that is required is a K-8 Elementary teaching license. |
| **37.** | **How do I specify a class contains a lab?** |
|  | In the ***COURSE INSTRUCTOR*** template, specify “Y” in field 78, **Lab Component Indicator**. |
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| **38.** | **Why was a field indicating BEP added to Course Instructor when there is already a BEP Programs Fact code?** |
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|  | Because The PED needs to identify both Students who are funded through the Bilingual Multicultural Education Program (BEP) as well as verify licensure of teachers who serve students in BEP. This new “Course Special Program Code” of BEP that was added to *Course Instructor* in 2014-15 will allow The PED to identify ALL teachers (and classes) reported to STARS as part of the state’s BEP (funded program). To identify Students in BEP, you’ll continue to specify the Program Code of BEP in *Programs Fact*.  Issues:   * Difficult to tie a BEP teacher back to courses and students * Difficult to verify licensure (requirement to receive funding) * Data reported in STARS not reflective of BEP application   Note: The BEP code reported in Course Instructor is not to be confused with the 8 in the 5th digit of the 8-digit Course Code. The 8 in the 5th digit indicates the course requires a bilingual endorsement because it is part of a state-funded Bilingual Multicultural Education Program), which always looks for a bilingual endorsement. Not EVERY class taught as BEP requires a bilingual endorsement; some require Language Arts, TESOL, Modern and Classical Languages endorsements or a Native American Language and Culture certificate.  Business Rule:   * Specify the class as BEP if it is part of a state-funded Bilingual Multicultural Education Program, meaning the teacher must be appropriately licensed to receive BEP funding * As a result of this BEP Course Identifier field, English as Second Language (ELD) courses 1061 (Not in BEP) & 1062 (In BEP) was combined. 1061 was removed in 2014-15 and 1062 is an all-encompassing ELD course. The new BEP code is used to determine whether the class is taught as part of BEP. * Type of licensure required will be determined from the following   + Course Code   + 8 in 5th digit of Course Code   + Staff Assignment Code (such as Bilingual Teacher)   + BEP specified in COURSE INSTRUCTOR   Note: Please ensure the licensure specified on the BEP application is reflected in STARS  For additional guidance, please consult the STARS Manual, volume 2, Appendix Y – Teacher Effectiveness, “Reporting Bilingual Classes” Section and/or the BMEB Technical Assistance Manual. |

**Class Roster Report identifies BEP Courses:**

[STARS Site Collection](https://eui.ped.state.nm.us/sites/stars)>[STARS Reporting](https://eui.ped.state.nm.us/sites/stars/prod)>[Public Folders](https://eui.ped.state.nm.us/sites/stars/prod/Public%20Folders)>[eScholar Framework - Verify](https://eui.ped.state.nm.us/sites/stars/prod/Public%20Folders/eScholar%20Framework%20-%20Verify)>[District and Location Reports](https://eui.ped.state.nm.us/sites/stars/prod/Public%20Folders/eScholar%20Framework%20-%20Verify/District%20and%20Location%20Reports)>[Bilingual Reports](https://eui.ped.state.nm.us/sites/stars/prod/Public%20Folders/eScholar%20Framework%20-%20Verify/District%20and%20Location%20Reports/Bilingual%20Reports)

[Detailed Class Roster - BEP Courses](https://eui.ped.state.nm.us/sites/stars/prod/_layouts/ReportServer/RSViewerPage.aspx?rv:RelativeReportUrl=/sites/stars/prod/Public%20Folders/eScholar%20Framework%20-%20Verify/District%20and%20Location%20Reports/Bilingual%20Reports/Detailed%20Class%20Roster%20-%20BEP%20Courses.rdl&Source=https%3A%2F%2Feui%2Eped%2Estate%2Enm%2Eus%2Fsites%2Fstars%2Fprod%2FPublic%2520Folders%2FForms%2FAllItems%2Easpx%3FRootFolder%3D%252Fsites%252Fstars%252Fprod%252FPublic%2520Folders%252FeScholar%2520Framework%2520%252D%2520Verify%252FDistrict%2520and%2520Location%2520Reports%252FBilingual%2520Reports%26FolderCTID%3D0x012000DD96E31CE742A74BA11979835D0307EB%26View%3D%7B9D3AC498%2D37EF%2D47A9%2D800A%2D97A46F617772%7D&DefaultItemOpen=1&DefaultItemOpen=1)

* Lists students in BEP courses, including their teacher and includes if teacher is properly licensed

**List BEP Teachers, including whether they are appropriately licensed for the BEP courses they teach:**

[STARS Site Collection](https://eui.ped.state.nm.us/sites/stars)>[STARS Reporting](https://eui.ped.state.nm.us/sites/stars/prod)>[Public Folders](https://eui.ped.state.nm.us/sites/stars/prod/Public%20Folders)>[eScholar Framework - Verify](https://eui.ped.state.nm.us/sites/stars/prod/Public%20Folders/eScholar%20Framework%20-%20Verify)>[District and Location Reports](https://eui.ped.state.nm.us/sites/stars/prod/Public%20Folders/eScholar%20Framework%20-%20Verify/District%20and%20Location%20Reports)>[Bilingual Reports](https://eui.ped.state.nm.us/sites/stars/prod/Public%20Folders/eScholar%20Framework%20-%20Verify/District%20and%20Location%20Reports/Bilingual%20Reports)

[BEP Teachers with Licensure Qualified Status](https://eui.ped.state.nm.us/sites/stars/prod/_layouts/ReportServer/RSViewerPage.aspx?rv:RelativeReportUrl=/sites/stars/prod/Public%20Folders/eScholar%20Framework%20-%20Verify/District%20and%20Location%20Reports/Bilingual%20Reports/BEP%20Teachers%20with%20Licensure%20Qualified%20Status.rdl&Source=https%3A%2F%2Feui%2Eped%2Estate%2Enm%2Eus%2Fsites%2Fstars%2Fprod%2FPublic%2520Folders%2FForms%2FAllItems%2Easpx%3FRootFolder%3D%252Fsites%252Fstars%252Fprod%252FPublic%2520Folders%252FeScholar%2520Framework%2520%252D%2520Verify%252FDistrict%2520and%2520Location%2520Reports%252FBilingual%2520Reports%26FolderCTID%3D0x012000DD96E31CE742A74BA11979835D0307EB%26View%3D%7B9D3AC498%2D37EF%2D47A9%2D800A%2D97A46F617772%7D&DefaultItemOpen=1&DefaultItemOpen=1)

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| **39.** | **Is it possible to code a course as both Advanced Placement (AP) and Dual Credit?** |
|  | No. An AP course is a high school level course.  A dual credit course is a college level course.  An AP course cannot also be a Dual Credit course. |

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| **40.** | **How do I code a course as Advanced Placement (AP)?** |
|  | To indicate AP, in the ***COURSE INSTRUCTOR*** template specify “Y” in field 65, **Advanced Placement Indicator**.  Also, use one of the STATE’s predefined AP course codes, which can be found by running the STARS report [State Courses By Course ID](https://eui.ped.state.nm.us/sites/stars/prod/Public%20Folders/eScholar%20Framework%20-%20Verify/District%20and%20Location%20Reports/General%20Reports/State%20Courses%20By%20Course%20ID.rdl) (General Reports folder), and exporting it to .CSV or EXCEL, then opening it in EXCEL & filtering on AP=Yes |

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| **41.** | **How do I code a course as Dual Credit?** |
|  | To indicate Dual Credit, in the ***COURSE ENROLL*** template, specify “D” (Dual Credit) in field 18, **Special Program Code**. |

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| **42.** | **How do I code a course as Career Tech?** |
|  | To indicate Career Tech, in the ***COURSE INSTRUCTOR*** template specify “Y” in field 66, **Career and Technical Indicator**. As of school year 2014-15, you will no longer report a 7 in the 5th digit of the 8-digit Course Code.  Also, use one of the STATE’s predefined CTE course codes, which can be found by running the STARS report [State Courses By Course ID](https://eui.ped.state.nm.us/sites/stars/prod/Public%20Folders/eScholar%20Framework%20-%20Verify/District%20and%20Location%20Reports/General%20Reports/State%20Courses%20By%20Course%20ID.rdl)(General Reports folder), and exporting it to .CSV or EXCEL, then opening it in EXCEL & filtering on CTE=Yes. |

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| **43.** | **How do I report GIFTED classes?** |
|  | **Business Rules for GIFTED classes:**   * Gifted curriculum taught classes require the teacher, student(s) AND class be reported as gifted where appropriate. Not all classes taught by a “gifted” teacher are assumed to be “gifted.” * In the ***COURSE INSTRUCTOR*** template, specify “Y” in field 67, **Gifted Indicator,** which indicates gifted curriculum * There are no specific “Gifted” course codes; therefore, ANY course code may be reported and taught as “gifted” * Gifted class, means all students are taught using gifted curriculum. If not all students are taught in a gifted manner, then do not specify GIFTED=Y. * Report the teacher with some FTE in 94 Gifted Teacher Staff Assignment   + Requires a gifted licensure endorsement (Gifted Endorsement Code=09) or will result in a Staff Assignment Licensure Discrepancy   + Allows ANY teaching license with a gifted endorsement * Gifted-Only classrooms are omitted from HQT   + Definition of Gifted-Only students: In STUDENT SNAPSHOT, the field Gifted Participation=Y & SpEd=N (no disability)   **Issue:**   * If a class happens to contain some gifted-only students, but is not taught as “gifted” (gifted curriculum) then this class would not require a 94 Gifted Teacher to be reported. Gifted curriculum taught classes require the teacher be reported in a 94 Gifted Teacher Staff Assignment Code so the gifted endorsement will be verified, which is not the case in this example.   **Note:** This is not to be confused with the reporting of 94 Gifted Teachers for SLP &Special Ed Caseload Waivers. In this instance, if Gifted-Only students are found on a teacher’s caseload (regarding their IEP-not courses), then the SLP & Caseload Waiver report will verify the teacher is reported in a 94 Gifted Teacher Staff Assignment Code (with FTE) and flag them if not. Then when the district/charter reports them as a 94 Gifted Teacher, if they don’t have a Gifted Endorsement, they will be caught on the *Staff Assignment Licensure Discrepancy* report. |
| **44.** | **Pertains to ELD classes at the High School Level. I am working on my course descriptions for my English Language Development (ELD) classes.  I want my course descriptions to align with STARS.  I did notice that courses 1062 and 1063 for ELD are not the same.  1063 specifically states that the student may receive English credit; 1062 makes no mention that a student may receive English credit for the course. Is there a difference, and can a high school “English learner” receive English credit whether it is 1062 or 1063?** |
|  | Yes, there is a difference between 1062 and 1063. 1062 is an ELD (English Language Development) course only and is not eligible for ELA (English Language Arts) credit.  However 1063 is an integrated English Language Arts (ELA) – ELD Course for secondary students (mid, high school). 1063 could be taken by English Learners (ELs) in lieu of the required ELA course for high school graduation credit and as such, 1063 would have to meet all the grade-level course content and subject to other requirements of the course it would be replacing (grade-level ELA course). Course 1063 is intended for English learners (ELs) whose English language proficiency level is nearing proficiency, as measured by the department-approved annual English language proficiency assessment. The 1063 teacher must be licensed to teach secondary English language arts (or approved highly qualified equivalent) AND have a TESOL endorsement. The purpose of the 1063 is to ensure that ELs have a teacher that can teach them in a way that addresses their unique language learning needs (using the ELD standards) while providing them with grade-level content and curriculum (CCSS).  Either course could be used within or without a Bilingual Multicultural Education Program. |
| **41.** | **The same teacher teaches both the English and Spanish portion (all subjects) to the same 2nd grade students? Is it necessary to submit 2 different course codes for second grade homeroom; 00028000 (2nd grade taught in Spanish) AND 00024000 (2nd grade taught in English)?** |
|  | No. Only send ONE course code 00028000 (8 in 5th digit will require Bilingual Endorsement for Spanish part) to prevent double-counting students assessments for their Teacher Effectiveness rating.  For additional guidance, please consult the STARS Manual, volume 2, Appendix Y – Teacher Effectiveness, “Reporting Bilingual Classes” Section and/or the BMEB Technical Assistance Manual. |

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| **42.** | **Does an 8 in the 5th digit of the Course Code mean the same as BEP in the Course Special Program Code (field #60) in the COURSE INSTRUCTOR template?**  No. The 8 in the 5th digit of the Course Code means a Bilingual Endorsement is required (because it’s taught in Spanish AND is funded through the state-funded BEP (Bilingual Multicultural Education Program)). BEP in COURSE INSTRUCTOR means this COURSE & SECTION is taught as part of the state-funded BEP, which means the Teacher of Record must be licensed appropriately for this course to receive state funds through BEP. Every course code with an 8 in the 5th digit should be marked as BEP in COURSE INSTRUCTOR; but, not every class marked as BEP should have an 8 in the 5th digit. For accountability, the STARS report [BEP Teachers with Licensure Qualified Status](https://eui.ped.state.nm.us/sites/stars/prod/_layouts/ReportServer/RSViewerPage.aspx?rv:RelativeReportUrl=/sites/stars/prod/Public%20Folders/eScholar%20Framework%20-%20Verify/District%20and%20Location%20Reports/Bilingual%20Reports/BEP%20Teachers%20with%20Licensure%20Qualified%20Status.rdl&Source=https%3A%2F%2Feui%2Eped%2Estate%2Enm%2Eus%2Fsites%2Fstars%2Fprod%2FPublic%2520Folders%2FForms%2FReport%2520with%2520Description%2Easpx%3FRootFolder%3D%252Fsites%252Fstars%252Fprod%252FPublic%2520Folders%252FeScholar%2520Framework%2520%252D%2520Verify%252FDistrict%2520and%2520Location%2520Reports%252FBilingual%2520Reports%26FolderCTID%3D0x012000DD96E31CE742A74BA11979835D0307EB%26View%3D%7B97C2247A%2D2D1F%2D4454%2D9AB1%2D7D9D771BD718%7D&DefaultItemOpen=1&DefaultItemOpen=1) in the Bilingual Reports folder should match with the people listed on the BEP Instructional Plan in SharePoint (which is filed with the Bilingual Education Bureau prior to 40th day). In addition, the STARS report [Detailed Class Roster - BEP Courses](https://eui.ped.state.nm.us/sites/stars/prod/_layouts/ReportServer/RSViewerPage.aspx?rv:RelativeReportUrl=/sites/stars/prod/Public%20Folders/eScholar%20Framework%20-%20Verify/District%20and%20Location%20Reports/Bilingual%20Reports/Detailed%20Class%20Roster%20-%20BEP%20Courses.rdl&Source=https%3A%2F%2Feui%2Eped%2Estate%2Enm%2Eus%2Fsites%2Fstars%2Fprod%2FPublic%2520Folders%2FForms%2FReport%2520with%2520Description%2Easpx%3FRootFolder%3D%252Fsites%252Fstars%252Fprod%252FPublic%2520Folders%252FeScholar%2520Framework%2520%252D%2520Verify%252FDistrict%2520and%2520Location%2520Reports%252FBilingual%2520Reports%26FolderCTID%3D0x012000DD96E31CE742A74BA11979835D0307EB%26View%3D%7B97C2247A%2D2D1F%2D4454%2D9AB1%2D7D9D771BD718%7D&DefaultItemOpen=1&DefaultItemOpen=1) will list these same teachers classes and students. |
| **43.** | **If my school doesn’t have a state-funded BEP (Bilingual Multicultural Education Program) and we’re teaching an ELD (English Language Development) class, does it still need to be taught by a Bilingual or TESOL endorsed teacher?**  No. BILINGUAL and TESOL endorsements generally pertain to BEP. The same Course Codes 1062 & 1063 may be used for both state-funded BEP and not state-funded BEP; however, different Course Licensure Requirement rules will be applied--based on whether BEP was specified in the COURSE INSTRUCTORtemplate in field #60, *Course Special Program Code*.   * 1062 ELD/ELD K-12   + BEP: Requires TESOL (27) or BILINGUAL (67) on elementary license; TESOL (27) on Secondary License   + Non-BEP: Requires any teaching license aligned with student grade level * 1063 EngLangArts & EngLangDev (ELD) 6-12   + BEP: Requires TESOL (27). Also requires Lang Arts endorsement (20).   + Non-BEP: Requires Lang Arts endorsement (20)   + May be used for EngLangArts HS graduation credit for 9-12 (substitute for courses 1001-1004)   In addition, if your district doesn’t participate in state-funded BEP, you’ll never report an 8 in the 5th digit of ANY course code. |
| **44.** | **Our only Bilingual Endorsed teacher is retiring. If my school doesn’t have a state-funded BEP (Bilingual Multicultural Education Program) do we still need to hire a Bilingual Endorsed teacher?**    No. BILINGUAL (and TESOL) endorsed teachers are only required for BEP funding. If your school doesn’t participate in state-funded BEP, you’ll never report an 8 in the 5th digit of the course code. The only purpose the 8 serves is to require a bilingual endorsement on their teaching license. In addition, you’ll never report BEP in the COURSE INSTRUCTOR template (field #60 *Course Special Program Code*) or in the STUDENT’S Program Code (field #5 in the Programs Fact Template). |
| **45.** | **Is it ok to report a dummy Staff ID of 999999999?**    No. Staff ID 999999999 should NEVER be reported to STARS. This is not a “valid” dummy Staff ID. It will result in a Licensure Discrepancy or not HQT (not Highly Qualified Teacher) if associated with a *Staff Assignment Code* or *Course Code*.  999999999 is only used in PED’s Licensure Database when SSNs are not provided on applications. These SSNs do NOT get transferred to STARS since they are not unique to staff. If hired at a school, HR will need to contact The PED Licensure Bureau to have their correct SSN entered to avoid a Licensure Discrepancy.  **Valid Dummy Staff IDs:**   * 555555555 = Religious Studies * 777777777 = Dual Credit/Concurrent Enrollment * 888888888 = Distance Learning/Computer-based/IDEAL-NM |

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Student Grades Template

**Target Table: STUD\_GRADES**

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**Template Description**

This template defines the Student Grades fact table. This table describes the course results for each student for each marking period. This template pertains to Middle & High School courses. Student Grades can be submitted during every reporting period (40 Day, 80 Day, 120 Day, EOY) for which a grade pertains.  If a grade and/or credit has not yet been earned for the course, then do not include this record; including withdrawal records are optional. ONE final “Student Grade” record should be submitted per course/section for the year, and the grade should correspond with the latest reporting period enrollment record.  For example, if enrolled in Algebra I on the 40th day and 80th day and received a grade sometime AFTER the 80th day but BEFORE the 120th day, then during the 120th day Data Submission Window, one Student Grade record should be submitted for Algebra I containing 80th day references.  A corresponding 80th day COURSE, COURSE INSTRUCTOR and STUDENT COURSE ENROLLMENT record should already be found in order to tie this grade to the class to the student to the teacher. Hospitalized students (Location Code = 993), homebound students (Location Code = 998), home schooled students (Location Code = 999), and students enrolled in private school but receiving public special education services (Location Code = 997), should not be submitted in this template.

Course Instructor Snapshot Date, Semester, Course Code Long, Section and Student ID MUST match the corresponding fields in the *STUDENT COURSE ENROLLMENT* template and the *COURSE* template. Student ID, Section and Course Instructor Snapshot Date are not in the *COURSE* template so the matching fields in the *COURSE* template must be Semester and Course Code Long.  The same School Year, District Code, Location Code, Course Code Long, Section, Semester &Course Instructor Snapshot Date must also be found in the *COURSE INSTRUCTOR* template to determine the teacher who assigned the grade.

Grades are required for all completed middle & high school classes. One STUDENT GRADE record should be submitted for each “class,” which is identified as a unique combination of COURSE CODE plus SECTION CODE.  Withdrawal (W) and Incomplete (I) STUDENT GRADE records are highly recommended for 2016-17, because College and Career Readiness Bureau (CCRB) reviews final grades to calculate Perkins and dual credit funding. Omitting grades may adversely affect funding, so you are strongly encouraged to submit any withdrawal or incomplete grades. Failing to submit W or I grades will result in students being listed on “Missing Grade” exception reports.

**Grain:** One record per district / location / school year / student / course / section / semester / marking period num (reporting period)

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**Student Grades Template Specifications**

| **Field #** | **Start** | **End** | **Length** | **Data Type** | **Field Name** | **R/O/CR** | **Code** | **Definition** | **Business Rules** | **Valid Values/Example Data** | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **1** | **1** | **8** | **8** | **C** | **DISTRICT**  **CODE** | **R** | **K,M** | **PED defined three character district code.** |  | **Example: 068 See Appendix C. for complete list of valid values.** | |
| **2** | **9** | **14** | **6** | **C** | **LOCATION**  **CODE** | **R** | **K,M** | **PED defined three character location codes.   Use the following Location Codes for special education students not enrolled at an actual district location:**  **993 = Students who are hospitalized**  **997 = Students who are enrolled in a private school**  **998 = Students who are homebound**  **999 = Students who are home schooled** |  | **Example: 301**  **See Appendix C. for complete list of valid location codes for each district.** | |
| **3** | **15** | **24** | **10** | **D** | **SCHOOL**  **YEAR DATE** | **R** | **K,M** | **Provide the school year in the ISO format: YYYY-MM-DD.** | **All dates must be entered in ISO format** | **Example:**  **YYYY-06-30** | |
| 4 | 25 | 32 | 8 | Not Collected | | | | | | | |
| 5 | 33 | 36 | 4 | Not Collected | | | | | | | |
| **6** | **37** | **39** | **3** | **N(0)** | **REQUEST SEQUENCE** | **R** | **K.D** | **eScholar Request Sequence.** | **Use default value of 0.**  **This field is only needed if it is necessary to distinguish between enrollments or grades with the same course/section combination.** | **Valid value:**  **0** | |
| 7 | 40 | 51 | 12 | Not Collected | | | | | | | |
| **8** | **52** | **63** | **12** | **C** | **STUDENT ID** | **R** | **K,M** | **State issued student identification number.** | **Must match the Student ID (field #7) in the *STUDENT COURSE ENROLLMENT* template for corresponding key fields.** | | **Example: 123456789** |
| **9** | **64** | **66** | **3** | **N(0)** | **MARKING PERIOD NUM** | **R** | **K,M** | **Indicator of reporting period and must refer back to the same *Enrollment Period Number* value found in the *STUDENT COURSE ENROLLMENT* template. Must correspond to the same reporting period as the *Semester* field #22. See valid values.** | **Indicates the reporting period the grade refers to.** | | **Valid Values: 501 – 40 Day**  **502 – 80 Day**  **503 – 120 Day**  **901 – EOY**  **902 - K3P** |
| **10** | **67** | **72** | **6** | **N** | **NUMERIC GRADE** | **CR** | **U** | **Final numeric grade a student received in a course.** |  | | **Example: 85** |
| **11** | **73** | **75** | **3** | **C** | **ALPHA GRADE** | **CR** | **U** | **Final letter grade student received in the course.** | Arithmetic signs (such as + or -) to indicate A+ or B- for instance are not allowed.  To eliminate the need to provide an AVERAGE alphanumeric grade for Elementary Homeroom Courses (0000-0008) that don’t have a one-to-one correspondence to their report card grade, the below business rule change was made in school year 2012-13.  **2012-13 Business rule change for Grades:**  Grades are required for Middle School and High School courses but not for Elementary School courses. Actual grade levels of students and classes were purposely not included in this business rule because a 6th, 7th & 8th grade could be taught in an ELEMENTARY classroom setting (in which case alphanumeric grades are NOT required) or a MIDDLE SCHOOL classroom setting (in which case alphanumeric grades ARE required). The state cannot designate a hard-and-fast rule that maps grade levels to one and only one classroom level, such as elementary, middle school, junior high or high school, because these vary across the state. To simplify programming logic for vendors, they may want to consider the standard Elementary Homeroom Course codes 0000-0008 (that relate to multiple subject areas) as the only course codes that won’t be reported with a grade, as the other course codes have a one-to-one correspondence to a subject area, which may already relate to an alphanumeric grade in their system. | | Valid Values:  A, B, C, D, F, I (Incomplete) and W (Withdrawn) |
| **12** | **76** | **76** | **1** | **C** | **PASS/ FAIL** | **CR** | **U** | **Final letter grade a student received in the course if the course was Pass / Fail.** |  | | **Example: P, F** |
| 13 | 77 | 79 | 3 | Not Collected | | | | | | | |
| 14 | 80 | 82 | 3 | Not Collected | | | | | | | |
| 15 | 83 | 85 | 3 | Not Collected | | | | | | | |
| 16 | 86 | 88 | 3 | Not Collected | | | | | | | |
| 17 | 89 | 91 | 3 | Not Collected | | | | | | | |
| 18 | 92 | 94 | 3 | Not Collected | | | | | | | |
| 19 | 95 | 97 | 3 | Not Collected | | | | | | | |
| 20 | 98 | 127 | 30 | Not Collected | | | | | | | |
| 21 | 128 | 129 | 2 | Not Collected | | | | | | | |
| **22** | **130** | **131** | **2** | **C** | **SEMESTER** | **R** | **K** | **Indicates which semester the grade pertains and refers to a reporting period such as 40D, 80D, 120D or EOY. The semester for this course must exist in the *COURSE* template before this grade record can be loaded. This value corresponds to the same *Semester* found in *COURSE*, *COURSE INSTRUCTOR* and *STUDENT COURSE ENROLLMENT*–resulting in the grade the student received for the class tying back to the teacher. See valid values.** | **Use codes 1, 2, 3, 4, 5 .**  **The value must match the *Semester* field value in these templates: *COURSE* field #26; *COURSE INSTRUCTOR* field #17; *STUDENT COURSE ENROLLMENT* field #13.** | **Valid Value:**  **1 = 40D**  **2 = 80D**  **3 = 120D**  **4 = EOY**  **5 = K3P** | |
| 23 | 132 | 138 | 7 | Not Collected | | | | | | | |
| **24** | **139** | **145** | **7(4)** | **N(4)** | **CREDITS EARNED** | **R** | **U** | **Refers to HIGH SCHOOL graduation credits earned at your district or charter.** | **Clarification:**   * Credits Earned only pertains to High School graduation credits (not Middle School credits). * Credits Earned should be standardized according to state guidelines defined by the “Valid Values.” If local districts have different scales, then when reporting to STARS, they should follow these state standards by applying a conversion technique. * Refers to classes completed at your district or charter and credits awarded by your district or charter. Credits transferred to your district or charter (whether in-state or out-of-state) will not be included here. A ***STUDENT GRADES*** record will not be included for credit transfers since there will not be a corresponding ***COURSE***, ***COURSE INSTRUCTOR*** or ***STUDENT COURSE ENROLLMENT*** record for matching purposes. | **Valid Value:**  **0,.25 .33, .34, .66, .67, .5, 1, 1.33, 1.5, 1.66, 1.67 or 2**  **0 = Grade F (failed) OR incomplete class OR non-High School credit class. Use 0 for Middle School or failed classes.**  **.25 = Traditional High School ½ semester class**  **.33 = 1 College Credit Hour OR 1/3 Credit for Trimester reporting**  **.34 = 1/3 Credit for Trimester reporting**  **.66or .67 (resolves rounding error) = 2 College Credit Hours**  **.5 = Traditional High School 1 semester class OR its equivalent in block scheduling systems**  **1 = 3 College Credit Hours OR traditional year-long High School class OR its equivalent in block scheduling systems**  **1.33 = 4 College Credit Hours**  **1.5 = Special case for block classes.**  **1.66or 1.67 (resolves rounding error) = 5 College Credit Hours**  **2 = 6 College Credit Hours** | |
| 25 | 146 | 152 | 7 | Not Collected | | | | | | | |
| **26** | **153** | **164** | **12** | **C** | **COURSE CODE LONG** | **R** | **K\*** | **PED defined 8 character course code.** | **The full 8 digit Course Code, with the first four digits pertaining to the Course Classification, the 5th designating the Common Field, and 6-8 representing the Subject Fields (C, D, and E respectively). Subject Fields are optional and may contain 000.**  **Must match the *Course Code Long* field in the *COURSE, COURSE INSTRUCTOR* and *STUDENT COURSE ENROLLMENT* templates for the same corresponding key fields.** | **Example:**  **17214144**  **See Appendix A for a list of the valid values.** | |
| **27** | **165** | **189** | **25** | **C** | **SECTION CODE LONG** | **R** | **K\*** | **Class section number assigned by school district to identify distinct classes.** | **This field should only be the local section number.**  **Must match the *Section Code Long* field in the *COURSE INSTRUCTOR* and *STUDENT COURSE ENROLLMENT* templates for the same corresponding key fields.** | **Example: PERIOD1** | |
| **28** | **190** | **195** | **6** | **C** | **CONDUCT GRADE** | **CR** | **U** | **Provide the Grade earned by the Student for their Conduct in the Course. For some courses, this may be a separate grade earned alongside a grade for performance.**  **If Conduct is not graded separately for each course do not supply a value.** |  |  | |
| **29** | **196** | **205** | **10** | **D** | **COURSE INSTRUCTOR SNAPSHOT DATE** | **R** | **U** | **Field indicating the report date. See valid values.** | **Date must be entered in ISO format: YYYY-MM-DD.**  **Must find corresponding Snapshot Date record for School Year/District/Location/Semester/Course InstructorSnapshotDate/Course/Section in the *COURSE ENROLLMENT* template.**  **Must refer to the same reporting period as Marking Period Num (field #9) and Semester (field #22).** | **Valid Values:**  **YYYY-10-01 = 40D**  **YYYY-12-15 = 80D**  **YYYY-03-01 = 120D**  **YYYY-06-01 = EOY**  **YYYY-09-01 = K3P** | |

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**New Fields to STARS**

* **None**

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**Rules**

1. **SCHOOL YEAR DATE IS THE DATE OF THE LAST DAY OF THE SCHOOL YEAR IN ISO FORMAT: YYYY-06-30**
2. **STAFF ID IS UNIQUE WITHIN THE SCHOOL DISTRICT**
3. **STUDENT IDS MUST BE UNIQUE WITHIN A SCHOOL DISTRICT**
4. **CODE COLUMN: K - COMPONENT OF PRIMARY KEY, U - VALUE IS UPDATED IF ROW EXISTS, M - A VALUE MUST BE SUPPLIED**
5. **R/O/CR COLUMN: R – REQUIRED, O – OPTIONAL, CR – CONDITIONALLY REQUIRED**
6. **DATA CAN BE SUPPLIED IN EITHER ASCII, FLAT FILE OR DELIMITED FORMATS. FULL DELIMITER SUPPORT IS AVAILABLE.**

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**Load Sequence/Dependencies**

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| **Load Sequence/Dependencies** | Optional | **Lookup** |
| **1. COURSE** | **N** | **N** |
| **2. STAFF** | **N** | **N** |
| **3. STUDENT** | **N** | **N** |

**Data Submission Schedule: 40D, 80D, 120D, EOY**

**AQs**

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**FAQs**

1. **How many characters should the course code contain? What kind of information will the course coding system provide?**

The course code is 8 numeric characters (alphanumeric). The first 4 characters of the course code, termed as the Course Classification Field, provide information on the subject areas (1st 2 characters) as well as the specific course within the subject area. The 5th character, termed the common field, provides an indication of the level of the Course. The final three characters, termed Subject Fields, will provide information regarding experiences available in the course, the type of credit received, the main emphasis of the Course or additional detail regarding the Course content. The subject fields will change according to the specific subject area. Beginning 2013-14, the subject area fields may be any value between 000 and 999 and will not be used by The PED for any particular purpose.

1. **There are different fields available to collect course grades. These are: Numeric (Field #10), Alpha Grade (Field #11), Pass/Fail (Field #12), and Conduct (Field #28). What fields do I use?**

Please populate the specific grade field that corresponds with the final course grade that is given. For example, if the course provides a numeric grade of 85, please populate this in the Numeric field (Field #10). You must populate at least one of these fields with the appropriate grade that corresponds to the type of final course grade that is given.

1. **Students will sometimes be enrolled in one course that spans over multiple reporting periods, such as enrolled in the same course on both the 40th and 80th day. How will a grade be reported for this course?**

This would require a grade for the last time a student was enrolled in a given reporting period.  For example, if a student was enrolled in a course on the 40th day (Semester 1 = 40D) and is still enrolled on the 80th day (Semester 2 = 80D) but is not enrolled on the 120th day (Semester 3 = 120D), then in this scenario the grade will be submitted for the student with the corresponding course code with a Semester of 2 (80D), since that was the last time this student was reported in that class.

1. **How do I enter student grades if the student was enrolled in a course at 40 Day but a final grade wasn’t available until 80 Day?**

In this situation, the student was no longer enrolled in this class at 80th day; therefore, the grade must refer back to their LAST course enrollment record, which was 40th day.

The *Semester* field in the *Student Grades* template must match the *Semester* field values for *Course*, *Course Instructor*, &*Student Course Enrollment* that relate to that grade. Therefore, the *Semester* fields in the templates at 40 Day and 80 Day would be populated as follows:

* 40 Day Templates

*Course*: Semester = 1; Marking Period=501

*Course Instructor*: Semester = 1; Course Instructor Snapshot Date=YYYY-10-01

*Student Course Enrollment*: Semester = 1; Effective Date=YYYY-10-1; Enrollment Period Num=501; Course Instructor Snapshot Date=YYYY-10-01

* 80 Day Submission Window (refers back to 40th day)

*Student Grades*: Semester = 1 (40D); Marking Period Num=501 (40D); Course Instructor Snapshot Date=YYYY-10-01 (40D)

Note that this situation could also apply in the case where a student withdraws from a course but still receives a letter grade at a later reporting period.

1. **How do I report a Student’s Grade for a class so it ties back to the teacher and the student’s enrollment record?**

**Goal of PED:** To be able to link the student’s classroom grade to 1) the teacher of the class and 2) their classroom enrollment record.

**Student Grades Template and its association with other templates**

* *Student Grades* is associated with these 3 templates:
  + *Course*
  + *Course Instructor*
  + *Student Course Enrollment*
* The following field values must match between the *Student Grades* template and the *Student Course Enrollment* template:
  + School Year
  + District Code
  + Location Code
  + Marking Period
    - Marking Period from *Student Grades* must match the Enrollment Period Number field in *Student Course Enrollment*
      * i.e.) If Marking Period in *Student Grades* is 501 (40D), then the Enrollment Period Number in *Student Course Enrollment* must also be 501 (40D). Having 501 in one template and 502 in the other template means that the linkage between the grade and the Course Enrollment record is lost.
      * In the *Student Course Enrollment* template, if the Enrollment Period Number = 501 (40D), then the OTHER two fields in this same record defining the Reporting Period must also refer to 40th Day. This means the Effective Date must be 10-1 (40D) AND Semester must be 1 (40D).
  + Semester
    - *Student Grades* Semester must match the Semester found in *Student Course Enrollment* AND the Semester found in *Course Instructor* AND the Semester found in the *Course* template
  + Course Instructor Snapshot Date
    - Must refer to the same reporting period as Marking Period and Semester
    - Must match the Snapshot Date in the *Course Instructor* template. For example, if the Snapshot Date is YYYY-12-15 then the Marking Period must be 502 (80D) and the Semester must be 2 (80D) and the Effective Date in Student Course Enrollment must be YYYY-12-15.
  + Course Code Long
  + Section Code Long
  + Student ID
* The following field values must match between the *Student Grades* template and the *Course Instructor* template
  + School Year
  + District Code
  + Location Code
  + Semester
    - *Student Grades* Semester must match the Semester found in *Student Course Enrollment* AND the Semester found in *Course Instructor* AND the Semester found in the *Course* template
  + Course Instructor Snapshot Date
    - Must refer to the same reporting period as Semester
    - Must match the Snapshot Date in the *Student Course Enrollment* template. For example, if the Snapshot Date is YYYY-12-15 then the Semester must be 2 (80D) and the Effective Date in Student Course Enrollment must be YYYY-12-15.
  + Course Code Long
  + Section Code Long

Note: Because the *Course Instructor* template ONLY contains one field for determining the Reporting Period called Semester, the Semester must match the following templates that carry a Semester Field: *Course, Course Instructor, Student Course Enrollment and Student Grades*. Beginning in school year 2011-12, the Course Instructor Snapshot Date is now also collected in the *Course Instructor* template and must refer to the same Semester.

PED needs to be able to link the student’s grade to the teacher of the classroom, which is done via the Semester & Course Instructor Snapshot Date fields (along with other key fields listed above).

* The following field values must match between the *Course Instructor* template and the *Student Course Enrollment* template
  + School Year
  + District Code
  + Location Code
  + Semester
    - *Course Instructor* Semester must match the Semester found in *Student Course Enrollment* AND the Semester found in *Course* AND the Semester found in the *Student Grades* (if applicable)template
  + Course Instructor Snapshot Date
    - Must refer to the same reporting period as Semester
    - Must match Snapshot Date in *Student Grades* (if applicable) template. For example, if the Snapshot Date is YYYY-12-15 then the Semester must be 2 (80D).
  + Course Code Long
  + Section Code Long
* The follow field values must match between the *Course* template and the *Course Instructor*, *Student Course Enrollment* and *Student Grades* templates
  + School Year
  + District Code
  + Location Code
  + Semester
    - *Course* Semester must match the Semester field found in *Student Course Enrollment* AND the Semester found in *Course Instructor* AND the Semester found in the *Student Grades*(if applicable)template
  + Course Code Long

Note: Section Code Long is not included in the *Course* template

**Business Rules regarding data submission in eDM:**

* Because the COURSE related information happens at different periods of time, such as the enrollment in the class occurs before the grade is assigned, the submission of the *Student Grades* template will work differently in STARS eDM due to our snapshot date methodology of reporting. All course related template records (COURSE, COURSE INSTRUCTOR, STUDENT COURSE ENROLLMENT and STUDENT GRADES) referring to the same classroom must be linked in the STARS data warehouse so they APPEAR to have occurred at the same snapshot date. When the grade is assigned, it must be linked to the student’s LATEST enrollment record in STARS, so it appears to have occurred at the same time. The fields Course Instructor Snapshot Date, Semester, Effective Date and Marking Period Number (sometimes referred to as Enrollment Period Number) are used for this purpose and ALL represent a Snapshot Date. It’s important to note that Semester in STARS does not equate to the District’s or Charter’s semester but to a Snapshot Date. Typically when grades are assigned, the student will be enrolled in their next class, which means you may be submitting a student’s 120th day Course Enrollment record and at the same time you’ll also be submitting their 80th day Student Grades record (for a different class which has already ended). Even though the Student Grades template contains a Snapshot Date field (called Course Instructor Snapshot Date), this template will be allowed to be submitted anytime throughout the year, regardless of the data submission window that is open. As long as its corresponding Course Instructor Snapshot record is found, it will load. It’s conceivable that a student may have had one teacher when their initial Course Enrollment record was loaded in STARS but a different teacher when the grade was assigned. If the teacher changed between reporting periods and the class has ended, then STARS will contain the FIRST teacher (initial enrollment teacher) and not the LAST teacher (who assigned the grade). This is because The PED will not allow the *Course*, *Course Instructor* and *Student Course Enrollment* records for PRIOR reporting periods to be changed once the data has been finalized. Because the *Student Grades* data will be a moving target, it will not be finalized by The PED until the end of the year (when all grades are in). When *Student Grades* are referring to prior loaded snapshot date records, mixing 40th, 80th, 120th and EOY reporting period values within the SAME record must be avoided; however, your template may contain a mixture of records pertaining to multiple reporting periods.

**Example:**

* + - Student Grades may contain these 2 records submitted during the EOY submission window

|  |  |  |
| --- | --- | --- |
| Marking Period | Semester | Course Instructor Snapshot Date |
| 503 | 3 | YYYY-03-01 |
| 901 | 4 | YYYY-06-01 |

* + - NEVER have inconsistent reporting period data in the SAME record as illustrated below, or the STARS data warehouse won’t be able to link the grade to the student in the classroom to the teacher in the classroom.

|  |  |  |
| --- | --- | --- |
| Marking Period | Semester | Course Instructor Snapshot Date |
| 503 | 4 | YYYY-03-01 |
| 901 | 3 | YYYY-06-01 |

* Resubmission of *Course*, *Course Instructor* and *Student Course Enrollment* data for PRIOR reporting periods that have been closed and finalized should be AVOIDED as this may affect Licensure Discrepancy and Highly Qualified Teacher (HQT) results. If it’s necessary to correct this data for prior reporting periods because of NO HQT results, or if you were instructed by PED to make corrections, then you’ll request a REOPEN of the closed reporting period for these Course Related Templates only, so it will not affect other funding data that has already been finalized.
* If a *Student Grade* record for a student that has no prior *Student Course Enrollment* record needs to be submitted, then rebuild all these corresponding records at EOY. This means at EOY, [with an EOY snapshot date (Effective Date& Course Instructor Snapshot Date), Semester and Marking Period], please send their corresponding *Course*, *Course Instructor*, *Student Course Enrollment* and *Student Grades* template data. Sending this data at EOY will have no impact on Class Overloads since this data was already reviewed at 40th, 80th and 120th day. Please do not resubmit at EOY the MISSING *Student Course Enrollment* record referring back to a PRIOR reporting period because it may affect Class Overloads and change this data that has already been finalized.

**Example:**

**How to report at EOY two Student Grade records (for a single student) for a class that ended between the 120th day and EOY (Art Appreciation) and another class that ended at EOY (Art History)?**

**Submitted during 120th day Data Submission Window:**

COURSE

|  |  |  |
| --- | --- | --- |
| **Semester** | **Course Code Long** | **Course Desc** |
| 3 (120D) | 11514000 | Art Appreciation |

COURSE INSTRUCTOR

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Semester** | **Snapshot Date** | **Course Code Long** | **Section Code Long** | **Course Desc (field here for clarity only since it’s not submitted in this template)** | **Teacher** |
| 3 (120D) | YYYY-03-01 (120D) | 11514000 | Period 1 | Art Appreciation | Art Teacher |

STUDENT COURSE ENROLLMENT

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Semester** | **Course Instructor Snapshot Date** | **Effective Date** | **Enrollment Period Number** | **Course Code Long** | **Section Code Long** | **Course Desc (field here for clarity only since it’s not submitted in this template)** | **Student** |
| 3 (120D) | YYYY-03-01 (120D) | YYYY-03-01 (120D) | 503 (120D) | 11514000 | Period 1 | Art Appreciation | Smith, John |

**Submitted during EOY Data Submission Window:**

COURSE

|  |  |  |
| --- | --- | --- |
| **Semester** | **Course Code Long** | **Course Desc** |
| 4 (EOY) | 11524000 | Art History |

COURSE INSTRUCTOR

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Semester** | **Snapshot Date** | **Course Code Long** | **Section Code Long** | **Course Desc (field here for clarity only since it’s not submitted in this template)** | **Teacher** |
| 4 (EOY) | YYYY-06-01 (EOY) | 11524000 | Period 2 | Art History | Art Teacher |

STUDENT COURSE ENROLLMENT

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Semester** | **Course Instructor Snapshot Date** | **Effective Date** | **Enrollment Period Number** | **Course Code Long** | **Section Code Long** | **Course Desc (field here for clarity only since it’s not submitted in this template)** | **Student** |
| 4 (EOY) | YYYY-06-01 (EOY) | YYYY-06-01 (EOY) | 901 (EOY) | 11524000 | Period 2 | Art History | Smith, John |

STUDENT GRADES

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Semester** | **Course Instructor Snapshot Date** | **Marking Period Number** | **Course Code Long** | **Section Code Long** | **Course Desc (field here for clarity only since it’s not submitted in this template)** | **Student** | **Grade** |
| 3 (120D) | YYYY-03-01 (120D) | 503 (120D) | 11514000 | Period 1 | Art Appreciation | Smith, John | A |
| 4 (EOY) | YYYY-06-01 (EOY) | 901 (EOY) | 11524000 | Period 2 | Art History | Smith, John | B |

1. **How do I properly report the COURSE INSTRUCTOR SNAPSHOT date fields?**

Beginning with the 2011-12 School year, a new field called COURSE INSTRUCTOR SNAPSHOT DATE will be collected in three templates, which will enable the data warehouse to tie these related records together at the Course+Section grain:

Course Instructor

* eDM Template Name: CRSE\_INSTRUCT
* Field# 24, COURSE INSTRUCTOR SNAPSHOT DATE

Student Course Enrollment

* eDM Template Name: COURSE\_ENROLL
* Field# 21, COURSE INSTRUCTOR SNAPSHOT DATE

Student Grades

* eDM Template Name: STUD\_GRADES
* Field# 29, COURSE INSTRUCTOR SNAPSHOT DATE

General Business Rules:

* Course Instructor Snapshot Date must be the same in all three templates (to tie records together) if they pertain to the same Class at a particular point in time. This will enable the teacher of the class, students in the class and their assigned alpha grade (as well as credits earned for High School credit classes) to be determined for a unique classroom.
* Since Snapshot Dates refer to a reporting period (40D, 80D, 120D, EOY or Summer), all fields in a single record that also refer to reporting periods must correspond to this same Course Instructor Snapshot Date.

Business Rules for Course Instructor & Snapshot Date:

* If Course Instructor Snapshot Date = YYYY-10-01 (40D) then SEMESTER must be 1 so both fields reflect the same reporting period (40th day in this example)
* Both fields must refer to the SAME reporting period (40D, 80D, 120D, EOY)

Business Rules for Student Course Enrollment & Snapshot Date:

* If Course Instructor Snapshot Date = YYYY-10-01 then:
  + Enrollment Period Number = 501 (40D)
  + Effective Date = YYYY-10-01 (40D)
  + Semester = 1 (40D)
* All 4 fields must refer to the SAME reporting period (40D, 80D, 120D, EOY)

Business Rules for Student Grades & Snapshot Date:

* If Course Instructor Snapshot Date = YYYY-10-01 (40D) then:
  + Marking Period Num = 501 (40D)
  + Semester = 1 (40D)
* All 3 fields must refer to the SAME reporting period (40D, 80D, 120D, EOY)

1. **Two grade records are appearing at EOY (EOY is the open data submission window) in the *STUDENT GRADES* template for the same Student ID/course/section, and it is causing records not to load in eDM due to DUPLICATE KEYS. What do I need to do to get these 2 grade records loaded? One grade was received for the 1st half of the year, and the 2nd grade for the 2nd half of the year.**

Answer: Because the semester and reporting period snapshot dates are part of the unique key, you need to change them to reflect the correct grade received for the correct semester. That being said, for the first record of the set for a Student ID/Course ID/Section, change field #9 (Marking Period Num) from 901 (EOY) to 502 (80D) AND change field #22 (Semester) from 4 (EOY) to 2 (80D) AND change field #29 (Course Instructor Snapshot Date) from YYYY-06-01 (EOY) to YYYY-12-15 (80D). All fields referring to a reporting period must be consistent in a SINGLE record, which includes Course Instructor Snapshot Date, even though it’s not defined as a key field. The instructor of this course will also be found in the 80th day templates. This grade record should find a MATCHING *Student Course Enrollment* record already loaded for this 80th day course (otherwise this grade wouldn’t make sense in STARS). In eDM, all that is required for this record to load is that the corresponding 80th day *COURSE* record already be loaded. Even though the grade comes later, it MUST refer back to a previously loaded *Course Enrollment* record as well as a previously loaded *Course Instructor* record (so we know who the instructor was on 80th day).

Then for the 2nd student record (with the SAME Course ID/Section), no change is necessary since this grade was received at EOY and you’ll be submitting it’s corresponding EOY Student Course Enrollment record (as well as the other corresponding course related EOY templates (Course/Course Instructor/Student Course Enrollment/Student Grades). Both these student “grade” records (1st half of year and 2nd half of year) will now load because they will no longer be seen as duplicate records in the system (because one refers to 80th day and the other refers to EOY).

When dealing with the *Student Grades* template, think of the snapshot date (reporting period) as referring to the student’s LAST *Course Enrollment* record for the class (as opposed to the reporting period that’s open for data submission now). Grades are a different type of situation, since the grade is given when the class ends (but what we collect in STARS at a snapshot date is, “Who was enrolled in a class at a given point-in-time”). What PED won’t do is open up PRIOR reporting periods (such as 80th day) so you can submit a missing *COURSE ENROLLMENT* record to go with the GRADE you are trying to load now at EOY, because it could have an effect on Class Overloads for a closed reporting period. These GRADE records that are unmatched with Course Enrollment and Course Instructor records should be rebuilt with an EOY reporting period to know 1) what the enrollment data was and 2) who assigned the grade.

1. **How can I change an incorrect Grade or Credits Earned in STARS?**

Since all the “grade” fields (Field #10 Numeric Grade; Field #11 Alpha Grade; Field #12 Pass/Fail) and “Credits Earned” field (Field #24) are updatable, you would send the exact same key fields in the record to change the Grade and Credits Earned values. Key fields are District Code, Location Code, School Year Date, Request Sequence (0), Student ID, Marking Period Num, Semester, Course Code Long & Section Code Long.

