EIS Extract Format
Effective 5/23/2012

Transmit Header

Extract Data Element	Length	Format	Key	Description
Record ID	3	9(3)		001
Record Version	2	99		01
Filler	2	99		Must be zero filled.
District ID	3	9(3)		The ID number assigned by SDE must be a valid active public school district in SDE Directory.
TH Extract Date	8	9(8)		Must use Format of CCYYMMDD, the date of creation for this batch. Refer to transmission rules.
TH File Name	20	X(20)		The physical file name for this transmission. Refer to transmission rules in the EIS Manual.
Filler	20	X(20)		Reserved for future use, must be spaces.

200 Day Calendar

Extract Data Element	Length	Format	Key	Description
Record ID	3	9(3)		010
Record Version	2	99		01
Record Type	1	X		New=N, Edit=E, Delete=D
Filler	2	99		Must be zero filled.
District ID	3	9(3)	Y	The ID number assigned by SDE must be a valid active public school district in SDE Directory.
School Year	4	9(4)	Y	The four-digit school year that the instructional program will be operated to provide instructional services to students. The year of the fall semester. Must be in format, "CCYY". Cannot be zero.
Calendar Number	2	99	Y	The number for this school year the district has assigned to uniquely identify the calendar within the district (ex 01,02..) Traditional, year round. Valid values 01 – 99.
Instructional Calendar	1	X		Within the district, defines how the calendar will operate during the school year to provide instructional services to students. Valid values are: • Traditional = T • Year Round (Non-traditional) = Y
Scheduled Days	1	9		The days of the week that students will be attending school on a regular basis during the calendar. Valid values are: • Monday through Friday = 1 • Monday through Saturday = 2
Stockpile Inclement Weather Days	2	99		The number of stockpile days that have been designated in the calendar for inclement weather.
Stockpile Professional Development Days	2	99		The number of days allocated by stockpiling that may be applied to instructional days in the calendar for professional development.
In Service Days	4	99v99		The number of days the district designates for discretionary In Service days.
Optional In Service Days	4	99v99		The number of days allocated for individual choice of professional development activities
Parent Teacher Conference Days	1	9		The number of days allocated for parents and teachers to meet
Teacher Vacation Days	2	99		The number of days allocated for teachers paid vacation.
Abbreviated Days	1	9		The number of days allocated for instructional days that have been

				shortened to less than the state minimum school day of 6.5 hours.
Discretionary Teacher Vacation Days	4	99v99		The number of days the district designates for discretionary Teacher Vacation days.
Discretionary In Service Days	4	99v99		The number of days the district designates for discretionary In Service days.
Discretionary Administrative Days	4	99v99		The number of days the district designates for discretionary administrative activities.
Discretionary Instructional Days	4	99v99		The number of days the district designates for discretionary Instructional days.
Discretionary Other Days	4	99v99		The number of days the district designates for discretionary other days.
Instructional Days	3	9(3)		The number of days for classroom instruction.
Filler	20	X(20)		Reserved for future use. Must be spaces.

200 Day Event Calendar

Extract Data Element	Length	Format	Key	Description
Record ID	3	9(3)		011
Record Version	2	99		01
Record Type	1	X		New=N, Edit=E, Delete=D
Filler	2	99		Must be zero filled.
District ID	3	9(3)	Y	The ID number assigned by SDE must be a valid active public school district in SDE Directory.
School Year	4	9(4)	Y	The four-digit school year that the instructional program will be operated to provide instructional services to students. The year of the fall semester. Must be in format, "CCYY"
Calendar Number	2	99	Y	The number for this school year the district has assigned to uniquely identify the calendar within the district (ex 01,02..) Traditional, year round. Valid values 01 – 99.
Event Date	8	9(8)	Y	The date that the instructional or non-instructional event will take place. Must be in format, "CCYYMMDD".
Event Type	2	XX	Y	The type of event that takes place on the date. Reference EIS Appendix A – Calendar Events for possible values.
School Day Type	1	X		Indicates if the event will be counted as an instructional (I) or non-instructional (N) day.
Event Duration	3	9v99		The amount of time for the event as recognized by the school. A maximum of 1 day per event extract. An extract must be sent for each day for events spanning more than one day. Valid values: • 1 Day = 100 • ½ Day = 050 • 1/3 Day = 033
Filler	20	X(20)		Reserved for future use. Must be spaces.

Instructional Program

Extract Data Element	Length	Format	Key	Description
Record ID	3	9(3)		020
Record Version	2	99		01
Record Type	1	X		New=N, Edit=E, Delete=D
Filler	2	99		Must be zero filled.
District ID	3	9(3)	Y	The ID number assigned by SDE must be a valid active public school district in SDE Directory.
School ID	4	9(4)	Y	The ID number assigned by SDE must be a valid active public school within the school district in SDE Directory.
School Year	4	9(4)	Y	The four-digit school year that the instructional program will be operated to provide instructional services to students. The year of the fall semester. Must be in format, "CCYY"
Calendar Number	2	99	Y	The number for this school year the district has assigned to uniquely identify the calendar within the district (ex 01,02..) Traditional, year round. Valid values 01-99.
Instructional Program Number	2	99	Y	The number assigned to the instructional program to uniquely identify the instructional program within the school. For example, 01 = Traditional, 02 = Non-traditional (year round), either may be any number between 01 and 99.
Instructional Calendar	1	X		Defines how the calendar will operate during the school year to provide instructional services to students. Valid values are: • Traditional = T • Year Round (Non-traditional) = Y
Student Day	3	9(3)		The length in minutes for a standard full-time day of instruction including lunch, for students in this program within the school. Do not confuse this with the Student Standard Day. Value is in minutes.
Teacher Day	3	9(3)		The length in minutes for a standard full-time day of instruction including lunch, for teachers in this program within the school. This is usually the student day plus the time teachers are required to be at the school both before student arrival and after student departure. Value is in minutes.
School Stockpile Professional Development Days	2	99		The number of days a school has designated as stockpile for professional development when the district did not declare stockpiling.

				If district declared stockpiling this must be zero. This field is to be used only if the district does not stockpile professional development and the school elects to stockpile professional development.
Block Schedule	1	X		Does school use block schedule, valid values are: - School is on Block Schedule = Y - School is not on Block Schedule = N
Spring Block Begin Date	8	9(8)		If the school is on block schedule the day the spring block begins, format is CCYYMMDD. If school does not user block schedule value must be zeroes.
Filler	11	X(11)		Reserved for future use. Must be spaces.

Instructional Program Report Period

Extract Data Element	Length	Format	Key	Description
Record ID	3	9(3)		021
Record Version	2	99		01
Record Type	1	X		New=N, Edit=E, Delete=D
Filler	2	99		Must be zero filled.
District ID	3	9(3)	Y	The ID number assigned by SDE must be a valid active public school district in SDE Directory.
School ID	4	9(4)	Y	The ID number assigned by SDE must be a valid active public school within the school district in SDE Directory.
School Year	4	9(4)	Y	The four-digit school year that the instructional program will be operated to provide instructional services to students. The year of the fall semester. Must be in format, "CCYY"
Instructional Program Number	2	99	Y	The number assigned to the instructional program to uniquely identify the instructional program within the school. For example, 01 = Traditional, 02 = Non-traditional (year round), either may be any number between 01 and 99.
Report Period Number	2	99	Y	The number of the report period during the Instructional Program. See EIS Appendix B- Report Periods for valid values.
Report Period Begin Date	8	9(8)		The first day of a 20-day report period. Must be format "CCYYMMDD".
Report Period End Date	8	9(8)		The last day of a 20-day report period. Must be format "CCYYMMDD".
Filler	20	X(20)		Reserved for future use. Must be spaces.

