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Overview:The following illustration provides an overview of the School Fuel Data Portal Upload Layouts. This document accompanies the Excel file that is pre-formatted for data upload.

IMPORTANT: School Fuel representatives will work directly with the assigned group to identify specific coding for your district/schools. Example codes are shown throughout the document.

|  |  |  |  |
| --- | --- | --- | --- |
| **Entity**  **|**  **School**  **|** | | | |
| **Student** | **Teacher** | **Parent** | **Feedback** |
| Performance | Performance |  |  |
| Discipline |  |  |  |
| Health |  |  |  |
| Attendance |  |  |  |
| Sibling |  |  |  |

Entity: This table is used to enroll districts into the School Fuel system. An entry within this table is required before accepting any school data.

| **Req** | **Column Name** | **Key** | **Type** | **Size** | **Special Editing Requirements** |
| --- | --- | --- | --- | --- | --- |
| \* | EntityId | Primary | Num | 10 | Provided by district. Cannot be changed. |
|  | AlternateId | Alternate | Num | 10 | Provided by district. Reporting purposes only. No editing. |
| \* | EntityName |  | Text | 40 | District Name |
| \* | StateCode |  | Text | 2 | Valid State Code |
| \* | ZipCode |  | Num | 5 | Valid Zip Code |
| \* | SMSA |  | Text | 20 | Components of Standard Metropolitan Statistical Area. Coding is as follows:  State Code (2 – Num)  County Code (3 – Num)  Tract Code (7 – Text)  MSA/MD Code (5 – Num)  Field values are separated by “/” – Example  04/013/0822.09/38060 |
| \* | DistrictType |  | Text | 3 | Indicates type of district. Example:  PU Public Only |
| \* | GradeLevels |  | Text | 5 | Indicates grade levels served. Example:  K-8 K-8 grades  K-12 K-12 grades |
| \* | NbrSchools |  | Num | 5 | Number of schools operating within district. |
| \* | InputFileLocation |  | Text | 200 | Sharepoint file location for School Fuel Input files. |

School: This table is used to enroll schools into the School Fuel system. Each entry must have a corresponding Entity Id. An EntityId can also be a SchoolId when a single school represents a single district. An entry within this table is required before accepting any school data.

| **Req** | **Column Name** | **Key** | **Type** | **Size** | **Special Editing Requirements** |
| --- | --- | --- | --- | --- | --- |
| \* | SchoolId | Primary | Num | 10 | Provided by district. Cannot be changed. |
| \* | EntityId | Alternate | Num | 10 | Relates to Entity table. Can be the same as the SchoolId. Cannot be changed. |
|  | AlternateId | Alternate | Num | 10 | Provided by district. Reporting purposes only. No editing. |
| \* | SchoolName |  | Text | 40 | School Name |
| \* | StateCode |  | Text | 2 | Valid State Code |
| \* | ZipCode |  | Num | 5 | Valid Zip Code |
| \* | DistrictType |  | Text | 3 | Indicates type of district. Examples:  PU Public  PC Public Charter School  PVC Private Charter School  PV Private |
| \* | SOCS |  | Text | 7 | Uses code values from the Standard Occupational Classification System (see link below). This code is used to identify a particular labor outcome focus for the school. For example, a STEM school could be coded with labor outcomes within the 17-0000 classification – Architecture and Engineering Occupations. Additionally, more distinct code values will narrow the focus in terms of describing labor opportunities within the surrounding geographical area.  <https://www.bls.gov/soc/2018/major_groups.htm> |
| \* | GradeLevels |  | Text | 5 | Indicates grade levels served. Valid codes are:  K-8 K-8 grades K-8PS K-8 and Preschool  JH Junior High  HS High School  MS Middle School  EC-PS Early Childhood – Preschool Only |
| \* | FreeRedPerc |  | Decimal | 6,2 | Percentage of students served under federal free and reduced lunch program. This is a percentage (100.00). |

Student: This table provides all demographic information related to a student.