1. **How do I report high school graduation credits that were earned outside of our school district or charter? These are credits earned elsewhere that were transferred to our school and apply towards graduation credit.**

You will only report Credits Earned if they were earned at your school and you will NOT report in STARS credits earned elsewhere. Other than the exceptions allowed for reporting DUMMY Staff IDs for Concurrent Enrollment/Dual Credit (777777777) and Distance Learning (888888888), in which case these teachers are not actually employees of your school and hence the classes may not actually be taught at your school district or charter, but because these credits are earned at your school district or charter, these will be reported in STARS. The purpose of the Course related templates in STARS is to attach the grade a student earned in a classroom to their teacher and their enrollment record, and if there isn’t a teacher to attach the student to, then it doesn’t make sense to send their STUDENT GRADES record which contains the alphanumeric grade the student earned in the classroom as well as the number of graduation credits earned. STARS will not contain ALL high school graduation credits earned. At this time point in time, STARS will only contain credits earned at your school district or charter.

1. **It’s End-of-Year, and when submitting student’s grades to STARS, my 1st semester grades are not loading. Why?**

Submitting STUDENT\_GRADES in STARS is tricky because the grade typically is assigned AFTER the class has ended. A few items to keep in mind…every STUDENT\_GRADES record needs to attach to a single COURSE\_ENROLL record. The linking occurs by these key fields: School\_Year, District\_Code, Location\_Code, Enrollment Period Number (identifies Snapshot; same as Marking\_Period\_Num in STUDENT\_GRADES), Effective Date (Snapshot Date), Semester (identifies Snapshot), Course Code, Section Code & Student ID.

Here are your options:

1. If it’s a Year-Long course, and you’d like to submit TWO grades for the SAME Course ID + Section, then during your EOY Open Window, submit 2 STUDENT\_GRADES records for the same COURSE\_ID+Section. One record refers to 80D (3 key-field values: 502, 2, 2015-12-15); the other to EOY (3 key-field values: 901, 4, 2016-06-01).
2. If the class ended after the 1st semester, AND the student is enrolled in a DIFFERENT COURSE\_ID+Section for the 2nd semester, AND you want to submit a grade for BOTH classes during your EOY Open Window, the same scenario applies as option 1. Submit 2 STUDENT\_GRADES records for the same Student ID, but the COURSE\_ID+Sections will be different. One record refers to 80D (3 key-field values: 502, 2, 2015-12-15); the other to EOY (3 key-field values: 901, 4, 2016-06-01).

The STUDENT\_GRADES template is the only template that allows a mixture of 40D, 80D, 120D and EOY records within the same submission template, AND also allows any of these reporting periods to be submitted even though only the EOY data window is open. The only requirement for loading a STUDENT\_GRADES record is that its corresponding COURSE\_ENROLL (Student\_Course\_Enrollment) record is found in STARS (which would be its 80th day record in this example).

Note: When districts refer to Semester 1 and Semester 2, don’t confuse them with the field Semester 1, 2, 3 & 4 in STARS, which refer to “snapshot dates.” As an example, when districts refer to Semester 1, it means semester 1 & 2 in STARS and Semester 2 means semester 3 & 4 in STARS.

**To troubleshoot, run the following STARS reports:**

|  |
| --- |
| [STARS Site Collection](https://eui.ped.state.nm.us/sites/stars) > [STARS Reporting](https://eui.ped.state.nm.us/sites/stars/prod) > [Public Folders](https://eui.ped.state.nm.us/sites/stars/prod/Public%20Folders) > [eScholar Framework - Verify](https://eui.ped.state.nm.us/sites/stars/prod/Public%20Folders/eScholar%20Framework%20-%20Verify) > [District and Location Reports](https://eui.ped.state.nm.us/sites/stars/prod/Public%20Folders/eScholar%20Framework%20-%20Verify/District%20and%20Location%20Reports) > [Student Grades](https://eui.ped.state.nm.us/sites/stars/prod/Public%20Folders/eScholar%20Framework%20-%20Verify/District%20and%20Location%20Reports/Student%20Grades) |

|  |  |  |
| --- | --- | --- |
| [Classes By District, School, Course, Student with Grade and Teacher](https://eui.ped.state.nm.us/sites/stars/prod/_layouts/ReportServer/RSViewerPage.aspx?rv:RelativeReportUrl=/sites/stars/prod/Public%20Folders/eScholar%20Framework%20-%20Verify/District%20and%20Location%20Reports/Student%20Grades/Classes%20By%20District,%20School,%20Course,%20Student%20with%20Grade%20and%20Teacher.rdl&Source=https%3A%2F%2Feui%2Eped%2Estate%2Enm%2Eus%2Fsites%2Fstars%2Fprod%2FPublic%2520Folders%2FForms%2FReport%2520with%2520Description%2Easpx%3FRootFolder%3D%252Fsites%252Fstars%252Fprod%252FPublic%2520Folders%252FeScholar%2520Framework%2520%252D%2520Verify%252FDistrict%2520and%2520Location%2520Reports%252FStudent%2520Grades%26FolderCTID%3D0x012000DD96E31CE742A74BA11979835D0307EB&DefaultItemOpen=1&DefaultItemOpen=1)  [Classes By District, School, Course, Student with Grade and Teacher-Dummy Staff ID](https://eui.ped.state.nm.us/sites/stars/prod/_layouts/ReportServer/RSViewerPage.aspx?rv:RelativeReportUrl=/sites/stars/prod/Public%20Folders/eScholar%20Framework%20-%20Verify/District%20and%20Location%20Reports/Student%20Grades/Classes%20By%20District,%20School,%20Course,%20Student%20with%20Grade%20and%20Teacher-Dummy%20Staff%20ID.rdl&Source=https%3A%2F%2Feui%2Eped%2Estate%2Enm%2Eus%2Fsites%2Fstars%2Fprod%2FPublic%2520Folders%2FForms%2FReport%2520with%2520Description%2Easpx%3FRootFolder%3D%252Fsites%252Fstars%252Fprod%252FPublic%2520Folders%252FeScholar%2520Framework%2520%252D%2520Verify%252FDistrict%2520and%2520Location%2520Reports%252FStudent%2520Grades%26FolderCTID%3D0x012000DD96E31CE742A74BA11979835D0307EB&DefaultItemOpen=1&DefaultItemOpen=1)  [Student Grade Template Exceptions](https://eui.ped.state.nm.us/sites/stars/prod/_layouts/ReportServer/RSViewerPage.aspx?rv:RelativeReportUrl=/sites/stars/prod/Public%20Folders/eScholar%20Framework%20-%20Verify/District%20and%20Location%20Reports/Student%20Grades/Student%20Grade%20Template%20Exceptions.rdl&Source=https%3A%2F%2Feui%2Eped%2Estate%2Enm%2Eus%2Fsites%2Fstars%2Fprod%2FPublic%2520Folders%2FForms%2FReport%2520with%2520Description%2Easpx%3FRootFolder%3D%252Fsites%252Fstars%252Fprod%252FPublic%2520Folders%252FeScholar%2520Framework%2520%252D%2520Verify%252FDistrict%2520and%2520Location%2520Reports%252FStudent%2520Grades%26FolderCTID%3D0x012000DD96E31CE742A74BA11979835D0307EB&DefaultItemOpen=1&DefaultItemOpen=1)  [Student Grades Exception - Inconsistent Reporting Periods](https://eui.ped.state.nm.us/sites/stars/prod/_layouts/ReportServer/RSViewerPage.aspx?rv:RelativeReportUrl=/sites/stars/prod/Public%20Folders/eScholar%20Framework%20-%20Verify/District%20and%20Location%20Reports/Student%20Grades/Student%20Grades%20Exception%20-%20Inconsistent%20Reporting%20Periods.rdl&Source=https%3A%2F%2Feui%2Eped%2Estate%2Enm%2Eus%2Fsites%2Fstars%2Fprod%2FPublic%2520Folders%2FForms%2FReport%2520with%2520Description%2Easpx%3FRootFolder%3D%252Fsites%252Fstars%252Fprod%252FPublic%2520Folders%252FeScholar%2520Framework%2520%252D%2520Verify%252FDistrict%2520and%2520Location%2520Reports%252FStudent%2520Grades%26FolderCTID%3D0x012000DD96E31CE742A74BA11979835D0307EB&DefaultItemOpen=1&DefaultItemOpen=1) |  |  |

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| [STARS Site Collection](https://eui.ped.state.nm.us/sites/stars) > [STARS Reporting](https://eui.ped.state.nm.us/sites/stars/prod) > [Public Folders](https://eui.ped.state.nm.us/sites/stars/prod/Public%20Folders) > [eScholar Framework - Verify](https://eui.ped.state.nm.us/sites/stars/prod/Public%20Folders/eScholar%20Framework%20-%20Verify) > [District and Location Reports](https://eui.ped.state.nm.us/sites/stars/prod/Public%20Folders/eScholar%20Framework%20-%20Verify/District%20and%20Location%20Reports) > [Template Verification Reports](https://eui.ped.state.nm.us/sites/stars/prod/Public%20Folders/eScholar%20Framework%20-%20Verify/District%20and%20Location%20Reports/Template%20Verification%20Reports) > [Student](https://eui.ped.state.nm.us/sites/stars/prod/Public%20Folders/eScholar%20Framework%20-%20Verify/District%20and%20Location%20Reports/Template%20Verification%20Reports/Student) |

|  |  |  |
| --- | --- | --- |
| [Student Course Enrollment Template Verification](https://eui.ped.state.nm.us/sites/stars/prod/_layouts/ReportServer/RSViewerPage.aspx?rv:RelativeReportUrl=/sites/stars/prod/Public%20Folders/eScholar%20Framework%20-%20Verify/District%20and%20Location%20Reports/Template%20Verification%20Reports/Student/Student%20Course%20Enrollment%20Template%20Verification.rdl&Source=https%3A%2F%2Feui%2Eped%2Estate%2Enm%2Eus%2Fsites%2Fstars%2Fprod%2FPublic%2520Folders%2FForms%2FReport%2520with%2520Description%2Easpx%3FRootFolder%3D%252Fsites%252Fstars%252Fprod%252FPublic%2520Folders%252FeScholar%2520Framework%2520%252D%2520Verify%252FDistrict%2520and%2520Location%2520Reports%252FTemplate%2520Verification%2520Reports%252FStudent%26FolderCTID%3D0x012000DD96E31CE742A74BA11979835D0307EB&DefaultItemOpen=1&DefaultItemOpen=1)  [Student Grades Template Verification](https://eui.ped.state.nm.us/sites/stars/prod/_layouts/ReportServer/RSViewerPage.aspx?rv:RelativeReportUrl=/sites/stars/prod/Public%20Folders/eScholar%20Framework%20-%20Verify/District%20and%20Location%20Reports/Template%20Verification%20Reports/Student/Student%20Grades%20Template%20Verification.rdl&Source=https%3A%2F%2Feui%2Eped%2Estate%2Enm%2Eus%2Fsites%2Fstars%2Fprod%2FPublic%2520Folders%2FForms%2FReport%2520with%2520Description%2Easpx%3FRootFolder%3D%252Fsites%252Fstars%252Fprod%252FPublic%2520Folders%252FeScholar%2520Framework%2520%252D%2520Verify%252FDistrict%2520and%2520Location%2520Reports%252FTemplate%2520Verification%2520Reports%252FStudent%26FolderCTID%3D0x012000DD96E31CE742A74BA11979835D0307EB&DefaultItemOpen=1&DefaultItemOpen=1) |  |  |

**To determine the last COURSE\_ENROLL record for attaching the grade, run the following STARS report:**

|  |
| --- |
| [STARS Site Collection](https://eui.ped.state.nm.us/sites/stars) > [STARS Reporting](https://eui.ped.state.nm.us/sites/stars/prod) > [Public Folders](https://eui.ped.state.nm.us/sites/stars/prod/Public%20Folders) > [eScholar Framework - Verify](https://eui.ped.state.nm.us/sites/stars/prod/Public%20Folders/eScholar%20Framework%20-%20Verify) > [District and Location Reports](https://eui.ped.state.nm.us/sites/stars/prod/Public%20Folders/eScholar%20Framework%20-%20Verify/District%20and%20Location%20Reports) > [General Reports](https://eui.ped.state.nm.us/sites/stars/prod/Public%20Folders/eScholar%20Framework%20-%20Verify/District%20and%20Location%20Reports/General%20Reports) |

[Student Display](https://eui.ped.state.nm.us/sites/stars/prod/_layouts/ReportServer/RSViewerPage.aspx?rv:RelativeReportUrl=/sites/stars/prod/Public%20Folders/eScholar%20Framework%20-%20Verify/District%20and%20Location%20Reports/General%20Reports/Student%20Display.rdl&Source=https%3A%2F%2Feui%2Eped%2Estate%2Enm%2Eus%2Fsites%2Fstars%2Fprod%2FPublic%2520Folders%2FForms%2FReport%2520with%2520Description%2Easpx%3FRootFolder%3D%252Fsites%252Fstars%252Fprod%252FPublic%2520Folders%252FeScholar%2520Framework%2520%252D%2520Verify%252FDistrict%2520and%2520Location%2520Reports%252FGeneral%2520Reports%26FolderCTID%3D0x012000DD96E31CE742A74BA11979835D0307EB%26View%3D%7B97C2247A%2D2D1F%2D4454%2D9AB1%2D7D9D771BD718%7D&DefaultItemOpen=1&DefaultItemOpen=1)

1. What should I do about courses that do not have a grade to report at End of Year (EOY)?

For funding accountability, all CTE and dual credit courses must have a grade.

1. *The student is no longer at the school.*

If the student has withdrawn from the school and has a STUDENT COURSE ENROLLMENT record, then a STUDENT GRADES record should be submitted with a valid value (choices include W for withdrawal or I for incomplete in the alpha grade field).

1. *The student switched into another class.*

If the student stopped taking a class and has a STUDENT COURSE ENROLLMENT record, then a STUDENT GRADES record should be submitted with a valid value (choices include W for withdrawal or I for incomplete in the alpha grade field). If they transfer out before a STUDENT COURSE ENROLLMENT record is created, no STUDENT GRADES record is required.

1. *The class was less than a full school year in length.*

If the class is over and will be reported on the student’s transcript, a STUDENT COURSE ENROLLMENT record and a STUDENT GRADES record must be reported by EOY.

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| Discipline Domain |

The districts and schools are required to fill out the following templates in the Discipline Domain:

* **Student Infraction**
* **Student Infraction Response**

STARS is used to collect data for the annual federal student discipline report and the USDE “Safe Schools” report. Discipline / Safe Schools is an incident-based data collection. In many cases, districts may not know who the perpetrator(s) and/or victim(s) of incidents are. For cases where individuals cannot be identified or are unknown, please use:

**825881329**       Unknown Perpetrator(s) or Victim(s)

Report student disciplinary incidents in both the Infraction and Infraction Response templates*. EXCEPTION: A response record is not required when the infraction record utilizes the UNKNOWN perpetrator code.*

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Student Infraction Template

**Target Table: STUD\_INFRACTION**

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**Template Description**

This template is used to track student disciplinary infractions and a school’s response(s) to the infractions. It is also used to collect data for the “Safe Schools Report” incidents across a school year. The response to each discipline or incident is tracked in the Student Infraction *Response* template. PED uses both templates to track the information related to student discipline and Safe Schools.

Each specific discipline infraction should be reported only once per student in this template. If a discipline infraction could potentially be categorized into multiple Infraction Codes, include only the most serious of the potential Infraction Codes. For example, one incident could involve alcohol and assault/battery with a knife. This incident should be reported only as Infraction Code 2 (Assault/battery with knife or cutting object).

**The Student Infraction and Student Infraction Response templates must be submitted in a point in time fashion. Please submit in the first reporting period following the incident. Must be submitted at these reporting periods: 40D, 80D, 120D, EOY. SUMMER is conditionally required, if new reportable infractions have occurred since EOY.**

If multiple students are involved in a single disciplinary infraction, include one record per student in this template. The exception to this is any incident that involves FIREARMS. Each student in possession of a firearm is to be reported as a separate incident. All fields should be identical for these multiple records with the exception of Student ID and the location code (e.g. one incident could include students from different schools). The Event Identifier field is generated by the district / charter school and is used to “link” the multiple student records to one incident. This field is also used in the Student Infraction Response template to link the response(s) to the incident.

At **EOY**, if district has no reportable infractions, submit certification via email to PED at [anita.curtis@state.nm.us](mailto:anita.curtis@state.nm.us) and [Richard.Trujillo12@state.nm.us](mailto:Richard.Trujillo12@state.nm.us)

**Grain:** One record per district / student / infraction date / infraction code / event identifier

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**Student Infraction Template Specifications**

| **Field #** | **Start** | **End** | **Length** | **Data Type** | **Field Name** | **R/O/CR** | **Code** | | **Definition** | **Business Rules** | **Valid Values/Example Data** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **1** | **1** | **8** | **8** | **C** | **DISTRICT CODE** | **R** | **K,M** | | **PED defined three character district code.** |  | **Example: 013  See Appendix C. for complete list of valid values.** |
| **2** | **9** | **14** | **6** | **C** | **LOCATION CODE** | **R** | **U,R** | | **PED defined three character location code.   Use the following Location Codes for special education students not enrolled at an actual district location:**  **993 = Students who are hospitalized**  **997 = Students who are enrolled in a private school**  **998 = Students who are homebound**  **999 = Students who are home schooled (location 999 does not apply to Special Ed students)** |  | **Example: 013**  **See Appendix C. for complete list of valid location codes for each district.** |
| **3** | **15** | **24** | **10** | **D** | **SCHOOL YEAR DATE** | **R** | **K,M** | | **Provide the school year in the ISO format: YYYY-MM-DD.** | **All dates must be entered in ISO format** | **Example: YYYY-06-30** |
| **4** | **25** | **36** | **12** | **C** | **STUDENT ID** | **R** | **K,M** | | **State issued student identification number. If the perpetrator is not a student, then see valid values.** |  | **Valid value:**  **825881329 - Unknown Perpetrator(s) or Victim(s)**  **See note in Discipline Domain header.** |
| **5** | **37** | **46** | **10** | **D** | **INFRAC-TION**  **DATE** | **R** | **K,M** | | **Provide the date of the infraction.** | **All dates must be entered in ISO format** | **Example: 2010-10-04** |
| 6 | 47 | 49 | 3 | Not Collected | | | | | | | |
| **7** | **50** | **53** | **4** | **C** | **INFRAC-TION CODE** | **R** | **K,M** | | **Provide the primary Infraction Code that indicates the type of discipline violation. See valid values. If an incident could potentially be categorized under multiple Infraction Codes, select the most serious code.** | **The value used should be the code (e.g. 1, 2) only. Valid values are case sensitive. The descriptions are for reference only.** | **Valid Values:**  **See Appendix D.5 for a list of the valid values.** |
| 8 | 54 | 65 | 12 | Not Collected | | | | | | | |
| 9 | 66 | 73 | 8 | Not Collected | | | | | | | |
| 10 | 74 | 77 | 4 | Not Collected | | | | | | | |
| 11 | 78 | 79 | 2 | Not Collected | | | | | | | |
| 12 | 80 | 99 | 20 | Not Collected | | | | | | | |
| 13 | 100 | 111 | 12 | Not Collected | | | | | | | |
| **14** | **112** | **121** | **10** | **C** | **EVENT IDENTI-FIER** | **R** | **K,M** | | **Provide an identifying code for the disciplinary event. This code enables a district to associate one identifying number or code with an incident that involves multiple students with multiple, and possibly varying, infractions.   This field is critical to relating infractions to responses in the Student Infraction Response template.** | **This value must be unique per incident within the school year – across all students and incidents. Since this is a key field, a value must be supplied for each record, even if the discipline incident is for a single student with a single infraction.** | **Example: 16** |
| **15** | **122** | **376** | **255** | **C** | **INFRAC-TION COMMENT** | **O** | **U** | | **Infraction Comment** |  |  |
| 16 | 377 | 378 | 2 | Not Collected | | | | | | | |
| 17 | 379 | 381 | 3 | Not Collected | | | | | | | |
| 18 | 382 | 393 | 12 | Not Collected | | | | | | | |
| **19** | **394** | **399** | **6** | **C** | **WEAPON TYPE** | **R** | | **U** | **Indicate whether or not the incident was weapon related** | **Required:  Value must be “Y”, if Infraction Code, field #7, is:   1, 3, 51, 52, 61, 62, 63 or 64; or whenever applicable.** | **Valid Values:**  **Y or N** |
| **20** | **400** | **405** | **6** | **N** | **VICTIM1 TYPE** | **CR  Please see Business Rules for requirements** | | **U** | **Victim Type. See valid values.** | **Required if there is a victim of the discipline incident.** | **Valid Values:**  **10 = Student**  **11 = Teacher**  **12 = Administrator**  **13 = Other School Employee**  **14 = Other - UNKNOWN**  **15 = Other – Non-School Personnel** |
| 21 | 406 | 411 | 6 | Not Collected | | | | | | | |
| 22 | 412 | 417 | 6 | Not Collected | | | | | | | |
| 23 | 418 | 429 | 12 | Not Collected | | | | | | | |
| 24 | 430 | 441 | 12 | Not Collected | | | | | | | |
| 25 | 442 | 446 | 5 | Not Collected | | | | | | | |
| **26** | **447** | **466** | **20** | **C** | **CRIMINAL CHARGE CODE** | **R** | **U** | | **An indication of whether or not a police report was filed.** |  | **Valid Values:**  **Y or N** |
| 27 | 467 | 491 | 25 | Not Collected | | | | | | | |
| **28** | **492** | **502** | **11** | **C** | **INFRAC-TION**  **COST** | **R** | **U** | | **The cost of the damages incurred by the incident** |  |  |
| **29** | **503** | **503** | **1** | **C** | **DRUG RELATED INDICA-TOR** | **R** | **U,D** | | **An indicator of whether or not the incident was drug related** | **Value must be “Y” if Infraction Code, field #7, is 54; or whenever applicable** | **Valid Values:**  **Y or N** |
| **30** | **504** | **504** | **1** | **C** | **ALCOHOL RELATED INDICA-TOR** | **R** | **U,D** | | **An indicator of whether or not the incident was alcohol related** | **Value must be “Y” if Infraction Code, field #7 is 55P, 55U, 55D; or whenever applicable** | **Valid Values:**  **Y or N** |
| **31** | **505** | **505** | **1** | **C** | **GANG- RELATED INDICA-TOR** | **R** | **U,D** | | **An indicator of whether or not the incident was gang related** | **Value must be “Y” if Infraction Code, field #7 is 53; or whenever applicable** | **Valid Values:**  **Y or N** |
| **32** | **506** | **506** | **1** | **C** | **HATE CRIME INDICA-TOR** | **R** | **U,D** | | **An indicator of whether or not the incident was a hate crime** |  | **Valid Values:**  **Y or N** |
| **33** | **507** | **507** | **1** | **C** | **SERIOUS BODILY INJURY INDICA-TOR** | **R** | **U,D** | | **An indicator of whether or not there were injuries related to the incident.** |  | **Valid Values:**  **Y or N** |

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**New Fields to STARS: None**

* **None**

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**Rules**

1. **DATE FIELDS (FIELD NAME ENDS IN DATE) MUST BE IN THE ISO FORMAT: YYYY-MM-DD**
2. **A SINGLE INFRACTION EVENT CAN HAVE MULTIPLE STUDENTS, LINKED THROUGH THE EVENT\_IDENTIFIER**
3. **THERE CAN BE MULTIPLE ENTRIES FOR AN INFRACTION WITH UNIQUE INFRACTION\_CODES**
4. INFRACTION NUMBER IS THE NUMBER OF THIS INFRACTION FOR THIS STUDENT IN THIS SCHOOL\_YEAR
5. **THE RESPONSES TO AN INFRACTION ARE STORED IN STUDENT INFRACTION RESPONSE**
6. **CODE COLUMN: K - COMPONENT OF PRIMARY KEY, U - VALUE IS UPDATED IF ROW EXISTS, M - A VALUE MUST BE SUPPLIED, R - RECOMMENDED**
7. **R/O/CRCOLUMN: R- REQUIRED, O – OPTIONAL, CR- CONDITIONALLY REQUIRED**
8. **DATA CAN BE SUPPLIED IN EITHER ASCII, FLAT FILE OR DELIMITED FORMATS. FULL DELIMITER SUPPORT IS AVAILABLE.**

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**Load Sequence/Dependencies**

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| **Load Sequence/Dependencies** | **Optional** | **Lookup** |
| **1. STUDENT** | **N** | **N** |

**Data Submission Schedule: Data Submission Schedule: 40D, 80D, 120D and EOY. SUMMER is conditionally required, if new reportable infractions have occurred since EOY.**

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**FAQs**

**1. How do I determine which infraction to report in the event of multiple infractions by a single student within one incident?**

The following table lists the current infractions along with the severity and can help determine which infraction to report.

| **CODE** | **INFRACTION** | **SEVERITY** | **RANKING** |
| --- | --- | --- | --- |
| 6 | Other-Sexual battery | **1** | 2 |
| 7 | Other-Homicide | **1** | 1 |
| 8 | Other-Kidnapping (non-parental) | **1** | 3 |
|  |  |  |  |
| 1 | Assault/battery with firearm | **2** | 1 |
| 2 | Assault/battery knife/cutting object | **2** | 2 |
| 3 | Assault/battery other dang weapon | **2** | 3 |
| 53 | Gang related activity | **2** | 9 |
| 54 | Drug violation-cocaine, heroin, meth | **2** | 8 |
| 61 | Handgun possession | **2** | 4 |
| 62 | Rifle, shotgun possession | **2** | 5 |
| 63 | Other Firearms Possession | **2** | 7 |
| 64 | Multiple Firearms | **2** | 6 |
|  |  |  |  |
| 9 | Other-Robbery using force | **3** | 1 |
| 14 | Bullying and or Harassment (not based on sex, race, color, national origin or disability.) | **3** | 4 |
| 15 | Bullying and or Harassment based on race, color, or national origin. | **3** | 4 |
| 16 | Bullying and or Harassment based on disability. | **3** | 4 |
| 12 | Sexual Harassment (includes bullying on the basis of sex) | **3** | 4 |
| 42 | Breaking/Entering/Larceny | **3** | 6 |
| 44 | Arson | **3** | 2 |
| 51 | Weapons Possession, Blade | **3** | 3 |
| 52 | Weapons Possession, Other | **3** | 3 |
| 57 | Other-Weapons, Substance, Gang | **3** | 5 |
| 55D | Alcohol Violation-Dealing | **3** | 7 |
|  |  |  |  |
| 40 | Graffiti | **4** | 5 |
| 41 | Criminal Damage | **4** | 6 |
| 45 | Vandalism | **4** | 7 |
| 46 | Other vandalism | **4** | 8 |
| 54 | Drug violation-Marijuana | **4** | 3 |
| 55P | Alcohol Violation-Possession | **4** | 9 |
| 55U | Alcohol Violation-Use | **4** | 4 |
| 4 | Assault/battery, hands, feet, fist/fighting | **4** | 1 |
| 5 | Assault/battery, simple | **4** | 2 |
|  |  |  |  |
| 10 | Other-Self injury | **5** | 3 |
| 11 | Other-General/Threat or Intimidation | **5** | 4 |
| 12 | Sexual Harassment | **5** | 1 |
| 13 | Disorderly Conduct | **5** | 2 |
| 56 | Tobacco Use | **5** | 5 |
|  |  |  |  |
| 1=Most severe offense, i.e. 1st degree felony | | | |
| 2=Serious offense, i.e. 2nd degree felony | | | |
| 3=Serious offense, i.e. 3rd of 4th degree felony | | | |
| 4=Minor offense, i.e. misdemeanor | | | |
| 5=Very minor, administrative action or petty misdemeanor. | | | |

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Student Infraction Response Template

**Target Table: STUD\_INFR\_RESP**

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**Template Description**

This template is used to track student infraction responses. Infractions and incidents are tracked in the Student Infraction template. PED uses the Student Infraction and Infraction Response templates to track information related to Student Discipline and Violence and Vandalism.

One response should be submitted per incident per student in this template. If there are multiple responses to a disciplinary incident, include only the most serious response. For example, a district may initially suspend a student and then later expel him or her. In this scenario, include only one record with the Response Code of 4 (Expulsion (no educational services) – FOR REGULAR ED ONLY).

**IN SCHOOL suspensions (response code 2) and OUT OF SCHOOL suspensions (response 3) do not include Lunch, Before/After School Detentions.**

**The Student Infraction and Student Infraction Response templates must be submitted in a point in time fashion. Please submit in the first reporting period following the incident. Must be submitted at reporting periods: 40D, 80D, 120D and EOY. SUMMER is conditionally required, if a new reportable infraction has occurred.**

The **Event Identifier** field is used to “link” the Student Infraction Response record to the Student Infraction record. Please use the same district-generated value in this field to link the records in these templates together for the same incident.

**Note: A response record is not required when the infraction record utilizes the UNKNOWN perpetrator code.**

**Grain:** One record per district / student / response date / response code / event identifier

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**Student Infraction Response Template Specifications**

| **Field #** | **Start** | **End** | **Length** | **Data Type** | **Field Name** | **R/O/CR** | | **Code** | | **Definition** | **Business Rules** | **Valid Values/Example Data** | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **1** | **1** | **8** | **8** | **C** | **DISTRICT CODE** | **R** | | **K,M** | | **PED defined three character district code.** |  | **Example: 021  See Appendix C. for complete list of valid values.** | |
| **2** | **9** | **14** | **6** | **C** | **LOCATION CODE** | **R** | | **U,R** | | **PED defined three character location code.   Use the following Location Codes for special education students not enrolled at an actual district location:**  **993 = Students who are hospitalized**  **997 = Students who are enrolled in a private school**  **998 = Students who are homebound**  **999 = Students who are home schooled (location 999 cannot be used for Special Ed students)** |  | **Example: 008**  **See Appendix C. for complete list of valid location codes for each district.** | |
| **3** | **15** | **24** | **10** | **D** | **SCHOOL YEAR DATE** | **R** | | **K,M** | | **Provide the school year in the ISO format: YYYY-MM-DD. The PED standard school year runs from July 1 through June 30.** | **All dates must be entered in ISO format** | **Example:**  **YYYY-06-30** | |
| **4** | **25** | **36** | **12** | **C** | **STUDENT ID** | **R** | | **K,M** | | **State issued student identification number. If the perpetrator is not a student then see valid values.** |  | **Example: 123406847** | |
| **5** | **37** | **46** | **10** | **D** | **RESPONSE DATE** | **R** | | **K,M** | | **Provide the date of the infraction response.** | **All dates must be entered in ISO format** | **Valid Values: YYYY-MM-DD** | |
| 6 | 47 | 49 | 3 | Not Collected | | | | | | | | | |
| **7** | **50** | **53** | **4** |  | **RESPONSE CODE** | **R** | | | **K,M** | **Provide the primary Response Code that indicates the type of response to a discipline violation. If there are multiple responses to a discipline incident, select the most serious Response Code.** | **The value used should be the code (e.g. TBD) only. Valid values are case sensitive. The descriptions are for reference only.**  **IN SCHOOL suspensions (response code 2) and OUT OF SCHOOL suspensions (response code 3) do not include Lunch, Before/After School Detentions.** | **Valid Values:**  **See Appendix D.6 for a list of the valid values.** |
| 8 | 54 | 65 | 12 | Not Collected | | | | | | | | | |
| 9 | 66 | 75 | 10 | Not Collected | | | | | | | | | |
| 10 | 76 | 85 | 10 | Not Collected | | | | | | | | | |
| **11** | **86** | **95** | **10** | **C** | **EVENT IDENTIFIER** | | **R** | | **K,M** | **Provide an identifying code for the discipline event. This code enables a district to associate one identifying number or code with an incident that involves multiple students with multiple and possibly varying infractions. This field is critical to relating responses to infractions in the Student Infraction template.** | **This value must be unique per incident within the school year – across all students and incidents. Since this is a key field, a value must be supplied for each record, even if the discipline incident is for a single student with a single infraction.** | **Example:**  **1** |
| **12** | **96** | **350** | **255** | **C** | **RESPONSE COMMENT** | | **CR** | | **K,M** | **Provide additional information about the response to an incident.** | **Do not supply a value for this field if there is no relevant additional information.** | **Example:**  **Phone call to parent, etc.** |
| **13** | **351** | **356** | **6** | **N(2)** | **RESPONSE DURATION** | | **CR** | | **U** | **Provide the length, in school days, of the discipline response. If the response is a fraction of the school day, then use a decimal representation of the school day (e.g. 0.25 for removal for 2 periods of an 8 period school day).** | Required if Response Code, field #7 is 2, 3, 4, 5, 6 or 7; and the d*uration for these response codes must be greater than zero.* | **Examples: 2.50, 0.50, 15** |
| 14 | 357 | 368 | 12 | Not Collected | | | | | | | | | | |
| 15 | 369 | 371 | 3 | Not Collected | | | | | | | | | | |
| 16 | 372 | 374 | 3 | Not Collected | | | | | | | | | | |
| 17 | 375 | 377 | 3 | Not Collected | | | | | | | | | | |
| 18 | 378 | 380 | 3 | Not Collected | | | | | | | | | | |
| 19 | 381 | 383 | 3 | Not Collected | | | | | | | | | | |
| 20 | 384 | 386 | 3 | Not Collected | | | | | | | | | | |
| 21 | 387 | 389 | 3 | Not Collected | | | | | | | | | | |
| 22 | 390 | 409 | 20 | Not Collected | | | | | | | | | | |
| 23 | 410 | 419 | 10 | Not Collected | | | | | | | | | | |
| 24 | 420 | 439 | 20 | Not Collected | | | | | | | | | | |
| 25 | 440 | 442 | 3 | Not Collected | | | | | | | | | | |
| 26 | 443 | 454 | 12 | Not Collected | | | | | | | | | | |
| 27 | 455 | 474 | 20 | Not Collected | | | | | | | | | | |
| 28 | 475 | 494 | 20 | Not Collected | | | | | | | | | | |
| 29 | 495 | 506 | 12 | Not Collected | | | | | | | | | | |
| 30 | 507 | 509 | 3 | Not Collected | | | | | | | | | | |
| 31 | 510 | 515 | 6 | Not Collected | | | | | | | | | | |
| 32 | 516 | 520 | 5 | Not Collected | | | | | | | | | | |
| 33 | 521 | 525 | 5 | Not Collected | | | | | | | | | | |

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**New Fields to STARS**

**Field #12, RESPONSE COMMENT This field is optional. Provide additional information about the response to an incident. Do not supply a value for this field if there is no relevant additional information.**

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**Rules**

1. **DATE FIELDS (FIELD NAME ENDS IN DATE) MUST BE IN THE ISO FORMAT: YYYY-MM-DD**
2. **THE INFRACTION IS IDENTIFIED BY THE DISTRICT\_CODE, SCHOOL\_YEAR, STUDENT\_ID, EVENT\_IDENTIFIER IN STUDENT INFRACTION**
3. **THERE CAN BE MULTIPLE RESPONSES TO A SINGLE INFRACTION, UNIQUE RESPONSE\_CODES ON THE SAME DATE**
4. **CODE COLUMN: K - COMPONENT OF PRIMARY KEY, U - VALUE IS UPDATED IF ROW EXISTS, M - A VALUE MUST BE SUPPLIED**
5. **R/O/CRCOLUMN: R – REQUIRED, O – OPTIONAL, CR – CONDITIONALLY REQUIRED**
6. **DATA CAN BE SUPPLIED IN EITHER ASCII, FLAT FILE OR DELIMITED FORMATS. FULL DELIMITER SUPPORT IS AVAILABLE.**

**Business Rule Clarification for In School/Out of School Suspensions:**

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**Load Sequence/Dependencies**

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| --- | --- | --- |
| **Load Sequence/Dependencies** | **Optional** | **Lookup** |
| **1. STUDENT** | **N** | **N** |
| **2. STUDENT INFRACTION** | **N** | **N** |

**Data Submission Schedule: 40D, 80D, 120D and EOY. SUMMER is conditionally required, if new reportable infractions have occurred since EOY.**

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**Qs**

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| Enrollment Domain |

Districts are required to fill out the following template in the Enrollment Domain:

* **School Enrollment**

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School Enrollment Template

**Target Table(s): SCHOOL\_ENROLL**

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**Template Description**

This template contains the student enrollment and withdrawal transactions at each school within each district across the school year. This template tracks student Mobility and the new Graduation Cohort rate as required by the USDE. Enrollment codes are also used to develop the list of potential dropouts for the subsequent school year’s Dropout Data Collection & Reporting system (DDCS). Submit all enrollment/mobility actions for all students throughout the school year, not just students active at the end of the year. At least one record should exist in this template for every student enrolled in a school within the same district or in a different district at any time during the school year.

For purposes of analysis, most of your students will be coded with an Enrollment Code of E1. (E1’s are students who are in school for the first time during the current school year regardless of start date).

**Grain:** One record per district / location / school year / student / “mobility transaction”

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**School Enrollment Template Specifications**

| **Field #** | **Start** | **End** | **Length** | **Data Type** | **Field Name** | **R/O/CR** | | **Code** | **Definition** | | | **Business Rules** | | **Valid Values/Example Data** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **1** | **1** | **8** | **8** | **C** | **DISTRICT CODE** | **R** | | **K,M** | **PED defined three character district code.** | | |  | | **Example: 081  See Appendix C. for complete list of valid values.** |
| **2** | **9** | **14** | **6** | **C** | **LOCATION CODE** | **R** | | **K,M** | **PED defined three character location codes.   Use the following Location Codes for special education students not enrolled at an actual district location:** | | |  | | **Example: 545**  **See Appendix C. for complete list of valid location codes for each district.** |
| **3** | **15** | **24** | **10** | **D** | **SCHOOL YEAR DATE** | **R** | | **K,M** | **Provide the school year in the ISO format: YYYY-MM-DD. The PED standard school year runs from July 1 through June 30.** | | | **All dates must be entered in ISO format** | | **Example:**  **YYYY-06-30** |
| **4** | **25** | **36** | **12** | **C** | **STUDENT ID** | **R** | | **K,M** | **State issued student identification number.** | | |  | | **Example: 587509257** |
| **5** | **37** | **46** | **10** | **D** | **ACTIVITY DATE** | **R** | | **U** | **Provide the actual date the mobility transaction occurred.** | | | **Enrollment Date and Activity Date are the same date.**  **All dates must be entered in ISO format** | | **Example:**  **2010-09-30** |
| **6** | **47** | **56** | **10** | **D** | **ENROLL-MENT DATE** | **R** | | **K,M** | **Provide the actual date the mobility transaction occurred.** | | | **Enrollment Date and Activity Date are the same date.**  **All dates must be entered in ISO format** | | **Example:**  **2010-09-15** |
| **7** | **57** | **62** | **6** | **C** | **ENROLL-MENT CODE** | **R** | | **K,M** | **Code identifying the type of mobility transaction. See valid values.** | | | **The value used should be the code (e.g. E1, R2, W1) only. Valid values are case sensitive. The descriptions are for reference only.** | | **Valid Values:**  **See Appendix D.11 for a list of the valid values.** |
| 8 | 63 | 102 | 40 | Not Collected | | | | | | | | | | |
| 9 | 103 | 104 | 2 | Not Collected | | | | | | | | | | |
| **10** | **105** | **116** | **12** | **C** | **RESI-**  **DENCE**  **STATUS CODE** | **CR**  **Please see Business Rules for requirements** | | **U** | **Provide a code that indicates where**  **a student is coming from that is**  **entering a Charter School** | | | | **Required for students entering a charter school - describes where the student was last enrolled. The value used should be the code (e.g. 1, 2) only. The descriptions are for reference only.** | **Valid Values:**  **See Appendix D.12 for a list of the valid values.** |
| **11** | **117** | **128** | **12** | **C** | **ENROLL CHANGE CODE** | **CR**  **Please see Business Rules for requirements** | | **U** | **Provide a code that indicates the student enrollment was a result of *SCHOOL CHOICE*.**  **The definition of School Choice under NCLB: An LEA must offer all students enrolled in Title I schools the opportunity to enroll in another public school when the Title I**  **school falls within one of the stages of school improvement:**  **(1) school improvement;**  **(2) corrective action; or**  **(3) restructuring.** | | | **For SCHOOL ENROLLMENT (Field #7) = E1, E2, R1, R2, or R3 and the student enters into a school as a result of School Choice.** | | **Valid Values:**  **SC – School Choice** |
| 12 | 129 | 148 | 20 | Not Collected | | | | | | | | | | |
| **13** | **149** | **151** | **3** | **C** | **ENROLLED**  **AT SCHOOL**  **YEARSTART**  **INDICATOR** | | **R** | **U** | | **Provide an indicator whether the student was enrolled at the start of the school year. Please see the FAQ below** | **The value used should be the codes Y or N only. Valid values are case sensitive.** | | | **Valid Values:**  **Y = Yes**  **N = No** |

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**New Fields to STARS:**

**NONE**

* **NONE**

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**Rules**

1. **DATE FIELDS (FIELD NAME ENDS IN DATE) MUST BE IN THE ISO FORMAT: YYYY-MM-DD**
2. **CODE COLUMN: K - COMPONENT OF PRIMARY KEY, U - VALUE IS UPDATED IF ROW EXISTS, M - A VALUE MUST BE SUPPLIED, R - RECOMMENDED**
3. **R/O/CRCOLUMN: R – REQUIRED, O – OPTIONAL, CR – CONDITIONALLY REQUIRED**
4. **DATA CAN BE SUPPLIED IN EITHER ASCII, FLAT FILE OR DELIMITED FORMATS. FULL DELIMITER SUPPORT IS AVAILABLE.**

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**Load Sequences/Dependencies**

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| **Load Sequence/Dependencies** | **Optional** | **Lookup** |
| 1. STUDENT | N | N |

**Data Submission Schedule: 40D, 80D, 120D, EOY and Summer**

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**FAQs**

1. **How do I determine the correct values for “ENROLLED AT SCHOOL YEAR START INDICATOR?”**

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| **Example of Enrollment record Information for student A** | | | | | | |
| **First day of school for location** | **District** | **Location** | **Enroll Date** | **Enroll Code** | **Enrolled at School Year Start Indicator** |  |
| 2012-09-01 | A | A | 2012-09-01 | E1 | Y | Student enrolled in District A, Location A for the first time in the school year (E1); Student enrolled at start of location's school year |
|  | A | A | 2012-09-05 | W1 | Y | Student withdraws from District A, Location A. Student was enrolled at start of location's school year |
| 2012-09-06 | A | B | 2012-09-06 | R1 | Y | Student enrolled in District A, Location B for the first time in the school year (R1) ; Student NOT enrolled for the first time in the school year, but is enrolled at the start of the location's school year for Location B |
|  | A | B | 2012-09-10 | W1 | Y | Student withdraws from District A, Location B. Student was enrolled at start of location's school year |
| 2012-09-11 | B | A | 2012-09-11 | R2 | Y | Student enrolled in District B, Location A for the first time in the school year (R2) ; Student NOT enrolled for the first time in the school year, but is enrolled at the start of the school year for District B, Location A |
|  |  |  |  |  |  |  |
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| **Example of Enrollment record Information for student B** | | | | | | |
| **First day of school for location** | **District** | **Location** | **Enroll Date** | **Enroll Code** | **Enrolled at School Year Start Indicator** |  |
| 2012-09-01 | A | A | 2012-09-01 | E1 | Y | Student enrolled in District A, Location A for the first time in the school year (E1); Student enrolled at start of location's school year |
|  | A | A | 2012-09-05 | W1 | Y | Student withdraws from District A, Location A. Student was enrolled at start of location's school year |
| 2012-09-04 | A | B | 2012-09-06 | R1 | N | Student enrolled in District A, Location B for the first time in the school year (R1) ; Student NOT enrolled for the first time in the school year, and NOT enrolled at the start of the location's school year for Location B |
|  | A | B | 2012-09-10 | W1 | N | Student withdraws from District A, Location B. Student was NOT enrolled at start of location's school year |
| 2012-09-11 | B | A | 2012-09-11 | R2 | Y | Student enrolled in District B, Location A for the first time in the school year (R2) ; Student NOT enrolled for the first time in the school year, but is enrolled at the start of the school year for District B, Location A |

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| Groups and Programs Domain |

The districts are required to submit the following templates in the Groups and Programs Domain:

* **Programs Fact**
* **Programs Qualification**
* **Student Group Fact**
* **Title I Programs**

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Programs Fact Template

**Target Table: PROGRAMS\_FACT**

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**Template Description**

This template tracks participation for the following programs: Bilingual Education, English Learners, English Language Development, Transportation Services, Bus Services, Vocational-Technical Ed/Concurrent/Dual Enrollment, Charter School Athletics, Charter School Students participation in a District Activity, Home School Student participation in a District Activity, Title IA, Title IA Funded Preschool, Title IC, Title III, Title VII, Title VIII, Coordinated Early Intervening Services (CEIS), K+ Plus, FAEA, 3Y and 4Y.

Districts/Charter Schools must submit this in a point-in-time fashion. Submit only for active students as of the reporting date; students must be participating in these program(s) at the time of submission.

If a student is participating in “Charter School Students participating in a District Activity” or “Home School Students participating in a District Activity”, and the district that is counting their participation is not their home district, you must enter that student in your student template in order to submit their participation via the Programs Fact template. Use district and location codes where the district activity was held.

**Coordinated Early Intervening Services (CEIS):**

Enter the Start date within the current school year that the student began. CEIS is provided to regular education students in grades K - 12 with a particular emphasis on students in grades K - 3. *School districts must have their plan approved prior to the initiation of CEIS. Special education students cannot be entered into CEIS.*

* **Mandatory CEIS -** Enter those students identified particularly, but not exclusively in those groups that were significantly over-identified. Those students must be monitored for a two year period after being identified.
* **Voluntary CEIS -** School districts may set aside up to 15% of IDEA funds for voluntary CEIS.