School Days

Extract Data Element	Length	Format	Key	Description
Record ID	3	9(3)		022
Record Version	2	99		01
Record Type	1	X		New=N, Edit=E, Delete=D
Filler	2	99		Must be zero filled.
District ID	3	9(3)	Y	The ID number assigned by SDE must be a valid active public school district in SDE Directory.
School ID	4	9(4)	Y	The ID number assigned by SDE must be a valid active public school within the school district in SDE Directory.
School Year	4	9(4)	Y	The four-digit school year that the instructional program will be operated to provide instructional services to students. The year of the fall semester. Must be in format, "CCYY"
Instructional Program Number	2	99	Y	The number assigned to the instructional program to uniquely identify the instructional program within the school. For example, 01 = Traditional, 02 = Non-traditional (year round), either may be any number between 01 and 99.
Event Date	8	9(8)	Y	The date that the instructional or non-instructional event will take place. Must be in format, "CCYYMMDD".
Event Type	2	XX	Y	The type of event that takes place on the date. Reference EIS Appendix A- Calendar Events for possible values.
Event Duration	3	9v99		The amount of time for the event as recognized by the school. A maximum of 1 day per event extract. An extract must be sent for each day for events spanning more than one day. Valid values: • 1 Day = 100 • ½ Day = 050 • 1/3 Day = 033
School Day Type	1	X		Indicates if the event will be counted as an instructional (I) or non-instructional (N) day.
Filler	20	X(20)		Reserved for future use. Must be spaces.

Class Section

Extract Data Element	Length	Format	Key	Description
Record ID	3	9(3)		030
Record Version	2	99		02
Record Type	1	X		New=N, Edit=E, Delete=D
Filler	2	99		Must be zero filled.
District ID	3	9(3)	Y	The ID number assigned by SDE must be a valid active public school district in SDE Directory.
School ID	4	9(4)	Y	The ID number assigned by SDE must be a valid active public school within the school district in SDE Directory.
School Year	4	9(4)	Y	The four-digit school year that the instructional program will be operated to provide instructional services to students. The year of the fall semester. Must be in format, "CCYY"
Instructional Program Number	2	99	Y	The number assigned to the instructional program to uniquely identify the instructional program within the school. For example, 01 = Traditional, 02 = Non-traditional (year round), either may be any number between 01 and 99.
Course Code	5	9(5)	Y	The SDE Course code. If a special number is needed for university, vocational rehab center, see Correlation of Course Codes.
Local Class Number	15	X(15)	Y	The local class number that uniquely identifies the class at the school. For example this may include a course number and section number 010001, course number 0100. The format may vary by SIS package and by school within a SIS package. Value cannot be spaces.
Filler	2	99		Must be zero filled
Service District ID	3	9(3)		The district of the school where the class is being offered. If offered at a private location Service District ID must be 999. If offered at primary school this would be same as District ID. If offered at another public school it would be the district number to which that school is assigned.
Service School ID	4	9(4)		The school where the class is being offered. If offered at a University private school or vocational center the Service School ID must be 0005. If offered at primary school this would be same as School ID. If offered at another public school it would be the school number to which that school is assigned.
Class Type	1	X		Structure of the class. Valid values are:

				• Traditional = T • Pull-out = P • Self-Contained Departmentalized = C Note: Self-contained classes are reported as traditional (do not confuse this with self-contained departmentalized).
Teaching Method	1	X		Traditional or Distance Learning. Distance Learning facilitator must be a licensed teacher but endorsement in subject is not required. Valid values are: • Traditional = "T" • Distance Learning (other than on-line) = "D" • On-line Course = "O"
Class Begin Date	8	9(8)		First day of a class. Must be in format, "CCYYMMDD".
Class End Date	8	9(8)		Last day of a class. Must be in format, "CCYYMMDD". If class runs thru the last day of attendance for the school year may be zeroes.
Honors Class Indicator	1	X		Indicates if the class is designated as being a Honors Class. Valid values are: • Y = Class is honors • N or null = Not a honors class
Filler	18	X(18)		Reserved for future use. Must be spaces.

Class Section Schedule

Extract Data Element	Length	Format	Key	Description
Record ID	3	9(3)		031
Record Version	2	99		01
Record Type	1	X		New=N, Edit=E, Delete=D
Filler	2	99		Must be zero filled.
District ID	3	9(3)	Y	The ID number assigned by SDE must be a valid active public school district in SDE Directory.
School ID	4	9(4)	Y	The ID number assigned by SDE
School Year	4	9(4)	Y	The four-digit school year that the instructional program will be operated to provide instructional services to students. The year of the fall semester. Must be in format, "CCYY"
Instructional Program Number	2	99	Y	The number assigned to the instructional program to uniquely identify the instructional program within the school. For example, 01 = Traditional, 02 = Non-traditional (year round), either may be any number between 01 and 99.
Local Class Number	15	X(15)	Y	The local class number that uniquely identifies the class at the school. For example this may include a course number and section number 010001, course number 0100. The format may vary by SIS package and by school within a SIS package.
Monday Duration	3	9(3)		Period duration in minutes, may or may not contain class change time. Report in minutes, do not report fractional minutes. May include lunch time in grades P3-8, may not include lunch time in grades 9-12.
Monday Assigned Period	2	99		The period number of the day the class is scheduled to meet on the specified day (the first period class meets if it spans multiple periods)
Tuesday Duration	3	9(3)		Period duration in minutes, may or may not contain class change time. Report in minutes, do not report fractional minutes. May include lunch time in grades P3-8, may not include lunch time in grades 9-12.
Tuesday Assigned Period	2	99		The period number of the day the class is scheduled to meet on the specified day (the first period class meets if it spans multiple periods)
Wednesday Duration	3	9(3)		Period duration in minutes, may or may not contain class change time. Report in minutes, do not report fractional minutes. May include lunch time in grades P3-8, may not include lunch time in grades 9-12.
Wednesday Assigned Period	2	99		The period number of the day the class is scheduled to meet on the

				specified day (the first period class meets if it spans multiple periods)
Thursday Duration	3	9(3)		Period duration in minutes, may or may not contain class change time. Report in minutes, do not report fractional minutes. May include lunch time in grades P3-8, may not include lunch time in grades 9-12.
Thursday Assigned Period	2	99		The period number of the day the class is scheduled to meet on the specified day (the first period class meets if it spans multiple periods)
Friday Duration	3	9(3)		Period duration in minutes, may or may not contain class change time. Report in minutes, do not report fractional minutes. May include lunch time in grades P3-8, may not include lunch time in grades 9-12.
Friday Assigned Period	2	99		The period number of the day the class is scheduled to meet on the specified day (the first period class meets if it spans multiple periods)
Saturday Duration	3	9(3)		Period duration in minutes, may or may not contain class change time. Report in minutes, do not report fractional minutes. May include lunch time in grades P3-8, may not include lunch time in grades 9-12.
Saturday Assigned Period	2	99		The period number of the day the class is scheduled to meet on the specified day (the first period class meets if it spans multiple periods)
Filler	20	X(20)		Reserved for future use. Must be spaces.

Note: See EIS Appendix K – Class section Day of Week Duration

Student

Extract Data Element	Length	Format	Key	Description
Record ID	3	9(3)		040
Record Version	**2**	**99**		**03**
Record Type	1	X		New=N, Edit=E, Delete=D
Filler	2	99		Must be zero filled.
District ID	3	9(3)	Y	The ID number assigned by SDE must be a valid active public school district in SDE Directory.
School ID	4	9(4)	Y	The ID number assigned by SDE must be a valid active public school within the school district in SDE Directory.
School Year	4	9(4)	Y	The four-digit school year that the instructional program will be operated to provide instructional services to students. The year of the fall semester. Must be in format, "CCYY"
Instructional Program Number	2	99	Y	The number assigned to the instructional program to uniquely identify the instructional program within the school. For example, 01 = Traditional, 02 = Non-traditional (year round), either may be any number between 01 and 99.
Student Social Security Number	9	9(9)	Y	Social Security Number of student if provided, format 999999999.
Student PIN	9	9(9)	Y	The unique identifier provided by the school for a student if the student's Social Security Number not provided, format 999999999.
Local Student Key	10	9(10)		Local software generated number that identifies the student, format 9999999999.
First Name	15	X(15)		Legally recognized first name of the student
Middle Name	15	X(15)		Legally recognized middle name of the student. If the student does not have a middle name the value will be spaces.
Last Name	25	X(25)		Legally recognized last name of the student
Suffix	3	X(3)		Legally recognized suffix of the student. If student does not have a name suffix the value will be spaces.
Date of Birth	8	9(8)		The date the student was born, format "CCYYMMDD"
Student Previous Social Security Number	9	9(9)		Previous SSN reported for student. If no previous SSN value must be all zeroes.
Student Previous PIN	9	9(9)		Previous PIN reported for student. If no previous PIN the value must be zeroes.
Previous First Name	15	X(15)		Previous first name reported for student. If no previous first name value