| **Req** | **Column Name** | **Key** | **Type** | **Size** | **Special Editing Requirements** |
| --- | --- | --- | --- | --- | --- |
| \* | StudentId | Primary | Text | 10 | Provided by district. This ID relates to student and all other student-related tables. |
| \* | SchoolId | Alternate | Num | 10 | Relates to School table. |
|  | AlternateId | Alternate | Num | 10 | Provided by district. Reporting purposes only. No editing. |
| \* | LastRevised |  | Date |  | Date record last revised (MM/DD/YYYY) |
| \* | ShortName |  | Text | 40 | Student first name or initials |
| \* | Gender |  | Num | 1 | 0=Male  1=Female |
| \* | BirthDate |  | Date |  |  |
| \* | Ethnicity |  | Num | 1 | 0=Not Hispanic Origin  1=Hispanic Origin |
| \* | Race |  | Num | 1 | 0=White  1=Black or African American  2=Hispanic  3=American Indian/Alaskan Native  4=Asian  5=Native Hawaiian/Pacific Islander  6=Two or More |
| \* | ZipCode |  | Num | 5 |  |
| \* | HomeroomStaff |  | Text | 40 | Teacher name – assigned homeroom |
| \* | StaffEmailDefault |  | Text | 80 | Email address that is used as a default for all student information file notifications. |
| \* | Grade |  | Text | 8 | Grade Level Assignment  KG=Kindergarten  PS=Preschool  1 through 12 |
| \* | EnrollDate |  | Date |  | Enrollment date in district (MM/DD/YYYY) |
| \* | EnrollCode |  | Text | 10 | Enrollment code – use codes established from state-level Department of Education |
|  | WithdrawalDate |  | Date |  | Date withdrawal from district |
|  | WithdrawalCode |  | Text | 10 | Withdrawal code – use codes established from state-level Department of Education |
|  | NbrofRetentions |  | Num | 1 | Number of times retained |
| \* | SPED |  | Text | 1 | Receives special education services  Y or N |
| \* | ELL |  | Text | 1 | English-language learner (receives services)  Y or N |
| \* | Gifted |  | Text | 1 | Receives gifted services  Y or N |
| \* | Sect504 |  | Text | 1 | Established 504 Plan  Y or N |
|  | ParentRelation |  | Text | 20 | Primary parental relation – describes primary parent relationship to student |

StudentPerformance: This table is used to record student performance measures. These measures could include classroom, district and state-level assessments.

| **Req** | **Column Name** | **Key** | **Type** | **Size** | **Special Editing Requirements** |
| --- | --- | --- | --- | --- | --- |
| \* | StudentId | Primary | Text | 10 | Provided by district. This ID relates to student and all other student-related tables. |
| \* | SchoolId | Alternate | Num | 10 | Relates to School table. |
| \* | PerformanceDate |  | Date |  | Date of performance measure (MM/DD/YYYY) |
| \* | SchoolYear |  | Text | 9 | Academic Year (Example: 2020-2021) |
| \* | PerformanceType |  | Text | 20 | Examples:  InterimAssmt  ORF  NWF  TeacherGrade  Summative  Formative  EOYSubjectGrade |
|  | InstructionalModality |  | Text | 2 | Examples:  IP = In-person Instruction  RI = Remote Instruction  PP = Partial proxies  EA = Extra Curricular Activities |
| \* | PerformanceCategory |  | Text | 5 | Examples:  OA = Online activity  PBL = Project-based learning  DI = Direct Instruction  IL = Independent Learning |
|  | InstructionalTime |  | Num | 6 | Number of minutes |
| \* | Timeframe |  | Num | 2 | Months associated with performance measure. Example: An annual review could show 12 |
| \* | SubjectPerformance |  | Text | 30 | Specific subject area of performance measure |
| \* | MasteryBased |  | Text | 1 | Valid values: Y-N  Indicates if performance was based on a mastery-based assessment model |
| \* | Grade |  | Text | 8 | Grade Level Assignment  KG=Kindergarten  PS=Preschool  1 through 12 |
| \* | TeacherId |  | Text | 10 | Provided by district. This ID relates to student and teacher performance records. |
| \* | Score1 |  | Num | 5 | Score assigned to performance measure-first score |
|  | Score2 |  | Num | 5 | Score assigned to performance measure-second (auxiliary) score |
|  | Score3 |  | Num | 5 | Score assigned to performance measure-third (auxiliary) score |
| \* | ScaleScore |  | Num | 5 | Scale Score assigned to performance measure |
| \* | LetterGrade |  | Text | 1 | Letter grade associated with Score1 |
| \* | Rating |  | Text | 20 | User-defined:  Highly Effective  Effective  Needs Improvement |
| \* | RatingCategory |  | Num | 2 | School Fuel Recoding of RatingCategory |
| \* | PercentageCorrect |  | Decimal | 4,2 | Percentage answered correctly associated with Score1 |
| \* | PercentageGrowth |  | Decimal | 4,2 | Percentage (auxiliary) associated with Score1 |
| \* | GPA |  | Decimal | 3,2 | GPA associated with end of year subject grade |

