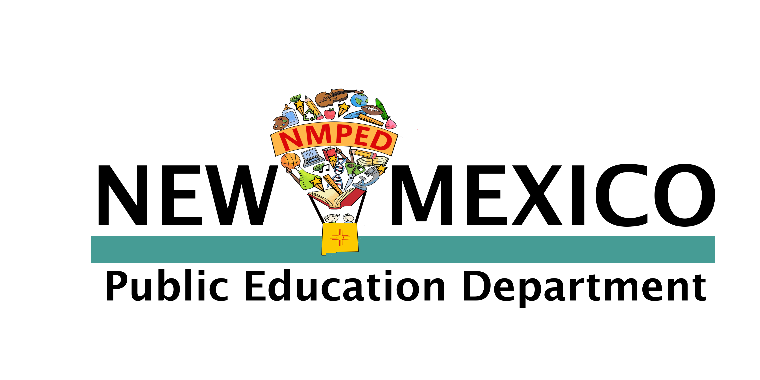
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| New Mexico Public Education Department |
| STARS Manual |
| School Year 2020-2021 |

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| **Assessment Fact Template** |

**Target Table:** ASSESSMENT\_FACT

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

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

**Load Sequence Dependencies**

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

**Template Description**

The Assessment Fact Template collects assessment data for the following:

* **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**
* **EOC – End of Course Exams**

**CCR tests**

* **ACCU -** Accuplacer Test
* **AP –** Advanced Placement
* **COMP -** Compass Test
* **IB -** International Baccalaureate
* **PLAN -** ACT PLAN
* **TABE -** Test of Adult Basic Education
* **KEYS** - Work Keys
* **ASVAB -** Armed Services Vocational Aptitude Battery

**Changes:**

* No Changes

| **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** |
| **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  **EOC –** End of Course Exams  **CCR tests**  **ACCU -** Accuplacer Test  **AP** – Advanced Placement  **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.** | **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:** |
| **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** |
| 8 –16 |  |  |  | Not Collected | | | | | | |
| **17** | **183** | **186** | **4** | **C** | **STANDARD ACHIEVED CODE** | **CR** | **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  **NMELPAPT**  **WAPT**  **LUS NM Language Usage Survey** | **Valid Values:**  **See the** [**Assessment Valid Values Code Set**](#AssessmentsValidEntries) **at the end of this document for a list of the valid values.** |
| 18 | 187 | 193 | 7 | Not Collected | | | | | | |
| **19** | **194** | **201** | **8** | **N(4)** | **SCORE**  **(RAW SCORE)** | **CR** | **U,R** | **Score of administered test.**  **Need not be a RAW Score** | **Only valid for End of Course Exams (**[**EOC**](#EOC)**),** [**Career College Readiness exams**](#CCR_Exams)**, WAPT and the NMELPAPT.**  **Use final score of reported test.** | **Examples: 45, 200, 5** |
| 20 - 44 |  |  |  | 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:**  **Valid Codes for EARLY CHILDHOOD only**  **BRIG = Brigance**  **CC = Creative Curriculum**  **WORK = Work Sampling,**  **PETITION = Petition to NMPED**  **NMPKOA = NM Pre-K Observational Assessment**  **Valid Codes for DDA only:**  **DLDSC = Dual Discrepancy Model Assessment** |
| 46-47 |  |  |  | Not Collected | | | | | | |

**Assessments and Valid** **Values**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| DISTRICT CODE Field 1 | Test  Description  Field 2 | Test Description -  Not in the template - provided as  a reference | ASSESS-MENT SCHOOL  YEAR DATE Field 3 | ITEM  DESCRIPTION CODE  Field 4 | Item Description -  Not in the template  provided as a reference | TEST DATE  Field 5 | STUDENT ID  Field 6 | LOCATION CODE  Field 7 | Standard  Achieved Code  Field 17 | SCORE  Field 19 | SCORING  MODEL CODE  Field 45 |
| District's 3 digit code | EARLY  CHILDHOOD | Assessment for 3Y or 4Y | YYYY-06-30 | SOCIAL EMOTIONAL  ENTRY | Early Childhood - Positive Social Emotional Assessment for 3Y/4Y administered within 30 days of Program Entry | YYYY-MM-DD | 9 digit  student id | Location's  3 digit code | LEAVE BLANK | LEAVE BLANK | BRIG = Brigance CC = Creative Curriculum WORK = Work Sampling, PETITION = Petition to NMPED NMPKOA = NM Pre-K Observational Assessment |
| DISTRICT CODE Field 1 | Test  Description  Field 2 | Test Description -  Not in the template - provided as  a reference | ASSESS-MENT SCHOOL  YEAR DATE Field 3 | ITEM  DESCRIPTION CODE  Field 4 | Item Description -  Not in the template  provided as a reference | TEST DATE  Field 5 | STUDENT ID  Field 6 | LOCATION CODE  Field 7 | Standard  Achieved Code  Field 17 | SCORE  Field 19 | SCORING  MODEL CODE  Field 45 |
| District's 3 digit code | EARLY  CHILDHOOD | Assessment for 3Y or 4Y | YYYY-06-30 | LANGUAGE  ACQUISITION ENTRY | Early Childhood - Acquisition and Use of Knowledge and Skills Assessment for 3Y/4Y administered within 30 days of Program Entry | YYYY-MM-DD | 9 digit  student id | Location's  3 digit code | LEAVE BLANK | LEAVE BLANK | BRIG = Brigance CC = Creative Curriculum WORK = Work Sampling, PETITION = Petition to NMPED NMPKOA = NM Pre-K Observational Assessment |
| District's 3 digit code | EARLY  CHILDHOOD | Assessment for 3Y or 4Y | YYYY-06-30 | BEHAVIOR ENTRY | Early Childhood - Use of Appropriate Behavior to Meet Needs Assessment for 3Y/4Y administered within 30 days of Program Entry | YYYY-MM-DD | 9 digit  student id | Location's  3 digit code | LEAVE BLANK | LEAVE BLANK | BRIG = Brigance CC = Creative Curriculum WORK = Work Sampling, PETITION = Petition to NMPED NMPKOA = NM Pre-K Observational Assessment |
| District's 3 digit code | EARLY  CHILDHOOD | Assessment for 3Y or 4Y | YYYY-06-30 | SOCIAL EMOTIONAL EXIT | Early Childhood - Positive Social Emotional EXIT Assessment administered to 3Y/4Y students in program at least six (6) months or more, but no earlier than 6 months after the ENTRY assessment date. | YYYY-MM-DD | 9 digit  student id | Location's  3 digit code | A Did not improve functioning B Improved functioning, but not sufficient to move nearer to functioning comparable to same-aged peers C Improved functioning to a level nearer to same-aged peers and acquired new skills, but did not reach it D Improved functioning to a level comparable to same-age peers E Maintained functioning at a level comparable to same-aged peers | LEAVE BLANK | BRIG = Brigance CC = Creative Curriculum WORK = Work Sampling, PETITION = Petition to NMPED NMPKOA = NM Pre-K Observational Assessment |
| DISTRICT CODE Field 1 | Test  Description  Field 2 | Test Description -  Not in the template - provided as  a reference | ASSESS-MENT SCHOOL  YEAR DATE Field 3 | ITEM  DESCRIPTION CODE  Field 4 | Item Description -  Not in the template  provided as a reference | TEST DATE  Field 5 | STUDENT ID  Field 6 | LOCATION CODE  Field 7 | Standard  Achieved Code  Field 17 | SCORE  Field 19 | SCORING  MODEL CODE  Field 45 |
| District's 3 digit code | EARLY CHILDHOOD | Assessment for 3Y or 4Y | YYYY-06-30 | LANGUAGE ACQUISITION EXIT | Early Childhood - Acquisition and Use of Knowledge and Skills assessment for EXIT data administered to 3Y/4Y students in program at least six (6) months or more, but no earlier than 6 months after the ENTRY assessment date. | YYYY-MM-DD | 9 digit student id | Location's 3 digit code | A Did not improve functioningB Improved functioning, but not sufficient to move nearer to functioning comparable to same-aged peersC Improved functioning to a level nearer to same-aged peers and acquired new skills, but did not reach itD Improved functioning to a level comparable to same-age peersE Maintained functioning at a level comparable to same-aged peers | LEAVE BLANK | BRIG = BriganceCC = Creative CurriculumWORK = Work Sampling,PETITION = Petition to NMPEDNMPKOA = NM Pre-K Observational Assessment |
| District's 3 digit code | EARLY  CHILDHOOD | Assessment for 3Y or 4Y | YYYY-06-30 | BEHAVIOR EXIT | Early Childhood - Use of Appropriate Behavior to Meet Needs Assessment EXIT data administered to 3Y/4Y students in program at least six (6) months or more, but no earlier than 6 months after the ENTRY assessment date. | YYYY-MM-DD | 9 digit  student id | Location's  3 digit code | A Did not improve functioning B Improved functioning, but not sufficient to move nearer to functioning comparable to same-aged peers C Improved functioning to a level nearer to same-aged peers and acquired new skills, but did not reach it D Improved functioning to a level comparable to same-age peers E Maintained functioning at a level comparable to same-aged peers | LEAVE BLANK | BRIG = Brigance CC = Creative Curriculum WORK = Work Sampling, PETITION = Petition to NMPED NMPKOA = NM Pre-K Observational Assessment |
| District's 3 digit code | HL | Home Language | YYYY-06-30 | WOODCOCK-MUNOZ | Woodcock-Munoz language proficiency assessment | YYYY-MM-DD | 9 digit  student id | Location's  3 digit code | LEAVE BLANK | LEAVE BLANK | LEAVE BLANK |
| District's 3 digit code | HL | Home Language | YYYY-06-30 | IPT | IPT language proficiency assessment | YYYY-MM-DD | 9 digit  student id | Location's  3 digit code | LEAVE BLANK | LEAVE BLANK | LEAVE BLANK |
| District's 3 digit code | HL | Home Language | YYYY-06-30 | LAS | LAS language proficiency assessment | YYYY-MM-DD | 9 digit  student id | Location's  3 digit code | LEAVE BLANK | LEAVE BLANK | LEAVE BLANK |
| District's 3 digit code | HL | Home Language | YYYY-06-30 | INSTRUMENT NOT SPANISH | Instrument other than Spanish | YYYY-MM-DD | 9 digit  student id | Location's  3 digit code | LEAVE BLANK | LEAVE BLANK | LEAVE BLANK |
| District's 3 digit code | NMELPAPT | English Language Proficiency Screener | YYYY-06-30 | NMELPAPT | English Language Proficiency Screener | YYYY-MM-DD | 9 digit  student id | Location's  3 digit code | 0= Initial Fluent English Proficient (IFEP)  1= Classified as English Learner (EL) | LEAVE BLANK | LEAVE BLANK |
| DISTRICT CODE Field 1 | Test  Description  Field 2 | Test Description -  Not in the template - provided as  a reference | ASSESS-MENT SCHOOL  YEAR DATE Field 3 | ITEM  DESCRIPTION CODE  Field 4 | Item Description -  Not in the template  provided as a reference | TEST DATE  Field 5 | STUDENT ID  Field 6 | LOCATION CODE  Field 7 | Standard  Achieved Code  Field 17 | SCORE  Field 19 | SCORING  MODEL CODE  Field 45 |
| District's 3 digit code | LUS | Language Usage Survey | YYYY-06-30 | LUS | Language Usage Survey | YYYY-MM-DD | 9 digit  student id | Location's  3 digit code | 0 = A "No" response to questions 1-7 of the NM Language Usage Survey. Student is Initial Fluent English Proficient (IFEP)  1 = A "Yes" response to one or more questions 1-7 of the NM Language Usage Survey. Administer English language proficiency screener (W-APT or WIDA Screener) to determine English language proficiency classification. | LEAVE BLANK | LEAVE BLANK |
| District's 3 digit code | DDA | SLD Dual Discrepancy Model Evaluation | YYYY-06-30 | SLDDDA | SLD Dual Discrepancy Model Evaluation | YYYY-MM-DD | 9 digit  student id | Location's  3 digit code | Y = SLD Eligible N = SLD Not Eligible | LEAVE BLANK | LEAVE BLANK |
| District's 3 digit code | SAT | Student Assistance Team Referral | YYYY-06-30 | SAT | Student Assistance Team referral | YYYY-MM-DD | 9 digit  student id | Location's  3 digit code | LEAVE BLANK | LEAVE BLANK | LEAVE BLANK |
| District's 3 digit code | WAPT | WIDA Access Placement | YYYY-06-30 | Speaking and Listening | Speaking and Listening | YYYY-MM-DD | 9 digit  student id | Location's  3 digit code | 0 = Initial Fluent English Proficient (IFEP)  1 = Classified as English Learner (EL) | 1-30 | LEAVE BLANK |
| District's 3 digit code | WAPT | WIDA AccessPlacement | YYYY-06-30 | Reading | Reading | YYYY-MM-DD | 9 digit student id | Location's 3 digit code | 0 = Initial Fluent English Proficient (IFEP) 1 = Classified as English Learner (EL) | 1-30 | LEAVE BLANK |
| District's 3 digit code | WAPT | WIDA Access Placement | YYYY-06-30 | Writing | Writing | YYYY-MM-DD | 9 digit  student id | Location's  3 digit code | 0 = Initial Fluent English Proficient (IFEP)  1 = Classified as English Learner (EL) | 1-30 | LEAVE BLANK |
| District's 3 digit code | AP | Advanced Placement | YYYY-06-30 | ART HISTORY | ART HISTORY | YYYY-MM-DD | 9 digit  student id | Location's  3 digit code | LEAVE  BLANK | 1-5 | LEAVE BLANK |
| District's 3 digit code | AP | Advanced Placement | YYYY-06-30 | BIOLOGY | BIOLOGY | YYYY-MM-DD | 9 digit  student id | Location's  3 digit code | LEAVE  BLANK | 1-5 | LEAVE BLANK |
| District's 3 digit code | AP | Advanced Placement | YYYY-06-30 | CALCULUS AB | CALCULUS AB | YYYY-MM-DD | 9 digit  student id | Location's  3 digit code | LEAVE  BLANK | 1-5 | LEAVE BLANK |
| District's 3 digit code | AP | Advanced Placement | YYYY-06-30 | CALCULUS BC | CALCULUS BC | YYYY-MM-DD | 9 digit  student id | Location's  3 digit code | LEAVE  BLANK | 1-5 | LEAVE BLANK |
| District's 3 digit code | AP | Advanced Placement | YYYY-06-30 | CHEMISTRY | CHEMISTRY | YYYY-MM-DD | 9 digit  student id | Location's  3 digit code | LEAVE  BLANK | 1-5 | LEAVE BLANK |
| DISTRICT CODE Field 1 | Test  Description  Field 2 | Test Description -  Not in the template - provided as  a reference | ASSESS-MENT SCHOOL  YEAR DATE Field 3 | ITEM  DESCRIPTION CODE  Field 4 | Item Description -  Not in the template  provided as a reference | TEST DATE  Field 5 | STUDENT ID  Field 6 | LOCATION CODE  Field 7 | Standard  Achieved Code  Field 17 | SCORE  Field 19 | SCORING  MODEL CODE  Field 45 |
| District's 3 digit code | AP | Advanced Placement | YYYY-06-30 | CHINESE  LANGUAGE  AND CULTURE | CHINESE  LANGUAGE  AND CULTURE | YYYY-MM-DD | 9 digit  student id | Location's  3 digit code | LEAVE  BLANK | 1-5 | LEAVE BLANK |
| District's 3 digit code | AP | Advanced Placement | YYYY-06-30 | COMPUTER  SCIENCE A | COMPUTER  SCIENCE A | YYYY-MM-DD | 9 digit  student id | Location's  3 digit code | LEAVE  BLANK | 1-5 | LEAVE BLANK |
| District's 3 digit code | AP | Advanced Placement | YYYY-06-30 | COMPUTER  SCIENCE  PRINCIPLES | COMPUTER  SCIENCE  PRINCIPLES | YYYY-MM-DD | 9 digit  student id | Location's  3 digit code | LEAVE  BLANK | 1-5 | LEAVE BLANK |
| District's 3 digit code | AP | Advanced Placement | YYYY-06-30 | ENGLISH  LANGUAGE  AND COMPOSITION | ENGLISH  LANGUAGE  AND COMPOSITION | YYYY-MM-DD | 9 digit  student id | Location's  3 digit code | LEAVE  BLANK | 1-5 | LEAVE BLANK |
| District's 3 digit code | AP | Advanced Placement | YYYY-06-30 | ENGLISH LITERATURE  AND COMPOSITION | ENGLISH  LITERATURE  AND  COMPOSITION | YYYY-MM-DD | 9 digit  student id | Location's  3 digit code | LEAVE  BLANK | 1-5 | LEAVE BLANK |
| District's 3 digit code | AP | Advanced Placement | YYYY-06-30 | ENVIRONMENTAL  SCIENCE | ENVIRONMENTAL  SCIENCE | YYYY-MM-DD | 9 digit  student id | Location's  3 digit code | LEAVE  BLANK | 1-5 | LEAVE BLANK |
| District's 3 digit code | AP | Advanced Placement | YYYY-06-30 | EUROPEAN  HISTORY | EUROPEAN  HISTORY | YYYY-MM-DD | 9 digit  student id | Location's  3 digit code | LEAVE  BLANK | 1-5 | LEAVE BLANK |
| District's 3 digit code | AP | Advanced Placement | YYYY-06-30 | FRENCH  LANGUAGE | FRENCH  LANGUAGE | YYYY-MM-DD | 9 digit  student id | Location's  3 digit code | LEAVE  BLANK | 1-5 | LEAVE BLANK |
| District's 3 digit code | AP | Advanced Placement | YYYY-06-30 | GERMAN  LANGUAGE | GERMAN  LANGUAGE | YYYY-MM-DD | 9 digit  student id | Location's  3 digit code | LEAVE  BLANK | 1-5 | LEAVE BLANK |
| District's 3 digit code | AP | Advanced Placement | YYYY-06-30 | GOVERNMENT AND  POLITICS: COMPARATIVE | GOVERNMENT AND  POLITICS: COMPARATIVE | YYYY-MM-DD | 9 digit  student id | Location's  3 digit code | LEAVE  BLANK | 1-5 | LEAVE BLANK |
| District's 3 digit code | AP | Advanced Placement | YYYY-06-30 | GOVERNMENT AND  POLITICS:  UNITED STATES | GOVERNMENT AND  POLITICS:  UNITED STATES | YYYY-MM-DD | 9 digit  student id | Location's  3 digit code | LEAVE  BLANK | 1-5 | LEAVE BLANK |
| District's 3 digit code | AP | Advanced Placement | YYYY-06-30 | HUMAN  GEOGRAPHY | HUMAN  GEOGRAPHY | YYYY-MM-DD | 9 digit  student id | Location's  3 digit code | LEAVE  BLANK | 1-5 | LEAVE BLANK |
| District's 3 digit code | AP | Advanced Placement | YYYY-06-30 | ITALIAN  LANGUAGE  AND CULTURE | ITALIAN  LANGUAGE  AND CULTURE | YYYY-MM-DD | 9 digit  student id | Location's  3 digit code | LEAVE  BLANK | 1-5 | LEAVE BLANK |
| DISTRICT CODE Field 1 | Test  Description  Field 2 | Test Description -  Not in the template - provided as  a reference | ASSESS-MENT SCHOOL  YEAR DATE Field 3 | ITEM  DESCRIPTION CODE  Field 4 | Item Description -  Not in the template  provided as a reference | TEST DATE  Field 5 | STUDENT ID  Field 6 | LOCATION CODE  Field 7 | Standard  Achieved Code  Field 17 | SCORE  Field 19 | SCORING  MODEL CODE  Field 45 |
| District's 3 digit code | AP | Advanced Placement | YYYY-06-30 | JAPANESE  LANGUAGE  AND CULTURE | JAPANESE  LANGUAGE  AND CULTURE | YYYY-MM-DD | 9 digit  student id | Location's  3 digit code | LEAVE  BLANK | 1-5 | LEAVE BLANK |
| District's 3 digit code | AP | Advanced Placement | YYYY-06-30 | LATIN: VERGIL | LATIN: VERGIL | YYYY-MM-DD | 9 digit  student id | Location's  3 digit code | LEAVE  BLANK | 1-5 | LEAVE BLANK |
| District's 3 digit code | AP | Advanced Placement | YYYY-06-30 | MACROECONOMICS | MACROECONOMICS | YYYY-MM-DD | 9 digit  student id | Location's  3 digit code | LEAVE  BLANK | 1-5 | LEAVE BLANK |
| District's 3 digit code | AP | Advanced Placement | YYYY-06-30 | MICROECONOMICS | MICROECONOMICS | YYYY-MM-DD | 9 digit  student id | Location's  3 digit code | LEAVE  BLANK | 1-5 | LEAVE BLANK |
| District's 3 digit code | AP | Advanced Placement | YYYY-06-30 | MUSIC THEORY | MUSIC THEORY | YYYY-MM-DD | 9 digit  student id | Location's  3 digit code | LEAVE  BLANK | 1-5 | LEAVE BLANK |
| District's 3 digit code | AP | Advanced Placement | YYYY-06-30 | PHYSICS 1: ALGEBRA-BASED | PHYSICS 1: ALGEBRA-BASED | YYYY-MM-DD | 9 digit student id | Location's 3 digit code | LEAVE  BLANK | 1-5 | LEAVE BLANK |
| District's 3 digit code | AP | Advanced Placement | YYYY-06-30 | PHYSICS 2:  ALGEBRA-BASED | PHYSICS 2:  ALGEBRA-BASED | YYYY-MM-DD | 9 digit  student id | Location's  3 digit code | LEAVE  BLANK | 1-5 | LEAVE BLANK |
| District's 3 digit code | AP | Advanced Placement | YYYY-06-30 | PHYSICS C:  ELECTRICITY AND MAGNETISM | PHYSICS C:  ELECTRICITY AND MAGNETISM | YYYY-MM-DD | 9 digit  student id | Location's  3 digit code | LEAVE  BLANK | 1-5 | LEAVE BLANK |
| District's 3 digit code | AP | Advanced Placement | YYYY-06-30 | PHYSICS C:  MECHANICS | PHYSICS C: MECHANICS | YYYY-MM-DD | 9 digit  student id | Location's  3 digit code | LEAVE  BLANK | 1-5 | LEAVE BLANK |
| District's 3 digit code | AP | Advanced Placement | YYYY-06-30 | PSYCHOLOGY | PSYCHOLOGY | YYYY-MM-DD | 9 digit  student id | Location's  3 digit code | LEAVE  BLANK | 1-5 | LEAVE BLANK |
| District's 3 digit code | AP | Advanced Placement | YYYY-06-30 | RESEARCH | RESEARCH | YYYY-MM-DD | 9 digit  student id | Location's  3 digit code | LEAVE  BLANK | 1-5 | LEAVE BLANK |
| District's 3 digit code | AP | Advanced Placement | YYYY-06-30 | SEMINAR | SEMINAR | YYYY-MM-DD | 9 digit  student id | Location's  3 digit code | LEAVE  BLANK | 1-5 | LEAVE BLANK |
| District's 3 digit code | AP | Advanced Placement | YYYY-06-30 | SPANISH  LANGUAGE | SPANISH  LANGUAGE | YYYY-MM-DD | 9 digit  student id | Location's  3 digit code | LEAVE  BLANK | 1-5 | LEAVE BLANK |
| District's 3 digit code | AP | Advanced Placement | YYYY-06-30 | SPANISH  LITERATURE | SPANISH  LITERATURE | YYYY-MM-DD | 9 digit  student id | Location's  3 digit code | LEAVE  BLANK | 1-5 | LEAVE BLANK |
| District's 3 digit code | AP | Advanced Placement | YYYY-06-30 | STATISTICS | STATISTICS | YYYY-MM-DD | 9 digit  student id | Location's  3 digit code | LEAVE  BLANK | 1-5 | LEAVE BLANK |
| District's 3 digit code | AP | Advanced Placement | YYYY-06-30 | STUDIO ART:  2-D DESIGN | STUDIO ART:  2-D DESIGN | YYYY-MM-DD | 9 digit  student id | Location's  3 digit code | LEAVE  BLANK | 1-5 | LEAVE BLANK |
| District's 3 digit code | AP | Advanced Placement | YYYY-06-30 | STUDIO ART:  3-D DESIGN | STUDIO ART:  3-D DESIGN | YYYY-MM-DD | 9 digit  student id | Location's  3 digit code | LEAVE  BLANK | 1-5 | LEAVE BLANK |
| **DISTRICT CODE Field 1** | **Test  Description  Field 2** | **Test Description -  Not in the template - provided as  a reference** | **ASSESS-MENT SCHOOL  YEAR DATE Field 3** | **ITEM  DESCRIPTION CODE  Field 4** | **Item Description -  Not in the template  provided as a reference** | **TEST DATE**  **Field 5** | **STUDENT ID  Field 6** | **LOCATION CODE  Field 7** | **Standard  Achieved Code  Field 17** | **SCORE  Field 19** | **SCORING  MODEL CODE  Field 45** |
| District's 3 digit code | AP | Advanced Placement | YYYY-06-30 | STUDIO ART:  DRAWING | STUDIO ART:  DRAWING | YYYY-MM-DD | 9 digit  student id | Location's  3 digit code | LEAVE  BLANK | 1-5 | LEAVE BLANK |
| District's 3 digit code | AP | Advanced Placement | YYYY-06-30 | US HISTORY | US HISTORY | YYYY-MM-DD | 9 digit  student id | Location's  3 digit code | LEAVE  BLANK | 1-5 | LEAVE BLANK |
| District's 3 digit code | AP | Advanced Placement | YYYY-06-30 | WORLD HISTORY | WORLD HISTORY | YYYY-MM-DD | 9 digit  student id | Location's  3 digit code | LEAVE  BLANK | 1-5 | LEAVE BLANK |
| District's 3 digit code | ACT | American College Testing | YYYY-06-30 | ENGLISH | ENGLISH | YYYY-MM-DD | 9 digit  student id | Location's  3 digit code | LEAVE  BLANK | 1 – 36 | LEAVE BLANK |
| District's 3 digit code | ACT | American College Testing | YYYY-06-30 | MATH | MATH | YYYY-MM-DD | 9 digit  student id | Location's  3 digit code | LEAVE  BLANK | 1 – 36 | LEAVE BLANK |
| District's 3 digit code | ACT | American College Testing | YYYY-06-30 | READING | READING | YYYY-MM-DD | 9 digit  student id | Location's  3 digit code | LEAVE  BLANK | 1 – 36 | LEAVE BLANK |
| District's 3 digit code | ACT | American College Testing | YYYY-06-30 | SCIENCE | SCIENCE | YYYY-MM-DD | 9 digit  student id | Location's  3 digit code | LEAVE  BLANK | 1 – 36 | LEAVE BLANK |
| District's 3 digit code | ACCU | Accuplacer Test | YYYY-06-30 | ELEMENTARY  ALGEBRA | ELEMENTARY  ALGEBRA | YYYY-MM-DD | 9 digit  student id | Location's  3 digit code | LEAVE  BLANK | 1 – 120 | LEAVE BLANK |
| District's 3 digit code | ACCU | Accuplacer Test | YYYY-06-30 | COLLEGE-LEVEL  MATH | COLLEGE-LEVEL  MATH | YYYY-MM-DD | 9 digit  student id | Location's  3 digit code | LEAVE  BLANK | 1 – 120 | LEAVE BLANK |
| District's 3 digit code | ACCU | Accuplacer Test | YYYY-06-30 | READING  COMPREHENSION | READING  COMPREHENSION | YYYY-MM-DD | 9 digit  student id | Location's  3 digit code | LEAVE  BLANK | 1 – 120 | LEAVE BLANK |
| District's 3 digit code | ACCU | Accuplacer Test | YYYY-06-30 | WRITEPLACER | WRITEPLACER | YYYY-MM-DD | 9 digit  student id | Location's  3 digit code | LEAVE  BLANK | 1 – 12 | LEAVE BLANK |
| District's 3 digit code | ACCU | Accuplacer Test | YYYY-06-30 | SENTENCE  SKILLS | SENTENCE  SKILLS | YYYY-MM-DD | 9 digit  student id | Location's  3 digit code | LEAVE  BLANK | 1 – 120 | LEAVE BLANK |
| District's 3 digit code | ACT ASPIRE | ACT ASPIRE | YYYY-06-30 | ENGLISH | ENGLISH | YYYY-MM-DD | 9 digit  student id | Location's  3 digit code | LEAVE  BLANK | 400 - 456 | LEAVE BLANK |
| District's 3 digit code | ACT ASPIRE | ACT ASPIRE | YYYY-06-30 | READING | READING | YYYY-MM-DD | 9 digit  student id | Location's  3 digit code | LEAVE  BLANK | 400 – 442 | LEAVE BLANK |
| District's 3 digit code | ACT ASPIRE | ACT ASPIRE | YYYY-06-30 | MATHEMATICS | MATHEMATICS | YYYY-MM-DD | 9 digit  student id | Location's  3 digit code | LEAVE  BLANK | 400 – 460 | LEAVE BLANK |
| District's 3 digit code | ACT ASPIRE | ACT ASPIRE | YYYY-06-30 | SCIENCE | SCIENCE | YYYY-MM-DD | 9 digit  student id | Location's  3 digit code | LEAVE  BLANK | 400 – 449 | LEAVE BLANK |
| District's 3 digit code | ACT ASPIRE | ACT ASPIRE | YYYY-06-30 | WRITING | WRITING | YYYY-MM-DD | 9 digit  student id | Location's  3 digit code | LEAVE  BLANK | 400 – 448 | LEAVE BLANK |
| **DISTRICT CODE Field 1** | **Test  Description  Field 2** | **Test Description -  Not in the template - provided as  a reference** | **ASSESS-MENT SCHOOL  YEAR DATE Field 3** | **ITEM  DESCRIPTION CODE  Field 4** | **Item Description -  Not in the template  provided as a reference** | **TEST DATE**  **Field 5** | **STUDENT ID  Field 6** | **LOCATION CODE  Field 7** | **Standard  Achieved Code  Field 17** | **SCORE  Field 19** | **SCORING  MODEL CODE  Field 45** |
| District's 3 digit code | COMP | Compass Test | YYYY-06-30 | MATH | MATH | YYYY-MM-DD | 9 digit  student id | Location's  3 digit code | LEAVE  BLANK | 0 – 100 | LEAVE BLANK |
| District's 3 digit code | COMP | Compass Test | YYYY-06-30 | READING | READING | YYYY-MM-DD | 9 digit  student id | Location's  3 digit code | LEAVE  BLANK | 0 – 100 | LEAVE BLANK |
| District's 3 digit code | COMP | Compass Test | YYYY-06-30 | WRITING SKILLS | WRITING SKILLS | YYYY-MM-DD | 9 digit  student id | Location's  3 digit code | LEAVE  BLANK | 0 – 100 | LEAVE BLANK |
| District's 3 digit code | COMP | Compass Test | YYYY-06-30 | WRITING ESSAY  (SCALE 2-12) | WRITING ESSAY  (SCALE 2-12) | YYYY-MM-DD | 9 digit  student id | Location's  3 digit code | LEAVE  BLANK | 2 – 12 | LEAVE BLANK |
| District's 3 digit code | COMP | Compass Test | YYYY-06-30 | WRITING ESSAY (SCALE 2-8) | WRITING ESSAY (SCALE 2-8) | YYYY-MM-DD | 9 digit student id | Location's 3 digit code | LEAVE BLANK | 2 – 8 | LEAVE BLANK |
| District's 3 digit code | IB | International Baccalaureate | YYYY-06-30 | LANGUAGE A | LANGUAGE A | YYYY-MM-DD | 9 digit  student id | Location's  3 digit code | LEAVE  BLANK | 1 – 7 | LEAVE BLANK |
| District's 3 digit code | IB | International Baccalaureate | YYYY-06-30 | LANGUAGE B | LANGUAGE B | YYYY-MM-DD | 9 digit  student id | Location's  3 digit code | LEAVE  BLANK | 1 – 7 | LEAVE BLANK |
| District's 3 digit code | IB | International Baccalaureate | YYYY-06-30 | INDIVIDUALS  AND SOCIETY | INDIVIDUALS  AND SOCIETY | YYYY-MM-DD | 9 digit  student id | Location's  3 digit code | LEAVE  BLANK | 1 – 7 | LEAVE BLANK |
| District's 3 digit code | IB | International Baccalaureate | YYYY-06-30 | EXPERIMENTAL  SCIENCES | EXPERIMENTAL  SCIENCES | YYYY-MM-DD | 9 digit  student id | Location's  3 digit code | LEAVE  BLANK | 1 – 7 | LEAVE BLANK |
| District's 3 digit code | IB | International Baccalaureate | YYYY-06-30 | MATHEMATICS | MATHEMATICS | YYYY-MM-DD | 9 digit  student id | Location's  3 digit code | LEAVE  BLANK | 1 – 7 | LEAVE BLANK |
| District's 3 digit code | IB | International Baccalaureate | YYYY-06-30 | ARTS | ARTS | YYYY-MM-DD | 9 digit  student id | Location's  3 digit code | LEAVE  BLANK | 1 – 7 | LEAVE BLANK |
| District's 3 digit code | IB | International Baccalaureate | YYYY-06-30 | DIPLOMA | DIPLOMA | YYYY-MM-DD | 9 digit  student id | Location's  3 digit code | LEAVE  BLANK | 1 – 45 | LEAVE BLANK |
| District's 3 digit code | PSAT\_NMSQT | Preliminary Standardized Test | YYYY-06-30 | MATH | MATH | YYYY-MM-DD | 9 digit  student id | Location's  3 digit code | LEAVE  BLANK | 160-760 | LEAVE BLANK |
| District's 3 digit code | PSAT\_NMSQT | Preliminary Standardized Test | YYYY-06-30 | READING AND  WRITING | READING AND  WRITING | YYYY-MM-DD | 9 digit  student id | Location's  3 digit code | LEAVE  BLANK | 160-760 | LEAVE BLANK |
| District's 3 digit code | PSAT89 | Preliminary Standardized Test | YYYY-06-30 | MATH | MATH | YYYY-MM-DD | 9 digit  student id | Location's  3 digit code | LEAVE  BLANK | 120-720 | LEAVE BLANK |
| District's 3 digit code | PSAT89 | Preliminary Standardized Test | YYYY-06-30 | READING  AND WRITING | READING  AND WRITING | YYYY-MM-DD | 9 digit  student id | Location's  3 digit code | LEAVE  BLANK | 120-720 | LEAVE BLANK |
| District's 3 digit code | TABE | Test of Adult Basic Education | YYYY-06-30 | MATH | MATH | YYYY-MM-DD | 9 digit  student id | Location's  3 digit code | LEAVE  BLANK | 0 – 800 | LEAVE BLANK |
| District's 3 digit code | TABE | Test of Adult Basic Education | YYYY-06-30 | READING | READING | YYYY-MM-DD | 9 digit  student id | Location's  3 digit code | LEAVE  BLANK | 0 – 800 | LEAVE BLANK |
| **DISTRICT CODE Field 1** | **Test  Description  Field 2** | **Test Description -  Not in the template - provided as  a reference** | **ASSESS-MENT SCHOOL  YEAR DATE Field 3** | **ITEM  DESCRIPTION CODE  Field 4** | **Item Description -  Not in the template  provided as a reference** | **TEST DATE**  **Field 5** | **STUDENT ID  Field 6** | **LOCATION CODE  Field 7** | **Standard  Achieved Code  Field 17** | **SCORE  Field 19** | **SCORING  MODEL CODE  Field 45** |
| District's 3 digit code | TABE | Test of Adult Basic Education | YYYY-06-30 | LANGUAGE | LANGUAGE | YYYY-MM-DD | 9 digit  student id | Location's  3 digit code | LEAVE  BLANK | 0 – 800 | LEAVE BLANK |
| District's 3 digit code | KEYS | Work Keys | YYYY-06-30 | READING FOR  INFORMATION | READING FOR  INFORMATION | YYYY-MM-DD | 9 digit  student id | Location's  3 digit code | LEAVE  BLANK | 1 – 5 | LEAVE BLANK |
| District's 3 digit code | KEYS | Work Keys | YYYY-06-30 | APPLIED  MATHEMATICS | APPLIED  MATHEMATICS | YYYY-MM-DD | 9 digit  student id | Location's  3 digit code | LEAVE  BLANK | 1 – 5 | LEAVE BLANK |
| District's 3 digit code | KEYS | Work Keys | YYYY-06-30 | LOCATING  INFORMATION | LOCATING  INFORMATION | YYYY-MM-DD | 9 digit  student id | Location's  3 digit code | LEAVE  BLANK | 1 – 5 | LEAVE BLANK |
| District's 3 digit code | KEYS | Work Keys | YYYY-06-30 | APPLIED  TECHNOLOGY | APPLIED  TECHNOLOGY | YYYY-MM-DD | 9 digit  student id | Location's  3 digit code | LEAVE  BLANK | 1 – 5 | LEAVE BLANK |
| District's 3 digit code | KEYS | Work Keys | YYYY-06-30 | TEAMWORK | TEAMWORK | YYYY-MM-DD | 9 digit  student id | Location's  3 digit code | LEAVE  BLANK | 1 – 5 | LEAVE BLANK |
| District's 3 digit code | KEYS | Work Keys | YYYY-06-30 | LISTENING | LISTENING | YYYY-MM-DD | 9 digit  student id | Location's  3 digit code | LEAVE  BLANK | 1 – 5 | LEAVE BLANK |
| District's 3 digit code | KEYS | Work Keys | YYYY-06-30 | WRITING | WRITING | YYYY-MM-DD | 9 digit  student id | Location's  3 digit code | LEAVE  BLANK | 1 – 5 | LEAVE BLANK |
| District's 3 digit code | ASVAB | Armed Services Vocational Aptitude Battery | YYYY-06-30 | AFQT | AFQT | YYYY-MM-DD | 9 digit  student id | Location's  3 digit code | LEAVE  BLANK | 1 – 100 | LEAVE BLANK |
| District's 3 digit code | SAT\_NEW | Standardized Test | YYYY-06-30 | MATH | MATH | YYYY-MM-DD | 9 digit  student id | Location's  3 digit code | LEAVE  BLANK | 200-800 | LEAVE BLANK |
| District's 3 digit code | SAT\_NEW | Standardized Test | YYYY-06-30 | READING  AND WRITING | READING  AND WRITING | YYYY-MM-DD | 9 digit  student id | Location's  3 digit code | LEAVE  BLANK | 200-800 | LEAVE BLANK |
| District's 3 digit code | SATSUB | Standardized Subtest | YYYY-06-30 | LITERATURE | LITERATURE | YYYY-MM-DD | 9 digit  student id | Location's  3 digit code | LEAVE  BLANK | 200 – 800 | LEAVE BLANK |
| District's 3 digit code | SATSUB | Standardized Subtest | YYYY-06-30 | US HISTORY | US HISTORY | YYYY-MM-DD | 9 digit  student id | Location's  3 digit code | LEAVE  BLANK | 200 – 800 | LEAVE BLANK |
| District's 3 digit code | SATSUB | Standardized Subtest | YYYY-06-30 | WORLD HISTORY | WORLD HISTORY | YYYY-MM-DD | 9 digit  student id | Location's  3 digit code | LEAVE  BLANK | 200 – 800 | LEAVE BLANK |
| District's 3 digit code | SATSUB | Standardized Subtest | YYYY-06-30 | MATH LEVEL 1 | MATH LEVEL 1 | YYYY-MM-DD | 9 digit  student id | Location's  3 digit code | LEAVE  BLANK | 200 – 800 | LEAVE BLANK |
| District's 3 digit code | SATSUB | Standardized Subtest | YYYY-06-30 | MATH LEVEL 2 | MATH LEVEL 2 | YYYY-MM-DD | 9 digit  student id | Location's  3 digit code | LEAVE  BLANK | 200 – 800 | LEAVE BLANK |
| District's 3 digit code | SATSUB | Standardized Subtest | YYYY-06-30 | ECOLOGICAL  BIOLOGY | ECOLOGICAL  BIOLOGY | YYYY-MM-DD | 9 digit  student id | Location's  3 digit code | LEAVE  BLANK | 200 – 800 | LEAVE BLANK |
| **DISTRICT CODE Field 1** | **Test  Description  Field 2** | **Test Description -  Not in the template - provided as  a reference** | **ASSESS-MENT SCHOOL  YEAR DATE Field 3** | **ITEM  DESCRIPTION CODE  Field 4** | **Item Description -  Not in the template  provided as a reference** | **TEST DATE**  **Field 5** | **STUDENT ID  Field 6** | **LOCATION CODE  Field 7** | **Standard  Achieved Code  Field 17** | **SCORE  Field 19** | **SCORING  MODEL CODE  Field 45** |
| District's 3 digit code | SATSUB | Standardized Subtest | YYYY-06-30 | MOLECULAR  BIOLOGY | MOLECULAR  BIOLOGY | YYYY-MM-DD | 9 digit  student id | Location's  3 digit code | LEAVE  BLANK | 200 – 800 | LEAVE BLANK |
| District's 3 digit code | SATSUB | Standardized Subtest | YYYY-06-30 | CHEMISTRY | CHEMISTRY | YYYY-MM-DD | 9 digit  student id | Location's  3 digit code | LEAVE  BLANK | 200 – 800 | LEAVE BLANK |
| District's 3 digit code | SATSUB | Standardized Subtest | YYYY-06-30 | PHYSICS | PHYSICS | YYYY-MM-DD | 9 digit  student id | Location's  3 digit code | LEAVE  BLANK | 200 – 800 | LEAVE BLANK |
| District's 3 digit code | SATSUB | Standardized Subtest | YYYY-06-30 | FRENCH | FRENCH | YYYY-MM-DD | 9 digit student id | Location's 3 digit code | LEAVE BLANK | 200 – 800 | LEAVE BLANK |
| District's 3 digit code | SATSUB | Standardized Subtest | YYYY-06-30 | FRENCH WITH  LISTENING | FRENCH WITH  LISTENING | YYYY-MM-DD | 9 digit  student id | Location's  3 digit code | LEAVE  BLANK | 200 – 800 | LEAVE BLANK |
| District's 3 digit code | SATSUB | Standardized Subtest | YYYY-06-30 | GERMAN | GERMAN | YYYY-MM-DD | 9 digit  student id | Location's  3 digit code | LEAVE  BLANK | 200 – 800 | LEAVE BLANK |
| District's 3 digit code | SATSUB | Standardized Subtest | YYYY-06-30 | GERMAN WITH  LISTENING | GERMAN WITH  LISTENING | YYYY-MM-DD | 9 digit  student id | Location's  3 digit code | LEAVE  BLANK | 200 – 800 | LEAVE BLANK |
| District's 3 digit code | SATSUB | Standardized Subtest | YYYY-06-30 | SPANISH | SPANISH | YYYY-MM-DD | 9 digit  student id | Location's  3 digit code | LEAVE  BLANK | 200 – 800 | LEAVE BLANK |
| District's 3 digit code | SATSUB | Standardized Subtest | YYYY-06-30 | SPANISH WITH  LISTENING | SPANISH WITH  LISTENING | YYYY-MM-DD | 9 digit  student id | Location's  3 digit code | LEAVE  BLANK | 200 – 800 | LEAVE BLANK |
| District's 3 digit code | SATSUB | Standardized Subtest | YYYY-06-30 | MODERN  HEBREW | MODERN  HEBREW | YYYY-MM-DD | 9 digit  student id | Location's  3 digit code | LEAVE  BLANK | 200 – 800 | LEAVE BLANK |
| District's 3 digit code | SATSUB | Standardized Subtest | YYYY-06-30 | ITALIAN | ITALIAN | YYYY-MM-DD | 9 digit  student id | Location's  3 digit code | LEAVE  BLANK | 200 – 800 | LEAVE BLANK |
| District's 3 digit code | SATSUB | Standardized Subtest | YYYY-06-30 | LATIN | LATIN | YYYY-MM-DD | 9 digit  student id | Location's  3 digit code | LEAVE  BLANK | 200 – 800 | LEAVE BLANK |
| District's 3 digit code | SATSUB | Standardized Subtest | YYYY-06-30 | CHINESE WITH  LISTENING | CHINESE WITH  LISTENING | YYYY-MM-DD | 9 digit  student id | Location's  3 digit code | LEAVE  BLANK | 200 – 800 | LEAVE BLANK |
| District's 3 digit code | SATSUB | Standardized Subtest | YYYY-06-30 | JAPANESE WITH  LISTENING | JAPANESE WITH  LISTENING | YYYY-MM-DD | 9 digit  student id | Location's  3 digit code | LEAVE  BLANK | 200 – 800 | LEAVE BLANK |
| District's 3 digit code | SATSUB | Standardized Subtest | YYYY-06-30 | KOREAN WITH  LISTENING | KOREAN WITH  LISTENING | YYYY-MM-DD | 9 digit  student id | Location's  3 digit code | LEAVE  BLANK | 200 – 800 | LEAVE BLANK |
| District's 3 digit code | EOC | End of Course Exams | YYYY-06-30 | Example: ALGEBRA I 9 12 V001 | Each EOC is identified by the combination of: subject, grade range, and version number | YYYY-MM-DD | 9 digit  student id | Location's  3 digit code | LEAVE  BLANK | 1-100 | LEAVE BLANK |