				must be spaces.
Previous Middle Name	15	X(15)		Previous middle name reported for student. If no previous middle name value must be spaces.
Previous Last Name	25	X(25)		Previous last name reported for student. If no previous last name value must be spaces.
Gender	1	X		The student's gender. Valid values are: • Male = M • Female = F
Filler	1	X		Must be space filler
Filler	4	X(4)		Must be space filled.
Immigrant Student	1	X		If the student immigrated to the United States value must be "Y" if a naturally born student citizen of the United States value must be "N".
Date First Enrolled in a US School	8	9(8)		If student immigrated to the United States the year the student first enrolled in a school in US, format "CCYYMMDD". Value will be all zeroes if not immigrant student.
Year Entered Ninth Grade	4	9(4)		The school year the student was promoted to the ninth grade, Format must be "CCYY". Example, if student was promoted to the ninth grade during the 2006-07 school year value would be 2006. Value will be all zeroes if student has not yet entered 9th grade. If child has not yet entered 9th grade must be zeroes.
Native Language	3	X(3)		See EIS Appendix P - Language List
State Assigned Student ID	9	9(9)		The unique state assigned student id generated in the EIS system.
Mother's Maiden Last Name	25	X(25)		The student's mother' maiden name.
Student's City of Birth	30	X(30)		The city in which the student was born.
Student's County of Birth Code	3	9(03)		The code for the student's county of birth
Student's State of Birth Code	2	X(02)		The code for the student's state of birth
Student's Country of Birth Code	2	X(02)		The code for the student's country of birth
Hispanic	1	X		The ethnicity of the student member. Valid values are: • H = Hispanic • N = Non-Hispanic
American Indian Alaskan Native	1	X		Is the student member a member of this race, valid values are: • Y = member of this racial group • N = not a member of this racial group

Asian	1	X		Is the student member a member of this race, valid values are: • Y = member of this racial group • N = not a member of this racial group
Native Hawaiian or Pacific Islander	1	X		Is the student member a member of this race, valid values are: • Y = member of this racial group • N = not a member of this racial group
Black or African American	1	X		Is the student member a member of this race, valid values are: • Y = member of this racial group • N = not a member of this racial group
White	1	X		Is the student member a member of this race, valid values are: • Y = member of this racial group • N = not a member of this racial group
Filler	20	X(20)		Reserved for future use. Must be spaces.

Student Enrollment

Extract Data Element	Length	Format	Key	Description
Record ID	3	9(3)	Y	041
Record Version	**2**	**99**	**Y**	**02**
Record Type	1	X		New=N, Edit=E, Delete=D
Filler	2	99		Must be zero filled.
District ID	3	9(3)	Y	The ID number assigned by SDE must be a valid active public school district in SDE Directory.
School ID	4	9(4)	Y	The ID number assigned by SDE must be a valid active public school within the school district in SDE Directory.
School Year	4	9(4)	Y	The four-digit school year that the instructional program will be operated to provide instructional services to students. The year of the fall semester. Must be in format, "CCYY"
Instructional Program Number	2	99	Y	The number assigned to the instructional program to uniquely identify the instructional program within the school. For example, 01 = Traditional, 02 = Non-traditional (year round), either may be any number between 01 and 99.
Student Social Security Number	9	9(9)	Y	Social Security Number of student if provided, format 999999999.
Student PIN	9	9(9)	Y	The unique identifier provided by the school for a student if the student's Social Security Number not provided, format 999999999.
Local Student Key	10	9(10)		Local software generated number that identifies the student, format 9999999999.
Instr Service Period Type of Service	1	X		The type of service the student is receiving at the school. Valid values are: • Primary School = P • Receiving Partial Service = S
Enrollment Date	8	9(8)	Y	The student's first day of attendance for this enrollment, format "CCYYMMDD"
Enrollment Reason	2	XX		See EIS Appendix D – Enrollment Reasons for valid codes.
English Language Background	1	X		See EIS Appendix E – English Language Background for valid codes
Course of Study	1	X		The student's course of study for this enrollment. Valid values are: • T = Technical or Focus of Study – CTE • U = University

				• D = Dual • N/A = Blank
Filler	1	X		Reserved for future use. Must be space filled.
Filler	2	99		Must be zero filled
Primary District ID	3	9(3)		ID of district providing service, when not student's primary/home school district
Primary School ID	4	9(4)		ID of school providing service, when not student's primary/home school
State Assigned Student ID	9	9(9)		The unique state assigned student id generated in the EIS system.
Filler	11	X(11)		Reserved for future use. Must be spaces.
Homeless Primary Night Time Residence	2	9(2)		A homeless student's residence at the time of enrollment or at the identification as homeless, see EIS Appendix R- Homeless Primary Night Time REsidence for valid codes
Homeless Served by McKinney - Vento	1	X		a homeless student served by federal McKinney-Vento funds any time during the school year, valid entries are: • Y = served by McKinney-Vento • N = not served by McKinney-Vento • Blank = not served by McKinney-Vento
Homeless Unacompanied Youth	1	X		A homeless student who is not living with a parent or guardian, valid entries are: • Y = homeless and unaccompanied • N = homeless but not unaccompanied Blank = homeless but not unaccompanied
SES Applied	1	X		Indicates a student has applied for Supplemental Educational Services (SES). Valid values are: • Y = Student has applied • N or Space = Student has not applied
SES Receiving	1	X		Indicates a student is receiving Supplemental Educational Services (SES). Valid values are: • Y = Student receives services • N or Space = Student does not receive services
Filler	20	X(20)		Reserved for future use. Must be spaces.

Student Ineligibility Funding Status

Extract Data Element	Length	Format	Key	Description
Record ID	3	9(3)	Y	042
Record Version	2	99	Y	01
Record Type	1	X		New=N, Edit=E, Delete=D
Filler	2	99		Must be zero filled.
District ID	3	9(3)	Y	The ID number assigned by SDE must be a valid active public school district in SDE Directory.
School ID	4	9(4)	Y	The ID number assigned by SDE must be a valid active public school within the school district in SDE Directory.
School Year	4	9(4)	Y	The four-digit school year that the instructional program will be operated to provide instructional services to students. The year of the fall semester. Must be in format, "CCYY"
Instructional Program Number	2	99	Y	The number assigned to the instructional program to uniquely identify the instructional program within the school. For example, 01 = Traditional, 02 = Non-traditional (year round), either may be any number between 01 and 99.
Student Social Security Number	9	9(9)	Y	Social Security Number of student if provided, format 999999999.
Student PIN	9	9(9)	Y	The unique identifier provided by the school for a student if the student's Social Security Number not provided, format 999999999.
Local Student Key	10	9(10)		Local software generated number that identifies the student
Fund Inelig Status	1	9		Indicator to determine if student is eligible for state funding. Valid values are: • Excluded. Out-of-State = 1 • Excluded, I20 Student = 2 • Not Excluded = 0
Fund Inelig Begin Date	8	9(8)	Y	The start date for this funding status, format "CCYYMMDD".
Fund Inelig End Date	8	9(8)		The end date for this funding status, format "CCYYMMDD". If status has not ended must be zeroes.
State Assigned Student ID	9	9(9)		The unique state assigned student id generated in the EIS system.
Filler	11	X(11)		Reserved for future use. Must be spaces.

Student Instructional Grade

Extract Data Element	Length	Format	Key	Description
Record ID	3	9(3)	Y	043
Record Version	2	99	Y	01
Record Type	1	X		New=N, Edit=E, Delete=D
Filler	2	99		Must be zero filled.
District ID	3	9(3)	Y	The ID number assigned by SDE must be a valid active public school district in SDE Directory.
School ID	4	9(4)	Y	The ID number assigned by SDE must be a valid active public school within the school district in SDE Directory.
School Year	4	9(4)	Y	The four-digit school year that the instructional program will be operated to provide instructional services to students. The year of the fall semester. Must be in format, "CCYY"
Instructional Program Number	2	99	Y	The number assigned to the instructional program to uniquely identify the instructional program within the school. For example, 01 = Traditional, 02 = Non-traditional (year round), either may be any number between 01 and 99.
Student Social Security Number	9	9(9)	Y	Social Security Number of student if provided, format 999999999.
Student PIN	9	9(9)	Y	The unique identifier provided by the school for a student if the student's Social Security Number not provided, format 999999999.
Local Student Key	10	9(10)		Local software generated number that identifies the student
Instructional Grade Assignment	2	XX		Valid student grade assignments, see EIS Appendix L- Instructional Grade for valid codes.
Instr Grade Assignment Date	8	9(8)	Y	The date the student was assigned to this grade, Must be format "CCYYMMDD"
State Assigned Student ID	9	9(9)		The unique state assigned student id generated in the EIS system.
Filler	11	X(11)		Reserved for future use. Must be spaces.

