# DataSense Flat File Import Spec (v1.1)

Contents

[DataSense Flat File Import Spec (v1.1) 1](#_Toc13726742)

[Purpose 3](#_Toc13726743)

[File Format and Conventions 3](#_Toc13726744)

[Student Information System (SIS) Conventions 4](#_Toc13726745)

[Release Notes 4](#_Toc13726746)

[Entity Relationships 4](#_Toc13726747)

[Rosters 5](#_Toc13726748)

[Contacts 6](#_Toc13726749)

[Attendance 7](#_Toc13726750)

[Course Grades 8](#_Toc13726751)

[Assessments 9](#_Toc13726752)

[Files 9](#_Toc13726753)

[School (school.csv) 10](#_Toc13726754)

[Term (term.csv) 11](#_Toc13726755)

[Course (course.csv) 12](#_Toc13726756)

[Section (section.csv) 13](#_Toc13726757)

[Student (student.csv) 14](#_Toc13726758)

[Student School Enrollment (studentschool.csv) 17](#_Toc13726759)

[Student Section Enrollment (studentsection.csv) 18](#_Toc13726760)

[Staff (staff.csv) 19](#_Toc13726761)

[Staff School Assignment (staffschool.csv) 20](#_Toc13726762)

[Staff Section Assignment (staffsection.csv) 21](#_Toc13726763)

[Student Contact (studentcontact.csv) 22](#_Toc13726764)

[Student Contact Relationship (studentcontactrelationship.csv) 24](#_Toc13726765)

[Student Attendance (studentattendance.csv) 25](#_Toc13726766)

[Student Behavior (studentbehavior.csv) 26](#_Toc13726767)

[Student Section Mark (studentsectionmark.csv) 27](#_Toc13726768)

[Assessment (assessment.csv) 28](#_Toc13726769)

[Assessment – Student Scale Score (assessmentscore.csv) 29](#_Toc13726770)

[Gradebook Assignment (assignment.csv) 30](#_Toc13726771)

[Gradebook Assignment Score (assignmentscore.csv) 31](#_Toc13726772)

[Appendix 1 – Reference Tables 32](#_Toc13726773)

[Reference: School Level 32](#_Toc13726774)

[Reference: Grade Level 33](#_Toc13726775)

[Reference: Enrollment Entry Code 34](#_Toc13726776)

[Reference: Enrollment Exit Code 35](#_Toc13726777)

[Reference: Session Type 37](#_Toc13726778)

[Reference: Academic Subject 38](#_Toc13726779)

[Reference: Disability Codes 39](#_Toc13726780)

[Reference: Contact Relationship 40](#_Toc13726781)

[Reference: Behavior Incident Location 41](#_Toc13726782)

[Reference: Behavior Incident Type 42](#_Toc13726783)

[Reference: Behavior Incident Action Code 43](#_Toc13726784)

## Purpose

This document provides an overview of the Comma Separated Value (CSV) format for import into DataSense for the purpose of data integration.

Not all files are required and not all fields are required. Requirements are specific to your implementation. Please work with your customer or support representative to determine the correct data set for your uses.

Depending on your situation, you may be asked to provide prior years of data.

## File Format and Conventions

For best results, files should be created with the following considerations:

1. File names are all lowercase with a .csv extension
2. Files have comma delimiters
3. File data is enclosed in double quotes
4. It is not necessary to include headers for optional data not being provided.
5. Column headings are case sensitive and must be an exact match
6. Enumerations and "Valid values" are case sensitive and must be an exact match

This is a valid example of **school.csv**

**"id","school\_code","name"**

"1","SHS","North High School"

"2","NHS","South High School"

## Student Information System (SIS) Conventions

**PowerSchool**

* *Id* fields will generally correspond to PowerSchool *DCID* fields

**Skyward (Legacy)**

* *Id* fields will generally correspond to Skyward *NameId* fields

**OneRoster**

* *Id* fields will generally correspond to OneRoster *sourcedId* fields

## Release Notes

|  |  |  |
| --- | --- | --- |
| Date | By | Note |
| 2019-04-17 | WSR | Added:  staffschool.is\_teacher (Recommended)  staffschool.assign\_status (Recommended)  student.enroll\_type (Recommended) |
| 2019-05-10 | WSR | Add:  course.grad\_credit\_type |
| 2019-07-10 | WSR | Added:  studentsectionmark.scale\_points (Recommended)  studentsectionmark.scale\_description (Optional)  weighted\_gpa\_points (Recommended)  include\_in\_average (Recommended) |
|  |  |  |

## Entity Relationships

### Rosters



### Contacts



### Attendance



### Course Grades



### Assessments



## Files

### School (school.csv)

Schools in this school district.