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| **Assessment FAQS** |

* 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 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
* 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.
* 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

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.

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**Course Instructor Template**

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

**Data Submission Schedule:** K5P, 40D, 80D, 120D, EOY, SUMMER and OPEN YEAR ROUND (7/15)

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

**Load Sequence/Dependencies**

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

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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. It may be necessary to include courses that have ended between reporting periods in order to submit a student’s grade.

**Only submit a Course Instructor record if there are students enrolled in the class.**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.

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.

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.

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**Changes:**

**New Code – (Field 21) ALTERNATE INSTRUCTION LANGUAGE CODE**

|  |  |  |
| --- | --- | --- |
| **STARS Code** | **English name of Language** | **ISO 639-2 Code** |
| **98** | **Latin** | **lat** |

**Added - Class Period Definitions (Field 18)**

**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** |
| **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** |
| 4-7 | | | 25 | | 44 |  | Not Collected | | | | | | | | |
| **8** | | | **45** | | **56** | **12** | **C** | | | **PRIMARY**  **INSTRUCTOR**  **ID** | **R** | **U,M** | Staff ID of teacher of record. The Staff ID is the teacher's Social Security Number formatted without dashes. Must match Staff ID in the *STAFF* template. | 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.  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 Blended Learning Bureau (BLB).       * 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) 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. | **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** |
| 11-15 | | | 81 | | 140 |  | 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** | **An additional Indicator of reporting period.**  **Must correspond to the same reporting period as the *Snapshot Date* (field #50) in *STAFF SNAPSHOT* for each instructor of this class.** | **Use codes 1, 2, 3, 4, 5, and 9 not the description.** | **1 = 40D 2 = 80D 3 = 120D 4 = EOY**  **5 = K5P**  **6 = SUMMER**  **9 = Open Year Round** |
| **18** | | **167** | | **174** | | **8** | **C** | **CLASS PERIOD** | | | **R** | **U** | **Indicates type of class period.**  [**Class Period Definitions**](#Class_Period_Definitions) | **If Student Grade Level in Student Snapshot = PK, then must be AM, PM or FD.** | **AM = Morning Program for PreK ONLY PM = Afternoon Program for PreK ONLY FD = Full Day Program for PreK ONLY**  **SEM = Semester**  **TRI = Trimester**  **YR = Year-long**  **BLK = Block Scheduling**  **QTR = Quarter**  **SP = Self-paced**  **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 digit no longer designates the Common Field, such as an 8 indicating that the course requires a bilingual endorsement. This is captured in field 60 (COURSE SPECIAL PROGRAM CODE = BEP).**  **Positions 6-8 no longer represent Subject Fields**  **Therefore position 5 – 8 may contain any value, such as 0000.**    **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** | **C** | | | **Not Collected** | | | | | |
| **21** | | | **203** | | **218** | **16** | **C** | | | **ALTERNATE**  **INSTRUCTION**  **LANGUAGE**  **CODE** | **CR** | **U** | **If the course is taught in a language other than English, indicate that in this field. This applies to all classes including PreK.** | **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.** | **Example: 04**  **See the** [**Language Code Set**](#Language) **for a list of Languages and their codes.** |
| **22** | | | **219** | | **243** | **25** | **C** | | | **SECTION CODE LONG** | **R** | **K\*** | **Class section number assigned by school 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*.** | **YYYY-10-01 = 40D**  **YYYY-12-15 = 80D**  **YYYY-03-01 = 120D**  **YYYY-06-01 = EOY**  **YYYY-09-01 = K5P**  **YYYY-06-29 = SUMMER**  **YYYY-07-15 = Open-Year-Round** |
| 25-59 | | | 257 | | 731 |  | 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).** | **Only specify a value if the class is BEP.**  **Teachers identified here should match the BEP application and licensure will be verified (which is a requirement for funding).** | **BEP = Bilingual Multicultural Education Program** |
| 61-63 | | | 735 | | 761 |  | Not Collected | | | | | | | | |
| 64 | | | **762** | | **764** | **3** | **C** | | | **HONORS INDICATOR** | **R** | **U** | **Field indicating the class is an Honors Class.** | 64 | **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.** | **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.** | **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.** | **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.** | **Y=Yes**  **N=N** |
| **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.** | **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.** | **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.** | **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.** | **Y=Yes**  **N=No** |
| 75 -77 | | | 795 | | 805 |  | 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.** | **Y=Yes**  **N=No** |
| 79 - 82 | | | 809 | | 829 |  | 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.** | **Y=Yes**  **N=No** |

**Language Codes** (field 21 – for Foreign Language Courses)

|  |  |  |
| --- | --- | --- |
| **STARS Code** | **English name of Language** | **ISO 639-2 Code** |
| 0 | English | eng |
| 1 | Spanish | spa |
| 2 | Vietnamese | vie |
| 3 | Hmong; Mong | hmn |
| 4 | Chinese (Cantonese or Mandarin, also includes Chaozhou, Lahu, Taiwanese, Teochew, and Toishanese) | chi (B) zho (T) |
| 5 | Cambodian - Khmer | khm |
| 6 | Korean | kor |
| 7 | Laotian (includes Khmu) | lao |
| 8 | Navajo; Navaho (Diné) | nav |
| 9 | Tagalog | tgl |
| 10 | Russian | rus |
| 11 | Creoles, French-based | cpf |
| 12 | Arabic (spoken in numerous countries including Algeria, Egypt, Iran, Iraq, and Yemen) | ara |
| 13 | Portuguese | por |
| 14 | Japanese | jpn |
| 16 | Tiwa | nai |
| 17 | Tewa | nai |
| 18 | Towa | nai |
| 19 | Keres | nai |
| 20 | Jicarilla Apache | apa |
| 21 | Mescalero Apache | apa |
| 22 | Zuni | zun |
| 24 | Sign Languages - American | sgn |
| 25 | Sign Languages - English Based | sgn |
| 26 | Albanian | alb (B) sqi (T) |
| 27 | Armenian | arm (B) hye (T) |
| 28 | Azerbaijani | aze |
| 29 | Baltic languages | bat |
| 30 | Basque | baq (B) |
| eus (T) |
| 31 | Bosnian | bos |
| 32 | Bulgarian | bul |
| 33 | Burmese | bur (B) |
| mya (T) |
| 34 | Chechen | che |
| 35 | Creoles, English based | cpe |
| 36 | Creoles, Portuguese-based | cpp |
| 37 | Croatian | hrv |
| 38 | Czech | cze (B) ces (T) |
| 39 | Danish | dan |
| 40 | Dutch; Flemish | dut (B) nld (T) |
| 41 | Estonian | est |
| 42 | Farsi - Persian (includes Dari spoken in Afghanistan) | per (B) fas (T) |
| 43 | Filipino; Pilipino | fil |
| 44 | Finnish | fin |
| 45 | French | fre (B) fra (T) |
| 46 | German | ger (B) deu (T) |
| 47 | Greek | gre (B) ell (T) |
| 48 | Haitian; Haitian Creole | hat |
| 49 | Hawaiian | haw |
| 50 | Hebrew | heb |
| 51 | Hungarian | hun |
| 52 | Icelandic | ice (B) isl (T) |
| 53 | India and Bangladesh - Bengali | ben |
| 54 | India - Gujarati | guj |
| 55 | India - Marathi | mar |
| 56 | India - Rajasthani | raj |
| 57 | India - Telugu | tel |
| 58 | India and Assam - Assamese | asm |
| 59 | India and Pakistan - Hindi | hin |
| 60 | India and Pakistan - Urdu | urd |
| 61 | India or Pakistan Panjabi; Punjabi | pan |
| 62 | India, Malaysia, Sri Lanka - Tamil | tam |
| 63 | Indonesian | ind |
| 64 | Iranian languages | ira |
| 65 | Italian | ita |
| 66 | North American Indian languages Other | nai |
| 67 | Norwegian | nor |
| 68 | Polish | pol |
| 69 | Romanian; Moldavian; Moldovan | rum (B) ron (T) |
| 70 | Somali ( also includes Tigrinya) | som |
| 71 | Serbian | srp |
| 72 | Slavic languages | sla |
| 73 | Swedish | swe |
| 74 | Thai | tha |
| 75 | Tibetan | tib (B) |
| bod (T) |
| 76 | Ukrainian | ukr |
| 77 | Hocano | NAI |
| 78 | Kurdish (includes any country where this is spoken such as Iraq and Afghanistan) | kur |
| 79 | Syriac (includes Assyrian and Chaldean) | syr |
| 80 | Cebuano (Visayan) | ceb |
| 81 | Chamorro | cha |
| 82 | Kinyarwanda (includes Kirundi) | kin |
| 83 | Lithuanian | lit |
| 84 | Malayalam | mal |
| 85 | Marshallese | mah |
| 86 | Mixteco | NAI |
| 87 | Nepali | nep |
| 88 | Pashto (also includes Pushto) | pus |
| 89 | Samoan | smo |
| 90 | Sinhalese (also includes Sinhala) | sin |
| 91 | Swahili | swa |
| 92 | Tongan (also includes Raratongan) | rar |
| 93 | Turkish | tur |
| 94 | Wolof | wol |
| 95 | Yao (also includes Mien) | yao |
| 96 | Fanti (spoken in Ghana) | fat |
| 97 | Oromo | oro |
| 98 | Latin | lat |

**Class Period Definitions (Field 18)**

|  |  |  |
| --- | --- | --- |
| **Code** | **Class Period** | **General Guidance** |
| YR | Year-Long | A class period duration in which the course content spans the entire LEA academic year. |
| SEM | Semester | A class period duration in which the course content spans one half of the LEA academic year. |
| QTR | Quarter | A class period duration in which the course content spans one quarter of the LEA academic year. |
| TRI | Trimester | A class period duration in which the course content spans one third of the LEA academic year.  This model is sometimes utilized in Early College High Schools that match the course calendar of a partner postsecondary institution. |
| BLK | Block Scheduling | A class period structure in which the duration of the course is altered from the standard class period of the LEA.  The block schedule structure may be either an extended class period (more minutes) or an alternately scheduled meeting time (alternating day) compared to the standard class period configuration within the LEA. |
| SP | Self-Paced | A self-paced class period does not define the duration that the course content spans within the academic year for student earning of course credit. |

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**Course Template**

**Target Table: COURSE**

**Data Submission Schedule: K5P, 40D, 80D, 120D, EOY, YEAR ROUND (7/15), SUMMER (optional)**

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

**Load Sequence/Dependencies**

* + - * **NONE**

|  |
| --- |
|  |

**Template Description**

Report the attributes of each course, with the exception of the section, which is reported in the Course Enrollment and Course Instructor templates. Report all courses OFFERED during the reporting period ONLY and do not report courses that are not offered during the reporting period.

|  |
| --- |
|  |

**CHANGES**

* + - * No Changes to template

**Courses New**

| **Course Code** | **Course Name** | **Bureau requesting change** | **License Requirement** | **Justification** |
| --- | --- | --- | --- | --- |
| 0188 | CASE Agricultural Business Foundations - Grades 11-12 | College and Career Readiness | Requires Agriculture, Science, Math, Technology Education, or Business Education endorsement or 800 Vocational license. | House Bill 91 established state-funding for CTE that is STEM-based as well as project based. CASE curricula meet the requirements for the agriculture career cluster to enhance STEM proficiency in the agriculture career cluster and the governor's priority sectors. Clusters: Agriculture, Food and Natural Resources; Science Technology Engineering and Math; Business, Management & Administration; Finance |
| 1508 | Introduction to Health Care Science- Grades 6-8 | College and Career Readiness | Requires Health endorsement or 800 Vocational license. | The health science career pathway was identified as the most important and this course establishes a middle school health science exploratory course. Cluster: Health Care Sciences |
| 0312 | Computer Science/Programming- Grades 6-8 | College and Career Readiness | 300, 308, 350, 500, 505, 800 with endorsements in Technology, Business, Information Tech Coordinator or Math. | As NMPED is committed to making computer science accessible to all students, this course will offer students more generalized content in the area of computer science and programming, exposing students to programming languages and various applications that are foundational in preparing students for additional CS/Programming courses as they continue their education. Cluster: Information Technology |
| 0350 | Cyber Literacy- Grades 9-12 | College and Career Readiness | 300, 308, 350, 500, 505, 800 with endorsements in Technology, Business, Information Tech Coordinator or Math. | Cybersecurity is one of the fastest growing job sectors with an intense demand for this skillset. Having been identified as a priority sector by Governor Michelle Lujan Grisham, many postsecondary institutions have broadened their program offerings to include Cybersecurity. The National Integrated Cyber Education Research Center (NICERC) will be the source of curriculum and professional development. Teachers will receive a certificate upon completion of training. Cluster: Information Technology |
| 0351 | Cyber Literacy 2- Grades 9-12 | College and Career Readiness | 300, 308, 350, 500, 505, 800 with endorsements in Technology, Business, Information Tech Coordinator or Math. | Cybersecurity is one of the fastest growing job sectors with an intense demand for this skillset. Having been identified as a priority sector by Governor Michelle Lujan Grisham, many postsecondary institutions have broadened their program offerings to include Cybersecurity. The National Integrated Cyber Education Research Center (NICERC) will be the source of curriculum and professional development. Teachers will receive a certificate upon completion of training. Cluster: Information Technology |
| 1753 | IB Environmental Systems and Societies- Grades 9-12 | College and Career Readiness | 300, 308, 500, 505 with endorsement in Science. | The course is not new, but no NM schools have taught this course before. Two LEAs are now requesting it. |