EIS Extract Format
Effective 5/23/2012

Student Classification

Extract Data Element	Length	Format	Key	Description
Record ID	3	9(3)	Y	044
Record Version	2	99	Y	01
Record Type	1	X		New=N, Edit=E, Delete=D
Filler	2	99		Must be zero filled.
District ID	3	9(3)	Y	The ID number assigned by SDE must be a valid active public school district in SDE Directory.
School ID	4	9(4)	Y	The ID number assigned by SDE must be a valid active public school within the school district in SDE Directory.
School Year	4	9(4)	Y	The four-digit school year that the instructional program will be operated to provide instructional services to students. The year of the fall semester. Must be in format, "CCYY"
Instructional Program Number	2	99	Y	The number assigned to the instructional program to uniquely identify the instructional program within the school. For example, 01 = Traditonal, 02 = Non-traditional (year round), either may be any number between 01 and 99.
Student Social Security Number	9	9(9)	Y	Social Security Number of student if provided, format 999999999.
Student PIN	9	9(9)	Y	The unique identifier provided by the school for a student if the student's Social Security Number not provided, format 999999999.
Local Student Key	10	9(10)		Local software generated number that identifies the student
Student Classification Type	1	X	Y	See EIS Appendix S – Student Classifications for the valid codes.
Student Classify Begin Date	8	9(8)	Y	First date student was in this classification. Must be format "CCYYMMDD"
Student Classify End Date	8	9(8)		Last date student was in this classification. Must be format "CCYYMMDD". If classification has not ended value must be zeroes.
State Assigned Student ID	9	9(9)		The unique state assigned student id generated in the EIS system.
Filler	11	X(11)		Reserved for future use. Must be spaces.

Student Transportation

Extract Data Element	Length	Format	Key	Description
Record ID	3	9(3)	Y	045
Record Version	2	99	Y	01
Record Type	1	X		New=N, Edit=E, Delete=D
Filler	2	99		Must be zero filled.
District ID	3	9(3)	Y	The ID number assigned by SDE must be a valid active public school district in SDE Directory.
School ID	4	9(4)	Y	The ID number assigned by SDE must be a valid active public school within the school district in SDE Directory.
School Year	4	9(4)	Y	The four-digit school year that the instructional program will be operated to provide instructional services to students. The year of the fall semester. Must be in format, "CCYY"
Instructional Program Number	2	99	Y	The number assigned to the instructional program to uniquely identify the instructional program within the school. For example, 01 = Traditonal, 02 = Non-traditional (year round), either may be any number between 01 and 99.
Student Social Security Number	9	9(9)	Y	Social Security Number of student if provided, format 999999999.
Student PIN	9	9(9)	Y	The unique identifier provided by the school for a student if the student's Social Security Number not provided, format 999999999.
Local Student Key	10	9(10)		Local software generated number that identifies the student
AM Bus Number	6	X(6)	Y	Bus number student rides in morning (AM)
PM Bus Number	6	X(6)	Y	Bus number student rides in afternoon(PM)
Est Miles Transported	4	99v99		The estimated number of miles the student is transported one way to and/or from school. Example • 1 Mile = 0100 • 2.5 Miles = 0250
Filler	2	99		Must be zero filled.
Filler	3	X(3)		Reserved for future use. Must be spaces.
State Assigned Student ID	9	9(9)		The unique state assigned student id generated in the EIS system.
Filler	11	X11)		Reserved for future use. Must be spaces.

Student Disciplinary Action

Extract Data Element	Length	Format	Key	Description
Record ID	3	9(3)	Y	046
Record Version	2	99	Y	01
Record Type	1	X		New=N, Edit=E, Delete=D
Filler	2	99		Must be zero filled.
District ID	3	9(3)	Y	The ID number assigned by SDE must be a valid active public school district in SDE Directory.
School ID	4	9(4)	Y	The ID number assigned by SDE must be a valid active public school within the school district in SDE Directory.
School Year	4	9(4)	Y	The four-digit school year that the instructional program will be operated to provide instructional services to students. The year of the fall semester. Must be in format, "CCYY"
Instructional Program Number	2	99	Y	The number assigned to the instructional program to uniquely identify the instructional program within the school. For example, 01 = Traditional, 02 = Non-traditional (year round), either may be any number between 01 and 99.
Student Social Security Number	9	9(9)	Y	Social Security Number of student if provided, format 999999999.
Student PIN	9	9(9)	Y	The unique identifier provided by the school for a student if the student's Social Security Number not provided, format 999999999.
Local Student Key	10	9(10)		Local software generated number that identifies the student
Disciplinary Action Type	1	X	Y	See EIS Appendix G – Disciplinary Codes for valid values.
Disciplinary Begin Date	8	9(8)	Y	First day student is in this disciplinary action, format "CCYYMMDD"
Disciplinary End Date	8	9(8)		Last day student is in this disciplinary action, format "CCYYMMDD"
Disciplinary Primary Reason	2	99	Y	See EIS Appendix G – Disciplinary Codes for valid values.
Disciplinary Offense Date	8	9(8)		The date of the infraction which caused one or more disciplinary events. Include with each event related to the original infraction, format "CCYYMMDD". If there are multiple actions for the same offense, this date would be the same for all disciplinary actions related to this offense.
State Assigned Student ID	9	9(9)		The unique state assigned student id generated in the EIS system.
Zero-Tolerance	1	X		The offense is zero-tolerance
SE Modified Action	1	X		Disciplinary action was modified due to student being special education. Valid values are: Y=Yes, N or null = No

SE Disciplinary Action Authority	1	9	The authority for the disciplinary action imposed on a special ed student. Valid value are 1 = Removal by hearing officer, 3 = IEP Team Decision
Filler	8	X(8)	Reserved for future use. Must be spaces.

Student Standard Day

Extract Data Element	Length	Format	Key	Description
Record ID	3	9(3)	Y	047
Record Version	2	99	Y	01
Record Type	1	X		New=N, Edit=E, Delete=D
Filler	2	99		Must be zero filled.
District ID	3	9(3)	Y	The ID number assigned by SDE must be a valid active public school district in SDE Directory.
School ID	4	9(4)	Y	The ID number assigned by SDE must be a valid active public school within the school district in SDE Directory.
School Year	4	9(4)	Y	The four-digit school year that the instructional program will be operated to provide instructional services to students. The year of the fall semester. Must be in format, "CCYY"
Instructional Program Number	2	99	Y	The number assigned to the instructional program to uniquely identify the instructional program within the school. For example, 01 = Traditional, 02 = Non-traditional (year round), either may be any number between 01 and 99.
Student Social Security Number	9	9(9)	Y	Social Security Number of student if provided, format 999999999.
Student PIN	9	9(9)	Y	The unique identifier provided by the school for a student if the student's Social Security Number not provided, format 999999999.
Local Student Key	10	9(10)		Local software generated number that identifies the student
Student Standard Day	3	9(3)		Number of minutes for a full time student of this grade, must be expressed in minutes.
Student Std Day Effective Date	8	9(8)	Y	The start date for this student's standard day, format "CCYYMMDD"
State Assigned Student ID	9	9(9)		The unique state assigned student id generated in the EIS system.
Filler	11	X(11)		Reserved for future use. Must be spaces.