| Column Heading | Required? | Notes | Example |
| --- | --- | --- | --- |
| id | Yes | Immutable unique identifier | 7912 |
| school\_code | Yes | Unique identifier, human readable | 1005 |
| name | Yes | Name of school | Eastview High School |
| short\_name |  | Abbreviation of the school name | EHS |
| school\_nces\_id | Recommended | School National Center for Education Statistics (NCES) IDs can be found here:  https://nces.ed.gov/ccd/districtsearch/ | 4000000 |
| school\_state\_id |  | School state ID | 560001 |
| school\_level | Recommended | Level of School  **Valid values: Appendix 1**  Reference: School Level | HighSchool |
| school\_type |  | Type of school  **Valid Values:**  Regular  Special  CareerAndTechnical  Alternative | Regular |
| school\_min\_grade | Recommended | Lowest grade level of school  **Valid values: Appendix 1**  Reference: Grade Level | PK |
| school\_max\_grade | Recommended | Highest grade level of school  **Valid values: Appendix 1**  Reference: Grade Level | 06 |
| address\_line\_1 |  | First line of school address | 123 Main Street |
| address\_line\_2 |  | Second line of school address | Suite A |
| address\_city |  | City of school | Anyplace |
| address\_state |  | 2-digit USA state code of school | WA |
| address\_postalcode |  | ##### or  #####-#### | 12345 or  12345-6789 |
| graduation\_credits |  | Number of credits required for graduation | 22 |

### Term (term.csv)

Terms for each school. Also called “Academic Sessions.” There may be multiple, overlapping terms for a school.

| Column Heading | Required? | Notes | Example |
| --- | --- | --- | --- |
| id | Yes | Immutable unique identifier | 4 |
| school\_year | Yes | Ending year of the academic calendar. E.g., the year starting in fall of 2019 and ending in spring 2020 is “2020” | 2020 |
| term\_code | Yes | Unique identifier, human readable | MP1 |
| school\_id | Yes | School (FK school.id) for this term | 7912 |
| description | Yes | Description of Term | Marking Period 1 |
| session\_type | Yes | Type of academic session or term  **Valid values: Appendix 1**  Reference: Session Type | Quarter |
| begin\_date | Yes | YYYY-MM-DD | 2018-09-03 |
| end\_date | Yes | YYYY-MM-DD | 2018-11-15 |
| days\_in\_session |  | Number of school days in this session | 45 |

### Course (course.csv)

Course Catalog template. This is used to identify similar sections across schools, years and periods. It is not a section itself.

| Column Heading | Required? | Notes | Example |
| --- | --- | --- | --- |
| id | Yes | Immutable unique identifier | 6534 |
| course\_code | Yes | Unique identifier, human readable | MA505 |
| name | Yes | Name or title of course | Fifth Grade Math |
| description |  | Longer description of a course | Math allows students to build on their basic math skills while pushing them towards higher order and critical thinking. Units such as multiplying and dividing decimals, graphing data and statistics, working algebraic expressions, and finding the perimeter, area, and volume of different shapes supplement daily skills such as place value, addition, subtraction, multiplication, and division. Throughout the school year, fifth grade students become more in tune with their number sense and mathematical confidence. |
| grade\_level | Recommended | Target grade level of this course  **Valid values: Appendix 1**  Reference: Grade Level | 05 |
| subject\_area | Recommended | Academic Subject code for this course  **Valid values: Appendix 1**  Reference: Academic Subject | 01166 |
| department |  | Department of this course | Math |
| is\_core\_course |  | **Valid Values:**  Yes  No | Yes |
| available\_credits | Recommended | Max possible credits associated with this course  Decimal (9,2): #######.## |  |
| grad\_credit\_type | Recommended | The type of graduation credit this course applies to; example: Language, Math or elective. | Math |

### Section (section.csv)

A specific instance of a Course. Also referred to as a Class.

| Column Heading | Required? | Notes | Example |
| --- | --- | --- | --- |
| id | Yes | Immutable unique identifier | 56732 |
| school\_year | Yes | Ending year of the academic calendar. E.g., the year starting in fall of 2019 and ending in spring 2020 is “2020” | 2020 |
| course\_id | Yes | Course (FK course.id) for this section | 6534 |
| school\_id |  | School (FK school.id) for this section | 7912 |
| section\_number | Yes | Human-readable section identifier. Combined with school\_year, school, and course will be unique. | 9 |
| term\_id | Yes | Term (FK term.id) that this section meets | 123 |
| name | Recommended | Name or title of section. This is not required because the default is the name of the course. | Fifth Grade Mathematics |
| meet\_period |  | School timetable period this section meets. | 3RD |
| is\_honors |  | Is this an honors section.  **Valid Values:**  Yes  No | Yes |
| is\_post\_secondary |  | Is this a post-secondary section?  **Valid Values:**  Yes  No | No |
| teaching\_method |  | Method of instruction  **Valid Values:**  Traditional  DistantLearning  Online | Traditional |

### Student (student.csv)

Student demographics and information.