StudentDiscipline: This table is used to record student disciplinary actions. These data can be made up of classroom, school and district-level actions.

| **Req** | **Column Name** | **Key** | **Type** | **Size** | **Special Editing Requirements** |
| --- | --- | --- | --- | --- | --- |
| \* | StudentId | Primary | Text | 10 | Provided by district. This ID relates to student and all other student-related tables. |
| \* | SchoolId | Alternate | Num | 10 | Relates to School table. |
| \* | SchoolYear |  | Text | 9 | Academic Year (Example: 2020-2021) |
| \* | IncidentDate |  | Date |  | Date of incident (MM/DD/YYYY) |
|  | IncidentTime |  | Time |  | Time of incident (hh:mm:ss) |
|  | IncidentId |  | Text | 10 | Short description of incident |
| \* | StartDate |  | Date |  | Date of incident (MM/DD/YYYY) |
| \* | DispositionDate |  | Date |  | Date of discipline decision (MM/DD/YYYY) |
| \* | EndDate |  | Date |  | Date closed (MM/DD/YYYY) |
| \* | ViolationCode |  | Text | 4 | User-defined |
|  | ViolationDesc |  | Text | 40 | Description of violation |
| \* | DispositionCode |  | Text | 4 | User-defined |
|  | DispositionDesc |  | Text | 40 | Description of disposition |
| \* | IncidentDays |  | Num | 3 | Number of total days assigned to incident |
|  | Referral |  | Text | 40 | Name of person referring incident |
| \* | LocationCode |  | Text | 4 | Location where incident occurred  AO = Administrative Office  OC = Athletic Field / Playground  OF = Off campus  CL = Classroom  IC = In-classroom area (i.e. restroom)  SP = Special Area (i.e. library)  SB = School Bus |

StudentHealth: This table is used to record student visits to the health center at school.

| **Req** | **Column Name** | **Key** | **Type** | **Size** | **Special Editing Requirements** |
| --- | --- | --- | --- | --- | --- |
| \* | StudentId | Primary | Text | 10 | Provided by district. |
| \* | SchoolId | Alternate | Num | 10 | Relates to School table. |
| \* | SchoolYear |  | Text | 9 | Academic Year (Example: 2020-2021) |
| \* | DateofVisit |  | Date |  | Date of health-related incident |
| \* | Grade |  | Text | 8 | Grade Level Assignment  KG=Kindergarten  PS=Preschool  1 through 12 |
| \* | HealthCode |  | Text | 60 | Description of primary reason for health visit |
|  | SeverityCode |  | Text | 1 | Level of severity – 1=Not severe / 10=Severe |
|  | DisciplineRelationship |  | Text | 1 | Incident is related to discipline  Y-N |
| \* | LocationIncident |  | Text | 2 | Location where incident occurred  NA=Not related to a location  CL=Classroom  LR=Lunchroom  PG=Playground |

StudentAttendance: This table is used to record student attendance records.

| **Req** | **Column Name** | **Key** | **Type** | **Size** | **Special Editing Requirements** |
| --- | --- | --- | --- | --- | --- |
| \* | StudentId | Primary | Text | 10 | Provided by district. |
| \* | SchoolId | Alternate | Num | 10 | Relates to School table. |
| \* | SchoolYear |  | Text | 9 | Academic Year (Example: 2020-2021) |
| \* | DateofAbsence |  | Date |  | Date of absence |
| \* | Grade |  | Text | 8 | Grade Level Assignment  KG=Kindergarten  PS=Preschool  1 through 12 |
|  | AbsenceReason |  | Text | 60 | Description for absence |
| \* | AbsenceCode |  | Text | 2 | Absence code  IL=Ilness |
| \* | AbsenceHours |  | Num | 3 | Number of hours associated with absence. |

Teacher: This table is used to identify teaching staff members. Any staff member who provides instruction, is evaluated or Numeracts with students should be identified in this file. Student performance records are matched against this file to provide details related to classroom performance.