**Grain:** One record per district / location / school year / student / program

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**Programs Fact Template Specifications**

| **Field #** | **Start** | **End** | **Length** | **Data Type** | **Field Name** | | **R/O/CR** | **Code** | **Definition** | **Business Rules** | **Valid Values/Example Data** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **1** | **1** | **8** | **8** | **C** | **DISTRICT CODE** | | **R** | **(K,M)** | **PED defined three character district code.** |  | **Example: 017** |
| **2** | **9** | **14** | **6** | **C** | **LOCATION CODE** | | **R** | **U,M** | **PED defined three character location codes.   Use the following Location Codes for special education students not enrolled at an actual district location:**  **992 = Off-Site Early Childhood Program 993 = Students who are hospitalized**  **997 = Students who are enrolled in a private school**  **998 = Students who are homebound**  **999 = Students who are home schooled** |  | **Example: 408** |
| **3** | **15** | **24** | **10** | **D** | **SCHOOL YEAR DATE** | | **R** | **K,M** | **Provide the school year in the ISO format: YYYY-MM-DD. The PED standard school year runs from July 1 through June 30.** | **All dates must be entered in ISO format** | **Example:**  **YYYY-06-30** |
| **4** | **25** | **36** | **12** | **C** | **STUDENT ID** | | **R** | **K,M** | **State issued student identification number.** |  | **Example: 670586409** |
| **5** | **37** | **44** | **8** | **C** | **PROGRAMS CODE** | | **R** | **K,M** | **Code identifying the program that the student is participating in. See list of valid values.**  **In School-wide Title I, Part A schools, all students are required to have a TIA in field 5.**  **In Targeted Title I, Part A schools, only students that receive T1A services have the T1A in field 5.** | **See list of valid values for Programs Codes that are required at each reporting period.**  **For PROGRAMS CODE = 3Y, 4Y, NMPREK, FACE, HEADST, or T1APK, the Student Snapshot CURRENT GRADE LEVEL (field # 10) must equal PK.** | **Valid Values:**  **See Appendix D.16 for a list of the valid values.** |
| **6** | **45** | **54** | **10** | **D** | **BEGINNING DATE** | | **R** | **K,M** | **Field indicating the report date. See valid values.** |  | **Valid values:  YYYY-10-01 = 40D  YYYY-12-15 = 80D  YYYY-03-01 = 120D**  **YYYY-04-20 = Accountability  YYYY-06-01 = EOY**  **YYYY-09-01 = K3P**  **YYYY-06-29 = Summer Session**  **YYYY-07-15 = Open Year Round** |
| 7 | 55 | 64 | 10 | Not Collected | | | | | | | |
| 8 | 65 | 84 | 20 | Not Collected | | | | | | | |
| **9** | **85** | **104** | **20** | **C** | **PROGRAM INTENSITY** | **CR**  **Please see Business Rules for requirements** | | **U** | **Number of program hours for the student participating in a State-approved Bilingual Multicultural Education Program.**  **(If a student is EL and participates in Bilingual Multicultural Education Program place 2 or 3 in this field.)** | **Only complete this field when the PROGRAMS CODE (Field # 5) = BEP.**  **The value used should be the code (e.g. 2) only.**  **The descriptions are for reference only.** | **Valid Values:**  **1 = 1 program hour**  **2 = 2 program hours**  **3 = 3 program hours**  **Note: In School Year 2014-15 value 0 (No program hours) was removed.** |
| 10 | 105 | 114 | 10 | Not Collected | | | | | | | |
| 11 | 115 | 124 | 10 | Not Collected | | | | | | | |
| 12 | 125 | 134 | 10 | Not Collected | | | | | | | |
| 13 | 135 | 144 | 10 | Not Collected | | | | | | | |
| 14 | 145 | 154 | 10 | Not Collected | | | | | | | |
| 15 | 155 | 164 | 10 | Not Collected | | | | | | | |
| **16** | **165** | **224** | **60** | **C** | **PROGRAM COMMENT** | | **CR** | **U** | **~~There are several options for providing appropriate language support services for ELs. Describe the other model. If GLAD or other instructional approaches are used, use field 16 to describe/name.~~** | **~~If "12" is entered for field #18, use field #16 (program comment)~~** | **~~GLAD~~**  **NO LONGER VALID**  **Must Pick one of the language support models - codes 6-9 described on page 116 of Volume 2** |
| **17** | **225** | **234** | **10** | **D** | **ORIGINAL**  **PROGRAM START**  **DATE** | | **CR**  **Please see Business**  **Rules for requirements** | **U** | **CEIS SERVICES**  **Provide the actual start date within the current school year that the student began receiving Coordinated Early Intervening Services.**  **Early Intervening applies to regular education students who are at risk of referral for special education services, grades K through 12. Federal IDEA funds can be used for regular education coordinated early intervening services.**  **3Y and 4Y**  **Provide the actual start date that the student enters 3Y or 4Y program within the current school year.**  **FACE** | **Complete this field when**  **the PROGRAMS CODE (Field #5) = CEIS, 3Y or 4Y, FACE**  **All dates must be entered in ISO format.** | **2010-09-12** |
| **18** | **235** | **240** | **6** | **C** | **PARTICIPATION INFO CODE** | | **CR**  **Please see Business Rules for requirements** | **U** | **Indicator of BEP and ELL model in which the student is participating; CEIS qualifier; ~~SS Participation;~~ K3+ Math or Reading Intervention Participation** | **REQUIRED WHEN:**  **PROGRAMS CODE (Field #5) = BEP or PROGRAMS CODE (Field # 5) = ELL and the student is not also participating in BEP.**  **~~If "12" is entered for field 18, use field 16 (program comment)~~**  **CEIS qualifier required if program code field #5 is CEIS**  **~~Required if PROGRAMS CODE (Field #5) = SS~~**  **Required if PROGRAMS CODE (Field #5) = K3P and the student in receiving intervention**  **The value used should be the code (e.g. 1, 2) only.**  **Required if PROGRAMS CODE (Field #5) = POS**  **If PROGRAMS CODE (Field #5) = NMPREK, then PARTICIPATION INFO CODE must be 450HR (half-day funded) or 900HR (full-day funded).** | **Valid Values:**  **See Appendix D.17 for a list of the valid values.** |

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**New Fields to STARS:**

* **None**

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**Rules:**

1. **DATE FIELDS (FIELD NAME ENDS IN DATE) MUST BE IN THE ISO FORMAT: YYYY-MM-DD**
2. **CODE COLUMN: K - COMPONENT OF PRIMARY KEY, U - VALUE IS UPDATED IF ROW EXISTS, M - A VALUE MUST BE SUPPLIED, Z - VALUE ADDED IF NOT PREVIOUSLY SUPPLIED**
3. **R/O/CRCOLUMN: R – REQUIRED, O – OPTIONAL, CR – CONDITIONALLY REQUIRED**
4. **DATA CAN BE SUPPLIED IN EITHER ASCII, FLAT FILE OR DELIMITED FORMATS. FULL DELIMITER SUPPORT IS AVAILABLE.**

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**Load Sequences/Dependencies**

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| **Load Sequence/Dependencies** | **Optional** | **Lookup** |
| **1. STUDENT** | **N** | **N** |

**Data Submission Schedule: K3P, 40D, 80D, 120D, Accountability, EOY and Summer**

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**FAQs**

1. **Which students should be counted as eligible for bus transportation?**

The following items determine whether a student is eligible for bus transportation:

* Transportation boundary;
* Students must reside outside of the statutory walking distance to their assigned school unless an individualized education program (IEP) for Special Education determines that the transportation is necessary or an approval for hazardous walking exists;
* Students must be considered “qualified” students as specified in 22-8-2 (M) NMSA 1978;
* Students must meet the membership requirements of 22-8-2 (B) NMSA 1978.

Report only those students who are both eligible for bus transportation and ride the bus on the reporting date.

For more information, please see *Standards for Providing Transportation of Eligible Students* in the appendix. This can also be obtained by calling Antonio Ortiz, Student Transportation Director at (505) 827-3863.

1. **How should I report a 5 year old receiving early childhood services?**

If the IDEA eligible student turns 5 years of age after 12:01 a.m. on September 1st of the school year the student may continue to be placed in the 4Y program through the IEP process.

1. **How should I report the different tiers of participation within the K3+ program?**

The values that can be submitted in PARTICIPATION INFO CODE, field #18, for the participation levels for the K3+ program are:

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|  | Valid Values for K3+ Intervention: |
| 17 | K3+ Tier 2 Math Intervention |
| 18 | K3+ Tier 3 Math Intervention |
| 19 | K3+ Tier 2 Reading Intervention |
| 20 | K3+ Tier 3 Reading Intervention |
| 21 | K3+ Tier 2 Math and Tier 2 Reading Intervention |
| 22 | K3+ Tier 2 Math and Tier 3 Reading |
| 23 | K3+ Tier 3 Math and Tier 3 Reading Intervention |
| 24 | K3+ Tier 3 Math and Tier 2 Reading Intervention |

1. **How should I report field #9 *Program Intensity* (which refers to the Number of Bilingual Multicultural Education Program Hours), and why was the value 0 hours removed?**

Use the values 1, 2 or 3 to indicate the number of Bilingual Multicultural Education Program hours a student is receiving in the state funded Bilingual Multicultural Education Program. The 0 hours was removed because it is unnecessary. Students that are not in BEP would not be coded as BEP in Participation Info Code (Program facts template – field #5, options 1-5).

1. **When should I report the value “POS” in field #5 *Program Code?***

PED uses course enrollments to determine when a student reaches formal concentrator status for federal reporting, and has an algorithm for assigning students to a cluster based upon the classes a student has taken.

The program fact field POS does NOT require students to have enrolled in 3 or more classes within a cluster.  Instead, this field is for the declared pathway. The declared pathway is part of the student’s next step plan. It is used when a student intends to be a concentrator and the valid values for the field are the same as the cluster choices indicated on the next step plan.

Students may not have yet taken 3 or more classes in a cluster area, but they intend to concentrate in that cluster.  The base of information is what is indicated on the next step plan and it may change from year to year.  The CCR bureau will compare the declared CTE concentrator with the actual enrollments as students move through their program of study.

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Programs Qualification Template

**Target Table(s): PROGRAMS\_QUALIF**

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**Template Description**

This template tracks program eligibility for the EL program and for specific Special Education Services that a student requires.

Districts must submit this in a point-in-time fashion. Submit only active students as of the reporting date; students must be eligible for these program(s) at the time of submission.

**Grain:** One record per district / location / school year / student / program

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**Programs Qualification Template Specifications**

| **Field #** | **Start** | **End** | **Length** | **Data Type** | **Field Name** | **R/O/CR** | **Code** | **Definition** | **Business Rules** | **Valid Values/Example Data** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **1** | **1** | **8** | **8** | **C** | **DISTRICT CODE** | **R** | **(K,M)** | **PED defined three character district code.** |  | **Example: 011  See Appendix C. for complete list of valid values.** |
| **2** | **9** | **14** | **6** | **C** | **LOCATION**  **CODE** | **R** | **U,M** | **PED defined three character location code.   Use the following Location Codes for special education students not enrolled at an actual district location:**  **992 = Off-Site Early Childhood Program**  **993 = Students who are hospitalized**  **997 = Students who are enrolled in a private school**  **998 = Students who are homebound**  **999 = Students who are home schooled (location 999 cannot be used for Special Ed students)** |  | **Example: 001**  **See Appendix C. for complete list of valid location codes for each district.** |
| **3** | **15** | **24** | **10** | **D** | **SCHOOL YEAR DATE** | **R** | **K,M** | **Provide the school year in the ISO format: YYYY-MM-DD. The PED standard school year runs from July 1 through June 30.** | **All dates must be entered in ISO format** | **Example:**  **YYYY-06-30** |
| **4** | **25** | **36** | **12** | **C** | **STUDENT ID** | **R** | **K,M** | **State issued student identification number.** |  | **Example: 100000009** |
| **5** | **37** | **44** | **8** | **C** | **PROGRAMS**  **CODE** | **R** | **K,M** | **Code identifying the program for which the student is eligible.**  **See list of valid values.** | **See list of valid values for Programs Codes that are required at each reporting period.**  **Several of the codes apply only to special education students.** | **Valid Values:**  **See Appendix D.13 for a list of the valid values.** |
| **6** | **45** | **54** | **10** | **D** | **QUALIFI-CATION**  **DATE** | **R** | **K,M** | **Field indicating the report date. See valid values.** |  | **Valid values:**  **YYYY-10-01 = 40D**  **YYYY-12-15 = 80D**  **YYYY-03-01 = 120D**  **YYYY-06-01 = EOY**  **YYYY-09-01 = K3P** |
| **7** | **55** | **58** | **4** | **C** | **QUALIFI-CATION TYPE** | **R** | **K,M** | **eScholar field indicating Qualification Type.** | **The value used should be the code (e.g. E) only.** | **Valid Value:  E = Eligible** |
| **8** | **59** | **62** | **4** | **C** | **QUALIFI-CATION INFO CODE** | **CR**  **Please see Business Rules for requirements** | **U** | **Method used to originally identify a student as an English Learner, for classification from initial fluent English proficient (IFEP) to English Learner, or for reentry into English Learner status.** | **Only complete this field when the PROGRAMS CODE (Field # 5) = ELL. The value used should be the code (e.g. 0, 1) only. The descriptions are for reference only.** | **Valid Values:**  **See Appendix D.14 for a list of the valid values.** |
| 9 | 63 | 162 | 100 | Not Collected | | | | | | |

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**New Fields to STARS:**

* **None**
* **NONE**

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**Rules**

1. **DATE FIELDS (FIELD NAME ENDS IN DATE) MUST BE IN THE ISO FORMAT: YYYY-MM-DD**
2. **CODE COLUMN: K - COMPONENT OF PRIMARY KEY, U - VALUE IS UPDATED IF ROW EXISTS, M - A VALUE MUST BE SUPPLIED**
3. **R/O/CRCOLUMN: R – REQUIRED, O – OPTIONAL, CR – CONDITIONALLY REQUIRED**
4. **DATA CAN BE SUPPLIED IN EITHER ASCII, FLAT FILE OR DELIMITED FORMATS. FULL DELIMITER SUPPORT IS AVAILABLE.**

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**Load Sequences/Dependencies**

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| --- | --- | --- |
| **Load Sequence/Dependencies** | **Optional** | **Lookup** |
| **1. STUDENT** | **N** | **N** |

**Data Submission Schedule: K3P, 40D, 80D, 120D, EOY**

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Student Group Fact Template

**Target Table: STUD\_GROUP\_FACT**

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**Template Description**

The Student Group Fact Template is used to capture Career Technical Student Organizations (CTSO) that students are participating in during the school year.

Every student who participates in a CTSO should be reported in this template.

**Grain:** One record per district / school year / student / CTSO

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**Student Group Fact Template Specifications**

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| **Field #** | **Start** | **End** | **Length** | **Data Type** | **Field Name** | **R/O/CR** | **Code** | **Definition** | **Business Rules** | **Valid Values/Example Data** |
| **1** | **1** | **8** | **8** | **C** | **DISTRICT CODE** | **R** | **K,M** | **PED-defined three character district code.** |  | **Example: 071  See Appendix C. for complete list of valid values.** |
| **2** | **9** | **28** | **20** | **C** | **GROUP CODE** | **R** | **K,M** |  |  | **See Appendix D.23 for a complete list of valid values** |
| **3** | **29** | **38** | **10** | **D** | **SCHOOL YEAR DATE** | **R** | **K,M** | **Provide the school year in the ISO format:**  **YYYY-MM-DD.** | **All dates must be entered in ISO format** | **Example:**  **YYYY-06-30** |
| **4** | **39** | **50** | **12** | **C** | **STUDENT ID** | **R** | **K,M** | **State-issued student identification number.** |  | **Example: 123456789** |
| **5** | **51** | **70** | **20** | Not collected | | | | | | |
| **6** | **71** | **80** | **10** | **D** | **GROUP ENTRY DATE** | **R** | **U,M** | **First day of the PED School Year (yyyy-07-01) in which a student is participating in a CTSO. Do not use the first day of the student’s enrollment in group or school.** | **Use PED Current School Year Beginning Date**  **Ex: 2017-07-01** | **Example:**  **YYYY-07-01** |
| **7** | **81** | **90** | **10** | **D** | **GROUP END DATE** | **O** | **U** | **Optional date of student exit out of group** |  | **Example:**  **YYYY-05-12** |
| 8 | 91 | 130 | 40 | Not collected | | | | | | |

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**New Fields to STARS**

* **None**

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**Rules**

1. **SCHOOL YEAR DATE is the date of the last day of the school year in ISO format: YYYY-06-30**
2. **STUDENT ID must exist in the STUDENT Table for the matching DISTRICT CODE and SCHOOL YEAR DATE**
3. **Date fields (field name ends in DATE) must be in ISO format: YYYY-MM-DD**
4. **GROUP ENTRY DATE cannot be greater than the current date**
5. **GROUP END DATE must be greater than or equal to GROUP ENTRY DATE**
6. **Data can be supplied in either ASCII or EBCDIC flat file or delimited formats. Full delimiter support is available.**

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**Load Sequence/Dependencies**

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| **Load Sequence** | **Lookup** | **Optional** |
| **1. STUDENT** | **N** | **N** |

**Data Submission Schedule: 40D (optional), 80D, 120D (optional) and EOY**

**FAQs**

1. **How is participation defined?**

Students who have paid dues (can be through fundraising) and are enrolled as members of a national student organization and considered CTSO participants.

1. **So that a Student Group Fact doesn’t have to be submitted each year, can a Student Group Fact record be submitted 1 time with a Group End Date in future years? For example can a Student Group Fact be submitted with a Group Entry Date of 7/1/2015 and a Group End Date of 6/3018?**

No. A student group fact record must be submitted each year in which the student participates in a CTSO.

1. **What do the dates Group Entry Date and the Group Exit Date represent?**

The Group Entry Date identifies the School Year in which the student participated in the CTSO. The Group Entry Date does not represent the date on which the student became a member of the CTSO. Beginning in 2015-2016, the Group Entry Date should be the first date (month = 07 day = 01) of the State School Year (I.E. 2015-07-01).

The Group End Date has no effect on the analysis of CTSOs. It is essentially just a comment and can be omitted. The Group End Date will be depreciated (removed) in School Year 2016-2017.

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Title I Programs Template

**Target Table(s): TITLE1\_PROGRAMS**

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**Template Description – NEW – No longer required for Title I Part A Targeted Schools or Title I Part D Students.**

**Grain:** One record per district / location / school year / Title 1 student / reporting date

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**Title 1 Program Template Specifications**

| **Field #** | **Start** | **End** | **Length** | **Data Type** | **Field Name** | **R/O/CR** | **Code** | **Definition** | **Business Rules** | **Valid Values/Example Data** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **1** | **1** | **8** | **8** | **C** | **DISTRICT CODE** | **R** | **K,M** | **PED defined three character district code.** |  | **Example: 086  See Appendix C. for complete list of valid values.** |
| **2** | **9** | **18** | **10** | **C** | **SCHOOL YEAR DATE** | **R** | **K,M** | **Provide the school year in the ISO format: YYYY-MM-DD. The PED standard school year runs from July 1 through June 30.** | **All dates must be entered in ISO format** | **Example:**  **YYYY-06-30** |
| **3** | **19** | **30** | **12** | **C** | **STUDENT ID** | **R** | **K,M** | **State issued student identification number.** |  | **Example: 100000009** |
| **4** | **31** | **40** | **10** | **D** | **REPORTING DATE** | **R** | **K,M** | **Field indicating the report date.**  **See valid values.** | **All dates must be entered in ISO format** | **Valid values:**  **YYYY-10-01 = 40D**  **YYYY-12-15 = 80D**  **YYYY-03-01 = 120D**  **YYYY-06-01 = EOY**  **YYYY-06-29 = Summer Session** |
| **5** | **41** | **43** | **3** | **C** | **TITLE 1**  **READING ELA** | **R** | **U,R** | **Provide indication of whether the student is receiving Title I *Reading* or ELA services at the time represented by the Reporting Date.** | **The value used should be the code (e.g. Y, N) only.**  **Valid values are case sensitive.** | **Valid Values:**  **Y or N** |
| **6** | **44** | **46** | **3** | **C** | **TITLE 1**  **MATH** | **R** | **U,R** | **Provide indication of whether the student is receiving Title I *Math* services at the time represented by the Reporting Date.** | **The value used should be the code (e.g. Y, N) only. Valid values are case sensitive.** | **Valid Values:**  **Y or N** |
| **7** | **47** | **49** | **3** | **C** | **TITLE 1**  **SCIENCE** | **R** | **U,R** | **Provide indication of whether the student is receiving Title I *Science* services at the time represented by the Reporting Date.** | **The value used should be the code (e.g. Y, N) only. Valid values are case sensitive.** | **Valid Values:**  **Y or N** |
| 8 | 50 | 52 | 3 | Not Collected | | | | | | |
| **9** | **53** | **55** | **3** | **C** | **TITLE 1**  **HISTORY** | **R** | **U,R** | **Provide indication of whether the student is receiving Title I *History* services at the time represented by the Reporting Date.** | **The value used should be the code (e.g. Y, N) only. Valid values are case sensitive.** | **Valid Values:**  **Y or N** |
| **10** | **56** | **58** | **3** | **C** | **TITLE 1**  **GEOG-RAPHY** | **R** | **U,R** | **Provide indication of whether the student is receiving Title I *Geography* services at the time represented by the Reporting Date.** | **The value used should be the code (e.g. Y, N) only. Valid values are case sensitive.** | **Valid Values:**  **Y or N** |
| **11** | **59** | **61** | **3** | **NC** | **TITLE 1**  **INSTRUCTIONAL OTHER** | **R** | **U,R** | **Provide indication of whether the student has received, or is planning to receive, additional Title I *Instructional Services* not listed elsewhere in this Template during the current school year.**  **Examples include After School**  **Tutoring (Not Supplemental Ed Service- SES) and Summer School**. | **The value used should be the code (e.g. Y, N) only. Valid values are case sensitive.** | **Valid Values:**  **Y or N** |
| **12** | **62** | **64** | **3** | **C** | **TITLE 1**  **COUNSELING**  **SOCIAL WORK** | **R** | **U,R** | **Provide indication of whether the student is receiving Title I *Counseling or Social Work* services at the time represented by the Reporting Date.** | **The value used should be the code (e.g. Y, N) only. Valid values are case sensitive.** | **Valid Values:**  **Y or N** |
| **13** | **65** | **67** | **3** | **C** | **TITLE 1**  **HEALTH DENTAL** | **R** | **U,R** | **Provide an Indication of whether a student is receiving Title I *Health, Dental or Eye Care* Services on the Report Date** | **The value used should be the code (e.g. Y, N) only. Valid values are case sensitive.** | **Valid Values:**  **Y or N** |
| 14 | 68 | 70 | 3 | Not Collected | | | | | | |
| 15 | 71 | 73 | 3 | Not Collected | | | | | | |
| **16** | **74** | **76** | **3** | **C** | **TITLE 1**  **JOB PREPARATION** |  | **U** | **To provide an indication whether the Title I (Part A or Part D) student is enrolled in a job preparation program.** | **The value used should be the code (e.g. Y, N) only. Valid values are case sensitive.** | **Valid Values:**  **Y or N** |
| **17** | **77** | **79** | **3** | **C** | **TITLE 1**  **GED** |  | **U** | **Provide an indication whether the Title I (Part A or Part D) student is enrolled in a GED program.** | **The value used should be the code (e.g. Y, N) only. Valid values are case sensitive.** | **Valid Values:**  **Y or N** |
| **18** | **80** | **82** | **3** | **C** | **TITLE 1**  **ENVIRONMENT CODE** |  | **U** | **Provide a code reflecting the type of the facility in which the student receiving Title I, Part D funding resides.** | **Valid values are case sensitive.** | **See Appendix D.18 for valid values.** |
| **19** | **83** | **85** | **3** | **C** | **TITLE 1**  **GENERAL TUTORING** | **R** | **U,R** | **Provide indication of whether the student is receiving Title I *General Tutoring* services at the time represented by the Reporting Date.** | **The value used should be the code (e.g. Y, N) only. Valid values are case sensitive.** | **Valid Values:**  **Y or N** |
| **20** | **86** | **88** | **3** | **C** | **TITLE 1**  **EARLY CHILDHOOD EDUCATION** | **R** | **U,R** | **Provide indication of whether the student is receiving Title I *Early Childhood Education* services at the time represented by the Reporting Date.** | **The value used should be the code (e.g. Y, N) only. Valid values are case sensitive.** | **Valid Values:**  **Y or N** |
| **21** | **89** | **91** | **3** | **C** | **TITLE 1**  **VOCATION-AL CAREER** | **R** | **U,R** | **Provide indication of whether the student is receiving Title I *Vocational Career* services at the time represented by the Reporting Date.** | **The value used should be the code (e.g. Y, N) only. Valid values are case sensitive.** | **Valid Values:**  **Y or N** |
| **22** | **92** | **94** | **3** | **C** | **TITLE 1**  **SUPPORT OTHER** | **R** | **U,R** | **Provide indication of whether the student is receiving additional Title I (Part A or Part D) *Support Services* not listed here.** | **The value used should be the code (e.g. Y, N) only. Valid values are case sensitive.** | **Valid Values:**  **Y or N** |
| **23** | **95** | **194** | **100** | **C** | **TITLE 1**  **INSTRUCTIONAL**  **OTHER DESC** | **CR Please see Business Rules for requirements** | **U** | **Provide comment indicating type of additional Title I (Part A or Part D*) Instructional* services.** | **This field is required when TITLE 1 OTHER (Field #11) = Y.** |  |
| **24** | **195** | **294** | **100** | **C** | **TITLE 1**  **SUPPORT**  **OTHER DESC** | **CR**  **Please see Business Rules for requirements** | **U** | **Provide comment indicating type of additional Title I (Part A or Part D) *Support* services.** | **This field is required when TITLE 1 SUPPORT OTHER (Field #22) = Y.** | **Valid Values (if applicable):**  **OBTAIN\_EMPLOY = Student has obtained employment.**  **ACCEPT\_POSTSECED = Student has been accepted in a Post Secondary Program.**  **ENROLL\_POSTSECED= Student is enrolled in a Post-Secondary Program.**  **EARN\_GED = Student earned their GED.**  **TRANSITION = Student is receiving Transition Services** |

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**New Fields to STARS:**

* **NONE**

**TTLE PREPARATION**

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**Rules**

1. **SCHOOL YEAR DATE IS THE DATE OF THE LAST DAY OF THE SCHOOL YEAR IN ISO FORMAT: YYYY-06-30**
2. **REPORTING DATE MUST BE WITHIN THE SAME SCHOOL YEAR**
3. **CODE COLUMN: K - COMPONENT OF PRIMARY KEY, U - VALUE IS UPDATED IF ROW EXISTS, M - A VALUE MUST BE SUPPLIED, R – RECOMMENDED**
4. **R/O/CR COLUMN: R – REQUIRED, O – OPTIONAL, CR – CONDITIONALLY REQUIRED**
5. **DATA CAN BE SUPPLIED IN EITHER ASCII FLAT FILE OR DELIMITED FORMATS. FULL DELIMITER SUPPORT IS AVAILABLE**.

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**Load Sequences/Dependencies**

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| **Load Sequence/Dependencies** | **Optional** | **Lookup** |
| **1. STUDENT** | **N** | **N** |

**Data Submission Schedule: 40D, 80D, 120D, EOY and Summer**

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| Special Education Domain |

The districts are required to submit the following templates in the Special Education Domain:

* **Special Education Snapshot**
* **Special Education Services Fact**
* **Special Education Events**

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Special Education Snapshot Template

**Target Table(s): SPECIAL\_ED\_SNAP**

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**Template Description**

This template tracks general information on Special Education students. This template describes the details of students’ participation in special education at a given point in time designated by the Snapshot Date. Submit only for active students including EOY graduating seniors; RETURNING 12th graders with a Non-Graduate Continuing (C), Non-Graduate Transition (T) , Graduate Continuing (GC) or Graduate Transition(GT) IEP on a career readiness or ability option only; and students who have received a certificate of coursework completed but have not passed the HSCE. (Student Snapshot>Special Education = “Y” or Student Snapshot>Gifted Participation Code = “Y”). DO NOT SUBMIT newly exited students (students who have exited special education since the last reporting period) in the Special Education Snapshot Template. Report these students in the Special Education Events Template. See STARS Manual Volume 2, Appendix J on how to submit students exiting special education; returning 12th grade students on a continuing or transition IEP; 12th graders with a certificate of completion; Part C to B Transition and Child Find students.

**Early Childhood Settings (ECxx), field #44:**

These settings only apply to students aged three and four or a student who turned 5 after the school year began. In rare occasions, students who are 6 can remain in a preschool setting. This is an IEP level decision. Six year old students will be flagged and will need to provide the department with documentation. A regular early childhood program is a program that includes a majority (at least 50%) of nondisabled children (children not on IEPs). Report children attending a BIA early childhood program using location code 992.

**School Age Settings (SAxx), field #44:**

These settings only apply to those students aged 6 - 21 enrolled in grades K – 12.

**Grain:** One record per district / location / school year / student / snapshot date

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**Special Education Snapshot Template Specifications**

| **Field #** | **Start** | **End** | | **Length** | **Data Type** | **Field Name** | **R/O/CR** | **Code** | **Definition** | **Business Rules** | **Valid Values/Example Data** | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **1** | **1** | **8** | | **8** | **C** | **DISTRICT CODE** | **R** | **K,M** | **PED defined three character district code.** |  | **Example: 046  See Appendix C. for complete list of valid values.** | |
| **2** | **9** | **14** | | **6** | **C** | **LOCATION CODE** | **R** | **U,M** | **PED defined three character location codes.   Use the following Location Codes for special education students not enrolled at an actual district location:**  **992 = Off-Site Early Childhood Program**  **993 = Students who are hospitalized**  **997 = Students who are enrolled in a private school**  **998 = Students who are homebound**  **999 = Students who are home schooled (location 999 cannot be used for Special Ed students)** |  | **Example: 008**  **See Appendix C. for complete list of valid location codes for each district.** | |
| **3** | **15** | **24** | | **10** | **D** | **SCHOOL YEAR DATE** | **R** | **K,M** | **Provide the school year in the ISO format: YYYY-MM-DD. The PED standard school year runs from July 1 through June 30.** | **All dates must be entered in ISO format** | **Example:**  **YYYY-06-30** | |
| 4 | 25 | 36 | | 12 | Not Collected | | | | | | | |
| **5** | **37** | **48** | | **12** | **C** | **STUDENT ID** | **R** | **K,M** | **State issued student identification number.** |  | **Example: 123456789** | |
| 6 | 49 | 73 | | 25 | Not Collected | | | | | | | |
| 7 | 74 | 88 | | 15 | Not Collected | | | | | | | |
| 8 | 89 | 89 | | 1 | Not Collected | | | | | | | |
| 9 | 90 | 91 | | 2 | Not Collected | | | | | | | |
| 10 | 92 | 121 | | 30 | Not Collected | | | | | | | |
| **11** | **122** | **151** | | **30** | **C** | **PRIMARY DISABILITY** | **CR** | **U,R** | **Provide the code for the primary disability condition which has resulted in the assignment of the student to special education.**  **The IEP or MDT determines the Primary Disability.** | **Required if the SPECIAL EDUCATION FIELD (#38) in the Student / Student Snapshot Template = Y. Leave blank if SPECIAL EDUCATION = N.**  **If DB , HI or otherwise deaf or hard of hearing a communication consideration form is required (event 4 in the SPECIAL ED EVENTS template)**  **If DB/VI or otherwise blind or visually impaired a communication needs consideration (event 5 in the SPECIAL ED EVENTS template) is required.** | **Valid Values:**  **See Appendix D.7.A for a list of the valid values.** | |
| **12** | **152** | **181** | | **30** | **C** | **SECONDARY DISABILITY** | **CR**  **Please see Business Rules for requirements** | **U** | **Provide the code for the secondary disability condition, if one exists, which has resulted in the assignment of the student to special education. The IEP or MDT determines the Secondary Disability.** | **Required if a Secondary Disability exists.**  **If DB , HI or otherwise deaf or hard of hearing a communication consideration form is required (event 4 in the SPECIAL ED EVENTS template)**  **If DB/VI or otherwise blind or visually impaired a communication needs consideration (event 5 in the SPECIAL ED EVENTS template) is required.** | **Valid Values:**  **See Appendix D.7.A for a list of the valid values.** | |
| **13** | **182** | **191** | | **10** | **D** | **LAST IEP DATE** | **R** | **U** | **Provide the date on which the student last received an Individual Education Plan (IEP).** | **All dates must be entered in ISO format**  **Is the date on which the student last received any of the following**   * **an Individualized Education Plan (IEP),** * **Review of Existing Evaluation Data (REED)** * **PRIVATE Service Plan** | **Valid Values:**  **YYYY-MM-DD** | |
| **14** | **192** | **201** | | **10** | **D** | **LAST EVALUATION DATE** | **R** | **U** | **Provide the date on which the student last received a formal special education evaluation.** | **All dates must be entered in ISO format** | **Valid Values:**  **YYYY-MM-DD** | |
| 15 | 202 | 231 | | 30 | Not Collected | | | | | | | |
| 16 | 232 | 261 | | 30 | Not Collected | | | | | | | |
| 17 | 262 | 291 | | 30 | Not Collected | | | | | | | |
| **18** | **292** | **303** | | **12** | **C** | **SPECIAL EDUCATION TEACHER ID** | **R** | **U** | **Staff ID of caseload teacher. Must also be reported in Staff template.** | **Students who qualify as Speech Articulation Only must be assigned to a Speech-Language Pathologist acting as a caseload manager (Staff Assignment Code 95 or 95S). If student is in parentally placed private school use the staff liaison.** | **Example: 123456785** | |
| 19 | 304 | 313 | | 10 | Not Collected | | | | | | | |
| 20 | 314 | 323 | | 10 | Not Collected | | | | | | | |
| **21** | **324** | **353** | | **30** | **C** | **EXPECTED DIPLOMA TYPE (Graduation Option)** | **CR**  **Please see Business Rules for requirements** | **U** | **EXPECTED GRADUATION OPTION**  **The pathway determined and indicated in the student's IEP.** | **Required for students in grades 8-12. Change in graduation option is made through the IEP. The IEP team shall not change the program of study for a student entering the final year of high school from the standard option, nor from career to ability.**  **The value used should be the code (e.g. 3, 4) only. The descriptions are for reference only.** | **Valid Values:**  **3 = Career Option**  **4 = Ability Option**  **5 = Standard Option** | |
| 22 | 354 | 356 | | 3 | Not Collected | | | | | | | |
| 23 | 357 | 359 | | 3 | Not Collected | | | | | | | |
| 24 | 360 | 375 | | 16 | Not Collected | | | | | | | |
| 25 | 376 | 395 | | 20 | Not Collected | | | | | | | |
| **26** | **396** | **398** | | **3** | **C** | **BRAILLE INSTRUCTION** | **R** | **U** | **Provide a Yes or No indication of whether the student requires Braille Instruction.** | **Required in the case of a student who is blind or visually impaired and the IEP Team has determined the use of Braille is appropriate.** | **Valid Values:**  **Y or N** | |
| 27 | 399 | 414 | | 16 | Not Collected | | | | | | | |
| **28** | **415** | **417** | | **3** | **C** | **EXTENDED SCHOOL YEAR** | **R** | **U** | **Provide a Yes or No indication of whether the student requires extended year services.** | **The value used should be the code (e.g. Y, N) only. Valid values are case sensitive.** | **Valid Values:**  **Y or N** | |
| 29 | 418 | 420 | | 3 | Not Collected | | | | | | | |
| 30 | 421 | 428 | | 8 | Not Collected | | | | | | | |
| 31 | 429 | 436 | | 8 | Not Collected | | | | | | | |
| 32 | 437 | 452 | | 16 | Not Collected | | | | | | | |
| **33** | **453** | | **462** | | **10** | **D** | **SPECIAL ED ENTRY DATE** | **R** | **U** | **Date of student’s entry into special education. All dates must be entered in ISO format** | **Enter the date the student last began receiving special education services in the current school year at the district. If student is twice exceptional (i.e., Special ED = ‘Y’ AND Gifted Participation=’Y”), enter the date when the student last began receiving IDEA special education and related services, not the date the student began receiving gifted services.** | **Use actual date**  **Example: 2011-09-16** |
| 34 | 463 | 472 | | 10 | Not Collected | | | | | | | |
| **35** | **473** | **482** | | **10** | **D** | **SNAPSHOT DATE** | **R** | **K,M** | **Field indicating the report date. See valid values.** | **All dates must be entered in ISO format (YYYY-MM-DD).** | **Valid values:**  **YYYY-10-01 = 40D**  **YYYY-12-15 = 80D**  **YYYY-03-01 = 120D**  **YYYY-06-01 = EOY** | |
| 36 | 483 | 485 | | 3 | Not Collected | | | | | | | |
| 37 | 486 | 515 | | 30 | Not Collected | | | | | | | |
| **38** | **516** | **523** | | **8** | **C** | **DISABILITY PRIMARY CAUSE CODE** | **CR Please see Business Rules for requirements** | **U** | **Disability Primary Cause Code** | **Required if the student has a vision and hearing impairment.  If the value is F2 (Dyslexia), then the Primary Disability (Field #11) or Secondary Disability (Field #12) must be SLD.** | **Valid Values:**  **See Appendix D.7.B for a list of the valid values.** | |
| **39** | **524** | **531** | | **8** | **C** | **LIVING SETTING CODE** | **CR**  **Please see Business Rules for requirements** | **U** | **If the student has a vision and hearing impairment, select the setting where the student lives (otherwise leave blank).** | **Required if the student has a vision and hearing impairment.**  **The value used should be the code (e.g. 1, 2) only. Valid values are case sensitive. The descriptions are for reference only.** | **Valid Values:**  **1 = Birth/adoptive parents**  **2 = Extended family**  **3 = Foster parents**  **4 = State residential facility**  **5 = Private residential facility**  **6 = Group home - less than 6**  **7 = Group home - 6 or more**  **8 = Apartment (with non-family persons)**  **9 = Other** | |
| **40** | **532** | **539** | | **8** | **C** | **HEARING IMPAIRMENT LEVEL CODE** | **R**  **Please see Business Rules for requirements** | **U** | **If the student has a hearing impairment, select the Hearing Impairment Level.** | **Required for all students in special education (with or without disabilities).  The value used should be the code (e.g. H1, H6) only. Valid values are case sensitive. The descriptions are for reference only.** | **Valid Values:**  **H1 = Mild (30 - 45 dB loss) H2 = Moderate (46 - 70dB loss) H3 = Severe (71 - 90 dB loss) H4 = Profound (91+ dB loss) H5 = Tested non-conclusive H6 = Hearing not tested** | |
| **41** | **540** | **547** | | **8** | **C** | **VISION**  **IMPAIRMENT LEVEL CODE** | **R**  **Please see Business Rules for requirements** | **U** | **If the student has a vision impairment, select the Vision Impairment Level.** | **Required for all students in special education (with or without disabilities).  The value used should be the code (e.g. V1, V5) only. Valid values are case sensitive. The descriptions are for reference only.** | **Valid Values:**  **V1 = Partial (20/70 - 20/200)**  **V2 = Legal Blindness is 20/200 or worse, with correction**  **V3 = Light perception only**  **V4 = Totally blind**  **V5 = Visual field less than 20 degrees**  **V6 = Vision not tested** | |
| **42** | **548** | **577** | | **30** | **C** | **TERTIARY DISABILITY CODE** | **CR**  **Please see Business Rules for requirements** | **U** | **Provide the code for the tertiary disability condition, if one exists, which has resulted in the assignment of the student to special education. The IEP or MDT determines the Tertiary Disability.** | **Required if a Tertiary Disability exists.The value used should be the code (e.g. AU, DB) only. Valid values are case sensitive. The descriptions are for reference only.** | **Valid Values:**  **See Appendix D.7.A for a list of the valid values.** | |
| **43** | **578** | **607** | | **30** | **C** | **QUATERNARY DISABILITY CODE** | **CR**  **Please see Business Rules for requirements** | **U** | **Provide the code for the quaternary disability condition, if one exists, which has resulted in the assignment of the student to special education. The IEP or MDT determines the Quaternary Disability.** | **Required if a Quaternary Disability exists.  The value used should be the code (e.g. AU, DB) only. Valid values are case sensitive. The descriptions are for reference only.** | **Valid Values:**  **See Appendix D.7.A for a list of the valid values.** | |
| **44** | **608** | **615** | | **8** | **C** | **PRIMARY SETTING CODE** | **R** | **U** | **Special Education setting. See valid values.** | **Early Childhood Settings (ECxx):**  These settings only apply to students aged three and four or a student who turned 5 after the school year began. In rare occasions, students who are  6 can remain in a preschool setting. This is an IEP level decision  **School Age Settings (SAxx):**  These settings only apply to those students aged 6 - 21 enrolled in grades K - 12 or those students who have not graduated from high school.  **Valid values are case sensitive.** | **See Appendix D.8 for a complete list of the valid values as well as guidance regarding the appropriate value to select.** | |
| **45** | **616** | **623** | | **8** | **C** | **TRANSITION IEP STATUS CODE** | **CR**  **Please see Business Rules for requirements** | **U** | **Transition IEP Status Code. See valid values.** | **The value used should be the code (e.g. C, T, GC or GT) only. Valid values are case sensitive.**  **The Expected Graduation Timeframe, field #53 in the Student and Student Snapshot Templates must be completed if C or T only.**  ***Note: The conditional certificate of transition entitles a student who has attended four or more years of high school to continue to receive special education services until the diploma is obtained or until the student ages out.*** | **Valid Values:**  **C = Non-Graduate and on a Continuing IEP**  **T = Non-Graduate and on a Transition IEP**  **GC = Graduated and is on a Continuing IEP**  **GT = Graduated and is on a Transition IEP** | |
| 46 | 624 | 643 | | 20 |  |  |  |  | Not collected |  |  | |
| 47 | 644 | 644 | | 1 |  |  |  |  | Not collected |  |  | |
| 48 | 645 | 654 | | 10 |  |  |  |  | Not collected |  |  | |
| 49 | 655 | 657 | | 3 |  |  |  |  | Not collected |  |  | |
| 50 | 658 | 660 | | 3 |  |  |  |  | Not collected |  |  | |
| 51 | 661 | 676 | | 16 |  |  |  |  | Not collected |  |  | |
| 52 | 677 | 692 | | 16 |  |  |  |  | Not collected |  |  | |
| 53 | 693 | 695 | | 3 |  |  |  |  | Not collected |  |  | |
| 54 | 696 | 715 | | 20 |  |  |  |  | Not collected |  |  | |
| 55 | 716 | 740 | | 25 |  |  |  |  | Not collected |  |  | |
| 56 | 741 | 760 | | 20 |  |  |  |  | Not collected |  |  | |
| 57 | 761 | 763 | | 3 |  |  |  |  | Not collected |  |  | |
| 58 | 764 | 783 | | 20 |  |  |  |  | Not collected |  |  | |
| **59** | **784** | **793** | | **10** | **C** | **PRIMARY AREA OF EXCEPTION-ALITY** | **R** | **U** | **Field to identify student’s Primary Exceptionality**. | **The value used should be the code (e.g. G, SE) only. Valid values are case sensitive.** | **Valid Values:**  **G = Gifted Only or Gifted as primary and disability as secondary**  **SE = Disability Only or Disability as primary and Gifted as secondary** | |
| 60 | 794 | 803 | | 10 |  |  |  |  | Not collected |  |  | |
| 61 | **804** | **806** | | **3** | **C** | **ENROLLED AT SCHOOL YEAR START INDICATOR** | **R** | **U** | Enrolled in Special Education or Gifted Education at the end of last school year**.** | The value used should be the code (e.g. Y, N) only. Valid values are case sensitive.  Enter Y or N to indicate if the student was receiving Special Education at the end of last school year. Optional if student is participating in Gifted Education only.  Cannot be blank if [STUDENT SNAPSHOT].Special Ed Status Code, field #38 = Y | **Valid Values:**  **Y or N** | |
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**New Fields to STARS**

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**Rules**

1. **SCHOOL YEAR DATE IS THE DATE OF THE LAST DAY OF THE SCHOOL YEAR IN ISO FORMAT: YYYY-06-30**
2. **DATE FIELDS (FIELD NAME ENDS IN DATE) MUST BE IN THE ISO FORMAT: YYYY-MM-DD**
3. **STUDENT IDS MUST BE UNIQUE WITHIN A SCHOOL DISTRICT**
4. **IF POPULATED, SPECIAL EDUCATION TEACHER ID MUST EXIST IN THE STAFF TABLE**
5. **CODE COLUMN: K - COMPONENT OF PRIMARY KEY, U - VALUE IS UPDATED IF ROW EXISTS, M - A VALUE MUST BE SUPPLIED, R - RECOMMENDED, X - FIELD ONLY USED FOR IDENTIFICATION**
6. **R/O/CRCOLUMN: R – REQUIRED, O – OPTIONAL, CR – CONDITIONALLY REQUIRED**
7. **DATA CAN BE SUPPLIED IN EITHER ASCII FLAT FILE OR DELIMITED FORMATS. FULL DELIMITER SUPPORT IS AVAILABLE.**

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**Load Sequences/Dependencies**

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| **Load Sequence/Dependencies** | **Optional** | **Lookup** |
| **1. STUDENT** | **N** | **N** |
| **2. STAFF** | **Y** | **N** |

**Data Submission Schedule: 40D, 80D, 120D, EOY**

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**AQs**

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| **FAQs** | |
| **1.** | **In field #33 SPECIAL ED ENTRY DATE do we enter the exact date the student began receiving services in the current school year?** |
|  | Yes. |
|  | Example 1. If the student was receiving services (IDEA or Gifted) since the end of last year the date would be either be (the first day of school or the first day in the school year (ex. 7/1/yyyy). Either date is acceptable.  Example 2.  If the student transferred in from another district during the school year. The date is when the student began receiving services at the district.  Example 3.  If the student transferred from another school within the same district during the school year. Use the date when the student began receiving services at the district. |
| **2.** | **Do they want all students who are SPED who are not in the “Referral Process”?** |
|  | This field applies to all students receiving special education services.  [Student/Student Snapshot].[Special Education] (field #38) must equal “Y” and/or [Student/Student Snapshot].[Gifted Participation Code] (field #80 must equal “Y”). |

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Special Education Services Fact Template

**Target Table(s): SE\_SERVICES\_FACT**

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**Template Description**

This template tracks Special Education Services. This template contains details of services provided to special education students. Data is submitted in a point-in-time fashion. Submit only students who are active as of the reporting date and are receiving services at that time.

**Grain:** One record per district / location / school year / student / special education service

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**Special Education Services Fact Template Specifications**

| **Field #** | **Start** | **End** | **Length** | **Data Type** | **Field Name** | **R/O/CR** | **Code** | **Definition** | **Business Rules** | **Valid Values/Example Data** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **1** | **1** | **8** | **8** | **C** | **DISTRICT CODE** | **R** | **K,M** | **PED defined three character district code.** |  | **Example: 038  See Appendix C. for complete list of valid values.** |
| **2** | **9** | **14** | **6** | **C** | **LOCATION CODE** | **R** | **K,M** | **PED defined three character location codes.   Use the following Location Codes for special education students not enrolled at an actual district location:**  **992 = Off-Site Early Childhood Program 993 = Students who are hospitalized**  **997 = Students who are enrolled in a private school**  **998 = Students who are homebound**  **999 = Students who are home schooled (location 999 cannot be used for Special Ed students)** |  | **Example: 100**  **See Appendix C. for complete list of valid location codes for each district.** |
| **3** | **15** | **24** | **10** | **D** | **SCHOOL YEAR DATE** | **R** | **K,M** | **Provide the school year in the ISO format: YYYY-MM-DD. The PED standard school year runs from July 1 through June 30.** | **All dates must be entered in ISO format.** | **Example:**  **YYYY-06-30** |
| **4** | **25** | **36** | **12** | **C** | **STUDENT ID** | **R** | **K,M** | **State issued student identification number.** |  | **Example: 100000009** |
| **5** | **37** | **44** | **8** | **C** | **SERVICE CODE** | **R** | **K,M** | **Provide the code that represents the type of service received by the special education student.**  **See valid values.** | **The value used should be the code (e.g. SO, SS, PT, NMSD, NMSBVI etc.).**    **If SW, OT, OR, PT, PS or SS then enter field #7, Compliance Date (Last Evaluation date). A tri-annual evaluation date will be required.**  **Valid values are case sensitive. The descriptions are for reference only.** | **Valid Values:**  **See Appendix D.21 for a list of the valid values.**  **Note: SO has been discontinued and is no longer valid** |
| **6** | **45** | **60** | **16** | **C** | **PLACEMENT TYPE** | **CR** | **U** | **Provide the code that represents the method of placement into a Certified Residential Treatment Center.**  **See valid values.** | **Required if student is receiving residential treatment services at a certified residential treatment facility and/or [SE Services Fact].[Service Code], field #5 = RF.**  **[Special Education Snapshot].[Primary Setting codes], field #44 must be EC07, EC08, SA07, or SA08.**  **OR**  **if student is parentally placed in private school. [Special Education Snapshot].[Primary Setting codes], field #44 must be EC28, EC29, SA10 and Location ID = 997.** | **Valid values:**  **A = Placed through an IEP**  **B = Placed through a court decision**  **C = Placed through a due process hearing officer**  **D = Placed through a parental placement** |
| **7** | **61** | **70** | **10** | Not Collected | | | | | | |
| **8** | **71** | **80** | **10** | **D** | **SERVICE**  **START DATE** | **R** | **K,M** | **Field indicating the report date. See valid values.** | **All dates must be entered in ISO format.** | **Valid values:**  **YYYY-10-01 = 40D**  **YYYY-12-15 = 80D**  **YYYY-03-01 = 120D**  **YYYY-06-01 = EOY** |
| 9 | 81 | 90 | 10 | Not Collected | | | | | | |
| 10 | 91 | 102 | 12 | Not Collected | | | | | | |
| **11** | **103** | **104** | **2** | **C** | **SERVICE SIZE** | **R** | **U** | **Information on how services are provided relative to size.** | **Students who receive related services as part of their IEP must report the name of the related service provider, amount of services/week, and the type of service and the location of the services.**  **Each related service must be reported. Update annually unless there is a change during the school year.**  **Use “Individual and Group” (IG), when services are divided between individual therapy and therapy provided in a group setting.** | **Valid Values**  **I = Individual**  **G = Group**  **IG = Individual and Group Setting** |
| **12** | **105** | **107** | **3** | **N(0)** | **SERVICE FREQUENCY** | **R** | **U** | **The total number of minutes per cycle the student is receiving the service.**  **For data collection purposes, the value cannot be greater than 999 in this field, therefore some SERVICE FREQUENCY amounts may need to be averaged to a daily rate. Please see examples in “Valid Values/Example Data” column.** | **Students who receive related services as part of their IEP must report the name of the related service provider, amount of services/cycle, type of service and location of the services.**  **Each related service must be reported. Update annually unless there is a change during the school year.**  **The total amount of services per cycle needs to be captured, therefore the recorded amount needs to be representative of the actual service occurring.** | **Example1:**  **Student receives speech services 8 hours twice a week (16 hours= 960 minutes).**  **SERVICE CYCLE must = W (Weekly)**  **Value= 960.**  **Example2:**  **Student receives speech services a total of 24 hours (1440 minutes) of a service per week. SERVICE CYCLE must = D (Daily) Value = 360 (for a four day week) or 288 (for a five day week)** |
| 13 | 108 | 111 | 4 | Not Collected | | | | | | |
| **14** | **112** | **121** | **10** | **C** | **SERVICE CYCLE** | **R** | **U** | **Information that identifies how often the student is receiving special education services.** | **Students who receive related services as part of their IEP must report the name of the related service provider, amount of services/cycle, and the type of service and the location of the services.**  **Daily - Related services provided on a daily basis or use when SERVICE FREQUENCY exceeds 999 minutes and average to a daily rate.**  **Weekly - Related services provided at least one time per week.**  **Monthly - (4 weeks) related services provided at least one time per month during the school year**  **Semester - (18 weeks/year) - related services provided to students AT LEAST ONE TIME per semester during the school year**  **Yearly - (36 weeks/year) – related services provided to students ONE TIME in the school year**  **Each related service must be reported. Update annually unless there is a change during the school year.** | **Valid Values:**  **D = Daily**  **W = Weekly**  **M = Monthly**  **S = Semester**  **Y = Yearly** |
| **15** | **122** | **124** | **3** | **C** | **INTEGRATED SERVICES STATUS** | **CR** | **U** | **A ‘Y’ or ‘N’ indication of whether the student receives services within the regular education environment.** | **Students who receive related services as part of their IEP must report the name of the related service provider, amount of services/week, and the type of service and the location of the services.**  **Leave blank if student is in parentally placed private school. [Special Education Snapshot], field #44 = EC28, EC29 or SA10**  **or**  **if field #5, is NMSD or NMSBVI.**  **Each related service must be reported. Update annually unless there is a change during the school year.** | **Valid Values:**  **Y = Student received services within the regular education setting**  **N = Student received services in the special education setting** |
| 16 | 125 | 127 | 3 | Not Collected | | | | | | |
| 17 | 128 | 130 | 3 | Not Collected | | | | | | |
| 18 | 131 | 146 | 16 | Not Collected | | | | | | |
| 19 | 147 | 156 | 10 | Not Collected | | | | | | |
| 20 | 157 | 172 | 16 | Not Collected | | | | | | |
| **21** | **173** | **222** | **50** | **D** | **SERVICE PROVIDER NAME** | **CR** | **U** | **Field used to record Certified Residential Treatment Facility providing services** | **Students who receive related services as part of their IEP must report the name of the related service provider, amount of services/week, and the type of service and the location of the services.**  **Leave blank if student is in parentally placed private school. [Special Education Snapshot], field #44 = EC28, EC29 or SA10**  **or**  **if field #5, is NMSD or NMSBVI.** | **Valid Values:**  **If Service Code, Field #5 = RF See Appendix D.22 for a list of the certified residential facilities.**  **If Service Code, Field #5 = SO, SS, PT, OT, SW, PS, OR, IN, AU, RT, use the staff id.**  **Example: 123456789 (no hyphen)** |

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**New Fields to STARS:**

**NONE**

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**Rules**

1. **DATE FIELDS (FIELD NAME ENDS IN DATE) MUST BE IN THE ISO FORMAT: YYYY-MM-DD**
2. **CODE COLUMN: K - COMPONENT OF PRIMARY KEY, U - VALUE IS UPDATED IF ROW EXISTS, M - A VALUE MUST BE SUPPLIED**
3. **R/O/CR COLUMN: R – REQUIRED, O – OPTIONAL, CR – CONDITIONALLY REQUIRED**
4. **DATA CAN BE SUPPLIED IN EITHER ASCII FLAT FILE OR DELIMITED FORMATS. FULL DELIMITER SUPPORT IS AVAILABLE.**

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**Load Sequences/Dependencies**

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| **Load Sequence/Dependencies** | **Optional** | **Lookup** |
| **1. STUDENT** | **N** | **N** |

**Data Submission Schedule: 40D, 80D, 120D, EOY**

**FAQs**

1. **Can a SLP Clinical Fellow be entered as providing services?**

Yes, if under the supervision of a fully licensed Speech Pathologist.