Student Class Assignment

Extract Data Element	Length	Format	Key	Description
Record ID	3	9(3)	Y	048
Record Version	2	99	Y	01
Record Type	1	X		New=N, Edit=E, Delete=D
Filler	2	99		Must be zero filled.
District ID	3	9(3)	Y	The ID number assigned by SDE must be a valid active public school district in SDE Directory.
School ID	4	9(4)	Y	The ID number assigned by SDE must be a valid active public school within the school district in SDE Directory.
School Year	4	9(4)	Y	The four-digit school year that the instructional program will be operated to provide instructional services to students. The year of the fall semester. Must be in format, "CCYY"
Instructional Program Number	2	99	Y	The number assigned to the instructional program to uniquely identify the instructional program within the school. For example, 01 = Traditional, 02 = Non-traditional (year round), either may be any number between 01 and 99.
Student Social Security Number	9	9(9)	Y	Social Security Number of student if provided, format 999999999.
Student PIN	9	9(9)	Y	The unique identifier provided by the school for a student if the student's Social Security Number not provided, format 999999999.
Local Student Key	10	9(10)		Local software generated number that identifies the student
Local Class Number	15	X(15)	Y	Local unique number assigned the class to which the student is assigned.
Student Class Begin Date	8	9(8)	Y	The first day a student was assigned to the class, format "CCYYMMDD"
Student Class End Date	8	9(8)		The last day a student was assigned to the class, format "CCYYMMDD".
Vocational Outside IEP	1	X		Indicates this vocational course is above the base 23.5 Special Ed. Contract hours and will be included in Vocational Ed report. Yes = Y, Otherwise blank
State Assigned Student ID	9	9(9)		The unique state assigned student id generated in the EIS system.
Filler	11	X(11)		Reserved for future use. Must be spaces.

Student Attendance

Extract Data Element	Length	Format	Key	Description
Record ID	3	9(3)	Y	049
Record Version	2	99	Y	01
Record Type	1	X		New=N, Edit=E, Delete=D
Filler	2	99		Must be zero filled.
District ID	3	9(3)	Y	The ID number assigned by SDE must be a valid active public school district in SDE Directory.
School ID	4	9(4)	Y	The ID number assigned by SDE must be a valid active public school within the school district in SDE Directory.
School Year	4	9(4)	Y	The four-digit school year that the instructional program will be operated to provide instructional services to students. The year of the fall semester. Must be in format, "CCYY"
Instructional Program Number	2	99	Y	The number assigned to the instructional program to uniquely identify the instructional program within the school. For example, 01 = Traditional, 02 = Non-traditional (year round), either may be any number between 01 and 99.
Student Social Security Number	9	9(9)	Y	Social Security Number of student if provided, format 999999999.
Student PIN	9	9(9)	Y	The unique identifier provided by the school for a student if the student's Social Security Number not provided, format 999999999.
Local Student Key	10	9(10)		Local software generated number that identifies the student
Attendance Date	8	9(8)	Y	Must be format "CCYYMMDD"
Attendance Type	1	X		See EIS Appendix F – Attendance Codes for valid values.
State Assigned Student ID	9	9(9)		The unique state assigned student id generated in the EIS system.
Filler	11	X(11)		Reserved for future use. Must be spaces.

EIS Extract Format
Effective 5/23/2012

Student Withdraw

Extract Data Element	Length	Format	Key	Description
Record ID	3	9(3)	Y	050
Record Version	2	99	Y	01
Record Type	1	X		New=N, Edit=E, Delete=D
Filler	2	99		Must be zero filled.
District ID	3	9(3)	Y	The ID number assigned by SDE must be a valid active public school district in SDE Directory.
School ID	4	9(4)	Y	The ID number assigned by SDE must be a valid active public school within the school district in SDE Directory.
School Year	4	9(4)	Y	The four-digit school year that the instructional program will be operated to provide instructional services to students. The year of the fall semester. Must be in format, "CCYY"
Instructional Program Number	2	99	Y	The number assigned to the instructional program to uniquely identify the instructional program within the school. For example, 01 = Traditional, 02 = Non-traditional (year round), either may be any number between 01 and 99.
Student Social Security Number	9	9(9)	Y	Social Security Number of student if provided, format 999999999.
Student PIN	9	9(9)	Y	The unique identifier provided by the school for a student if the student's Social Security Number not provided, format 999999999.
Local Student Key	10	9(10)		The ID number assigned by SDE, must be a valid active public school district in SDE Directory.
Withdraw Date	8	9(8)	Y	The first date which a child did not attend school for this withdrawal, format, "CCYYMMDD"
Withdraw Reason	2	99		Reason student was withdrawn from the School providing services. Refer to EIS Appendix H- Withdrawal Reasons for valid codes.
State Assigned Student ID	9	9(9)		The unique state assigned student id generated in the EIS system.
Filler	11	X(11)		Reserved for future use. Must be spaces.

Student End of Service

Extract Data Element	Length	Format	Key	Description
Record ID	3	9(3)	Y	051
Record Version	2	99	Y	01
Record Type	1	X		New=N, Edit=E, Delete=D
Filler	2	99		Must be zero filled.
District ID	3	9(3)	Y	The ID number assigned by SDE must be a valid active public school district in SDE Directory.
School ID	4	9(4)	Y	The ID number assigned by SDE must be a valid active public school within the school district in SDE Directory.
School Year	4	9(4)	Y	The four-digit school year that the instructional program will be operated to provide instructional services to students. The year of the fall semester. Must be in format, "CCYY"
Instructional Program Number	2	99	Y	The number assigned to the instructional program to uniquely identify the instructional program within the school. For example, 01 = Traditional, 02 = Non-traditional (year round), either may be any number between 01 and 99.
Student Social Security Number	9	9(9)	Y	Social Security Number of student if provided, format 999999999.
Student PIN	9	9(9)	Y	The unique identifier provided by the school for a student if the student's Social Security Number not provided, format 999999999.
Local Student Key	10	9(10)		Local software generated number that identifies the student
End Of Service Action Date	8	9(8)	Y	Must be format "CCYYMMDD"
End Of Service Action	1	X		Designates the end of service action that took place at the end of the school year. Valid values are: • P = Promoted • R = Retained • D = Demoted
Completion Document Date	8	9(8)	Y	Date of the completion document. Must be in format, "CCYYMMDD". If the student is not a completer value must be zeroes.
Completion Document Type	1	9		See EIS Appendix J – Completion Documents.
Completion Document Period	2	X(2)		The period in which the student was awarded the completion document. If student is not a completer value must be spaces. Valid values are:

				• EA = Early, student graduated prior to normal spring graduation • SP = Spring, student graduated during normal spring graduation • SU = Summer, student graduated after completion of summer school
State Assigned Student ID	9	9(9)		The unique state assigned student id generated in the EIS system.
Filler	11	X(11)		Reserved for future use. Must be spaces.

Student Club Membership

Extract Data Element	Length	Format	Key	Description
Record ID	3	9(3)	Y	052
Record Version	2	99	Y	01
Record Type	1	X		New=N, Edit=E, Delete=D
Filler	2	99		Must be zero filled.
District ID	3	9(3)	Y	The ID number assigned by SDE must be a valid active public school district in SDE Directory.
School ID	4	9(4)	Y	The ID number assigned by SDE must be a valid active public school within the school district in SDE Directory.
School Year	4	9(4)	Y	The four-digit school year that the instructional program will be operated to provide instructional services to students. The year of the fall semester. Must be in format, "CCYY"
Instructional Program Number	2	99	Y	The number assigned to the instructional program to uniquely identify the instructional program within the school. For example, 01 = Traditional, 02 = Non-traditional (year round), either may be any number between 01 and 99.
Student Social Security Number	9	9(9)	Y	Social Security Number of student if provided, format 999999999.
Student PIN	9	9(9)	Y	The unique identifier provided by the school for a student if the student's Social Security Number not provided, format 999999999.
Local Student Key	10	9(10)		Local software generated number that identifies the student
Club ID	15	X(15)	Y	See EIS Appendix Q – Student Clubs for list of valid clubs
Club Membership Begin Date	8	9(8)	Y	Date the student joined this club this school year. Must be in format, "CCYYMMDD".
Club Membership End Date	8	9(8)		Date the student ended their club membership this school year. Must be in format "CCYYMMDD".
State Assigned Student ID	9	9(9)		The unique state assigned student id generated in the EIS system.
Filler	20	X(20)		Reserved for future use. Must be spaces.