| **Req** | **Column Name** | **Key** | **Type** | **Size** | **Special Editing Requirements** |
| --- | --- | --- | --- | --- | --- |
| \* | TeacherId | Primary | Text | 10 | Provided by district. This ID relates to student and student performance records. |
| \* | SchoolId | Alternate | Num | 10 | Relates to School table. |
|  | AlternateId | Alternate | Num | 10 | Provided by district. Reporting purposes only. No editing. |
| \* | LastRevised |  | Date |  | Date record last revised (MM/DD/YYYY) |
| \* | TeacherName |  | Text | 40 | Teacher Name |
| \* | Gender |  | Num | 1 | 0=Male  1=Female |
| \* | Ethnicity |  | Num | 1 | 0=Not Hispanic Origin  1=Hispanic Origin |
| \* | Race |  | Num | 1 | 0=White  1=Black  2=American Indian  3=Asian |
|  | Title |  | Text | 20 | Job Title – for informational purposes only. |
| \* | Grade |  | Text | 8 | Grade Level Assignment  KG=Kindergarten  PS=Preschool  1 through 12 |
| \* | SubjectLevel |  | Text | 5 | Subject-level Description  ELE Elementary  MATH Math  LA Language Arts  SC Science  SS Social Studies |
| \* | HireDate |  | Date |  | Date hired (MM/DD/YYYY) |
|  | ReHireDate |  | Date |  | Date re-hired (MM/DD/YYYY) |
|  | TerminDate |  | Date |  | Termination Date (MM/DD/YYYY) |
| \* | SchoolExp |  | Num | 2 | Years of Experience within district |
|  | OtherExp |  | Num | 2 | Years of Experience outside district |
|  | Certs |  | Num | 2 | Number of Certifications |
|  | NBCT |  | Num | 1 | 1=National Board Certification |

TeacherPerformance: This table is used to record any performance-based assessment used to evaluate teaching professionals. The flexible table format allows for multiple entries and differing types of assessments for teaching professionals.

| **Req** | **Column Name** | **Key** | **Type** | **Size** | **Special Editing Requirements** |
| --- | --- | --- | --- | --- | --- |
| \* | TeacherId | Primary | Text | 10 | Provided by district. |
| \* | SchoolId | Alternate | Num | 10 | Relates to School table. |
| \* | PerformanceDate |  | Date |  | Date of performance measure (MM/DD/YYYY) |
| \* | SchoolYear |  | Text | 9 | Academic Year (Example: 2020-2021) |
| \* | PerformanceType |  | Text | 20 | User-defined:  Review  Walk-through  Prof Dev |
| \* | PerformanceCategory |  | Num | 2 | School Fuel Recoding of PerformanceType |
| \* | Timeframe |  | Num | 2 | Months associated with performance measure. Example: An annual review could show 12 |
| \* | SubjectPerformance |  | Text | 30 | User defined: Specific subject area of performance measure |
| \* | Grade |  | Text | 8 | Grade Level Assignment  K=Kindergarten  PreK=Preschool  1 through 12 |
| \* | Score |  | Num | 5 | Score assigned to performance measure |
| \* | Rating |  | Text | 20 | User-defined:  Highly Effective  Effective  Needs Improvement |
| \* | RatingCategory |  | Num | 2 | School Fuel Recoding of RatingCategory |
| \* | PercentageScore |  | Decimal | 4,2 | Percentage associated with Score |
|  | D1A |  | Decimal | 4,2 | Domain 1A Score |
|  | D1B |  | Decimal | 4,2 | Domain 1B Score |
|  | D1C |  | Decimal | 4,2 | Domain 1C Score |
|  | D1D |  | Decimal | 4,2 | Domain 1D Score |
|  | D1E |  | Decimal | 4,2 | Domain 1E Score |
|  | D1F |  | Decimal | 4,2 | Domain 1F Score |
|  | D1G |  | Decimal | 4,2 | Domain 1G Score |
|  | D1H |  | Decimal | 4,2 | Domain 1H Score |
|  | D1I |  | Decimal | 4,2 | Domain 1I Score |
|  | D1J |  | Decimal | 4,2 | Domain 1J Score |
|  | D2A |  | Decimal | 4,2 | Domain 2A Score |
|  | D2B |  | Decimal | 4,2 | Domain 2B Score |
|  | D2C |  | Decimal | 4,2 | Domain 2C Score |
|  | D2D |  | Decimal | 4,2 | Domain 2D Score |
|  | D2E |  | Decimal | 4,2 | Domain 2E Score |
|  | D2F |  | Decimal | 4,2 | Domain 2F Score |
|  | D2G |  | Decimal | 4,2 | Domain 2G Score |
|  | D2H |  | Decimal | 4,2 | Domain 2H Score |
|  | D2I |  | Decimal | 4,2 | Domain 2I Score |
|  | D2J |  | Decimal | 4,2 | Domain 2J Score |
|  | D3A |  | Decimal | 4,2 | Domain 3A Score |
|  | D3B |  | Decimal | 4,2 | Domain 3B Score |
|  | D3C |  | Decimal | 4,2 | Domain 3C Score |
|  | D3D |  | Decimal | 4,2 | Domain 3D Score |
|  | D3E |  | Decimal | 4,2 | Domain 3E Score |
|  | D3F |  | Decimal | 4,2 | Domain 3F Score |
|  | D3G |  | Decimal | 4,2 | Domain 3G Score |
|  | D3H |  | Decimal | 4,2 | Domain 3H Score |
|  | D3I |  | Decimal | 4,2 | Domain 3I Score |
|  | D3J |  | Decimal | 4,2 | Domain 3J Score |
|  | D4A |  | Decimal | 4,2 | Domain 4A Score |
|  | D4B |  | Decimal | 4,2 | Domain 4B Score |
|  | D4C |  | Decimal | 4,2 | Domain 4C Score |
|  | D4D |  | Decimal | 4,2 | Domain 4D Score |
|  | D4E |  | Decimal | 4,2 | Domain 4E Score |
|  | D4F |  | Decimal | 4,2 | Domain 4F Score |
|  | D4G |  | Decimal | 4,2 | Domain 4G Score |
|  | D4H |  | Decimal | 4,2 | Domain 4H Score |
|  | D4I |  | Decimal | 4,2 | Domain 4I Score |
|  | D4J |  | Decimal | 4,2 | Domain 4J Score |
|  | D5A |  | Decimal | 4,2 | Domain 5A Score |
|  | D5B |  | Decimal | 4,2 | Domain 5B Score |
|  | D5C |  | Decimal | 4,2 | Domain 5C Score |
|  | D5D |  | Decimal | 4,2 | Domain 5D Score |
|  | D5E |  | Decimal | 4,2 | Domain 5E Score |
|  | D5F |  | Decimal | 4,2 | Domain 5F Score |
|  | D5G |  | Decimal | 4,2 | Domain 5G Score |
|  | D5H |  | Decimal | 4,2 | Domain 5H Score |
|  | D5I |  | Decimal | 4,2 | Domain 5I Score |
|  | D5J |  | Decimal | 4,2 | Domain 5J Score |