| Column Heading | Required? | Notes | Example |
| --- | --- | --- | --- |
| id | Yes | Immutable unique identifier | 123 |
| student\_number | Yes | Local, human-readable, unique student identifier for this student | 123 |
| state\_student\_id | Recommended | Unique, state identifier for this student | 193737 |
| federal\_student\_id |  | Unique, federal identifier for this student | 816713571332 |
| social\_security\_number |  | Social Security number for this student; no punctuation or spaces. ######### | 123456789 |
| family\_id |  | Used for identifying students in same family; May also be census\_id | 1112332345 |
| migrant\_id |  | Unique, migrant identifier for this student | 6677334 |
| first\_name | Yes | Student first name | John |
| middle\_name | Recommended | Student middle name | Jacob |
| last\_name | Yes | Student last name | Smith |
| name\_suffix |  | **Examples**:  Jr.  Sr.  III | Jr. |
| nickname |  | student preferred name, if any | Johnny |
| gender | Yes | **Valid Values:**  Male  Female  NotSelected | Male |
| birthdate | Yes | Student date of birth. YYYY-MM-DD | 2012-01-25 |
| school\_email | Recommended | Email in school domain; often used for authentication | john.smith@bestschool.edu |
| home\_email |  | Personal email address |  |
| username | Recommended |  | jsmith02 |
| primary\_phone |  | Phone number, including area code, no punctuation or spaces. ########## | 2175551212 |
| phone\_type |  | Type of phone  **Valid Values:**  Home  Work  Mobile  Fax  Other | Mobile |
| birth\_city |  | City where student was born | Redmond |
| birth\_state |  | State where student was born | WA |
| birth\_country |  | **Valid Values:**  See ISO 3166-2 Standard | US |
| race\_code |  | AmericanIndianorAlaskaNative  Asian  BloackorAfricanAmerican  NativeHawaiianorOtherPacificIslander  White | White |
| is\_hispanic\_latino |  | **Valid Values:**  Yes  No | Yes |
| is\_economically\_disadvantaged |  | **Valid Values:**  Yes  No | Yes |
| is\_migrant |  | **Valid Values:**  Yes  No | No |
| is\_ell |  | **Valid Values:**  Yes  No | Yes |
| is\_gifted\_talented |  | **Valid Values:**  Yes  No | No |
| is\_504\_plan |  | **Valid Values:**  Yes  No | Yes |
| is\_homeless |  | **Valid Values:**  Yes  No | No |
| home\_language |  | Language spoken by student at home  Language code is validated **using ISO 639-2 codeset**.  <https://www.loc.gov/standards/iso639-2/php/code_list.php> | eng |
| lunch\_status\_code |  | **Valid Values**  Free  Reduced  Paid | Reduced |
| disability\_code |  | Type of disability  **Valid Values:**  Reference: Disability Codes | 10 |
| home\_address\_line1 |  | First line of student home address | One Microsoft Way |
| home\_address\_line2 |  | Optional second line of student home address | Building 7 |
| home\_city |  | City of student home address | Redmond |
| home\_state |  | 2-digit mail code for student state | WA |
| home\_postal\_code |  | Zip code of student home address.  5 or 9 characters, no punctuation.  ##### or ######### | 12345 or 123451234 |
| mail\_address\_line1 |  | First line of student mailing address | One Microsoft Way |
| mail\_address\_line2 |  | Optional second line of student mailing address | Building 7 |
| mail\_city |  | City of student mailing address | Redmond |
| mail\_state |  | 2-digit mail code for student state | WA |
| mail\_postal\_code |  | Zip code of student home address.  5 or 9 characters, no punctuation.  ##### or ######### | 12345 or 123451234 |
| enroll\_type | Recommended | Is this student Actively enrolled, or do they have another status?.  **Valid Values:**  Inactive  PreReg  Active  Graduated | Active |

### Student School Enrollment (studentschool.csv)

School Enrollment records for a student. There may be more than one per student per year, but only one primary enrollment on any calendar date.

| Column Heading | Required? | Notes | Example |
| --- | --- | --- | --- |
| id | Yes | Immutable unique identifier | 718236 |
| student\_id | Yes | Student (FK student.id) for this enrollment | 1005 |
| school\_year | Yes | Ending year of the academic calendar of this enrollment. E.g., the year starting in fall of 2019 and ending in spring 2020 is “2020” | 2020 |
| entry\_date | Yes | Start date of this enrollment (YYYY-MM-DD) | 2018-09-30 |
| exit\_date |  | End date of this enrollment (YYYY-MM-DD).  Null implies that the enrollment is current. | 2019-03-25 |
| school\_id | Yes | School (FK school.id) for this enrollment | 7912 |
| grade\_level | Yes | Grade level of this enrollment  **Valid values: Appendix 1**  Reference: Grade Level | 02 |
| primary\_enrollment | Recommended | Is this the student’s home school? (default = Yes), or a secondary enrollment where a student is taking classes but not primarily enrolled  **Valid values:**  Yes  No | Yes |
| entry\_code | Recommended | Entry Code of this enrollment  **Valid values: Appendix 1**  Reference: Enrollment Entry Code | 01821 |
| exit\_code | Recommended | Entry Code of this enrollment  **Valid values: Appendix 1**  Reference: Enrollment Exit Code | 01907 |
| exit\_status |  | Is this exit expected to be temporary or permanent? (e.g., is the student expected to immediately re-enroll)  **Valid Values:**  Temporary  Permanent | Temporary |

### Student Section Enrollment (studentsection.csv)

Section Enrollment records for a student.

