

| Field Name | Definition | Opt/Req | Properties | Example | Notes |
|------------|---|----------|------------------|-----------------------------|--|
| SchID | School Identifier | Required | Alpha or Numeric | <i>Sample Middle School</i> | School Name or School Code |
| SchYear | School Year | Required | Numeric | <i>2012-2013</i> | Specify if year means start or end of academic year. (e.g., 2012 = 2011-12 or 2012-13?) |
| StID | Student ID (State ID) | Required | Numeric | <i>123456789</i> | If you use multiple IDs to track data for other tables in this record layout, provide all applicable IDs and specify. Alternatively, provide a separate file with all IDs per student. |
| Grade | Student Grade Level | Required | Numeric | <i>7</i> | |
| FName | Student First Name | Required | Alpha | <i>Joseph</i> | |
| LName | Student Last Name | Required | Alpha | <i>Smith</i> | |
| Addss | Student Address | Optional | Alpha | <i>123 Example Ln</i> | |
| City | Student City | Optional | Alpha | <i>Anytown</i> | |
| State | Student State | Optional | Alpha | <i>CA</i> | |
| Zip | Student Zip | Optional | Numeric | <i>12345</i> | |
| Phone | Student Home Phone # | Optional | Numeric | <i>101-232-2856</i> | Include Area Code |
| Gender | Student Gender | Required | Alpha or Numeric | <i>M</i> | Specify codes |
| Race | Student Race | Required | Alpha or Numeric | <i>White</i> | Specify codes |
| Ethnicity | Student Ethnicity | Required | Alpha | <i>Non-Latino</i> | Hispanic/Latino or Non-Hispanic/Non-Latino |
| DOB | Student Date of Birth | Required | Numeric | <i>10/20/2001</i> | |
| LEP | Limited English Proficiency | Required | Numeric | <i>LEP</i> | Specify codes |
| IEP | Individualized Education Plan | Required | Numeric | <i>IEP</i> | Specify codes |
| S-DATE | Current school year start date | Required | Numeric | <i>9/1/2013</i> | (MMDDYYYY) |
| AntGradYr | The year when student is expected to graduate from high school. | Required | Numeric | <i>5/30/2017</i> | (MMDDYYYY) |
| ParentEd | Parent level of education | Optional | Alpha or Numeric | <i>College</i> | Specify codes |
| HomeLang | Language spoken at home | Optional | Alpha or Numeric | <i>English</i> | Specify codes |

| Field Name | Definition | Req/Opt | Properties | Example | Notes |
|------------|---|----------|---------------------|-----------------------------|--|
| StID | Student ID (State ID) | Required | Numeric | <i>123456789</i> | If you use multiple IDs to track data for other tables in this record layout, provide all applicable IDs and specify. Alternatively, provide a separate file with all IDs per student. |
| SchYear | School Year | Required | Numeric | <i>2013-2013</i> | Specify if year means start or end of academic year. (e.g., 2012 = 2011-12 or 2012-13?) |
| Term | Trimester Semester Quarter | Required | Alpha Numeric | <i>T1</i> | e.g., T1/S1/Q1 = 1 st trimester/semester/quarter. If providing progress report, use P1, P2, etc. |
| Class | Class Description | Required | Alpha | <i>Advanced English</i> | e.g., Algebra IB, English 7 |
| ClassN | Class Number | Required | Alpha or Numeric | <i>101</i> | i.e., course code. |
| ClassT | Class Type | Required | Alpha | <i>Pre-Algebra</i> | 0 - N/A, 1- Pre-Algebra, 2 -Algebra 1, 3 -Calculus, 4 - Pre-Calculus, 5- Trigonometry, 6 - Chemistry, 7- Physics, 8 - Geometry, 9 - Algebra 2, 10 - Biology, 11- No Type, 12 - English/Language Arts, 13 - Other Math, 14 - Other Science. |
| Classlvl | Class Level (Advanced, AP, IB, College Prep, Honors) | Required | Alpha or Numeric | <i>Advanced</i> | 1- Non-Advanced, 2 - Advanced, 3- Honors, 4 - IB, 5 - College Prep |
| ClassM | Class Method | Required | Alpha or Numeric | <i>Online</i> | 1 - In person, 2 - Virtual/Online |
| Units | Units Earned | Required | Numeric | <i>3</i> | |
| GradeAch | Grade Achieved | Required | Alpha or Numeric | <i>A/95</i> | |
| A_Gstatus | A-G course status | Optional | Alpha or Numeric | | Specify codes, CA Clients ONLY |

* This file includes each student once per class, per term. If a student took four classes during a term, there should be four rows for that student.

| Field Name | Definition | Req/Opt | Field Properties | Example | Notes |
|------------|--|----------------------------|------------------|-----------|--|
| StID* | Student ID (State ID) | Required | Numeric | 123456789 | If you use multiple IDs to track data for other tables in this record layout, provide all applicable IDs and specify. Alternatively, provide a separate file with all IDs per student. |
| SchYear | School Year | Required | Numeric | 2013-2013 | Specify if year means start or end of academic year. (e.g., 2012 = 2011-12 or 2012-13?) |
| Term | Trimester Semester Quarter | Required | Alpha Numeric | S1 | e.g., T1/S1/Q1 = 1 st trimester/semester/quarter. If providing progress report data, use P1=Term 1 progress report, etc. |
| Abs_ex | Excused Absence | Optional | Numeric | 5 | Provide full-day, excused absences (as defined by your school district). |
| Abs_unex | Unexcused Absence | Required | Numeric | 2 | Provide full-day, unexcused absences (as defined by your school district). |
| DaysAtt | # of days student attended during term | Required | Numeric | 232 | |
| DaysEnr | # days student was enrolled in term | Required | Numeric | 240 | Will be the same as the number of days in the term for most students, unless they entered or left the school during the term. |
| Term GPA | Trimester Semester Quarter | Required | Numeric | 3.2 | GPA at the end of term specific to your school calendar (trimester, quarter or semester) |
| Cum GPA | Cumulative GPA for 9th-11th grade. | Required (11th grade ONLY) | Numeric | 3.2 | Unweighted, cumulative GPA, End-of-School—Year, 11th Grade ONLY |