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Special Education Events Template

**Target Table: SE\_EVENTS**

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**Template Description**

This template will be used to track special education events (see Appendix D.15 in volume 2 for a complete list of events). Districts can submit this in a cumulative fashion (e.g., on 80D submit data for active/inactive students since the beginning of the school year) or in an incremental fashion (e.g., on 80D only submit new special education events between 40D and 80D reporting periods for active students). Exiting events for students ages 14 and older are required. Exiting events for students younger than 14 may be submitted as needed for specific special education indicators such as SPP7, SPP11 and SPP12.

**Grain:** One record per district / location / school year / student / special education event

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**Special Education Events Template Specifications**

| **Field #** | **Start** | **End** | **Length** | **Data Type** | **Field Name** | **R/O/CR** | **Code** | **Definition** | | **Business Rules** | **Valid Values/Example Data** | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **1** | **1** | **8** | **8** | **C** | **DISTRICT CODE** | **R** | **K,M** | **PED defined three character district code.** | |  | **Example: 019  See Appendix C. for complete list of valid values.** | |
| **2** | **9** | **14** | **6** | **C** | **LOCATION CODE** | **R** | **U,M** | **PED defined three character location codes.   Use the following Location Codes for special education students not enrolled at an actual district location:**  **992 = Off-Site Early Childhood Program 993 = Students who are hospitalized**  **997 = Students who are enrolled in a private school**  **998 = Students who are homebound**  **999 = Students who are home schooled (location 999 cannot be used for Special Ed students)** | |  | **Example: 123**  **See Appendix C. for complete list of valid location codes for each district.** | |
| **3** | **15** | **24** | **10** | **D** | **SCHOOL YEAR DATE** | **R** | **K,M** | **Provide the school year in the ISO format: YYYY-MM-DD. The PED standard school year runs from July 1 through June 30.** | | **All dates must be entered in ISO format** | **Example:**  **YYYY-06-30** | |
| **4** | **25** | **36** | **12** | **C** | **STUDENT ID** | **R** | **K,M** | **State issued student identification number.** | |  | **Example: 100000009** | |
| **5** | **37** | **52** | **16** | **C** | **EVENT TYPE CODE** | **R** | **K,M** | **Provide the code that represents the type of special education event. See valid values.** | | **The value used should be the code (e.g. 1, 20) only. The descriptions are for reference only.**  **1 – Exiting Special Education**  **Do not submit, if student transfers to another school within the district. Instead, submit a mobility SCHOOL ENROLLMENT template record.**  **3 = Parental consent revoked for Special Education & Related Services (34 CFR §300.300 (b)(4))**  **9 = Parental consent revoked for Medicaid and/or Private Insurance (34 CFR §300.154 (d)(2)(v)(D))**  **52/56 - When reporting indicator 13 – Post Secondary Measurable Goals and Transition only one of the following events is allowed (not both): 52 or 56. DO NOT submit both events 52 and 56 for the same student.**  **40 to 56 are not required for Private Schools – Parentally Placed students (see field #44 in SE Snapshot)**  **10 – One-time Parental Consent for Medicaid/Private Insurance**  **Submission is required only once while student is enrolled for new parental consents received starting in 2015-2016.**    **12 – Annual Notification of Medicaid/ Private Insurance Submission is required each school year while student is enrolled.**  **30, 31 and (32 or 33) are required for Indicator 11 – Parental consent for INITIAL EVALUATIONS.**  **If determined eligible and IEP was developed submit event 34 – Initial IEP Date**  **Required for all INITIAL Evaluations only (includes Child Find and Part C to B Referrals). Do not submit for re-evaluations or gifted only students. If 31 occurred, the non-compliance reason, field #20 must not equal 15 or 17. If sixty day timeline was NOT met or no evaluation was completed then a reason for delay is required in field #20.**  **34 - INITIAL IEP date is required, when applicable.**  **18, 20, 21, 24, 22, 23: is required, when**  **applicable, only if student was referred by Part C and has a third birthday during the school year. If determined ELIGIBLE for Part B and the time line was met (the IEP was 22-developed and 23-implemented by third birthday) leave field #20 Non Compliance Reason blank.**  **>>If timeline was not met then field #20 is required. See Appendix D.10.A for a list of valid values.**  **>>If determined NOT ELIGIBLE and the timeline was met (Eligibility determination-24 was determined by third birthday) leave blank. If timeline was not met or interrupted for other reasons then field #20 is required. See Appendix D.10.A for a list of valid values.** | **Valid Values:**  **See Appendix D.15 for a list of the valid values.** | |
| **6** | **53** | **62** | **10** | **D** | **EVENT DATE** | **R** | **K,M** | **Provide the date on which the event took place.** | | **Use actual dates.**  **All dates must be entered in ISO format** | **Example:**  **YYYY-11-03** | |
| **7** | **63** | **78** | **16** | **C** | **EVENT REASON CODE 1** | **CR**  **Please see Business Rules for requirements** | **Z** | **Special education exit reason.** | | **Only complete this field when the EVENT TYPE CODE (Field # 5) = 1**  **The value used should be the code (e.g. 1, 6, etc.) only. The descriptions are for reference only.**  **If field #7 is not blank, Event Type Code, #5 must equal 1.**  **If field #7 is 9, 10 or 11 then Event Type Code, #5 must equal 1 and Student. Diploma Type Code, #91 must equal 1**  ***Students with four or more years of high school may continue to receive special education services until they receive a diploma through the Standard Option OR age-out (turn 22).*** | **Valid Values:  1 = Returned to Regular Ed. (no longer receives special education)  4 = Reached Maximum Age  5 = Died  6 = Moved, known to be continuing  8 = Dropped Out**  **9 = Graduated on Standard Option**  **10 = Graduated with Career Readiness Option**  **11 = Graduated on Ability Option** | |
| 8 | 79 | 94 | 16 | Not Collected | | | | | | | | |
| 9 | 95 | 110 | 16 | Not Collected | | | | | | | | |
| 10 | 111 | 126 | 16 | Not Collected | | | | | | | | |
| 11 | 127 | 142 | 16 | Not Collected | | | | | | | | |
| 12 | 143 | 158 | 16 | Not Collected | | | | | | | | |
| 13 | 159 | 168 | 10 | Not Collected | | | | | | | | |
| 14 | 169 | 184 | 16 | Not Collected | | | | | | | | |
| 15 | 185 | 194 | 10 | Not Collected | | | | | | | | |
| 16 | 195 | 202 | 8 | Not Collected | | | | | | | | |
| 17 | 203 | 232 | 30 | Not Collected | | | | | | | | |
| 18 | 233 | 262 | 30 | Not Collected | | | | | | | | |
| 19 | 263 | 272 | 10 | Not Collected | | | | | | | | |
| **20** | **273** | **288** | **16** | **C** | **NON -COMPLI-ANCE**  **REASON** | **CR**  **Please see Business Rules for requirements** | **U** | **Reason for Part C to B**  **Initial Placement IEP or IFSP Delay.**  **See valid values.** | **Rules for Indicator 11: Parental Consent for INITIAL Evaluation**  **Event (field #5) 30 and 31 records must have occurred.**  **If Child Find then STUDENT. Special Ed Referral Code (field #167) must equal “F”**  **If 60 Day timeline was met leave blank, else**  **If 60 Day timeline was not met use 2, 7, 15, 17 or 20. Only use these reason codes if Event Type Code (field #5) is: 30, 31, 32 or 33 or 34.**  **Rules for Indicator 12 Early Childhood Transition from Part C:**  **STUDENT .Special Ed Referral Code (field #167) must equal “C”.**  **Event 18 (field #5) must have occurred.**  **If eligibility for Part B services was determined and IEP was developed and implemented by child’s third birthday leave field #20 blank, else**  **>>If IEP was NOT developed and implemented by child’s third birthday or the transition process was interrupted for other reasons, then field #20 must be equal 2, 7, 14,15,17,18 or 20. Reason code 8 is no longer valid and has been discontinued starting in school year 2015-16. Only use these reason codes if Event Type Code (field #5) is: 18, 20, 21, 24, 22 or 23.**  **Rules for Indicator 13: Post-Secondary Measurable Goals:**  **Valid values: 21 and 22. Use only if Field # 5, Event Type Code in 40, 42, 44, 46, 48, 50, 52 or 56.** | | | **Valid Values:**  **See Appendix D.10.A for a list of the valid values.** |
| 21 | 289 | 318 | 30 | Not Collected | | | | | | | | |
| 22 | 319 | 348 | 30 | Not Collected | | | | | | | | |
| 23 | 349 | 378 | 30 | Not Collected | | | | | | | | |
| 24 | 379 | 408 | 30 | Not Collected | | | | | | | | |
| 25 | 409 | 438 | 30 | Not Collected | | | | | | | | |
| 26 | 439 | 441 | 3 | Not Collected | | | | | | | | |
| 27 | 442 | 444 | 3 | Not Collected | | | | | | | | |
| 28 | 445 | 447 | 3 | Not Collected | | | | | | | | |
| 29 | 448 | 450 | 3 | Not Collected | | | | | | | | |

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**New Fields to STARS:**

* **NONE**

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**Rules**

1. **DATE FIELDS (FIELD NAME ENDS IN DATE) MUST BE IN THE ISO FORMAT: YYYY-MM-DD**
2. **CODE COLUMN: K - COMPONENT OF PRIMARY KEY, U - VALUE IS UPDATED IF ROW EXISTS, M - A VALUE MUST BE SUPPLIED, R - RECOMMENDED, Z - VALUE ADDED IF NOT PREVIOUSLY SUPPLIED**
3. **R/O/CR COLUMN: R – REQUIRED, O – OPTIONAL, CR – CONDITIONALLY REQUIRED**
4. **DATA CAN BE SUPPLIED IN EITHER ASCII FLAT FILE OR DELIMITED FORMATS. FULL DELIMITER SUPPORT IS AVAILABLE.**

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**Load Sequences/Dependencies**

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| **Load Sequence/Dependencies** | **Optional** | **Lookup** |
| **1. STUDENT** | **N** | **N** |

**Data Submission Schedule: 40D, 80D, 120D, EOY**

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**FAQs**

1. **Which exiting special education students must be reported?**

See Guidelines for Submitting Special Education data in Appendix I of Volume 2 of the User’s Manual

1. **Do we need to report INITIAL evaluations for gifted students?**

No, report only students with a disability. May include student who is gifted with a disability.

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| Staff Domain |

The districts are required to submit the following templates in the Staff Domain:

* **Staff**
* **Staff Snapshot**
* **Staff Assignment**
* **Staff Development Fact**
* **Staff Compensation**
* **Staff Attendance Template**

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Staff Template

**Target Table: STAFF**

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**Template Description**

This template should reflect the current employee situation – there is only one record for each employee per district, even if the employee has worked in more than one location and/or district over the period of time covered by the warehouse (there is no school year field). The Staff template can be submitted at all reporting periods in either a point-in-time fashion (only including active staff, except for exited teachers which may be reported at their time of exit) or in a cumulative fashion (all staff at the district for the school year). At the EOY reporting period, STAFF must be cumulative for the entire year.

Note however, that the Staff template submission must include “Exited Teachers” (TEACHERS are defined as staff in teaching assignments only – see Volume 2, Appendix B for Staff Assignment codes in the “Teacher” category). “Exited Teachers” may be reported at the time they exit and must be reported by the end of the year. In the case of retirees, they may be reported at the EOY of their retirement year OR the following year. If reported the following year, ensure ONLY the STAFF file is submitted and don’t submit a STAFF SNAPSHOT or STAFF ASSIGNMENT file since they are no long active. For example, if a teacher was working up until the end of school year 2011 and never returned to work in 2012, this person may be reported in the 2012 School Year data submission with the appropriate EXIT DATE. If reported in the 2010-11 school year, their exit status won’t take effect until the 2011-12 school year. Exited teachers must be reported with a Termination Code and Exit Date. Exited teachers will only be reported in the STAFF template and should NOT be reported in any of the other Staff related templates, such as Staff Snapshot, Staff Assignment, Staff Compensation, Course Instructor, etc.

**Grain:** One record per district / staff

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**Staff Template Specifications**

| **Field #** | **Start** | **End** | **Length** | **Data Type** | **Field Name** | **R/O/CR** | **Code** | **Definition** | **Business Rules** | **Valid Values/Example Data** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **1** | **1** | **8** | **8** | **C** | **DISTRICT CODE** | **R** | **K,M** | **PED defined three character district code.** |  | **Example: 055  See Appendix C. for complete list of valid values.** |
| **2** | **9** | **20** | **12** | **C** | **STAFF ID** | **R** | **K,M** | **Social Security Number of staff member formatted without dashes.** | **Do not submit a Staff or Staff Snapshot record for 888888888 (distance learning, computer-based or IDEAL-NM), 777777777 (concurrent enrollment or Dual Credit) or 555555555 (religious instruction). Staff Assignment & Staff Compensation records will also NOT be submitted for these dummy Staff IDs. These dummy Staff IDs have already been preloaded for each district in the STAFF table to allow these Primary Instructor Staff IDs to load when submitted in the COURSE INSTRUCTOR template.** | **Example: 123456785** |
| 3 | 21 | 31 | 11 | Not Collected | | | | | | |
| 4 | 32 | 56 | 25 | Not Collected | | | | | | |
| 5 | 57 | 71 | 15 | Not Collected | | | | | | |
| **6** | **72** | **72** | **1** | **C** | **MIDDLE INITIAL** | **O** | **U** | **Staff member middle initial.** | **Value entered cannot be more than one character.** | **Example: M** |
| 7 | 73 | 76 | 4 | Not Collected | | | | | | |
| 8 | 77 | 116 | 40 | Not Collected | | | | | | |
| 9 | 117 | 120 | 4 | Not Collected | | | | | | |
| 10 | 121 | 124 | 4 | Not Collected | | | | | | |
| 11 | 125 | 128 | 4 | Not Collected | | | | | | |
| 12 | 129 | 132 | 4 | Not Collected | | | | | | |
| 13 | 133 | 136 | 4 | Not Collected | | | | | | |
| **14** | **137** | **142** | **6** | **C** | **LOCATION CODE** | **R** | **U,M** | **PED defined three character location code of staff member's primary location.** | **May use location code of 000 (district office) for STAFF QUALIFICATION STATUS CODE (Field #48) = T (short term subs) or R (Contracted Related Service Personnel)** | **Example: 308**  **See Appendix C. for complete list of valid location codes for each district.** |
| 15 | 143 | 157 | 15 | Not Collected | | | | | | |
| 16 | 158 | 164 | 7 | Not Collected | | | | | | |
| 17 | 165 | 168 | 4 | Not Collected | | | | | | |
| 18 | 169 | 174 | 6 | Not Collected | | | | | | |
| 19 | 175 | 239 | 65 | Not Collected | | | | | | |
| **20** | **240** | **245** | **6** | **C** | **GENDER CODE** | **CR**  **Please see Business Rules for requirements** | **U** | **Gender code of staff member.** | **Required for Staff Qualification Status Code (Field #48) = C, N, S or T.  The value used should be the code (e.g. M, F) only. Valid values are case sensitive. The descriptions are for reference only.** | **Valid Values:   M = Male  F = Female** |
| **21** | **246** | **247** | **2** | **C** | **ETHNIC CODE SHORT** | **R** | **U** | **Ethnicity code of staff member.** | **The value used should be the code (e.g. C, B) only.**  **Valid values are case sensitive. The descriptions are for reference only.**  **If field #21 Ethnic Code Short = ‘I” (American Indian/Alaskan Native) then tribe required in field #70 Race or Ethnicity Sub-Group Code.** | **Valid Values:  C = Caucasian   B = Black or African American  A = Asian**  **I = American Indian/Alaskan Native**  **P = Native Hawaiian or Other Pacific Islander** |
| 22 | 248 | 287 | 40 | Not Collected | | | | | | |
| 23 | 288 | 301 | 14 | Not Collected | | | | | | |
| 24 | 302 | 302 | 1 | Not Collected | | | | | | |
| 25 | 303 | 332 | 30 | Not Collected | | | | | | |
| 26 | 333 | 362 | 30 | Not Collected | | | | | | |
| 27 | 363 | 387 | 25 | Not Collected | | | | | | |
| 28 | 388 | 389 | 2 | Not Collected | | | | | | |
| 29 | 390 | 399 | 10 | Not Collected | | | | | | |
| 30 | 400 | 400 | 1 | Not Collected | | | | | | |
| 31 | 401 | 401 | 1 | Not Collected | | | | | | |
| 32 | 402 | 402 | 1 | Not Collected | | | | | | |
| **33** | **403** | **412** | **10** | **D** | **ORIGINAL HIRE DATE (ORIGINAL EMPLOYMENT START DATE)** | **R** | **U** | **The date the staff member was first hired.** | **The Original Hire Date will never change.**  **Required for Certified staff, meaning Staff Qualification Status Code (field #48) = C.**  **All dates must be entered in ISO format (YYYY-MM-DD).** | **Example: YYYY-07-15** |
| 34 | 413 | 422 | 10 | Not Collected | | | | | | |
| **35** | **423** | **432** | **10** | **D** | **STAFF START DATE OF CURRENT SCHOOL YEAR**  **(CURRENT SERVICE DATE)** | **R** | **U** | **The date the staff member’s contract started of the current school year.** | **This date will change each school year.**  **Required for Certified staff (Staff Qualification Status Code (field #48) = C) if Exit Date (field #36) is missing (NULL).**  **All dates must be entered in ISO format (YYYY-MM-DD).** | **Example: YYYY-07-12** |
| 36 | 433 | 442 | 10 | **D** | **EXIT DATE** | **O** | **U** | **Date teacher Exited.  Required beginning with the 2009-10 School Year.  Related to Termination Code field (#54) and is required if Termination Code is present.** | **All dates must be entered in ISO format (YYYY-MM-DD).** | **YYYY-11-24** |
| 37 | 443 | 443 | 1 | Not Collected | | | | | | |
| 38 | 444 | 444 | 1 | Not Collected | | | | | | |
| **39** | **445** | **446** | **2** | **N(0)** | **TEACHING OR PRINCIPAL YEARS**  **EXPERIENCE** | **CR**  **Please see Business Rules for requirements** | **U** | **The number of years that the staff member has been employed by any school district in any state as a TEACHER or PRINCIPAL (includes current district).**  **Will be used in development of Teacher/Principal evaluation process, but won’t be used as a measure.**  **Excludes “Substitute Teaching” years experience.**  **This number should be an integer. Use normal rounding logic to handle partial years. Use value of 0 until 1 year has been completed for 1st year teachers or principals.** | **This field is only required for those Staff reported in a TEACHER or PRINCIPAL staff assignment code.**  **Only report years experience for their CURRENT position:**   * **If both a principal and teacher, then only report years experience as it relates to their MAIN position, which in this case would be Principal.** * **Only include years experience as a Principal or Teacher, not both.** | **Example: 11** |
| **40** | **447** | **456** | **10** | **D** | **BIRTH DATE** | **R** | **U** | **Staff member date of birth.** | **The value must be between 1915-01-01 and the current date minus 10 years. All dates must be entered in ISO format (YYYY-MM-DD).** | **Example: 1981-07-15** |
| 41 | 457 | 457 | 1 | Not Collected | | | | | | |
| 42 | 458 | 467 | 10 | Not Collected | | | | | | |
| **43** | **468** | **469** | **2** | **N(0)** | **TEACHING OR PRINCIPALYEARS EXPERIENCE IN DISTRICT** | **CR**  **Please see Business Rules for requirements** | **U** | **Provide the number of years that the staff member has been employed by the current school district as a TEACHER or PRINCIPAL.**  **Will be used in development of Teacher/Principal evaluation process, but won’t be used as a measure.**  **Excludes “Substitute Teaching” years experience.**  **This number should be an integer and reflect any gaps in employment when the staff member left the district. Use normal rounding logic to handle partial years. Use value of 0 until 1 year has been completed for 1st year teachers or principals.** | **This field is only required for those Staff reported in a TEACHER or PRINCIPAL staff assignment code.  The value used should be the code (e.g. 0, 1, etc.) only. The descriptions are for reference only.**  **Only report years experience for their CURRENT position:**   * **If both a principal and teacher, then only report years experience as it relates to their MAIN position, which in this case would be Principal.** * **Only include years experience as a Principal or Teacher, not both.** | **Example: 0 (new teacher)** |
| 44 | 470 | 477 | 8 | Not Collected | | | | | | |
| **45** | **478** | **497** | **20** | **C** | **HIGHEST DEGREE EARNED** | **CR**  **Please see Business Rules for requirements** | **U** | **Highest degree earned by the staff member.** | **This field is required for those Staff with STAFF QUALIFICATION STATUS CODE (Field #48) = 'C'. If this field is N, then Highest Institute Code is Blank, NULL or ‘00’ (Non-Degree).   The value used should be the code (e.g. D, E, etc.) only. The descriptions are for reference only. Valid values are case sensitive.** | **Valid Values:  D = Doctorate  E = Educ Specialist  M = Masters  B = Bachelors  A = Associate  N = Non-Degree** |
| 46 | 498 | 501 | 4 | Not Collected | | | | | | |
| 47 | 502 | 541 | 40 | Not Collected | | | | | | |
| **48** | **542** | **561** | **20** | **C** | **STAFF QUALIFI-CATION STATUS CODE** | **R** | **U** | **Staff Qualification Status. See valid values.** | **The value used should be the code (e.g. C, N, etc.) only. The descriptions are for reference only. Valid values are case sensitive.** | **Valid Values:  C = Certified Personnel  N = Non-certified Personnel  S = Substitute Teacher (Long Term)  T = Substitute Teacher (Short Term)  R = Contracted Related Service Provider** |
| 49 | 562 | 601 | 40 | Not Collected | | | | | | |
| 50 | 602 | 611 | 10 | Not Collected | | | | | | |
| 51 | 612 | 615 | 4 | Not Collected | | | | | | |
| **52** | **616** | **625** | **10** | **N(2)** | **ANNUAL SALARY** | **CR**  **Please see Business Rules for requirements** | **U** | **Base salary of staff member budgeted for current year.**  **Must equate to 1 FTE.** | **This field is required for most Staff IDs reported in the Staff Assignment Template and will match their latest Staff Snapshot record.**  **This field is required for employees on payroll and receiving benefits. Salaries for STAFF QUALIFICATION STATUS CODE (Field #48) = 'R' (Contracted Related Service providers) should be omitted because they are contractors and not employees.**  **Beginning with School Year 2011-12, this ANNUALIZED SALARY will be required for Certified and Non-Certified Staff.**  **Short-term Subs with a STAFF QUALIFICATION STATUS CODE (Field #48) = 'T' may be omitted, since Staff Assignment Records are not typically sent for them.**  **Long-term Subs (STAFF QUALIFICATION STATUS CODE (Field #48) = 'S') may also be omitted if not an employee on payroll receiving benefits.** | **Example: 45000.00** |
| 53 | 626 | 629 | 4 | Not Collected | | | | | | |
| **54** | **630** | **635** | **6** | **C** | **TERMINATION**  **CODE** | **O** | **U** | **Reason staff member left the district. Only applies to TEACHERS—those staff assignment codes listed under the TEACHER category found in STARS Manual Volume 2, Appendix B-Staff Assignment Codes.**  **Termination Code is required if Exit Date (field #36) is present.**  **See valid values.** |  | **Valid Values:**  **See Appendix D.2 for a list of the valid values.** |
| 55 | 636 | 677 | 42 | Not Collected | | | | | | |
| 56 | 678 | 680 | 3 | Not Collected | | | | | | |
| 57 | 681 | 700 | 20 | Not Collected | | | | | | |
| 58 | 701 | 710 | 10 | Not Collected | | | | | | |
| 59 | 711 | 714 | 4 | Not Collected | | | | | | |
| 60 | 715 | 719 | 5 | Not Collected | | | | | | |
| 61 | 720 | 724 | 5 | Not Collected | | | | | | |
| 62 | 725 | 734 | 10 | Not Collected | | | | | | |
| 63 | 735 | 737 | 3 | Not Collected | | | | | | |
| 64 | 738 | 745 | 8 | Not Collected | | | | | | |
| **65** | **746** | **805** | **60** | **C** | **FIRST NAME LONG** | **R** | **U,R** | **Staff First Name** |  | **Example: Thomas** |
| **66** | **806** | **865** | **60** | **C** | **LAST NAME LONG** | **R** | **U,R** | **Staff Last Name** |  | **Example: Martinez** |
| 67 | 866 | 875 | 10 | Not Collected | | | | | | |
| 68 | 876 | 879 | 4 | Not Collected | | | | | | |
| **69** | **880** | **882** | **3** | **C** | **HISPANIC INDICATOR** | **R** | **U** | **Indicator of whether the staff member is of Hispanic ethnicity** |  | **Valid Values:**  **Y = Yes**  **N = No** |
| **70** | **883** | **884** | **2** | **C** | **RACE OR ETHNICITY**  **SUB-GROUP CODE** | **R** | **U** | **The primary New Mexico Tribe or Pueblo with which the staff member is affiliated or enrolled. See valid values.**  **(Also known as Tribal Affiliation)** | **The value used should be the code (e.g. 0, 1, 2, etc.) only. The descriptions are for reference only.**  **If field #21 Ethnic Code Short = ‘I” (American Indian/Alaskan Native) then tribe required in field #70 Race or Ethnicity Sub-Group Code.** | **Valid Values:**  **See Appendix D.19 for a list of the valid values.** |
| **71** | **885** | **914** | **30** | **C** | **HIGHEST DEGREE**  **INSTITUTION**  **CODE** | **CR**  **Please see Business Rules for requirements** | **U** | **Highest Degree Institution of staff member. See valid values.** | **Required for STAFF QUALIFICATION STATUS CODE (Field #48) = C.**  **If HIGHEST DEGREE EARNED (Field #45) is N, then Highest Degree Institute Code is Blank, NULL or ‘00’ (Non-Degree).** | **Valid Values:**  **See Appendix D.1.A for a list of the valid values.** |
| **72** | **915** | **944** | **30** | **C** | **BACCA-LAUREATE DEGREE**  **INSTITUTION**  **CODE** | **CR**  **Please see Business Rules for requirements** | **U** | **Baccalaureate Degree Institution of staff member. See valid values.** | **Required for STAFF QUALIFICATION STATUS CODE (Field #48) = C.  If HIGHEST DEGREE EARNED (Field #45) is N, then Baccalaureate Degree Institution Code is Blank, NULL or ‘00’ (Non-Degree).** | **Valid Values:**  **See appendix D.1.A for a list of the valid values.** |
| 73 | 945 | 974 | 30 | Not Collected | | | | | | |
| 74 | 975 | 979 | 5 | Not Collected | | | | | | |
| 75 | 980 | 983 | 4 | Not Collected | | | | | | |
| **76** | **984** | **1063** | **80** | **C** | **WORK E-MAIL ADDRESS** | **CR** | **U** | **Staff e-mail address.** | **This should be a work e-mail address and not a personal e-mail address.**  **Teachers and principals e-mail addresses will be most important for communication purposes; however, please provide e-mail addresses for all staff.**  **Staff assignments may be used to build targeted e-mail distribution lists.** | **Example: John.Doe@isp.com** |
| 77 | 1064 | 1123 | 60 | Not Collected | | | | | | |
| **78** | **1124** | **1127** | **4** | **C** | **RACE 2 CODE** | **O** | **U** | **Additional Race/Ethnicity Code** | **The value used should be the code (e.g. C, B, etc.) only. Valid values are case sensitive. The descriptions are for reference only.**  **If field #78 Race 2 Code = ‘I” (American Indian/Alaskan Native) then tribe required in field #70 Race or Ethnicity Sub-Group Code.** | **Valid Values:  C = Caucasian   B = Black or African American**  **A = Asian**  **I = American Indian/Alaskan Native**  **P = Native Hawaiian or Other Pacific Islander** |
| **79** | **1128** | **1131** | **4** | **C** | **RACE 3 CODE** | **O** | **U** | **Additional Race/Ethnicity Code** | **The value used should be the code (e.g. C, B, etc.) only. Valid values are case sensitive. The descriptions are for reference only.**  **If field #79 Race 3 Code = ‘I” (American Indian/Alaskan Native) then tribe required in field #70 Race or Ethnicity Sub-Group Code.** | **Valid Values:  C = Caucasian   B = Black or African American**  **A = Asian**  **I = American Indian/Alaskan Native**  **P = Native Hawaiian or Other Pacific Islander** |
| **80** | **1132** | **1135** | **4** | **C** | **RACE 4 CODE** | **O** | **U** | **Additional Race/Ethnicity Code** | **The value used should be the code (e.g. C, B, etc.) only. Valid values are case sensitive. The descriptions are for reference only.**  **If field #80 Race 4 Code = ‘I” (American Indian/Alaskan Native) then tribe required in field #70 Race or Ethnicity Sub-Group Code.** | **Valid Values:  C = Caucasian   B = Black or African American  A = Asian**  **I = American Indian/Alaskan Native**  **P = Native Hawaiian or Other Pacific Islander** |
| **81** | **1136** | **1139** | **4** | **C** | **RACE 5 CODE** | **O** | **U** | **Additional Race/Ethnicity Code** | **The value used should be the code (e.g. C, B, etc.) only. Valid values are case sensitive. The descriptions are for reference only.**  **If field #21 Race 5 Code = ‘I” (American Indian/Alaskan Native) then tribe required in field #81 Race or Ethnicity Sub-Group Code.** | **Valid Values:  C = Caucasian   B = Black or African American  A = Asian**  **I = American Indian/Alaskan Native**  **P = Native Hawaiian or Other Pacific Islander** |

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**New Fields to STARS**

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**Rules**

**Rules**

1. **STAFF IDS MUST BE UNIQUE WITHIN A SCHOOL DISTRICT**
2. **DATE FIELDS (FIELD NAME ENDS IN DATE) MUST BE IN THE ISO FORMAT: YYYY-MM-DD**
3. **THE LOCATION CODE IS THE CODE OF THE PRIMARY LOCATION FOR THE STAFF PERSON AND IS REQUIRED**
4. **BIRTH DATE MUST BE BETWEEN WITHIN SET RANGE SPECIFIED BY CLIENT; DEFAULT RANGE 1915-01-01 TO CURRENT DATE MINUS 10 YEARS**
5. **CODE COLUMN: K - COMPONENT OF PRIMARY KEY, U - VALUE IS UPDATED IF ROW EXISTS, M - A VALUE MUST BE SUPPLIED, R - RECOMMENDED, N/A - NOT APPLICABLE**
6. **R/O/CR COLUMN: R – REQUIRED, O – OPTIONAL, CR - CONDITIONAL**
7. **DATA CAN BE SUPPLIED IN EITHER ASCII, FLAT FILE OR DELIMITED FORMATS. FULL DELIMITER SUPPORT IS AVAILABLE.**

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**Load Sequence/Dependencies**

**NONE**

**Data Submission Schedule: K3P, 40D, 80D, 120D, EOY**

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**FAQs**

**FAQs**

1. **How should the Staff and Staff Snapshot templates be submitted?**

All active staff must be submitted in the Staff and Staff Snapshot template. This includes certified and non-certified personnel. Additionally, exited teachers must be submitted in STAFF by the close of their EXIT YEAR.

Staff Records are records created for all staff at a school. Staff data is used for licensure, determining class loads, teacher effectiveness and for reporting related services (ancillary) FTE for the funding formula.

1. **Must the Social Security Number of staff be used?**

Yes. The staff member’s SSN is used as the Staff ID in a number of the eScholar templates including Staff, Staff Snapshot, Staff Assignment, Course Instructor, Staff Compensation, etc. SSN's that appear on reports generated by the Public Education Department will be masked (e.g., XXXXX4532). SSN is also used to identify licensure.

1. **Must non-certified personnel be reported?**

Yes.

1. **The Location Code is a mandatory field in the Staff, Staff Snapshot and Staff Assignment templates. What Location Code should be used for staff members who are short term substitute teachers and related contract service providers?**

A Location Code of "000" (district office) should be used for short term substitutes and related contract service providers.

1. **Must all staff members be reported in the Staff Assignment template?**

No, Short Term Substitutes should not be included in the Staff Assignment template as assignment codes do not exist for these staff members. All other staff members should be included in this template.

1. **For what teachers do corresponding records have to be included in the Course Instructor (which links teachers to course sections) and Student Course Enrollment (which links students to course sections) templates?**

All certified teachers with the following assignment codes must have corresponding records in the Course Instructor and Student Course Enrollment templates: 00, 20, 21, 22, 23, 25, 28, 30, 94, 96, 97, 101, 103, 104, 106, 110, 110S 139 & 140. (This includes long-term substitute teachers, but does not include short-term substitute teachers.) Please report INTERNS with a TEACHER staff assignment code.

1. **Can a district decide to populate the Snapshot Date within the Staff template so that the format of this template is consistent with the Staff Snapshot template?**

Yes, districts can populate this field. It will be ignored in the Staff template.

1. **How is PED going to calculate teacher loads for classes and potential overfilling?  Will it be by students per day or per class?**

In elementary schools, this is calculated per day since there is no concept of sections.

In grades 7 – 12, this is calculated per day except for language arts classes; these are calculated per section.

1. **How do I report Exited Teachers?**

Exited Teachers will be reported with a Termination Code and Exit Date in the STAFF Template and may be reported at the time they exit. PED will verify that the exited teacher was not actively teaching on the 120th day of the same year they were reported as exited. Refer to STARS Manual, Volume 2, Appendix K – Exited Teachers.

1. **How do the “TEACHING YEARS EXPERIENCE” fields 39 & 43 relate to “Substitute Teachers?”**

It’s not necessary to submit “TEACHING YEARS EXPERIENCE” for Substitute Teachers. In addition, it’s preferable NOT to include “Substitute Teaching” years’ experience in these fields.

1. **How to report Salary?**

In the STAFF and STAFF SNAPSHOT templates, ANNUAL SALARY refers to a person’s budgeted ANNUALIZED salary and must equate to 1 FTE. Salaries will be reported for most staff with a Staff Assignment record. Salaries will be included for employees on payroll and receiving benefits. Salaries will be omitted for contractors, such as Contracted Related Service Providers (Staff Qualification Status Code=R). Salaries will be reported for both Certified and Non-Certified staff. Certified Staff are those reported in a STAFF QUALIFICATION STATUS CODE of C, S, T or R, but since Short-term Subs (T) typically are not reported with Staff Assignment codes and FTE due to their nature, these may be omitted. Long-term Subs (S) may also be omitted if they are not employees on payroll receiving benefits. Contracted Related Service Providers (R) salaries may also be omitted (due to the fact that they are contractors); however, you’ll still need to calculate FTE for them as in the past and provide this in the Staff Assignment Template. Special Education teachers, whose FTE is calculated for Caseload Maximums, may experience “derived” salary differences if their FTE is not related to salary. The calculation of FTE in regards to Caseload Maximums will not change and includes teachers with assignment codes 94, 95, 95S, 96, and 97.

More importance will be placed on salaries due to the Sunshine Portal Senate Bill 327 that passed in 2011, which now includes school districts/charters salaries on this web portal.

Note: Due to the difficulty of including stipends, only BASE SALARIES (not stipends) need to be reported. However, when calculating Caseload Maximums and Related Service FTE (as specified in Vol. 2 of the STARS Manual, Appendix I) you must continue to include these FTE calculations for “additional hours worked” and/or “additional days worked” for related service personnel such as Diagnosticians, SLPs, etc...as well as Special Education teachers. The FTE calculation will not change now that salaries are computed. If this is not a contracted employee (Staff Qualification Status Code<>R), then their salary will be derived and included on the sunshine portal. If this FTE does not relate to the base salary reported, then the salary derived may differ from what is paid but may be acceptable. Salaries may not match exactly but should be reasonable and close.

Because Athletic Coaches (Staff Assignment Code=81) are considered stipends, and therefore FTE cannot be assigned, these staff assignment codes have been omitted from ALL SALARY reports and their salaries will NOT appear on the sunshine portal. To prevent ***Salaries Out of Balance*** errors, do not include Athletic Coaches’ salaries in the ***Staff Compensation*** template.

**Salary Formulas:**

Actual\_Salary=Total\_FTE\*Annual\_Salary OR Total\_FTE=Actual\_Salary/Annual\_Salary OR Annual\_Salary=Actual\_Salary/Total\_FTE. Note: If any 2 variables are known, the 3rdone may be derived.

Total\_FTE = Sum FTE, by Staff ID, in the STAFF ASSIGNMENT table, for a Reporting Period. This includes ALL District/locations and ALL assignments for a snapshot date for a person.

Total FTE: =1 or >1 or <1 (typically around 1)

Note: In STARS, we collect the Percent Time Assigned in the STAFF ASSIGNMENT template (and not the actual FTE); therefore, multiply the FTE by 100 to compute this percent.

**FTE<1 Example:**

The person’s Total FTE=.5 (or 50%) for the year. If the position would pay $40,000 at 1 FTE, then report their Annualized Base Salary as $40,000. PED will compute their actual salary using this formula:

Actual\_Salary = Total\_FTE\*Annual\_Salary = .5\*$40,000=$20,000.

How to report the Compensation Amount (in the STAFF COMPENSATION template) for FTE<1 Example:

If 90% of their salary is being paid out of T1A funds and 10% out of a Federal fund other than T1A, T1C or T2, then report 2 records in the STAFF COMPENSATION template with the following field values:

Record 1: Staff ID, Compensation Type=T1A, Compensation Category=FEDPGM, Compensation Percent=90, Compensation Amount=18000.00

Record 2: Staff ID, Compensation Type=FEDERAL, Compensation Category=PUBLIC, Compensation Percent=10, Compensation Amount=2000.00

Verify the business rules at the Staff ID, District & Reporting Date grain

1. Sum percentages must equal 100% (i.e. 90+10=100)
2. Sum Compensation Amount fields equal Actual Amount paid as calculated above using FTE and Annual Salary (i.e. 18000.00+2000.00=20000.00)

**FTE>1 Example:**

The person’s contract states they’ll be paid $50,000 for 1 FTE as a counselor and additionally will be paid $4000 as a STARS Coordinator. How will you calculate their partial FTE as the STARS Coordinator? You know they’re being paid $50,000 for 1 FTE, so this will be their ANNUAL\_SALARY reported in their STAFF & STAFF SNAPSHOT records. To compute their FTE as a STARS Coordinator, you need to calculate what percent 4,000 is of 50,000?

4,000/50,000=.08 (.08\*100=8% of their time is spent as a STARS Coordinator)

$50,000 is the amount paid for 1 FTE (1\*100=100% of their time is spent as a Counselor)

Actual Salary = $50,000+$4,000=$54,000

Total\_FTE=1+.08=1.08

Annual\_Salary=$50,000

Check numbers using the formula. Actual\_Salary = Total\_FTE\*Annual\_Salary $54,000=1.08(Annual\_Salary) =$54,000/1.08=$50,000=Annualized Salary based on 1 FTE

How to report FTE>1 data in STARS:

In STAFF and STAFF SNAPSHOT, report ANNUAL SALARY as 50000.00

* In STAFF ASSIGNMENT, report two records:100 Percent Time Assigned as Counselor (1 FTE\*100)
* 8 Percent Time Assigned as STARS Coordinator (.08 FTE\*100)

**How to report the Compensation Amount (in the STAFF COMPENSATION template) for FTE>1 with Actual Salary of $54,000, Example A:**

If 100% of their salary is being paid out of STATE operational funds, then report 1 record in the STAFF COMPENSATION template with the following field values:

Record 1: Staff ID, Compensation Type=STATE, Compensation Category=PUBLIC, Employee Type=CERTIFIED, Compensation Percent=100, Compensation Amount=54000.00 (Actual salary for the location)

Verify the business rules at the Staff ID, District & Reporting Date grain in the STAFF COMPENSATION table

1. Sum of percentages must equal 100%
2. Sum of Compensation Amount fields must equal Total Actual Amount paid as calculated above using FTE and Annual Salary (i.e. 54000.00)

**How to report the Compensation Amount (in the STAFF COMPENSATION template) for FTE>1 with Actual Salary of $54,000, Example B:**

If the Counselor portion is paid with State funds, and the STARS Coordinator portion is paid with Federal funds, then report 2 records in the STAFF COMPENSATION template with the following field values:

Record 1: Staff ID, Compensation Type=STATE, Compensation Category=PUBLIC, Employee Type=CERTIFIED, Compensation Percent=93, Compensation Amount=50000.00 (Actual salary paid out of State funds for the location)

Calculation: Actual\_State\_Amt\_Pd\_Counselor/Total\_Actual\_Amount=50000/54000=.93\*100=93%

Record 2: Staff ID, Compensation Type=FEDERAL, Compensation Category=PUBLIC, Compensation Percent=7, Compensation Amount=4000.00 (Actual salary paid out of Federal funds for the location)

Calculation: Actual\_Federal\_Amt\_Pd\_STARS\_Coordinator/Total\_Actual\_Amount=4000/54000=.07\*100=7%

Verify the business rules at the Staff ID, District & Reporting Date grain in the STAFF COMPENSATION table

1. Sum of percentages must equal 100% (i.e. 93+7=100)
2. Sum of Compensation Amount fields must equal Total Actual Amount paid as calculated above using FTE and Annual Salary (i.e. 50000.00+4000.00=54000.00)

Reports are available showing Staff Name, Total FTE, Annualized Salary and Actual Salary and include a breakdown of their actual salary by position (staff assignment) and by compensation percentages. All tables dealing with salary (Staff Snapshot, Staff Assignment & Staff Compensation) should be in balance for a given reporting period (40D, 80D, and 120D& EOY).

**Certified versus Non-Certified: What if the person holds both a Certified and Non-Certified position? Which do I report?**

Business Rules:

In the STAFF/STAFF SNAPSHOT templates, adhere to the Staff Qualification Status Code definition (C, S, T=Certified; N=Non-Certified).

If the person has a license issued from the NM PED, then report them as certified if at least ONE of their Staff Assignment Codes is a certified position. In the case of a person who has a TEACHING license but is working in a non-certified, STARS Coordinator position only, report the person as Non-Certified.

In the STAFF COMPENSATION template, to determine the Employee Type answer the following question, “Is the employee certified and working in at least ONE certified position?” Yes=CERTIFIED; No=NON-CERTIFIED

Note: Employee Type relates to the Staff Qualification Status Code (C, S, T=Certified; N=Non-Certified) and should have the same meaning.

In the above example with FTE>1 and Total Actual Salary=$54,000, the Counselor is a certified position (paid out of State Funds), and the STARS Coordinator is a non-certified position (paid out of Federal Funds).

How to Report Data:

In the STAFF/STAFF SNAPSHOT templates, only ONE Staff Qualification Status Code can be entered. In this example, you would enter “C”=Certified because the person has a counselor license which was issued by the NM Public Education Department.

In the STAFF COMPENSATION template, you would enter the Employee Type as CERTIFIED for both records since the person has a counselor license which was issued by the NM Public Education Department.

Note: The STAFF COMPENSATION template does NOT include a Staff Assignment code; therefore, you cannot relate this record directly to their STAFF ASSIGNMENT record.

**Clarification and summarization of what to include in the Annual Salary and FTE fields:**

* Annual Salary should be their BUDGETED, BASE salary for one full year. If they only worked part of the year, you’ll still include the salary they would have been paid if they worked 1 FTE for the entire school year. The FTE reported in the Staff Assignment table will be used to adjust this salary.
* Since Annual Salary refers to BASE salary, it won’t contain stipends, such as pay for “additional hours worked” or “additional days worked.”
* If Staff Assignment codes are submitted in the Staff Assignment Template with FTE, be aware that salaries will be derived for these positions at these locations; even for stipends. STARS cannot distinguish between a Base Salary position and a Stipend position.
* In reference to the STARS Manual, Volume 1, Appendix I-Special Education and Related Information:
  + Guidelines for calculating Related Service FTE
  + How to Figure Caseload Maximums

FTE still needs to be reported as in the past for these Special Ed positions based on these guidelines.

Also be aware that salaries will be derived for these Special Education related positions when not reported as “Contracted Related Service Providers” (Staff Qualification Status Code<>R). The formula used to calculate “Salaries for Staff Assignments” is *Annual\_Salary\*FTE=Salary\_for\_StaffAssignment* and these salaries will be included on the Sunshine Portal.

**Staff Assignment Code 81, Athletic Coach Exception:**

* Because an Athletic Coach has been identified as strictly a stipend position, it has been omitted from the Salary reports.
* FTE may be defaulted to .05 and does not need to be exact since FTE is difficult to calculate for stipend positions.
* To determine the number of coaches, PED will be counting the number of 81 staff assignment codes as opposed to summing FTE.
* Because licensure still needs to be verified for athletic coaches and because PED needs to know how many there are, please report your Athletic Coaches.

1. **Do stipends need to be reported?**

No, only BASE SALARIES.

However, there could be exceptions. As an example, if licensure is required to perform a job duty, then a staff assignment code with FTE should be submitted. Be aware that a salary will be derived based on the FTE and the Annualized Base salary and displayed on the sunshine portal using the formula “Salary = FTE\*Annual\_Salary.”

Since Athletic Coach (81) has been identified as strictly a stipend position, it has been omitted from the Salary reports. FTE may be defaulted to .05 and doesn’t need to be exact. PED will be COUNTING the number of coaches in schools as opposed to summing their FTE. Licensure still needs to be verified.

When calculating Caseload Maximums and Related Service FTE (as specified in Vol. 2 of the STARS Manual, Appendix I) you must continue to include these FTE calculations for “additional hours worked” and/or “additional days worked” for related service personnel such as Diagnosticians, SLPs, etc...as well as Special Education teachers. The FTE calculation will not change. If this is not a contracted employee (Staff Qualification Status Code<>R), then their salary will be derived and included on the sunshine portal.