| Column Heading | Required? | Notes | Example |
| --- | --- | --- | --- |
| id | Yes | Immutable unique identifier | 119327323 |
| student\_id | Yes | Student (FK student.id) for this enrollment | 1005 |
| section\_id | Yes | Section (FK section.id) for this enrollment | 56732 |
| school\_year | Yes | Ending year of the academic calendar of this section enrollment. E.g., the year starting in fall of 2019 and ending in spring 2020 is “2020” | 2020 |
| entry\_date | Yes | Start date of this section enrollment (YYYY-MM-DD) | 2018-09-30 |
| exit\_date |  | End date of this section enrollment (YYYY-MM-DD).  Null implies that the enrollment is current. | 2019-03-25 |
| credits\_earned | Recommended | Student credits earned this /section  Decimal (9,2): #######.## | 3.0 |

### Staff (staff.csv)

Staff demographics and information.

|  |  |  |  |
| --- | --- | --- | --- |
| Column Heading | Required? | Notes | Example |
| id | Yes | Immutable unique identifier | 456 |
| staff\_number | Yes | Local, human-readable, unique staff identifier for this Staff. | 00456 |
| state\_staff\_id | Recommended | Unique, state identifier for this staff | 193737 |
| federal\_staff\_id |  | Unique, federal identifier for this staff | 816713571332 |
| name\_prefix |  | examples:  Mr.  Mrs.  Ms.  Miss.  Dr. | Mr. |
| first\_name | Yes | Staff member’s first name | John |
| middle\_name |  | Staff member’s middle name | Jacob |
| last\_name | Yes | Staff member’s last name | Smith |
| name\_suffix |  | Examples:  Jr.  Sr.  III | Jr. |
| nickname |  |  |  |
| gender | Yes | Valid Values:  Male  Female  NotSelected | Male |
| school\_email | Recommended | Email in school domain; often used for authentication | john.smith@bestschool.edu |
| home\_email |  | Personal email address |  |
| username | Recommended | User name used to authenticate to other systems | jsmith02 |
| primary\_phone |  | Phone number, including area code, no punctuation or spaces. ########## | 2175551212 |
| phone\_type |  | Type of phone  Valid Values:  Home  Work  Mobile  Fax  Other | Mobile |

### Staff School Assignment (staffschool.csv)

School Enrollment records for a staff member. There may be more than one per staff per year, but only one primary\_enrollment any calendar date.

| Column Heading | Required? | Notes | Example |
| --- | --- | --- | --- |
| id | Yes | Immutable unique identifier | 8176363 |
| staff\_id | Yes | Staff (FK staff.id) for this enrollment | 456 |
| school\_year | Yes | Ending year of the academic calendar of this enrollment. E.g., the year starting in fall of 2019 and ending in spring 2020 is “2020” | 2020 |
| start\_date | Yes | Start date of this assignment (YYYY-MM-DD) | 2018-09-30 |
| end\_date |  | End date of this assignment (YYYY-MM-DD).  Null implies that the assignment is current, | 2019-03-25 |
| school\_id | Yes | School (FK school.id) for this enrollment | 7912 |
| primary\_enrollment | Recommended | Is this the staff’s home school? (default = Yes), or a secondary assignment  **Valid values:**  Yes  No | Yes |
| is\_teacher | Recommended | This is a teaching assignments (vs. staff, admin,maintenance, etc)  **Valid values:**  Yes  No | Yes |
| assign\_status | Recommended | This assignment is currently active  **Valid Values:**  Yes  No | Yes |

### Staff Section Assignment (staffsection.csv)

| Column Heading | Required? | Notes | Example |
| --- | --- | --- | --- |
| id | Yes | Immutable unique identifier | 81763653 |
| staff\_id | Yes | Staff (FK staff.id) for this enrollment | 456 |
| section\_id | Yes | Section (FK section.id) for this enrollment | 56732 |
| school\_year | Yes | Ending year of the academic calendar of this section enrollment. E.g., the year starting in fall of 2019 and ending in spring 2020 is “2020” | 2020 |
| start\_date | Yes | Start date of this section enrollment (YYYY-MM-DD) | 2018-09-30 |
| end\_date | No | End date of this section enrollment (YYYY-MM-DD).  Null implies that the enrollment is current. | 2019-03-25 |

### Student Contact (studentcontact.csv)

Contact demographics and information.

| Column Heading | Required? | Notes | Example |
| --- | --- | --- | --- |
| id | Yes | Immutable unique identifier | 777654 |
| family\_id |  | Used for identifying students in same family; May also be census\_id |  |
| name\_prefix |  | **examples:**  Mr.  Mrs.  Ms.  Miss.  Dr. | Mr. |
| first\_name | Yes | First name of student contact | Jim |
| middle\_name |  | Middle name of student contact | Jacob |
| last\_name | Yes | Last name of student contact | Smith |
| name\_suffix |  | **examples**:  Jr.  Sr.  III | Sr. |
| nickname |  | Nickname of student contact | Jimmy |
| gender | Yes | **Valid Values:**  Male  Female  NotSelected | Male |
| home\_email |  | Personal email address | johnsdad@test.com |
| username | Recommended |  | jsmith02 |
| primary\_phone |  | Phone number, including area code, no punctuation or spaces. ########## | 2175551212 |
| phone\_type |  | Type of phone  **Valid Values:**  Home  Work  Mobile  Fax  Other | Mobile |
| home\_language |  | Language spoken by student at home  Language code is validated using ISO 639-2 codeset.  https://www.loc.gov/standards/iso639-2/php/code\_list.php | eng |
| home\_address\_line1 |  | First line of student home address | One Microsoft Way |
| home\_address\_line2 |  | Optional second line of student home address | Building 7 |
| home\_city |  | City of student home address | Redmond |
| home\_state |  | 2-digit mail code for student state | WA |
| home\_postal\_code |  | Zip code of student home address.  5 or 9 characters, no punctuation.  ##### or ######### | 12345 or 123451234 |
| mail\_address\_line1 |  | First line of student mailing address | One Microsoft Way |
| mail\_address\_line2 |  | Optional second line of student mailing address | Building 7 |
| mail\_city |  | City of student mailing address | Redmond |
| mail\_state |  | 2-digit mail code for student state | WA |
| mail\_postal\_code |  | Zip code of student home address.  5 or 9 characters, no punctuation.  ##### or ######### | 12345 or 123451234 |