Parent: This table is used to record parent (household) information. This information can be helpful in considering possible district/school interventions and link to broader understandings in terms of mobility and labor-related community factors.

| **Req** | **Column Name** | **Key** | **Type** | **Size** | **Special Editing Requirements** |
| --- | --- | --- | --- | --- | --- |
| \* | ParentId | Primary | Text | 10 | Provided by district. One record per household. |
| \* | SchoolId | Alternate | Num | 10 | Relates to School table. |
| \* | LastRevised |  | Date |  | Date record last revised (MM/DD/YYYY) |
| \* | SchoolYear |  | Text | 9 | Academic Year (Example: 2020-2021) |
| \* | ZipCode |  | Num | 5 | Valid Zip Code of Household |
|  | HouseholdType |  | Text | 3 | User defined:  SFH - Single Family Household  SPR - Split Parent Relationship |
| \* | MonthsInDistrict |  | Num | 4 | Months in District |
| \* | NumberOfStudents |  | Num | 2 | Number of students registered within the district. |

Sibling: This table is used to link students who are part of the same household/family. (Future Development – Spring 2022).

Feedback: This table is used to record feedback from students, teachers and parents. This feedback could take the form of ongoing surveys about classroom interactions, school or district satisfaction surveys or other observational data as reported by the student.

| **Req** | **Column Name** | **Key** | **Type** | **Size** | **Special Editing Requirements** |
| --- | --- | --- | --- | --- | --- |
| \* | SchoolId | Alternate | Num | 10 | Relates to School table. |
| \* | FeedbackDate |  | Date |  | Date of feedback item (MM/DD/YYYY) |
| \* | SchoolYear |  | Text | 9 | Academic Year (Example: 2020-2021) |
|  | StudentId |  | Text | 10 | Provided by district. This ID relates to student and all other student-related tables. |
|  | TeacherId |  | Text | 10 | Provided by district. This ID relates to teacher table. This is used when data relates to a particular classroom. |
|  | ParentId |  | Text | 10 | Provided by district. One record per household. |
| \* | FeedbackType |  | Text | 20 | Refers to the type of survey or feedback mechanism used by the school or district. |
| \* | FeedbackCategory |  | Text | 3 | The category code used for a particular item within a feedback process. |
|  | FeedbackSubcategory |  | Text | 3 | A subcategory that further defines feedback category |
| \* | FeedbackValue |  | Text | 20 | The value associated with student input. |

Note: At least one feedback category/value is required.