Because Athletic Coaches (Staff Assignment Code=81) are considered stipends, and therefore FTE cannot be assigned, these staff assignment codes have been omitted from ALL SALARY reports and their salaries will NOT appear on the sunshine portal.

1. **How do I report Salaries and FTE for employees hired mid-year or after the start of the year?**

In this example, a teacher was hired mid-year and will be paid $12,000 according to their contract, but if they would have worked the full school year, they would have been paid $50,000. It’s assumed the person is working as a full-time employee.

Either method of reporting is acceptable.

**Method 1: Salary calculated as full-year (as opposed to actual, contracted salary)**

Report in Annual Salary (Staff/Staff Snapshot), the salary they would have been paid if they worked the entire school year ($50,000). Then in Staff Assignment, report their FTE as 1. To be in balance, make sure the total amount reported in Staff Compensation for this person equals the Annual Salary reported of $50,000.

In this method of reporting, there is no reference in STARS to the contracted amount paid of $12,000. Salary=Annual\_Salary\*FTE=1\*50,000=$50,000.

PED recommends this method for the following reasons:

* + - * When computing AVERAGE salaries, only 1 FTE employees are included to prevent skewing of data; therefore, this salary would be included.
      * Because teachers have minimum salary rules (such as $30,000), if $12,000 was reported as their annualized yearly salary at 1 FTE they would appear as an exception on the report “Certified Staff Salary Validation – Teacher Only.”

**Method 2: Salary calculated as actual, contracted amount paid**

Report in Annual Salary (Staff/Staff Snapshot), the salary they would have been paid if they worked the entire school year ($50,000). Then in Staff Assignment, report their FTE as .24 (12,000/50,000). To be in balance, make sure the total amount reported in Staff Compensation for this person equals their contracted, paid salary of $12,000.

In this method of reporting, both the yearly salary of $50,000 is known as well as the contracted amount paid of $12,000. Salary=Annual\_Salary\*FTE=.24\*50,000=$12,000.

1. **If I know the amount paid for a partial FTE, how do I calculate their Annual Salary?**

If the amount paid is $2,500 for .17 FTE, then their annualized base salary for 1 FTE would be $14,705.88, which was calculated by the formula 2500/.17=14,705.88. Their derived salary would be displayed on the Sunshine Portal as $2,499.99 (.17\*14,705.88). You can ignore rounding errors. These have been factored into the “*Salaries Out of Balance”* report.

1. **What report should I run to verify the salary data to be posted on the State’s Sunshine Portal?**

[STARS Reporting](https://eui.ped.state.nm.us/sites/stars/prod?CSRT=17902328657640753445)>[Public Folders](https://eui.ped.state.nm.us/sites/stars/prod/Public%20Folders/Forms/AllItems.aspx?View=%7b11D2655E%2d6985%2d4B2C%2d81D5%2d686F415DDDA4%7d&CSRT=17902328657640753445)>[eScholar Framework - Verify](https://eui.ped.state.nm.us/sites/stars/prod/Public%20Folders/Forms/AllItems.aspx?RootFolder=%2Fsites%2Fstars%2Fprod%2FPublic%20Folders%2FeScholar%20Framework%20%2D%20Verify&View=%7b11D2655E%2d6985%2d4B2C%2d81D5%2d686F415DDDA4%7d&CSRT=17902328657640753445)>[District and Location Reports](https://eui.ped.state.nm.us/sites/stars/prod/Public%20Folders/Forms/AllItems.aspx?RootFolder=%2Fsites%2Fstars%2Fprod%2FPublic%20Folders%2FeScholar%20Framework%20%2D%20Verify%2FDistrict%20and%20Location%20Reports&View=%7b11D2655E%2d6985%2d4B2C%2d81D5%2d686F415DDDA4%7d&CSRT=17902328657640753445)>STAFF

Salaries for Staff Assignments

* Salaries appearing on this report will appear on the Sunshine Portal.
* Not all fields will be included on the Sunshine Portal. FTE and Staff Name have been omitted.
* Derived salaries at a position and school are displayed by using the following formula: Derived Salary = FTE (from Staff Assignment)\*Base Salary for 1 FTE (from Staff Snapshot)
* Salaries should be reasonable but may not be exact (due to rounding and other factors)

Two additional reports should be run to verify salary data:

Salaries for Staff Compensation

* Shows amount and percentage of salary paid from State vs. Federal funds

Salaries Out of Balance

* This report compares “Salaries for Staff Assignments” with “Salaries for Staff Compensation.” At a Staff ID level, the sum of salaries derived for Staff Assignments should equal the sum of salary amounts paid out of State vs. Federal funds.

1. **How do I calculate BASE salary for 1 FTE if I only know their partial FTE and what they are being paid?**

If paid $2500 at .17 FTE, then their BASE Salary for 1 FTE would be 2500/.17=$14,705.88.

In this example, you would report $14,705.88 for ANNUAL SALARY in STAFF and STAFF SNAPSHOT. In STAFF ASSIGNMENT, you would report .17 FTE. The derived salary displayed on the sunshine portal will be $2,500, which was calculated from $14,705.88\*.17. If the derived salary is off a few cents due to rounding, this may be ignored and will not be flagged as an error in the “Salaries Out of Balance” report.

In Staff Compensation, you would report the amount paid as $2500.

1. **Please summarize the reporting of Salary data.**

**Annual Salary field in Staff/Staff Snapshot:**

* This should be their BUDGETED, BASE salary for one full year. If they only worked part of the year, you’ll still include the salary they would have been paid if they worked 1 FTE for the entire school year. The FTE reported in the Staff Assignment table will be used to adjust this salary.
* Since this refers to BASE salary, it won’t contain stipends, such as pay for “additional hours worked” or “additional days worked.”
* If Staff Assignment codes are submitted in the Staff Assignment Template with FTE, be aware that salaries will be derived for these positions at these locations; even for stipends. STARS cannot distinguish between a Base Salary position and a Stipend position.
* In reference to the STARS Manual, Volume 1, Appendix I-Special Education and Related Information:
  + Guidelines for calculating Related Service FTE
  + How to Figure Caseload Maximums

FTE still needs to be reported as in the past for these Special Ed positions based on these guidelines.

Also be aware that salaries will be derived for these Special Education related positions when not reported as “Contracted Related Service Providers” (Staff Qualification Status Code<>R). The formula used to calculate “Salaries for Staff Assignments” is ***Annual Salary\*FTE=Salary for Staff Assignment*** and these salaries will be included on the Sunshine Portal.

**Staff Assignment Code 81, Athletic Coach Exception:**

* Because it has been identified as strictly a stipend position, it has been omitted from the Salary reports. To prevent *Salaries Out of Balance* errors, do not include coaches’ salaries in the *Staff Compensation* template since coaches’ salaries have already been omitted from the *Salaries for Staff Assignments* report.
* FTE may be defaulted to .05 and does not need to be exact, since FTE is difficult to calculate for stipend positions.
* To determine the number of coaches, PED will be counting the number of 81 staff assignment codes as opposed to summing FTE.
* Because licensure still needs to be verified for athletic coaches and because PED needs to know how many there are, please report your Athletic Coaches in the Staff Assignment template.

1. **How do I report salaries for hourly employees?**

You’ll need to convert their hourly pay to an annual salary. As an example, if a cafeteria worker works 2 hours out of a 6hour day, their FTE could be calculated as 2/6=.33 (FTE would be reported as a percentage 33 in STAFF ASSIGNMENT). Then in the Annual Salary field in STAFF & STAFF SNAPSHOT you’d enter what they would be paid as a 1 FTE employee. If $35,000 is what a full-time cafeteria worker would be paid, then the derived salary displayed on the Sunshine Portal would be .33\*$35,000=$11,550. The derived salary should be reasonably close to what this hourly employee would be paid over the course of a year.

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Staff Snapshot Template

**Target Table: STAFF\_SNAPSHOT**

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**Template Description**

This table is used to record a point-in-time view of the staff population. The Staff Snapshot Template can be used to track changes over time since there is one record for each staff member for each snapshot date. The Staff Snapshot template must be submitted in a point-in-time fashion. Only ACTIVE staff at each reporting period should be included.

**Grain:** One record per district / staff / snapshot date

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**Staff Snapshot Template Specifications**

| **Field #** | **Start** | **End** | | | **Length** | **Data Type** | | | **Field Name** | | **R/O/CR** | | **Code** | | **Definition** | | | **Business Rules** | | | **Valid Values/Example Data** | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **1** | **1** | **8** | | | **8** | **C** | | | **DISTRICT CODE** | | **R** | | **K,M** | | **PED defined three character district code.** | | |  | | | **Example: 051** | |
| **2** | **9** | **20** | | | **12** | **C** | | | **STAFF ID** | | **R** | | **K,M** | | **SSN of staff member formatted without dashes.** | | | **Do not submit a Staff or Staff Snapshot record for 888888888 (distance learning, computer-based or IDEAL-NM), 777777777 (concurrent enrollment or Dual Credit) or 555555555 (religious instruction). Staff Assignment & Staff Compensation records will NOT be submitted for these dummy Staff IDs. These dummy Staff IDs have already been preloaded for each district in the STAFF table to allow these Primary Instructor Staff IDs to load when submitted in the COURSE INSTRUCTOR template.** | | | **Example: 123456785** | |
| 3 | 21 | 31 | | | 11 | Not Collected | | | | | | | | | | | | | | | | |
| 4 | 32 | 56 | | | 25 | Not Collected | | | | | | | | | | | | | | | | |
| 5 | 57 | 71 | | | 15 | Not Collected | | | | | | | | | | | | | | | | |
| **6** | **72** | **72** | | | **1** | **C** | | | **MIDDLE INITIAL** | | **O** | | **U** | | **Staff member middle initial.** | | | **Value entered cannot be more than one character.** | | | **Example: M** | |
| 7 | 73 | 76 | | | 4 | Not Collected | | | | | | | | | | | | | | | | |
| 8 | 77 | 116 | | | 40 | Not Collected | | | | | | | | | | | | | | | | |
| 9 | 117 | 120 | | | 4 | Not Collected | | | | | | | | | | | | | | | | |
| 10 | 121 | 124 | | | 4 | Not Collected | | | | | | | | | | | | | | | | |
| 11 | 125 | 128 | | | 4 | Not Collected | | | | | | | | | | | | | | | | |
| 12 | 129 | 132 | | | 4 | Not Collected | | | | | | | | | | | | | | | | |
| 13 | 133 | 136 | | | 4 | Not Collected | | | | | | | | | | | | | | | | |
| **14** | **137** | **142** | | | **6** | **C** | | | **LOCATION CODE** | | **R** | | **U,M** | | **PED defined three character location code of staff member's primary location.** | | | **May use location code of 000 (district office) for STAFF QUALIFICATION STATUS CODE (Field #48) = T (short term subs) or R (Contracted Related Service Personnel)** | | | **Example: 018** | |
| 15 | 143 | 157 | | | 15 | Not Collected | | | | | | | | | | | | | | | | |
| 16 | 158 | 164 | | | 7 | Not Collected | | | | | | | | | | | | | | | | |
| 17 | 165 | 168 | | | 4 | Not Collected | | | | | | | | | | | | | | | | |
| 18 | 169 | 174 | | | 6 | Not Collected | | | | | | | | | | | | | | | | |
| 19 | 175 | 239 | | | 65 | Not Collected | | | | | | | | | | | | | | | | |
| **20** | **240** | **245** | | | **6** | **C** | | | **GENDER CODE** | | **CR**  **Please see Business Rules for requirements** | | **U** | | **Gender code of staff member.** | | | **Required for Staff Qualification Status Code (Field #48) = C, N, S or T**  **The value used should be the code (e.g. M, F) only. The descriptions are for reference only. Valid values are case sensitive.** | | | **Valid Values:   M = Male  F = Female** | |
| **21** | **246** | **247** | | | **2** | **C** | | | **ETHNIC CODE SHORT** | | **R** | | **U** | | **Ethnicity code of staff member.** | | | **The value used should be the code (e.g. C, B, etc.) only. The descriptions are for reference only. Valid values are case sensitive.**  **If field #21 Ethnic Code Short = ‘I” (American Indian/Alaskan Native) then tribe required in field #70 Race or Ethnicity Sub-Group Code.** | | | **Valid Values:  C = Caucasian   B = Black or African American  A = Asian**  **I = American Indian/Alaskan Native**  **P = Native Hawaiian or Other Pacific Islander** | |
| 22 | 248 | 287 | | | 40 | Not Collected | | | | | | | | | | | | | | | | |
| 23 | 288 | 301 | | | 14 | Not Collected | | | | | | | | | | | | | | | | |
| 24 | 302 | 302 | | | 1 | Not Collected | | | | | | | | | | | | | | | | |
| 25 | 303 | 332 | | | 30 | Not Collected | | | | | | | | | | | | | | | | |
| 26 | 333 | 362 | | | 30 | Not Collected | | | | | | | | | | | | | | | | |
| 27 | 363 | 387 | | | 25 | Not Collected | | | | | | | | | | | | | | | | |
| 28 | 388 | 389 | | | 2 | Not Collected | | | | | | | | | | | | | | | | |
| 29 | 390 | 399 | | | 10 | Not Collected | | | | | | | | | | | | | | | | |
| 30 | 400 | 400 | | | 1 | Not Collected | | | | | | | | | | | | | | | | |
| 31 | 401 | 401 | | | 1 | Not Collected | | | | | | | | | | | | | | | | |
| 32 | 402 | 402 | | | 1 | Not Collected | | | | | | | | | | | | | | | | |
| **33** | **403** | | **412** | **10** | | | **D** | **ORIGINAL HIRE DATE**  **(ORIGINAL EMPLOYMENT START DATE)** | | **R** | | **U** | | **The date the staff member was first hired.** | | **The Original Hire Date will never change.**  **Required for Certified staff (Staff Qualification Status Code (field #48) = C).**  **All dates must be entered in ISO format (YYYY-MM-DD).** | | | | **Example: YYYY-07-15** | |
| 34 | 413 | 422 | | | 10 | Not Collected | | | | | | | | | | | | | | | | |
| **35** | **423** | | **432** | **10** | | | **D** | **STAFF START DATE OF CURRENT SCHOOL YEAR**  **(CURRENT SERVICE DATE)** | | **R** | | **U** | | **The date the staff member’s contract started of the current school year.** | | **This date will change each school year.**  **Required for active, Certified staff (Staff Qualification Status Code (field #48) = C). Exit Date is not in STAFF SNAPSHOT but STAFF only.**  **All dates must be entered in ISO format (YYYY-MM-DD).** | | | | **Example: YYYY-07-01** | |
| 36 | 433 | 442 | | | 10 | Not Collected | | | | | | | | | | | | | | | | |
| 37 | 443 | 443 | | | 1 | Not Collected | | | | | | | | | | | | | | | | |
| 38 | 444 | 444 | | | 1 | Not Collected | | | | | | | | | | | | | | | | |
| **39** | **445** | **446** | | | **2** | **N(0)** | | | **TEACHING OR PRINCIPALYEARSEXPERI-ENCE** | | **CR**  **Please see Business Rules for requirements** | | **U** | | **The number of years that the staff member has been employed by any school district in any state as a TEACHER or PRINCIPAL (includes current district).**  **Will be used in development of Teacher/Principal evaluation process, but won’t be used as a measure.**  **Excludes “Substitute Teaching” years experience. This number should be an integer. Use normal rounding logic to handle partial years. Use value of 0 until 1 year has been completed for 1st year teachers or principals.** | | | **This field is only required for those Staff reported in a TEACHER or PRINCIPAL staff assignment code.**  **Only report years experience for their CURRENT position:**   * **If both a principal and teacher, then only report years experience as it relates to their MAIN position, which in this case would be Principal.** * **Only include years experience as a Principal or Teacher, not both.** | | | **Example: 11** | |
| **40** | **447** | **456** | | | **10** | **D** | | | **BIRTH DATE** | | **R** | | **U** | | **Staff member date of birth.** | | | **The value must be between 1915-01-01 and the current date minus 10 years.All dates must be entered in ISO format (YYYY-MM-DD).** | | | **Example:**  **1951-12-25** | |
| 41 | 457 | 457 | | | 1 | Not Collected | | | | | | | | | | | | | | | | |
| 42 | 458 | 467 | | | 10 | Not Collected | | | | | | | | | | | | | | | | |
| **43** | **468** | **469** | | | **2** | **N(0)** | | | **TEACHING OR PRINCIPALYEARS EXPERI-ENCE IN DISTRICT** | | **CR**  **Please see Business Rules for requirements** | | **U** | | **Provide the number of years that the staff member has been employed by the current district as a TEACHER or PRINCIPAL.**  **Will be used in development of Teacher/Principal evaluation process, but won’t be used as a measure.**  **Excludes “Substitute Teaching” years experience.**  **This number should be an integer and reflect any gaps in employment when the staff member left the district. Use normal rounding logic to handle partial years. Use value of 0 until 1 year has been completed for 1st year teachers or principals.** | | | **This field is only required for those Staff reported in a TEACHER or PRINCIPAL staff assignment code.  The value used should be the code (e.g. 0, 1) only. The descriptions are for reference only.**  **Only report years experience for their CURRENT position:**   * **If both a principal and teacher, then only report years experience as it relates to their MAIN position, which in this case would be Principal.** * **Only include years experience as a Principal or Teacher, not both.** | | | **Example: 0 (new teacher)** | |
| 44 | 470 | 477 | | | 8 | Not Collected | | | | | | | | | | | | | | | | |
| **45** | **478** | **497** | | | **20** | **C** | | | **HIGHEST DEGREE EARNED** | | **CR**  **Please see Business Rules for requirements** | | **U** | | **Highest degree earned by the staff member.** | | | **This field is required for those Staff with STAFF QUALIFICATION STATUS CODE (Field #48) = 'C'. If this field is N, then Highest Institute Code is Blank, NULL or ‘00’ (Non-Degree).  The value used should be the code (e.g. D, E) only. Valid values are case sensitive. The descriptions are for reference only.** | | | **Valid Values:  D = Doctorate  E = Educational Specialist  M = Masters  B = Bachelors  A = Associate  N = Non-Degree** | |
| 46 | 498 | 501 | | | 4 | Not Collected | | | | | | | | | | | | | | | | |
| 47 | 502 | 541 | | | 40 | Not Collected | | | | | | | | | | | | | | | | |
| **48** | **542** | **561** | | | **20** | **C** | | | **STAFF QUALIFI-CATION STATUS CODE** | | **R** | | **U** | | **Staff Qualification Status. See valid values.** | | | **The value used should be the code (e.g. C, N, etc.) only. Valid values are case sensitive. The descriptions are for reference only.**  **If the staff member is being reported in both CERTIFIED and NON-CERTIFIED Staff Assignment Codes, report them as C (Certified).** | | | **Valid Values:  C = Certified Personnel  N = Non-certified Personnel  S = Substitute Teacher (Long Term)  T = Substitute Teacher (Short Term)  R = Contracted Related Service Provider** | |
| 49 | 562 | 601 | | | 40 | Not Collected | | | | | | | | | | | | | | | | |
| **50** | **602** | **611** | | | **10** | **D** | | | **SNAPSHOT DATE** | | **R** | | **K,M** | | **Field indicating the report date. See valid values.** | | | **Date must be entered in ISO Format - YYYY-MM-DD** | | | **Valid values:  YYYY-10-01 = 40D  YYYY-12-15 = 80D  YYYY-03-01 = 120D  YYYY-06-01 = EOY**  **YYYY-09-01 = K3P**  **YYYY-07-15 = Open Year Round** | |
| 51 | 612 | 615 | | | 4 | Not Collected | | | | | | | | | | | | | | | | |
| **52** | **616** | **625** | | | **10** | **N(2)** | | | **ANNUAL SALARY** | | **CR**  **Please see Business Rules for requirements** | | **U** | | **Base salary of staff member budgeted for current year.**  **Must equate to 1 FTE.** | | | **This field is required for most Staff IDs reported in the Staff Assignment Template and will be used to compute SALARY based on their FTE (AnnualSalary\*FTE=ActualSalary).**  **This field is required for employees on payroll and receiving benefits. Salaries for STAFF QUALIFICATION STATUS CODE (Field #48) = 'R' (Contracted Related Service providers) should be omitted because they are contractors and not employees.**  **Beginning with School Year 2011-12, this ANNUALIZED SALARY will be required for Certified and Non-Certified Staff.**  **Short-term Subs with a STAFF QUALIFICATION STATUS CODE (Field #48) = 'T' may be omitted, since Staff Assignment Records are not typically sent for them.**  **Long-term Subs (STAFF QUALIFICATION STATUS CODE (Field #48) = 'S') may also be omitted if not an employee on payroll receiving benefits.** | | | **Example: 65000.00** | |
| 53 | 626 | 629 | | | 4 | Not Collected | | | | | | | | | | | | | | | | |
| 54 | 630 | 635 | | | 6 | Not Collected | | | | | | | | | | | | | | | | |
| 55 | 636 | 677 | | | 42 | Not Collected | | | | | | | | | | | | | | | | |
| 56 | 678 | 680 | | | 3 | Not Collected | | | | | | | | | | | | | | | | |
| 57 | 681 | 700 | | | 20 | Not Collected | | | | | | | | | | | | | | | | |
| 58 | 701 | 710 | | | 10 | Not Collected | | | | | | | | | | | | | | | | |
| 59 | 711 | 714 | | | 4 | Not Collected | | | | | | | | | | | | | | | | |
| 60 | 715 | 719 | | | 5 | Not Collected | | | | | | | | | | | | | | | | |
| 61 | 720 | 724 | | | 5 | Not Collected | | | | | | | | | | | | | | | | |
| 62 | 725 | 734 | | | 10 | Not Collected | | | | | | | | | | | | | | | | |
| 63 | 735 | 737 | | | 3 | Not Collected | | | | | | | | | | | | | | | | |
| 64 | 738 | 745 | | | 8 | Not Collected | | | | | | | | | | | | | | | | |
| **65** | **746** | **805** | | | **60** | **C** | | | **FIRST NAME LONG** | | **R** | | **U,R** | | **Staff First Name** | | |  | | | **Example:**  **Bryon** | |
| **66** | **806** | **865** | | | **60** | **C** | | | **LAST NAME LONG** | | **R** | | **U,R** | | **Staff Last Name** | | |  | | | **Example: Rodriguez** | |
| 67 | 866 | 875 | | | 10 | Not Collected | | | | | | | | | | | | | | | | |
| 68 | 876 | 879 | | | 4 | Not Collected | | | | | | | | | | | | | | | | |
| **69** | **880** | **882** | | | **3** | **C** | | | **HISPANIC INDICATOR** | | **R** | | **U** | | **Indicator of whether the staff member is of Hispanic ethnicity** | | |  | | | **Valid Values:**  **Y = Yes**  **N= No** | |
| **70** | **883** | **884** | | | **2** | **C** | | | **RACE OR ETHNICITY SUB-GROUP CODE** | | **R** | | **U** | | **The primary New Mexico Tribe or Pueblo with which the staff member is affiliated. See valid values.** | | | **The value used should be the code (e.g. 0, 1, 2, etc.) only. The descriptions are for reference only.**  **If field #21 Ethnic Code Short = ‘I” (American Indian/Alaskan Native) then tribe required in field #70 Race or Ethnicity Sub-Group Code.** | | | **Valid Values:**  **See Appendix D.19 for a list of the valid values.** | |
| **71** | **885** | **914** | | | **30** | **C** | | | **HIGHEST DEGREE**  **INSTITUTION**  **CODE** | | **CR**  **Please see Business Rules for requirements** | | **U** | | **Highest Degree Institution of staff member. See valid values.** | | | **Required for STAFF QUALIFICATION STATUS CODE (Field #48) = C.  If HIGHEST DEGREE EARNED (Field #45) is N, then Highest Degree Institute Code is Blank, NULL or ‘00’ (Non-Degree).** | | | **Valid Values:**  **See appendix D.1.A for a list of the valid values.** | |
| **72** | **915** | **944** | | | **30** | **C** | | | **BACCALAUREATEDEGREE**  **INSTITUTION**  **CODE** | | **CR**  **Please see Business Rules for requirements** | | **U** | | **Baccalaureate Degree Institution of staff member. See valid values.** | | | **Required for STAFF QUALIFICATION STATUS CODE (Field #48) = C. If HIGHEST DEGREE EARNED (Field #45) is N, then Baccalaureate Degree Institution Code is Blank, NULL or ‘00’ (Non-Degree).** | | | **Valid Values:**  **See appendix D.1.A for a list of the valid values.** | |
| 73 | 945 | 974 | | | 30 | Not Collected | | | | | | | | | | | | | | | | |
| 74 | 975 | 979 | | | 5 | Not Collected | | | | | | | | | | | | | | | | |
| 75 | 980 | 983 | | | 4 | Not Collected | | | | | | | | | | | | | | | | |
| **76** | **984** | **1063** | | | **80** | **C** | | | **WORK E-MAIL ADDRESS** | | **CR** | | **U** | | **Staff e-mail address.** | | | **This should be a work e-mail address and not a personal e-mail address.**  **Teachers and principals e-mail addresses will be most important for communication purposes; however, please provide e-mail addresses for all staff.**  **Staff assignments may be used to build targeted e-mail distribution lists.** | | | **Example: John.Doe@isp.com** | |
| 77 | 1064 | 1123 | | | 60 | Not Collected | | | | | | | | | | | | | | | | |
| **78** | **1124** | **1127** | | | **4** | **C** | | | **RACE 2 CODE** | | **O** | | **U** | | **Additional Race/Ethnicity Code** | | **The value used should be the code (e.g. C, B, etc.) only. Valid values are case sensitive. The descriptions are for reference only.**  **If field #78 Race 2 Code = ‘I” (American Indian/Alaskan Native) then tribe required in field #70 Race or Ethnicity Sub-Group Code.** | | **Valid Values:  C = Caucasian   B = Black or African American  A = Asian**  **I = American Indian/Alaskan Native**  **P = Native Hawaiian or Other Pacific Islander** | | | |
| **79** | **1128** | **1131** | | | **4** | **C** | | | **RACE 3 CODE** | | **O** | | **U** | | **Additional Race/Ethnicity Code** | | **The value used should be the code (e.g. C, B, etc.) only. Valid values are case sensitive. The descriptions are for reference only.**  **If field #79 Race 3 Code = ‘I” (American Indian/Alaskan Native) then tribe required in field #70 Race or Ethnicity Sub-Group Code.** | | **Valid Values:  C = Caucasian   B = Black or African American  A = Asian**  **I = American Indian/Alaskan Native**  **P = Native Hawaiian or Other Pacific Islander** | | | |
| **80** | **1132** | **1135** | | | **4** | **C** | | | **RACE 4 CODE** | | **O** | | **U** | | **Additional Race/Ethnicity Code** | | **The value used should be the code (e.g. C, B, etc.) only. Valid values are case sensitive. The descriptions are for reference only.**  **If field #80 Race 4 Code = ‘I” (American Indian/Alaskan Native) then tribe required in field #70 Race or Ethnicity Sub-Group Code.** | | **Valid Values:  C = Caucasian   B = Black or African American**  **A = Asian**  **I = American Indian/Alaskan Native**  **P = Native Hawaiian or Other Pacific Islander** | | | |
| **81** | **1136** | **1139** | | | **4** | **C** | | | **RACE 5 CODE** | | **O** | | **U** | | **Additional Race/Ethnicity Code** | | **The value used should be the code (e.g. C, B, etc.) only. Valid values are case sensitive. The descriptions are for reference only.**  **If field #81 Race 5 Code = ‘I” (American Indian/Alaskan Native) then tribe required in field #70 Race or Ethnicity Sub-Group Code.** | | **Valid Values:  C = Caucasian   B = Black or African American  A = Asian**  **I = American Indian/Alaskan Native**  **P = Native Hawaiian or Other Pacific Islander** | | | |

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**New Fields to STARS**

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**Rules**

1. **THIS TEMPLATE IS A MIRROR OF THE STAFF TEMPLATE WHERE THE SNAPSHOT DATE MUST BE POPULATED**
2. **STAFF IDS MUST BE UNIQUE WITHIN A SCHOOL DISTRICT**
3. **DATE FIELDS (FIELD NAME ENDS IN DATE) MUST BE IN THE ISO FORMAT: YYYY-MM-DD**
4. **THE LOCATION CODE IS THE CODE OF THE PRIMARY LOCATION FOR THE STAFF PERSON AND IS REQUIRED**
5. **BIRTH DATE MUST BE BETWEEN WITHIN SET RANGE SPECIFIED BY CLIENT; DEFAULT RANGE 1915-01-01 TO CURRENT DATE MINUS 10 YEARS**
6. **CODE COLUMN: K - COMPONENT OF PRIMARY KEY, U - VALUE IS UPDATED IF ROW EXISTS, M - A VALUE MUST BE SUPPLIED, R - RECOMMENDED**
7. **R/O/CR COLUMN: R – REQUIRED, O – OPTIONAL, CR – CONDITIONALLY REQUIRED**
8. **DATA CAN BE SUPPLIED IN EITHER ASCII, FLAT FILE OR DELIMITED FORMATS. FULL DELIMITER SUPPORT IS AVAILABLE.**

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**Load Sequence/Dependencies**

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| **Load Sequence/Dependencies** | **Optional** | **Lookup** |
| **1. STAFF** | **N** | **N** |

**Data Submission Schedule: K3P, 40D, 80D, 120D, EOY**

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Staff Assignment Template

**Target Table: STAFF\_ASSIGNMENT**

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**Template Description**

This template will be used to track point-in-time information on staff assignments (positions and job duties). The Staff Assignment template must be submitted in a point-in-time fashion. Only active staff and their current assignments should be submitted at each reporting period. Do not include short term substitute teachers in the Staff Assignment template. All other staff statuses should be included. Include one record per staff assignment in this template. There is no limit to the number of staff assignments that can be included here. Please include all assignments for each staff member.

**Grain:** One record per district / staff / location / individual assignment

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**Staff Assignment Template Specifications**

| **Field #** | **Start** | **End** | **Length** | **Data Type** | **Field Name** | **R/O/CR** | **Code** | **Definition** | **Business Rules** | **Valid Values/Example Data** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **1** | **1** | **8** | **8** | **C** | **DISTRICT CODE** | **R** | **K,M** | **PED defined three character district code.** |  | **Example: 039  See Appendix C. for complete list of valid values.** |
| **2** | **9** | **20** | **12** | **C** | **STAFF ID** | **R** | **K,M** | **SSN of staff member formatted without dashes.** |  | **Example: 123456785** |
| **3** | **21** | **28** | **8** | **C** | **ASSIGNMENT CODE** | **R** | **K,M** | **PED defined assignment or position codes.** |  | **Valid Values:**  **See Appendix B.1 for a list of the valid values.** |
| **4** | **29** | **34** | **6** | **C** | **LOCATION CODE** | **R** | **K,M** | **PED defined three character location code.** | **Use Location Code of 000 (district office) when STAFF QUALIFICATION STATUS CODE (Field #48) on Staff Template = R** | **Example: 101**  **See Appendix C. for complete list of valid location codes for each district.** |
| **5** | **35** | **44** | **10** | **D** | **SCHOOL YEAR DATE** | **R** | **K,M** | **Provide the school year in the ISO format: YYYY-MM-DD. The PED standard school year runs from July 1 through June 30.** | **All dates must be entered in ISO format** | **Example: YYYY-06-30** |
| **6** | **45** | **54** | **10** | **D** | **ASSIGNMENT DATE** | **R** | **K,M** | **Indicator of report date. See valid values.** | **All dates must be entered in ISO format**  **Must match the STAFF SNAPSHOT DATE (Field #50) in the Staff Snapshot template.** | **Valid values:**  **YYYY-10-01 = 40D YYYY-12-15 = 80D YYYY-03-01 = 120D YYYY-06-01 = EOY** |
| 7 | 55 | 64 | 10 | Not Collected | | | | | | |
| 8 | 65 | 72 | 8 | Not Collected | | | | | | |
| 9 | 73 | 122 | 50 | Not Collected | | | | | | |
| 10 | 123 | 126 | 4 | Not Collected | | | | | | |
| 11 | 127 | 176 | 50 | Not Collected | | | | | | |
| 12 | 177 | 184 | 8 | Not Collected | | | | | | |
| 13 | 185 | 204 | 20 | Not Collected | | | | | | |
| 14 | 205 | 224 | 20 | Not Collected | | | | | | |
| 15 | 225 | 248 | 24 | Not Collected | | | | | | |
| 16 | 249 | 268 | 20 | Not Collected | | | | | | |
| 17 | 269 | 293 | 25 | Not Collected | | | | | | |
| **18** | **294** | **297** | **4** | **N(0)** | **PERCENT TIME ASSIGNED** | **R** | **U** | **The portion of the staff member’s time that is allocated to the assignment.** | **Provide a value between 1 and 100. Do not include a decimal point or percentage sign.** | **Example:**  **50 (for half an FTE)** |
| 19 | 298 | 300 | 3 | Not Collected | | | | | | |
| 20 | 301 | 302 | 2 | Not Collected | | | | | | |

**New Fields to STARS**

**None**

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**Rules**

1. **DATE FIELDS (FIELD NAME ENDS IN DATE) MUST BE IN THE ISO FORMAT: YYYY-MM-DD**
2. **CODE COLUMN: K - COMPONENT OF PRIMARY KEY, U - VALUE IS UPDATED IF ROW EXISTS, M - A VALUE MUST BE SUPPLIED**
3. **R/O/CR COLUMN: R – REQUIRED, O – OPTIONAL, CR – CONDITIONALLY REQUIRED**
4. **DATA CAN BE SUPPLIED IN EITHER ASCII FLAT FILE OR DELIMITED FORMATS. FULL DELIMITER SUPPORT IS AVAILABLE.**

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**Load Sequence/Dependencies**

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| **Load Sequence/Dependencies** | **Optional** | **Lookup** |
| **1. STAFF** | **N** | **N** |

**Data Submission Schedule: K3P, 40D, 80D, 120D, EOY**

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**FAQs**

1. **Must non-certified personnel be reported?**

Yes. Please note: only certain staff assignment codes are valid for non-certified personnel.

1. **The Location Code is a mandatory field in the Staff, Staff Snapshot and Staff Assignment templates. What Location Code should be used for staff members who are short term substitute teachers and related contract service providers?**

A Location Code of "000" (district office) should be used for short term substitute teachers and related contract service providers.

1. **Are itinerant elementary teachers, who are reported as teaching physical education, music, computers, and art, required to be reported at all schools at which they teach?**

Yes. The Staff Assignment template allows for districts to submit one record per staff member per location and assignment. This means that one staff member can have an unlimited number of location and assignment combinations. Report itinerant teachers at every relevant location.

1. **If a staff member is non-certified, what assignment codes should be used?**

Use the codes identified in the STARS Manual, Volume 2, Appendix B-Staff Assignment Codes, under the ***Non-Certified Personnel*** category.

1. **Can a staff member have records for a certified assignment code and a non-certified assignment code?**

Yes. Certified staff can be associated with both certified and non-certified assignment codes. For example, a custodian (non-certified assignment) could be a baseball coach (certified assignment) after school.

1. **Must all staff members be reported in the Staff Assignment template?**

No, Short Term Substitute Teachers should not be included in the Staff Assignment template as assignment codes do not exist for these staff members. All other staff members should be included in this template.

1. **My school changed from a K-5 to a K-8 school. What staff assignment codes do I now use for my 6-8th grade teachers? Should I now be reporting elementary Staff Assignment Codes because it’s labeled as an Elementary school?**

Not necessarily. Due to the grade level overlap in teaching licenses (such as K-8 Elementary License, 5-9 Middle School License and 7-12 Secondary License), any of these licenses may be appropriate to teach 7-8th graders, regardless whether the school is labeled as Elementary, Middle or High School. You need to match the license the teacher has with the appropriate licensure for the Staff Assignment code. As an example, you’ll get a Licensure Discrepancy Error if a middle school licensed teacher (350 license) is reported as staff assignment code 20 (Kindergarten) or 21 (Elementary) teacher. They would need to be reported as a 22 (Middle School) teacher. Refer to STARS report *Staff Assignment License Requirement* (in folder STAFF>Licensure Reports) for a list of appropriate licensure.

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Staff Development Fact Template

**Target Table(s): STAFF\_DEV\_FACT**

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**Template Description**

This template is used to track staff development activities for certified staff. This template is to be submitted only for active staff as of the reporting date.

If the mentorship program is being funded, the districts will receive the funding for the beginning teacher mentorship programs based on the data districts submit for the 40th day. Please pay close attention to the Staff Development Template item – HQMS (High Quality Mentoring Support).

**Grain:** One record per district / staff / activity code / activity start date

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**Staff Development Fact Template Specifications**

| **Field #** | **Start** | **End** | **Length** | **Data Type** | **Field Name** | **R/O/CR** | **Code** | **Definition** | **Business Rules** | **Valid Values/Example Data** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **1** | **1** | **8** | **8** | **C** | **DISTRICT CODE** | **R/O/CR** | **K,M** | **PED defined three character district code.** |  | **Example: 082  See Appendix C. for complete list of valid values.** |
| **2** | **9** | **20** | **12** | **C** | **STAFF ID** | **R** | **K,M** | **SSN of staff member formatted without dashes.** |  | **Example: 123456785** |
| **3** | **21** | **28** | **8** | **C** | **ACTIVITY CODE** | **R** | **K,M** | **Activity Code** |  | **Valid Values:**  **HQPDT**  **HQPDA**  **HQMS** |
| **4** | **29** | **38** | **10** | **D** | **ACTIVITY START DATE** | **R** | **K,M** | **Activity Start Date** | **All dates must be entered in ISO format. HQPDT & HQPDA report on 120D only. HQMS report on 40D if “receiving” Mentorship.**  **HQMS report at EOY if “completed” Mentorship that was reported as being received on 40D.** | **Valid values:**  **YYYY-10-01 = 40D YYYY-03-01 = 120D**  **YYYY-06-01 = EOY** |
| 5 | 39 | 48 | 10 | Not Collected | | | | | | |
| 6 | 49 | 58 | 10 | Not Collected | | | | | | |
| 7 | 59 | 66 | 8 | Not Collected | | | | | | |
| 8 | 67 | 74 | 8 | Not Collected | | | | | | |
| 9 | 75 | 82 | 8 | Not Collected | | | | | | |
| 10 | 83 | 90 | 8 | Not Collected | | | | | | |
| 11 | 91 | 98 | 8 | Not Collected | | | | | | |
| 12 | 99 | 106 | 8 | Not Collected | | | | | | |
| 13 | 107 | 116 | 10 | Not Collected | | | | | | |
| 14 | 117 | 126 | 10 | Not Collected | | | | | | |

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**Activity Codes:**

**HQPDT**

* Teacher received High Quality Professional Development
* Report on 120th day only, Activity Start Date = YYYY-03-01
* Only to be reported for “Certified” staff who are in TEACHER staff assignments

**HQPDA**

* Administrator received High Quality Professional Development
* Report on 120th day only, Activity Start Date = YYYY-03-01 (YYYY=appropriate year for school year)
* Only to be reported for “Certified” staff who are in ADMINISTRATOR or PRINCIPAL staff assignments
* Professional development should focus on supporting high-quality teachers and student achievement.

**HQMS**

* Report on the 40th day to signify the beginning Teacher is “receiving” (or will receive) High Quality Mentoring Support during the current school year.
  + Report on 40th day with Activity Start Date = YYYY-10-01 (YYYY=appropriate year for school year)
  + If the mentorship program is being funded, districts will receive the funding for the beginning teacher mentorship programs based on the data districts submit for the 40th day HQMS activity code.
* Report at End of Year to signify the beginning Teacher has “completed” the Mentorship program during the current school year.
  + Report at EOY with Activity Start Date = YYYY-06-01 (YYYY=appropriate year for school year)
  + Only to be reported for “Certified” staff who are in TEACHER staff assignments with one to three years of teaching experience and holding a waiver, internship license, or Level 1 New Mexico teaching license.

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**Rules**

1. **DATE FIELDS (FIELD NAME ENDS IN DATE) MUST BE IN THE ISO FORMAT: YYYY-MM-DD**
2. **STAFF ID MUST EXIST IN THE STAFF TABLE**
3. **ACTIVITY CODE MUST EXIST IN THE STAFF\_DEV\_ACTIVITY TABLE**
4. **CODE COLUMN: K - COMPONENT OF PRIMARY KEY, U - VALUE IS UPDATED IF ROW EXISTS, M - A VALUE MUST BE SUPPLIED**
5. **R/O/CRCOLUMN: R – REQUIRED, O – OPTIONAL, CR – CONDITIONALLY REQUIRED**
6. **DATA CAN BE SUPPLIED IN EITHER ASCII FLAT FILE OR DELIMITED FORMATS. FULL DELIMITER SUPPORT IS AVAILABLE.**

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**Load Sequences/Dependencies**

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| **Load Sequence/Dependencies** | **Optional** | **Lookup** |
| **1. STAFF** | **N** | **N** |

**Data Submission Schedule: 40D, 120D and EOY**

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**FAQs**

**FAQs**

1. **Regarding the Staff Development Fact Template: For the 120-Day report, districts are to include those teachers and / or administrators who are receiving High Quality Professional Development. Can ONE employee receive and report both codes, such as HQPD for a teacher and HQPD for an administrator?**

It’s conceivable that a person could be reported in BOTH staff assignment codes (TEACHER and ADMINISTRATOR) on the 120th day, in which case they may have received Professional Staff Development in One area, Both areas or None of the areas. That being said, you could report a person TWICE with two different activity codes for the same reporting period. The STARS data warehouse will allow this since the UNIQUE key of Staff Development is District Code, Staff ID, Activity Code & Activity Start Date (which is the Snapshot Date, such as YYYY-03-01 for 120th day).

It’s possible to report the following in STAFF\_DEV\_FACT:

|  |  |  |  |
| --- | --- | --- | --- |
| District Code | Staff ID | Activity Code | Activity Start Date |
| 001 | 123456789 | HQPDT | YYYY-03-01 |
| 001 | 123456789 | HQPDA | YYYY-03-01 |

In which case, the above signifies that staff ID 123456789 received both Teacher and Administrator Staff Development for the current school year for District 001, which was reported to the State on the 120th day.

1. **What constitutes successful completion of the Mentorship program?**

Successful completion of the beginning teacher mentorship program requirement is defined in 6.60.10 NMAC. All beginning teachers must successfully complete a minimum of a one-year district-supervised mentorship program to be eligible for licensure advancement to Level II.  District administrators are responsible for determining if a beginning teacher has successfully completed the one-year mentorship program requirement.  Additionally, the district shall provide documentation to the teacher and in the teacher’s personnel file verifying successful completion of the beginning teacher mentorship program requirement.

1. **If a beginning teacher completes the Mentorship program, should I continue to send this person the following year on the 40th day as RECEIVING Mentorship?**

No. Once the beginning teacher completes the Mentorship program, the State will no longer fund this person in the Mentorship program. This is not to say your district cannot continue to provide mentorship services for the beginning teacher.

1. **Do substitute teachers (holding a 503 Substitute Teaching License) qualify for Mentorship?**

No. Substitute licensed teachers are not eligible for the Mentorship award process. Districts may wish to explore other sources of funding, such as their Title II program, to support services for substitute teachers.

1. **What is the regulation I may reference for more information regarding the Mentorship program?**

The current regulation is – “Mentorship Programs for Beginning Teachers” (6.60.10 NMAC) and states…”All beginning teachers holding a waiver, internship license, or Level 1 New Mexico teaching license and employed in a NM public school district, charter school, or state agency shall successfully complete a one to three year beginning teacher mentorship program…”

1. **What is the definition of “High Quality Professional Development”?**

The following definition was taken from the New Mexico Professional Development Framework and is supported by Rule 6.65.2 NMAC:

**Professional Development**

* is a systemic process by which educators increase knowledge, skills, and abilities to meet professional and organizational goals that build capacity within the individual, organization, and education system for the purpose of ensuring success for all students.
* provides educators with the processes, intellectual tools, and resources to assess and diagnose students’ academic, social and emotional needs in order to create rich, rigorous, and rewarding learning experiences for every student.

1. W**hy is Professional Development (Staff Development) data collected by PED?**

The objective is to create standards for developing Professional Development activities that improve teachers’ knowledge of the subjects they teach, to improve student achievement, performance & learning. The Professional Development plans are to be developed and evaluated regularly.

1. **How do I report people in a 2-year mentorship program versus a 1-year program?**

When reporting Beginning Teachers **Receiving** and **Completing** Mentorship, the Public Education Department is only interested in tracking those who are being **funded** by the state.  Since the state will only fund 1-year of mentorship, those who are receiving 2-years of mentorship will only be reported during the first year as receiving FUNDED mentorship. Then at the end of the first year, you’ll report whether the person COMPLETED this 1-year of FUNDED mentorship. School districts are still encouraged to offer more than 1-year of mentorship; however, the state will not fund these subsequent years.  If someone has already been reported in STARS as having received FUNDED mentorship, they are only eligible for 1 year; therefore, you will not report this same person as receiving mentorship the 2nd year.

1. **How do I report Librarians that are teaching Literacy Skills?**

To qualify for funded mentorship and to avoid the “NO COURSE INSTRUCTOR” error on the Mentorship Exception report, report them teaching course 1030 Library/Info Literacy Skills.

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Staff Compensation Template

**Target Table: STAFF\_COMP**

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**Template Description**

The Staff Compensation Template is used to capture how certified/non-certified staff members' salaries are funded. Additionally, if a staff member's salary is federally funded, this template is used to capture the percentage funded by Title IA, Title IC, and Title 2. Only staff members that meet the below criteria should be submitted in this template:

* The staff member is active as of the reporting period in question
* The staff member is certified (Staff Snapshot 🡪 STAFF QUALIFICATION STATUS CODE (field # 48) = C) or Non-Certified (Staff Snapshot 🡪 STAFF QUALIFICATION STATUS CODE (field # 48) = N)

Every staff member that has a Staff Assignment record should have at least ONE Staff Compensation record (with the exception of contractors, substitute teachers & athletic coaches (staff assignment code 81), because salary data is only required for employees on payroll and receiving benefits). Everyone should be funded by at least one of the Compensation Types provided. Do not include records with Compensation Percent = 0.