### Student Contact Relationship (studentcontactrelationship.csv)

Relationship between a student and a contact

| Column Heading | Required? | Notes | Example |
| --- | --- | --- | --- |
| id | Yes | Immutable unique identifier | 836361 |
| student\_id | Yes | Student (FK student.id) for this relationship | 1005 |
| contact\_id | Yes | Contact (FK contact.id) for this relationship | 777654 |
| relationship | Yes | Relationship between the student and the contact  **Valid values: Appendix 1**  Reference: Contact Relationship | Father |
| is\_primary\_contact | Yes | Is this person the primary contact? There may only be one primary contact per student. | Yes |
| contact\_priority | Yes | Integer (starting with 1) indicating contact sequence/order. Integers should be unique. 1 indicates the first to be contacted. | 1 |
| is\_emergency\_contact | Recommended | Is It OK to contact this person in an emergency?  **Valid values:**  Yes  No | Yes |
| is\_lives\_with | Recommended | Does the student reside with the contact?  **Valid values:**  Yes  No | Yes |
| is\_receives\_mail | Recommended | This contact can receive mail for this student  **Valid values:**  Yes  No | Yes |

### Student Attendance (studentattendance.csv)

Student Attendance data

| Column Heading | Required? | Notes | Example |
| --- | --- | --- | --- |
| id | Yes | Immutable unique identifier | 813763 |
| student\_id | Yes | Student (FK student.id) for this attendance record | 1005 |
| school\_year | Yes | Ending year of the academic calendar of this enrollment. E.g., the year starting in fall of 2019 and ending in spring 2020 is “2020” | 2020 |
| school\_id | Yes | School (FK school.id) for this enrollment | 7912 |
| attendance\_date | Yes | Date of this attendance entry (YYYY-MM-DD) | 2018-09-30 |
| all\_day | Yes | Is this an all-day (homeroom or daily) attendance record?  **Valid values:**  Yes  No | No |
| attendance\_period | Yes  (if not all day) | Meeting period for this attendance value | 02 |
| section\_id | Yes  (if not all day) | Course section (FK section.id) for this attendance record | 56732 |
| local\_attendance\_code | Required | Local code value for this attendance record |  |
| attendance\_status | Recommended | Present  ExcusedAbsence  UnexcusedAbsence  Tardy  EarlyDeparture | ExcusedAbsence |
| attendance\_type | Recommended | DailyAttendance  ClassSectionAttendance  ProgramAttendance  ExtracurricularAttendance | ClassSectionAttendance |
| attendance\_taken\_by |  | Staff (FK staff.id) who entered this attendance record | 123 |
| attendance\_sequence | Recommended | Integer; If there are potentially multiple attendance codes per student per attendance period per day, please use this to order the codes in the order they occur. Can be zero or 1 based. | 0 |

### Student Behavior (studentbehavior.csv)

Student Behavior Incident and Disciplinary data

| Column Heading | Required? | Notes | Example |
| --- | --- | --- | --- |
| id | Yes | Immutable unique identifier | 813763 |
| student\_id | Yes | Student (FK student.id) for this attendance record | 1005 |
| school\_year | Yes | Ending year of the academic calendar of this enrollment. E.g., the year starting in fall of 2019 and ending in spring 2020 is “2020” | 2020 |
| incident\_date | Yes | Date of this attendance entry (YYYY-MM-DD) | 2018-09-30 |
| incident\_time |  | HH:MM using 24-hour clock | 13:45 |
| location\_id |  | Coded location this incident occurred  **Valid values: Appendix 1**  Reference: Behavior Incident Location | 3413 |
| incident\_code | Yes | Coded classification of this this incident type  **Valid values: Appendix 1**  Reference: Behavior Incident Type | 4659 |
| action\_code |  | Coded response to this incident  **Valid values: Appendix 1**  Reference: Behavior Incident Action Code | 3084 |
| incident\_description | Recommended | Text description of the incident | Student bullied classmate in online forum |