**6 New Course Codes**

**Courses Deleted**

| **Course Code** | **Course Name** | **Bureau requesting change** | **Replacement** |
| --- | --- | --- | --- |
| 0163 | Science of Large Animals | College and Career Readiness | This was combined with 0161 Science of Large Agriculture Animals. |
| 0343 | CCNP v5.0 - Cisco Academy- Recommended for Students Grades 9 - 12 | College and Career Readiness | Delete course due to College-level course has not been used at the high school level. |
| 0206 | Data Management - Grades 9-12 | College and Career Readiness | Deleted due to duplicate of course 228 Personal and Business Finance. |
| 0220 | Exploring Business/Marketing- Grades 6-8 | College and Career Readiness | Deleted due to course code not needed since 201 is business career exploration and 1801 is marketing exploration. |
| 0919 | Marine Mechanics- Grades 10-12 | College and Career Readiness | Deleted due to course code has not been used in 5 years nor is Marine Mechanics likely to be needed in New Mexico. |
| 0944 | Boat Repair/Refinishing- Grades 10-12 | College and Career Readiness | Deleted due to course code has not been used in 5 years nor is Boat Repair likely to be needed in New Mexico. |
| 0954 | Barge & Boat Operation- Grades 10-12 | College and Career Readiness | Deleted due to course code has not been used in 5 years nor is Barge & Boat Operation likely to be needed in New Mexico. |

**7 Deleted Course Codes**

**Courses Changed**

(changes may include course descriptions, grades or standards added)

| **Course Code** | **Course Name** | **Bureau requesting change** | **Type of change** |
| --- | --- | --- | --- |
| 0134 | Physical Science of Agriculture– Grades 10-12 | College and Career Readiness | This course is not an introduction course. Change course name from "Intro to the Physical Science of Agriculture" to "Physical Science of Agriculture". |
| 0141 | Horticulture/Botany– Grades 10-12 | College and Career Readiness | Change course name from "Horticultural Science" to "Horticulture/Botany" AND delete the word "Science" at the beginning of the description. |
| 0161 | Science of Large Agriculture Animals– Grades 10 – 12 | College and Career Readiness | Combining this course and 0163, and will be deleting 0163 Added the last line to the description; "This course could include dairy cattle and equine." |
| 0183 | PLTW Environmental Sustainability – Grades 9 – 12 | College and Career Readiness | Added agriculture endorsement |
| 0192 | Agricultural Entrepreneurship – Grades 11-12 | College and Career Readiness | Added Capstone status due to course used as capstone course in Ag Cluster. |
| 0207 | Accounting – Grades 9-12 | College and Career Readiness | Added 800 Vocational license. Related courses and more advanced courses, such as Financial Services, can be taught by teachers with 800 license. However, those same instructors cannot teach the introductory courses at the HS level. |
| 0210 | Advanced Accounting – Grades 10-12 | College and Career Readiness | Added 800 Vocational license. Related courses and more advanced courses, such as Financial Services, can be taught by teachers with 800 license. However, those same instructors cannot teach the introductory courses at the HS level. |
| 0212 | Cost Accounting – Grades 11-12 | College and Career Readiness | Added 800 Vocational license. Related courses and more advanced courses, such as Financial Services, can be taught by teachers with 800 license. However, those same instructors cannot teach the introductory courses at the HS level. |
| 0221 | Introductory Business – Grades 9-12 | College and Career Readiness | Added 800 Vocational license. Related courses and more advanced courses, such as Business/Marketing/Finance II, can be taught by teachers with 800 license. However, those same instructors cannot teach the introductory courses at the HS level. |
| 0223 | Business Management– Grades 9-12 | College and Career Readiness | Added 800 Vocational license. Related courses and more advanced courses, such as Marketing Management, can be taught by teachers with 800 license. However, those same instructors cannot teach the introductory courses at the HS level. |
| 0224 | Business Ownership and Entrepreneurship – Grades 10-12 | College and Career Readiness | Added 800 Vocational license. Related courses and more advanced courses, such as Marketing Management, can be taught by teachers with 800 license. However, those same instructors cannot teach the introductory courses at the HS level. Updated course name from “Business Ownership and Management Entrepreneurship.” |
| 0226 | Business Workplace Skills – Grades 7-12 | College and Career Readiness | Added 800 Vocational license. Related courses and more advanced courses, such as Basic Management Concepts, can be taught by teachers with 800 license. However, those same instructors cannot teach the introductory courses at the HS level. Updated course name from “General Business (formerly Business & Marketing)“ for stronger correlation to the description. |
| 0228 | Personal and Business Finance– Grades 9-12 | College and Career Readiness | Added 800 Vocational license & updated grade levels by changing from 10-12 to 9-12. Related courses and more advanced courses, such as Financial Services, can be taught by teachers with 800 license. However, those same instructors cannot teach the introductory courses at the HS level. |
| 0231 | Financial Spreadsheets– Grades 7-12 | College and Career Readiness | Added 800 Vocational license. Related courses and more advanced courses, such as Financial Services, can be taught by teachers with 800 license. However, those same instructors cannot teach the introductory courses at the HS level. |
| 0239 | Individual Taxation– Grades 11-12 | College and Career Readiness | Added 800 Vocational license. Related courses and more advanced courses, such as Financial Services, can be taught by teachers with 800 license. However, those same instructors cannot teach the introductory courses at the HS level. |
| 0250 | Business Law– Grades 10-12 | College and Career Readiness | Added 800 Vocational license. Related courses and more advanced courses, such as Business Ethics, can be taught by teachers with 800 license. However, those same instructors cannot teach the introductory courses at the HS level. |
| 0290 | Business Economics– Grades 9-12 | College and Career Readiness | Added 800 Vocational license. Related courses and more advanced courses, such as Financial Services, can be taught by teachers with 800 license. However, those same instructors cannot teach the introductory courses at the HS level. |
| 0297 | Business Work Experience– Grades 11-12 | College and Career Readiness | Added 800 Vocational license & updated description. Related courses and more advanced courses, such as Marketing Work Experience/Co-op, can be taught by teachers with 800 license. However, those same instructors cannot teach the introductory courses at the HS level. |
| 1904 | Multimedia Productions III- Student Grades 11 - 12 | College and Career Readiness | Name changed from Editor to “Multimedia Productions III” & description changed. This course is part of an ADC course sequence for Reading and Writing. |
| 1905 | Introduction to Multimedia Writing & Technology- Student Grades 9 - 12 | College and Career Readiness | Name changed from “Journalism Writing” to “Introduction to Multimedia Writing & Technology” and description changed. This course is part of an ADC course sequence for Reading and Writing. |
| 1906 | Multimedia Productions I- Student Grades 9 - 12 | College and Career Readiness | Description changed. This course is part of an ADC course sequence for Reading and Writing. |
| 1907 | Multimedia Productions II- Student Grades 9 - 12 | College and Career Readiness | Description changed. This course is part of an ADC course sequence for Reading and Writing. |
| 1908 | Broadcasting I- Student Grades 9 - 12 | College and Career Readiness | Description changed. This course is part of an ADC course sequence for Reading and Writing. |
| 1909 | Broadcasting II- Student Grades 9 - 12 | College and Career Readiness | Description changed. This course is part of an ADC course sequence for Reading and Writing. |
| 1996 | Multimedia Communications-Independent Study- Student Grades 9 - 12 | College and Career Readiness | Description changed from “Mass Communication-Independent Study” to “Multimedia Communications-Independent Study.” This course is part of an ADC course sequence for Reading and Writing. |
| 1998 | Multimedia Communications - Work Experience- Student Grades 9 - 12 | College and Career Readiness | Description changed from “Mass Communications-Concurrent Enrollment” to “Multimedia Communications-Work Experience.” This course is part of an ADC course sequence for Reading and Writing. |
| 1999 | Multimedia Communications - Other- Student Grades 9 - 12 | College and Career Readiness | Description changed from “Mass Communications-Other” to “Multimedia Communications-Other.” This course is part of an ADC course sequence for Reading and Writing. |
| 0227 | Business Workplace Skills - Grades 11 - 12 | College and Career Readiness | Updated course name to coordinate with 0226. |
| 0229 | Advanced Word Processing for Business - Grades 9-12 | College and Career Readiness | Description changed from “Word Processing for Business” to “Advanced Word Processing for Business.” Grades changed from 10-12 to 9-12. |
| 0232 | Business Computer Skills - Grades 6-12 | College and Career Readiness | Course name changed to accurately reflect the course or industry (was Business Computer Workplace). Grades changed from 9-12 to 6-12. |
| 0270 | Business Office Management - Grades 7-12 | College and Career Readiness | Course name changed to accurately reflect the course or industry (was Computer/Business Technologies). |
| 1801 | Marketing Career Exploration- Grades 6-8 | College and Career Readiness | Course name changed to accurately reflect the course or industry (was Basic Management Concepts). Grade levels also changed from 7-9 to 6-8. |
| 1807 | Marketing Lab- Grades 11-12 | College and Career Readiness | Updated course name since there was no Marketing Lab I (original name was Marketing Lab II). |
| 1808 | Marketing Lab - Advanced - Grade12 | College and Career Readiness | Updated course name since there was no Marketing Lab I (original name was Marketing Lab III). |
| 1814 | Marketing - Retail - Grades 11-12 | College and Career Readiness | Updated course name to make it consistent with naming format of other Marketing courses. |
| 1830 | Principles of Marketing-Advanced - Grades 10-12 | College and Career Readiness | Updated spelling to Principles (had been Principals). |
| 1832 | Marketing Strategy - Grades 11-12 | College and Career Readiness | Updated description. |
| 0530 | Hospitality Entrepreneurship - Grades 11-12 | College and Career Readiness | Updated description to more accurately address needs of industry. |
| 0403 | Specialized Woodworking- Grades 11-12 | College and Career Readiness | Changed course name. This course was Woods Technology IV, but there was not a Woods I, II, or III. |
| 1665 | PLTW Design and Modeling- Grades 6-8 | College and Career Readiness | Corrected grade range. |
| 0314 | Database Foundations-Oracle Academy- Grades 10-12 | College and Career Readiness | Updated course name to include Oracle Academy in the title as it is stated in the course description. |
| 0320 | Computer Technology Assistant I - Grades 9-12 | College and Career Readiness | Updated course description. |
| 0321 | Computer Technology Assistant II - Grades 9-12 | College and Career Readiness | Updated course description. |
| 0322 | Computer Technology Assistant III - Grades 11-12 | College and Career Readiness | Updated course description. |
| 0331 | Database Programming with SQL - Oracle Academy- Grades 9-12 | College and Career Readiness | Updated course name to include Oracle Academy in the title as it is stated in the course description. |

**45 Changed courses**

**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** |
| **2** | **9** | **14** | **6** | **C** | **LOCATION CODE** | **R** | **K,M** | | | **PED defined three character location code.** |  | **Example: 208** |
| **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.**  **STARS uses the June 30th date to designate the full school year.** | **Example: YYYY-06-30** |
| 4 | 25 | 32 | 8 | Not Collected | | | | | | | | |
| **5** | **33** | **62** | **30** | **C** | **COURSE NAME** | **O** | **U,R** | | | **Local district course name.** |  | **Example: College Prep English II** |
| 6-25 | 63 | 230 | 24 | Not Collected | | | | | | | | |
| **26** | **231** | **232** | **2** | **C** | **SEMESTER** | **R** | | **K** | **Indicator of reporting period. See valid values.** | | **Use codes 1, 2, 3, 4, 5, 6, 9** | **Valid Values:**  **1 = 40D 2 = 80D 3 = 120D 4 = EOY**  **5 = K5P**  **6 = SUMMER**  **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 Position 5 no longer represents the Common Field – use a zero. 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.** | **Example: 17214144** |
| 28 | 245 | 250 | 6 | Not Collected | | | | | | | | |
| **29** | **251** | **262** | **12** | **C** | **ALTERNATE COURSE CODE** | **O** | | **U** | **Local district course number.** | |  | **Example: 1234** |
| 30-76 | 263 | 1336 | 6 | Not Collected | | | | | | | | |
| **77** | **1337** | **1339** | **3** | **C** | **PRE-ADVANCED PLACEMENT INDICATOR** | **O** | | **U** | **Field indicating this is a pre-advanced placement class.** | |  | **Valid Values:**  **Y=Yes**  **N=No** |

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CTE Student Industry Credential Template

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

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

**Load Sequence/Dependencies**

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

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**Template Description**

The Career Technical Student Industry Credential Template captures industry certifications that students have achieved during the school year. Every student that reports the achievement of an Industry Credential should be reported in this template

**Both industry granted and college granted certificates are to be reported.**

* An industry granted certificate is based on a standardized, national, industry accepted exam.
* A college granted certificate is based primarily on seat time.

**Changes**

No Changes

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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** |
| **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.** | |  | **Example: 010** | |
| **5** | **7** | | | | **N** | | **CIP CODE** | **R** | **K,M** | | **Required for submission to warehouse** | | **Value is zero, not capital letter O** | **0 = the number zero** | |
| **6** | **12** | | | | **C** | | **DELIVERY METHOD CODE** | **R** | **K,M** | | **Required for submission to warehouse** | |  | **CG = College Granted Certificate**  **IS = Industry Standard Third Party Assessment** | |
| **7** | **12** | | | | **C** | | **INDUSTRY CREDENTIAL CODE** | **R** | **K,M** | |  | |  | **See the** [**Industry Credential**](#Certifications) **Code Set at the end of this document.**  **Example: 003** | |
| **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** | **Day** | |

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| Career Technical Student Industry Certification Codes |

**Complete List of Industry Credential Codes with changes shaded in GREEN:**

| **Code** | **Title** |
| --- | --- |
| 001 | Autodesk Certification |
| 004 | Adobe Certified Professional |
| 006 | Automotive Technician |
| 007 | C++ Certified Associate Programmer |
| 009 | Network Certification |
| 015 | Microsoft Certification |
| 016 | Certified Landscape Technician (CLT) |
| 017 | Medical Assistant |
| 019 | Novell Administrator |
| 020 | Certified Nurse Aide (CNA) |
| 026 | Certified Veterinary Assistant |
| 027 | Child Development Associate Certification |
| 028 | CMI Custodial Technician |
| 031 | Corel Certifications |
| 033 | Cosmetology License |
| 036 | Dental Assistant License |
| 039 | Educational Assistant/Paraprofessional |
| 042 | Emergency Medical Dispatcher (EMD) |
| 043 | Emergency Medical Technician (EMT) |
| 044 | Environmental Technician |
| 047 | Internet Core Computing - IC3 |
| 051 | Licensed Vocational Nurse (LVN) |
| 053 | Hotel & lodging certification |
| 057 | Licensed Massage Therapist |
| 074 | Oracle Certification |
| 075 | OSHA Certification |
| 077 | Pesticide Applicators Certification |
| 078 | Pharmacy Technician (CPhT) License |
| 079 | Phlebotomy Technician (CPT) License |
| 083 | Real Estate License |
| 084 | EPA certification |
| 087 | SABRE System Certification |
| 090 | ServSafe Certification |
| 097 | NCCER Certifications |
| 100 | CompTIA Certification |
| 103 | S/P2 Certification |
| 105 | First Aid/CPR |
| 107 | A\*S\*K Business Institute Certifications |
| 108 | ACT National Career Readiness Certificate |
| 109 | NOCTI Certification |
| 111 | Food Handler Certification |
| 112 | Welding Certification |
| 115 | Career Readiness Certification |
| 116 | DECA School Based Enterprise Individual Certification |
| 117 | Detention Officer Certification |
| 119 | Floriculture |
| 129 | Early Care Education and Family Support |
| 132 | Police Explorer Certification |
| 133 | Prostart |
| 139 | Sustainability for Biofuels |
| 143 | Wildland Firefighting |
| 148 | Precision Certification |
| 174 | NC3 Certification |
| 175 | WordPress web certification |
| 176 | FEMA certification |
| 177 | Automated External Defibrillator (AED) Certification |
| 178 | Licensed Practical Nurse (LPN) License |
| 179 | Python Certification |
| 180 | Unity Certification |
| 181 | Automotive Career Exploration |
| 182 | Plate Glass certification |
| 183 | Pro-Cut Certification |

District Fact Template

**Target Table: DISTRICT\_FACT**

**Data Submission Schedule:** 40D (ELTP Only), 80D, 120D

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

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**Template Description**

Use to report counts for the following district bus “facts”:

* Number of eligible students transported that are not included in the “STARS Report”.
* Number of per capita feeder routes.
* Per capita feeder mileage.
* Projected number of students to be transported next year.

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**Changes:**

* No Changes

| **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** |
| **2** | **9** | **18** | **10** | **D** | **REPORTING DATE** | **R** | **K,M** | **Reporting Date** |  | **YYYY-10-01 = 40D**  **YYYY-12-15 = 80D**  **YYYY-03-01 = 120D** |
| **3** | **19** | **58** | **40** | **C** | **CATEGORY 01** | **R** | **K\*,D** | **Bus Transportation** | **This ties the records reported in CATEGORY 02 (field 4) together.** | Bus Transportation |
| **4** | **59** | **98** | **40** | **C** | **CATEGORY 02** | **R** | **K\*,D** | **Bus Transportation** |  | One record for each of the following:  **Valid Values for 80D, 120D**  ELIGSTUDNOTSTARS  MILEAGE  FEEDER  PROJSTUDENTS  **Valid Values for 40D (ELTP Only)**  MILEAGE  See the table at the end of the document for a detailed explanation. |
| **5** | **99** | **138** | **40** | **Not collected** | | | | | | |
| **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 each Category. Include all four areas and if there are no counts report zero.** | **Enter actual value for each item identified in each Category. Report zero counts as applicable.** | **Example: 200** |
| **8 - 17** | **156** | **879** |  | **Not collected** | | | | | | |
| **18** | **880** | **979** | **100** | **C** | **CATEGORY SET CODE** | **R** | **K,M** |  | **Must match the value reported in field 4 – CATEGORY 02.** | **Valid Values for 80D, 120D**  ELIGSTUDNOTSTARS  MILEAGE  FEEDER  PROJSTUDENTS  **Valid Values for 40D (ELTP Only)**  MILEAGE |
| **19-21** | **980** | **1099** |  | **Not collected** | | | | | | |

**For transportation, submit one record for each type of Category 01, 02 and Category Set Code count.**

**Example:**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| DISTRICT CODE | REPORTING  DATE | CATEGORY 01 | CATEGORY 02 | PRIMARY MEASURE TYPE | COUNT | CATEGORY SET CODE | CATEGORY DESCRIPTION NOT REPORTED |
| 000 | 2018-12-15 | Bus Transportation | ELIGSTUDNOTSTARS | COUNT | 10 | ELIGSTUDNOTSTARS | Number of Eligible Students Transported that are NOT included in the STARS Report |
| 000 | 2018-12-15 | Bus Transportation | MILEAGE | COUNT | 5869 | MILEAGE | Per Capita Feeder Annual Mileage at 80D & 120D  Additional Mileage with ELTP only at 40D |
| 000 | 2018-12-15 | Bus Transportation | FEEDER | COUNT | 8 | FEEDER | Number of Per Capita Feeder Routes |
| 000 | 2018-12-15 | Bus Transportation | PROJSTUDENTS | COUNT | 220 | PROJSTUDENTS | Projected Number of Students to be Transported Next Year |

Location Marking Period

**Target Table:** LOCATION\_MARKING\_PERIOD

**Data Submission Schedule: OPEN YEAR ROUND (7/15) Only once per year.**

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

**Load Sequence/Dependencies -** NONE

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**Template Description**

Use this template to report the start and end dates for all public and charter locations. Please include a record for the district, as this is required for Transportation.

Off-sites are optional. Do not report the following locations here:

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

**Changes:**

* No Changes

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Location Marking Period

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Field #** | **Start** | **End** | **Length** | **Data Type** | **Field Name** | **R/O/CR** | **Code** | **Definition** | **Business Rules** | **Valid Values/Example**  **Data** |
| **1** | **1** | **20** | **20** | **C** | **DISTRICT**  **CODE** | **R** | **K,M** | **PED defined three character district code.** |  | **Example: 080** |
| **2** | **21** | **32** | **12** | **C** | **LOCATION**  **CODE** | **R** | **K,M** | **PED defined three character location code.** | **Required for all active Public and Charter schools.**  **Off-sites that have instructional programs are optional.**  **The following Location Codes should not be reported:**  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** |
| **3** | **33** | **72** | **40** | **C** | **PERIOD CODE** | **R** | **K,M** | **Defines YEAR.** | **Must use – SYBED – refers to School Year Beginning/End Date.** | **Must use - SYBED** |
| **4** | **73** | **82** | **10** | **C** | **SCHOOL YEAR DATE** | **R** | **K,M** | **PED defined the school year date.** | **PED uses the last day in June for ending the school year.** | **Must Use:**  **YYYY-06-30** |
| **5** | **83** | **92** | **10** | **C** | **SCHOOL YEAR START DATE** | **R** | **U,M** | **Actual start date of the location.** | **Start date of the location. If the school starts in a staggered fashion by grade report the earliest date.** | **ISO format:**  **YYYY-MM-DD** |
| **6** | **93** | **102** | **10** | **C** | **SCHOOL YEAR END DATE** | **R** | **U,M** | **Actual end date of the location.** | **End date of the location. If the school ends in a staggered fashion by grade report the latest date.** | **ISO format:**  **YYYY-MM-DD** |
| **7** | **103** | **202** | **100** | **Not Collected** | | | | | | |
| **8** | **203** | **222** | **20** | **C** | **TERM CODE**  **(YEAR)** | **R** | **K,M** | **Defines YEAR.** | **Must use – SYBED – refers to School Year Beginning/End Date.** | **Must use - SYBED** |
| **9-12** | **223** | **284** | **Not Collected** | | | | | | | |
| **13** | **285** | **287** | **3,0** | **N** | **DAYS IN SESSION** | **R** | **U,M** |  | **Number of Days that the location is in Session. This is a numeric field. Please enter whole numbers without decimals.** | **Example: 181** |

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**Program Services Fact Template**

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

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

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

**Template Description**

This template tracks services received by students for the Community Schools Program (CSP); both Community Schools Act Programs as well as Title I funded Community Schools. It also tracks services received by students for the Extended Learning Time Program (ELTP).

**Load Sequences/Dependencies**

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

**Changes**

**New Field – (Field 13) SERVICE PROVIDER TYPE CODE**

**Provide the role of the individual who is providing the service for Expanded and Enriched Learning Time and Opportunities (EELTO).**

**New Code – (Field 21) PROGRAM CODE**

**EELTO** = Expanded and Enriched Learning Time and Opportunities

**New Code – (Field 5) SERVICE CODE**

**CIVICLEADERSHIP**

**FAMILYLITERACY**

**FINEARTS**

**HEALTHWELLNESS**

**HIGHYIELDLEARNING**

**LANGUAGECULTURE**

**PERFORMINGARTS**

**SOCIALEMOTIONAL**

**SPORTS**

**YOUTHLEADERSHIP**

**WORKFORCE**

**ACADEMICENRICHMENT**

**EXPERIENTIAL**

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**Program Services Fact Template**

| **Field #** | **Length** | | **Field Name** | **R/O/CR** | **Code** | **Definition** | **Business Rules** | **Valid Values/Example Data** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **1** | **8** | **DISTRICT CODE** | | **R** | **K,M** | **PED defined three character district code.** |  | **Example: 038** |
| **2** | **6** | **LOCATION CODE** | | **R** | **K,M** | **PED defined three character location codes.** |  | **Example: 100** |
| **3** | **10** | **SCHOOL YEAR DATE** | | **R** | **K,M** |  | **All dates must be entered in ISO format** | **Example:**  **YYYY-06-30** |
| **4** | **12** | **STUDENT ID** | | **R** | **K,M** | **State issued student identification number.** |  | **Example: 100000009** |
| **5** | **20** | **SERVICE CODE** | | **R** | **K,M** | **Service Codes align with various categories.** | **Enter the code of the service provided for either the Community Schools Program (CSP), ~~and/or~~ the Extended Learning Time Program (ELTP), and/or Expanded and Enriched Learning Time and Opportunities (EELTO). If a student participated in ~~BOTH~~ all three programs during the reporting period, a minimum of ~~2~~ 3 records would be submitted per student indicating the type of service received. In addition, a student may have received multiple services for a single program.** | See the [Service Code Set](#Service_PRovided_Type_Code) at the end of this document for a list of the valid values. |
| **6** | **10** | **SERVICE**  **START DATE** | | **R** | **K,M** | **Field indicating the report date.** | **Use the ISO format.** | **YYYY-10-01 = 40D**  **YYYY-12-15 = 80D**  **YYYY-03-01 = 120D**  **YYYY-06-01 = EOY**  **YYYY-06-29=Summer** |
| **7** | **10** | **Not Collected** | | | | | | |
| **8** | **3,0** | **SERVICE FREQUENCY** | | **R** | **U** | **Extended Learning Time (ELTP):**  The number of days the student received Extended Learning Time within the reporting period. A one to two digit number not to exceed 10 days per student for the year. As an example, a student may have received 4 days of extended learning during the 40th day reporting period, and 6 days between the 40th and 80th day reporting period for a total of 10 days for the year. 4 days of ELTP would be reported at 40th day and 6 days at 80th day for a total of 10 days. | **Number of days the student received the Community School service and/or Extend Learning Time within the reporting period.**  **Maximum 10 days of Extended Learning Time allowed per student.** | **A one to two digit number (no decimals).**  **Example: 4** |
| **9** | **4,0** | **SERVICE DURATION** | | **R** | **U** | **If the school offered 10 days of the Extended Learning Time service within the reporting period, 10 would be entered.** | **Number of days the Community School service and/or Extended Learning Time was offered during the reporting period. A one to two digit number not to exceed the number of days within the reporting period** | **A one to two digit number (no decimals).**  **Example: 10** |
| **10-11** | **40** | **Not Collected** | | | | | | |
| **12** | **100** | **SERVICE PROVIDER NAME** | | **CR** | **U** |  | **If the Community Schools Act/Expanded and Enriched Learning Time and Opportunities (EELTO),school is providing the service, this field will be left blank because the school in field #2 is providing the service.**  **If a Community Service Provider is providing the Community School Program (CSP)/** **Expanded and Enriched Learning Time and Opportunities (EELTO), is providing the service, enter the name of the entity, not the individual’s name.**  **Will not be populated for Extended Learning Time Programs (ELTP).** | **Name of Community Service Provider Entity.**  **For example:**  **PMS**  **Boys & Girls club** |
| **13** | **30** | **SERVICE PROVIDER TYPE CODE** | | **CR** | **U** |  | **Provide the role of the individual who is providing the service for Expanded and Enriched Learning Time and Opportunities (EELTO).** | **Valid Values:**  **01** = Community-Based Organization  **02** = Community Recruit  **03** = Educational Assistant  **04** = Faith-Based Organization  **05** = Parent  **06** = Teacher  **07** = Volunteer |
| **14-15** |  | **Not Collected** | | | | | | |
| **16** | **20** | **SERVICE SETTING CODE** | | **CR** | **U** |  | **A description of when the service occurs.**  **Required for Community School Programs (CSP) if the service occurred outside of the instructional day. Otherwise value is null.**  **Will not be populated for Extended Learning Time Programs (ELTP).** | **Valid Values:**  **BEFORESCHOOL**  **AFTERSCHOOL**  **WEEKEND**  **SUMMER**  **YEARROUND** |
| **17-20** |  | **Not Collected** | | | | | | |
| **21** | **20** | **PROGRAM CODE** | | **R** | **K,M** | **Program Codes CSP and ELTP have been pre-loaded into the Programs Code table by PED IT. The Service Codes in field #5 define the services related to these programs; however, these Program Codes (CSP & ELTP) will NOT be submitted to PROGRAMS\_FACT as normal, but instead their detail services will be collected in this template.** | **Enter the Program Code associated with the Service Code (field #5). Note: The same Service Code may be used for different programs.**  **If ELTP then Service Code (field #5) must be ENRICHMENT, STEM-STEAM, HERITAGELANGINST, CCR, TUTOR, CREDITRECOVERY, REMEDIAL, MENTOR, ELD, COMMUNITY, DROPOUTPREVENTION, or POSITIVESCHCULTURE.**  **Use EELTO Program Code to report After-School Programming for schools participating in ELTP only.** | **Valid Values:**  **CSP** = Community School Program  **ELTP** = Extended Learning Time Program  **EELTO** = Expanded and Enriched Learning Time and Opportunities |