**Grain:** One record per district / reporting date / staff ID / compensation type / compensation category / employee type / location

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**Staff Compensation Template Specifications**

| **Field #** | **Start** | **End** | **Length** | **Data Type** | **Field Name** | **R/O/CR** | **Code** | **Definition** | **Business Rules** | **Valid Values/Example Data** | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **1** | **1** | **8** | **8** | **C** | **DISTRICT CODE** | **R** | **K,M** | **PED defined three character district code.** |  | **Example: 008  See Appendix C. for complete list of valid values.** | |
| **2** | **9** | **18** | **10** | **D** | **REPORTING DATE** | **R** | **K,M** | **Field indicating the report date. See valid values.** | **Date must be entered in ISO Format - YYYY-MM-DD** | **Valid Values:  YYYY-10-01 = 40D YYYY-12-15 = 80D YYYY-03-01 = 120D YYYY-06-01 = EOY** | |
| **3** | **19** | **30** | **12** | **C** | **STAFF ID** | **R** | **K,M** | **SSN of staff member formatted without dashes.** |  | **Example: 123456785** | |
| **4** | **31** | **80** | **50** | **C** | **COMPENSATION**  **TYPE** | **R** | **K,M** | **Type of compensation. See valid values.** | **For each staff member in this template the following formulas apply:**  **STATE + FEDERAL +T1A +**  **T1C+T2+ MEDICAID + PUBLIC**  **+ PRIVATE = 100**  **Records with COMPENSATION TYPE = T1A , T1C, or T2**  **should only be submitted for staff members who also have a record with COMPENSATION**  **CATEGORY = FEDPGM**  **If other FEDERAL money is paid that is not listed in one of the “detailed” Federal Program Codes (FEDPGM) above, then report this compensation type as FEDERAL. This will ensure percentages total 100 for the Staff ID (for the District and Reporting Period).**  **The value used should be the code (e.g. STATE) only. Valid values are case sensitive.** | **Valid Values:**  **STATE = Base salary % from state education operating funds**  **FEDERAL = Base salary % from federal funds other than T1A, T1C or T2**  **MEDICAID = Base salary % from Medicaid in the Schools Fund**  **PUBLIC = Base salary % from public funds other than state education operating funds**  **PRIVATE = Base salary % from private funds**  **T1A = Base salary % from Title IA funds**  **T2 = Base salary % from**  **Title 2 funds**  **T1C = Base salary % from Title1C funds** | |
| **5** | **81** | **130** | **50** | **C** | **COMPENSATION CATEGORY** | **R** | **K,M** | **Compensation category. See valid values.** | **The value used should be the**  **code only (e.g. PUBLIC, PRIVATE or FEDPGM)**  **Valid values are case sensitive.** | **Valid Values:**  **PUBLIC = Public  (only use with COMPENSATION TYPE (field # 4) = STATE, FEDERAL, MEDICAID or PUBLIC)  PRIVATE = Private  (only use with COMPENSATION TYPE (field # 4) = PRIVATE)  FEDPGM = Federal Program  (only use with COMPENSATION TYPE (field # 4) = T1A , T1C, or T2** | |
| **6** | **131** | **170** | **40** | **C** | **EMPLOYEE TYPE** | **R** | **K,M** | **Employee Type. See valid value.** | **The value used should be the code (e.g. CERTIFIED, NON-CERTIFIED) only.**  **Valid values are case sensitive.** | **Valid Values:  CERTIFIED = Certified employee**  **NON-CERTIFIED = Non-Certified employee** | |
| **7** | **171** | **180** | **10** | **N(2)** | **COMPENSATION AMOUNT** | **R** | **U** | **Amount paid out of the fund (Compensation Type field #4) to this employee at the location (field #9).** | **The sum of this COMPENSATION AMOUNT field per Staff ID per Reporting Period will equal their TOTAL SALARY. The employee’s TOTAL SALARY may be computed from their ANNUAL SALARY (field #52) in STAFF SNAPSHOT times the sum of their FTE in STAFF ASSIGNMENT.**  **Formulas:**  **Salary = Total\_FTE\*Annual\_Salary**  **OR Total\_FTE=Salary/Annual\_Salary**  **OR Annual\_Salary=Actual\_Salary/Total\_FTE**  **Note: Their annualized salary is reported as ANNUAL SALARY in the STAFF/STAFF SNAPSHOT templates, but this compensation amount relates to their “derived” salary based on their FTE.** | **Example: 56000.00** | |
| **8** | **181** | **187** | **7** | **N(2)** | **COMPENSATION PERCENT** | **R** | **U** | **Percent of base salary for Compensation Type in question.** | **The sum of this COMPENSATION PERCENT field per Staff ID per Reporting Period (per district) must = 100%.** | **Example: 50 (for half of the staff member's base salary)** |
| **9** | **188** | **199** | **12** | **C** | **LOCATION** | **R** | **K,M** | **PED defined three character location code.** |  | **Example: 008** |

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**New Fields to STARS**

**NONE**

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**Rules**

1. **DATE FIELDS (FIELD NAME ENDS IN DATE) MUST BE IN THE ISO FORMAT: YYYY-MM-DD**
2. **CODE COLUMN: K - COMPONENT OF PRIMARY KEY, U - VALUE IS UPDATED IF ROW EXISTS, M - A VALUE MUST BE SUPPLIED**
3. **R/O/CRCOLUMN: R – REQUIRED, O – OPTIONAL, CR – CONDITIONALLY REQUIRED**
4. **DATA CAN BE SUPPLIED IN EITHER ASCII FLAT FILE OR DELIMITED FORMATS. FULL DELIMITER SUPPORT IS AVAILABLE**

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**Load Sequence/Dependencies**

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| **Load Sequence** | **Lookup** | **Optional** |
| **1. STAFF** | **N** | **N** |

**Data Submission Schedule: K3P, 40D, 80D, 120D, EOY**

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Staff Attendance Template

**Target Table: STAFF\_ATTENDANCE**

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**Template Description**

This template should reflect the accurate absences of the teacher. A record must be submitted for every teacher except:

* Substitute teachers should be omitted from the Staff Attendance file
* Dummy Staff IDs of 888888888 (distance learning, computer-based or IDEAL-NM), 777777777 (concurrent enrollment or dual credit) or 555555555 (religious instruction) should be omitted from the Staff Attendance file.

A STAFF file must be submitted along with the STAFF ATTENDANCE file.

**One attendance record per teacher will be collected per year:**

1. Time period covered is “Beginning of the current school year” through the “end of the current school year”
   1. Provide “Number of Days Absent” per teacher within this range
      1. **Attendance Period Start Date** must be reported as YYYY-07-01 (where YYYY equals the current school year and July 1st represents the beginning of the current school year in STARS). For school year 2015-16 report as 2015-07-01. eDM validation rules will be set to ONLY accept this date during the loading process. July 1st is a placeholder representing the beginning of the current school year in STARS. Even though this Start Date must be reported as YYYY-07-01, your district may use one of these start dates for calculating “Number of Days Absent: YYYY-07-01, first day of school of the current year, or the beginning of the current contract year. **Caution: If a teacher’s contract start date is PRIOR to the “First day of School,” use the “First day of School” as the start date so “Number of Days Absent” won’t be inflated.**
      2. **Attendance Period End Date** must be reported as YYYY-06-30 (where YYYY equals the current school year and June 30th represents the last day of the current school year in STARS). For school year 2015-16 report as 2016-06-30. eDM validation rules will be set to ONLY accept this date during the loading process. June 30th is a placeholder representing the last day of the current school year in STARS. If your district or charter ends on a different day, you may use that day (instead of 6/30) in the calculation process as your data-pull end date.
      3. Any teacher employed during this date range should have a STAFF\_ATTENDANCE record if Teacher Attendance was chosen as one of the multiple measures for your district or charter for Teacher Effectiveness.
2. Submitted during the End-of-Year (EOY) data window.
3. This data will be used in the Summative Teacher Evaluation calculations for this matching year. As an example, the 2015-16 Summative Teacher Evaluations will contain 2015-16 Teacher Attendance data.

**Purpose:** For collecting Number of Days Absent for teachers, one of the measures for NMTEACH Educator Effectiveness.

**Business Rules:**

* Submit 1 record per teacher per year as part of the EOY data collection
  + Even if number of days absent is 0
    - PED won’t assume missing data = 0 days absent
  + Even if teacher is no longer employed (but worked at some point during the year AND was loaded into STARS at some point during the year)
    - Teachers that left will still be evaluated
  + Include anyone who was reported in STARS as a teacher during the year
    - Exceptions: Omit substitute teachers and dummy staff ids
    - Teachers are defined as people reported in a TEACHING Staff Assignment code with FTE who typically are reported in Course Instructor teaching classes
  + Applies to a year-long range which covers “beginning of the school year” through the “end of the school year”
  + Start Date
    - **“Beginning of school year”**
    - The Start Date must be July 1 of the current-year. This value MUST be reported to STARS, even if your data-pull start-date is different and even if the beginning of your school year is not July 1. Note: Data-pull start-date refers to the Start Date used to determine “Number of Days Absent.” It may vary between districts and schools.
  + End Date
    - **“End of the school year”**
    - The End Date must be June 30 of the current-year. This value MUST be reported to STARS even if your data-pull end-date is different and even if this is not your last day of school. Note: Data-pull end-date refers to the End Date used to determine “Number of Days Absent.” It may vary between districts and schools.
  + Data must be finalized by July 15th for publishing Summative Teacher Evaluations in September
  + The Staff Attendance Template is required to be submitted by ALL districts and charters beginning 2016-17 regardless of whether Teacher Attendance was chosen as one of the measures in your Teacher Evaluation Plan.

**Additional Business Rules:**

* Because there is no School Year available in this table, the Start Date (key field) as well as End Date will be used to determine the school year in which to apply Teacher Attendance.
* Because the Start Date is a key field and End Date is not, please ensure there is only ONE record per teacher (per district and school) within the range July 1 through June 30. The Number of Days Absent should be cumulative for the range. If multiple “school” records are sent for a single teacher, ensure the SUM of their days absent is correct within the range specified. PED recommends submitting only ONE record per teacher (for simplicity and reduction of errors), rather than one record per teacher for each school. If attendance data is re-submitted and you intend to UPDATE an existing attendance record, ensure the START DATE, END DATE and LOCATION CODE for the teacher does not change. PED also recommends the location code be the same as the observation’s school (school where teacher was observed), but is not a requirement. The field NUMBER OF DAYS ABSENT is an updatable field.
* Because this table also defines LOCATION CODE as a key field, ensure LOCATION CODE has not changed on resubmittals. If the location may have inadvertently changed, it’s best to request a DELETE of the districts data for START DATE=YYYY-07-01 before resubmitting to avoid duplicate attendance records from loading.

**Grain:** One record per district / location / staff

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**Staff Attendance Template Specifications**

| **Field #** | **Start** | **End** | **Length** | **Data Type** | **Field Name** | **R/O/CR** | **Code** | **Definition** | **Business Rules** | **Valid Values/Example Data** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **1** | **1** | **8** | **8** | **C** | **DISTRICT CODE** | **R** | **K,M** | **PED defined three character district code.** |  | **Example: 055  See Appendix C. for complete list of valid values.** |
| **2** | **9** | **14** | **6** | **C** | **LOCATION CODE** | **R** | **K,M** | **PED defined three character location code.** |  | **Example: 125** |
| **3** | **15** | **26** | **12** | **C** | **STAFF ID** | **R** | **K,M** | **Social Security Number of staff member formatted without dashes.** | **Staff Attendance data only applies to Teachers.  Do not submit Staff Attendance records for substitute teachers or the dummy Staff IDs of 888888888 (distance learning, computer-based or IDEAL-NM), 777777777 (concurrent enrollment or Dual Credit) or 555555555 (religious instruction).** | **Example: 123456785** |
| 4 | 27 | 28 | 2 | Not Collected | | | | | | |
| **5** | **29** | **38** | **10** | **D** | **ATTENDANCE PERIOD START DATE** | **R** | **K,M** | **Beginning date for teacher attendance.** | **Rules for range “Beginning of school year” through “End of school year”: This start date is a key field and must ALWAYS be July 1 of the current year. An eDM validation rule will ensure this is the only date allowed. For school year 2015-16 the value will be 2015-07-01.**  **All dates must be entered in ISO format (YYYY-MM-DD).** | **Example for 2015-16 school year: 2015-07-01** |
| **6** | **39** | **48** | **10** | **D** | **ATTENDANCE PERIOD END DATE** | **R** | **U** | **End date for teacher attendance.** | **Rules for range “Beginning of school year” through “End of school year”: This end date must ALWAYS be June 30 of the current year. An eDM validation rule will ensure this is the only date allowed. For school year 2015-16 the value will be 2016-06-30.**  **All dates must be entered in ISO format (YYYY-MM-DD).** | **Example for 2015-16 school year: 2016-06-30** |
| 7 | 49 | 55 | 7 | Not Collected | | | | | | |
| **8** | **56** | **62** | **7,2** | **N** | **TIME USED** | **R** | **U,M** | **Number of Days Absent** | **Values submitted without the decimal will be treated as whole integer values. For example the value of “1” will count as an entire day, whereas the value of “.1” will count as 1/10th of a day. For teachers with no absences, submit “0”. Every teacher must be reported.** | **Examples:**  **.2 = 1/5th of day**  **2.0 = two full days**  **0 = no absences** |
| 9 | 63 | 69 | 7 | Not Collected | | | | | | |
| 10 | 70 | 81 | 12 | Not Collected | | | | | | |
| **11** | **82** | **89** | **8** | **C** | **STAFF ATTENDANCE CODE LONG** | **R** | **K** | **Attendance Code** |  | **Valid Value:   ABS = Absent** |
| 12 | 90 | 94 | 5 | Not Collected | | | | | | |
| 13 | 95 | 194 | 100 | Not Collected | | | | | | |

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**New Fields to STARS**

* **None**

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**Rules**

**Rules**

1. **STAFF IDS MUST BE UNIQUE WITHIN A SCHOOL DISTRICT**
2. **DATE FIELDS (FIELD NAME ENDS IN DATE) MUST BE IN THE ISO FORMAT: YYYY-MM-DD**
3. **THE LOCATION CODE IS THE CODE OF THE PRIMARY LOCATION FOR THE STAFF PERSON AND IS REQUIRED**
4. **CODE COLUMN: K - COMPONENT OF PRIMARY KEY, U - VALUE IS UPDATED IF ROW EXISTS, M - A VALUE MUST BE SUPPLIED, R - RECOMMENDED, N/A - NOT APPLICABLE**
5. **R/O/CR COLUMN: R – REQUIRED, O – OPTIONAL, CR - CONDITIONAL**
6. **DATA CAN BE SUPPLIED IN EITHER ASCII, FLAT FILE OR DELIMITED FORMATS. FULL DELIMITER SUPPORT IS AVAILABLE.**

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**Load Sequence/Dependencies**

**STAFF**

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**FAQ**

1. **How to compute absences for part-time teachers?**

Absences for part-time teachers will be pro-rated based upon the percentage of time worked.

The PED wants to be as accurate as possible as well as fair to the teachers.  We want the data in a way that aligns to how you are recording teacher attendance for payroll in your district.

If you have a full-time teacher (6.5 hours/day) who is absent 6.5 hours, that would be counted as a full day (6.5/6.5=1 day absent).  If she missed 3.25 hours, that would be considered a half-day absence (3.25/6.5=.5 days absent). Be sure to convert HOURS into DAYS.

Similarly, if you have a part-time teacher who is working (3.25 hours/day) who is absent 3.25 hours, that constitutes the full day of work for that particular teacher.

1. **Types of absences to include or exclude**

Leave that is excluded from the attendance calculation includes leave under the Family and Medical Leave Act (FMLA), bereavement, jury duty, military leave, religious leave, professional development, and coaching.

1. **Types of teachers to exclude**

Exclude substitute Teachers (both long term [Staff Qualification Status Code = S] and short term [Staff Qualification Status Code=T]), Special Ed contractors (also referred to as contracted related service providers [Staff Qualification Status Code=R]) and Dummy Staff IDs (888888888=Distance Learning/Computer-based/IDEAL-NM; 777777777=Dual Credit/Concurrent Enrollment; 555555555=Religious Studies).

1. **If the teacher is no longer employed at the district or charter, should days absent still be reported?**

Yes. If the teacher was employed at your district or charter anytime during the school year (or anytime between the start and end dates of the Staff Attendance data collection), then their “Number of Days Absent” should be reported.

1. **If the teacher was absent 0 days, does this still need to be reported?**

Yes. The PED will not assume 0 days absent for non-reported teacher’s attendance. Please report 0 for Number of Days Absent.

1. **Should general sick leave, personal leave and vacation days be included as absences?**

Yes.

1. **We have a teacher who is on Workers Comp, and Workers Comp is not on the list of absences to exclude. We have them marked as Sick Leave. I would hate for this to be counted against him. What should we do?**

In situations such as these when medical issues are involved, schools have the flexibility to use their discretion in reporting the absences. This same answer applies to teachers who are on extended medical leave due to a long term illness.

1. **Three new staff members are kicking out of the Staff Attendance submission in STARS because they have not yet been through a reporting period.    What should I do with them?**

An eDM business rule is requiring they exist in the STAFF table first.  Please include these new Staff ID’s in the STAFF file and then your STAFF ATTENDANCE file will pass validation and load.

1. **If a teacher has multiple locations at a district, is it okay to lump their absences under one location?**

Yes. You may lump absences under one location (school).  If possible, please select the same location where their “observation” was this school year.

1. **The EOY “Number of Days Absent” for teachers is to be submitted at EOY, which for us is 5/29, but the Last Day of School reported in STARS is 6/30. Should we include “Summer” school teachers in this number?**

No. You will only report teacher’s absences that pertain to their normal contract term, which won’t include summer. If this person’s contract ended 5/29 (presumably the LAST DAY OF SCHOOL), then you’ll only include their “Number of Days Absent” found between the date-range of the first day of school for the district /charter through 5/29 of the current year. The SUMMER snapshot is separate from the EOY snapshot, and since not all teachers teach Summer School, please do not include summer school absences in your EOY submissions (or the numbers could be inflated).

1. **What start date should I use for determining “Number of Days Absent?” Should I use the start of the teacher’s contract or the “First day of School?”**

It’s best for schools to use the FIRST DAY OF SCHOOL and the LAST DAY OF SCHOOL as your date range for determining “Number of Days Absent.” The reason is because if the teacher’s contract start date is PRIOR to the FIRST day of school, you could inflate the number of days absent. In addition, if this is a SUMMER school teacher, and their contract ends AFTER the LAST DAY OF SCHOOL, again you wouldn’t include summer school or your “Number of Days Absent” could be inflated. STARS is a collection system whose data covers the period of time when schools are in session and Teacher Attendance only refers to classes taught at 40D, 80D, 120D & EOY. Start Date YYYY-07-01 and End Date YYYY-06-30 are only required in the Staff Attendance template when submitting data to STARS because it defines a school year in STARS.

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| Student Domain |

The districts are required to submit the following templates in the Student Domain:

* **Student**
* **Student Snapshot**
* **Migrant Student**

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Student Template

**Target Table: STUDENT**

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**Template Description**

The Student Template contains one record for each student for each school year.

This template includes any student enrolled during the school year and students who are pre-enrolled, rollovers, or returning 12th grade students receiving Special Education and related services with a continuing (C) or transition (T) IEP.

The Student template can be submitted at all reporting periods other than EOY in either a point-in-time fashion (only including active students) or in a cumulative fashion (all students enrolled in the district for the school year).

Note, however, that the end of year Student template submission must be a cumulative submission. All students, regardless of whether or not they were active on a PED reporting date, must be included in the end of year and summer session submissions

Report Home School Student Taking District Classes by submitting a Student Record with the HOME SCHOOLED INDICATOR (Field # 188) marked “Y”.DO NOT report student in Student Snapshot. Report all course related information in the same manner as other students.

**Grain:** One record per district / school year / student

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**Student Template Specifications**

| **Field #** | **Start** | **End** | **Length** | **Data Type** | **Field Name** | | | **R/O/CR** | | | | | | | **Code** | | | | | **Definition** | | | | **Business Rules** | | | | | | | | | | **Valid Values/Example Data** | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **1** | **1** | **8** | **8** | **C** | **DISTRICT**  **CODE** | | | **R** | | | | | | | **K,M** | | | | | **PED defined three character district code.** | | | |  | | | | | | | | | | **Example: 080  See Appendix C. for complete list of valid values.** | |
| **2** | **9** | **14** | **6** | **C** | **LOCATION**  **CODE** | | | **R** | | | | | | | **U,M** | | | | | **PED defined three character location codes.   Use the following Location Codes for special education students not enrolled at an actual district location:**  **992 = Off-Site Early Childhood Program**  **993 = Students who are hospitalized**  **997 = Students who are enrolled in a private school**  **998 = Students who are homebound**  **999 = Students who are home schooled (location 999 cannot be used for Special Ed students)** | | | | **­** | | | | | | | | | | **Example: 008** | |
| **3** | **15** | **24** | **10** | **D** | **SCHOOL**  **YEAR DATE** | | | **R** | | | | | | | **K,M** | | | | | **Provide the school year in the ISO format: YYYY-MM-DD. The PED standard school year runs from July 1 through June 30.** | | | | **All dates must be entered in ISO format** | | | | | | | | | | **Example:**  **YYYY-06-30** | |
| **4** | **25** | **36** | **12** | **C** | **STUDENT ID** | | | **R** | | | | | | | **K,M** | | | | | **State issued student identification number.** | | | | **Must be valid New Mexico State Student ID. ID, DOB, Gender must match data contained in State ID system** | | | | | | | | | | **Example: 100000009** | |
| 5 | 37 | 47 | 11 | Not Collected | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 6 | 48 | 56 | 9 | Not Collected | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 7 | 57 | 81 | 25 | Not Collected | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 8 | 82 | 96 | 15 | Not Collected | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **9** | **97** | **97** | **1** | **C** | **MIDDLE**  **INITIAL** | | | **O** | | | | | | | **U** | | | | | **Student middle initial.** | | | | **Value entered cannot be more than one character.** | | | | | | | | | | **Example: J** | |
| **10** | **98** | **99** | **2** | **C** | **CURRENT**  **GRADE**  **LEVEL** | | | **R** | | | | | | | **U,R** | | | | | **Student current grade level. See valid values.** | | | | **If a student is 3 or 4 years old by the last day of school and receiving Special Education, (federal or state), Even Start, or Title IA services, use PK.  The value used should be the code (e.g. PK, KN, 01) only.**  **Valid values are case sensitive. The descriptions are for reference only.**  **For rule on using “OS”, please refer to page 8 of this manual.** | | | | | | | | | | **Valid values: PK = Pre-Kindergarten KN = Kindergarten, Half-Day KF = Kindergarten, Full-Day 01 = First Grade 02 = Second Grade 03 = Third Grade 04 = Fourth Grade 05 = Fifth Grade 06 = Sixth Grade 07 = Seventh Grade 08 = Eighth Grade 09 = Ninth Grade 10 = Tenth Grade 11 = Eleventh Grade 12 = Twelfth Grade**  **OS - Out of School** | |
| 11 | 100 | 101 | 2 | Not Collected | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 12 | 102 | 105 | 4 | Not Collected | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 13 | 106 | 111 | 6 | Not Collected | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **14** | **112** | **121** | **10** | **D** | **BIRTHDATE** | | | **R** | | | | | | | **U,R** | | | **Student date of birth.** | | | | **The value must be between 1971-01-01 and the current date. All dates must be entered in ISO format (YYYY-MM-DD).** | | | | | | | **Example:**  **1978-02-28** | | | | | | |
| **15** | **122** | **127** | **6** | **C** | **GENDER**  **CODE** | | | **R** | | | | | | | **U,R** | | | **Gender code of student.** | | | | **The value used should be the code (e.g. M, F) only. Valid values are case sensitive. The descriptions are for reference only.** | | | | | | | **Valid Values:   M = Male  F = Female** | | | | | | |
| 16 | 128 | 157 | 30 | **C** | **ADDRESS 1** | | | **R** | | | | | | | **U** | | | **Primary Home Address Line 1** | | | | **Please use mailing address. Information in this field will be used to match with lunch databases and to help resolve duplicate IDs. For Homeless students, use the address of the shelter if there is no mailing address.** | | | | | | | **Example:**  **18 Mesa Drive** | | | | | | |
| 17 | 158 | 187 | 30 | **C** | **ADDRESS 2** | | | **O** | | | | | | | **U** | | | **Primary Home Address Line 2** | | | | **Address Line 2 only if applicable as in the case of an apartment, unit or floor number** | | | | | | | **Example:**  **Apartment 2C** | | | | | | |
| 18 | 188 | 212 | 25 | **C** | **CITY** | | | **R** | | | | | | | **U** | | | **City** | | | | **Name of the city of residence** | | | | | | | **Example:**  **Mayberry** | | | | | | |
| 19 | 213 | 214 | 2 | **C** | **STATE CODE** | | | **R** | | | | | | | **U** | | | **State Name Abbreviated** | | | | **Abbreviation of the State Name** | | | | | | | **Example:**  **NM** | | | | | | |
| 20 | 215 | 224 | 10 | Not Collected | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 21 | 225 | 238 | 14 | Not Collected | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 22 | 239 | 278 | 40 | **C** | **PRIMARY**  **GUARDIAN**  **NAME** | | | **R** | | | | | | | **U** | | | **Guardian Name as entered on the registration or enrollment form.** *NOTE: If a student is an "unaccompanied youth" or an "emancipated youth", the guardian name would be the "Self".* | | | | **Please use the first name and last name of the parent or guardian entered first on the registration or enrollment form.** *NOTE: If a student is an "unaccompanied youth" or an emancipated youth, the guardian name would be the "Self".* | | | | | | | **Example:**  **Brook Smith** | | | | | | |
| 23 | 279 | 293 | 15 | Not Collected | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 24 | 294 | 307 | 14 | Not Collected | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **25** | **308** | **322** | **15** | **C** | **UNACCOM--PANIED**  **YOUTH**  **(eScholar field “Student Lives With”)** | | | **CR**  **Required**  **at ALL reporting periods** | | | | | | | **U** | | | | | **A student who fits the McKinney-Vento definition of homeless and who is without a parent or guardian to advocate for them and exercise parental rights.** | | | | **Required if student is homeless.**  **Valid values are U and A.**  **Valid Values are case sensitive.**  **This data element is required if student is homeless.** | | | | | | | | | | **Valid Values:**  **U - Unaccompanied Youth. Homeless student NOT in the presence of a parent, guardian or legal status identified by the court system (e.g., Guardian ad Litem, or foster parent). (See Unaccompanied Youth in STARS Manual II)**  **A - Accompanied Youth. Homeless student In the presence of a parent, guardian or legal status identified by the court system (e.g., Guardian ad Litem, or foster parent). (See Unaccompanied Youth in STARS Manual II)**  **(This field is blank if Student is not homeless).** | |
| 26 | 323 | 323 | 1 | Not Collected | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **27** | **324** | **325** | **2** | **C** | **ETHNIC**  **CODE**  **SHORT** | | | **R** | | | | | | | **U** | | | | | **Ethnicity code of student.** | | | | **The value used should be the code (e.g. C, B) only. Valid values are case sensitive. The descriptions are for reference only.**  **If field #27 Ethnic Code Short = ‘I” (American Indian/Alaskan Native) then tribe required in field #114 Race or Ethnicity Sub-Group Code.** | | | | | | | | | | **Valid Values:  C = Caucasian   B = Black or African American  A = Asian**  **I = American Indian/Alaskan Native**  **P = Native Hawaiian or Other Pacific Islander** | |
| 28 | 326 | 365 | 40 | Not Collected | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 29 | 366 | 389 | 24 | Not Collected | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 30 | 390 | 413 | 24 | Not Collected | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 31 | 414 | 423 | 10 | Not Collected | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 32 | 424 | 439 | 16 | Not Collected | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **33** | **440** | **451** | **12** | **C** | **FOOD**  **PROGRAM**  **PARTICIPATION**  **CODE** | | | **R** | | | | | | | **U,R** | | | | | **Student participation in the National School Lunch Program (NSLP).** | | | | **The value used should be the code (e.g. F, R, or N) only. Valid values are case sensitive. The descriptions are for reference only. As the rules vary by school, depending on the type of NSLP program in operation Please refer to Appendix Z for assistance.** | | | | | | | | | | **Valid values:  F = Free  R = Reduced  N = Not participating**  **as Free or Reduced.**  **This is for students**  **that pay full price for their school meals.** | |
| 34 | 452 | 481 | 30 | Not Collected | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 35 | 482 | 491 | 10 | Not Collected | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 36 | 492 | 501 | 10 | Not Collected | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 37 | 502 | 511 | 10 | Not Collected | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **38** | **512** | **514** | **3** | **C** | **SPECIAL EDUCATION** | | | **R** | | | | | | | **U,R** | | | | | **Use this field as a Y/N indicator of whether or not the student has a current IEP and is receiving services under IDEA 618, Part B. Exclude Gifted-Only students with no disabilities.** | | | | **The value used should be the code (e.g. Y, N) only. Valid values are case sensitive. Should be “N” if student has exited.** | | | | | | | | | | **Valid values:**  **Y = Students with Disabilities**  **(Primary or Secondary)**  **N = Regular Education and**  **Gifted-only Students** | |
| 39 | 515 | 517 | 3 | Not Collected | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **40** | **518** | **532** | **15** | **C** | **LEVEL OF**  **INTEGRA-**  **TION** | | | **CR**  **Please**  **see Business Rules for requirements** | | | | | | | **U** | | | | | **Amount of special education service. See valid values.** | | | | **Required if Special Education = Y or Gifted Participation Code = Y.**  **For students in a 3Y/4Y program, the Level of Integration (Service Level) must be 4/D, except for SPEECH ONLY students. If SPEECH ONLY the level of integration (service level) must be 1/A or 2/B.**  **The value used should be the code (e.g. 1, 2) only. The descriptions are for reference only.** | | | | | | | | | | **Valid values:**  **1 = Less than 10% of the day (minimum or “A”)**  **2 = 11% to 49% of the day (moderate or "B")**  **3 = 50% of the day or more,**  **but not a full day (extensive**  **or "C")**  **4 = Up to a full day or program 3Y/4Y (maximum or "D")**  **See appendix for additional guidance regarding selecting**  **the appropriate value.** | |
| 41 | 533 | 535 | 3 | Not Collected | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 42 | 536 | 537 | 2 | Not Collected | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 43 | 538 | 539 | 2 | Not Collected | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 44 | 540 | 542 | 3 | Not Collected | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 45 | 543 | 548 | 6 | Not Collected | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **46** | **549** | **551** | **3** | **C** | **REPEATING**  **LAST**  **YEAR** | | | **R** | | | | | | | **U** | | | | | **If student is in grades K-12, was he/she retained or failed to be promoted following the completion of the past school year (EOY, the school year that just ended)?**  **Note: this includes high school students who were not promoted because of a lack of high school credits** | | | | **Note: If N at EOY and Grade = 12, the Graduated field should be completed.**  **The value used should be the code (e.g. Y, N) only. Valid values are case sensitive.**  **Special Ed Students who are Continuing or Transitioning should be marked only with a code of “N”** | | | | | | | | | | **Valid values:  Y = Retained  N = Promoted** | |
| 47 | 552 | 554 | 3 | Not Collected | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 48 | 555 | 557 | 3 | Not Collected | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 49 | 558 | 559 | 2 | Not Collected | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 50 | 560 | 565 | 6 | Not Collected | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 51 | 566 | 573 | 8 | Not Collected | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 52 | 574 | 585 | 12 | Not Collected | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **53** | **586** | **589** | **4** | **C** | **EXPECTED GRADUATION TIMEFRAME** | | | **CR**  **Please**  **see Business Rules for requirements** | | | | | | | **U** | | | | | **Expected Graduation Timeframe for special education students and/or prospective SUMMER Graduates. Use MMYY format.** | | | | **Required if, a or b**   1. **CURRENT GRADE LEVEL (field # 10) = 12 and SPECIAL EDUCATION (field # 38) = Y and Special Education Snapshot Template > TRANSITION IEP STATUS CODE (field # 45) = C or T.** 2. **0715 is required at EOY reporting period only if student has not graduated and is attending SUMMER SCHOOL to complete their graduation requirements.** | | | | | | | | | | **Example: 0610** | |
| 54 | 590 | 598 | 9 | Not Collected | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 55 | 599 | 607 | 9 | Not Collected | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 56 | 608 | 614 | 7 | Not Collected | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 57 | 615 | 621 | 7 | Not Collected | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 58 | 622 | 626 | 5 | Not Collected | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 59 | 627 | 627 | 1 | Not Collected | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 60 | 628 | 628 | 1 | Not Collected | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 61 | 629 | 637 | 9 | Not Collected | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 62 | 638 | 638 | 1 | Not Collected | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 63 | 639 | 639 | 1 | Not Collected | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 64 | 640 | 640 | 1 | Not Collected | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **65** | **641** | **641** | **1** | Not Collected | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **66** | **642** | **671** | **30** | **C** | **POST**  **GRADUATE**  **ACTIVITY** | | | **CR**  **Required at 40D, 80D, 120D,**  **EOY and Summer only.**  **Please**  **see Business Rules for requirements** | | | | | | | **U** | | | | | **Graduating senior application type. See valid values.** | | | | **Required if the STUDENT STATUS CODE (field # 67) is populated.**  **The value used should be the code (e.g. 1, 2, 0r 3) only.**  **The descriptions are for reference only.** | | | | | | | | | | **Valid values:**  **1 = Four Year Post-Secondary School**  **2 = Two Year Post Secondary School**  **3 = Vocational School**  **4 = Military**  **5 = No Application** | |
| **67** | **672** | **672** | **1** | **C** | **STUDENT**  **STATUS** | | | **CR**  **Required at 40D, 80D, 120D,**  **EOY and Summer only.**  **Please**  **see Business Rules for requirements** | | | | | | | **U** | | | | | **Graduated student status. See valid values.** | | | | **Required if student has graduated.**  **Combines with field #68 to provide cohort status.**  **Required if STUDENT.Diploma Type Code is populated** | | | | | | | | | | **Valid value:**  **G = Graduated** | |
| **68** | **673** | **682** | **10** | **D** | **LAST STATUS**  **DATE** | | | **CR** | | | | | | | **U** | | | | | **Actual Date of Graduation** | | | | **Required if the STUDENT STATUS (field # 67) is populated.**  **All dates must be entered in ISO format** | | | | | | | | | | **Example:**  **YYYY-10-04** | |
| 69 | 683 | 686 | 4 | Not Collected | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **70** | **687** | **687** | **1** | **C** | **PLAN 504**  **INDICATOR** | | | **CR**  **Required at ALL reporting periods. Please see Business Rules for requirements** | | | | | | | **U** | | | | | **Provide a Yes or No indication of whether the student qualifies as an individual with disabilities under Section 504 of the Rehabilitation Act.** | | | | **Cannot have Plan 504 Indicator = Y if SPECIAL EDUCATION (field # 38) = Y.  The value used should be the code (e.g. Y, N) only.**  **Valid values are case sensitive.** | | | | | | | | | | **Valid values:**  **Y or N** | |
| 71 | 688 | 699 | 12 | Not Collected | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 72 | 700 | 704 | 5 | Not Collected | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **73** | **705** | **707** | **3** | **C** | **FOREIGN**  **EXCHANGE STUDENT** | | | **R** | | | | | | | **U** | | | | | **Provide a Yes or No indication of whether the student is a foreign exchange student** | | | |  | | | | | | | | | | **Valid values:**  **Y or N** | | |
| 74 | 708 | 717 | 10 | Not Collected | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 75 | 718 | 724 | 7 | Not Collected | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 76 | 725 | 731 | 7 | Not Collected | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 77 | 732 | 734 | 3 | Not Collected | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 78 | 735 | 737 | 3 | Not Collected | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 79 | 738 | 740 | 3 | Not Collected | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **80** | **741** | **743** | **3** | **C** | **GIFTED PARTICI-**  **PATION CODE** | | | **R** | | | | | | | **U** | | | | | **Provide a Yes or No indication of whether the student is Gifted** | | | |  | | | | | | | | | | **Valid values:**  **Y or N** | | |
| 81 | 744 | 746 | 3 | Not Collected | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 82 | 747 | 753 | 7 | Not Collected | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 83 | 754 | 763 | 10 | Not Collected | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 84 | 764 | 783 | 20 | Not Collected | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 85 | 784 | 793 | 10 | Not Collected | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 86 | 794 | 817 | 24 | Not Collected | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 87 | 818 | 824 | 7 | Not Collected | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **88** | **825** | **825** | **1** | **C** | **DIRECT CERTIFICATION STATUS CODE (ECONOMIC DISADVANTAGED STATUS CODE)** | | | **CR** | | | | | | | **U** | | | | | **Identifies the Direct Certification Status of a student. This does not apply to all students in the district** | | | | **Required if student has been Directly Certified as eligible for free meals by the Food Service Director or their designate.**  **\*Other permitted means- Foster students are eligible to be directed certified for free meals. In addition, students that reside in households receiving the Food Distribution Program on Indian reservations – FDPIR are also Direct Cert eligible.**  **\*\*Siblings of SNAP identified students that are not marked as SNAP in the detail report may be reported as SNAP Direct Cert well under the rule of extended eligibility. Use code 3 to report. This rule does not apply to other categories of eligibility such as Migrant or Foster.** | | | | | | | | | | **Valid values:**  **1=SNAP Direct Cert as identified in the direct certification report and certified by the district.**  **2=Other Direct Cert Eligible (Homeless, FDPIR, Foster, Migrant, and Head Start)**  **3=Family Members of SNAP identified students that were not found in the Direct Certification report)** | | |
| 89 | 826 | 826 | 1 | Not Collected | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 90 | 827 | 827 | 1 | Not Collected | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **91** | **828** | **830** | **3** | **C** | **DIPLOMA**  **TYPE CODE** | | | **CR**  **Required at 40D, 120D**  **and EOY only.**  **Please see Business Rules for requirements** | | | | | | | **U** | | | | | **Diploma Type Code.**  **See valid values.** | | | | **Required if Student Status, Field #67, equals “Graduated” The value used should be the code (e.g. 1, 2) only. The descriptions are for reference only.** | | | | | | | | | | **Valid values:  1 = Diploma (regular). Includes (Standard, Career Readiness and Ability options)  2 = Certificate of Course Work Completed (May now include students in special education if**  **IEP states they are on a**  **continuing or transition IEP.**  **Does NOT end**  **student’s right to**  **FAPE.)** | | |
| 92 | 831 | 833 | 3 | Not Collected | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **93** | **834** | **858** | **25** | **C** | **ALTERNATE**  **STUDENT ID** | | | **O** | | | | | | | **U** | | | | | **District's local student identifier.** | | | |  | | | | | | | | | | **Example:**  **12986** | | |
| 94 | 859 | 861 | 3 | Not Collected | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 95 | 862 | 864 | 3 | Not Collected | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 96 | 865 | 865 | 1 | Not Collected | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **97** | **866** | **875** | **10** | **D** | **GRADE 9**  **ENTRY DATE** | | | **O** | | | | | | | **U** | | | | | **OPTIONAL- not currently being used for grad cohort.**  **To provide a date to be used when calculating the 9-12 grade graduation cohort.**  **Applies to all students grade 9-12.** | | | | **The value must be between 1971-01-01 and the current date. All dates must be entered in ISO format (YYYY-MM-DD).** | | | | | | | | | | **Example:**  **2008-06-30 = SY**  **07-08.** | | |
| 98 | 876 | 885 | 10 | Not Collected | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 99 | 886 | 895 | 10 | Not Collected | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 100 | 896 | 915 | 20 | Not Collected | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 101 | 916 | 917 | 2 | Not Collected | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 102 | 918 | 932 | 15 | Not Collected | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **103** | **933** | **944** | **12** | **C** | | | **FAMILY IDENTIFIER** | | | | | **O** | | **U** | | | | | **An ID assigned by the district to indicate that the student(s) are a part of a family.** | | | | | | | | | **Cannot exceed length** | | | **Example:**  **2347890** | | | | | |
| 104 | 945 | 958 | 14 | Not Collected | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 105 | 959 | 968 | 10 | Not Collected | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 106 | 969 | 988 | 20 | Not Collected | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **107** | **989** | **1028** | **40** | **C** | | | **ALTERNATE GUARDIAN NAME** | | | | **O** | | | **U** | | | | | **Name of other guardian i.e., second parent name** | | | | | | | | **While optional please report if this name is available in your Student Information System** | | | **Example:**  **John Smith** | | | | | | |
|  |  |  |  |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 108 | 1029 | 1078 | 50 | Not Collected | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 109 | 1079 | 1088 | 10 | Not Collected | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 110 | 1089 | 1098 | 10 | Not Collected | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **111** | **1099** | **1101** | **3** | **C** | **HOMELESS** | | | | **R**  **Required**  **at ALL reporting periods**  **Please**  **see Business Rules for requirements** | | | | | | **U** | | | **An indication of whether a student is homeless or not and, if so, whether the student was served under McKinney Vento.** | | | | | | | | | | **Use the valid value code and not the description.**  **For example, use HNS to indicate "Homeless not receiving McKinney Vento funds".**  **The value used should be the code (e.g. N) only.  Valid values are case sensitive.**  **This data element is required for Federal Reporting.** | | **Valid Values:**  **HS - Homeless eligible and served under McKinney Vento Funds.**  **HNS - Homeless eligible and not served under McKinney Vento Funds.**  **N - Student is not homeless. Child or Youth does not meet the federal definition of the McKinney-Vento Homeless Education Assistance Act.**  **(See definition of homeless and McKinney Vento in STARS Manual II)** | | | | | | |
| **112** | **1102** | **1109** | **8** | **C** | **MIGRANT**  **STATUS** | | | | **R** | | | | | | **U** | | | **Migratory Children (also referred to as Children with Migrant Status).**  **Children who are, or whose parents or spouses are, migratory agricultural workers, including migratory dairy workers, or migratory fishers, and who, in the preceding 36 months, in order to accompany such parents or spouses in order to obtain temporary or seasonal employment in agricultural or fishing work, have moved from one LEA to another.** | | | | | | | | | |  | | **Valid Values:**  **Y = Yes**  **N = No** | | | | | | |
| **113** | **1110** | **1117** | **8** | **C** | **ENGLISH**  **PROFICIENCY**  **CODE**  **(EL STATUS)** | | | | **CR** | | | | | | **U** | | | **Required for Current EL students or former English Learner (EL) students who have been re-classified as Fluent English Proficient (FEP).**  **See valid values.** | | | | | | | | | | **The value used should be the code (e.g. 0, 1, 2, 3, or 4) only.**  **The descriptions are for reference only.** | | **0 = IFEP**  **Initially Fluent English**  **Proficient**  **Student was never EL**  **1 = Current EL Student**  **2 = RFEP1**  **Reclassified Fluent**  **English Proficient-exited Year 1**  **3 = RFEP2**  **Reclassified Fluent**  **English Proficient-exited Year 2**  **4 = RFEP 3**  **Reclassified Fluent**  **English Proficient -exited Year 3**  **5 = RFEP 4**  **Reclassified Fluent**  **English Proficient -exited Year 4**  **6 = RFEP 5+**  **Reclassified Fluent**  **English Proficient -exited Year 5+** | | | | | | |
| **114** | **1118** | **1121** | **4** | **C** | **RACE OR**  **ETHNICITY**  **SUBGROUP**  **CODE** | | | | **R** | | | | | | **U** | | | **The primary New Mexico Tribe or Pueblo with which the student is affiliated.**  **See valid values.** | | | | | | | | | | **The value used should be the code (e.g. 00, 01, 02, etc.) only. The descriptions are for reference only.**  **If field #27 Ethnic Code Short = “I” (American Indian/Alaskan Native) then tribe required in field #114 Race or Ethnicity Sub-Group Code.** | | **Refer to Appendix D.19**  **for a list of valid values.** | | | | | | |
| 115 | 1122 | 1127 | 6 | Not Collected | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 116 | 1128 | 1129 | 2 | Not Collected | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 117 | 1130 | 1137 | 8 | Not Collected | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 118 | 1138 | 1177 | 40 | Not Collected | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **119** | **1178** | **1180** | **3** | **C** | **AT RISK STUDENT (Migrant Student**  **PFS (Priority for Service) Flag)** | | | | | **CR** | | | | | **U** | | | | | **Provide a Y or N indication of whether the student is at risk.**  **Required for Migrant Students with COE (Certificate of Eligibility)** | | | **The value used should be the code (e.g. Y, N) only. Valid values are case sensitive.**  **This data element is required for Federal Reporting.** | | | | | | | | | | | **Valid Values:**  **Y = Yes**  **N = No** | | |
| **120** | **1181** | **1183** | **3** | **C** | **PARENTAL STATUS CODE (formerly STUDENT IS**  **A SINGLE**  **PARENT)** | | | | | **R** | | | | | **U** | | | | | **Indicate the parental status of the student.** | | | **This data element is required for Federal Reporting.**  **S= Single parent means “an individual who**   1. **Is unmarried or legally separated from a spouse;**   **AND**   1. **(i) Has a minor child or children for which the parent has either custody or joint custody; or**   **(ii) Is pregnant.”**  **NS = Legally married student has a minor child or children for which the parent has either custody or joint custody)**  **NP=Student is not a parent** | | | | | | | | | | | **Valid Values:**  **S= Student is a**  **single parent**  **NS=Student is a**  **parent, but not**  **single**  **NP=Student is not**  **a parent** | | |
| **121** | **1184** | **1186** | **3** | **C** | **STUDENT IS EXPECTING**  **(STUDENT IS PREGNANT)** | | | | | **R** | | | | | **U** | | | | | **Indicate whether the student is expecting a child.**  **Use for all genders.** | | | **This data element is required for Federal Reporting.** | | | | | | | | | | | **Valid Values:**  **Y = Yes**  **N = No** | | |
| 122 | 1187 | 1189 | 3 | Not Collected | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **123** | **1190** | **1205** | **16** | **C** | **HOME**  **LANGUAGE**  **CODE** | | | **R**  **Required**  **at ALL reporting periods. Please**  **see Business Rules for requirements.** | | | | | | | **U** | | | | | **Use this field to provide information on "home language" that means the primary or heritage language spoken at home.**  **The student’s Home Language may be different from the student’s native language.** | | | | **The value used should be the code (e.g. 00, 01, 02) only.**  **The descriptions are for reference only.** | | | | | | | | | | **Valid Values:**  **See Appendix D.20 for a list**  **of the valid values.** | | |
| 124 | 1206 | 1208 | 3 | Not Collected | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **125** | **1209** | **1212** | **4** | **N(0)** | **YEARS IN**  **U.S.**  **SCHOOLS** | | | **R**  **Required**  **at ALL reporting periods Please see Business Rules for requirements** | | | | | | | **U** | | | | | **Provide an indication on whether or not the student has been enrolled in U.S. schools.**  **The months do NOT have to be consecutive. Any school (public, private, BIE, or home) qualifies. PreK does not count toward the time.**  **See valid values.** | | | | **The value used should be the code only.**  **The descriptions are for reference only.** | | | | | | | | | **Valid Values:**  **0 = Student has not reached 12 months of time in U.S. schools**    **1=Has reached 12 or more months of time in U.S. schools** | | | |
| 126 | 1213 | 1222 | 10 | Not Collected | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 127 | 1223 | 1282 | 60 | Not Collected | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **128** | **1283** | **1285** | **3** | **C** | **SPECIAL**  **EDUCATION TRANSITION** | | | **CR  Please see Business Rules for requirements** | | | | | | | **U** | | | | | **If student is 14 years or older by Dec. 1, is there a statement on the IEP that addresses the need for transition services?** | | | | **Required if Special Education = Y  The value used should be the code (e.g. Y, N) only. Valid values are case sensitive.** | | | | | | | | | | **Valid Values:**  **Y or N** | | |
| 129 | 1286 | 1291 | 6 | Not Collected | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 130 | 1292 | 1294 | 3 | Not Collected | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **131** | **1295** | **1297** | **3** | **C** | | **FOOD PROGRAM ELIGIBILITY** | | **R** | | | | | | | | **U** | | | | | **Students Eligibility for free or reduced meals as determined by Direct Certification or family income applications.** | | | | **The value used should be the code (e.g. F, R, or N) only. Valid values are case sensitive. The descriptions are for reference only.**  **As the rules vary by school, depending on the type of NSLP program in operation Please refer to Appendix Z for assistance.** | | | | | | | | | **Valid values:  F = Free  R = Reduced  N = Not participating as Free or Reduced. This is for students that pay full price for their school meals.** | | |
| 132 | 1298 | 1300 | 3 | Not Collected | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **133** | **1301** | **1360** | **60** | **C** | **LAST NAME**  **LONG** | | | **R** | | | | | | | **U,R** | | | | | **Student Last Name** | | | |  | | | | | | | | | | **Example: Jones** | | |
| **134** | **1361** | **1420** | **60** | **C** | **FIRST NAME**  **LONG** | | | **R** | | | | | | | **U,R** | | | | | **Student First Name** | | | |  | | | | | | | | | | **Example: Maria** | | |
| 135 | 1421 | 1424 | 4 | Not Collected | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 136 | 1425 | 1428 | 4 | Not Collected | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 137 | 1429 | 1431 | 3 | Not Collected | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 138 | 1432 | 1441 | 10 | Not Collected | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 139 | 1442 | 1501 | 60 | Not Collected | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 140 | 1502 | 1561 | 60 | Not Collected | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 141 | 1562 | 1571 | 10 | Not Collected | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 142 | 1572 | 1631 | 60 | Not Collected | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **143** | **1632** | **1635** | **4** | **C** | **CREDENTIAL**  **TYPE**  **CODE** | | | **CR**  **Required at 120D and EOY**  **Please**  **see Business Rules for requirements** | | | | | | | **U** | | | | | **Did this student receive a Proficiency Credential (PC) in conjunction with a high school diploma, or Certificate of Course Work Completion?**  **PC is a certificate that might be used as a qualification for employment indicating that the student achieved particular skills in a program area.** | | | | **Required if DIPLOMA TYPE CODE (field # 91) is populated.   The value used should be the code (e.g. Y, N) only. Valid values are case sensitive.** | | | | | | | | | | **Valid Values:**  **Y or N** | | |
| **144** | **1636** | **1638** | **3** | **C** | **HISPANIC**  **ETHNICITY**  **INDICATOR** | | | **R** | | | | | | | **U** | | | | | **Indicator of whether the student is of Hispanic ethnicity** | | | |  | | | | | | | | | | **Valid Values:**  **Y = Yes**  **N = No** | | |
| 145 | 1639 | 1641 | 3 | Not Collected | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **146** | **1642** | **1643** | **2** | **C** | **RACE 2**  **CODE** | | | **O** | | | | | | | **U** | | | | | **Additional Race/Ethnicity Code** | | | | **The value used should be the code (e.g. C, B) only. Valid values are case sensitive. The descriptions are for reference only.**  **If field #146 Race 2 Code = ‘I” (American Indian/Alaskan Native) then tribe required in field #114 Race or Ethnicity Sub-Group Code.** | | | | | | | | | | **Valid Values:  C = Caucasian   B = Black or African American  A = Asian**  **I = American Indian/Alaskan Native**  **P = Native Hawaiian or Other Pacific Islander** | | |
| **147** | **1644** | **1645** | **2** | **C** | **RACE 3**  **CODE** | | | **O** | | | | | | | **U** | | | | | **Additional Race/Ethnicity Code** | | | | **The value used should be the code (e.g. C, B) only. Valid values are case sensitive. The descriptions are for reference only.**  **If field #147 Race 3Code = ‘I” (American Indian/Alaskan Native) then tribe required in field #114 Race or Ethnicity Sub-Group Code.** | | | | | | | | | | **Valid Values:  C = Caucasian   B = Black or African American  A = Asian**  **I = American Indian/Alaskan Native**  **P = Native Hawaiian or Other Pacific Islander** | | |
| **148** | **1646** | **1647** | **2** | **C** | **RACE 4**  **CODE** | | | **O** | | | | | | | **U** | | | | | **Additional Race/Ethnicity Code** | | | | **`The value used should be the code (e.g. C, B) only. Valid values are case sensitive. The descriptions are for reference only.**  **If field #148 Race 4 Code = ‘I” (American Indian/Alaskan Native) then tribe required in field #114 Race or Ethnicity Sub-Group Code** | | | | | | | | | | **Valid Values:  C = Caucasian   B = Black or African American  A = Asian**  **I = American Indian/Alaskan Native**  **P = Native Hawaiian or Other Pacific Islander** | | |
| **149** | **1648** | **1649** | **2** | **C** | **RACE 5**  **CODE** | | | **O** | | | | | | | **U** | | | | | **Additional Race/Ethnicity Code** | | | | **The value used should be the code (e.g. C, B) only. Valid values are case sensitive. The descriptions are for reference only.**  **If field #149 Race 5 Code = ‘I” (American Indian/Alaskan Native) then tribe required in field #114 Race or Ethnicity Sub-Group Code.** | | | | | | | | | | **Valid Values:  C = Caucasian   B = Black or African American  A = Asian**  **I = American Indian/Alaskan Native**  **P = Native Hawaiian or Other Pacific Islander** | | |
| **150** | **1650** | **1652** | **3** | **C** | **FEDERAL**  **FORM 506 INDICATOR** | | | **CR**  **Please see Business Rules for requirements** | | | | | | | **U** | | | | | **Provide Yes or No response if student has a verified Federal Form 506 or Census Number on file** | | | | **Not required if Race or Ethnicity Subgroup Code = 0**  **The value used should be the code (e.g. Y, N) only. Valid values are case sensitive.** | | | | | | | | | | **Valid Values:**  **Y or N** | | |
| 151 | 1653 | 1656 | 4 | Not Collected | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **152** | **1657** | **1659** | **3** | **C** | **IMMIGRANT INDICATOR** | | | **R**  **Required**  **at ALL reporting periods. Please see Business Rules for requirements** | | | | | | | **U** | | | | | **The term ‘immigrant children and youth’ are individuals who are:**  **1. Ages 3 to 21, 2. not born in any State\*;**  **and**  **3. have not been attending one or more schools in any one or more States for more than 3 full academic years. PreK is not included.**  **\*Note: The federal definition of “State” is; each of the 50 states, the District of Columbia and the Commonwealth of Puerto Rico.** | | | | **The value used should be the code (e.g. Y, N) only. Valid values are case sensitive.**  **This data element is required for Federal Reporting.** | | | | | | | | | | **Valid Values:**  **Y = Immigrant**  **N = Non-immigrant** | | |
| 153 | 1660 | 1675 | 16 | Not Collected | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 154 | 1676 | 1705 | 30 | Not Collected | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **155** | 1706 | 1710 | 5 | **N** | **BASE ZIPCODE** | | | **R** | | | | | | | **U** | | | | | **Base 5 digit zip code** | | | | **Zip code of student’s address entered in fields 16-19** | | | | | | | | | | **Example:**  **87501** | | |
| 156 | 1711 | 1714 | 4 | Not Collected | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 157 | 1715 | 1754 | 40 | Not Collected | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 158 | 1755 | 1794 | 40 | Not Collected | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 159 | 1795 | 1824 | 30 | Not Collected | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 160 | 1825 | 1854 | 30 | Not Collected | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 161 | 1855 | 1856 | 2 | Not Collected | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 162 | 1857 | 1861 | 5 | Not Collected | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 163 | 1862 | 1865 | 4 | Not Collected | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 164 | 1866 | 1873 | 8 | Not Collected | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 165 | 1874 | 1885 | 12 | Not Collected | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **166** | **1886** | **1888** | **3** | **C** | **DISPLACED HOMEMAKER** | | | **R** | | | | | | | **U** | | | **The term “displaced homemaker” means an individual who:**   * **has worked primarily without remuneration to care for a home and family, and for that reason has diminished marketable skills;** * **has been dependent on the income of another family member but is no longer supported by that income; or,** * **Is a parent whose youngest dependent child will become ineligible to receive assistance under part A of Title IV of the Social Security Act (42 U.S.C. 601 et seq.) not later than 2 years after the date on which the parent applies for assistance under this title;**   **AND**  **is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment.** | | | | | | | | **The value used should be the code (e.g. Y, N) only. Valid values are case sensitive.**  **This data element is required for Federal Reporting.** | | | | | | | | **Valid Values:**  **Y or N** | | |
| **167** | **1889** | **1892** | **4** | **C** | **SPED**  **REFERRAL**  **CODE** | | | **CR**  **Please see Business Rules for requirements** | | | | | | | **U** | | | | | **Special Education Only –**  **Required if the child was referred from Part C to B or through Child Find.** | | | | **“C” is required only if the child was referred from Part C to B. Event Type Code 18 must exist in Special Ed Events, field #5.**  **“F” is required only if the student was referred through Child Find (not Part C) and a Parental Request for INITIAL Evaluation was received. Event Type Code 30 must exist in Special Ed Events, field #5.**  **The value used should be the code (e.g. C, F) only. Valid values are case sensitive.** | | | | | | | | | | **Valid Values:  C = Child served in**  **Part C(Birth-3) and**  **was referred to**  **Part B (Age 3-21) for eligibility**  **determination.  F = Child was**  **referred thru**  **Child Find (NOT Receiving**  **Part C Services)**  **May only be blank for students in regular education or students with IEPs with re-evaluations.** | | |
| 168 | 1893 | 1952 | 60 | Not Collected | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **169** | **1953** | **1964** | **12** | **C** | **GRADE K**  **SCHOOL**  **CODE** | | | **CR**  **Please see Business Rules for requirements** | | | | | | | **U** | | | | | **PED School Code the student was in on the 120th day of kindergarten.**  **Leave blank if the school is not in the same district as the student’s current school.\***  **\*(Blank for all students except for those in grade 3.  Used to identify Feeder Schools for students in grade 3.)** | | | | **Required if student is currently in 3rd grade and was previously enrolled in a K-2 feeder school. A Feeder School is defined as the school most recently attended by the student with a grade configuration of 2-2, 1-2, K-2, 1-1, K-1, or K-K.** | | | | | | | | | |  | | |
| **170** | **1965** | **1976** | **12** | **C** | **GRADE 01**  **SCHOOL**  **CODE** | | | **CR**  **Please see Business Rules for requirements** | | | | | | | **U** | | | | | **PED School Code the student was in on the 120th day of first grade.\***  **\*(Blank for all students except for those in grade 3.  Used to identify Feeder Schools for students in grade 3.)** | | | | **Required if student is currently in 3rd grade and was previously enrolled in a K-2 feeder school. A Feeder School is defined as the school most recently attended by the student with a grade configuration of 2-2, 1-2, K-2, 1-1, K-1, or K-K.** | | | | | | | | | |  | | |
| **171** | **1977** | **1988** | **12** | **C** | **GRADE 02**  **SCHOOL**  **CODE** | | | **CR**  **Please see Business Rules for requirements** | | | | | | | **U** | | | | | **PED School Code the student was in on the 120th day of second grade.\***  **\*(Blank for all students except for those in grade 3.  Used to identify Feeder Schools for students in grade 3.)** | | | | **Required if student is currently in 3rd grade and was previously enrolled in a K-2 feeder school. A Feeder School is defined as the school most recently attended by the student with a grade configuration of 2-2, 1-2, K-2, 1-1, K-1, or K-K.** | | | | | | | | | |  | | |
| 172 | 1989 | 2018 | 30 | Not Collected | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 173 | 2019 | 2020 | 2 | Not Collected | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **174** | **2021** | **2028** | **8** | **C** | **DWELLING**  **ARRANGEMENT**  **CODE** | | | **CR**  **Please**  **see Business Rules for requirements** | | | | | | | **U** | | | | | **Tracks a homeless student’s nighttime primary residence.** | | | | **Use the valid value code and not the description**.  **For example use S for Shelter. Leave blank if Homeless Field = "N".** | | | | | | | | | | **Valid Values**  **S – Shelters D – Doubled–Up  U – Unsheltered  HM – Hotels/Motels** | | |
| 175 | 2029 | 2036 | 8 | Not Collected | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 176 | 2037 | 2048 | 12 | Not Collected | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 177 | 2049 | 2060 | 12 | Not Collected | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 178 | 2061 | 2063 | 3 | Not Collected | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 179 | 2064 | 2066 | 3 | Not Collected | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 180 | 2067 | 2069 | 3 | Not Collected | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 181 | 2070 | 2072 | 3 | Not Collected | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 182 | 2073 | 2080 | 8 | Not Collected | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 183 | 2081 | 2085 | 5 | Not Collected | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 184 | 2086 | 2093 | 8 | Not Collected | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 185 | 2094 | 2098 | 5 | Not Collected | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 186 | 2099 | 2108 | 10 | Not Collected | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 187 | 2109 | 2120 | 12 | Not Collected | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 188 | 2121 | 2123 | 3 | **C** | **HOME SCHOOLED INDICATOR** | | | | **R** | | | | **U** | | | | **Indicator field to identify Home Schooled students** | | | | | | | **Home School Students that are taking courses in a district** | | | | | | | | **Valid Values**  **Y=Yes**  **N = No** | | | | |
| 189 | 2124 | 2143 | 20 | Not Collected | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 190 | 2144 | 2146 | 3 | Not Collected | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 191 | 2147 | 2149 | 3 | Not Collected | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 192 | 2150 | 2229 | 80 | Not Collected | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 193 | 2230 | 2234 | 5,1 | Not Collected | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 194 | 2235 | 2239 | 5,1 | Not Collected | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 195 | 2240 | 2259 | 20 | Not Collected | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 196 | 2260 | 2279 | 20 | Not Collected | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 197 | 2280 | 2282 | 3 | Not Collected | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 198 | 2283 | 2292 | 10 | Not Collected | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 199 | 2293 | 2296 | 4 | Not Collected | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 200 | 2297 | 2300 | 4 | Not Collected | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 201 | 2301 | 2310 | 10 | Not Collected | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 202 | 2311 | 2330 | 20 | Not Collected | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 203 | 2331 | 2390 | 60 | Not Collected | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 204 | 2391 | 2410 | 20 | Not Collected | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 205 | 2411 | 2430 | 20 | Not Collected | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 206 | 2431 | 2433 | 3,0 | Not Collected | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **207** | **2434** | **2453** | **20** | **C** | **MILITARY FAMILY CODE** | | | | **CR** | | | | **U** | | | | **Indicator field to identify the military status of student’s family** | | | | | | | **Required if family of student is military** | | | | | | | | **Valid Values:**  **Active**  **National Guard**  **Reserve** | | | | |