### Student Section Mark (studentsectionmark.csv)

Term grades for this student section. (AKA Course Grades)

| Column Heading | Required? | Notes | Example |
| --- | --- | --- | --- |
| id | Yes | Immutable unique identifier | 9187353 |
| student\_id | Yes | Student (FK student.id) for this attendance record | 1005 |
| section\_id | Yes  (if not all day) | Course Section (FK section.id) for this attendance record | 56732 |
| school\_year | Yes | Ending year of the academic calendar of this enrollment. E.g., the year starting in fall of 2019 and ending in spring 2020 is “2020” | 2020 |
| term\_id | Yes | Term (FK term.id) for this mark | 4 |
| numeric\_grade\_earned | Yes |  | 92 |
| alpha\_grade\_earned |  |  | A- |
| is\_final\_grade | Yes | **Valid values:**  Yes  No | No |
| credits\_attempted | Recommended | Max possible credits associated with this term/section  Decimal (9,2): #######.## | 3.0 |
| credits\_earned | Recommended | Student credits earned this term/section  Decimal (9,2): #######.## | 3.0 |
| quality\_points |  | Used to calculate GPA; Typically (credits x points) | 9.0 |
| grad\_credit\_type | Recommended | The type of graduation credit this course applies to; example: Language, Math or elective. | Math |
| scale\_points | Recommended | Points used in a GPA calculation, typically on a 1-4 scale | 3 |
| weighted\_gpa\_points | Recommended | scale\_points PLUS any add on points | 3.2 |
| scale\_description | Optional | A text description of this scale value; Locally defined but typically values like, “Poor”,Good”,”Excellent” | Satisfactiory |
| include\_in\_average | Recommended | Boolean to indicate if this mark should be included in averages. For example, if “Pass” has 0 scale points, it should no be averaged.  **Valid values:**  Yes  No | Yes |

### Assessment (assessment.csv)

Assessment test definition

| Column Heading | Required? | Notes | Example |
| --- | --- | --- | --- |
| id | Yes | Immutable unique identifier | 568733 |
| name | Yes | Name of assessment | NWEA |
| assessment\_date | Yes | YYYY-MM-DD | 2018-09-03 |
| term\_id |  | Term (FK term.id) for this assessment | 4 |
| school\_id | Yes | School (FK school.id) for this assessment | 7912 |
| short\_name |  | short description of the assessment |  |
| subject\_area | Recommended | Academic Subject code for this assessment  **Valid values: Appendix 1**  Reference: Academic Subject | 01166 |
| target\_grade\_level | Recommended | Target grade level of this assessment  **Valid values: Appendix 1**  Reference: Grade Level | 05 |
| max\_scale\_score | Recommended |  | 250 |
| objective |  |  |  |
| provider |  |  |  |

### Assessment – Student Scale Score (assessmentscore.csv)

Student Assessment scale score

| Column Heading | Required? | Notes | Example |
| --- | --- | --- | --- |
| id | Yes | Immutable unique identifier for this student assessment | 66281771422 |
| assessment\_id |  | Assessment (FK assessment.id) for this student assessment record | 568733 |
| student\_id | Yes | Student (FK student.id) for this assessment | 1005 |
| assessment\_date | Yes | YYYY-MM-DD | 2018-09-03 |
| assessment\_score | Yes | overall or scale score for this assessment | 654 |
| grade\_level | Recommended | Student grade level at time of this assessment  **Valid values: Appendix 1**  Reference: Grade Level | 05 |

### Gradebook Assignment (assignment.csv)

Gradebook assignment for a section

| Column Heading | Required? | Notes | Example |
| --- | --- | --- | --- |
| id | Yes | Immutable unique identifier | 34587 |
| section\_id | Yes  (if not all day) | Course Section (FK section.id) for this attendance record | 56732 |
| school\_year | Yes | Ending year of the academic calendar of this enrollment. E.g., the year starting in fall of 2019 and ending in spring 2020 is “2020” | 2020 |
| term\_id | Yes | Term (FK term.id) for this assignment | 4 |
| assign\_date |  | YYYY-MM-DD | 2019-01-20 |
| due\_date | Yes | YYYY-MM-DD | 2019-01-25 |
| category |  | **examples:**  Homework  Quiz  Test  GroupProject  Presentation  If aligning to a SIS from an LMS, values must align to existing SIS codes for this section |  |
| title | Yes | Assignment title | Read Chapter 3 |
| description |  | detailed assignment narrative |  |
| minimum\_score |  | decimal (30,10); Minimum available points for this assignment | 0 |
| total\_points |  | decimal (30,10); Maximum available points for this assignment | 100 |
| is\_exempt |  | Exclude this assignment from calculations and averages  **Valid values:**  Yes  No | No |

### Gradebook Assignment Score (assignmentscore.csv)

Student Score for this assignment

| Column Heading | Required? | Notes | Example |
| --- | --- | --- | --- |
| id | Yes | Immutable unique identifier | 65981736356 |
| assignment\_id |  | ID of the assignment | 9187353 |
| student\_id | Yes | Student (FK student.id) for this attendance record | 1005 |
| numeric\_grade\_earned | Yes | Decimal (30,10); points earned for this assignment | 92 |
| percent\_grade\_earned |  | Points earned, expressed as a percentage | 92 |
| alpha\_grade\_earned |  | Points earned, expressed as an alpha score | A- |
| submission\_date | Yes | Date assignment was completed or turned in. YYYY-MM-DD | 2019-01-25 |

## Appendix 1 – Reference Tables

## Reference: School Level

Adult

AllLevels

Elementary

HighSchool

InfantToddler

Intermediate

JuniorHigh

Middle

PreK-EE

Primary

Secondary

Postsecondary

### Reference: Grade Level

KG - Kindergarten  
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  
PK - Prekindergarten  
TK - Transitional Kindergarten  
PR - Preschool  
IT - Infant/toddler  
13 - Grade 13  
PS - Postsecondary  
ABE - Adult Basic Education  
ASE - Adult Secondary Education  
AdultESL - Adult English as a Second Language  
UG - Ungraded  
Other – Other

### Reference: Enrollment Entry Code

01821 - Transfer from a public school in the same local education agency is the process by which the student entered a school during a given academic session.

