

Best Practices document: Naming School GIS Files

As-received school board GIS files will be saved in an as-received directory, in exactly the manner and file structure in which they have been received.

Processed school board GIS files will be named according to the following rubric:

AAAAA_BBBB_CC_DDDD(.shp, etc)

Where:

AAAAA represents the school board (HWDSB for public and HWCDSB for Catholic);

BBBB is a four-digit number for the September year of that school year;

CC is a two-digit number for the June year of that school year;

DDDD will be ELEM for JK-5 catchments in the public board, or JK-8 catchments for the Catholic board; MID for GR 6-8 catchments for the public board; and HIGH for highschool catchments. Note that the Hamilton Catholic system has had a JK-8 system across the board since at least the 2000s, so no separate MID catchment is necessary. For school point files, DDDD will be SCHOOLPOINTS.

Since processing is done in ArcGIS, all file suffixes (i.e. file types making up a shapefile) will be handled by ArcGIS.

Top layer of the file structure will name the school board, and include "_boundaries_corrected" to identify that the data is in processed format; the second layer will be the individual school years for the shapefiles in YYYY-YYYY format, as in the example on the following page.

This regularized file naming and file structure will allow for file names to be easily parsed in R, and will more generally allow for an organized system that makes individual files trivially easy to find. In addition, further generation of catchment and point files can be accommodated easily by extending the file structure back in years.

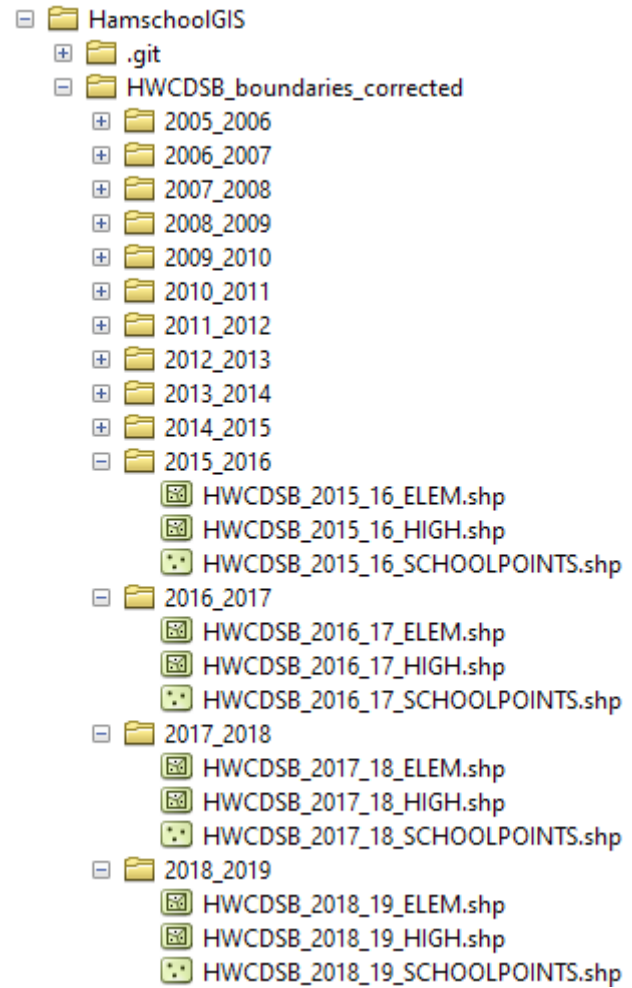
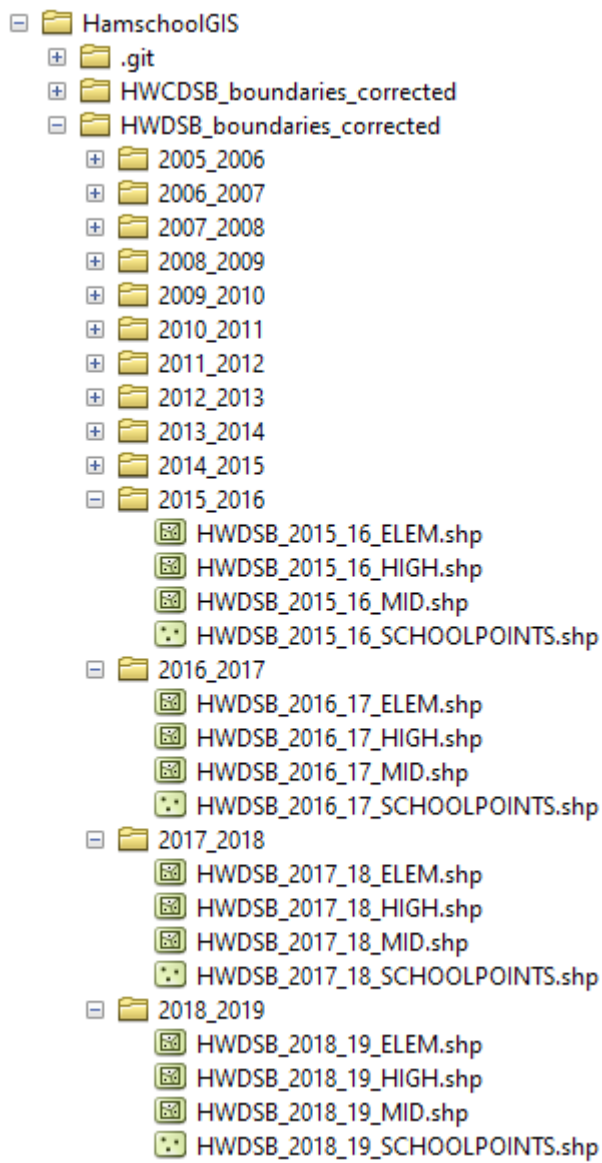


Fig. 1: File structure example