**This file includes each student only once per term.*

Independent_Study- # of days student was in independent study - optional - numeric- EX: 10- Provide days of independent study
Independent_study_Comp- # of days student completed independent study - optional - numeric- EX: 10- Provide full days of independent study completion

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| SchYear | School Year | Required | Numeric | <i>2013-2013</i> | Specify if year means start or end of academic year. (e.g., 2012 = 2011-12 or 2012-13?) |
| TestDate | Date test was taken | Optional | Numeric | <i>2/15/2013</i> | Please include test date for all scores provided. |
| StandT* | Standardized State Test, Specify Name and Subject | Required | Numeric | <i>100</i> | Provide cut scores, if applicable, identifying advanced, proficient, etc. |
| APE* | AP Exam Score, Specify Subject | Optional | Numeric | <i>4</i> | Scores for multiple subjects can be provided. |
| PSAT* | PSAT Score, Specify Subject | Optional** | Numeric | <i>350</i> | Scores for multiple subjects can be provided. |
| SAT* | SAT Score, Specify Subject | Optional** | Numeric | <i>350</i> | Scores for multiple subjects can be provided. |
| COMP* | Compass Score, Specify Subject | Optional** | Numeric | <i>20</i> | Scores for multiple subjects can be provided. |
| EXP* | EXPLORE Score, Specify Subject | Optional** | Numeric | <i>19</i> | Scores for multiple subjects can be provided. |
| PLN* | PLAN Score, Specify Subject | Optional** | Numeric | <i>22</i> | Scores for multiple subjects can be provided. |
| ACT* | ACT Score, Specify Subject | Optional** | Numeric | <i>27</i> | Scores for multiple subjects can be provided. |

**Please add additional fields for standardized tests and subject tests specific to your program.*

***National Standardized Tests (SAT, ACT) may be required by some programs.*

| Field Name | Definition | Req/Opt | Properties | Example | Notes |
|--------------|--|----------|------------------|-----------------------------|--|
| ParentFName | Parent or Guardian First Name | Required | Alpha | <i>Jim</i> | |
| ParentLName | Parent or Guardian Last Name | Required | Alpha | <i>Smith</i> | |
| StID | Student ID (State ID) | Required | Numeric | <i>123456789</i> | If you use multiple IDs to track data for other tables in this record layout, provide all applicable IDs and specify. Alternatively, provide a separate file with all IDs per student. |
| SchID | School Identifier | Required | Alpha or Numeric | <i>Sample Middle School</i> | School Name or School Code |
| Relationship | Parent or Guardian Relationship to Student | Optional | Alpha | <i>Parent</i> | |

| Field Name | Definition | Req/Opt | Properties | Example | Notes |
|------------|-------------------------|----------|------------------|-----------------------------|----------------------------|
| InstID | Instructor ID | Optional | Alpha or Numeric | <i>654321</i> | |
| InstFName | Instructor First Name | Required | Alpha | <i>Sue</i> | |
| InstLName | Instructor Last Name | Required | Alpha | <i>Teacher</i> | |
| SchID | School Identifier | Required | Alpha or Numeric | <i>Sample Middle School</i> | School Name or School Code |
| Discipline | Instructor's Discipline | Optional | Alpha | <i>Math</i> | |

| Field Name | Definition | Req/Opt | Properties | Example | Notes | When Request? |
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| StID | Student ID (State ID) | Required | Numeric | <i>123456789</i> | If you use multiple IDs to track data for other tables in this record layout, provide all applicable IDs and specify. Alternatively, provide a separate file with all IDs per student. | |
| SchYear | School Year | Required | Numeric | <i>2013-2013</i> | Specify if year means start or end of academic year. (e.g., 2012 = 2011-12 or 2012-13?) | |
| CmplFAFSA | Completed FAFSA | Required | Alpha | <i>Y</i> | Y=Yes; N=No | Every request during senior year & 1 st year of college? |
| HSGrad | Did the student graduate high school? | Required | Alpha | <i>Y</i> | Y=Yes; N=No | Summer after 12 th grade |
| GradDate | Date of HS Graduation | Required | Numeric (MMDDYYYY) | <i>5/15/2013</i> | | Summer after 12 th grade |
| NoGrad | Please complete if student did not graduate HS. | Required | Numeric | <i>1</i> | 1=Dropout , 2=Left for known reason other than dropout, 3=Left for unknown reason | Summer after 12 th grade |
| CollEnroll | Did the student enroll in college? | Required | Alpha | <i>y</i> | Y=Yes; N=No | Fall 1 st year of college (or via NSC) |
| CollStart | Date started college | Required | Numeric (MMDDYYYY) | <i>9/1/2013</i> | | Fall 1st year of college (or via NSC) |
| CollMath | Placed into college-level math? | Required | Alpha | <i>Y</i> | Y=Yes; N=No, needed remediation | Fall 1st year of college |
| CollEngl | Placed into college-level English? | Required | Alpha | <i>Y</i> | Y=Yes; N=No, needed remediation | Fall 1st year of college |
| OnTrackColl | On track to graduate college | Required | Alpha | <i>N</i> | As defined by NSC or college. | Summer after 1 st year of college (or via NSC)? |