01822 - Transfer from a public school in a different local education agency in the same state is the process by which the student entered a school during a given academic session.

01823 - Transfer from a public school in a different state is the process by which the student entered a school during a given academic session.

01824 - Transfer from a private, non-religiously-affiliated school in the same local education agency is the process by which the student entered a school during a given academic session.

01825 - Transfer from a private, non-religiously-affiliated school in a different LEA in the same state is the process by which the student entered a school during a given academic session.

01826 - Transfer from a private, non-religiously-affiliated school in a different state is the process by which the student entered a school during a given academic session.

01827 - Transfer from a private, religiously-affiliated school in the same local education agency is the process by which the student entered a school during a given academic session.

01828 - Transfer from a private, religiously-affiliated school in a different LEA in the same state is the process by which the student entered a school during a given academic session.

01829 - Transfer from a private, religiously-affiliated school in a different state

01830 - Transfer from a school outside of the country is the process by which the student entered a school during a given academic session.

01831 - Transfer from an institution is the process by which the student entered a school during a given academic session.

01832 - Transfer from a charter school is the process by which the student entered a school during a given academic session.

01833 - Transfer from home schooling is the process by which the student entered a school during a given academic session.

01835 - Re-entry from the same school with no interruption of schooling is the process by which the student entered a school during a given academic session.

01836 - Re-entry after a voluntary withdrawal is the process by which the student entered a school during a given academic session.

01837 - Re-entry after an involuntary withdrawal is the process by which the student entered a school during a given academic session.

01838 - Original entry into a United States school is the process by which the student entered a school during a given academic session.

01839 - Original entry into a United States school from a foreign country with no interruption in schooling is the process by which the student entered a school during a given academic session.

01840 - Original entry into a United States school from a foreign country with an interruption in schooling is the process by which the student entered a school during a given academic session.

09999 - The process by which the student entered a school during a given academic session is in a category not yet defined in CEDS.

### Reference: Enrollment Exit Code

01907 - The student exited from membership in the educational institution and is in a different public school in the same local education agency.

01908 - The student exited from membership in the educational institution and transferred to a public school in a different local education agency in the same state.

01909 - The student exited from membership in the educational institution and transferred to a public school in a different state.

01910 - The student exited from membership in the educational institution and transferred to a private, non-religiously-affiliated school in the same local education agency.

01911 - The student exited from membership in the educational institution and transferred to a private, non-religiously-affiliated school in a different LEA in the same state.

01912 - The student exited from membership in the educational institution and transferred to a private, non-religiously-affiliated school in a different state.

01913 - The student exited from membership in the educational institution and transferred to a private, religiously-affiliated school in the same local education agency.

01914 - The student exited from membership in the educational institution and transferred to a private, religiously-affiliated school in a different LEA in the same state.

01915 - The student exited from membership in the educational institution and transferred to a private, religiously-affiliated school in a different state.

01916 - The student exited from membership in the educational institution and transferred to a school outside of the country.

01917 - The student exited from membership in the educational institution and transferred to an institution.

01918 - The student exited from membership in the educational institution and transferred to home schooling.

01919 - The student exited from membership in the educational institution and transferred to a charter school.

01921 - The student exited from membership in the educational institution and graduated with regular, advanced, International Baccalaureate, or other type of diploma.

01922 - The student exited from membership in the educational institution and completed school with other credentials.

01923 - The student exited from membership in the educational institution and died or is permanently incapacitated.

01924 - The student was withdrawn due to illness.

01925 - The student was expelled or involuntarily withdrawn.

01926 - The student reached maximum age for services.

01927 - The student exited from membership in the educational institution and discontinued schooling.

01928 - The student exited from membership in the educational institution and completed grade 12, but did not meet all graduation requirements.

01930 - The student exited from membership in the educational institution and enrolled in a postsecondary early admission program, eligible to return.

01931 - The student exited from membership in the educational institution and not enrolled, unknown status.

03499 - The student exited from membership in the educational institution and the student is in the same LEA, receiving education services, but is not assigned to a particular school.

03502 - The student exited from membership in the educational institution and is not enrolled, eligible to return.

03503 - The student exited from membership in the educational institution and is enrolled in a foreign exchange program, eligible to return.

03504 - The student exited from membership in the educational institution and withdrew from school, under the age for compulsory attendance; eligible to return.

03505 - The student exited from membership in the educational institution and exited.

03508 - The student exited from membership in the educational institution and is in a charter school managed by the same local education agency.

03509 - The student exited from membership in the educational institution and completed with a state-recognized equivalency certificate.

09999 - The circumstances under which the student exited from membership in an educational institution is in a category not yet defined in CEDS.