Student Final Grade

Extract Data Element	Length	Format	Key	Description
Record ID	3	9(3)		080
Record Version	2	99		01
Record Type	1	X		New=N, Edit=E, Delete=D
Filler	2	99		Must be zero filled.
District ID	3	9(3)	Y	The ID number assigned by SDE must be a valid active public school district in SDE Directory.
School ID	4	9(4)	Y	The ID number assigned by SDE must be a valid active public school within the school district in SDE Directory.
School Year	4	9(4)	Y	The four-digit school year that the instructional program will be operated to provide instructional services to students. The year of the fall semester. Must be in format, "CCYY"
Instructional Program Number	2	99	Y	The number assigned to the instructional program to uniquely identify the instructional program within the school. For example, 01 = Traditional, 02 = Non-traditional (year round), either may be any number between 01 and 99.
Student Social Security Number	9	9(9)	Y	Social Security Number of student if provided, format 999999999.
Student PIN	9	9(9)	Y	The unique identifier provided by the school for a student if the student's Social Security Number not provided, format 999999999.
Local Student Key	10	9(10)		Local software generated number that identifies the student.
Year Class Was Taken	4	9(4)	Y	The four digit school year the class was taken ex: 2010-11 school year would be reported as 2010.
Term class was taken	2	X(2)	Y	Valid values are: • "S1" = Semester 1 • "S2" = Semester 2 • "T1" = Trimester 1 • "T2" = Trimester 2 • "T3" = Trimester 3 • "Q1" = Quarter 1 • "Q2" = Quarter 2 • "Q3" = Quarter 3 • "Q4" = Quarter 4 • "YR" = Year Long Course

				• "SU" = Summer School
Grade Assignment When Class was Taken	2	X(2)		See EIS Appendix L – Instructional Grade for valid values.
Private or Out of State Transfer	1	X		Indicates that the course credit was transferred from either a private or out-of-state school, valid values are: Y = Transferred from private or out-of-state N or null = Not transferred from private or out-of-state
Course Code	5	9(5)	Y	Must be a valid SDE course code. If transferred from a private or out-of-state school you must enter the equivalent SDE course code.
Local Course Number	15	X(15)		The local course number, usually a SDE course code plus the section number.
Credits Attempted	3	9v99		Number of credits the student attempted for the course, example: • One half credit (0.50) would be sent as 050 • One quarter credit (0.25) would be sent as 025 • One credit (1.00) would be sent as 100
Credits Earned	3	9v99		Number of credits the student earned for the course, example: • One half credit (0.50) would be sent as 050 • One quarter credit (0.25) would be sent as 025 • One credit (1.00) would be sent as 100 • No credits (0.00) would be sent as 000
Alpha Grade	2	X(2)		See EIS Appendix V – Student Alpha Grade for valid values.
Numeric Grade	3	9(3)		Numeric grade (final numeric grade excluding quality points awarded) • This is the final numeric grade awarded and excludes quality points awarded for the class. • If quality points are awarded, the quality points awarded for the class must be in Quality Points Awarded field.
Quality Points	1	9		The total quality points awarded for the course.
State Assigned Student ID	9	9(9)		The unique state assigned student id generated in the EIS system.
Filler	20	X(20)		Reserved for future use. Must be spaces.

Student TA Instructional Services

Extract Data Element	Length	Format	Key	Description
Record ID	3	9(3)		081
Record Version	2	99		01
Record Type	1	X		New=N, Edit=E, Delete=D
Filler	2	99		Must be zero filled.
District ID	3	9(3)	Y	The ID number assigned by SDE must be a valid active public school district in SDE Directory.
School ID	4	9(4)	Y	The ID number assigned by SDE must be a valid active public school within the school district in SDE Directory.
School Year	4	9(4)	Y	The four-digit school year that the instructional program will be operated to provide instructional services to students. The year of the fall semester. Must be in format, "CCYY"
Instructional Program Number	2	99	Y	The number assigned to the instructional program to uniquely identify the instructional program within the school. For example, 01 = Traditional, 02 = Non-traditional (year round), either may be any number between 01 and 99.
Student Social Security Number	9	9(9)	Y	Social Security Number of student if provided, format 999999999.
Student PIN	9	9(9)	Y	The unique identifier provided by the school for a student if the student's Social Security Number not provided, format 999999999.
Local Student Key	10	9(10)		Local software generated number that identifies the student
TA Instructional Assistance	2	9(2)	Y	• See EIS Appendix T – TA Instructional Services
State Assigned Student ID	9	9(9)		The unique state assigned student id generated in the EIS system.
Filler (changed)	20	X(20)		Reserved for future use. Must be spaces.

Student TA Support Services

Extract Data Element	Length	Format	Key	Description
Record ID	3	9(3)		082
Record Version	2	99		01
Record Type	1	X		New=N, Edit=E, Delete=D
Filler	2	99		Must be zero filled.
District ID	3	9(3)	Y	The ID number assigned by SDE must be a valid active public school district in SDE Directory.
School ID	4	9(4)	Y	The ID number assigned by SDE must be a valid active public school within the school district in SDE Directory.
School Year	4	9(4)	Y	The four-digit school year that the instructional program will be operated to provide instructional services to students. The year of the fall semester. Must be in format, "CCYY"
Instructional Program Number	2	99	Y	The number assigned to the instructional program to uniquely identify the instructional program within the school. For example, 01 = Traditional, 02 = Non-traditional (year round), either may be any number between 01 and 99.
Student Social Security Number	9	9(9)	Y	Social Security Number of student if provided, format 999999999.
Student PIN	9	9(9)	Y	The unique identifier provided by the school for a student if the student's Social Security Number not provided, format 999999999.
Local Student Key	10	9(10)		Local software generated number that identifies the student
TA Support Assistance	2	9(2)	Y	Student receives targeted support assistance. See EIS Appendix U – TA Support Services
State Assigned Student ID	9	9(9)		The unique state assigned student id generated in the EIS system.
Filler (changed)	20	X(20)		Reserved for future use. Must be spaces.

Student Choice Applied

Extract Data Element	Length	Format	Key	Description
Record ID	3	9(3)		083
Record Version	2	99		01
Record Type	1	X		New=N, Edit=E, Delete=D
Filler	2	99		Must be zero filled.
District ID	3	9(3)	Y	The ID number assigned by SDE must be a valid active public school district in SDE Directory.
School ID	4	9(4)	Y	The ID number assigned by SDE must be a valid active public school within the school district in SDE Directory.
School Year	4	9(4)	Y	The four-digit school year that the instructional program will be operated to provide instructional services to students. The year of the fall semester. Must be in format, "CCYY"
Instructional Program Number	2	99	Y	The number assigned to the instructional program to uniquely identify the instructional program within the school. For example, 01 = Traditional, 02 = Non-traditional (year round), either may be any number between 01 and 99.
Student Social Security Number	9	9(9)	Y	Social Security Number of student if provided, format 999999999.
Student PIN	9	9(9)	Y	The unique identifier provided by the school for a student if the student's Social Security Number not provided, format 999999999.
Local Student Key	10	9(10)		Local software generated number that identifies the student
Student Choice Applied	1	X		Indicates if a student applied for transfer due to Choice. Valid values are: • Y = student applied for transfer due to Choice • N or null = student did not apply for transfer due to Choice
State Assigned Student ID	9	9(9)		The unique state assigned student id generated in the EIS system.
Filler (changed)	20	X(20)		Reserved for future use. Must be spaces.

Note: This record must be sent from the school that the student applied to leave, not the school where the student was transferred.