**SERVICE CODES (field 5) for Community Schools Program (Field 21 = CSP)**

|  |  |  |
| --- | --- | --- |
| **Code** | **Community Schools Act Indicator** | **Description and Guidance** |
| CCR | Academic Programs | Intentional addition to or expansion of College and Career Readiness opportunities supported by community school partners. |
| COMMUNITY | Health and Wellness | Intentional addition to or expansion of Community Service Learning opportunities supported by community school partners and guided by the site-based leadership team. |
| COUNSELING | Health and Wellness | School based or school linked counseling services that address non-academic barriers to learning. |
| CREDITRECOVERY | Academic Support | Data informed intentional outreach and system navigational support for students; guided by the site-based leadership team. |
| DENTAL | Health and Wellness | School based or school linked health services designed to address non-academic barriers to learning. |
| DROPOUTPREVENTION | Health and Wellness | Data informed intentional outreach and system navigational support for students; guided by the site-based leadership team. |
| ECE | Early Childhood Education | Provide high-quality prekindergarten programs aligned to early childhood professional and curricular early learning standards. |
| ELD | Academic Support | Intentional addition to or expansion of English Language Development opportunities supported by community school partners. |
| ENRICHMENT | Academic Programs | Academic enrichment, designed to close the opportunity gap for low-income students, which expands upon and reinforces core curriculum; happens outside of the traditional classroom. |
| HEALTH | Health and Wellness | School based or school linked health services designed to address non-academic barriers to learning. |
| HERITAGELANGINST | Academic Programs | Intentional addition to or expansion of Heritage Language Instruction (dual language instruction) opportunities supported by community school partners. |
| HOMEVISIT | Health and Wellness | School based or school linked home visit outreach designed to address non-academic barriers to learning. |
| MENTOR | Academic Support | Intentionally supportive relationships between students and a caring adult, which mitigates early warning indicators in students. |
| POSITIVESCHCULTURE | Health and Wellness | Coordinated and intentional strategy designed to transform behavior, attitude and actions to improve school culture; guided by the site-based leadership team with an emphasis on student voice and community input. |
| REMEDIAL | Academic Support | Data informed intentional outreach and system navigational support for students; guided by the site-based leadership team. |
| SOCIALWRK | Health and Wellness | School based or school linked social work services that address non-academic barriers to learning. |
| STEM-STEAM | Academic Programs | Intentional Science, Technology, Engineering, Art and/or Math learning experiences designed to close the opportunity gap for low-income students, which expands upon and reinforces traditional STEAM core curriculum. |
| TUTOR | Academic Support | Data informed intentional outreach and system navigational support for low-performing students; guided by the site-based leadership team. |
| VISION-HEARING | Health and Wellness | School based or school linked services designed to address non-academic barriers to learning. |
| WRAP-AROUND | Health and Wellness | Coordinated and intentional integrated services, programs and supports designed to increase student access within the Integrated Student Supports, Expanded and Enriched Learning Time and Active Family and Community Engagement. |
| CIVICLEADERSHIP | Character Education  Community Service  Etiquette  Experiential Learning  Leadership  Volunteer Work | Civic leadership or service learning activities encourage inquiry and examine the important social topics of students’ local government and community.  Civic leadership activities prepare service-minded youth to experience the full impact of service learning. |
| FAMILYLITERACY | Family Literacy  Parental Enrichment | Family-focused enrichment activities that provide students with the tools that they need to implement positive practices in their home to support their learning. These activities foster strong family ties, build literacy skills, and increase the confidence and the communication skills of students, allowing them to interact more effectively with family members, teachers, school staff members, and in the community. |
| FINEARTS | Fine Arts | Arts activities that utilize various mediums of art (painting, drawing, photography, clay, digital, culinary, etc.). |
| HEALTHWELLNESS | Health and Wellness  Nutrition | Health and fitness activities designed to teach students knowledge, skills and basic competencies in wellness such as physical, mental and emotional foundations, self-reflective and meditation skills, nutrition, healthy eating and cooking. |
| HIGHYIELDLEARNING | Tutoring Services | High-Yield Learning Activities provide youth with fun experiences that are hands-on, interactive, varied and intentional such as, Legos, Chess, Monopoly, Scrabble, Jeopardy, etc. Tutoring services (ideally project based and must meet the above criteria in approach). |
| LANGUAGECULTURE | Cultural Education  International Awareness  Literacy Activities | Language and Culture activities introduce students to the richness of international cultures and the basics of their languages, both spoken and written. Topics include history, calligraphy, cultural customs, geography, dance, and cuisine. |
| PERFORMINGARTS | Arts and Music Education | Arts activities both utilizing and teaching various performance art techniques and that which goes into producing a performance, such as: dance, choir, drama, set design, costume design, spoken word, and music. |
| SOCIALEMOTIONAL | Counseling  Social-Emotional Learning | Programs where adults model social and emotional skills and children have opportunities to practice using them in diverse situations in a safe, caring learning environment established organization-wide. SEL is defined according to the [Collaborative for Academic, Social and Emotional Learning](https://protect-us.mimecast.com/s/vm7JCKr2qWI4PzVlCv5ciI?domain=casel.org/) (CASEL) as “the process through which children and adults acquire and effectively apply the knowledge, attitudes, and skills necessary to understand and manage emotions, set and achieve positive goals, feel and show empathy for others, establish and maintain positive relationships, and make responsible decisions.”  Counseling refers to a therapeutic approach to group activities. |
| SPORTS | Physical Activities | Activities designed to teach youth the fundamentals of a particular sport through basic technique and skills training. Students will study the rules, practices, and technical aspects, including strategies. |
| YOUTHLEADERSHIP | Youth Leadership and Voice | Includes a range of opportunities for youth to take leadership roles. Programs can engage young people in community service or service learning projects that enhance the quality of life in their own communities. Youth can be active in the program by serving as tutors and mentors for younger children. Youth can serve on boards of directors, as well as advise on and become partners in curriculum and program development at your site, in addition to program evaluation. |
| WORKFORCE | Community Internships  Entrepreneurial Education  Inspiring Future Career  Mentoring  Workforce Skills | Build foundational skills such as teamwork, communication, and critical thinking skills that will help students in school, the workforce, and in life. Introduce students to new interests, opening their eyes to potential career pathways. Provide opportunities to gain real world work experience and practice skills that will help build their familiarity with and capabilities in the workforce. |

**SERVICE CODES (field 5) for Extended Learning Time Program (Field 21 = ELTP)**

**Note:** The codes below are a subset of the Community Schools Service Codes.

|  |  |  |
| --- | --- | --- |
| **Code** | **Extended Learning Time Program Category** | **Description and Guidance** |
| ACADEMICENRICHMENT | Academic Programs | Academic Enrichment is designed to provide more time engaged in **academic classes** (e.g., mathematics, science, and English/language arts), allowing broader and deeper coverage of curricula and more individualized learning (focused instruction) or targeted support for students. |
| CCR | Academic Programs | Intentional addition to or expansion of College and Career Readiness opportunities, which can tie into science, technology, engineering and math curriculum, while also emphasizing career-readiness skills. |
| EXPERIENTIAL | Health and Wellness | Experiential learning is learning through reflection on doing. Experiential learning is an active process that engages the learner in carefully chosen experiences (e.g., community/service learning, project-based learning) that are supported by reflection, critical analysis and synthesis. Experiences are structured to require the learner to take initiative, make decisions, and be accountable for results. |
| CREDITRECOVERY | Academic Support | Designed as an alternative path to graduation by providing students with academic assistance while promoting academic achievement. A course-specific, skill-based, learning opportunity offered to recover credit for students who previously failed during the instructional day to master content and or skills required to receive course credit, earn promotion, or graduate. |
| DROPOUTPREVENTION | Health and Wellness | Targeted intervention strategy that focuses on increasing attendance and course performance, and addresses school behavior and disengagement.  Provides at-risk students with specific supports such as mentoring, counseling, vocational or social-emotional skills training, college preparation, supplemental academic services, or case management. |
| ELD | Academic Support | Intentional addition to or expansion of English Language Development opportunities supported by community school partners. General language comprehension: reading, writing, and literature. |
| HERITAGELANGINST | Academic Programs | Intentional addition to or expansion of Heritage Language Instruction (dual language instruction) opportunities designed to address the needs of heritage language learners. Students will have the opportunity to use, learn, and expand on their heritage languages. Students may examine social justice topics, community-based learning, and language arts approaches for heritage language development. |
| MENTOR | Academic Support | A school-based mentoring model designed to increase academic performance, self-esteem, and emotional development. The mentoring program supports relationships between students and a caring adult and is intended to mitigate early warning indicators in students. Students may be referred by teachers, counselors, and school staff. The program may extend throughout the summer months and across grades to improve outcomes for youth. |
| POSITIVESCHCULTURE | Health and Wellness | Coordinated and intentional strategy designed to transform behavior, attitude and actions to improve school culture. |
| REMEDIAL | Academic Support | Data informed intentional outreach and system navigational support for students. |
| STEM-STEAM | Academic Programs | Intentional Science, Technology, Engineering, Art and/or Math learning experiences designed to close the opportunity gap for low-income students, which expands upon and reinforces traditional STEAM core curriculum. |

* + **SERVICE CODES (field 5) for Expanded and Enriched Learning Time and Opportunities (Field 21 = EELTO) – Use to report out of school time academic and enrichment activities for ~~both CSP and~~ only ELTP After School.**

|  |  |  |
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| **Code** | **EELTO  Category** | **Description and Guidance** |
| CCR | College and Career Readiness | Activities that develop knowledge and skills necessary to qualify for and succeed in entry-level, credit-bearing postsecondary coursework and/or the workforce. |
| CIVICLEADERSHIP | Character Education  Community Service  Etiquette  Experiential Learning  Leadership  Volunteer Work | Civic leadership or service learning activities encourage inquiry and examine the important social topics of students’ local government and community.  Civic leadership activities prepare service-minded youth to experience the full impact of service learning. |
| FAMILYLITERACY | Family Literacy  Parental Enrichment | Family-focused enrichment activities that provide students with the tools that they need to implement positive practices in their home to support their learning. These activities foster strong family ties, build literacy skills, and increase the confidence and the communication skills of students, allowing them to interact more effectively with family members, teachers, school staff members, and in the community. |
| FINEARTS | Fine Arts | Arts activities that utilize various mediums of art (painting, drawing, photography, clay, digital, culinary, etc.). |
| HEALTHWELLNESS | Health and Wellness  Nutrition | Health and fitness activities designed to teach students knowledge, skills and basic competencies in wellness such as physical, mental and emotional foundations, self-reflective and meditation skills, nutrition, healthy eating and cooking. |
| HIGHYIELDLEARNING | Tutoring Services | High-Yield Learning Activities provide youth with fun experiences that are hands-on, interactive, varied and intentional such as, Legos, Chess, Monopoly, Scrabble, Jeopardy, etc. Tutoring services (ideally project based and must meet the above criteria in approach). |
| LANGUAGECULTURE | Cultural Education  International Awareness  Literacy Activities | Language and Culture activities introduce students to the richness of international cultures and the basics of their languages, both spoken and written. Topics include history, calligraphy, cultural customs, geography, dance, and cuisine. |
| PERFORMINGARTS | Arts and Music Education | Arts activities both utilizing and teaching various performance art techniques and that which goes into producing a performance, such as: dance, choir, drama, set design, costume design, spoken word, and music. |
| SOCIALEMOTIONAL | Counseling  Social-Emotional Learning | Programs where adults model social and emotional skills and children have opportunities to practice using them in diverse situations in a safe, caring learning environment established organization-wide. SEL is defined according to the [Collaborative for Academic, Social and Emotional Learning](https://protect-us.mimecast.com/s/vm7JCKr2qWI4PzVlCv5ciI?domain=casel.org/) (CASEL) as “the process through which children and adults acquire and effectively apply the knowledge, attitudes, and skills necessary to understand and manage emotions, set and achieve positive goals, feel and show empathy for others, establish and maintain positive relationships, and make responsible decisions.”  Counseling refers to a therapeutic approach to group activities. |
| SPORTS | Physical Activities | Activities designed to teach youth the fundamentals of a particular sport through basic technique and skills training. Students will study the rules, practices, and technical aspects, including strategies. |
| STEM-STEAM | STEAM  Telecommunications and Technology | STEAM activities must include two or more standards from science, technology, engineering, arts or math. |
| YOUTHLEADERSHIP | Youth Leadership and Voice | Includes a range of opportunities for youth to take leadership roles. Programs can engage young people in community service or service learning projects that enhance the quality of life in their own communities. Youth can be active in the program by serving as tutors and mentors for younger children. Youth can serve on boards of directors, as well as advise on and become partners in curriculum and program development at your site, in addition to program evaluation. |
| WORKFORCE | Community Internships  Entrepreneurial Education  Inspiring Future Career  Mentoring  Workforce Skills | Build foundational skills such as teamwork, communication, and critical thinking skills that will help students in school, the workforce, and in life. Introduce students to new interests, opening their eyes to potential career pathways. Provide opportunities to gain real world work experience and practice skills that will help build their familiarity with and capabilities in the workforce. |

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**Programs Fact Template**

**Target Table:** PROGRAMS\_FACT

**Data Submission Schedule:** K5P, 40D, 80D, 120D, EOY, and SUMMER

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

**Load Sequences/Dependencies**

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

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**Template Description**

Use this template to associate students to special programs. For example - Bilingual Education

Submit only for active students as of the reporting date; students must be participating in these program(s) at the time of submission.

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**FAQs**

**Changes:**

* No Changes

**Programs Fact Template**

| **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 T1A 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 the** [**Programs Code Set**](#ProgramsCodeField5) **at the end of the document 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 = K5P**  **YYYY-06-29 = Summer Session**  **YYYY-07-15 = Open Year Round** |
| 7 – 8 | 55 | 84 |  | 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.** | | | **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** | |
| 10 -16 | 105 | 224 |  | Not Collected | | | | | | | | | | | | |
| **17** | **225** | **234** | **10** | **D** | | **ORIGINAL**  **PROGRAM START**  **DATE** | | **CR** | | **U** | | **Provide the actual start date within the current school year that the student began receiving any of the following:**  **CEIS**  **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**  **Family and Children Education Program** | **This field is required when**  **the PROGRAMS CODE (Field #5) =**   * **CEIS** * **3Y/4Y** * **FACE**   **All dates must be entered in ISO format.** | | | **YYYY-MM-DD** |
| **18** | **235** | **240** | **6** | **C** | | **PARTICIPATION INFO CODE** | | **CR** | | **U** | | **Indicator of additional information for designated programs.** | **REQUIRED WHEN:**  **PROGRAMS CODE (Field #5) is populated with any of the following codes:**  **BEP** (Bilingual Multicultural Education Program)  **ELL** (English Language Learner)  **T3** (Title III  **POS** (Program of Study)  **CEIS** (Coordinated Early Intervening Services)  **NMPREK** (NM PreK PED Funded)  **Conditionally Required when PROGRAMS CODE (Field#5) is populated with K5P (K-5 Plus program).**  If field 5=K5P AND the student received Extended Learning Time anytime during the 25 days of K-5 Plus, then field #18 Participation Info Code will contain the value 50 to indicate Extended Learning Time was received by the K5P student. If no Extended Learning Time was received by the K5P student then no value will be entered. | | | **Valid Values:**  **See** [**Participation Info Code Set**](#ProgramsInfoCode) **at the end of this document**  **for the valid values.** |
| **19-27** | **241** | **412** |  | Not Collected | | | | | | | | | | | | |

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| **Programs Code (Programs Fact - Field # 5)** |

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| **Code** | **Program Description** |
| T1A | Title I Part A (required at all reporting periods) |
| T1APR | Title I, Part A private school students that are receiving Title I services (required at all reporting periods) |
| T1AND | Title I, Part A students that are enrolled in Neglected and Delinquent programs supported by Title 1, Part A funds (required at all reporting periods) |
| T1APK | Title I, Part A funded preschool students (required at all reporting periods) |
| T3 | Title III (required at all reporting periods) District-level federal sub-grant to supplement EL programs and services. Required field for all districts receiving Title III funding for ELs. Must enter in "Valid Values 6-9 for EL and/or Title III Programs in [Participation Info Code](#ProgramsInfoCode) (Programs Fact - Field # 18) |
| T7 | Title VII (required at all reporting periods) |
| T8 | Title VIII (required at all reporting periods) |
| BEP | Bilingual Multicultural Education Program – (required at all reporting periods) Must enter in a Valid Value of 1-5 in Field # 18 |
| BUS | Bus Services (required at 80D, 120D) |
| BUSA | Bus Services for Students with disabilities K-12 at 4/D maximum service level and 3Y/4Y DD who are receiving BUS/BSCE services and the student has an IEP requiring an accommodations or special service (required at 80D, 120D ) |
| BSCE | Bus Services Vocational Ed/Concurrent Enrollment (required at 80D, 120D ) |
| ELL | English Learner Program/Service (required at all reporting periods) All districts with identified ELs, must use this code. Formerly known as ELD or ELL. Must enter in "Valid Values 6-9 for EL and/or Title III Programs in Participation Info Code ([Programs Fact - Field # 18](#ProgramsInfoCode)) |
| CEIS | Coordinated Early Intervening Services (required at all reporting periods). For Regular Education Only. Must enter in "Valid Values 13 or 14 for CEIS in [Participation Info Code](#ProgramsInfoCode) (Programs Fact - Field # 18).  Prior authorization required. |
| 3Y | Child participating in the Early Childhood 3Y Program (required at all reporting periods) |
| 4Y | Child participating in the Early Childhood 4Y Program (required at all reporting periods) |
| CSDA | Charter School Students participating in a District Activity |
| HEADST | Head Start PreK |
| HSDA | Home School Students participating in a District Activity |
| K5P | Participating in K5 Plus program (required at K5P only) |
| FACE | Family and Children Education Program (for 3 and 4 year old only) |
| NMPREK | Student is participating in the NM PreK funded program. Required for ALL NMPREK PED funded students. |
| ECHS | Early College High School – used by CCRB bureau - students who are enrolled in an early college high school program |
| WRP | Workforce Readiness Program – used by CCRB bureau - students who are enrolled in a workforce readiness program |
| POS | Program of Study - used by CCRB bureau – identifies that the student is a CTE concentrator. Identify the cluster or career pathway in which the student is concentrating in field #18 – [Participation Info Code](#ProgramsInfoCode). |

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| **Participation Info Code (Programs Fact - Field # 18)** |

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| **Code** | **Participation Description** |
|  | **Valid Values for BEP:** |
| 1 | Dual Language Immersion |
| 2 | Developmental/Maintenance Bilingual |
| 3 | Enrichment |
| 4 | Transitional Bilingual |
| 5 | Heritage/Indigenous Language |
|  |  |
|  | **Valid Values for EL/Title III:** |
| 6 | Parents Refusal - received in writing from parent (opt-out form) |
| 7 | English Language Development (ELD) pull-out course and sheltered instruction in content areas - The student is pulled out for instruction in English Language Development based on the English language proficiency level of the student and provided sheltered instruction in content areas. |
|  |  |
| 8 | English Language Development (ELD) block and sheltered instruction in content areas (elementary grades only) - The student receives instruction in English Language Development for a minimum of 45 minutes in a self-contained elementary setting based on the English language proficiency level of the student and provided sheltered instruction in content areas. |
| 9 | Integrated English Language Development (ELD) - English Language Arts (ELA) course and sheltered instruction in content areas (secondary grades only) - The student that is nearing proficiency in English receives instruction in an integrated ELD-ELA course at the middle school and high school level and sheltered instruction in content areas. |

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|  | | **Valid Values for CEIS (Coordinated Early Intervening Services):** | |
| 13 | | Voluntary CEIS – up to 15% of funds used for CEIS | |
| 14 | | Mandatory CEIS – 15% CEIS is required if district had significant disproportionality. | |
|  | **Valid Values for POS (CTE Program of Study Clusters)** | |
| 25 | Agriculture, Food and Natural Resources | |
| 26 | Architecture & Construction | |
| 27 | Arts, Audio/Video Technology & Communications | |
| 28 | Business Management & Administration | |
| 29 | Education & Training | |
| 30 | Finance | |
| 31 | Government & Public Administration | |
| 32 | Health Science | |
| 33 | Hospitality & Tourism | |
| 34 | Human Services | |
| 35 | Information Technology | |
| 36 | Law, Public Safety, Corrections & Security | |
| 37 | Manufacturing | |
| 38 | Marketing | |
| 39 | Science, Technology, Engineering & Mathematics | |
| 40 | Transportation, Distribution & Logistics | |
|  |  | |
|  | **Valid Values for K5P:** | |
| 50 | Extended Learning Time | |
|  |  | |
|  | **Valid Values for NMPREK:** | |
| 450HR | NMPREK ½ day student – funding based on 450 hours | |
| 900HR | NMPREK Full-Day day student – funding based on 900 hours | |

**FAQS**

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**How is student eligibility for bus transportation determined?**

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 contact Antonio Ortiz, Student Transportation Director at (505) 827-3863.

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

CEIS applies to regular education students who are at risk of referral for special education services, grades K through 12. CEIS may be provided to regular education students in grades K – 12, with a particular emphasis on students in grades K - 3. Federal IDEA funds may be used for regular education coordinated early intervening services.

*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.

**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.

**Program of Study - POS**

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.

**Charter School Students Participating in a District Activity or Home School Students Participating in a District Activity**

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 occurred.

**School Enrollment (Withdrawal) Template**

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

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

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

**Load Sequences/Dependencies**

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

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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. The data are used for Mobility, Graduation Cohort rate and Dropouts. Submit all enrollment/mobility actions for all students.

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**Changes:**

* No Changes

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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** |
| **2** | **9** | **14** | **6** | **C** | **LOCATION CODE** | **R** | **K,M** | **PED defined three character location codes.** |  | **Example: 545** |
| **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** |  | Not Collected | | | | | |
| **6** | **47** | **56** | **10** | **D** | **ENROLLMENT DATE**  **(also withdrawals)** | **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** | **ENROLLMENT CODE**  **(also withdrawals)** | **R** | **K,M** | **Code identifying the type of mobility transaction. See valid values.** | **The value used should be the code only. Valid values are case sensitive. The descriptions are for reference only.** | **Valid Values:**  **See the** [**Enrollment and Withdrawal Code Set**](#EnrollWithdrawCodes) **at the end of this document.** |
| 8-13 | 63 | **151** |  | Not Collected | | | | | | |

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| **Enrollment and Withdrawal Codes (School Enrollment Template - Field # 7)** |

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| Code | Enrollment Description |
| E1 | Initial enrollment for current school year any school - Student enrolled at this school for the first time during the current school year including a student who attended this same school the last school year and returns this school year.  Student who has NOT been enrolled anywhere else in the U.S. during the current school year. This student is in school for the first time during this school year regardless of start date. **(Not for use for students entering from BIE schools. Use E3.)** |
| E2 | Initial enrollment for current school year. Student who has been enrolled in school this current school year in another state, private school, home school or transfer in from a state-supported school. Registration for school can be at any time during the year. (Not for use for students entering from BIE schools. Use E3.) |
| E3 | Previously enrolled in BIE school - Student who enrolls in NM Public schools for the first time during the current school year from a BIE school. Registration for New Mexico public school can occur at any time during the school year. |
| R1 | Transfer within district - Student that transfers from one school to another school (including district charters) in same district during the current school year. |
| R2 | Transfer from outside district - Student who moves from a school district or charter school in a different district in New Mexico into your district after school starts - does not include transfers to or from your district charter schools. |
| R3 | Previously dropped from enrollment - Student previously dropped from school for any reason other than transfer to another school or district and later returns to your school site without attending school elsewhere during this school year (student was previously an E1, R1 or R2). |
| Code | Withdrawal Description |
| W1 | Student has transferred out to another PED District or State Charter. |
| W2 | Absent 10 days - A student that has been absent for ten (10) consecutive days must be dropped from the rolls. These may include truants and habitual truants provided the school district has intervened according to their retention and truancy policy as provided in Section [22-12-9](http://law.justia.com/codes/new-mexico/2006/nmrc/jd_22-12-9-a245.html) NMSA 1978. |
| W4 | GED - Student exits to a non-diploma granting education setting such as vocational or GED program. |
| W5 | Detained – Student is detained in a court-ordered facility, such as out-of-state jail, expulsion or out-of-school suspensiongreater than 6 months - does NOT include New Mexico Corrections. |
| W6 | Left U.S. – Student emigrated or moved **outside of US or US territories**; **does not include** temporary military assignment or studying abroad as US exchange student. |
| W7 | **Pregnancy -** Student exited school due to pregnancy (applies to either female or male student). |
| W8 | Transfer within state to a non-public or BIE school. - Student who withdraws to a diploma-granting, non-public school within New Mexico. This includes a **private** or **BIE** school that grants a standard diploma recognized by the State of New Mexico. Does not include Home School. (use W81) |
| W9 | Immunization - Student dis-enrolled due to failure to provide satisfactory evidence of 1) commencement of immunization OR 2) completion of immunization. |
| W10 | Moved out of state. Use this code for students who **moved out of New Mexico** or who are studying abroad as **US exchange students**. Does not include Home Schooled. (Use 81) |
| W81 | Home School - Use this code for students withdrawing to be **Home-Schooled** |
| WD | Death – Student has died. |
| WDO | Drop-out – Student is known to have dropped out of school. - **NEW** |
| WG | Graduate - Graduated with a standard diploma (required for early graduates and optional for EOY graduates). Does not include certificates of completion. Diploma Type Code must equal 1. |
| WC | Completion – Student in regular education only who completed coursework required to graduate but did not pass the HSCE. Required for early completers and optional for EOY completers. Diploma type code must equal 2. |
| D1 | Disregard: Submitted in error - Student Template record was submitted in error. Must be submitted prior to student’s inactivation. |
| D2 | Disregard: Incorrect Student ID - Student is enrolled under a different STATE ID. Must be submitted prior to student’s inactivation. |

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**Special Education Events Template**

**Target Table: SE\_EVENTS**

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

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

**Load Sequences/Dependencies**

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

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**Template Description**

Districts 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.