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**New Fields to STARS:**

* **None**

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**Rules**

1. **SCHOOL YEAR DATE IS THE DATE OF THE LAST DAY OF THE SCHOOL YEAR IN ISO FORMAT: YYYY-06-30**
2. **DATE FIELDS (FIELD NAME ENDS IN DATE) MUST BE IN THE ISO FORMAT: YYYY-MM-DD**
3. **STUDENT IDS MUST BE UNIQUE WITHIN A SCHOOL DISTRICT**
4. **ONLY A SINGLE INSTANCE OF A STUDENT TO BE SUPPLIED IN SOURCE FILE**
5. **BIRTH DATE MUST BE WITHIN SET RANGE SET BY CLIENT; DEFAULT RANGE 1971-01-01 TO CURRENT DATE**
6. **CODE COLUMN: K – COMPONENT OF PRIMARY KEY, U – VALUE IS UPDATED IF ROW EXISTS, M – A VALUE MUST BE SUPPLIED, R – RECOMMENDED**
7. **R/O/CR COLUMN: R – REQUIRED, O – OPTIONAL, - CR- CONDITIONALLY REQUIRED**
8. **DATA CAN BE SUPPLIED IN EITHER ASCII, FLAT FILE OR DELIMITED FORMATS. FULL DELIMITER SUPPORT IS AVAILABLE.**

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**Load Sequence/Dependencies**

* **NONE**

**Data Submission Schedule: K3P, 40D, 80D, 120D, Accountability, EOY and Summer**

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**FA**

**FAQs**

1. **How should the Student and Student Snapshot templates be submitted?**See Appendix J – Guidelines for Submitting Special Ed EXIT Data.
2. **How should graduates be reported?**Submit STUDENT template for ALL Graduates (Regular and Special Education).

**[STUDENT].Fields: 66=Post Graduated Activity; 67=Student Status; 68= Last Status Date; 91=Diploma Type Code**

**Graduates with Disabilities who received a DIPLOMA (Career Readiness or Ability Options)**

* If student is continuing/transition, enter [SPECIAL EDUCATION SNAPSHOT.[Transition IEP Status Code] , Field #45.

Valid Values: GT/GC

* SPECIAL EDUCATION EVENTS.[Event Type Code]=1 and [Event Reason Code] = Valid values: 9-Standard, 10-Career Readiness , 11-Ability
* See vol. 2, Appendix J - Guidelines for Submitting Special Ed EXIT Data.

1. **Should students who participate in Title VII (Indian Education) be counted?**Yes.
2. **Should students who are identified in the Title VIII (Impact Aid) application be counted?**Yes.
3. **If data for a student on some particular element is missing, or if that element doesn't apply, what should be done?**If the field is not required leave it blank. Required fields must be completed.
4. **Can a district decide to populate the Snapshot Date so that the format of this template is consistent with the Student Snapshot template?**Yes, districts can populate this field. It will be ignored in the Student template.
5. **What is grade OS and when is it to be used?**

What is grade OS?

* Grades OS represents children who normally would be enrolled in school but currently are not enrolled.

When is it used?

* Use ONLY in STUDENT, not STUDENT SNAPSHOT
* Use grade OS when reporting a child who meets one of the following:
  + By virtue of a household member, is being served by a Homeless program
  + Is Migrant

1. **How do you Report Home School Student Taking District Classes?**

How to Report Home School Student Taking District Classes:

               Make sure that a Student Record is submitted with the HOME SCHOOLED INDICATOR (Field # 188) marked “Y”.

**DO NOT** report student in Student Snapshot

               Report all course related information in the same manner as other students.

1. **How should High School Completers/Certificates be reported?**Submit STUDENT template for ALL **High School Completers/Certificates (Regular/SpecEd). Includes students who completed their coursework (aka High School Completers), but did not pass exit exams.**

**[STUDENT].Fields: 66=Post Graduated Activity = valid value; 67=Student Status=G; 68= Last Status Date = valid value;**

**91=Diploma Type Code = 2**

**High School Completers/Certificates with Disabilities**

* **[SPECIAL EDUCATION SNAPSHOT].[Transition IEP STATUS CODE] = Valid Value: C/T**
* **[STUDENT and STUDENT SNAPSHOT].[Special Education Status Code] = Y**
* **Submit [SPECIAL EDUCATION SNAPSHOT] template**
* See vol. 2, Appendix J - Guidelines for Submitting Special Ed EXIT Data.

See Appendix J - Guidelines for Submitting Special Ed EXIT Data.

1. **How to report students who are attending a charter school (or in a home-school program taking a district activity or classes) that get some funding through SEG (State Equalization Guarantee)?**

**Charter School Student Participating in “District Activity”:**

STUDENT

PROGRAMS FACT – ProgramCode (#5) = CSDA (Charter School District Activity)

* Report BEGINNING DATE as the snapshot date.

Business Rules:

* Report at each reporting period the student was present (40D, 80D and/or 120D).
* Do not report SCHOOL ENROLLMENT, STUDENT SNAPSHOT or COURSE ENROLL.
  + If STUDENT ID was reported in STUDENT SNAPSHOT, it may result in a “duplicate Student ID” which would need to be resolved because only ONE district may claim a Student ID at a given snapshot.

**Home School Student Participating in “District Activity”:**

STUDENT

PROGRAMS FACT – ProgramCode (#5) = HSDA (Home School District Activity)

* Report BEGINNING DATE as the snapshot date.

Business Rules:

* Report at each reporting period the student was present (40D, 80D and/or 120D).
* Do not report SCHOOL ENROLLMENT, STUDENT SNAPSHOT or COURSE ENROLL.
  + If STUDENT ID was reported in STUDENT SNAPSHOT, it may result in a “duplicate Student ID” which would need to be resolved because only ONE district may claim a Student ID at a given snapshot.

**Home School Student taking “3 or less classes”:**

STUDENT

* Home School Indicator (field #188) =”Y”. Do not report student in STUDENT SNAPSHOT.

COURSE ENROLL

* It’s also good practice to report all Course Domain templates as normal (Corresponding COURSE & COURSE INSTRUCTOR records most likely already exists. STUDENT GRADES may be reported but is not required.)
* Course domain related exception errors in reports (due to STUDENT SNAPSHOT records not being reported in this instance) may be ignored once data has been loaded through eDM.

Business Rules:

* Do not report a PROGRAM CODE in PROGRAMS FACT.
* Do not report STUDENT SNAPSHOT.
* ensure the location codes match between STUDENT and COURSE ENROLL. The location codes used should be the same location codes where the class is taught.

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Student Snapshot Template

**Target Table: STUD\_SNAPSHOT**

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**Template Description**

The Student Snapshot Template contains the same information as the Student Template with the addition of a snapshot date. Only active students at each reporting period should be included in this template. Active students include returning 12th grade students receiving Special Education and related services with a continuing (C) or transition (T) IEP and EOY graduates.

**Grain:** One record per district / school year / student / snapshot date

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**Student Snapshot Template Specifications**

| **Field #** | | **Start** | | | **End** | | | | | | **Length** | | | | | | **Data Type** | **Field Name** | | | **R/O/CR** | | | | **Code** | | | **Definition** | | **Business Rules** | | | | | | **Valid Values/Example Data** | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **1** | | **1** | | | **8** | | | | | | **8** | | | | | | **C** | **DISTRICT CODE** | | | **R** | | | | **K,M** | | | **PED defined three character district code.** | |  | | | | | | **Example: 066  See Appendix C. for complete list of valid values.** | | | |
| **2** | | **9** | | | **14** | | | | | | **6** | | | | | | **C** | **LOCATION CODE** | | | **R** | | | | **U,M** | | | **PED defined three character location codes.   Use the following Location Codes for special education students not enrolled at an actual district location:**  **992 = Early Childhood Program**  **993 = Students who are hospitalized**  **997 = Students who are enrolled in a private school**  **998 = Students who are homebound**  **999 = Students who are home schooled (location 999 cannot be used for Special Ed students)** | |  | | | | | | **Example: 042**  **See Appendix C. for complete list of valid location codes for each district.** | | | |
| **3** | | **15** | | | **24** | | | | | | **10** | | | | | | **D** | **SCHOOL YEAR DATE** | | | **R** | | | | **K,M** | | | **Provide the school year in the ISO format: YYYY-MM-DD. The PED standard school year runs from July 1 through June 30.** | | **All dates must be entered in ISO format** | | | | | | **Example:**  **YYYY-06-30** | | | |
| **4** | | **25** | | | **36** | | | | | | **12** | | | | | | **C** | **STUDENT ID** | | | **R** | | | | **K,M** | | | **State issued student identification number.** | | **Must be valid New Mexico State Student ID. ID, DOB, Gender must match data contained in State ID system** | | | | | | **Example: 100000009** | | | |
| 5 | | 37 | | | 47 | | | | | | 11 | | | | | |  |  | | |  | | | |  | | | Not Collected | |  | | | | | |  | | | |
| 6 | | 48 | | | 56 | | | | | | 9 | | | | | |  |  | | |  | | | |  | | | Not Collected | |  | | | | | |  | | | |
| 7 | | 57 | | | 81 | | | | | | 25 | | | | | |  |  | | |  | | | |  | | | Not Collected | |  | | | | | |  | | | |
| 8 | | 82 | | | 96 | | | | | | 15 | | | | | |  |  | | |  | | | |  | | | Not Collected | |  | | | | | |  | | | |
| **9** | | **97** | | | **97** | | | | | | **1** | | | | | | **C** | **MIDDLE INITIAL** | | | **O** | | | | **U** | | | **Student middle initial.** | | **Value entered cannot be more than one character.** | | | | | | **Example: M** | | | |
| **10** | | **98** | | | **99** | | | | | | **2** | | | | | | **C** | **CURRENT GRADE**  **LEVEL** | | | **R** | | | | **U,R** | | | **Student current grade level. See valid values.** | | **If a student is 3 or 4 years old by the last day of school and receiving Special Education, (federal or state) Even Start, or Title IA services use PK.**  **The value used should be the code (e.g. PK, KN, 01) only. Valid values are case sensitive. The descriptions are for reference only.** | | | | | | **Valid values:**  **PK = Pre-Kindergarten**  **KN = Kindergarten, Half-Day**  **KF = Kindergarten, Full-Day**  **01 = First Grade**  **02 = Second Grade**  **03 = Third Grade**  **04 = Fourth Grade**  **05 = Fifth Grade**  **06 = Sixth Grade**  **07 = Seventh Grade**  **08 = Eighth Grade**  **09 = Ninth Grade**  **10 = Tenth Grade**  **11 = Eleventh Grade**  **12 = Twelfth Grade** | | | |
| 11 | | 100 | | | 101 | | | | | | 2 | | | | | |  |  | | |  | | | |  | | | Not Collected | |  | | | | | |  | | | |
| 12 | | 102 | | | 105 | | | | | | 4 | | | | | |  |  | | |  | | | |  | | | Not Collected | |  | | | | | |  | | | |
| 13 | | 106 | | | 111 | | | | | | 6 | | | | | |  |  | | |  | | | |  | | | Not Collected | |  | | | | | |  | | | |
| **14** | | **112** | | | **121** | | | | | | **10** | | | | | | **D** | **BIRTHDATE** | | | **R** | | | | **U,R** | | | **Student date of birth.** | | **The value must be between 1971-01-01 and the current date.**  **All dates must be entered in ISO format (YYYY-MM-DD).** | | | | | | **Example:**  **2000-02-28** | | | |
| **15** | | **122** | | | **127** | | | | | | **6** | | | | | | **C** | **GENDER CODE** | | | **R** | | | | **U,R** | | | **Gender code of student.** | | **The value used should be the code (e.g. M, F) only. Valid values are case sensitive. The descriptions are for reference only.** | | | | | | **Valid Values:   M = Male  F = Female** | | | |
| 16 | | 128 | | | 157 | | | | | | 30 | | | | | | C | **ADDRESS 1** | | | R | | | | **U** | | | **Primary Home Address Line 1** | | **Please use mailing address. Information in this field will be used to match with lunch databases and to help resolve duplicate IDs. For Homeless students, use the address of the shelter if there is no mailing address.** | | | | | | **Example:**  **18 Mesa Drive** | | | |
| 17 | | 158 | | | 187 | | | | | | 30 | | | | | | C | **ADDRESS 2** | | | O | | | | **U** | | | **Primary Home Address Line 2** | | **Address Line 2 only if applicable as in the case of an apartment, unit or floor number** | | | | | | **Example:**  **Apartment 2C** | | | |
| 18 | | 188 | | | 212 | | | | | | 25 | | | | | | C | **CITY** | | | R | | | | **U** | | | **City** | | **Name of the city of residence** | | | | | | **Example:**  **Mayberry** | | | |
| 19 | | 213 | | | 214 | | | | | | 2 | | | | | | C | **STATE CODE** | | | R | | | | **U** | | | **State Name Abbreviated** | | **Abbreviation of the State Name** | | | | | | **Example:**  **NM** | | | |
| 20 | | 215 | | | 224 | | | | | | 10 | | | | | |  |  | | |  | | | |  | | | Not Collected | |  | | | | | |  | | | |
| 21 | | 225 | | | 238 | | | | | | 14 | | | | | |  |  | | |  | | | |  | | | Not Collected | |  | | | | | |  | | | |
| 22 | | 239 | | | 278 | | | | | | 40 | | | | | | C | **PRIMARY GUARDIAN**  **NAME** | | | R | | | | **U** | | | **Guardian Name as entered on the registration or enrollment form.** *NOTE: If a student is an "unaccompanied youth" or an "emancipated youth", the guardian name would be the "Self".* | | **Please use the first name and last name of the parent or guardian entered first on the registration or enrollment form.** *NOTE: If a student is an "unaccompanied youth" or an emancipated youth, the guardian name would be the "Self".* | | | | | | **Example:**  **Brook Smith** | | | |
| 23 | | 279 | | | 293 | | | | | | 15 | | | | | |  |  | | |  | | | |  | | | Not Collected | |  | | | | | |  | | | |
| 24 | | 294 | | | 307 | | | | | | 14 | | | | | |  |  | | |  | | | |  | | | Not Collected | |  | | | | | |  | | | |
| **25** | | **308** | | | **322** | | | | **15** | | | | | **C** | | | | **UNACCOM--PANIED**  **YOUTH**  **(eScholar field “Student Lives With”)** | | | **CR**  **Required**  **at ALL reporting periods** | | | | **U** | | | **A student who fits the McKinney-Vento definition of homeless and who is without**  **a parent or guardian to advocate for them and exercise parental rights.** | | **Required if student is homeless.**  **Valid values are U and A.**  **Valid Values are case sensitive.**  **This data element is required if student is homeless.** | | | | | | **Valid Values:**  **U - Unaccompanied Youth. Homeless student NOT in the presence of a parent, guardian or legal status identified by the court system (e.g., Guardian ad Litem, or foster parent). (See Unaccompanied Youth in STARS Manual II)**  **A - Accompanied Youth. Homeless student In the presence of a parent, guardian or legal status identified by the court system (e.g., Guardian ad Litem, or foster parent). (See Unaccompanied Youth in STARS Manual II)**  **(This field is blank if Student is not homeless).** | | | |
| 26 | | 323 | | | 323 | | | | | | 1 | | | |  | | |  | | |  | | | |  | | | Not Collected | |  | | | | | |  | | | |
| **27** | | **324** | | | **325** | | | | | | **2** | | | | **C** | | | **ETHNIC CODE**  **SHORT** | | | **R** | | | | **U** | | | **Ethnicity code of student.** | | **The value used should be the code (e.g. C, B) only. Valid values are case sensitive. The descriptions are for reference only.**  **If field #27 Ethnic Code Short = ‘I” (American Indian/Alaskan Native) then tribe required in field #114 Race or Ethnicity Sub-Group Code.** | | | | | | **Valid Values:  C = Caucasian   B = Black or African American  A = Asian**  **I = American Indian/Alaskan Native**  **P = Native Hawaiian or Other Pacific Islander** | | | |
| 28 | | 326 | | | 365 | | | | | | 40 | | | |  | | |  | | |  | | | |  | | | Not Collected | |  | | | | | |  | | | |
| 29 | | 366 | | | 389 | | | | | | 24 | | | |  | | |  | | |  | | | |  | | | Not Collected | |  | | | | | |  | | | |
| 30 | | 390 | | | 413 | | | | | | 24 | | | |  | | |  | | |  | | | |  | | | Not Collected | |  | | | | | |  | | | |
| 31 | | 414 | | | 423 | | | | | | 10 | | | |  | | |  | | |  | | | |  | | | Not Collected | |  | | | | | |  | | | |
| 32 | | 424 | | | 439 | | | | | | 16 | | | |  | | |  | | |  | | | |  | | | Not Collected | |  | | | | | |  | | | |
| **33** | | **440** | | | **451** | | | | | | **12** | | | | **C** | | | **FOOD**  **PROGRAM**  **PARTICIPATION**  **CODE** | | | **R** | | | | **U,R** | | | **Student participation in the National School Lunch Program (NSLP).** | | **The value used should be the code (e.g. F, R, or N) only. Valid values are case sensitive. The descriptions are for reference only. As the rules vary by school, depending on the type of NSLP program in operation Please refer to Appendix Z for assistance.** | | | | | | **Valid values:  F = Free  R = Reduced  N = Not participating**  **as Free or Reduced.**  **This is for students**  **that pay full price for their school meals.** | | | |
| 34 | | 452 | | | 481 | | | | | | 30 | | | |  | | |  | | |  | | | |  | | | Not Collected | |  | | | | | |  | | | |
| 35 | | 482 | | | 491 | | | | | | 10 | | | |  | | |  | | |  | | | |  | | | Not Collected | |  | | | | | |  | | | |
| 36 | | 492 | | | 501 | | | | | | 10 | | | |  | | |  | | |  | | | |  | | | Not Collected | |  | | | | | |  | | | |
| 37 | | 502 | | | 511 | | | | | | 10 | | | |  | | |  | | |  | | | |  | | | Not Collected | |  | | | | | |  | | | |
| **38** | | **512** | | | **514** | | | | | | **3** | | | | **C** | | | **SPECIAL EDUCATION** | | | **R** | | | | **U,R** | | | **Use this field as a Y/N indicator of whether or not the student has a current IEP and is receiving services under IDEA 618, Part B. Exclude Gifted-Only students with no disabilities.** | | **The value used should be the code (e.g. Y, N) only. Valid values are case sensitive. Should be “N” if student has exited.**  **If Special Education = Y at any time during the school year do not change the status back to N unless student is returning to Regular Education/Gifted Only.** | | | | | | **Valid values:**  **Y = Students with Disabilities**  **(Primary or Secondary)**  **N = Regular Education and**  **Gifted-only Students** | | | |
| 39 | | 515 | | | 517 | | | | | | 3 | | | |  | | |  | | |  | | | |  | | | Not Collected | |  | | | | | |  | | | |
| **40** | | **518** | | | **532** | | | | | | **15** | | | | **C** | | | **LEVEL OF INTEGRATION** | | | **CR**  **Please see Business Rules for requirements** | | | | **U** | | | **Amount of special education service. See valid values.** | | **Required if Special Education = Y or Gifted Participation Code = Y.**  **For students in a 3Y/4Y program, the Level of Integration (Service Level) must be 4/D, except for SPEECH ONLY students. If SPEECH ONLY the level of integration (service level) must be 1/A or 2/B.**  **The value used should be the code (e.g. 1, 2) only. The descriptions are for reference only.** | | | | | | **Valid values:  1 = Less than 10% of the day (minimum or “A”)  2 = 11% to 49% of the day (moderate or "B")  3 = 50% of the day or more, but not a full day (extensive or "C")  4 = Up to a full day or program 3Y/4Y (maximum or "D")  See Appendix I for additional guidance regarding selecting the appropriate value.** | | | |
| 41 | | 533 | | | 535 | | | | | | 3 | | | |  | | |  | | |  | | | |  | | | Not Collected | |  | | | | | |  | | | |
| 42 | | 536 | | | 537 | | | | | | 2 | | | |  | | |  | | |  | | | |  | | | Not Collected | |  | | | | | |  | | | |
| 43 | | 538 | | | 539 | | | | | | 2 | | | |  | | |  | | |  | | | |  | | | Not Collected | |  | | | | | |  | | | |
| 44 | | 540 | | | 542 | | | | | | 3 | | | |  | | |  | | |  | | | |  | | | Not Collected | |  | | | | | |  | | | |
| 45 | | 543 | 548 | | | | | | 6 | | | | | Not Collected | | | | | | | | | | | | | | | | | | | | | | | | |
| **46** | **549** | | | **551** | | | | | **3** | | | | | **C** | | | **REPEATING LAST YEAR** | | | **R**  **Required at 40D and EOY only.** | | | | **U** | | | **For each student in grades K-12, was he/she retained or did he/she fail to be promoted following the completion of the past school year (EOY, the school year that just ended)? Note: this includes high school students who were not promoted because of a lack of high school credits.** | | **Note: If N at EOY and Grade = 12, the Graduated field should be completed.  The value used should be the code (e.g. Y, N) only. Valid values are case sensitive.**  **Special Ed Students who are Continuing or Transitioning should be marked only with a code of “N”** | | | | | | **Valid values:  Y = Retained  N = Promoted** | | | |
| 47 | 552 | | | 554 | | | | | 3 | | | | |  | | |  | | |  | | | |  | | | Not Collected | |  | | | | | |  | | | |
| 48 | 555 | | | 557 | | | | | 3 | | | | |  | | |  | | |  | | | |  | | | Not Collected | |  | | | | | |  | | | |
| 49 | 558 | | | 559 | | | | | 2 | | | | |  | | |  | | |  | | | |  | | | Not Collected | |  | | | | | |  | | | |
| 50 | 560 | | | 565 | | | | | 6 | | | | |  | | |  | | |  | | | |  | | | Not Collected | |  | | | | | |  | | | |
| 51 | 566 | | | 573 | | | | | 8 | | | | |  | | |  | | |  | | | |  | | | Not Collected | |  | | | | | |  | | | |
| 52 | 574 | | | 585 | | | | | 12 | | | | |  | | |  | | |  | | | |  | | | Not Collected | |  | | | | | |  | | | |
| **53** | **586** | | | **589** | | | | | **4** | | | | | **C** | | | **EXPECTED GRADUATION TIMEFRAME** | | | **CR**  **Please**  **see Business Rules for requirements** | | | | **U** | | | **Expected Graduation Timeframe for special education students and/or prospective SUMMER Graduates. Use MMYY format.** | | **Required if, a or b**   1. **CURRENT GRADE LEVEL (field # 10) = 12 and SPECIAL EDUCATION (field # 38) = Y and Special Education Snapshot Template > TRANSITION IEP STATUS CODE (field # 45) = C or T.** 2. **0715 is required at EOY reporting period only if student has not graduated and is attending SUMMER SCHOOL to complete their graduation requirements.** | | | | | | **Example: 0610** | | | |
| 54 | 590 | | | 598 | | | | | 9 | | | | |  | | |  | | |  | | | |  | | | Not Collected | |  | | | | | |  | | | |
| 55 | 599 | | | 607 | | | | | 9 | | | | |  | | |  | | |  | | | |  | | | Not Collected | |  | | | | | |  | | | |
| 56 | 608 | | | 614 | | | | | 7 | | | | |  | | |  | | |  | | | |  | | | Not Collected | |  | | | | | |  | | | |
| 57 | 615 | | | 621 | | | | | 7 | | | | |  | | |  | | |  | | | |  | | | Not Collected | |  | | | | | |  | | | |
| 58 | 622 | | | 626 | | | | | 5 | | | | |  | | |  | | |  | | | |  | | | Not Collected | |  | | | | | |  | | | |
| 59 | 627 | | | 627 | | | | | 1 | | | | |  | | |  | | |  | | | |  | | | Not Collected | |  | | | | | |  | | | |
| 60 | 628 | | | 628 | | | | | 1 | | | | |  | | |  | | |  | | | |  | | | Not Collected | |  | | | | | |  | | | |
| 61 | 629 | | | 637 | | | | | 9 | | | | |  | | |  | | |  | | | |  | | | Not Collected | |  | | | | | |  | | | |
| 62 | 638 | | | 638 | | | | | 1 | | | | |  | | |  | | |  | | | |  | | | Not Collected | |  | | | | | |  | | | |
| 63 | 639 | | | 639 | | | | | 1 | | | | |  | | |  | | |  | | | |  | | | Not Collected | |  | | | | | |  | | | |
| 64 | 640 | | | 640 | | | | | 1 | | | | |  | | |  | | |  | | | |  | | | Not Collected | |  | | | | | |  | | | |
| 65 | 641 | | | 641 | | | | | 1 | | | | |  | | |  | | |  | | | |  | | | Not Collected | |  | | | | | |  | | | |
| 66 | 642 | | | 671 | | | | | 30 | | | | |  | | |  | | |  | | | |  | | | Not Collected | |  | | | | | |  | | | |
| 67 | 672 | | | 672 | | | | | 1 | | | | |  | | |  | | |  | | | |  | | | Not Collected | |  | | | | | |  | | | |
| 68 | 673 | | | 682 | | | | | 10 | | | | |  | | |  | | |  | | | |  | | | Not Collected | |  | | | | | |  | | | |
| 69 | 683 | | | 686 | | | | | 4 | | | | |  | | |  | | |  | | | |  | | | Not Collected | |  | | | | | |  | | | |
| **70** | **687** | | | **687** | | | | | **1** | | | | | **C** | | | **PLAN 504 INDICATOR** | | | **CR**  **Required at ALL reporting periods Please see Business Rules for requirements** | | | | **U** | | | **Provide a Yes or No indication of whether the student qualifies as an individual with disabilities under Section 504 of the Rehabilitation Act.** | | **Cannot have Plan 504 Indicator = Y if SPECIAL EDUCATION (field # 38) = Y.  The value used should be the code (e.g. Y, N) only. Valid values are case sensitive.** | | | | | | **Valid values:**  **Y or N** | | | |
| 71 | 688 | | | 699 | | | | | 12 | | | | |  | | |  | | |  | | | |  | | | Not Collected | |  | | | | | |  | | | |
| 72 | 700 | | | 704 | | | | | 5 | | | | |  | | |  | | |  | | | |  | | | Not Collected | |  | | | | | |  | | | |
| **73** | **705** | | | **707** | | | | | **3** | | | | | **C** | | | **FOREIGN EXCHANGE STUDENT** | | | **R** | | | | **U** | | | **Provide a Yes or No indication of whether the student is a foreign exchange student** | |  | | | | | | **Valid values:**  **Y or N** | | | |
| 74 | 708 | | | 717 | | | | | 10 | | | | |  | | |  | | |  | | | |  | | | Not Collected | |  | | | | | |  | | | |
| 75 | 718 | | | 724 | | | | | 7 | | | | |  | | |  | | |  | | | |  | | | Not Collected | |  | | | | | |  | | | |
| 76 | 725 | | | 731 | | | | | 7 | | | | |  | | |  | | |  | | | |  | | | Not Collected | |  | | | | | |  | | | |
| 77 | 732 | | | 734 | | | | | 3 | | | | |  | | |  | | |  | | | |  | | | Not Collected | |  | | | | | |  | | | |
| 78 | 735 | | | 737 | | | | | 3 | | | | |  | | |  | | |  | | | |  | | | Not Collected | |  | | | | | |  | | | |
| 79 | 738 | | | 740 | | | | | 3 | | | | |  | | |  | | |  | | | |  | | | Not Collected | |  | | | | | |  | | | |
| **80** | **741** | | | | **743** | | | | | | **3** | | | **C** | | | **GIFTED PARTICIPA-TION**  **CODE** | | | **R** | | | | **U** | | | **Provide a Yes or No indication of whether the student is a Gifted** | |  | | | | | | **Valid values:**  **Y or N** | | | |
| 81 | 744 | | | | | 746 | | | | | 3 | | |  | | |  | | |  | | | |  | | | Not Collected | |  | | | | | |  | | | |
| 82 | 747 | | | | | 753 | | | | | 7 | | |  | | |  | | |  | | | |  | | | Not Collected | |  | | | | | |  | | | |
| **83** | **754** | | | | | **763** | | | | | **10** | | | **D** | | | **SNAPSHOT DATE** | | | **R** | | | | **K,M** | | | **Field indicating the report date. See valid values.** | | **All dates must be entered in ISO format (YYYY-MM-DD).** | | | | | | **Valid values:**  **YYYY-10-01 = 40D**  **YYYY-12-15 = 80D**  **YYYY-03-01 = 120D**  **YYYY-04-20 = Accountability**  **YYYY-06-01 = EOY**  **YYYY-09-01 = K3P**  **YYYY-06-29 = Summer Session**  **YYYY-07-15 = Open Year Round** | | | |
| 84 | 764 | | | | | 783 | | | | | 20 | | |  | | |  | | |  | | | |  | | | Not Collected | |  | | | | | |  | | | |
| 85 | 784 | | | | | 793 | | | | | 10 | | |  | | |  | | |  | | | |  | | | Not Collected | |  | | | | | |  | | | |
| 86 | 794 | | | | | 817 | | | | | 24 | | |  | | |  | | |  | | | |  | | | Not Collected | |  | | | | | |  | | | |
| 87 | 818 | | | | | 824 | | | | | 7 | | |  | | |  | | |  | | | |  | | | Not Collected | |  | | | | | |  | | | |
| **88** | **825** | | | | | **825** | | | | | **1** | | | **C** | | | **DIRECT CERTIFICATION STATUS CODE (ECONOMIC DISADVANTAGED STATUS CODE)** | | | **CR** | | | | **U** | | | **Identifies the Direct Certification Status of a student. This does not apply to all students in the district** | | **Required if student has been Directly Certified as eligible for free meals by the Food Service Director or their designate.**  **\*Other permitted means- Foster students are eligible to be directed certified for free meals. In addition, students that reside in households receiving the Food Distribution Program on Indian reservations – FDPIR are also Direct Cert eligible.**  **\*\*Siblings of SNAP identified students that are not marked as SNAP in the detail report may be reported as SNAP Direct Cert well under the rule of extended eligibility. Use code 3 to report. This rule does not apply to other categories of eligibility such as Migrant or Foster.** | | | | | | **Valid values:**  **1=SNAP Direct Cert as identified in the direct certification report and certified by the district.**  **2=Other Direct Cert Eligible (Homeless, FDPIR, Foster, Migrant, and Head Start)**  **3=Family Members of SNAP identified students that were not found in the Direct Certification report)** | | | |
| 89 | 826 | | | | | 826 | | | | | 1 | | |  | | |  | | |  | | | |  | | | Not Collected | |  | | | | | |  | | | |
| 90 | 827 | | | | | 827 | | | | | 1 | | |  | | |  | | |  | | | |  | | | Not Collected | |  | | | | | |  | | | |
| 91 | 828 | | | | | 830 | | | | | 3 | | |  | | |  | | |  | | | |  | | | Not Collected | |  | | | | | |  | | | |
| 92 | 831 | | | | | 833 | | | | | 3 | | |  | | |  | | |  | | | |  | | | Not Collected | |  | | | | | |  | | | |
| **93** | **834** | | | | | **858** | | | | | **25** | | | **C** | | | **ALTERNATE STUDENT ID** | | | **O** | | | | **U** | | | **District's local student identifier.** | |  | | | | | | **Example: 12986** | | | |
| 94 | 859 | | | | | 861 | | | | | 3 | | |  | | |  | | |  | | | |  | | | Not Collected | |  | | | | | |  | | | |
| 95 | 862 | | | | | 864 | | | | | 3 | | |  | | |  | | |  | | | |  | | | Not Collected | |  | | | | | |  | | | |
| 96 | 865 | | | | | 865 | | | | | 1 | | | Not Collected | | | | | | | | | | | | | | | | | | | | | | | | |
| **97** | **866** | | | | | **875** | | | | | **10** | | | **D** | | | **GRADE 9 ENTRY DATE** | | **O** | | | **U** | | | | **To provide a date to be used when calculating the 9-12 grade graduation cohort.** | | | **The value must be between 1971-01-01 and the current date. All dates must be entered in ISO format (YYYY-MM-DD).** | | | | | | | | | **Example:**  **2008-06-30 = school year**  **07-08.** |
| 98 | 876 | | | | | 885 | | | | | 10 | | |  | | |  | |  | | |  | | | | Not Collected | | |  | | | | | | | | |  |
| 99 | 886 | | | | | 895 | | | | | 10 | | |  | | |  | |  | | |  | | | | Not Collected | | |  | | | | | | | | |  |
| 100 | 896 | | | | | 915 | | | | | 20 | | |  | | |  | |  | | |  | | | | Not Collected | | |  | | | | | | | | |  |
| 101 | 916 | | | | | 917 | | | | | 2 | | |  | | |  | |  | | |  | | | | Not Collected | | |  | | | | | | | | |  |
| 102 | 918 | | | | | 932 | | | | | 15 | | |  | | |  | |  | | |  | | | | Not Collected | | |  | | | | | | | | |  |
| **103** | **933** | | | | | **944** | | | | | **12** | | | **C** | | | **FAMILY IDENTIFIER** | | **O** | | | **U** | | | | **An ID assigned by the district to indicate that the student(s) are a part of a family.** | | | **Cannot exceed length** | | | | | | | | | **Example:**  **2347890** |
| 104 | 945 | | | | | 958 | | | | | 14 | | |  | | |  | |  | | |  | | | | Not Collected | | |  | | | | | | | | |  |
| 105 | 959 | | | | | 968 | | | | | 10 | | |  | | |  | |  | | |  | | | | Not Collected | | |  | | | | | | | | |  |
| 106 | 969 | | | | | 988 | | | | | 20 | | |  | | |  | |  | | |  | | | | Not Collected | | |  | | | | | | | | |  |
| **107** | **989** | | | | | **1028** | | | | | **40** | | | **C** | | | **ALTERNATE GUARDIAN NAME** | | **O** | | | **U** | | | | **Name of other guardian i.e., second parent name** | | | **While optional please report if this name is available in your Student Information System** | | | | | | | | | **Example:**  **John Smith** |
| 108 | 1029 | | | | | 1078 | | | | | 50 | | |  | | |  | |  | | |  | | | | Not Collected | | |  | | | | | | | | |  |
| 109 | 1079 | | | | | 1088 | | | | | 10 | | |  | | |  | |  | | |  | | | | Not Collected | | |  | | | | | | | | |  |
| 110 | 1089 | | | | | 1098 | | | | | 10 | | |  | | |  | |  | | |  | | | | Not Collected | | |  | | | | | | | | |  |
| **111** | **1099** | | | | | **1101** | | | | | **3** | | | **C** | | | **HOMELESS** | | **R**  **Required**  **at ALL reporting periods**  **Please**  **see Business Rules for requirements** | | | | **U** | | | **An indication of whether a student is homeless or not and, if so, whether the student was served under McKinney Vento.** | | | | **Use the valid value code and not the description.**  **For example, use HNS to indicate "Homeless not receiving McKinney Vento funds".**  **The value used should be the code (e.g. N) only.  Valid values are case sensitive.**  **This data element is required for Federal Reporting.** | | | | **Valid Values:  HS - Homeless eligible and served under McKinney Vento Funds. A Child or Youth who meets the federal definition of the McKinney-Vento Homeless Education Assistance Act and is served by funds that include the McKinney-Vento Grant Funds. (See definition of homeless in STARS Manual II)**  **HNS - Homeless eligible and not served under McKinney Vento Funds. Child or Youth who meets the federal definition of the McKinney-Vento Homeless Education Assistance Act and is NOT served by the McKinney-Vento Grant Fund. (See definition of homeless in STARS Manual II)**  **N - Student is not homeless. Child or Youth does not meet the federal definition of the McKinney-Vento Homeless Education Assistance Act. (See definition of homeless in STARS Manual II).** | | | | |
| **112** | **1102** | | | | | **1109** | | | | | **8** | | | **C** | | | **MIGRANT**  **STATUS** | | **R** | | | **U** | | | | **Migratory Children (also referred to as Children with Migrant Status).**  **Children who are, or whose parents or spouses are, migratory agricultural workers, including migratory dairy workers, or migratory fishers, and who, in the preceding 36 months, in order to accompany such parents or spouses in order to obtain temporary or seasonal employment in agricultural or fishing work have moved from one LEA to another.** | | | | | | |  | | | | | **Valid Values:**  **Y = Yes**  **N = No** |
| **113** | **1110** | | | | | **1117** | | | | | **8** | | | **C** | | | **ENGLISH PROFICIENCY**  **CODE**  **(EL STATUS)** | | **R** | | | **U** | | | | **Required for Current EL students or former English Learner (EL) students who have been re-classified as Fluent English Proficient (FEP). See valid values.** | | | | | | | **The value used should be the code (e.g. 0, 1, 2, 3, or 4) only. The descriptions are for reference only.** | | | | | **Valid Values:**  **0 = IFEP (Initially Fluent English**  **Proficient - Student was never EL)**  **1 = Current EL Student**  **2 = RFEP1 (Reclassified Fluent**  **English Proficient-Exited Year 1)**  **3 = RFEP2 (Reclassified Fluent**  **English Proficient-Exited Year 2)**  **4 = RFEP3+ (Reclassified Fluent English**  **Proficient-Exited Year 3+)** |
| **114** | **1118** | | | | | **1121** | | | | | **4** | | | **C** | | | **RACE OR ETHNICITY SUBGROUP CODE** | | **R** | | | **U** | | | | **The primary New Mexico Tribe or Pueblo with which the staff member is affiliated. See valid values.**  **(Tribal Affiliation)** | | | | | | | **The value used should be the code (e.g. 00, 01, 02, etc.) only. The descriptions are for reference only.**  **If field #27 Ethnic Code Short = ‘I” (American Indian/Alaskan Native) then tribe required in field #114 Race or Ethnicity Sub-Group Code.** | | | | | **Valid Values:**  **See Appendix D.19 for a list of the valid values.** |
| 115 | 1122 | | | | | 1127 | | | | | 6 | | |  | | |  | |  | | |  | | | | Not Collected | | | | | | |  | | | | |  |
| 116 | 1128 | | | | | 1129 | | | | | 2 | | |  | | |  | |  | | |  | | | | Not Collected | | | | | | |  | | | | |  |
| 117 | 1130 | | | | | 1137 | | | | | 8 | | |  | | |  | |  | | |  | | | | Not Collected | | | | | | |  | | | | |  |
| 118 | 1138 | | | | | 1177 | | | | | 40 | | |  | | |  | |  | | |  | | | | Not Collected | | | | | | |  | | | | |  |
| **119** | **1178** | | | | | **1180** | | | | | **3** | | | **C** | | | **AT RISK STUDENT (Migrant Student**  **PFS Flag)** | | **CR** | | | **U** | | | | **Provide a Y or N indication of whether the student is at risk.**  **Required for Migrant Students with COE** | | | | | | | **The value used should be the code (e.g. Y, N) only. Valid values are case sensitive.**  **This data element is required for Federal Reporting.** | | | | | **Valid Values:**  **Y = Yes**  **N = No** |
| **120** | **1181** | | | | | **1183** | | | | | **3** | | | **C** | | | **PARENTAL STATUS CODE (formerly STUDENT IS**  **A SINGLE**  **PARENT)** | | **R** | | | **U** | | | | **Indicate the parental status of the student.** | | | | | | | **This data element is required for Federal Reporting.**  **S= Single parent means “an individual who**   1. **Is unmarried or legally separated from a spouse;**   **AND**   1. **(i) Has a minor child or children for which the parent has either custody or joint custody; or**   **(ii) Is pregnant.”**  **NS = Legally married student has a minor child or children for which the parent has either custody or joint custody)**  **NP=Student is not a parent** | | | | | **Valid Values:**  **S= Student is a**  **single parent**  **NS=Student is a**  **parent, but not**  **single**  **NP=Student is not**  **a parent** |
| **121** | **1184** | | | | | **1186** | | | | | **3** | | | **C** | | | **STUDENT IS EXPECTING**  **(STUDENT IS PREGNANT)** | | **R** | | | **U** | | | | **Indicate whether the student is expecting a child.**  **Use for all genders.** | | | | | | | **This data element is required for Federal Reporting.** | | | | | **Valid Values:**  **Y = Yes**  **N = No** |
| 122 | 1187 | | | | | 1189 | | | | | 3 | | |  | | |  | |  | | |  | | | | Not Collected | | | | | | |  | | | | |  |
| **123** | **1190** | | | | | **1205** | | | | | **16** | | | **C** | | | **HOME LANGUAGE CODE** | | **R** | | | **U** | | | | **Use this field to provide information on "home language" that means the primary or heritage language spoken at home.**  **The student’s Home Language may be different from the student’s Native Language.** | | | | | | | **The value used should be the code (e.g. 00, 01, 02) only. The descriptions are for reference only.** | | | | | **Valid Values:**  **See Appendix D.20 for a list of the valid values.** |
| 124 | 1206 | | | | | 1208 | | | | | 3 | | |  | | |  | |  | | |  | | | | Not Collected | | | | | | |  | | | | |  |
| **125** | | **1209** | | | | | **1212** | | | | | **4** | | | **N(0)** | | **YEARS IN**  **U.S.**  **SCHOOLS** | | **R**  **Required**  **at ALL reporting periods Please see Business Rules for requirements** | | | **U** | | | | **Provide an indication on whether or not the student has been enrolled in U.S. schools for 12 months.**  **The months do NOT have to be consecutive. Any school (public, private, BIE, or home) qualifies. PreK does not count toward the time.**  **See valid values.** | | | | | | | **The value used should be the code only.**  **The descriptions are for reference only.** | | | | **Valid Values:**  **0 = Student has not reached 12 months of time in U.S. schools**    **1=Has reached 12 or more months of time in U.S. schools** | |
| 126 | 1213 | | | | | 1222 | | | | | 10 | | |  | | |  | |  | | |  | | | | Not Collected | | | | | | |  | | | | |  |
| 127 | 1223 | | | | | 1282 | | | | | 60 | | |  | | |  | |  | | |  | | | | Not Collected | | | | | | |  | | | | |  |
| **128** | **1283** | | | | | **1285** | | | | | **3** | | | **C** | | | **SPECIAL EDUCATION TRANSITION** | | **CR** | | | **U** | | | | **If student is 14 years of age or older by Dec. 1, is there a statement on the IEP that addresses the need for transition services?** | | | | | | | **Required if Special Education = Y. The value used should be the code (e.g. Y, N) only. Valid values are case sensitive.** | | | | | **Valid Values:**  **Y or N** |
| 129 | 1286 | | | | | 1291 | | | | | 6 | | |  | | |  | |  | | |  | | | | Not Collected | | | | | | |  | | | | |  |
| 130 | 1292 | | | | | 1294 | | | | | 3 | | |  | | |  | |  | | |  | | | | Not Collected | | | | | | |  | | | | |  |
| **131** | **1295** | | | | | **1297** | | | | | **3** | | | **C** | | | **FOOD PROGRAM ELIGIBILITY** | | **R** | | | **U** | | | | **Students Eligibility for free or reduced meals as determined by Direct Certification or family income applications.** | | | | | | | **The value used should be the code (e.g. F, R, or N) only. Valid values are case sensitive. The descriptions are for reference only.**  **As the rules vary by school, depending on the type of NSLP program in operation Please refer to Appendix Z for assistance.** | | | | | **Valid values:  F = Free  R = Reduced  N = Not participating as Free or Reduced. This is for students that pay full price for their school meals.** |
| 132 | 1298 | | | | | 1300 | | | | | 3 | | |  | | |  | |  | | |  | | | | Not Collected | | | | | | |  | | | | |  |
| **133** | **1301** | | | | | **1360** | | | | | **60** | | | **C** | | | **LAST NAME LONG** | | **R** | | | **U,R** | | | | **Student Last Name** | | | | | | |  | | | | | **Example: Johnson** |
| **134** | **1361** | | | | | **1420** | | | | | **60** | | | **C** | | | **FIRST NAME LONG** | | **R** | | | **U,R** | | | | **Student First Name** | | | | | | |  | | | | | **Example: Abby** |
| 135 | 1421 | | | | | 1424 | | | | | 4 | | |  | | |  | |  | | |  | | | | Not Collected | | | | | | |  | | | | |  |
| 136 | 1425 | | | | | 1428 | | | | | 4 | | |  | | |  | |  | | |  | | | | Not Collected | | | | | | |  | | | | |  |
| 137 | 1429 | | | | | 1431 | | | | | 3 | | |  | | |  | |  | | |  | | | | Not Collected | | | | | | |  | | | | |  |
| 138 | 1432 | | | | | 1441 | | | | | 10 | | |  | | |  | |  | | |  | | | | Not Collected | | | | | | |  | | | | |  |
| 139 | 1442 | | | | | 1501 | | | | | 60 | | |  | | |  | |  | | |  | | | | Not Collected | | | | | | |  | | | | |  |
| 140 | 1502 | | | | | 1561 | | | | | 60 | | |  | | |  | |  | | |  | | | | Not Collected | | | | | | |  | | | | |  |
| 141 | 1562 | | | | | 1571 | | | | | 10 | | |  | | |  | |  | | |  | | | | Not Collected | | | | | | |  | | | | |  |
| 142 | 1572 | | | | | 1631 | | | | | 60 | | |  | | |  | |  | | |  | | | | Not Collected | | | | | | |  | | | | |  |
| **143** | **1632** | | | | | **1635** | | | | | **4** | | | **C** | | | **CREDENTIAL TYPE CODE** | | **CR**  **Required at 120D and EOY** | | | **U** | | | | **Did this student receive a Proficiency Credential (PC) in conjunction with a high school diploma, or Certificate of Course Work Completion?**  **PC is a certificate that might be used as a qualification for employment indicating that the student achieved particular skills in a program area.** | | | | | | | **Required if DIPLOMA TYPE CODE (field # 91) is populated.   The value used should be the code (e.g. Y, N) only. Valid values are case sensitive.** | | | | | **Valid Values:**  **Y or N** |
| **144** | **1636** | | | | | **1638** | | | | | **3** | | | **C** | | | **HISPANIC ETHNICITY INDICATOR** | | **R** | | | **U** | | | | **Indicator of whether the student is of Hispanic ethnicity** | | | | | | |  | | | | | **Valid Values:**  **Y = Yes**  **N = No** |
| 145 | 1639 | | | | | 1641 | | | | | 3 | | |  | | |  | |  | | |  | | | | Not Collected | | | | | | |  | | | | |  |
| **146** | **1642** | | | | | **1643** | | | | | **2** | | | **C** | | | **RACE 2**  **CODE** | | **O** | | | **U** | | | | **Additional Race/Ethnicity Code** | | | | | | | **The value used should be the code (e.g. C, B) only. Valid values are case sensitive. The descriptions are for reference only.**  **If field #146 Race 2 Code = ‘I” (American Indian/Alaskan Native) then tribe required in field #114 Race or Ethnicity Sub-Group Code.** | | | | | **Valid Values:  C = Caucasian   B = Black or African American  A = Asian**  **I = American Indian/Alaskan Native**  **P = Native Hawaiian or Other Pacific Islander** |
| **147** | **1644** | | | | | **1645** | | | | | **2** | | | **C** | | | **RACE 3 CODE** | | **O** | | | **U** | | | | **Additional Race/Ethnicity Code** | | | | | | | **The value used should be the code (e.g. C, B) only. Valid values are case sensitive. The descriptions are for reference only.**  **If field #147 Race 3Code = ‘I” (American Indian/Alaskan Native) then tribe required in field #114 Race or Ethnicity Sub-Group Code.** | | | | | **Valid Values:  C = Caucasian   B = Black or African American  A = Asian**  **I = American Indian/Alaskan Native**  **P = Native Hawaiian or Other Pacific Islander** |
| **148** | **1646** | | | | | **1647** | | | | | **2** | | | **C** | | | **RACE 4 CODE** | | **O** | | | **U** | | | | **Additional Race/Ethnicity Code** | | | | | | | **`The value used should be the code (e.g. C, B) only. Valid values are case sensitive. The descriptions are for reference only.**  **If field #148 Race 4 Code = ‘I” (American Indian/Alaskan Native) then tribe required in field #114 Race or Ethnicity Sub-Group Code** | | | | | **Valid Values:  C = Caucasian   B = Black or African American  A = Asian**  **I = American Indian/Alaskan Native**  **P = Native Hawaiian or Other Pacific Islander** |
| **149** | **1648** | | | | | **1649** | | | | | **2** | | | **C** | | | **RACE 5 CODE** | | **O** | | | **U** | | | | **Additional Race/Ethnicity Code** | | | | | | | **The value used should be the code (e.g. C, B) only. Valid values are case sensitive. The descriptions are for reference only.**  **If field #149 Race 5 Code = ‘I” (American Indian/Alaskan Native) then tribe required in field #114 Race or Ethnicity Sub-Group Code.** | | | | | **Valid Values:  C = Caucasian   B = Black or African American  A = Asian**  **I = American Indian/Alaskan Native**  **P = Native Hawaiian or Other Pacific Islander** |
| **150** | **1650** | | | | | **1652** | | | | | **3** | | | **C** | | | **FEDERAL FORM 506 INDICATOR** | | **CR**  **Please see Business Rules for requirements** | | | **U** | | | | **Provide Yes or No response if student has a verified Federal Form 506 or Census Number on file.** | | | | | | | **Not required if Race or Ethnicity Subgroup**  **Code = 0.**  **The value used should be the code (e.g. Y, N) only. Valid values are case sensitive.** | | | | | **Valid Values:**  **Y or N** |
| 151 | 1653 | | | | | 1656 | | | | | 4 | | |  | | |  | |  | | |  | | | | Not Collected | | | | | | |  | | | | |  |
| **152** | **1657** | | | | | **1659** | | | | | **3** | | | **C** | | | **IMMIGRANT INDICATOR** | | **R** | | | **U** | | | | **Provide Yes or No response if student is an immigrant.**  **Immigrant children and youth. The term ‘immigrant children and youth’ means individuals who: “1. Are aged 3 to 21; "2. Were not born in any State; and "3. Have not been attending one or more schools in any one or more States for more than 3 full academic years. Note: Section 3301 (14) of the ESEA defines State as each of the 50 states, the District of Columbia and the Commonwealth of Puerto Rico.** | | | | | | | **The value used should be the code (e.g. Y, N) only. Valid values are case sensitive.**  **This data element is required for Federal Reporting.** | | | | | **Valid Values:**  **Y = Immigrant  N = Non-immigrant** |
| 153 | 1660 | | | | | 1675 | | | | | 16 | | |  | | |  | |  | | |  | | | | Not Collected | | | | | | |  | | | | |  |
| 154 | 1676 | | | | | 1705 | | | | | 30 | | |  | | |  | |  | | |  | | | | Not Collected | | | | | | |  | | | | |  |
| **155** | 1706 | | | | | 1710 | | | | | 5 | | | N | | | **BASE ZIPCODE** | | **R** | | | **U** | | | | **Base 5 digit zip code** | | | | | | | **Zip code of student’s address entered in fields 16-19** | | | | | **Example:**  **87501** |
| 156 | 1711 | | | | | 1714 | | | | | 4 | | |  | | |  | |  | | |  | | | | Not Collected | | | | | | |  | | | | |  |
| 157 | 1715 | | | | | 1754 | | | | | 40 | | |  | | |  | |  | | |  | | | | Not Collected | | | | | | |  | | | | |  |
| 158 | 1755 | | | | | 1794 | | | | | 40 | | |  | | |  | |  | | |  | | | | Not Collected | | | | | | |  | | | | |  |
| 159 | 1795 | | | | | 1824 | | | | | 30 | | |  | | |  | |  | | |  | | | | Not Collected | | | | | | |  | | | | |  |
| 160 | 1825 | | | | | 1854 | | | | | 30 | | |  | | |  | |  | | |  | | | | Not Collected | | | | | | |  | | | | |  |
| 161 | 1855 | | | | | 1856 | | | | | 2 | | |  | | |  | |  | | |  | | | | Not Collected | | | | | | |  | | | | |  |
| 162 | 1857 | | | | | 1861 | | | | | 5 | | |  | | |  | |  | | |  | | | | Not Collected | | | | | | |  | | | | |  |
| 163 | 1862 | | | | | 1865 | | | | | 4 | | |  | | |  | |  | | |  | | | | Not Collected | | | | | | |  | | | | |  |
| 164 | 1866 | | | | | 1873 | | | | | 8 | | |  | | |  | |  | | |  | | | | Not Collected | | | | | | |  | | | | |  |
| 165 | 1874 | | | | | 1885 | | | | | 12 | | |  | | |  | |  | | |  | | | | Not Collected | | | | | | |  | | | | |  |
| **166** | **1886** | | | | | **1888** | | | | | **3** | | | **C** | | | **DISPLACED HOMEMAKER** | | **R** | | | **U** | | | | **The term “displaced homemaker” means an individual who:**   * **has worked primarily without remuneration to care for a home and family, and for that reason has diminished marketable skills;** * **has been dependent on the income of another family member but is no longer supported by that income; or,** * **Is a parent whose youngest dependent child will become ineligible to receive assistance under part A of Title IV of the Social Security Act (42 U.S.C. 601 et seq.) not later than 2 years after the date on which the parent applies for assistance under this title;**   **AND**  **is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment.** | | | | | | | **The value used should be the code (e.g. Y, N) only. Valid values are case sensitive.** | | | | | **Valid Values:**  **Y or N** |
| **167** | **1889** | | | | | **1892** | | | | | **4** | | | **C** | | | **SPED REFERRAL CODE** | | **CR**  **Please see Business Rules for requirements** | | | **U** | | | | **Special Education Only –**  **Required if the child was referred from Part C to B or thru Child Find.** | | | | | | | **“C” is required only if the child was referred from Part C to B. Event Type Code 18 must exist in Special Ed Events, field #5.**  **“F” is required only if the student was referred through Child Find (not Part C) and a Parental Request for INITIAL Evaluation was received. Event Type Code 30 must exist in Special Ed Events, field #5.**  **The value used should be the code (e.g. C, F) only. Valid values are case sensitive.** | | | | | **Valid Values:  C = Child served in Part C (Birth-3) and was referred to Part B (Age 3-21) for eligibility determination.  F = Child was referred thru Child Find (NOT Receiving Part C Services)**  **May only be blank for students in regular education or students with IEPs with re-evaluations.** |
| 168 | 1893 | | | | | 1952 | | | | | 60 | | |  | | |  | |  | | |  | | | | Not Collected | | | | | | |  | | | | |  |
| **169** | **1953** | | | | | **1964** | | | | | **12** | | | **C** | | | **GRADE K SCHOOL CODE** | | **CR**  **Please see Business Rules for requirements** | | | **U** | | | | **PED School Code the student was in on the 120th day of kindergarten.  Leave blank if the school is not in the same district as the student’s current school.\***  **\*(Blank for all students except for those in grade 3.  Used to identify Feeder Schools for students in grade 3.)** | | | | | | | **Required if student is currently in 3rd grade and was previously enrolled in a K-2 feeder school. A Feeder School is defined as the school most recently attended by the student with a grade configuration of 2-2, 1-2, K-2, 1-1, K-1, or K-K.** | | | | |  |
| **170** | **1965** | | | | | **1976** | | | | | **12** | | | **C** | | | **GRADE 01 SCHOOL CODE** | | **CR**  **Please see Business Rules for requirements** | | | **U** | | | | **PED School Code the student was in on the 120th day of first grade.\***  **\*(Blank for all students except for those in grade 3.  Used to identify Feeder Schools for students in grade 3.)** | | | | | | | **Required if student is currently in 3rd grade and was previously enrolled in a K-2 feeder school. A Feeder School is defined as the school most recently attended by the student with a grade configuration of 2-2, 1-2, K-2, 1-1, K-1, or K-K.** | | | | |  |
| **171** | **1977** | | | | | **1988** | | | | | **12** | | | **C** | | | **GRADE 02 SCHOOL CODE** | | **CR**  **Please see Business Rules for requirements** | | | **U** | | | | **PED School Code the student was in on the 120th day of second grade.\***  **\*(Blank for all students except for those in grade 3.  Used to identify Feeder Schools for students in grade 3.)** | | | | | | | **Required if student is currently in 3rd grade and was previously enrolled in a K-2 feeder school. A Feeder School is defined as the school most recently attended by the student with a grade configuration of 2-2, 1-2, K-2, 1-1, K-1, or K-K.** | | | | |  |
| 172 | 1989 | | | | | 2018 | | | | | 30 | | | Not Collected | | | | | | | | | | | | | | | | | | | | | | | | |
| 173 | 2019 | | | | | 2020 | | | | | 2 | | | Not Collected | | | | | | | | | | | | | | | | | | | | | | | | |
| **174** | **2021** | | | | | **2028** | | | | | **8** | | | **C** | | | **DWELLING ARRANGEMENT CODE** | | | **CR**  **Please see Business Rules for requirements** | | | | | **U** | | | **Tracks a homeless student’s nighttime primary residence.** | | | | **Use the valid value code and not the description.**  **For example use S for Shelter.**  **Leave blank if Homeless Field = "N".** | | | | | | **Valid Values**  **S – Shelters D – Doubled–Up  U – Unsheltered  HM – Hotels/Motels** |
| 175 | 2029 | | | | | 2036 | | | | | 8 | | | Not Collected | | | | | | | | | | | | | | | | | | | | | | | | |
| 176 | 2037 | | | | | 2048 | | | | | 12 | | | Not Collected | | | | | | | | | | | | | | | | | | | | | | | | |
| 177 | 2049 | | | | | 2060 | | | | | 12 | | | Not Collected | | | | | | | | | | | | | | | | | | | | | | | | |
| 178 | 2061 | | | | | 2063 | | | | | 3 | | | Not Collected | | | | | | | | | | | | | | | | | | | | | | | | |
| 179 | 2064 | | | | | 2066 | | | | | 3 | | | Not Collected | | | | | | | | | | | | | | | | | | | | | | | | |
| 180 | 2067 | | | | | 2069 | | | | | 3 | | | Not Collected | | | | | | | | | | | | | | | | | | | | | | | | |
| 181 | 2070 | | | | | 2072 | | | | | 3 | | | Not Collected | | | | | | | | | | | | | | | | | | | | | | | | |
| 182 | 2073 | | | | | 2080 | | | | | 8 | | | Not Collected | | | | | | | | | | | | | | | | | | | | | | | | |
| 183 | 2081 | | | | | 2085 | | | | | 5 | | | Not Collected | | | | | | | | | | | | | | | | | | | | | | | | |
| 184 | 2086 | | | | | 2093 | | | | | 8 | | | Not Collected | | | | | | | | | | | | | | | | | | | | | | | | |
| 185 | 2094 | | | | | 2098 | | | | | 5 | | | Not Collected | | | | | | | | | | | | | | | | | | | | | | | | |
| 186 | 2099 | | | | | 2108 | | | | | 10 | | | Not Collected | | | | | | | | | | | | | | | | | | | | | | | | |
| 187 | 2109 | | | | | 2120 | | | | | 12 | | | Not Collected | | | | | | | | | | | | | | | | | | | | | | | | |
| 188 | 2121 | | | | | 2123 | | | | | 3 | | | Not Collected | | | | | | | | | | | | | | | | | | | | | | | | |
| 189 | 2124 | | | | | 2143 | | | | | 20 | | | Not Collected | | | | | | | | | | | | | | | | | | | | | | | | |
| 190 | 2144 | | | | | 2146 | | | | | 3 | | | Not Collected | | | | | | | | | | | | | | | | | | | | | | | | |
| 191 | 2147 | | | | | 2149 | | | | | 3 | | | Not Collected | | | | | | | | | | | | | | | | | | | | | | | | |
| 192 | 2150 | | | | | 2229 | | | | | 80 | | | Not Collected | | | | | | | | | | | | | | | | | | | | | | | | |
| 193 | 2230 | | | | | 2234 | | | | | 5,1 | | | Not Collected | | | | | | | | | | | | | | | | | | | | | | | | |
| 194 | 2235 | | | | | 2239 | | | | | 5,1 | | | Not Collected | | | | | | | | | | | | | | | | | | | | | | | | |
| 195 | 2240 | | | | | 2259 | | | | | 20 | | | Not Collected | | | | | | | | | | | | | | | | | | | | | | | | |
| 196 | 2260 | | | | | 2279 | | | | | 20 | | | Not Collected | | | | | | | | | | | | | | | | | | | | | | | | |
| 197 | 2280 | | | | | 2282 | | | | | 3 | | | Not Collected | | | | | | | | | | | | | | | | | | | | | | | | |
| 198 | 2283 | | | | | 2292 | | | | | 10 | | | Not Collected | | | | | | | | | | | | | | | | | | | | | | | | |
| 199 | 2293 | | | | | 2296 | | | | | 4 | | | Not Collected | | | | | | | | | | | | | | | | | | | | | | | | |
| 200 | 2297 | | | | | 2300 | | | | | 4 | | | Not Collected | | | | | | | | | | | | | | | | | | | | | | | | |
| 201 | 2301 | | | | | 2310 | | | | | 10 | | | Not Collected | | | | | | | | | | | | | | | | | | | | | | | | |
| 202 | 2311 | | | | | 2330 | | | | | 20 | | | Not Collected | | | | | | | | | | | | | | | | | | | | | | | | |
| 203 | 2331 | | | | | 2390 | | | | | 60 | | | Not Collected | | | | | | | | | | | | | | | | | | | | | | | | |
| 204 | 2391 | | | | | 2410 | | | | | 20 | | | Not Collected | | | | | | | | | | | | | | | | | | | | | | | | |
| 205 | 2411 | | | | | 2430 | | | | | 20 | | | Not Collected | | | | | | | | | | | | | | | | | | | | | | | | |
| 206 | 2431 | | | | | 2433 | | | | | 3,0 | | | Not Collected | | | | | | | | | | | | | | | | | | | | | | | | |
| 207 | 2434 | | | | | 2453 | | | | | 20 | | | **C** | | | | **MILITARY FAMILY CODE** | | | **CR** | | | **U** | | **Indicator field to identify the military status of student’s family** | | | | | **Required if family of student is military** | | | | | **Valid Values:**  **Active**  **National Guard**  **Reserve** | | |