Staff Member

Extract Data Element	Length	Format	Key	Description
Record ID	3	9(3)		060
Record Version	2	99		02
Record Type	1	X		New=N, Edit=E, Delete=D
Filler	2	99		Must be zero filled.
District ID	3	9(3)	Y	The ID number assigned by SDE must be a valid active public school district in SDE Directory.
School ID	4	9(4)	Y	The ID number assigned by SDE must be a valid active public school within the school district in SDE Directory. If staff member is a district wide position 9999 will be considered valid to designate that this is a district wide position. If the district wide staff member is a teacher of record in a school then 9999 is not a valid school number when reporting that staff and class data.
School Year	4	9(4)	Y	The four-digit school year that the instructional program will be operated to provide instructional services to students. The year of the fall semester. Must be in format, "CCYY"
Instructional Program Number	2	99	Y	The number assigned to the instructional program to uniquely identify the instructional program within the school. For example, 01 = Traditional, 02 = Non-traditional (year round), either may be any number between 01 and 99.
Staff Social Security Number	9	9(9)	Y	SSN of staff member
Teacher License Number	9	9(9)	Y	Current license number of staff member
Local Staff Key	10	9(10)		Local software generated number that identifies the staff member
First Name	15	X(15)		Legally recognized first name of staff member
Middle Name	15	X(15)		Legally recognized middle name of staff member. If staff does not have a middle name value must be spaces.
Last Name	25	X(25)		Legally recognized last name of staff member
Suffix	3	XXX		Legally recognized suffix of the staff member. If the staff does not have a suffix value must be spaces.
Date of Birth	8	9(8)		Staff member's date of birth, must be format "CCYYMMDD"
Staff Previous Social Security Number	9	9(9)		Previous SSN reported for staff member. If no previous SSN value must be zeroes.
Staff Previous Teacher License	9	9(9)		Previous license reported for staff member. If no previous license

Number				number value must be zeroes.
Previous First Name	15	X(15)		Previous first name reported for staff member. If no previous first name value must be spaces.
Previous Last Name	25	X(25)		Previous last name reported for staff member. If no previous last name value must be spaces.
Gender	1	X		Gender of staff member. Valid values are: • Male = M • Female = F
Ethnicity	1	X		The ethnicity of the staff member. Valid values are: • H = Hispanic • N = Non-Hispanic
American Indian or Alaskan Native	1	X		Is the staff member a member of this race, valid values are: • Y = member of this racial group • N = not a member of this racial group
Asian	1	X		Is the staff member a member of this race, valid values are: • Y = member of this racial group • N = not a member of this racial group
Native Hawaiian or Pacific Islander	1	X		Is the staff member a member of this race, valid values are: • Y = member of this racial group • N = not a member of this racial group
Black or African American	1	X		Is the staff member a member of this race, valid values are: • Y = member of this racial group • N = not a member of this racial group
White	1	X		Is the staff member a member of this race, valid values are: • Y = member of this racial group • N = not a member of this racial group
Filler	4	X(4)		Must be space filled.
Licensure Check	1	X		The reason a staff member may not be located in licensure. If no licensure check indicated value must be a space. Valid values are: • N = New Teacher • R = ROTC • U = University Teacher

				• O = Other
Waiver Request Course	4	9(4)		SDE course code not currently endorsed to teach (Not Used), this should be zero filled.
Staff Status	1	X		The employment status of the staff member. Valid values are: • F = Full Time • P = Part Time
Filler	20	X(20)		Reserved for future use. Must be spaces.

Staff Member Current Assignment

Extract Data Element	Length	Format	Key	Description
Record ID	**3**	**9(3)**		**062**
Record Version	2	99		01
Record Type	1	X		New=N, Edit=E, Delete=D
Filler	2	99		Must be zero filled.
District ID	3	9(3)	Y	The ID number assigned by SDE must be a valid active public school district in SDE Directory.
School ID	4	9(4)	Y	The ID number assigned by SDE must be a valid active public school within the school district in SDE Directory. If staff member is a district wide position 9999 will be considered valid to designate that this is a district wide position. If the district wide staff member is a teacher of record in a school then 9999 is not a valid school number when reporting that staff and class data.
School Year	4	9(4)	Y	Must be format "CCYY" for the year the fall semester begins
Staff Social Security Number	9	9(9)	Y	SSN of staff member
Teacher License Number	9	9(9)	Y	Current license number of staff member
Local Staff Key	10	9(10)		Local software generated number that identifies the staff member
Current Assignment	2	XX		A staff member's current assignment, See EIS Appendix I Staff Assignment Positions for valid codes. A staff member may have multiple current assignments.
Current Assignment Begin Date	8	9(8)		First day of current assignment in a school. Must be in format, "CCYYMMDD".
Current Assignment End Date	8	9(8)		Must be format "CCYYMMDD", the last day a staff member was in the current assignment. If staff current assignment has not ended, must be zero filled.
Filler	12	X(12)		Reserved for future use. Must be spaces.

Staff Member Class Assignment

Extract Data Element	Length	Format	Key	Description
Record ID	3	9(3)		063
Record Version	2	99		01
Record Type	1	X		New=N, Edit=E, Delete=D
Filler	2	99		Must be zero filled.
District ID	3	9(3)	Y	The ID number assigned by SDE must be a valid active public school district in SDE Directory.
School ID	4	9(4)	Y	The ID number assigned by SDE must be a valid active public school within the school district in SDE Directory.
School Year	4	9(4)	Y	The four-digit school year that the instructional program will be operated to provide instructional services to students. The year of the fall semester. Must be in format, "CCYY"
Staff Social Security Number	9	9(9)	Y	SSN of staff member
Teacher License Number	9	9(9)	Y	Current license number of staff member
Local Staff Key	10	9(10)		Local software generated number that identifies the staff member
Local Class Number	15	X(15)		The local class number that uniquely identifies the class at the school. For example this may include a course number and section number 010001, course number 0100. The format may vary by SIS package and by school within a SIS package.
Staff Class Begin Date	8	9(8)		The first day a staff member was assigned to teach the local class number, must be format "CCYYMMDD"
Staff Class End Date	8	9(8)		The last day a staff member was assigned to teach the local class number, must be format "CCYYMMDD". If class ends on the last day of the school year and staff has not left the class should be zero filled.
Teacher of Record	1	X		Indicates if this staff member is the teacher of record for the local class number. Valid values are: • Y = Teacher of record • N = Not teacher of record
Federally Funded Class	1	X		Designates if the staff member for this class is federally funded. Valid values are: • Y = Federally funded • N= Not federally funded • Blank = Not federally funded

Filler	18	X(18)	Reserved for future use. Must be spaces.

SE Student (No longer in use with start of 2009-10 school year)

Extract Data Element	Length	Format	Key	Description
Record ID	3	9(3)		090
Record Version	2	99		01
Record Type	1	X		New=N, Edit=E, Delete=D
Filler	2	99		Must be zero filled.
District ID	3	9(3)	Y	The ID number assigned by SDE must be a valid active public school district in SDE Directory.
School ID	4	9(4)	Y	The ID number assigned by SDE must be a valid active public school within the school district in SDE Directory.
School Year	4	9(4)	Y	The four-digit school year that the instructional program will be operated to provide instructional services to students. The year of the fall semester. Must be in format, "CCYY"
Student Social Security Number	9	9(9)	Y	Social Security Number of student if provided, format 999999999.
Student PIN	9	9(9)	Y	The unique identifier provided by the school for a student if the student's Social Security Number not provided, format 999999999.
Local Student Key	10	9(10)		Local software generated number that identifies the student, format 9999999999.
First Name	15	X(15)		Legally recognized first name of the student
Middle Name	15	X(15)		Legally recognized middle name of the student. If the student does not have a middle name the value will be spaces.
Last Name	25	X(25)		Legally recognized last name of the student
Suffix	3	X(3)		Legally recognized suffix of the student. If student does not have a name suffix the value will be spaces.
Date of Birth	8	9(8)		The date the student was born, format "CCYYMMDD"
Student Classification Type	1	X		See EIS Appendix S – Student Classifications
Filler	2	99		Must be zero filled.
Primary District ID	3	9(3)		Student's primary/home school district
Primary School ID	4	9(4)		Student's primary/home school
Student Previous Social Security Number	9	9(9)		Previous SSN reported for student. If no previous SSN value must be all zeroes.
Student Previous PIN	9	9(9)		Previous PIN reported for student. If no previous PIN the value must be zeroes.
Previous First Name	15	X(15)		Previous first name reported for student. If no previous first name value

				must be spaces.
Previous Middle Name	15	X(15)		Previous middle name reported for student. If no previous middle name value must be spaces.
Previous Last Name	25	X(25)		Previous last name reported for student. If no previous last name value must be spaces.
Instructional Program Number	2	99		The number assigned to the instructional program to uniquely identify the instructional program within the school. For example, 01 = Traditional, 02 = Non-traditional (year round), either may be any number between 01 and 99.
Gender	1	X		The student's gender. Valid values are: • Male = M • Female = F
Race/Ethnic	1	X		The student's race or ethnic origin. Valid values are: • I = American Indian or Alaskan Native • A = Asian • P = Native Hawaiian or Pacific Islander • B = Black or African American • H = Hispanic or Latino • W = White
Filler	4	X(4)		Must be space filled.
SE Instr Service Period Type of Service	1	X		Private Not Enrolled=N, if not Private Not Enrolled leave blank
State Assigned Student ID	9	9(9)		The unique state assigned student id generated in the EIS system.
Filler	11	X(11)		Reserved for future use.