**Changes**

**New Codes – (Field 20) NON -COMPLIANCE REASON**

**30** No service provider available to complete evaluation (Use for Indicator 11)

**31** Evaluation scheduling issues/ Difficulty scheduling IEP with parent/ Evaluation delays (Use for Indicator 11 or 12)

**32** 60th day/3rd birthday on weekend, holiday or during other school closure (Use for Indicator 11 or 12)

**33** Parent request delay in IEP meeting (Use for Indicator 12)

**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** | |
| **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** | |  | **Example: 123** | |
| **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.** | | **Use the code, as the descriptions are for reference only.** | **Valid Values:**  **See the** [**Event Type Code**](#EventTypeCode) **set at the end of the document for a list of 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** | **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:  See the** [**Event Reason Code**](#EventReason) **Set at the end of this document for a list of valid values.** | |
| 8-19 | 79 | 94 | 16 | Not Collected | | | | | | | | |
| **20** | **273** | **288** | **16** | **C** | **NON -COMPLI-ANCE REASON** | **CR** | **U** | **Delay of**  **Initial Placement IEP or IFSP.** | **Required only if the Timeline is not met.** | | | **Valid Values:**  **See the** [**Non Compliance Reason Code**](#NonComplianceReasonCode) **set at end of this document for a list of valid values.** |
| 21-29 | 289 | 318 | 30 | Not Collected | | | | | | | | |

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| **Event Type Code (Special Education Events - Field # 5)** | |
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| **Code** | **Event Type Description** |
| 1 | Special Education Exit |
| 2 | Parental Notification of the transfer of rights has occurred |
| 3 | Parental consent revoked for Special Education & Related Services (34 CFR §300.300 (b)(4)) |
| 4 | A Communication Needs Consideration Form was completed at the IEP for student who is deaf or hard of hearing, or Blind or Visually Impaired, regardless of the disability regardless of the disability. |
| 5 | A Communication Needs Considered at the IEP for student who is. Note: When Developing IEPs for students who are blind or have a visual impairment the IEP team must consider instruction in Braille unless the team determines after an evaluation that Braille is not needed. |
| 6 | CEIS - Date of referral for special education |
| 9 | Parental consent revoked for Medicaid and/or Private Insurance (34 CFR §300.154 (d)(2)(v)(D)) |
| 10 | One-time Written Parental Consent for Medicaid and/or Private Insurance. |
| 12 | Annual Written Notification to Parent/Guardian regarding Medicaid and/or Private Insurance |
| 13 | Returning ***senior*** who has a current IEP with written prior notice that will receive a conditional certificate of transition. CONTINUING IEP – MUST BE IN SCHOOL. |
| 14 | Returning ***senior*** who has a current IEP with prior written notice that student will receive a conditional certificate of transition – TRANSITION MAY/MAY NOT BE IN SCHOOL |
| 18 | **Part C to B** - Date referral received from Part C |
| 20 | **Part C to B**- 90 day transition conference |
| 21 | **Part C to B**- Eligibility Determination- YES |
| 22 | **Part C to B**- Initial Placement IEP or when IEP was developed |
| 23 | **Part C to B**- IEP Implementation (when student started receiving special education services under Part B) |
| 24 | **Part C to B**- Eligibility Determination – NO |
| 30 | **Part B** - Parental Consent Initial Evaluation Only |
| 31 | **Part B**- Initial Evaluation Only |
| 32 | **Part B** - Initial EDT Eligibility Determination - YES |
| 33 | **Part B** - Initial EDT Eligibility Determination - NO |
| 34 | **Part B** - Initial IEP Date |
| 40 | The LEA assures that compliance has been met for the following Post-secondary Transition Goals. **Now Required for 14 and older**. YES   * Are there appropriate measurable post-secondary annual goals? * Are there appropriate, measurable post-secondary IEP goals related to the student's transition service needs? * Are there annual IEP goals related to the student's transition service needs? * Are there transition services and/or courses identified in the IEP that will reasonably enable the student to meet the postsecondary goal(s)? * Were the postsecondary goals based upon an age appropriate transition assessment? * Is there evidence that the student was invited to the IEP Team meeting where transition services were discussed? * Are there transition services in the IEP that will reasonably enable the student to meet the postsecondary goal(s)? * If appropriate, is there evidence that a representative of any participating agency was invited to the IEP Team meeting with the prior consent of the parent or student who has reached the age of majority? |

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| **Event Reason Code field 7 (If Event Type Code = 1 for Exited)** | |
| 1 | Returned to regular education (no longer receiving special education) |
| 4 | Reached Maximum Age (FAPE ends) DOB |
| 5 | Died WD |
| 6 | Moved, known to be continuing W codes |
| 8 | Dropped Out (*Includes dropouts, runaways, GED recipients (in New Mexico students are required to drop out of the secondary educational program in order to pursue the GED certificate), expulsions, status unknown, students who moved and are not known to be continuing in another educational program, and other exiters from special education not found in other exit reason codes).* |
| 9 | Graduated with Diploma on Standard Option (FAPE ends) |
| 10 | Graduated with Diploma on ~~Career Readiness~~ Modified Option (Does not end FAPE) |
| 11 | Graduated with Diploma on Ability Option (Does not end FAPE) |

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| **Non-Compliance Reason Codes for Special Education Events Template (field 20)** |

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| **CODE** | **DESCRIPTION** |
| 2 | School District missed timeline(s) |
| 7 | Student Died WD |
| 14 | Withdrawal from Part C by Parent ***prior to child’s third birthday****.* |
| 15 | Parent refused to provide consent for evaluation or initial services. |
| 17 | Parent fails or refuses to produce the child for evaluation (at least three documented attempts) |
| 18 | Part C referred child less than 90 days before the child’s 3rd birthday |
| 20 | Student moved out of the school district's educational jurisdiction |
| 21 | Student graduated before IEP corrected. |
| 22 | Student dropped out of school before IEP corrected. |
| 30 | No service provider available to complete evaluation (Use for Indicator 11) |
| 31 | Evaluation scheduling issues/ Difficulty scheduling IEP with parent/ Evaluation delays (Use for Indicator 11 or 12) |
| 32 | 60th day/3rd birthday on weekend, holiday or during other school closure (Use for Indicator 11 or 12) |
| 33 | Parent request delay in IEP meeting (Use for Indicator 12) |

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**Special Education Services Fact Template**

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

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

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

**Template Description**

This template tracks Special Education Services, also known as ancillary services. This template contains details of services provided to special education students. Submit only students who are active as of the reporting date and are receiving services at that time.

**Load Sequences/Dependencies**

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

**Changes:**

* No Changes

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**Special Education Services Fact Template**

| **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** |
| **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 that are enrolled and served in these special locations:**  **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** |  | **Example: 100** |
| **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.** | **The value used should be the code (e.g. SS, PT, NMSD, NMSBVI etc.).** | See the [Service Code Set](#ServiceCode) at the end of this document for a list of the valid values.  **Note: This set includes new codes.** |
| **6-7** | **45** | **70** |  | 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.** | **YYYY-10-01 = 40D**  **YYYY-12-15 = 80D**  **YYYY-03-01 = 120D**  **YYYY-06-01 = EOY** |
| 9-12 | 81 | 107 |  | Not Collected | | | | | | |
| **13** | **108** | **111** | **4** | **N(0)** | **SERVICE DURATION** | **CR** | **U** | **The total number of minutes the service is provided per week.** | **SERVICE DURATION is not required for Service Codes (5) IHP, LIFT, NS, SECDEV, TRS.**  **SERVICE DURATION will be required for all other service codes. A value from 1 – 9999 to indicate the number of minutes the service occurs per week. Must calculate service minutes that occur in a service cycle that is not weekly. (See the examples to the right)** | **Example 1:**  Student receives speech services twice a week for 30 minutes each time – Report 60.  **Example 2:**  Student receives Occupational services once a day for 30 minutes in a school that has a 5 day week - Report 150.  **Example 2:**  Student receives Occupational services 2 times per month for 60 minutes each time. Calculate 120/4= 30 minutes per week |
| **14** | **112** | **121** | **10** |  | Not Collected | | | | | |
| **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.** | **Leave blank if student is in parentally placed private school or field #5 = IHP, LIFT, NS, SECDEV, TRS, NMSD or NMSBVI.** | **Valid Values:**  **Y = Student received services within the regular education setting**  **N = Student received services in the special education setting** |
| 16-27 | 125 | 328 |  | Not Collected | | | | | | |
| **28** | **329** | **340** | **12** | **C** | **PRIMARY STAFF ID** | **CR** | **U** |  | **PRIMARY STAFF ID is not required for Service Codes (5) IHP, LIFT, NS, SECDEV, TRS.**  **PRIMARY STAFF ID will be required for all other service codes** |  |

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| **Service Code (Special Education Services Fact - Field #5)** |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  |  | | --- | --- | | Code | Description | | AU | Audiologist | | IHP | Student's IEP requires an individualized health plan NEW | | IN | Interpreter | | LIFT | Student's IEP requires a wheelchair lift NEW | | NMSBVI | Receiving services at both the district and New Mexico School for the Blind and Visually Impaired | | NMSD | Receiving services at both the district and New Mexico School for the Deaf | | NS | Student's IEP requires nursing services NEW | | OR | Orientation | | OT | Occupational Therapy | | PS | Psychological Services | | PT | Physical Therapy | | RC | Rehabilitation Counseling Services | | RF | Certified Residential Facility Services | | RT | Recreational Therapy | | SECDEV | Student's IEP requires a security device such as harness, tethers, braces, restraints, seatbelts, or vest NEW | | SS | Speech Services | | SW | Social Work Services | | TRS | Student's IEP requires transportation services NEW | |  |

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**Special Education Snapshot Template**

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

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

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

**Load Sequences/Dependencies**

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

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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)

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.

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**Changes:**

* No Changes

**Special Education Snapshot Template**

| **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** |
| **2** | **9** | **14** | **6** | **C** | **LOCATION CODE** | **R** | **U,M** | **PED defined three character location codes.** | **PED defined three character location codes. Use the following Location Codes for students that are enrolled and served in these special locations: 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**  **New - For Residential Treatment Centers (RTC) – Use the location code of the RTC** | **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 | Not Collected | | | | | | |
| **5** | **37** | **48** | **12** | **C** | **STUDENT ID** | **R** | **K,M** | **State issued student identification number.** |  | **Example: 123456789** |
| 6-10 | 49 | 121 | 75 | Not Collected | | | | | | |
| **11** | **122** | **151** | **30** | **C** | **PRIMARY DISABILITY** | **CR** | **U,R** | **Provide the code for the primary disability as determined in the IEP or MDT.** | **Required if the SPECIAL EDUCATION FIELD (#38) in the Student / Student Snapshot Template = Y.**  **Leave blank if SPECIAL EDUCATION = N.**  **A communication consideration form is required (event 4 in the SPECIAL ED EVENTS template) if the student is:**   * **VI, VIB, or otherwise blind or visually impaired,** * **DB, HI or otherwise deaf or hard of hearing** | **See the** [**Disability Code Set**](#DisabilityCode) **at the end of this document 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, as determined in the IEP or MDT.** | **Required if a Secondary Disability exists.** | **See the** [**Disability Code Set**](#DisabilityCode) **at the end of this document 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 any of the following occurred:**   * **an Individualized Education Plan (IEP),** * **Review of Existing Evaluation Data (REED)** * **PRIVATE Service Plan** | **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** | **YYYY-MM-DD** |
| 15-17 | 202 | 291 | 90 | Not Collected | | | | | | |
| **18** | **292** | **303** | **12** | **C** | **SPECIAL EDUCATION TEACHER ID** | **CR** | **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 (Staff Assignment Code 95 or 95S). If student is in parentally placed private school use the district’s staff liaison.**  **If you do not have, a Staff ID of a caseload teacher to provide the service leave this field blank. Otherwise, submit all staff ids of caseload teacher as it relates to the service and Assignment Code.** | **Example: 123456785** |
| 19-20 | 304 | 323 | 20 | Not Collected | | | | | | |
| **21** | **324** | **353** | **30** | **C** | **EXPECTED DIPLOMA TYPE** | **CR** | **U** | **EXPECTED GRADUATION OPTION**  **The option determined and indicated in the student's IEP.** | **Required for students in grades 8 - 12.**  **The value used should be the code (e.g. 3, 4) only. The descriptions are for reference only.** | **3 = Modified Option**  **4 = Ability Option**  **5 = Standard Option** |
| **22** | **354** | **356** | **Not Collected** | | | | | | | |
| **23** | **357** | **359** | **3** | **C** | **ALTERNATE ASSESSMENT** | **R** | **U** | **ALTERNATE ASSESSMENT** | Provide a **Y** or **N** indication of whether the Special Education Student is entitled to take an alternate assessment rather than the regular state assessment, as documented in their Service Plan (IEP). | **Y =** Student will take the Alternate Assessment  **N =** Student will take the Regular Assessment with or without accommodations |
| **24-25** | **360** | **395** | **Not Collected** | | | | | | | |
| **26** | **396** | **398** |  | **C** | **BRAILLE INSTRUCTION** | **CR** | **U** | **An indication of yes or no regarding the need for Braille Instruction** |  | **Y = Student requires Braille**  **N = Student does not require Braille** |
| 27-32 | 399 | 452 |  | 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 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 began receiving IDEA special education and related services, not the date the student began receiving gifted services. | **Use actual date**  **Example: 2017-09-16** |
| 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).** | **YYYY-10-01 = 40D**  **YYYY-12-15 = 80D**  **YYYY-03-01 = 120D**  **YYYY-06-01 = EOY** |
| 36-43 | 483 | **607** |  | Not Collected | | | | | | |
| **44** | **608** | **615** | **8** | **C** | **PRIMARY SETTING CODE** | **R** | **U** | **Special Education setting.** |  | **See the** [**Primary Setting Code Set**](#PriamrySettingCode) **at the end of this document for a complete list of the valid values.** |
| 45-58 | 616 | 783 |  |  |  |  |  | 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.** | **G = Gifted Only or Gifted as primary and disability as secondary as indicated in the IEP.**  **SE = Disability Only or Disability as primary and Gifted as secondary as indicated in the IEP.** |
| 60 61 | 794 | 806 |  |  |  |  |  | Not collected |  |  |

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| **Disability Codes for Fields – Field 11 (Primary) and Field 12 (Secondary)** | |
| Code | Description |
| AU | Autism |
| DB | Deaf-Blindness |
| DD | Developmental Delay |
| ED | Emotional Disturbance |
| HI | Hearing Impairment |
| ID | Intellectual Disability (previously referred to as MR – Mental Retardation) |
| MD | Multiple Disabilities |
| OHI | Other Health Impairment |
| OI | Orthopedic Impairment |
| SL | Speech or Language Impairment |
| SLD | Specific Learning Disability |
| TBI | Traumatic Brain Injury |
| VI | Visual Impairment |

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| **Primary Setting Codes** **field 44** |

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| **Code** | **Primary Setting Code Description** |
| For students **(Ages 5 in Kindergarten – 21)** | |
| RC80 | Inside Regular Class 80% or more of day |
| RC79TO40 | Inside Regular Class 40% - 79% of day |
| RC39 | Inside Regular Class less than 40% of day |
| PPPS | Private School – Parentally Placed These are children who are enrolled by their parents or guardians in regular parochial or other private schools and whose basic education is paid through private resources and who received special education and related services at public expense from a local educational agency or intermediate educational unit under a services plan[[1]](#footnote-1). |
| For students **(Ages 3-5) Not** **Including Kindergarten Students that are age 5 in this area.** | |
| REC10YSV | Children attending a regular early childhood program **at least** 10 hours per week and receiving the majority of hours of special education and related services in the regular early childhood program. |
| REC10YOT | Children attending a regular early childhood program **at least** 10 hours per week and receiving the majority of hours of special education and related services in some other location. |
| REC09YSV | Children attending a regular early childhood program **less than** 10 hours per week and receiving the majority of hours of special education and related services in the regular early childhood program. |
| REC09YOT | Children attending a regular early childhood program **less than** 10 hours per week and receiving the majority of hours of special education and related services in other location. |
| SC | Children attending a special education program in a separate special education class**.** |
| SPL | Service Provider Location - Children attending neither a regular early childhood program nor a special education program and receiving the majority of hours of special education and related services at the service provider’s location or some other location not in any other category. |
| For either School age students (Ages 5 in Kindergarten – 21) or Early Childhood students (Ages 3-5) Not Including Kindergarten | |
| SS | Separate School - These are children whom received education programs in public or private separate day school facilities. This includes children with disabilities receiving special education and related services**,** at public expense**,** for greater than 50% of the school day in public or private separate schools. This may include children placed in:   * + public and private day schools for students with disabilities   + public and private day schools for students with disabilities for a portion of the school day (greater than 50%) and in regular school buildings for the remainder of the school day   + public and private residential facilities if the student does not live at the facility |
| HH | Homebound/Hospital (HH) – These are children whom received programs in homebound/hospital environments. This includes children receiving special education and related services in hospital programs or homebound programs.  Note: This value can only be used for students that have the location code of 993 (Hospitalized) or 998 (Homebound). |
| CF | Correctional Facilities (CF) – These are children whom received special education in correctional facilities. These data are intended to be an unduplicated count of all children receiving special education in short-term detention facilities (community-based or residential) or correctional facilities |
| RF | Residential Facility (RF) – These are children whom received education programs and lived in public or private residential facilities during the school week. This includes children with disabilities receiving special education and related services, at public expense,for greater than 50% of the school day in public or private residential facilities. This may include children placed in:   * + public and private residential schools for students with disabilities   + public and private residential schools for students with disabilities for a portion of the school day (greater than 50%) and in separate day schools or regular school buildings for the remainder of the school day   Do not include students who received education programs at the facility, but do not live there. |

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**AQs**

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| **FAQs** | | | |
| **In field #33 SPECIAL ED ENTRY DATE do we enter the exact date the student began receiving services in the current school year?** | | | |
| Yes. 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. Either date is acceptable. | | | |
|  | Example | | |

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**Staff Assignment Template**

**Target Table: STAFF\_ASSIGNMENT**

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

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

**Load Sequence/Dependencies**

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

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**Template Description**

This template will be used to track point-in-time information on staff assignments (positions and job duties).

* 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.
* Please include all assignments for each staff member.

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**Changes:**

* No Changes

**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** |
| **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 the** [**Assignment**](#Staff_Assignment_Code) **Code Set at the end of the document.** |
| **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** |
| **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**  **(SNAPSHOT DATE)** | **R** | **K,M** | **Indicator of 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** |
| 7-17 | 55 | 293 | 10 | Not Collected | | | | | | |
| **18** | **294** | **297** | **4** | **N(0)** | **PERCENT TIME ASSIGNED** | **CR** | **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 an FTE that works half time in a position)** |
| 19-20 | 298 | 300 | 3 | Not Collected | | | | | | |

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| **Staff Assignment Codes (Staff Assignment Templates - Position Codes)** |

| **Code** | **Staff Assignment Descriptions** |
| --- | --- |
|  | |
| **A. Administrators** | |
| 10 | Superintendent |
| 11 | Assistant Area Deputy of Associate Superintendent |
| 12 | Director of Personnel |
| 13 | Director of Instruction |
| 36 | Athletic Director |
| **B. Educational Assistant** | |
| 31 | Instructional EA (Not providing instructional duties in a Title 1, Part A program) |
| 31I | Instructional EA Providing instructional duties in a Title1, Part A program |
| 32 | Library/Media EA (Not providing instructional duties in a Title 1, Part A program) |
| 32I | Library/Media EA Providing instructional duties in a Title1, Part A program |
| 33 | Other EA (Not providing instructional duties in a Title 1, Part A program) |
| 33I | Other EA Providing instructional duties in a Title1, Part A program |
| 34 | Special Education EA (Instructional Assistant) for Special Education students ages 6-21 (NOT providing instructional duties in a Title 1, Part A program)**.** |
| 34S | Special Education EA (Instructional Assistant) for Special Education students ages 3-5 (NOT providing instructional duties in a Title 1, Part A program)**.** |
| 34I | Special Education EA (Instructional Assistant) Providing instructional duties in a Title1, Part A program to Special Education students ages 6-21. |
| 34IS | Special Education EA (Instructional Assistant) Providing instructional duties in a Title1, Part A program to Special Education students ages 3-5. |
| **C. Healthcare** | |
| 01 | Nurse (LPN) |
| 03 | Healthcare Assistant |
| 07 | Special Education Healthcare Asst. |
| 70 | Nurse (RN) |
| **D. Media Specialist** | |
| 76 | Secondary Media |
| 77 | Junior/Mid High Media |
| 78 | Elementary Media |
| **E. Non-Certified Personnel** | |
| **All Other Non-Certified Support Staff – Maintenance, Transportation, Food Service, IT, Facilities** | |
| 02 | Generic code for other Support Staff without a specific code in this category |
| 114 | Maintenance |
| 115 | Custodian |
| 116 | Security |
| 117 | Cafeteria Worker |
| 118 | Bus Driver |
| 144 | Bus Assistant |
| **Non-Certified Supervisors or Directors** | |
| 24 | Generic code for other non-certified Supervisors or Directors without a specific code in this category |
| 120 | Supervisor or Director of Information Technology |
| 121 | Supervisor or Director of Facilities |
| 122 | Supervisor or Director of Food Service |
| 123 | Supervisor or Director of Transportation |
| 124 | Supervisor or Director of Grants |
| 125 | Supervisor or Director of Human Resources |
| 126 | Supervisor or Director/Coordinator of Visual & Performing Arts |
| Note: | Supervisors or Directors of Business must be reported as Staff Assignment Code 65 because it requires a Business Official License. |
| **Non-Certified Administrative Support Staff (typically working at a district office)** | |
| 29 | Generic code for other non-certified Administrative Support Staff without a specific code in this category |
| 127 | Administrative Business Office Support |
| 128 | Administrative Clerk |
| 129 | Administrative Secretary |
| 130 | STARS/Data Coordinator |
| 131 | Information Technology/Data Staff |
| 132 | Facilitator |
| 133 | Administrative Grant Clerk |
| 134 | Administrative Grant Secretary |
| 135 | Human Resource Staff |
| **Non-Certified School Support Staff**  (Activities concerned with the support of teaching and administrative duties of the office of the Principal or Department Chairperson) | |
| 68 | Generic code for other non-certified School Administrative Staff without a specific code in this category |
| 136 | School Registrar |
| 137 | School Clerk |
| 138 | School Secretary |
| **F. Other Personnel** | |
| 04 | ROTC Instructor |
| 05 | Drivers Education |
| 06 | In School Suspension |
| 08 | Social Worker, General Education |
| 09 | Technology Coordinator |
| 65 | Business Official or Supervisor/Director of Business |
| 79 | Athletic Trainer |
| 80 | Music Therapist |
| 81 | Athletic Coach |
| 83 | Resource Coordinator |
| 95 | Special Education Speech/Language Pathologist (SLP) or SLP Clinical Fellows Acting as a Caseload Manager for speech only 6-21 year olds |
| 95S | Special Education Speech/Language Pathologist (SLP) or SLP Clinical Fellows Acting as a Caseload Manager for speech only 3-5 year olds |
| 102 | Testing Coordinator |
| 105 | Academic Instructional Coach |
| 108 | Native American Language & Culture Instructor (requires 520 Native Language & Culture Certificate) |
| 109 | Dean of Students |
| 141 | School Psychologist, General Education |
| 142 | Student Assistance Team (SAT) Chair |
| 143 | Student Success Advisor |
| 146 | Attendance Coach |
| **G. Principals** | |
| 14 | Principal, Secondary |
| 15 | Assistant Principal, Secondary |
| 16 | Principal, Jr./Mid High |
| 17 | Assistant Principal, Jr./Mid High |
| 18 | Principal, Elementary |
| 19 | Assistant Principal, Elementary |
| **H. Related Service Personnel For Special Education (6-21 Year Olds)** | |
| 26 | Speech/Language Apprentice (Not allowed to carry a caseload) |
| 82 | Social Worker |
| 84 | Physical Therapy Assistant (Not allowed to carry a caseload) |
| 85 | Certified Occupational Therapy Assistant (COTA) (Not allowed to carry a caseload) |
| 86 | Audiologist |
| 87 | Diagnostician |
| 88 | Interpreter for the Deaf |
| 89 | Occupational Therapist |
| 90 | Orientation and Mobility Trainer |
| 91 | Physical Therapist |
| 92 | School Psychologist |
| 93 | Speech/Language Pathologist (SLP) |
| **98** | Recreation and Therapeutic Recreation Specialist |
| 99 | Rehabilitation Counselor |
| 107 | Medical/Nursing Services Provider for special education |
| 111 | SLP Clinical Fellows |
| **I. Related Service Personnel For Special Education (3-5 Year Olds)** | |
| 26S | Speech/Language Apprentice for special education 3-5 year olds (Not allowed to carry a caseload) |
| 82S | Social Worker for special education 3-5 year olds |
| 84S | Physical Therapy Assistant for special education 3-5 year olds (Not allowed to carry a caseload) |
| 85S | Certified Occupational Therapy Assistant (COTA) for special education 3-5 year olds (Not allowed to carry a caseload) |
| 86S | Audiologist for special education 3-5 years olds |
| 87S | Diagnostician for special education 3-5 year olds |
| 88S | Interpreter for the Deaf for special education 3-5 year olds |
| 89S | Occupational Therapist for special education 3-5 year olds |
| 90S | Orientation and Mobility Trainer for special education 3-5 year olds |
| 91S | Physical Therapist for special education 3-5 year olds |
| 92S | School Psychologist for special education 3-5 year olds |
| 93S | Speech/Language Pathologist for special education 3-5 year olds |
| 98S | Recreation and Therapeutic Recreation Specialist 3-5 year olds |
| 99S | Rehabilitation Counselor for special education 3-5 year olds |
| 107S | Medical/Nursing Services Provider for special education 3-5 year olds |
| 111S | SLP Clinical Fellows for special education 3-5 year olds |
| **J. School Counselor** | |
| 66 | Secondary School Counselor |
| 67 | Junior/Mid High School Counselor |
| 69 | Elementary School Counselor |
| 71 | Counseling Coordinator |
| 72 | Drug/Alcohol Abuse Counselor |
| 112 | Marriage & Family Therapist |
| 113 | Substance Abuse Associate |
| **K. Supervisors, Directors or Managers** | |
| 35 | Activities Supervisor |
| 37 | Attendance Officer Supervisor |
| 38 | Instructional Resources Supervisor |
| 39 | Pupil Personnel Services Supervisor |
| 40 | Art Supervisor |
| 41 | Bilingual Education Supervisor |
| 42 | Research/Evaluation Supervisor |
| 43 | Career Education Supervisor |
| 44 | Curriculum Supervisor |
| 45 | Social Studies Supervisor |
| 46 | Elementary Supervisor |
| 47 | Foreign Languages Supervisor |
| 48 | Health Services Supervisor |
| 49 | Indian Education Supervisor |
| 50 | Junior/Mid High Supervisor |
| 51 | Language Arts Supervisor |
| 52 | Mathematics Supervisor |
| 53 | Multi-cultural Supervisor |
| 54 | Music Supervisor |
| 55 | Special Services Supervisor |
| 56 | Physical Education Supervisor |
| 57 | Vocational Supervisor |
| 58 | Science Supervisor |
| 59 | Secondary Supervisor |
| 60 | Federal Projects Supervisor |
| 61 | Special Education Supervisor |
| 62 | District Library/Media Coordinator Supervisor |
| 63 | Media Supervisor |
| 64 | Reading Supervisor |
| **L. Teachers** | |
| 00 | Homebound Instructor (Regular Education) |
| 20 | Kindergarten Teacher |
| 21 | Elementary Teacher |
| 22 | Junior High/Middle School Teacher |
| 23 | Head Teacher |
| 25 | Preschool Teacher |
| 28 | Elementary Bilingual Teacher |
| 30 | Secondary Teacher |
| 73 | Secondary Librarian |
| 74 | Junior/Mid High Librarian |
| 75 | Elementary Librarian |
| 94 | Gifted Teacher |
| 96 | Special Education Preschool Teacher (Preschool) |
| 97 | General Special Education Teacher (K-12) |
| 101 | Corrections Facility Teacher |
| 103 | Computer Lab Instructor |
| 104 | Home School/Alternative School Teacher (Includes Family Schools) |
| 106 | Special Education – Alternative School Teacher (Includes Family Schools) |
| 110 | Special Education – Adapted Physical Education Teacher (K-12) |
| 110S | Special Education – Adapted Physical Education Teacher (Preschool) |
| 139 | Junior High/Middle School Bilingual Teacher |
| 140 | Secondary Bilingual Teacher |
| 145 | Deaf and Hard of Hearing Teacher |

**FAQs –Staff Assignment Codes**

1. **Staff Assignment Codes for determining whether an Educational Assistant is providing instructional duties in a Title 1, Part A program:**

* 31I Instructional Educational Assistant – Providing instructional duties in a Title 1, Part A program
* 32I Library/Media Educational Assistant – Providing instructional duties in a Title 1, Part A program
* 33I Other Educational Assistant – Providing instructional duties in a Title 1, Part A program
* 34I Special Education (Instructional Assistant) – Providing instructional duties in a Title 1, Part A program to Special Education students ages 6-21
* 34IS Special Education (Instructional Assistant) – Providing instructional duties in a Title 1, Part A program to Special Education students ages 3-5

**Note:** An “I” follows the assignment to indicate instructional duties. If the educational assistant is NOT providing instructional duties in a Title 1, Part A program, then report them under the OLD educational assistant codes (31, 32, 33, 34 or 34S).

**Purpose:** To identify educational assistants needing Level 3 licenses. Districts will no longer need to report the educational assistant as a “Team Teacher” in the *Other Instructor* field of the ***Course Instructor*** template for determining their Paraprofessional Educational Assistant eligibility status. However, Educational Assistants are required to be reported as “Team Teachers” for Kindergarten and First Grade Class Overload determination.

**Definition:** A ***Paraprofessional Educational Assistant*** is defined as an educational assistant who provides instructional duties in a Title 1, Part A program and holds a 502, Pre K-12 Educational Assistant, Level 3 license.

1. **Staff Assignment Code for reporting Native American Language & Culture Instructors:**

108 Native American Language & Culture Instructor

**Purpose:** To identify staff teaching their native language to Elementary “pullout” students who have a 520 Native Language & Culture Certificate but do not have a teaching license. These instructors should be reporting Course ID 1274 (Language for Native Speakers), which is a non-core course meaning it will not appear on the Highly Qualified Teacher (HQT) reports, as opposed to reporting courses 0001-0008 (1st thru 8th grade core course IDs which require a teaching license).