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**New Fields to STARS:**

* **None**
* **None**

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**Rules**

1. **SCHOOL YEAR DATE IS THE DATE OF THE LAST DAY OF THE SCHOOL YEAR IN ISO FORMAT: YYYY-06-30**
2. **DATE FIELDS (FIELD NAME ENDS IN DATE) MUST BE IN THE ISO FORMAT: YYYY-MM-DD**
3. **STUDENT IDS MUST BE UNIQUE WITHIN A SCHOOL DISTRICT**
4. **ONLY A SINGLE INSTANCE OF A STUDENT TO BE SUPPLIED IN SOURCE FILE**
5. **BIRTH DATE MUST BE WITHIN SET RANGE SET BY CLIENT; DEFAULT RANGE 1971-01-01 TO CURRENT DATE**
6. **CODE COLUMN: K - COMPONENT OF PRIMARY KEY, U - VALUE IS UPDATED IF ROW EXISTS, M - A VALUE MUST BE SUPPLIED, R - RECOMMENDED**
7. **R/O/CR COLUMN: R – REQUIRED, O- OPTIONAL, CR – CONDITIONALLY REQUIRED**
8. **DATA CAN BE SUPPLIED IN EITHER ASCII, FLAT FILE OR DELIMITED FORMATS. FULL DELIMITER SUPPORT IS AVAILABLE.**

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**Load Sequence/Dependencies**

| **Load Sequence/Dependencies** | **Optional** | **Lookup** |
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| **1. STUDENT** | **N** | **N** |

**Data Submission Schedule: K3P, 40D, 80D, 120D, Accountability, EOY and Summer**

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**FAQs**

**FAQs for Student Template above also relate to the Student Snapshot Template.**

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Migrant Student Template

**Target Table: MIGRANT\_STUDENT**

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**Template Description**

This template is used to track details of information specific to Migrant Students.

**Grain:** One record per district / school year / student / snapshot date

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**Migrant Student Template Specifications**

| **Field#** | **Start** | **End** | **Delim Length, Scale** | **Data Type** | **Field Name** | **R/O/CR** | **Code** | **Definition** | **Business Rules** | **Valid Values** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **1** | **1** | **20** | **20** | **C** | **DISTRICT CODE** | **R** | **K,M** | **PED-defined three character district code.** |  | **Example: 071  See Appendix C. for complete list of valid values.** |
| **2** | **21** | **30** | **10** | **D** | **SCHOOL YEAR DATE** | **R** | **K,M** | **Provide the school year in the ISO format: YYYY-MM-DD. The PED standard school year runs from July 1 through June 30.** | **All dates must be entered in ISO format** | **YYYY-06-30** |
| **3** | **31** | **42** | **12** |  | **STUDENT ID** |  | **K,M** | **State issued student identification number.** | **Must be valid New Mexico State Student ID. ID, DOB, Gender must match data contained in State ID system** | **Example: 100000009** |
| **4** | **43** | **52** | **10** | **D** | **REPORTING DATE** | **R** | **K,M** | **Field indicating the report date. See valid values.** |  | **Valid values:  YYYY-10-01 = 40D  YYYY-12-15 = 80D  YYYY-03-01 = 120D**  **YYYY-06-01 = EOY** |
| **5** | **53** | **64** | **12** | **C** | **MSIX STUDENT ID** | **R** | **U** | **MSIX ID from MSIX System** | **MSIX ID** | **Example: 8787561462** |
| **6** | **64** | **73** | **10** | **D** | **LAST QUALIFYING ARRIVAL DATE** | **R** | **U** | **Please enter the date that is on the Certificate of Eligibility (COE). If the COE is in process enter the date the student arrived in the district.** | **All dates must be entered in ISO format** | **Example:**  **2014-09-30** |
| **7** | **74** | **103** | **30** |  | | | | | | |
| **8** | **104** | **106** | **3** | **C** | **QUALIFYING MOVE FROM STATE CODE** | **R** | **U** | **Enter the state the student moved from.** | **Use Standard Postal Code** | **Examples:**  **NM**  **AZ** |
| **9** | **107** | **110** | **4** |  | | | | | | |
| **10** | **111** | **140** | **30** |  | | | | | | |
| **11** | **141** | **143** | **3** | **C** | **QUALIFYING MOVE TO STATE CODE** | **R** | **U** | **Enter the state the student moved to.** | **Use Standard Postal Code** | **Examples:**  **NM** |
| **12** | **144** | **153** | **10** | **D** | **ELIGIBILITY EXPIRATION DATE** | **R** | **U** | **Please enter the date that is on the Certificate of Eligibility (COE). If the COE is in process enter a date that is 36 months from the Arrival date.** | **All dates must be entered in ISO format** | **Example:**  **2014-09-30** |
| **13** | **154** | **165** | **12** |  | | | | | | |
| **14** | **166** | **168** | **3** | **C** | **MIGRANT COE STATUS INDICATOR** | **R** | **U** | **Please indicate the approval status of the Certificate of Eligibility (COE).** |  | **Valid Values:**  **Y = YES = Approved**  **N = NO = In Process** |
| **15** | **169** | **178** | **10** | **D** | **LAST QUALIFYING MOVE DATE** | **R** | **U** | **Enter the Last Qualifying Move Date as Approved in the Certificate of Eligibility (COE). If the COE is in process enter the date the student arrived in the district.** | **All dates must be entered in ISO format** | **Example:**  **2014-09-30** |

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**New Fields to STARS:**

* **None**
* **NONE**

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**Rules**

1. **SCHOOL YEAR DATE IS THE DATE OF THE LAST DAY OF THE SCHOOL YEAR IN ISO FORMAT: YYYY-06-30**
2. **DATE FIELDS (FIELD NAME ENDS IN DATE) MUST BE IN THE ISO FORMAT: YYYY-MM-DD**
3. **STUDENT IDS MUST BE UNIQUE WITHIN A SCHOOL DISTRICT**
4. **ONLY A SINGLE INSTANCE OF A STUDENT TO BE SUPPLIED IN SOURCE FILE**
5. **CODE COLUMN: K – COMPONENT OF PRIMARY KEY, U – VALUE IS UPDATED IF ROW EXISTS, M – A VALUE MUST BE SUPPLIED, R – RECOMMENDED**
6. **R/O/CR COLUMN: R – REQUIRED, O – OPTIONAL, CR - CONDITIONALLY REQUIRED**
7. **DATA TO BE SUPPLIED IN DELIMITED FORMAT. FULL DELIMITER SUPPORT IS AVAILABLE.**

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**Load Sequence/Dependencies**

| **Load Sequence/Dependencies** | **Optional** | **Lookup** |
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| **1. STUDENT** | **N** | **N** |

**Data Submission Schedule: 40D, 80D, 120D, EOY**

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**FA**

**FAQs**

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| Transportation Domain |

The districts are required to submit the following templates in the Transportation Domain:

* **District Fact Template**
* **Vehicle Mileage**
* **Vehicle Snapshot**

**ELIGIBLE STUDENT**

Students who are eligible to be counted for transportation funding must meet the following criteria:

The transportation services must be performed only by use of a school bus or per capita feeder agreements.

1. Student(s) must reside within the established school district boundary or within an approved transportation boundary.

2. Student(s) must reside outside of the statutory walking distance to their assigned school unless an individualized educational plan (IEP) for Special Education determines that the transportation is necessary and is described on the student's IEP or an approval for hazardous walking conditions survey is on file with the School Transportation Unit.

3. Student(s) must be considered as a qualified student as specified in 22-8-2; (M); NMSA, 1978; and

4. Student(s) must meet the membership requirements of section 22-8-2, (B), NMSA, 1978.

5. APPROVED VOCATIONAL and DUAL/CONCURRENT CREDIT EDUCATION PROGRAM

The school district shall have an approved course or program of courses defined in a written agreement between cooperating public school district(s) and postsecondary institution(s), subject to statewide policies of the Public Education Department and the Higher Education Department. The Dual Credit/Concurrent Enrollment Agreement must meet the requirements for Approved Dual Credit / Concurrent Enrollment Programs. Approved courses offered by an area vocational school(s) (because they cannot responsibly be offered by area high schools) are also eligible for transportation funding under the New Mexico Policies Governing Concurrent Enrollment.

SHARED SCHOOL PROGRAM (IN DISTRICT OUT OF ZONE PROGRAM)

The Concurrent Enrollment Agreement must address funding and scheduling of eligible student transportation between secondary and post-secondary institutions. The transportation services must be performed by use of a school bus or per capita feeder.

6. Student(s) who are transported directly to a school where no bus service is available. Per capita reimbursement must comply with Public Education Department Regulation 6 NMAC 9.4.1.

No longer required on 40D.

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District Fact Template

**Target Table: DISTRICT\_FACT**

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**Template Description**

This template is used to report the following district level bus “facts”:

* Number of district school days.
* Projected number of students to be transported next year.
* Total number of school bus assistants employed by the district and contractors.
* Number of per capita feeder busses.
* Per capita feeder mileage.
* Number of eligible students transported that are not included in the “STARS Report”.

**Grain:** One record per district / fact

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**Template Description**

| **Field#** | **Start** | **End** | **Fixed Length, Scale** | **Data Type** | **Field Name** | **R/O/CR** | **Code** | **Definition** | **Business Rules** | **Valid Values** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **1** | **1** | **8** | **8** | **C** | **DISTRICT CODE** | **R** | **K,M** | **PED-defined three character district code.** |  | **Example: 071  See Appendix C. for complete list of valid values.** |
| **2** | **9** | **18** | **10** | **D** | **REPORTING DATE** | **R** | **K,M** |  |  | **YYYY-12-15**  **YYYY-03-01** |
| **Field#** | **Start** | **End** | **Fixed Length, Scale** | **Data Type** | **Field Name** | **R/O/CR** | **Code** | **Definition** | **Business Rules** | **Valid Values** |
| **3** | **19** | **58** | **40** | **C** | **CATEGORY 01** | **R** | **K\*,D** | **Item Name** |  | **Bus Transportation** |
| **4** | **59** | **98** | **40** | **C** | **CATEGORY 02** | **R** | **K\*,D** | **Reporting Period Name** |  | **80th Day Report**  **120th Day Report** |
| **5** | **99** | **138** | **40** | **C** | **CATEGORY 03** | **R** | **K\*,D** | **Type of Count** | **Identifies the type of fact being reported.** | **Each fact below is to be reported in an individual record. (One fact per record)**   |  | | --- | | **Eligible Students not in STARS** | | **Projected Students Next Year** | | **School Bus Assistants Employed** | | **Per Capita Feeder Routes** | | **Per Capita Feeder Annual Mileage** | | **District School Days** | |
| **6** | **139** | **148** | **10** | **C** | **PRIMARY MEASURE TYPE** | **R** | **K,M** | **Type of Measure** |  | **Count** |
| **7** | **149** | **155** | **7,0** | **N(0)** | **COUNT** | **R** | **U,M\*** | **Enter actual value for each item identified in CATEGORY 03** |  | **District school days must be greater than 0 and less than 365** |
| **8** | **156** | **167** |  |  | Not collected |  |  |  |  |  |
| **9** | **168** | **176** |  |  | Not collected |  |  |  |  |  |
| **10** | **177** | **179** |  |  | Not collected |  |  |  |  |  |
| **11** | **180** | **279** |  |  | Not collected |  |  |  |  |  |
| **12** | **280** | **379** |  |  | Not collected |  |  |  |  |  |
| **13** | **380** | **479** |  |  | Not collected |  |  |  |  |  |
| **14** | **480** | **579** |  |  | Not collected |  |  |  |  |  |
| **15** | **580** | **679** |  |  | Not collected |  |  |  |  |  |
| **16** | **680** | **779** |  |  | Not collected |  |  |  |  |  |
| **17** | **780** | **879** |  |  | Not collected |  |  |  |  |  |
| **14** | **480** | **579** |  |  | Not collected |  |  |  |  |  |
| **15** | **580** | **679** |  |  | Not collected |  |  |  |  |  |
| **16** | **680** | **779** |  |  | Not collected |  |  |  |  |  |
| **17** | **780** | **879** |  |  | Not collected |  |  |  |  |  |
| **Field#** | **Start** | **End** | **Fixed Length, Scale** | **Data Type** | **Field Name** | **R/O/CR** | **Code** | **Definition** | **Business Rules** | **Valid Values** |
| **18** | **880** | **979** |  |  | **CATEGORY SET CODE** | **R** | **K\*** | **Identifier of this set of information** | **Category set code corresponds to the category 3 code.** | **Valid Values:**   |  |  | | --- | --- | | **Where CATEGORY 03=** | **Use Appropriate Valid Value for Reporting Period=** | | **Eligible Students not in STARS** | **Bus 80d CS1**  **Bus 120d CS1** | | **Projected Students Next Year** | **Bus 80d CS2**  **Bus 120d CS2** | | **School Bus Assistants Employed** | **Bus 80d CS3**  **Bus 120d CS3** | | **Per Capita Feeder Routes** | **Bus 80d CS4**  **Bus 120d CS4** | | **Per Capita Feeder Annual Mileage** | **Bus 80d CS5**  **Bus 120d CS5** | | **District School Days** | **Bus 80d CS6**  **Bus 120d CS6** | |
| **19** | **980** | **989** |  |  | Not collected |  |  |  |  |  |
| **20** | **990** | **999** |  |  | Not collected |  |  |  |  |  |
| **21** | **1000** | **1099** |  |  | Not collected |  |  |  |  |  |

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**New Fields to STARS:**

* **None**

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**Rules**

1. **DATA CAN BE SUPPLIED IN EITHER ASCII FLAT FILE OR DELIMITED FORMATS. FULL DELIMITER SUPPORT IS AVAILABLE.**
2. **DATE FIELDS (FIELD NAME ENDS IN DATE) MUST BE IN THE ISO FORMAT: YYYY-MM-DD**
3. **CODE COLUMN: K - COMPONENT OF PRIMARY KEY, U - VALUE IS UPDATED IF ROW EXISTS, M - A VALUE MUST BE SUPPLIED, R - RECOMMENDED, Z - VALUE ADDED IF NOT PREVIOUSLY SUPPLIED**
4. **R/O/CR COLUMN: R – REQUIRED, O – OPTIONAL, CR – CONDITIONALLY REQUIRED**

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**Load Sequences/Dependencies**

* **None**

**Data Submission Schedule: 80D, 120D**

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Vehicle Mileage Template

**Target Table: VEHICLE\_MILEAGE**

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**Template Description**

This template is used report the number of miles traveled by a bus on 80 and 120 day.

**Grain:** One record per district / Vehicle / road type / mileage type

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Field#** | **Delimited Length, Scale** | **Data Type** | **Field Name** | **R/O/CR** | **Code** | **Definition** | **Business Rules** | **Valid Values** |
| **1** | **20** | **C** | **DISTRICT CODE** | **R** | **K,M** | **PED-defined three character district code.** |  | **Example: 071  See Appendix C. for complete list of valid values.** |
| **2** | **20** | **C** | **VEHICLE ID** | **R** | **K,M** | **Bus Number.** | **Cannot be duplicated within the District.** |  |
| **3** | **30** | **C** | **ROUTE ID** | **R** | **K,M** |  | **The Route ID must be the same on each record when entering multiple records for one vehicle.** | **RTF = Regular to and from**  **COF = Contract feeder**  **SEO = Special education only**  **KGO = Kindergarten only**  **VCO = Vocational only**  **34Y = 3-4 year old D.D. only**  **ACT = Activity Bus** |
| **4** | **10** | **D** | **REPORTING DATE** | **R** | **K,M** |  |  | **YYYY-12-15**  **YYYY-03-01** |
| **5** | **20** | **C** | **ROAD TYPE CODE** | **R** | **K,M** |  |  | **PAV = Paved**  **UPV = Unpaved**  **UIM = Unimproved** |
| **Field#** | **Delimited Length, Scale** | **Data Type** | **Field Name** | **R/O/CR** | **Code** | **Definition** | **Business Rules** | **Valid Values** |
| **6** | **20** | **C** | **MILEAGE TYPE CODE** | **R** | **K,M** |  |  | **LRT = Live Route**  **EDH = Essential Dead Head** |
| **7** | **5,1** | **N(1)** | **DAILY MILEAGE** | **R** | **U** |  |  | **Must be greater than or equal 0 and < 500** |
| **8** | **3,0** |  | Not Collected |  |  |  |  |  |

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**New Fields to STARS:**

* **NONE**

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**Rules**

1. **FILE TO BE PROVIDED IN DELIMITED FORMAT - FULL DELIMITER SUPPORT IS AVAILABLE**
2. **DATE FIELDS (FIELD NAME ENDS IN DATE) MUST BE IN THE ISO FORMAT: YYYY-MM-DD**
3. **CODE COLUMN: K - COMPONENT OF PRIMARY KEY, U - VALUE IS UPDATED IF ROW EXISTS, M - A VALUE MUST BE SUPPLIED, R - RECOMMENDED, Z - VALUE ADDED IF NOT PREVIOUSLY SUPPLIED**
4. **R/O/CR COLUMN: R – REQUIRED, O – OPTIONAL, CR – CONDITIONALLY REQUIRED**

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**Load Sequences/Dependencies**

| **Load Sequence/Dependencies** | **Optional** | **Lookup** |
| --- | --- | --- |
| **1. VEHICLE SNAPSHOT** | **N** | **N** |

**Data Submission Schedule: 80D, 120D**

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**FAQ**

1. **Do I have to submit vehicle snapshot if the bus was not used on 80 (120) day?**
   1. **If a bus is not used on 80 (120) day no vehicle mileage records are submitted. The vehicle snapshot “vehicle in use indicator” must equal “N”.**
2. **How does the vehicle snapshot “vehicle in use indicator” influence the submission of vehicle mileage?**
   1. **If the vehicle snapshot “vehicle in use indicator” = “N” then no vehicle mileage records are submitted**
   2. **If the vehicle snapshot “vehicle in use indicator” = “Y” then 6 vehicle mileage records are submitted**
3. **How many mileage records must be submitted per bus?**
   1. **If a bus is used on 80 (120) day six mileage records must be submitted.** 
      1. **If a bus does not travel one of the “road type” / “mileage type” combinations report “0” in daily mileage.**
      2. **Allowable combinations for “road type” and “mileage type” are shown in the table below.**

|  |  |  |
| --- | --- | --- |
| Road Type | Mileage Type | |
| Paved | Live Route |
| Unpaved | Live Route |
| Unimproved | Live Route |
| Paved | Essential Dead Head |
| Unpaved | Essential Dead Head |
| Unimproved | Essential Dead Head |
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**b. The route id must be the same on each record when entering multiple records for one vehicle.**

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Vehicle Snapshot Template

**Target Table: VEHICLE\_SNAPSHOT**

**Template Description**

This template is used to report a districts’ bus inventory. All buses used by a district are to be reported.

**Grain:** One record per district / Vehicle

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**Template Description**

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| **Field#** | **Delimited Length, Scale** | **Data Type** | **Field Name** | **R/O/CR** | **Code** | **Definition** | **Business Rules** | **Valid Values** |
| **1** | **20** | **C** | **DISTRICT CODE** | **R** | **K,M** | **PED-defined three character district code.** |  | **Example: 071  See Appendix C. for complete list of valid values.** |
| **2** | **20** | **C** | **VEHICLE ID** | **R** | **K,M** | **Bus Number.** | **Cannot be duplicated within the district.** |  |
| **3** | **10** | **D** | **REPORTING DATE** | **R** | **K,M** |  |  | **YYYY-12-15**  **YYYY-03-01** |
| **4** | **10** | **D** | **SCHOOL YEAR DATE** | **R** | **F,M** |  |  | **YYYY-06-30** |
| **5** | **17** | **C** | **VEHICLE IDENTIFICATION NUMBER** | **R** | **U** |  | **Cannot be duplicated within the state. Cannot exceed 21 characters.** |  |
| **6** | **10** | **C** | **LICENSE PLATE NUMBER** | **R** | **U** |  | **Cannot exceed 7 characters.** |  |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Field#** | **Delimited Length, Scale** | **Data Type** | **Field Name** | **R/O/CR** | **Code** | **Definition** | **Business Rules** | **Valid Values** |
| **7** | **3** |  | Not Collected |  |  |  |  |  |
| **8** | **4,0** | **N(0)** | **MANUFACTURE YEAR** | **R** | **U** |  | **Must not be greater than current year or more than 20 years old.** |  |
| **9** | **20** | **C** | **BODY MANUFACTURER CODE** | **R** | **U** |  |  | **AMT = Amtram**  **BLU = Bluebird**  **CE3 = CE300**  **CHV = Chevy**  **COL = Collins**  **FOR = Ford**  **IC = IC**  **INT = International**  **MID = Mid Bus**  **OTH = Other**  **THO = Thomas**  **VI = Vision** |
| **10** | **20** | **C** | **CHASSIS MANUFACTURER CODE** | **R** | **U** |  |  | **BLU = Bluebird**  **CE3 = CE300**  **CHV = Chevy**  **COL = Collins**  **FOR = Ford**  **FRE = Freightliner**  **GEN = GENE**  **GMC = GMC**  **IC = IC**  **INT = International**  **OTH = Other**  **THO = Thomas** |
| **11** | **5,0** | **N(0)** | **GROSS VEHICLE WEIGHT RATING** | **R** | **U** |  | **Must be greater than 0.** |  |
| **12** | **20** | **C** | **FUEL TYPE CODE** | **R** | **U** |  |  | **ALF = Alternative fuel**  **ULG = Unleaded gasoline**  **DIE = Diesel**  **DYD = Dyed diesel** |
| **13** | **3** | **C** | **SPECIAL LIFT EQUIPMENT INDICATOR** | **R** | **U** |  |  | **Y = Yes**  **N = No** |
| **14** | **3,0** | **N(0)** | **SEATING CAPACITY** | **R** | **U** |  | **Must be 1 through 85** |  |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Field#** | **Delimited Length, Scale** | **Data Type** | **Field Name** | **R/O/CR** | **Code** | **Definition** | **Business Rules** | **Valid Values** |
| **15** | **20** | **C** | **REGISTERED OWNER CODE** | **R** | **U** | **Enter the name of the registered owner. There are only 20 characters, so abbreviate where necessary** |  |  |
| **16** | **20** |  | Not collected |  |  |  |  |  |
| **17** | **10** |  | Not collected |  |  |  |  |  |
| **18** | **6,0** | **N(0)** | **ODOMETER MILEAGE** | **R** | **U** | **Odometer reading as of reporting day.** | **Must be > 0 and < 500,000.** |  |
| **19** | **10** | **D** | **ODOMETER READING DATE** | **R** | **U** | **Actual reporting day date.** | **Example: For SY2013 date is 2012-10-13.** |  |
| **20** | **4,0** | **N(0)** | **NUMBER OF DAYS IN USE** | **R** | **U** | **Number of days in use during a school year.** | **Cannot exceed the number of district school days in District Fact. Cannot exceed 365.** | **150** |
| **21** | **3** | **C** | **VEHICLE IN USE INDICATOR** | **R** | **U** | **Identifies whether a bus was in use on reporting day.** | **If “Y” than vehicle mileage template records must be submitted.** | **Y = Yes**  **N= No** |

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**New Fields to STARS:**

* **None**

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**Rules**

1. **FILE TO BE PROVIDED IN DELIMITED FORMAT - FULL DELIMITER SUPPORT IS AVAILABLE**
2. **DATE FIELDS (FIELD NAME ENDS IN DATE) MUST BE IN THE ISO FORMAT: YYYY-MM-DD**
3. **CODE COLUMN: K - COMPONENT OF PRIMARY KEY, U - VALUE IS UPDATED IF ROW EXISTS, M - A VALUE MUST BE SUPPLIED, R - RECOMMENDED, Z - VALUE ADDED IF NOT PREVIOUSLY SUPPLIED**
4. **R/O/CR COLUMN: R – REQUIRED, O – OPTIONAL, CR – CONDITIONALLY REQUIRED**

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**Load Sequences/Dependencies**

* **None**

**Data Submission Schedule: 80D, 120D**

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| Other Relevant Documentation |

This section will provide guidance on other documentation and user guides that are available to users.

**Electronic Data Manager (eDM)**

Electronic Data Manager (eDM) is the tool to upload your data into the STARS data warehouse. For specific instructions refer to the eDM User Guide, located on the STARS website / documentation. ([www.ped.state.nm.us/stars/documentation.html](http://www.ped.state.nm.us/stars/documentation.html))

**STARS Unique Identifier (UniqID)**

STARS Unique Identifier (UniqID) is the tool used to assign and maintain unique student identifiers (State IDs). For specific instructions refer to the UniqID User Guide, located on the STARS website / documentation. ([www.ped.state.nm.us/stars/documentation.html](http://www.ped.state.nm.us/stars/documentation.html))

**STARS Reporting**

There are several STARS reporting documents that identify, describe, and instruct users on the use of the myriad of reports available to users. For specific instructions refer to the respective program reporting documentation located on the STARS website / documentation. ([www.ped.state.nm.us/stars/documentation.html](http://www.ped.state.nm.us/stars/documentation.html))