SE Instructional Grade (No longer in use with start of 2009-10 school year)

Extract Data Element	Length	Format	Key	Description
Record ID	3	9(3)		091
Record Version	2	99		01
Record Type	1	X		New=N, Edit=E, Delete=D
Filler	2	XX		Must be zero filled.
District ID	3	9(3)	Y	The ID number assigned by SDE must be a valid active public school district in SDE Directory.
School ID	4	9(4)	Y	The ID number assigned by SDE must be a valid active public school within the school district in SDE Directory.
School Year	4	9(4)	Y	The four-digit school year that the instructional program will be operated to provide instructional services to students. The year of the fall semester. Must be in format, "CCYY"
Student Social Security Number	9	9(9)	Y	Social Security Number of student if provided, format 999999999.
Student PIN	9	9(9)	Y	The unique identifier provided by the school for a student if the student's Social Security Number not provided, format 999999999.
Local Student Key	10	9(10)		Local software generated number that identifies the student, format 9999999999.
SE Instructional Grade Assignment	2	XX	Y	See EIS Appendix L – Instructional Grade
SE Instr Grade Begin Date	8	9(8)	Y	The date the student was assigned to this grade, Must be format "CCYYMMDD"
SE Instr Grade End Date	8	9(8)		The last date the student was assigned to this grade, Must be format "CCYYMMDD"
State Assigned Student ID	9	9(9)		The unique state assigned student id generated in the EIS system.
Filler	11	X(11)		Reserved for future use.

Special Education Option

Extract Data Element	Length	Format	Key	Description
Record ID	3	9(3)		092
Record Version	2	99		01
Record Type	1	X		New=N, Edit=E, Delete=D
Filler	2	99		Must be zero filled.
District ID	3	9(3)	Y	The ID number assigned by SDE must be a valid active public school district in SDE Directory.
School ID	4	9(4)	Y	The ID number assigned by SDE must be a valid active public school within the school district in SDE Directory.
School Year	4	9(4)	Y	The four-digit school year that the instructional program will be operated to provide instructional services to students. The year of the fall semester. Must be in format, "CCYY"
Student Social Security Number	9	9(9)	Y	Social Security Number of student if provided, format 999999999.
Student PIN	9	9(9)	Y	The unique identifier provided by the school for a student if the student's Social Security Number not provided, format 999999999.
Local Student Key	10	9(10)		Local software generated number that identifies the student, format 9999999999.
SE Option Level	1	X	Y	Primary option = P, Secondary option = S
SE Option Number	2	99	Y	See EIS Appendix M – Special Education Option Codes for valid values
SE Option Begin Date	8	9(8)	Y	First date the student was in this Option for the current school year. Must be format "CCYYMMDD"
SE Option End Date	8	9(8)		Last date the student was in this Option for the current school year. Must be format "CCYYMMDD"
State Assigned Student ID	9	9(9)		The unique state assigned student id generated in the EIS system.
Filler	11	X(11)		Reserved for future use.

Special Education Disabilities

Extract Data Element	Length	Format	Key	Description
Record ID	3	9(3)		093
Record Version	2	99		01
Record Type	1	X		New=N, Edit=E, Delete=D
Filler	2	99		Must be zero filled.
District ID	3	9(3)	Y	The ID number assigned by SDE must be a valid active public school district in SDE Directory.
School ID	4	9(4)	Y	The ID number assigned by SDE must be a valid active public school within the school district in SDE Directory.
School Year	4	9(4)	Y	The four-digit school year that the instructional program will be operated to provide instructional services to students. The year of the fall semester. Must be in format, "CCYY"
Student Social Security Number	9	9(9)	Y	Social Security Number of student if provided, format 999999999.
Student PIN	9	9(9)	Y	The unique identifier provided by the school for a student if the student's Social Security Number not provided, format 999999999.
Local Student Key	10	9(10)		Local software generated number that identifies the student, format 9999999999.
SE Disability Level	1	X	Y	The level of disability being reported. Valid values are Primary disability = P, Secondary disability = S
SE Disability Code	2	99	Y	See EIS Appendix N – Special Edcation Disability Codes for valid values
SE Disability Begin Date	8	9(8)	Y	First date the student was in this disability for the current school year. Must be format "CCYYMMDD"
SE Disability End Date	8	9(8)		Last date the student was in this disability for the current school year. Must be format "CCYYMMDD"
State Assigned Student ID	9	9(9)		The unique state assigned student id generated in the EIS system.
Filler	11	X(11)		Reserved for future use.

Transmit Trailer

Extract Data Element	Length	Format	Key	Description
Record ID	3	9(3)		999
Record Version	2	99		04
Filler	2	99		Must be zero filled.
District ID	3	9(3)		The ID number assigned by SDE must be a valid active public school district in SDE Directory.
TT Extract Date	8	9(8)		Must use Format of CCYYMMDD, the date of creation for this batch. Refer to transmission rules.
TT File Name	20	X(20)		The physical file name for this transmission. Refer t o transmission rules.
TT Count 010	9	9(9)		Total count of "200 Day Calendar" records in transmit file
TT Count 011	9	9(9)		Total count of "200 Day Event Calendar" records in transmit file
TT Count 020	9	9(9)		Total count of "Instructional Program" records in transmit file
TT Count 021	9	9(9)		Total count of "Instructional Program Report Period" records in transmit file
TT Count 022	9	9(9)		Total count of "School Days" records in transmit file
TT Count 030	9	9(9)		Total count of "Class Section" records in transmit file
TT Count 031	9	9(9)		Total count of "Class Section Schedule" records in transmit file
TT Count 040	9	9(9)		Total count of "Student" records in transmit file
TT Count 041	9	9(9)		Total count of "Student Enrollment" records in transmit file
TT Count 042	9	9(9)		Total count of "Student Ineligibility Funding Status" records in transmit file
TT Count 043	9	9(9)		Total count of "Student Instructional Grade" records in transmit file
TT Count 044	9	9(9)		Total count of "Student Classification" records in transmit file
TT Count 045	9	9(9)		Total count of "Student Transportation" records in transmit file
TT Count 046	9	9(9)		Total count of "Student Disciplinary Action" records in transmit file
TT Count 047	9	9(9)		Total count of "Student Standard Day" records in transmit file
TT Count 048	9	9(9)		Total count of "Student Class Assignment" records in transmit file
TT Count 049	9	9(9)		Total count of "Student Attendance" records in transmit file
TT Count 050	9	9(9)		Total count of "Student Withdraw" records in transmit file
TT Count 051	9	9(9)		Total count of "Student End Of Service" records in transmit file
TT Count 052	9	9(9)		Total count of "Student Club Membership" records in transmit file

TT Count 060	9	9(9)		Total count of "Staff Member" records in transmit file
TT Count 061	9	9(9)		Total count of "Staff Member Grandfather Course" records in transmit file. Not used, must be zero filled.
TT Count 062	9	9(9)		Total count of "Staff Member Current Assignment" records in transmit file
TT Count 063	9	9(9)		Total count of "Staff Member Class Assignment" records in transmit file
TT Count 080	9	9(9)		Total count of "Student Final Grade" records in transmit file
TT Count 081	9	9(9)		Total count of "Student TA Instructional Services" records in transmit file
TT Count 082	9	9(9)		Total count of "Student TA Support Services" records in transmit file
TT Count 090	9	9(9)		Total count of "SE Student" records in transmit file (No longer is use with start of 2009-10 school year)
TT Count 091	9	9(9)		Total count of "SE Instructional Grade" records in transmit file (No longer is use with start of 2009-10 school year)
TT Count 092	9	9(9)		Total count of "Special Education Option" records in transmit file
TT Count 093	9	9(9)		Total count of "Special Education Disability" records in transmit file
TT Total Count All Record Types	9	9(9)		Total count of all records In this transmittal batch including header and trailer records.
Filler	20	X(20)		Reserved for future use. Must be spaces.