**Note:** In the Staff Assignment Code Table, this new staff assignment code 108 is listed under the category OTHER PERSONNEL (as opposed to TEACHERS) since the 520 Native Language & Culture is a “certificate” as opposed to a “teaching license.”

1. **Staff Assignment Code for Dean of Students:**

109 Dean of Students

**Purpose:** A “Dean of Students” staff assignment code was added under the OTHER PERSONNEL category for reporting staff functioning in this capacity. There are no license requirements necessary for this position.

1. **Other Staff Assignment Code Changes**

**Interns:** Intern (27) Staff Assignment Code deleted. Interns are to be reported using TEACHER staff assignment codes. The INTERN status is determined by PED by the issuing of an INTERN license.

**Librarians:** Moved to the TEACHER category due to 3-Tier Licensing.

**Academic Instructional Coach (105):** Moved from TEACHER to OTHER PERSONNEL category since they do not teach classes but rather coach teachers; however, they do have a TEACHING license. The word “Academic” added for clarity. Refers to someone who coaches math, reading, etc…and has no relationship to an Athletic Coach (81).

**MORE 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 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 codes within 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?**

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 - Returned**

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

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

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

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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.

**Load Sequences/Dependencies**

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

**Changes:**

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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/CR** | **K,M** | **PED defined three character district code.** |  | **Example: 082** |
| **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:**  **ELTP** |
| **4** | **29** | **38** | **10** | **D** | **ACTIVITY START DATE** | | **R** | **K,M** | **Activity Start Date** | **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** |
| 5-7 | 39 | 66 |  | Not Collected | | | | | | | |
| **8** | **67** | **74** | **8** | **C** | **PURPOSE CODE** | | **CR** | **U** | **This will be used to explain why a teacher did not complete the minimum 80 hours of ELTP** | **You will only submit a code if a teacher does not meet the minimum 80 hours requirement. All staff who do not complete the minimum 80 require a purpose code by EOY.** | **Valid values:**  [**Click for Purpose Codes**](#Termination_Code) |
| 9-13 | 75 | 116 |  | Not Collected | | | | | | | |
| **14** | **117** | **126** | **10** | **C** | **ACTIVITY HOURS** | | **R** | **U** |  | **Please report only hours completed during that reporting period.** | **Valid values:**  **Example: 20** |

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PURPOSE CODE (Field 8) – Valid Codes

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| --- | --- |
| **Code** | **Purpose Description** |
| **01** | Left NM and teaching in other state |
| **02** | Left for reasons other than retirement |
| **03** | Left to teach in private school in NM |
| **04** | Went to other public/charter NM district |
| **05** | Took non-teaching position in district |
| **06** | Died |
| **07** | Retired |
| **08** | Personal Reasons |
| **09** | Non-Renewal of Contract |
| **10** | Non-Renewal of Teaching License |
| **11** | Discharged prior to end of contract |
| **12** | Resigned prior to completion of contract |
| **13** | Reduction in force/staff |
| **14** | Leave of absence (i.e. Permanent leave of absence due to illness or another reason) |
| **15** | Military Service |
| **16** | Teaching in Another Country |
| **17** | Peace Corps/ACTION |
| **18** | Completion of Short Term Contract |
| **19** | Left to teach in BIE (Bureau of Indian Education) school in NM |
| **99** | Unknown Reason |

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**Staff Snapshot Template**

**Target Table: STAFF\_SNAPSHOT**

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

**Data Submission Schedule: K5P, 40D, 80D, 120D, EOY**

**Load Sequence/Dependencies**

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

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**Template Description**

Records a point-in-time view of the staff population. Only ACTIVE staff at each reporting period should be included.

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**Changes:**

* No Changes

**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).** | | | | **Example: 123456785** | |
| 3-5 | 21 | 71 | 51 | 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** | |
| 7-13 | 73 | 136 | 64 | 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** | |
| 15-19 | 143 | 239 | 225 | Not Collected | | | | | | | | | | | | | | | |
| **20** | **240** | **245** | **6** | **C** | **GENDER CODE** | **CR**  **Please see Business Rules for requirements** | | **U** | | | | **Gender code of staff member.** | | **Use the code only.**  **Required for Staff Qualification Status Code (Field #48) = C, N, S or T** | | | | **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.** | | | | **C = Caucasian   B = Black or African American  A = Asian**  **I = American Indian/Alaskan Native**  **P = Native Hawaiian or Other Pacific Islander** | |
| 22-32 | 248 | 402 | 181 | 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** | |
| 36-38 | 433 | 444 | 31 | Not Collected | | | | | | | | | | | | | | | |
| **39** | **445** | **446** | **2** | **N(0)** | **TEACHER OR PRINCIPALYEARSEXPERIENCE** | **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).**  **Use normal rounding logic to handle partial years.**  **Use value of 0 until 1 year has been completed for 1st year teachers or principals.**  **Excludes “Substitute Teaching” years experience. This number should be an integer.** | | **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** | |
| 41-42 | 457 | 467 | 14 | Not Collected | | | | | | | | | | | | | | | |
| **43** | **468** | **469** | **2** | **N(0)** | **TEACHING OR PRINCIPAL YEARS EXPERIENCE IN DISTRICT** | **CR** | | **U** | | | | **Provide the number of years that the staff member has been employed by the current school district as a TEACHER or PRINCIPAL.**  **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) only. Valid values are case sensitive. The descriptions are for reference only.** | | | | **D = Doctorate  E = Educational Specialist**  An educational specialist degree is an intermediary step between a master’s degree and a doctorate. **M = Masters  B = Bachelors  A = Associate  N = Non-Degree** | |
| 46-47 | 498 | 541 | 44 | 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 working in both CERTIFIED and NON-CERTIFIED Staff Assignments, 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 = K5P**  **YYYY-07-15 = Open Year Round** | |
| 51 | 612 | 615 | 4 | Not Collected | | | | | | | | | | | | | | | |
| **52** | **616** | **625** | **10** | **N(2)** | **ANNUAL SALARY** | **CR** | | **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.**  **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 -64 | 626 | 745 |  | 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 - 68 | 866 | 879 |  | 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. 00, 01, 02, 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 the** [**Affiliation Code Set**](#Affiliation) **at the end of this document** | |
| **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** [**Higher Education Institution**](#HigherEd) **Code Set at the end of this document.** | |
| **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** [**Higher Education Institution**](#HigherEd) **Code Set at the end of this document.** | |
| 73 - 75 | 945 | 983 |  | 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.** | **C = Caucasian   B = Black or African American  A = Asian**  **I = American Indian/Alaskan Native**  **P = Native Hawaiian or Other Pacific Islander** | | | |
| **82** | **1140** | **1154** | **Not Collected** | | | | | | | | | | | | | | | | |
| **83** | **1155** | **1162** | **8** | **C** | **EMPLOYMENT ELIGIBILITY VERIFICATION** | **CR** | | **U** | | | | **Use this field to indicate if a teacher is working in the US with a J1 or Temporary Work Visa.** | | | **Only report if applicable to staff.**  **Value is the code.** | **J1VISA = J1 VISA**  **TEMPVISA = Temporary Work Visa** | | | |
| **84-115** | **1163** | **1772** | **Not Collected** | | | | | | | | | | | | | | | | |

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| **Code** | **TRIBAL AFFILIATION** |
| 00 | Not Applicable |
| 01 | Acoma |
| 02 | Cochiti |
| 03 | Isleta |
| 04 | Jemez |
| 05 | Jicarilla Apache |
| 06 | Laguna |
| 07 | Mescalero Apache |
| 08 | Nambe |
| 09 | Navajo |
| 10 | Picuris |
| 11 | Pojoaque |
| 12 | San Felipe |
| 13 | San Ildefonso |
| 14 | Ohkay Owingeh (formerly San Juan) |
| 15 | Sandia |
| 16 | Santa Ana |
| 17 | Santa Clara |
| 18 | Kewa (formerly Santo Domingo) |
| 19 | Taos |
| 20 | Tesuque |
| 21 | Zia |
| 22 | Zuni |
| 23 | Other |

**Institutions of Higher Education** **Codes In New Mexico**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Code** | **Institution** |  | **Code** | **Institution** |
| 00 | Non-Degree |  | 70 | Navajo Community College |
| 55 | University of New Mexico |  | 71 | New Mexico Junior College |
| 56 | New Mexico State University |  | 72 | Northern New Mexico Community College |
| 57 | New Mexico Highlands University |  | 73 | San Juan College |
| 58 | Western New Mexico University |  | 74 | Santa Fe Community College |
| 59 | Eastern New Mexico University |  | 75 | Mesa Technical College |
| 60 | New Mexico Institute of Mining and Technology |  | 76 | Clovis Community College |
| 61 | University of Albuquerque |  | 77 | Southwestern College (Santa Fe) |
| 62 | Santa Fe University of Art & Design (formerly College of Santa Fe) -Closed |  | 78 | Wayland Baptist University |
| 63 | University of the Southwest (formerly College of the Southwest)-Hobbs |  | 79 | University of Phoenix |
| 64 | St. John's College |  | 80 | Western Governor’s University |
| 65 | New Mexico Military Institute |  | 81 | National American University |
| 66 | College of Artesia |  | 82 | ITT Technical Institute |
| 67 | Central New Mexico Community College |  | 83 | Webster University – Albuquerque |
| 68 | Institute of American Indian Art |  | 84 | Navajo Technical University - Crownpoint |
| 69 | Luna Vocational-Technical Institute |  | 85 | Cooperative Educational Services (CES) |
|  |  |  | 86 | Fort Lewis College - Durango CO |

**Institutions of Higher Education Codes Out of State**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Code** | **State** |  | **Code** | **State** |  | **Code** | **State** |
| 01 | Alabama |  | 18 | Kentucky |  | 35 | Ohio |
| 02 | Alaska |  | 19 | Louisiana |  | 36 | Oklahoma |
| 03 | Arizona |  | 20 | Maine |  | 37 | Oregon |
| 04 | Arkansas |  | 21 | Maryland |  | 38 | Pennsylvania |
| 05 | California |  | 22 | Massachusetts |  | 39 | Rhode Island |
| 06 | Colorado |  | 23 | Michigan |  | 40 | South Carolina |
| 07 | Connecticut |  | 24 | Minnesota |  | 41 | South Dakota |
| 08 | Delaware |  | 25 | Mississippi |  | 42 | Tennessee |
| 09 | District of Columbia |  | 26 | Missouri |  | 43 | Texas |
| 10 | Florida |  | 27 | Montana |  | 44 | Utah |
| 11 | Georgia |  | 28 | Nebraska |  | 45 | Vermont |
| 12 | Hawaii |  | 29 | Nevada |  | 46 | Virginia |
| 13 | Idaho |  | 30 | New Hampshire |  | 47 | Washington |
| 14 | Illinois |  | 31 | New Jersey |  | 48 | West Virginia |
| 15 | Indiana |  | 32 | New York |  | 49 | Wisconsin |
| 16 | Iowa |  | 33 | North Carolina |  | 50 | Wyoming |
| 17 | Kansas |  | 34 | North Dakota |  | 51 | Outside USA |

**Staff Template**

**Target Table: STAFF**

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

**Data Submission Schedule: K5P, 40D, 80D, 120D, EOY, Open Year Round**

**Load Sequence/Dependencies - NONE**

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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”. 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 longer active.

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**Changes:**

* No Changes

**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** | | | | | |
| **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 Blended Learning Bureau (BLB)),**  **777777777 (concurrent enrollment or Dual Credit) or 555555555 (religious instruction).** | | | | | **Example: 123456785** | | | | | |
| 3-5 | 21 | | 71 | |  | | 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** | | | | | | |
| 7-13 | 73 | | 136 | |  | | 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** | | | | | | |
| 15-19 | 143 | | 239 | |  | | Not Collected | | | | | | | | | | | | | | | | |
| **20** | **240** | | **245** | | **6** | | **C** | **GENDER CODE** | **CR** | | **U** | **Gender code of staff member.** | | **Required for Staff Qualification Status Code (Field #48) = C, N, S or T.** | | | | | **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.** | | | | | **C = Caucasian   B = Black or African American  A = Asian**  **I = American Indian/Alaskan Native**  **P = Native Hawaiian or Other Pacific Islander** | | | | | | |
| 22-32 | 248 | | 402 | |  | | 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.** | | | | | **Example: YYYY-07-15** | | | |
| 34 | 413 | | 422 | |  | | 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).** | | | | | **Example: YYYY-07-12** | | | | | | |
| 36 | 433 | | 442 | | 10 | | **D** | **EXIT DATE** | **O** | | **U** | **Date teacher Exited.** | | **Related to Termination Code field (#54) and is required if Termination Code is present.** | | | | | **Example: YYYY-11-24** | | | | | | |
| 37-38 | 443 | | 444 | |  | | Not Collected | | | | | | | | | | | | | | | | |
| **39** | **445** | | **446** | | **2** | | **N(0)** | **TEACHING OR PRINCIPAL YEARS**  **EXPERIENCE**  **(OVERALL TOTAL YEARS)** | **CR** | | **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).**  **Do not include years of experience as a**  **“Substitute Teacher.”** | | **Only required for 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.** | | | | | **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.**  **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** | | | | | | |
| 41-42 | | 457 | 467 |  | | Not Collected | | | | | | | | | | | | | | | |
| **43** | **468** | | **469** | | **2** | | **N(0)** | **TEACHING OR PRINCIPAL YEARS EXPERIENCE IN DISTRICT** | **CR** | | **U** | **Provide the number of years that the staff member has been employed by the current school district as a TEACHER or PRINCIPAL.**  **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** | | **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).** | | | | | **D = Doctorate  E = Education Specialist**  An educational specialist degree is an intermediary step between a master’s degree and a doctorate. **M = Masters  B = Bachelors  A = Associate  N = Non-Degree** | | | | | | |
| 46-47 | | 498 | 541 |  | | 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.** | | | | | **C = Certified Personnel  N = Non-certified Personnel  S = Substitute Teacher (Long Term)  T = Substitute Teacher (Short Term)  R = Contracted Related Service Provider/Contractor** | | | | | | |
| 49-51 | | 562 | 615 |  | | Not Collected | | | | | | | | | | | | | | | | |
| **52** | **616** | | **625** | | **10** | | **N(2)** | **ANNUAL SALARY** | **CR** | | **U** | **Base salary of staff member budgeted for current year.**  **Must equate to 1 FTE.** | | | **ANNUALIZED SALARY is required for Certified and Non-Certified Staff.**  **This field is required for employees on payroll and receiving benefits.**  **EXCEPTIONS-**  **Contracted Related Service providers should be omitted because they are contractors and not employees. STAFF QUALIFICATION STATUS CODE (Field #48) = 'R'**  **Long-term Subs may also be omitted if not an employee on payroll receiving benefits. STAFF QUALIFICATION STATUS CODE (Field #48) = 'S'**  **Short-term Subs may be omitted, since Staff Assignment Records are not typically sent for them.**  **STAFF QUALIFICATION STATUS CODE (Field #48) = 'T'** | | | | **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 —**  **Termination Code is required if Exit Date (field #36) is present.** | | |  | | | | | | **See** [**Termination**](#Termination) **Code Set at the end of this document.** | | | |
| 55-64 | 636 | | 745 | |  | | 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** | | | | | |
| 67-68 | 866 | | 879 | |  | | Not Collected | | | | | | | | | | | | | | | | | |
| **69** | **880** | | **882** | | **3** | | **C** | **HISPANIC INDICATOR** | **R** | | **U** | **Indicator of whether the staff member is Hispanic** | | |  | | | | | **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)** | | | **If field #21 Ethnic Code Short = ‘I” (American Indian/Alaskan Native) then tribe required in field #70 Race or Ethnicity Sub-Group Code.**  **The value used should be the code (e.g. 00, 01, 02, etc.) only. The descriptions are for reference only.** | | | | | **See** [**Affiliation Code Set**](#Affiliation) **at the end of this document.** | | | | |
| **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).** | | | | | **See** [**Higher Education Institution**](#Higher_Education_Institution) **Code Set at the end of this document.** | | | | |
| **72** | **915** | | **944** | | **30** | | **C** | **BACCALAUREATE 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).** | | | | | **See** [**Higher Education Institution**](#Higher_Education_Institution) **Code Set at the end of this document.** | | | | |
| 73-75 | 945 | | 983 | |  | | Not Collected | | | | | | | | | | | | | | | | | |
| **76** | **984** | | **1063** | | **80** | | **C** | **WORK EMAIL 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.** | **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.** | **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.** | **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** | | | **If field #21 Race 5 Code = ‘I” (American Indian/Alaskan Native) then tribe required in field #81 Race or Ethnicity Sub-Group Code.** | **C = Caucasian  B = Black or African American A = Asian I = American Indian/Alaskan Native**  **P = Native Hawaiian or Other Pacific Islander** | | | | | | | | |
| 82 | 1140 | | 1154 | |  | | Not Collected | | | | | | | | | | | | | | | | | |
| **83** | **1155** | | **1162** | | **8** | | **C** | **EMPLOYMENT ELIGIBILITY VERIFICATION** | **CR** | | **U** | **Use this field to indicate if a teacher is working in the US with a J1 or Temporary Work Visa.** | | | **Only report if applicable to staff.**  **Value is the code.** | | **J1VISA = J1 VISA**  **TEMPVISA = Temporary Work Visa** | | | | | | | |
| 84-115 | 1163 | | 1772 | |  | | Not Collected | | | | | | | | | | | | | | | | |

|  |  |
| --- | --- |
| **Code** | **TRIBAL AFFILIATION** |
| 00 | Not Applicable |
| 01 | Acoma |
| 02 | Cochiti |
| 03 | Isleta |
| 04 | Jemez |
| 05 | Jicarilla Apache |
| 06 | Laguna |
| 07 | Mescalero Apache |
| 08 | Nambe |
| 09 | Navajo |
| 10 | Picuris |
| 11 | Pojoaque |
| 12 | San Felipe |
| 13 | San Ildefonso |
| 14 | Ohkay Owingeh (formerly San Juan) |
| 15 | Sandia |
| 16 | Santa Ana |
| 17 | Santa Clara |
| 18 | Kewa (formerly Santo Domingo) |
| 19 | Taos |
| 20 | Tesuque |
| 21 | Zia |
| 22 | Zuni |
| 23 | Other |

**Institutions of Higher Education Codes in New Mexico**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Code** | **Institution** |  | **Code** | **Institution** |
| 00 | Non-Degree |  | 70 | Navajo Community College |
| 55 | University of New Mexico |  | 71 | New Mexico Junior College |
| 56 | New Mexico State University |  | 72 | Northern New Mexico Community College |
| 57 | New Mexico Highlands University |  | 73 | San Juan College |
| 58 | Western New Mexico University |  | 74 | Santa Fe Community College |
| 59 | Eastern New Mexico University |  | 75 | Mesa Technical College |
| 60 | New Mexico Institute of Mining and Technology |  | 76 | Clovis Community College |
| 61 | University of Albuquerque |  | 77 | Southwestern College (Santa Fe) |
| 62 | Santa Fe University of Art & Design (formerly College of Santa Fe) -Closed |  | 78 | Wayland Baptist University |
| 63 | University of the Southwest (formerly College of the Southwest)-Hobbs |  | 79 | University of Phoenix |
| 64 | St. John's College |  | 80 | Western Governor’s University |
| 65 | New Mexico Military Institute |  | 81 | National American University |
| 66 | College of Artesia |  | 82 | ITT Technical Institute |
| 67 | Central New Mexico Community College |  | 83 | Webster University – Albuquerque |
| 68 | Institute of American Indian Art |  | 84 | Navajo Technical University - Crownpoint |
| 69 | Luna Vocational-Technical Institute |  | 85 | Cooperative Educational Services (CES) |
|  |  |  | 86 | Fort Lewis College - Durango CO |

**Institutions of Higher Education Codes Out of State**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Code** | **State** |  | **Code** | **State** |  | **Code** | **State** |
| 01 | Alabama |  | 18 | Kentucky |  | 35 | Ohio |
| 02 | Alaska |  | 19 | Louisiana |  | 36 | Oklahoma |
| 03 | Arizona |  | 20 | Maine |  | 37 | Oregon |
| 04 | Arkansas |  | 21 | Maryland |  | 38 | Pennsylvania |
| 05 | California |  | 22 | Massachusetts |  | 39 | Rhode Island |
| 06 | Colorado |  | 23 | Michigan |  | 40 | South Carolina |
| 07 | Connecticut |  | 24 | Minnesota |  | 41 | South Dakota |
| 08 | Delaware |  | 25 | Mississippi |  | 42 | Tennessee |
| 09 | District of Columbia |  | 26 | Missouri |  | 43 | Texas |
| 10 | Florida |  | 27 | Montana |  | 44 | Utah |
| 11 | Georgia |  | 28 | Nebraska |  | 45 | Vermont |
| 12 | Hawaii |  | 29 | Nevada |  | 46 | Virginia |
| 13 | Idaho |  | 30 | New Hampshire |  | 47 | Washington |
| 14 | Illinois |  | 31 | New Jersey |  | 48 | West Virginia |
| 15 | Indiana |  | 32 | New York |  | 49 | Wisconsin |
| 16 | Iowa |  | 33 | North Carolina |  | 50 | Wyoming |
| 17 | Kansas |  | 34 | North Dakota |  | 51 | Outside USA |

|  |  |
| --- | --- |
| **Code** | **Terminatio****n Description** |
| 01 | Left NM and teaching in other state |
| 02 | Left for reasons other than retirement |
| 03 | Left to teach in private school in NM |
| 04 | Went to other public/charter NM district |
| 05 | Took non-teaching position in district |
| 06 | Died |
| 07 | Retired |
| 08 | Personal Reasons |
| 09 | Non-Renewal of Contract |
| 10 | Non-Renewal of Teaching License |
| 11 | Discharged prior to end of contract |
| 12 | Resigned prior to completion of contract |
| 13 | Reduction in force/staff |
| 14 | Leave of absence (i.e. Permanent leave of absence due to illness or another reason) |
| 15 | Military Service |
| 16 | Teaching in Another Country |
| 17 | Peace Corps/ACTION |
| 18 | Completion of Short Term Contract |
| 19 | Left to teach in BIE (Bureau of Indian Education) school in NM |
| 99 | Unknown Reason |

**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, 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) may 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.

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 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.

**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.

**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)

**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 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, and the counselor position requires a license.

**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 Special Education:
  + 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 and will NOT appear on the sunshine portal. 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 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.

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.

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

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=50,000\*.24=$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.

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

[STARS Home](https://eui.ped.state.nm.us/sites/stars) > [STARS Test Reporting](https://eui.ped.state.nm.us/sites/stars/Test) > [Public Folders](https://eui.ped.state.nm.us/sites/stars/Test/Public%20Folders) > [eScholar Framework - Verify](https://eui.ped.state.nm.us/sites/stars/Test/Public%20Folders/eScholar%20Framework%20-%20Verify) > [District and Location Reports](https://eui.ped.state.nm.us/sites/stars/Test/Public%20Folders/eScholar%20Framework%20-%20Verify/District%20and%20Location%20Reports) > [STAFF](https://eui.ped.state.nm.us/sites/stars/Test/Public%20Folders/eScholar%20Framework%20-%20Verify/District%20and%20Location%20Reports/STAFF) [K-5 Plus Classes, Teachers and Students](https://eui.ped.state.nm.us/sites/stars/Test/Public%20Folders/eScholar%20Framework%20-%20Verify/District%20and%20Location%20Reports/K-5%20Plus/K-5%20Plus%20Classes,%20Teachers%20and%20Students.rdl)

[Salaries for Staff Assignments](https://eui.ped.state.nm.us/sites/stars/Test/Public%20Folders/eScholar%20Framework%20-%20Verify/District%20and%20Location%20Reports/STAFF/Salaries%20for%20Staff%20Assignments.rdl)

* 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)\*(Annualized Base Salary for 1 FTE from Staff Snapshot)
* Salaries should be reasonable but may not be exact (due to rounding and other factors)

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.

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 Special Education:
  + 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. 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 6 hour 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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**Student Award Fact Template**

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

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

**Data Submission Schedule: EOY**

**Load Sequence Dependencies**

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

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**Template Description**

The Student Award Fact Template is used to capture information for 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.

**Changes**

**New Code – (Field 4) AWARD CODE**

|  |  |  |
| --- | --- | --- |
| **STARS Code** | **English name of Language** | **ISO 639-2 Code** |
| **98** | Latin | lat |

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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** |
| **2** | **10** | **D** | **SCHOOL YEAR DATE** | **R** | **K,M** | **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 code of the language for which the State Seal of Bilingualism/Biliteracy was awarded.** | **If a state seal bilingualism-biliteracy is awarded in a language not listed in the valid value code set please contact the Language and Culture Division.** | **Valid Values:**  **See the** [**Award List**](#AwardCodes) **at the end of this document.** |
| **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, for tribal languages, please use option (1) below.**  **(1) Certification by an individual tribe (a tribe may certify that a student is proficient in the tribal language). The individual tribe will develop the method and process for determining proficiency in the respective tribal language.**  **To earn the bilingualism-biliteracy seal on the diploma of excellence, students must demonstrate proficiency in a language other than English, through two of the following methods:**  **(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:**  **2019-06-30** |

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| **Award Codes for State Seal of Bilingualism/Biliteracy** | | |
| **STARS Code** | **English name of Language** | **ISO 639-2 Code** |
| 0 | English | eng |
| 1 | Spanish | spa |
| 2 | Vietnamese | vie |
| 3 | Hmong; Mong | hmn |
| 4 | Chinese (Cantonese or Mandarin, also includes Chaozhou, Lahu, Taiwanese, Teochew, and Toishanese) | chi (B) zho (T) |
| 5 | Cambodian - Khmer | khm |
| 6 | Korean | kor |
| 7 | Laotian (includes Khmu) | lao |
| 8 | Navajo; Navaho (Diné) | nav |
| 9 | Tagalog | tgl |
| 10 | Russian | rus |
| 11 | Creoles, French-based | cpf |
| 12 | Arabic (spoken in numerous countries including Algeria, Egypt, Iran, Iraq, and Yemen) | ara |
| 13 | Portuguese | por |
| 14 | Japanese | jpn |
| 16 | Tiwa | nai |
| 17 | Tewa | nai |
| 18 | Towa | nai |
| 19 | Keres | nai |
| 20 | Jicarilla Apache | apa |
| 21 | Mescalero Apache | apa |
| 22 | Zuni | zun |
| 24 | Sign Languages - American | sgn |
| 25 | Sign Languages - English Based | sgn |
| 26 | Albanian | alb (B) sqi (T) |
| 27 | Armenian | arm (B) hye (T) |
| 28 | Azerbaijani | aze |
| 29 | Baltic languages | bat |
| 30 | Basque | baq (B) |
| eus (T) |
| 31 | Bosnian | bos |
| 32 | Bulgarian | bul |
| 33 | Burmese | bur (B) |
| mya (T) |
| 34 | Chechen | che |
| 35 | Creoles, English based | cpe |
| 36 | Creoles, Portuguese-based | cpp |
| 37 | Croatian | hrv |
| 38 | Czech | cze (B) ces (T) |
| 39 | Danish | dan |
| 40 | Dutch; Flemish | dut (B) nld (T) |
| 41 | Estonian | est |
| 42 | Farsi - Persian (includes Dari spoken in Afghanistan) | per (B) fas (T) |
| 43 | Filipino; Pilipino | fil |
| 44 | Finnish | fin |
| 45 | French | fre (B) fra (T) |
| 46 | German | ger (B) deu (T) |
| 47 | Greek | gre (B) ell (T) |
| 48 | Haitian; Haitian Creole | hat |
| 49 | Hawaiian | haw |
| 50 | Hebrew | heb |
| 51 | Hungarian | hun |
| 52 | Icelandic | ice (B) isl (T) |
| 53 | India and Bangladesh - Bengali | ben |
| 54 | India - Gujarati | guj |
| 55 | India - Marathi | mar |
| 56 | India - Rajasthani | raj |
| 57 | India - Telugu | tel |
| 58 | India and Assam - Assamese | asm |
| 59 | India and Pakistan - Hindi | hin |
| 60 | India and Pakistan - Urdu | urd |
| 61 | India or Pakistan Panjabi; Punjabi | pan |
| 62 | India, Malaysia, Sri Lanka - Tamil | tam |
| 63 | Indonesian | ind |
| 64 | Iranian languages | ira |
| 65 | Italian | ita |
| 66 | North American Indian languages Other | nai |
| 67 | Norwegian | nor |
| 68 | Polish | pol |
| 69 | Romanian; Moldavian; Moldovan | rum (B) ron (T) |
| 70 | Somali ( also includes Tigrinya) | som |
| 71 | Serbian | srp |
| 72 | Slavic languages | sla |
| 73 | Swedish | swe |
| 74 | Thai | tha |
| 75 | Tibetan | tib (B) |
| bod (T) |
| 76 | Ukrainian | ukr |
| 77 | Hocano | NAI |
| 78 | Kurdish (includes any country where this is spoken such as Iraq and Afghanistan) | kur |
| 79 | Syriac (includes Assyrian and Chaldean) | syr |
| 80 | Cebuano (Visayan) | ceb |
| 81 | Chamorro | cha |
| 82 | Kinyarwanda (includes Kirundi) | kin |
| 83 | Lithuanian | lit |
| 84 | Malayalam | mal |
| 85 | Marshallese | mah |
| 86 | Mixteco | NAI |
| 87 | Nepali | nep |
| 88 | Pashto (also includes Pushto) | pus |
| 89 | Samoan | smo |
| 90 | Sinhalese (also includes Sinhala) | sin |
| 91 | Swahili | swa |
| 92 | Tongan (also includes Raratongan) | rar |
| 93 | Turkish | tur |
| 94 | Wolof | wol |
| 95 | Yao (also includes Mien) | yao |
| 96 | Fanti (spoken in Ghana) | fat |
| 97 | Oromo | oro |
| 98 | Latin | lat |

**FAQs:**

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

The Language and Culture Bureau receives Seal Request Forms from districts and charter schools for the Seal of Bilingualism-Bi-literacy 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 Language and Culture Bureau. For additional guidance please consult the State of New Mexico Diploma of Excellence Bilingualism and Bi-literacy Seal Guidance Handbook located at <https://webnew.ped.state.nm.us/bureaus/languageandculture/seal-of-bilingualism-biliteracy/>

Approved as of 5/10/2018

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| **Districts and State Charters with an approved seal request on file with the Bilingual Multicultural Education Bureau** | | |
| **District or State Charter School** | | **Seal Request Approval Date** |
| **1** | ACE Leadership High School | Monday, May 2, 2016 |
| **2** | Albuquerque Public Schools | Wednesday, March 29, 2017 |
| **3** | Bernalillo Public Schools | Thursday, May 11, 2017 |
| **4** | Bloomfield School District | Monday, April 18, 2016 |
| **5** | Clovis Municipal Schools | Tuesday, March 22, 2016 |
| **6** | Deming Public Schools | Wednesday, June 30, 2016 |
| **7** | Dexter Consolidated Schools | Monday, May 2, 2016 |
| **8** | Española Public Schools | Wednesday, May 25, 2016 |
| **9** | Farmington Municipal Schools | Thursday, June 2, 2016 |
| **10** | Gadsden Independent School District | Monday, April 18, 2016 |
| **11** | Gallup McKinley County Schools | Tuesday, May 3, 2016 |
| **12** | Hatch Valley Public Schools | Monday, April 18, 2016 |
| **13** | Las Cruces Public Schools | Tuesday, March 22, 2016 |
| **14** | Loving Municipal Schools | Tuesday, April 26, 2016 |
| **15** | Lovington Municipal Schools | Wednesday, May 25, 2016 |
| **16** | Monte del Sol Charter School | Wednesday, March 29, 2017 |
| **17** | Portales Municipal Schools | Monday, January 23, 2017 |
| **18** | Rio Rancho Public Schools\* | Monday July, 11, 2016 |
| **19** | Roswell Independent School District | Wednesday, June 8, 2016 |
| **20** | Santa Fe Public Schools | Wednesday, May 4, 2016 |
| **21** | Taos Municipal Schools\* | Wednesday, March 29, 2017 |
| **22** | Tierra Encantada Charter School | Wednesday, May 9,2018 |
| **23** | Vista Grande High School | Thursday, May 11, 2017 |
| **24** | Zuni Public Schools | Friday, May 12, 2017 |
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| \*Awarded provisionally for one year pursuant to Indian Education Act | | |

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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**Student Course Enrollment Template**

**Target Table: COURSE\_ENROLL**

**Data Submission Schedule: K5P, 40D, 80D, 120D, EOY, OPEN YEAR ROUND (7/15) and SUMMER (optional)**

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

**Load Sequence/Dependencies**

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

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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).