73060 - The student officially withdrew and enrolled in an adult basic education, adult secondary education, or adult English as a Second Language program.

73061 - The student officially withdrew and enrolled in a workforce training program.

### Reference: Session Type

FullSchoolYear  
Intersession  
LongSession  
MiniTerm  
Quarter  
Quinmester  
Semester  
SummerTerm  
Trimester  
TwelveMonth  
Other

### Reference: Academic Subject

13371 - Arts

73065 - Career and Technical Education

13372 - English

00256 - English as a second language (ESL),

00546 - Foreign Languages

73088 - History Government - US

73089 - History Government - World

00554 - Language arts

01166 - Mathematics

00560 - Reading

13373 - Reading/Language Arts

00562 - Science

73086 - Science - Life

73087 - Science - Physical

13374 - Social Sciences (History, Geography, Economics, Civics and Government),

02043 - Special education

01287 - Writing

09999 - Other

### Reference: Disability Codes

00 - No disability or impairment known or reported

01 - Blindness or Visual Impairment

02 - Cerebral Palsy

03 - Chronic Illness

04 - Deafness or Hearing Impairment

05 - Drug or Alcohol Addiction

06 - Emotionally/Psychologically Disabled: e.g., schizophrenia or depression

07 - Epilepsy or Seizure Disorders

08 - Intellectual Disability

09 - Orthopedic Impairment

10 - Specific learning disability

11 - Speech or Language impairment

99 - Other type of impairment

### Reference: Contact Relationship

Aunt

Brother

BrotherInLaw

CourtAppointedGuardian

Daughter

DaughterInLaw

Employer

Father

FathersSignificantOther

FathersCivilPartner

FatherInLaw

Fiance

Fiancee

Friend

Grandfather

Grandmother

Husband

MothersSignificantOther

Mother

MothersCivilPartner

Nephew

Niece

Other

SignificantOther

Sister

Son

Unknown

Uncle

Ward

Wife

### Reference: Behavior Incident Location

3011 On campus

3012 Administrative offices area

3013 Cafeteria area

3014 Classroom

3015 Hallway or stairs

3016 Locker room or gym areas

3017 Restroom

3018 Library/media center

3019 Computer lab

3020 Auditorium

3021 On-campus other inside area

3022 Athletic field or playground

3023 Stadium

3024 Parking lot

3025 On-campus other outside area

3026 Off campus

3027 Bus stop

3028 School bus

3029 Walking to or from school

3030 Off-campus at other school

3031 Off-campus at other school district facility

3413 Online

13773 Off-campus at a school sponsored activity

13774 Off-campus at another location unrelated to school

9997 Unknown

### Reference: Behavior Incident Type

4618 Alcohol

4625 Arson

4626 Attendance Policy Violation

4632 Battery

4633 Burglary/Breaking and Entering

4634 Disorderly Conduct

4635 Drugs Excluding Alcohol and Tobacco

4645 Fighting

13354 Harassment or bullying on the basis of disability

13355 Harassment or bullying on the basis of race, color, or national origin

13356 Harassment or bullying on the basis of sex

4646 Harassment, Nonsexual

4650 Harassment, Sexual

4651 Homicide

4652 Inappropriate Use of Medication

4659 Insubordination

4660 Kidnapping

4661 Obscene Behavior

4669 Physical Altercation, Minor

4670 Robbery

4671 School Threat

4677 Sexual Battery (sexual assault),

4678 Sexual Offenses, Other (lewd behavior, indecent exposure),

4682 Theft

4686 Threat/Intimidation

4692 Tobacco Possession or Use

4699 Trespassing

4700 Vandalism

4704 Violation of School Rules

4705 Weapons Possession

### Reference: Behavior Incident Action Code

3071 Bus suspension

3072 Change of placement (long-term),

3073 Change of placement (reassignment),, pending an expulsion hearing

3074 Change of placement (reassignment),, resulting from an expulsion hearing

3075 Change of placement (reassignment),, temporary

3076 Community service

3077 Conference with and warning to student

3078 Conference with and warning to student and parent/guardian

3079 Confiscation of contraband

3080 Conflict resolution or anger management services mandated

3081 Corporal punishment

3082 Counseling mandated

3083 Demerit

3084 Detention

3085 Expulsion recommendation

3086 Expulsion with services

3087 Expulsion without services

3088 Juvenile justice referral

3089 Law enforcement referral

3090 Letter of apology

3091 Loss of privileges

3092 Physical activity

3093 Reprimand

3094 Restitution

3095 Saturday school

3096 School probation

3097 Substance abuse counseling mandated

3098 Substance abuse treatment mandated

3099 Suspension after school

3100 Suspension, in-school

3101 Suspension, out-of-school, with services

3102 Suspension, out-of-school, without services

3103 Unsatisfactory behavior grade

3104 Work detail

3105 No action

3154 Suspension, out of school, greater than 10 consecutive school days

3155 Suspension, out of school, separate days cumulating to more than 10 school days

3156 Unilateral removal - weapon incident

3157 Unilateral removal - drug incident

3158 Removal by a hearing officer

9997 Unknown

9998 None

9999 Other

13357 Mechanical Restraint

13358 Physical Restraint

13359 Seclusion