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 to connect a student to a teacher for teacher evaluations.

Please note that in order for districts to receive funding for instructional materials purchased for Dual Credit Courses, Field #18 must = D

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**CHANGES**

* No Changes

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**FAQs**

**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** | |
| **2** | **9** | **14** | **6** | **C** | | **LOCATION CODE** | **R** | **K,M** | | | **PED defined three character location code.** | |  | **Example: 120** | |
| **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.** | | **All dates must be entered in ISO format** | **Example: YYYY-06-30** | |
| **4** | **25** | **27** | **3** | **N(0)** | | **ENROLLMENT**  **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, and 906.** | **501 = 40D 502 = 80D 503 = 120D 901 = EOY**  **902 = K5P**  **903 = SUMMER**  **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.** | **YYYY-10-01 = 40D**  **YYYY-12-15 = 80D**  **YYYY-03-01 = 120D**  **YYYY-06-01 = EOY**  **YYYY-09-01 = K5P**  **YYYY-06-29 = SUMMER**  **YYYY-07-15 = Open Year Round** | |
| **6** | **38** | **43** | **6** | **C** | | **ENROLLMENT**  **CODE** | **R** | **K,M** | | |  | | **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.** | **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** | |
| 8-9 | 56 | 67 | 8 | 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.** | **0** | |
| 11-12 | 71 | 118 | 8 | 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).** | | | | **Use codes 1, 2, 3, 4, 5, and 9.**  **Must match the *Semester* field in the *COURSE* and *COURSE INSTRUCTOR* templates for the same corresponding key fields.** | | **1 = 40D 2 = 80D 3 = 120D 4 = EOY**  **5 = K5P**  **6 = SUMMER**  **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 and 5-8 representing the Subject Fields.**    **Subject Fields are optional and may contain 0000. 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 in this class.**   * **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 use this delivery model code.**   **Hybrid (Blended learning):**   * **Use for courses that offer both face-to-face and online instruction.** * **Report local instructor’s SSN as primary instructor** * **Requires vendor**   **Distance Learning:**   * **Use if teacher and students are separated by space and time.**   + **Report Dummy Staff ID 888888888 as primary instructor; unless the teacher is employed by the district and their ID is known.**   + **Requires vendor**   **Computer-based:**   * **Instruction via computer only without an instructor** * **Report Dummy Staff ID 888888888** * **Requires vendor** | | **Use the code as the description is for a reference only.**  **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 “BLB” to define an online course offered through the PED’s Blended Learning Bureau.**  **Required if field # 15 (Course Delivery Model Code) is HY (Hybrid), DL (Distance Learning) or CG (Computer-based).** | | **APLUS**  **BYU**  **EDCONN**  **EDGENU**  **EDMENT**  **FUELED**  **K-12**  **ODYSSE**  **OTHER**  **PROXIM**  **BLB** |
| 17 | 145 | 150 | 6 |  | | | | | | | | | | | |
| **18** | **151** | **153** | **3** | **C** | **SPECIAL PROGRAM CODE** | | **CR** | **U** | | **Use this field to indicate if a student is enrolled in either a Dual Credit or Concurrent Enrollment course.**  **See the** [**FAQ**](#ConcurrentDual) **at the end of this document for more information.** | | | **This field must be completed at all reporting periods as applicable.  The value used should be the code (e.g., D) only. Valid values are cas­­­­­e sensitive.** | **D = Dual Credit**  **Course**  **C = Concurrent Enrollment Course** | |
| **19** | **154** | **165** | **12** | **C** | **ALTERNATE CREDIT COURSE CODE** | | **O** | **U** | | **For use in High School Only**  **If this class is offered for alternative credit, enter the 8-digit course number of the course this course is replacing, otherwise leave blank** | | | **Must match the *Course Code Long* field in the *COURSE* template for the same corresponding key fields.** | **Example 1: 17184144**  **Example 2:** If a 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). | |
| **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**  **Class Period or Section** | |
| **21** | **191** | **200** | **10** | **D** | **COURSE INSTRUCTOR SNAPSHOT DATE** | | **R** | **U** | | **Field indicating the report date.** | | | **Date must be entered in ISO format: YYYY-MM-DD.**  Must find corresponding Snapshot Date record in the *COURSE INSTRUCTOR* template for:   * School Year * District * Location * Semester * Snapshot Date * Course * Section   Must match *Effective Date* (field #5).  Must refer to the same reporting period as *Enrollment Period Number* (field #4) & *Semester* (field #13). | **YYYY-10-01 = 40D**  **YYYY-12-15 = 80D**  **YYYY-03-01 = 120D**  **YYYY-06-01 = EOY**  **YYYY-09-01 = K5P**  **YYYY-06-29 = SUMMER**  **YYYY-07-15 = Open Year Round** | |

FAQ

**Q: What is the difference between concurrent enrollment and dual credit reported in field 18?**

**A**: If a high school student is taking a course for credit at an institution of higher education but not receiving high school graduation credit at the primary enrollment high school location, the student is considered to be concurrently enrolled. However, if a student is taking a class for credit at an institution of higher education and the class counts for credit toward high school graduation, the student would be considered to be dually enrolled.

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**Student Daily Attendance Template**

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

**Data Submission Schedule:**

* **K5P,**
* **EOY,** for all students that have had one or more absences due to Cultural or Religious Observance. Do not report K5P students.

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

**Load Sequence Dependencies**

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

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**Template Description**

Report each instance of absence at the student level.

In the **K5P** submission, report days attended and days absent for students that were in the K5 Plus program. This data is essential to K5P funding.

In the **EOY** submission, report absences due to Cultural or Religious Observance.

**Changes:**

* No Changes

**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** |
| **2** | **9** | **14** | **6** | **C** | **LOCATION CODE** | **R** | **K,M** | **PED-defined three character location code.** |  | **Example: 010** |
| **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 K5P, report attendance or absence dates for each day of enrollment in the program.**  **For EOY, report date of student absence for Cultural or Religious Observance reporting.** | **All dates must be entered in ISO format**  **This date must fall within the start and end dates specified for the school’s approved K-5 Plus program.** | **Example:**  **YYYY-10-04** |
| 5-7 | 37 | 38 | 2 | Not Collected | | | | | | |
| **8** | **85** | **92** | **8** | **C** | **ATTENDANCE CODE**  **LONG** | **R** | **K\*** | **For K5P, report ATTD or ABS for each day the student attends the program.**  **For EOY reporting, provide the Attendance Code that indicates the absence status for the snapshot time period. Only submit records for students that have a recorded absence for Cultural or Religious Observance.** | **The value used should be the code only. Valid values are case sensitive. The descriptions are for reference only.** | **K5P**  **ATTD** = Attended  **ABS** = Absent  **EOY**  **UNHDCO** = Unexcused Half Day Absence Religious or Cultural Observance  **UNFDCO** = Unexcused Full Day Absence Religious or Cultural Observance  **EHDCO** = Excused Half Day Absence Religious or Cultural Observance  **EFDCO** = Excused Full Day Absence Religious or Cultural Observance |
| **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 (2019-07-01 through 2020-06-30 for SY19-20) will be attributed to the current school year. As an example, K5P 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.**  **YYYY-06-30** | **Example:**  **2018-06-30** |
|  |  |  |  |  | | | | | | |

**FAQs**

**1. How is K5 Plus funding eligibility determined?**

Eligibility for K5P funding is based on Student Attendance on July 17th.

Student Assessment data will also be used to verify Student Attendance.

K5P Student Daily Attendance will be compared against 40D Student Course Enrollment.

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**Student Grades Template**

**Target Table: STUD\_GRADES**

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

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

**Load Sequence/Dependencies**

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

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**Template Description**

This template defines the Student Grades fact table for Middle and High School course. 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. ONE final “Student Grade” record should be submitted per course/section corresponding with the latest reporting period enrollment record.  One STUDENT GRADE record should be submitted for each “class,” which is identified as a unique combination of COURSE CODE plus SECTION CODE.

The following students should not be submitted in this template:

* 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).

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.

**Changes:**

* **New Codes - (Field 11) ALPHA GRADE**
  + **NC = (No Credit)**
* **New Business Rule – (Field 11) ALPHA GRADE**
  + **You will use NC (No Credit) if your District did not collect grades due to the COVID-19 Pandemic.**
* **New Business Rule – (Field 24) CREDITS EARNED**
  + **You will use this value if Alpha Grade (Field 11) = NC.**

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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** | |
| **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** | |
| **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** | |
| 4-5 | 25 | 32 | 8 | 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**  **903 = SUMMER** |
| **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.  You will use **NC** (No Credit) if your District did not collect grades due to the COVID-19 Pandemic. | | Valid Values:  **A,**  **B,**  **C,**  **D,**  **F,**  **I** (Incomplete),  **W** (Withdrawn),  **NC** (No Credit) |
| **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** |
| 13-21 | 77 | 79 | 3 | 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, 6**  **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**  **6 = SUMMER** | |
| 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 and the 5th-8th representing the Subject Fields. It is optional to equate meaning to a Subject Fields, therefore they may contain 0000.**  **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 the Course Excel Document 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-06-29 = SUMMER** | |

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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, no longer denotes the common field and has moved to the subject fields. Therefore the final four 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. The subject area fields may be any value between 0000 and 9999 and will not be used by 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*.

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) |

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| --- | --- | --- |
| [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:**

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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) > [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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**Student Infraction Response Template**

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

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

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

**Load Sequence/Dependencies**

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

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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 report Lunch, Before/After School Detentions as IN SCHOOL or OUT OF SCHOOL suspensions.**

**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.

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**Changes**

**New Field – (Field 7) RESPONSE CODE**

**10** = Restraint

**11** = Seclusion

**12** = Called police instead of restraining or secluding student

**New Field – (Field 8) ADMINISTRATOR ID**

**This field will be conditionally required. Please report all Staff when Response Code (field 7) equals Restraint (10), Seclusion (11), and Called police instead of restraining or secluding student (12).**

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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** | |
| **2** | **9** | **14** | **6** | **C** | **LOCATION CODE** | **R** | | **U,R** | | **PED defined three character location code.** |  | **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.** |  | **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** | **YYYY-MM-DD** | |
| 6 | 47 | 49 | 3 | Not Collected | | | | | | | | | |
| **7** | **50** | **53** | **4** | **C** | **RESPONSE CODE** | **R** | | | **K,M** | **Provide the primary Response Code that indicates the type of response to a discipline violation.** | **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.** | **See** [**Response Code Set**](#Response) **at the end of this document for a list of the valid values.** |
| **8** | **54** | **65** | **12** | **C** | **ADMINISTRATOR ID** | **CR** | | | **U** | **Social Security Number of staff member formatted without dashes.** | **Please report ~~all~~ primary staff involved when Response Code (field 7) equals Restraint (10), Seclusion (11), and Called police instead of restraining or secluding student (12). Primary staff is staff who initiated the restraint, seclusion, or called police. If other staff was involved, please include in Response Comment (field #12)** | **Example: 123456785** |
| 9-10 | 66 | 85 | 12 | 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.**  **When Response Code (field 7) equals Restraint (10) please include the type of restraint used and provide additional information about the response to an incident of restraint. If more than one staff member was involved in the incident of restraint or seclusion, please report here using Social Security Number of staff member(s) formatted without dashes. Example: Phone call to parent, etc. Mechanical restraint.** | **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** |
| 14-33 | 357 | 368 |  | Not Collected | | | | | | | | | | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Response Code (Student Infraction Response Template - Field # 7)**   |  |  |  | | --- | --- | --- | | **Code** | **Response Description** | Ranking | | 1 | Arrest/referral to justice system | 1 | | 2 | In school suspension (DO NOT include Lunch, Before/After School Detentions) | 7 | | 3 | Out of school suspension (DO NOT include Lunch, Before/After School Detentions) | 6 | | 4 | Expulsion - no educational services – REGULAR ED ONLY; NOT to be used for Special Ed students) | 2 | | 5 | Modified Expulsion (still receiving some educational services) | 4 | | 6 | Sent to alternate setting by school personnel | 5 | | 7 | Sent to alternate setting based on hearing officer determination of likely injury | 3 | | 8 | Other/Unknown | 8 | | 10 | Restraint |  | | 11 | Seclusion |  | | 12 | Called police instead of restraining or secluding student |  | |

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**Student Infraction Template**

**Target Table: STUD\_INFRACTION**

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

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

**Load Sequence/Dependencies**

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

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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 [PED-STARSAdmin@state.nm.us](mailto:PED-STARSAdmin@state.nm.us)

**Changes**

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| --- |
| **Field 7 – Infraction Code – New Code**    **70** - Referred to CYFD for Excessive Absenteeism (No Response Code Required) |

**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** |
| **2** | **9** | **14** | **6** | **C** | **LOCATION CODE** | **R** | **U,R** | | **PED defined three character location code.** |  | **Example: 013** |
| **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 do not report.** |  | **Valid value: 9 digit student ID** |
| **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.** | **See the** [**Infraction Code Set**](#InfractionCodes) **at the end of this document for a list of the valid values.** |
| 8 -13 | 54 | 111 |  | 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 -18 | 377 | 393 |  | 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, 51, 61.** | **Y or N** |
| **20** | **400** | **405** | **6** | **N** | **VICTIM1 TYPE** | **CR** | | **U** | **Describes the Victim of the incident.** | **Required if there is a victim of the incident.** | **10 = Student** |
| 21 - 25 | 406 | 446 | 6 | Not Collected | | | | | | | |
| **26** | **447** | **466** | **20** | **C** | **CRIMINAL CHARGE CODE** | **R** | **U** | | **An indication of whether or not a police report was filed.** |  | **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.** | **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 55.** | **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.** | **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** |  | **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.** |  | **Y or N** |

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| **Infraction Codes** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Code** | | **Infraction Description** | | |
| **1** | | **Assault/battery with firearm** | | |
| **2** | | **Assault/battery with knife or cutting object** | | |
| **3** | | **Assault/battery with other dangerous weapon** | | |
| **4** | | **Assault/battery aggravated with hands, feet, fist** | | |
| **5** | | **Assault/battery simple** | | |
| **6** | | **Other Violence - Sexual battery** | | |
| **7** | | **Other Violence – Homicide** | | |
| **8** | | **Other Violence – Kidnapping** | | |
| **9** | | **Other Violence - Robbery using force** | | |
| **11** | | **Other Violence – General (includes Threat or Intimidation)** | | |
| **12** | | **Sexual Harassment (includes bullying on the basis of sex)** | | |
| **13** | | **Disorderly Conduct** | | |
| **14** | | **Bullying and or Harassment not based on sex, race, color, national origin or disability.** | | |
| **15** | | **Bullying or Harassment on the basis of race, color, or national origin** | | |
| **16** | | **Bullying or Harassment on the basis of disability** | | |
| **Vandalism** | | |
| 40 | | Graffiti |
| 41 | | Criminal Damage |
| 42 | | Breaking/Entering/Larceny |
| 43 | | Missing Property/Theft |
| 44 | | Arson |
| 45 | | Vandalism |
| 46 | | Other Vandalism, Describe in Comment Field (Field #15) |
| **Weapons, Substance Abuse, Gang Activity** | | |
| 51 | | Weapons Possession – Knife/Cutting |
| 52 | | Weapons Possession – Other |
| 53 | | Gang-Related Activity |
| 54 | | Drug Violation |
| 55P | | Alcohol Violation – Possession |
| 55U | | Alcohol Violation – Use |
| 55D | | Alcohol Violation – Dealing |
| 56 | | Tobacco Use |
| 57 | | Other Weapons, Substance Abuse, Gang Activity – Describe in Comment Field (Field #15) |
| **Firearms Possession (NOT to include toy guns, cap guns, BB guns, pellet guns, etc.)** | | |
| 61 | | Handgun Possession |
| 62 | | Rifle/Shotgun Possession |
| 63 | | Other Firearms Possession - Describe in Comment Field |
| 64 | | Multiple Firearms |
| **Attendance** | | |
| 70 | | Referred to CYFD for Excessive Absenteeism (No Response Code Required) |

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**FAQ**

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

Answer: No longer ranked by the PED. Please use your local policy regarding the severity of infractions and report accordingly.

**Student Snapshot Template**

**Target Table: STUD\_SNAPSHOT**

**Data Submission Schedule:** K5P, 40D, 80D, 120D, EOY, SUMMER, and YEAR ROUND (7/15)

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

**Load Sequence/Dependencies**

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

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**Template Description**

While Student Snapshot Template contains information similar as the Student Template, it is intended to serve as a Snapshot of students who are active as of the reporting date.

**Changes**

**Changes**

**New Field – (Field 153) BEP PROGRAM LANGUAGE CODE (PRIMARY LANGUAGE CODE)**

**New Codes - (Field 153) BEP PROGRAM LANGUAGE CODE (PRIMARY LANGUAGE CODE)**

|  |  |  |
| --- | --- | --- |
| **STARS Code** | **English name of Language** | **ISO 639-2 Code** |
| 01 | Spanish | spa |
| 08 | Navajo; Navaho (Diné) | nav |
| 16 | Tiwa | nai |
| 17 | Tewa | nai |
| 18 | Towa | nai |
| 19 | Keres | nai |
| 20 | Jicarilla Apache | apa |
| 22 | Zuni | zun |
| 24 | Sign Languages - American | sgn |
| 25 | Sign Languages - English Based | sgn |

**New Codes - (Field 125) YEARS IN U.S. SCHOOLS**

**0** = 1st year a student attends US Schools (less than 12 months).

**1** = 2nd consecutive year a student attends US Schools.

**2** = 3rd consecutive year a student attends US Schools.

**3** = 4th consecutive year a student attends US Schools.

**4** = 5th consecutive year a student attends US Schools.

**5** = A student is more than 5 consecutive years in US Schools.

**New Code – (Field 123) HOME LANGUAGE CODE**

|  |  |  |
| --- | --- | --- |
| **STARS Code** | **English name of Language** | **ISO 639-2 Code** |
| **98** | **Latin** | **lat** |

**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** | | |
| **2** | | **9** | | | **14** | | **6** | | | | **C** | | **LOCATION CODE** | | | **R** | | | | | | **U,M** | | | | **PED defined three character location codes.** | | | **Use the following Location Codes for 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** | | | | | **Example: 042** | | |
| **3** | | **15** | | | **24** | | **10** | | | | **D** | | **SCHOOL YEAR DATE** | | | **R** | | | | | | **K,M** | | | |  | | | **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 - 8 | | 37 | | | 96 | | 11 | | | |  | |  | | |  | | | | | |  | | | | 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, PreK, or Title IA services use PK.** | | | | | **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** | | |
| 11-13 | | 100 | | | 111 | | 2 | | | |  | |  | | |  | | | | | |  | | | | Not Collected | | |  | | | | |  | | |
| **14** | | **112** | | | **121** | | **10** | | | | **D** | | **BIRTHDATE** | | | **R** | | | | | | **U,R** | | | | **Student date of birth.** | | | **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.**  **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** | | |
| 20-21 | | 215 | | | 238 | | 10 | | | |  | |  | | |  | | | | | |  | | | | 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 student’s name.* | | | **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 student’s name.* | | | | | **Example:**  **Brook Smith** | | |
| 23-24 | | 279 | | | 307 | | 15 | | | |  | |  | | |  | | | | | |  | | | | 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/ guardian to advocate for them and exercise parental rights.** | | **Required if student is homeless. ( See** [**field 111**](#Homeless) **)**  **Valid values are U and A.**  **Valid Values are case sensitive.**  **This field is blank if student is not homeless.** | | | | | | **Valid Values:**  **U -** Unaccompanied Youth. Homeless student NOT in the presence of a parent, guardian or legal status identified by the court system  **A -** Accompanied Youth. Homeless student In the presence of a parent, guardian or legal status identified by the court system | |
| 26 | | 323 | | | 324 | | 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** | | |
| 28-32 | | 326 | | | 439 | |  | |  | | | |  | | |  | | | | | |  | | | | 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.**  **(Students who pay full price for their school meals)** | | |
| 34-37 | | 452 | | | 511 | |  | |  | | | |  | | |  | | | | | |  | | | | Not Collected | | |  | | | | |  | | |
| **38** | | **512** | | | **514** | | **3** | | **C** | | | | **SPECIAL EDUCATION** | | | **R** | | | | | | **U,R** | | | | Use this field as an indicator of whether or not the student has a current IEP and is receiving services under IDEA 618, Part B. Exclude Gifted-Only students. | | | 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.  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 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, except for SPEECH ONLY students.**  **If SPEECH ONLY, the level of integration (service level) must be 1 or 2.**  **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")** | | |
| 41-45 | | 533 | | | 548 | | 3 | |  | | | |  | | |  | | | | | |  | | | | Not Collected | | |  | | | | |  | | |
| **46** | **549** | | | **551** | | | **3** | **C** | | | | **REPEATING LAST YEAR** | | | **R** | | | | | | **U** | | | |  | | | **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”**  **If a student is repeating the same grade they were in during the prior school year mark, Y = Retained** | | | | | **Valid values:**  The value used should be the code (e.g. Y, N) only. Valid values are case sensitive.  **Y = Retained  N = Not Retained (Promoted to**  **next grade)** | | |
| 47-69 | 552 | | | 686 | | |  |  | | | |  | | |  | | | | | |  | | | | 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.** | | | | | **Valid values:**  **The value used should be the code (e.g. Y, N) only. Valid values are case sensitive.**  **Y or N** | | |
| 71-72 | 688 | | | 704 | | |  |  | | | |  | | |  | | | | | |  | | | | 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** | | |
| 74-79 | 708 | | | 740 | | |  |  | | | |  | | |  | | | | | |  | | | | Not Collected | | |  | | | | |  | | |
| **80** | **741** | | **743** | | | **3** | | **C** | | | | **GIFTED PARTICIPATION**  **CODE** | | | **R** | | | | | | **U** | | | |  | | | **Provide a Yes or No indication of whether the student is a Gifted** | | | | | **Valid values:**  **Y or N** | | |
| 81-82 | 744 | | 753 | | |  | |  | | | |  | | |  | | | | | |  | | | | 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-06-01 = EOY**  **YYYY-09-01 = K5P**  **YYYY-06-29 = Summer Session**  **YYYY-07-15 = Open Year Round** | | |
| 84-87 | 764 | | 824 | | |  | |  | | | |  | | |  | | | | | |  | | | | 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 to receive free meals by the Food Service Director or their designate.**  **Other permitted means- Foster, Migrant, Homeless, and FDPIR\* students are eligible to be directed certified to receive free meals.**  **FDPIR - Food Distribution Program on Indian Reservations.** | | | | | **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 - 92 | 826 | | 833 | | |  | |  | | | |  | | |  | | | | | |  | | | | Not Collected | | |  | | | | |  | | |
| **93** | **834** | | **858** | | | **25** | | **C** | | | | **ALTERNATE STUDENT ID** | | | **O** | | | | | | **U** | | | | **District's local student identifier.** | | |  | | | | | **Example: 12986** | | |
| 94-96 | 859 | | 865 | | |  | |  | | | |  | | |  | | | | | |  | | | | 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 - 102 | 876 | | 932 | | |  | |  | | | |  | | | |  | | | |  | | | | 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 - 106 | 945 | | 988 | | |  | |  | | | |  | | | |  | | | |  | | | | 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 - 110 | 1029 | | 1098 | | |  | |  | | | |  | | | |  | | | |  | | | | Not Collected | | | |  | | | |  | | | |
| **111** | **1099** | | **1101** | | | **3** | | **C** | | | | **HOMELESS** | | | | **R**  **Required**  **at ALL reporting periods** | | | **U** | | | | | **An indication of whether a student is homeless as defined by McKinney Vento.**  **Homeless**  Section 725 of the McKinney-Vento Act, as amended by the ESSA, defines the following terms:  (a) *Homeless children and youths* means 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. | | | | **Use the valid value code and not the description.**  **This data element is required for Federal Reporting.** | | | **Valid Values:**  **Y - Student is homeless.**  **N - Student is not homeless.** | | | | |
| 112 | 1102 | | 1109 | | |  | |  | | | |  | | | |  | | |  | | | | | Not Collected | | | |  | | |  | | | | |
| **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).** | | | | **The value used should be the code (e.g. 0, 1, 2, 3, or 4) only. The descriptions are for reference only.** | | | | **NT = Not tested.**  **Only for PreK as they**  **can’t be tested.**  **0 = IFEP**  **Initially Fluent English**  **Proficient**  **Student was never EL**  **1 = Current EL Student**  **2 = RFEP 1**  **Reclassified Fluent**  **English Proficient-exited Year 1**  **3 = RFEP 2**  **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**  **(Tribal Affiliation)** | | | | **R** | | | | **U** | | | | **The primary New Mexico Tribe or Pueblo with which the student is affiliated.**  **If a student is not associated with a New Mexico Tribe or Pueblo report - 00** | | | | The value used should be the code (e.g. 00, 01, 02, etc.) only. The descriptions are for reference only. | | | | **Valid Values:**  **See the** [**Affiliation Table**](#Affliation) **in this document.** | | | |
| 115-119 | 1122 | | 1180 | | |  | |  | | | |  | | | |  | | | |  | | | | Not Collected | | | |  | | | |  | | | |
| **120** | 1181 | | 1183 | | | 3 | | C | | | | **PARENTAL STATUS CODE** (formerly STUDENT IS  A SINGLE  PARENT) | | | | **R** | | | | **U** | | | | **Indicate the parental status of the student.**  **Do not use this to indicate the parental status of the student’s parent.** | | | | **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 the list at the end of the document –**  **[Home Languages](#Languages)** | | | |
| 124 | 1206 | | 1208 | | | 3 | |  | | | |  | | | |  | | | |  | | | | Not Collected | | | |  | | | |  | | | |
| **125** | | **1209** | **1212** | | | **4** | | | **N(0)** | | | **YEARS IN**  **U.S.**  **SCHOOLS** | | | | **CR** | | | | **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.** | | | | **The value used should be the code only.**  **The descriptions are for reference only.**  **A value must be provided for Years in US School if ELL Value (English Proficiency field 113) = 1, otherwise leave blank** | | | | **Valid Values:**  **0** = 1st year a student attends US Schools (less than 12 months).  **1** = 2nd consecutive year a student attends US Schools.  **2** = 3rd consecutive year a student attends US Schools.  **3** = 4th consecutive year a student attends US Schools.  **4** = 5th consecutive year a student attends US Schools.  **5** = A student is more than 5 consecutive years in US Schools. | | | |
| 126 -130 | 1213 | | 1294 | | | 6 | |  | | | |  | | | |  | | | |  | | | | Not Collected | | | |  | | | |  | | | |
| **131** | **1295** | | **1297** | | | **3** | | **C** | | | | **FOOD PROGRAM ELIGIBILITY** | | | | **R** | | | | **U** | | | | **Students Eligibility for free or reduced meals as determined by Direct Certification (field 88) or family income applications.**  **Eligibility is different from how a student is participating in the meal program.**  **In CEP and Provision 2 schools all students participate as free regardless of their eligibility.** | | | | **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.** | | | | **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** | | | |
| 135-143 | 1421 | | 1635 | | | 4 | |  | | | |  | | | |  | | | |  | | | | Not Collected | | | |  | | | |  | | | |
| **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 tribal affiliation (field #114) is required in 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 3 Code = ‘I” (American Indian/Alaskan Native) then tribal affiliation (field #114) is required in 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 tribal affiliation (field #114) is required in 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 tribal affiliation (field #114) is required in 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** | | | | **U** | | | | **Provide Yes or No response if student has a verified Federal Form 506 or Census Number on file.** | | | | 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**  **for ALL reporting periods.** | | | | **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.** | | | | **Valid Values:**  **Y = Immigrant**  **N = Non-immigrant** | | | |
| **153** | **1660** | | **1675** | | | **16** | | **C** | | | | **BEP PROGRAM LANGUAGE CODE (PRIMARY LANGUAGE CODE)** | | | | **CR** | | | | **U** | | | | **Required for ALL BEP students in PROGRAMS FACT.** | | | | **When BEP code in PROGRAMS FACT is reported for a student, then the BEP Program Language field 153 in STUDENT and STUDENT SNAPSHOT is required** | | | | **Valid Values:**  **See the list at the end of the document –**  [**BEP Program Languages**](#BEP_Program_Languages) | | | |
| 153-154 | 1660 | | 1705 | | | 16 | |  | | | |  | | | |  | | | |  | | | | 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** | | | |
| 156-165 | 1711 | | 1885 | | | 4 | |  | | | |  | | | |  | | | |  | | | | 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** | | | | **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.** | | | | **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.** | | | |
| 168-173 | 1893 | | 2020 | | |  | |  | | | |  | | | |  | | | |  | | | | 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** | | | |
| 175-206 | 2029 | | 2433 | | |  | | 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** | |

|  |  |
| --- | --- |
| **Code** | **TRIBAL AFFILIATION** |
| 00 | Not Applicable |
| 01 | Acoma |
| 02 | Cochiti |
| 03 | Isleta |
| 04 | Jemez |
| 05 | Jicarilla Apache |
| 06 | Laguna |
| 07 | Mescalero Apache |
| 08 | Nambe |
| 09 | Navajo |
| 10 | Picuris |
| 11 | Pojoaque |
| 12 | San Felipe |
| 13 | San Ildefonso |
| 14 | Ohkay Owingeh (formerly San Juan) |
| 15 | Sandia |
| 16 | Santa Ana |
| 17 | Santa Clara |
| 18 | Kewa (formerly Santo Domingo) |
| 19 | Taos |
| 20 | Tesuque |
| 21 | Zia |
| 22 | Zuni |
| 23 | Other |

**Language Codes**

(field 123 – Language that the student speaks at home)

|  |  |  |
| --- | --- | --- |
| **STARS Code** | **English name of Language** | **ISO 639-2 Code** |
| 00 | English | eng |
| 01 | Spanish | spa |
| 02 | Vietnamese | vie |
| 03 | Hmong; Mong | hmn |
| 04 | Chinese (Cantonese or Mandarin, also includes Chaozhou, Lahu, Taiwanese, Teochew, and Toishanese) | chi (B) zho (T) |
| 05 | Cambodian - Khmer | khm |
| 06 | Korean | kor |
| 07 | Laotian (includes Khmu) | lao |
| 08 | Navajo; Navaho (Diné) | nav |
| 09 | Tagalog | tgl |
| 10 | Russian | rus |
| 11 | Creoles, French-based | cpf |
| 12 | Arabic (spoken in numerous countries including Algeria, Egypt, Iran, Iraq, and Yemen) | ara |
| 13 | Portuguese | por |
| 14 | Japanese | jpn |
| 16 | Tiwa | nai |
| 17 | Tewa | nai |
| 18 | Towa | nai |
| 19 | Keres | nai |
| 20 | Jicarilla Apache | apa |
| 21 | Mescalero Apache | apa |
| 22 | Zuni | zun |
| 24 | Sign Languages - American | sgn |
| 25 | Sign Languages - English Based | sgn |
| 26 | Albanian | alb (B) sqi (T) |
| 27 | Armenian | arm (B) hye (T) |
| 28 | Azerbaijani | aze |
| 29 | Baltic languages | bat |
| 30 | Basque | baq (B) |
| eus (T) |
| 31 | Bosnian | bos |
| 32 | Bulgarian | bul |
| 33 | Burmese | bur (B) |
| mya (T) |
| 34 | Chechen | che |
| 35 | Creoles, English based | cpe |
| 36 | Creoles, Portuguese-based | cpp |
| 37 | Croatian | hrv |
| 38 | Czech | cze (B) ces (T) |
| 39 | Danish | dan |
| 40 | Dutch; Flemish | dut (B) nld (T) |
| 41 | Estonian | est |
| 42 | Farsi - Persian (includes Dari spoken in Afghanistan) | per (B) fas (T) |
| 43 | Filipino; Pilipino | fil |
| 44 | Finnish | fin |
| 45 | French | fre (B) fra (T) |
| 46 | German | ger (B) deu (T) |
| 47 | Greek | gre (B) ell (T) |
| 48 | Haitian; Haitian Creole | hat |
| 49 | Hawaiian | haw |
| 50 | Hebrew | heb |
| 51 | Hungarian | hun |
| 52 | Icelandic | ice (B) isl (T) |
| 53 | India and Bangladesh - Bengali | ben |
| 54 | India - Gujarati | guj |
| 55 | India - Marathi | mar |
| 56 | India - Rajasthani | raj |
| 57 | India - Telugu | tel |
| 58 | India and Assam - Assamese | asm |
| 59 | India and Pakistan - Hindi | hin |
| 60 | India and Pakistan - Urdu | urd |
| 61 | India or Pakistan Panjabi; Punjabi | pan |
| 62 | India, Malaysia, Sri Lanka - Tamil | tam |
| 63 | Indonesian | ind |
| 64 | Iranian languages | ira |
| 65 | Italian | ita |
| 66 | North American Indian languages Other | nai |
| 67 | Norwegian | nor |
| 68 | Polish | pol |
| 69 | Romanian; Moldavian; Moldovan | rum (B) ron (T) |
| 70 | Somali ( also includes Tigrinya) | som |
| 71 | Serbian | srp |
| 72 | Slavic languages | sla |
| 73 | Swedish | swe |
| 74 | Thai | tha |
| 75 | Tibetan | tib (B) |
| bod (T) |
| 76 | Ukrainian | ukr |
| 77 | Hocano | NAI |
| 78 | Kurdish (includes any country where this is spoken such as Iraq and Afghanistan) | kur |
| 79 | Syriac (includes Assyrian and Chaldean) | syr |
| 80 | Cebuano (Visayan) | ceb |
| 81 | Chamorro | cha |
| 82 | Kinyarwanda (includes Kirundi) | kin |
| 83 | Lithuanian | lit |
| 84 | Malayalam | mal |
| 85 | Marshallese | mah |
| 86 | Mixteco | NAI |
| 87 | Nepali | nep |
| 88 | Pashto (also includes Pushto) | pus |
| 89 | Samoan | smo |
| 90 | Sinhalese (also includes Sinhala) | sin |
| 91 | Swahili | swa |
| 92 | Tongan (also includes Raratongan) | rar |
| 93 | Turkish | tur |
| 94 | Wolof | wol |
| 95 | Yao (also includes Mien) | yao |
| 96 | Fanti (spoken in Ghana) | fat |
| 97 | Oromo | oro |
| 98 | Latin | lat |

**BEP Program Language Codes**

|  |  |  |
| --- | --- | --- |
| **STARS Code** | **English name of Language** | **ISO 639-2 Code** |
| 01 | Spanish | spa |
| 08 | Navajo; Navaho (Diné) | nav |
| 16 | Tiwa | nai |
| 17 | Tewa | nai |
| 18 | Towa | nai |
| 19 | Keres | nai |
| 20 | Jicarilla Apache | apa |
| 22 | Zuni | zun |
| 24 | Sign Languages - American | sgn |
| 25 | Sign Languages - English Based | sgn |

**Student Summary Attendance Template**

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

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

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

**Load Sequence/Dependencies**

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

|  |
| --- |
|  |

**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.

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

**NO CHANGES**

* O

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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** |
| **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 enrolled at the following special locations:**  **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** |
| **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**  **YYYY-03-02 = EOY** |
| **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**  **YYYY-06-01 = EOY** |
| **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.**  **Days present should not include excused absences or suspensions.** |  | **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** | **N(1)** | **DAYS ABSENT WITHOUT AN EXCUSE** | **R** | **U** | **Provide the total number of days within the Reporting Period that the student was absent without an excuse.** |  | **Example:**  **.5** |
| 11-14 | 81 | 99 |  | Not Collected | | | | | | |

**FAQs**

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. **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?**

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

**Student Template**

**Target Table: STUDENT**

**Data Submission Schedule:** K5P, 40D, 80D, 120D, EOY, SUMMER and YEAR ROUND (7/15)

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

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**Template Description**

This template includes all students regardless of whether or not they were active on a PED reporting date.

Report Home School Student Taking District Classes by submitting a Student Record with the HOME SCHOOLED INDICATOR (Field # 188) marked “Y”.

**Load Sequence/Dependencies**

* **NONE**

**Changes**

**New Field – (Field 153) BEP PROGRAM LANGUAGE CODE (PRIMARY LANGUAGE CODE)**

**New Codes - (Field 153) BEP PROGRAM LANGUAGE CODE (PRIMARY LANGUAGE CODE)**

|  |  |  |
| --- | --- | --- |
| **STARS Code** | **English name of Language** | **ISO 639-2 Code** |
| 01 | Spanish | spa |
| 08 | Navajo; Navaho (Diné) | nav |
| 16 | Tiwa | nai |
| 17 | Tewa | nai |
| 18 | Towa | nai |
| 19 | Keres | nai |
| 20 | Jicarilla Apache | apa |
| 22 | Zuni | zun |
| 24 | Sign Languages - American | sgn |
| 25 | Sign Languages - English Based | sgn |

**New Codes - (Field 125) YEARS IN U.S. SCHOOLS**

**0** = 1st year a student attends US Schools (less than 12 months).

**1** = 2nd consecutive year a student attends US Schools.

**2** = 3rd consecutive year a student attends US Schools.

**3** = 4th consecutive year a student attends US Schools.

**4** = 5th consecutive year a student attends US Schools.

**5** = A student is more than 5 consecutive years in US Schools.

**New Code – (Field 123) HOME LANGUAGE CODE**

|  |  |  |
| --- | --- | --- |
| **STARS Code** | **English name of Language** | **ISO 639-2 Code** |
| **98** | **Latin** | **lat** |

**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** | |
| **2** | **9** | **14** | **6** | **C** | **LOCATION**  **CODE** | | | **R** | | | | | | | **U,M** | **PED defined three character location codes.** | | | | | | **Use the following Location Codes for 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** |  | | | | | | **Date 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** | |
| 5-8 | 37 | 96 |  | 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.** | | | | | | **If a student is 3 or 4 years old by the last day of school and receiving Special Education, (federal or state), NM PreK, or Title IA services, use PK.**  OS Grade Level (Out-of-school) is used for youth, 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 preschool or Special Education students. | | | | | | | | **Use the code only not the description. 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** | |
| 11-13 | 100 | 111 |  | Not Collected | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **14** | **112** | **121** | **10** | **D** | **BIRTHDATE** | | | **R** | | | | | | | **U,R** | | | **Student date of birth.** | | | **All dates must be entered in ISO format (YYYY-MM-DD).** | | | | | | | **Example:**  **2008-02-28** | | | |
| **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.**  **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** | | | |
| 20-21 | 215 | 238 |  | 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 student’s name.* | | | **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 student’s name.* | | | | | | | **Example:**  **Brook Smith** | | | |
| 23-24 | 279 | 307 |  | 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  **A -** Accompanied Youth. Homeless student In the presence of a parent, guardian or legal status identified by the court system **(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** | |
| 28-32 | 326 | 439 |  | 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.** | |
| 34-37 | 452 | 511 |  | 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** | | | | | | | **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, except for SPEECH ONLY students.**  **If SPEECH ONLY, the level of integration (service level) must be 1 or 2.**  **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")** | |
| 41-45 | 533 | 548 |  | Not Collected | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **46** | **549** | **551** | **3** | **C** | **REPEATING**  **LAST**  **YEAR** | | | **R** | | | | | | | **U** |  | | | | | | **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”**  **If a student is repeating the same grade they were in during the prior school year mark, Y = Retained** | | | | | | | | **Valid values:  Y = Retained  N = Not Retained (Promoted to**  **next grade)** | |
| 47-66 | 552 | 641 |  | Not Collected | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **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** | |
| 71-72 | 688 | 699 | 12 | 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** | |
| 74-79 | 708 | 740 |  | 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** | |
| 81-87 | 744 | 824 |  | 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 to receive free meals by the Food Service Director or their designate.**  **Other permitted means- Foster, Migrant, Homeless, and FDPIR\* students are eligible to be directed certified to receive free meals.**  **FDPIR - Food Distribution Program on Indian Reservations.** | | | | | | | | **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. | |
| 89-90 | 826 | 827 | 1 | Not Collected | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **91** | **828** | **830** | **3** | **C** | **DIPLOMA**  **TYPE CODE** | | | **CR** | | | | | | | **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 of Excellence without an Alternate Demonstration of Competency (ADC).  **2** = Certificate of Course Work Completed  (May include students in special education if 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** | |
| 94-96 | 859 | 865 |  | 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.** | |
| 98-102 | 876 | 932 |  | 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** | | |
| 104-106 | 945 | 988 |  | 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** | | |
| 108-110 |  |  |  | Not Collected | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **111** | **1099** | **1101** | **3** | **C** | **HOMELESS** | | | | **R**  **Required**  **at ALL reporting periods** | | | | | | **U** | | | **An indication of whether a student is homeless as defined by McKinney Vento.**  **Homeless**  Section 725 of the McKinney-Vento Act, as amended by the ESSA, defines the following terms:  (a) *Homeless children and youths* means 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. | | | | | | | | | **Use the valid value code and not the description.**  **This data element is required for Federal Reporting.** | | **Valid Values:**  **Y - Student is homeless.**  **N - Student is not homeless.** | | |
| **112** | **1102** | **1109** | **NOT COLLECTED** | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **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.** | | **NT = Not tested. To be used only for PreK as they cannot be tested.**  **0 = IFEP**  **Initially Fluent English**  **Proficient**  **Student was never EL**  **1 = Current EL Student**  **2 = RFEP 1**  **Reclassified Fluent**  **English Proficient-exited Year 1**  **3 = RFEP 2**  **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**  **(Tribal Affiliation)** | | | | **R** | | | | | | **U** | | | **The primary New Mexico Tribe or Pueblo with which the student is affiliated.**  **If a student is not associated with a New Mexico Tribe or Pueblo report - 00** | | | | | | | | | The value used should be the code (e.g. 00, 01, 02, etc.) only. The descriptions are for reference only. | | **Valid Values:**  **See the** [**Affiliation Table**](#Affliation)  **in this document.** | | |
| 115 –  119 | 1122 | 1177 |  | Not Collected | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **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 the list at the end of the document –**  [**Home Languages**](#Languages) | |
| 124 | 1206 | 1208 | 3 | Not Collected | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **125** | **1209** | **1212** | **4** | **N(0)** | **YEARS IN**  **U.S.**  **SCHOOLS** | | | **CR** | | | | | | | **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.** | | | | | | **The value used should be the code only.**  **The descriptions are for reference only.**  **A value must be provided for Years in US School if ELL Value (English Proficiency field 113) = 1, otherwise leave blank** | | | | | | | | **Valid Values:**  **0** = 1st year a student attends US Schools (less than 12 months).  **1** = 2nd consecutive year a student attends US Schools.  **2** = 3rd consecutive year a student attends US Schools.  **3** = 4th consecutive year a student attends US Schools.  **4** = 5th consecutive year a student attends US Schools.  **5** = A student is more than 5 consecutive years in US Schools. | |
| 126 –  130 | 1213 | 1294 |  | 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** | | | | | | **Valid values:  F = Free  R = Reduced  N = Not participating as Free or Reduced.** Use 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 –  143 | 1421 | 1631 |  | Not Collected | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **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 3 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** | |
| **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**  **for ALL reporting periods.** | | | | | | | **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.** | | | | | | | | **Valid Values:**  **Y = Immigrant**  **N = Non-immigrant** | |
| **153** | **1660** | **1675** | **16** | **C** | **BEP PROGRAM LANGUAGE CODE (PRIMARY LANGUAGE CODE)** | | | **CR** | | | | | | | **U** | **Required for ALL BEP students in PROGRAMS FACT.** | | | | | | **When BEP code in PROGRAMS FACT is reported for a student, then the BEP Program Language field 153 in STUDENT and STUDENT SNAPSHOT is required** | | | | | | | | **Valid Values:**  **See the list at the end of the document –**  [**BEP Program Languages**](#BEP_Program_Languages) | |
| 154 | 1676 | 1705 | 16 | 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-  165 | 1711 | 1885 |  | 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 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 –  173 | 1893 | 2020 |  | 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.**  **If a student is homeless this must be reported.**  **Leave blank if Homeless Field = "N".** | | | | | | **Use the valid value code and not the description**. | | | | | | | |  | |
| 175 –  187 | 2029 | 2120 |  | 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 –  206 | 2124 | 2433 |  | 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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**FA**

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| --- | --- |
| **Code** | **TRIBAL AFFILIATION** |
| 00 | Not Applicable |
| 01 | Acoma |
| 02 | Cochiti |
| 03 | Isleta |
| 04 | Jemez |
| 05 | Jicarilla Apache |
| 06 | Laguna |
| 07 | Mescalero Apache |
| 08 | Nambe |
| 09 | Navajo |
| 10 | Picuris |
| 11 | Pojoaque |
| 12 | San Felipe |
| 13 | San Ildefonso |
| 14 | Ohkay Owingeh (formerly San Juan) |
| 15 | Sandia |
| 16 | Santa Ana |
| 17 | Santa Clara |
| 18 | Kewa (formerly Santo Domingo) |
| 19 | Taos |
| 20 | Tesuque |
| 21 | Zia |
| 22 | Zuni |
| 23 | Other |

**Language Codes**

(field 123 – Language that the student speaks at home)

|  |  |  |
| --- | --- | --- |
| **STARS Code** | **English name of Language** | **ISO 639-2 Code** |
| 00 | English | eng |
| 01 | Spanish | spa |
| 02 | Vietnamese | vie |
| 03 | Hmong; Mong | hmn |
| 04 | Chinese (Cantonese or Mandarin, also includes Chaozhou, Lahu, Taiwanese, Teochew, and Toishanese) | chi (B) zho (T) |
| 05 | Cambodian - Khmer | khm |
| 06 | Korean | kor |
| 07 | Laotian (includes Khmu) | lao |
| 08 | Navajo; Navaho (Diné) | nav |
| 09 | Tagalog | tgl |
| 10 | Russian | rus |
| 11 | Creoles, French-based | cpf |
| 12 | Arabic (spoken in numerous countries including Algeria, Egypt, Iran, Iraq, and Yemen) | ara |
| 13 | Portuguese | por |
| 14 | Japanese | jpn |
| 16 | Tiwa | nai |
| 17 | Tewa | nai |
| 18 | Towa | nai |
| 19 | Keres | nai |
| 20 | Jicarilla Apache | apa |
| 21 | Mescalero Apache | apa |
| 22 | Zuni | zun |
| 24 | Sign Languages - American | sgn |
| 25 | Sign Languages - English Based | sgn |
| 26 | Albanian | alb (B) sqi (T) |
| 27 | Armenian | arm (B) hye (T) |
| 28 | Azerbaijani | aze |
| 29 | Baltic languages | bat |
| 30 | Basque | baq (B) |
| eus (T) |
| 31 | Bosnian | bos |
| 32 | Bulgarian | bul |
| 33 | Burmese | bur (B) |
| mya (T) |
| 34 | Chechen | che |
| 35 | Creoles, English based | cpe |
| 36 | Creoles, Portuguese-based | cpp |
| 37 | Croatian | hrv |
| 38 | Czech | cze (B) ces (T) |
| 39 | Danish | dan |
| 40 | Dutch; Flemish | dut (B) nld (T) |
| 41 | Estonian | est |
| 42 | Farsi - Persian (includes Dari spoken in Afghanistan) | per (B) fas (T) |
| 43 | Filipino; Pilipino | fil |
| 44 | Finnish | fin |
| 45 | French | fre (B) fra (T) |
| 46 | German | ger (B) deu (T) |
| 47 | Greek | gre (B) ell (T) |
| 48 | Haitian; Haitian Creole | hat |
| 49 | Hawaiian | haw |
| 50 | Hebrew | heb |
| 51 | Hungarian | hun |
| 52 | Icelandic | ice (B) isl (T) |
| 53 | India and Bangladesh - Bengali | ben |
| 54 | India - Gujarati | guj |
| 55 | India - Marathi | mar |
| 56 | India - Rajasthani | raj |
| 57 | India - Telugu | tel |
| 58 | India and Assam - Assamese | asm |
| 59 | India and Pakistan - Hindi | hin |
| 60 | India and Pakistan - Urdu | urd |
| 61 | India or Pakistan Panjabi; Punjabi | pan |
| 62 | India, Malaysia, Sri Lanka - Tamil | tam |
| 63 | Indonesian | ind |
| 64 | Iranian languages | ira |
| 65 | Italian | ita |
| 66 | North American Indian languages Other | nai |
| 67 | Norwegian | nor |
| 68 | Polish | pol |
| 69 | Romanian; Moldavian; Moldovan | rum (B) ron (T) |
| 70 | Somali ( also includes Tigrinya) | som |
| 71 | Serbian | srp |
| 72 | Slavic languages | sla |
| 73 | Swedish | swe |
| 74 | Thai | tha |
| 75 | Tibetan | tib (B) |
| bod (T) |
| 76 | Ukrainian | ukr |
| 77 | Hocano | NAI |
| 78 | Kurdish (includes any country where this is spoken such as Iraq and Afghanistan) | kur |
| 79 | Syriac (includes Assyrian and Chaldean) | syr |
| 80 | Cebuano (Visayan) | ceb |
| 81 | Chamorro | cha |
| 82 | Kinyarwanda (includes Kirundi) | kin |
| 83 | Lithuanian | lit |
| 84 | Malayalam | mal |
| 85 | Marshallese | mah |
| 86 | Mixteco | NAI |
| 87 | Nepali | nep |
| 88 | Pashto (also includes Pushto) | pus |
| 89 | Samoan | smo |
| 90 | Sinhalese (also includes Sinhala) | sin |
| 91 | Swahili | swa |
| 92 | Tongan (also includes Raratongan) | rar |
| 93 | Turkish | tur |
| 94 | Wolof | wol |
| 95 | Yao (also includes Mien) | yao |
| 96 | Fanti (spoken in Ghana) | fat |
| 97 | Oromo | oro |
| 98 | Latin | lat |

**BEP Program Language Codes**

|  |  |  |
| --- | --- | --- |
| **STARS Code** | **English name of Language** | **ISO 639-2 Code** |
| 01 | Spanish | spa |
| 08 | Navajo; Navaho (Diné) | nav |
| 16 | Tiwa | nai |
| 17 | Tewa | nai |
| 18 | Towa | nai |
| 19 | Keres | nai |
| 20 | Jicarilla Apache | apa |
| 22 | Zuni | zun |
| 24 | Sign Languages - American | sgn |
| 25 | Sign Languages - English Based | sgn |

**Vehicle Mileage Template**

**Target Table:** VEHICLE\_MILEAGE

**Data Submission Schedule:** K5P, 80D, 120D

**Grain:** One record per district / Vehicle / road type / mileage type

**Load Sequences/Dependencies**

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

**Template Description**

Use to report the number of miles traveled by a bus on 80D, 120D, and K5P.

**Changes:**

* No Changes

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**Vehicle Mileage Template**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **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** |
| **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 = 80D**  **YYYY-03-01 = 120D**  **YYYY-09-01 = K5P** |
| **5** | **20** | **C** | **ROAD TYPE CODE** | **R** | **K,M** |  |  | **PAV = Paved**  **UPV = Unpaved**  **UIM = Unimproved** |
| **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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**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 |

**b. The route id must be the same on each record when entering multiple records for one vehicle.**

**Vehicle Snapshot Template**

**Target Table:** VEHICLE\_SNAPSHOT

**Data Submission Schedule**: K5P, 80D, 120D

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

**Load Sequences/Dependencies**

* None

**Template Description**

* Use to report a districts’ bus inventory. All buses in use by a district are to be reported.

**Changes:**

* No Changes

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**Vehicle Snapshot Template**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **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** |
| **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 = 80D**  **YYYY-03-01 = 120D**  **YYYY-09-01 = K5P** |
| **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.** |  |
| **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** | **PED-defined code.** |  | **AMT = Amtram**  **BLU = Bluebird**  **CE3 = CE300**  **CHV = Chevy**  **COL = Collins**  **FOR = Ford**  **FRE = Freightliner**  **GEN = GENE**  **GMC = GMC**  **IC = IC**  **INT = International**  **MID = Mid Bus**  **OTH = Other**  **THO = Thomas**  **VI = Vision** |
| **10** | **20** | **C** | **CHASSIS MANUFACTURER CODE** | **R** | **U** | **PED-defined code.** |  | **AMT = Amtram**  **BLU = Bluebird**  **CE3 = CE300**  **CHV = Chevy**  **COL = Collins**  **FOR = Ford**  **FRE = Freightliner**  **GEN = GENE**  **GMC = GMC**  **IC = IC**  **INT = International**  **MID = Mid Bus**  **OTH = Other**  **THO = Thomas**  **VI = Vision** |
| **11** | **5,0** | **N(0)** | **GROSS VEHICLE WEIGHT RATING** | **R** | **U** |  | **Must be greater than 0.** |  |
| **12** | **20** | **C** | **FUEL TYPE CODE** | **R** | **U** | **PED-defined code.** |  | **ALT = 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** |  |
| **15** | **20** | **C** | **REGISTERED OWNER CODE** | **R** | **U** | **Enter the name of the registered owner. There are only 20 characters, so abbreviate where necessary** |  |  |
| **16-17** |  | **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** |
| **22** | **20** | **Not Collected** | | | | | | |
| **23** | **20** | **C** | **VEHICLE TYPE CODE** | **R** | **U** |  |  | **BUS**  **SUV** |

1. Children enrolled in private school by a parent, but who are still receiving special education services through the LEA, may have a services plan rather than an IEP. These children should be included. [↑](#footnote-ref-1)