

Assessment Fact Template

Target Table: ASSESSMENT_FACT

Data Submission Schedule: 40D, 80D, 120D, and EOY

Grain: One record per district / test description / assessment school year date / item description / test date / student ID

Load Sequence Dependencies

Load Sequence/Dependencies	Optional	Lookup
1. STUDENT	N	N

Template Description

The Assessment Fact Template collects assessment data for the following:

- **DDA = Dual Discrepancy Model Assessment**
- **EARLY CHILDHOOD = Early Childhood Assessment**
- **HL = Home/Heritage Language (language other than English)**
- **NMELPAPT=ENGLISH LANGUAGE PROFICIENCY SCREENER**
- **LUS = Language Usage Survey**
- **WAPT = WIDA ACCESS Placement Test**
- **SAT = Student Assistance Team referral**
- **EOC – End of Course Exams**

CCR tests

- **ACCU** - Accuplacer Test
- **AP** – Advanced Placement
- **COMP** - Compass Test
- **IB** - International Baccalaureate
- **PLAN** - ACT PLAN
- **TABE** - Test of Adult Basic Education
- **KEYS** - Work Keys
- **ASVAB** - Armed Services Vocational Aptitude Battery

CHANGES

Field 2 – TEST DESCRIPTION

The following tests are no longer collected in STARS:

- **TITLE1D_RLA** = Title I D Reading Language Arts
- **TITLE1D_MATH** = Title I D Math

Field #	Start	End	Length	Data Type	Field Name	R/O/CR	Code	Definition	Business Rules	Valid Values/Example Data
1	1	8	8	C	DISTRICT CODE	R	K,M	PED defined three character district code.		Example: 065
2	9	23	15	C	TEST DESCRIPTION	R	K,M	Test description. See valid values.	The value used should be the code (e.g. HL) only. Valid values are case sensitive.	Valid Values: DDA = Dual Discrepancy Model Assessment EARLY CHILDHOOD = Early Childhood Assessment HL = Home/Heritage Language (language other than English) NMELPAPT = ENGLISH LANGUAGE PROFICIENCY SCREENER LUS = Language Usage Survey WAPT = WIDA ACCESS Placement Test SAT = Student Assistance Team referral EOC – End of Course Exams <u>CCR tests</u> ACCU - Accuplacer Test AP – Advanced Placement COMP - Compass Test IB - International Baccalaureate PLAN - ACT PLAN TABE - Test of Adult Basic Education KEYS - Work Keys ASVAB - Armed Services Vocational Aptitude Battery
3	24	33	10	D	ASSESSMENT SCHOOL YEAR DATE	R	K,M	Provide the school year in the ISO format: YYYY-MM-DD. The PED standard school year runs from July 1 through June 30.	All dates must be entered in ISO format	Example: 2010-06-30

Field #	Start	End	Length	Data Type	Field Name	R/O/CR	Code	Definition	Business Rules	Valid Values/Example Data
4	34	83	50	C	ITEM DESCRIPTION CODE	R	K,M	Item description code. See valid values.	The value used should be the code (e.g. IPT) only. Valid values are case sensitive.	Valid Values:
5	84	93	10	D	TEST DATE	R	K,M	Date of assessment.		
6	94	105	12	C	STUDENT ID	R	K,M	State issued student identification number.	Must be valid New Mexico State Student ID. ID, DOB, Gender must match data contained in State ID system	Example: 100000009
7	106	111	6	C	LOCATION CODE	R	U,M	<p>PED defined three character location code.</p> <p>Use the following Location Codes for special education students not enrolled at an actual district location:</p> <p>992 = Off-Site Early Childhood Program</p> <p>993 = Students who are hospitalized</p> <p>997 = Students who are enrolled in a private school</p> <p>998 = Students who are homebound</p> <p>999 = Students who are home schooled</p>		Example: 008
8 –16					Not Collected					

Field #	Start	End	Length	Data Type	Field Name	R/O/CR	Code	Definition	Business Rules	Valid Values/Example Data
17	183	186	4	C	STANDARD ACHIEVED CODE	CR	U,R	Indication of whether or not the assessment standard was achieved. See valid values.	<p>Required if TEST DESCRIPTION # 2 =</p> <p>EARLY CHILDHOOD <i>and</i> ITEM DESCRIPTION #4 = BEHAVIOR EXIT, LANGUAGE ACQUISITION EXIT or SOCIAL EMOTIONAL EXIT.</p> <p>and/or Dual Discrepancy Model Assessment (DDA) (DDA is for children is grades K-3).</p> <p>and/or NMELPAPT WAPT LUS NM Language Usage Survey</p>	<p>Valid Values:</p> <p>See the Assessment Valid Values Code Set at the end of this document for a list of the valid values.</p>
18	187	193	7		Not Collected					
19	194	201	8	N(4)	SCORE (RAW SCORE)	CR	U,R	Score of administered test. Need not be a RAW Score	<p>Only valid for End of Course Exams (EOC), Career College Readiness exams, WAPT and the NMELPAPT.</p> <p>Use final score of reported test.</p>	Examples: 45, 200, 5
20 - 44					Not Collected					

Field #	Start	End	Length	Data Type	Field Name	R/O/CR	Code	Definition	Business Rules	Valid Values/Example Data
45	407	418	12	C	SCORING MODEL CODE	CR	U	The Measurement used to determine the outcomes the respective assessment	Required if TEST DESCRIPTION (field #2) = EARLY CHILDHOOD or DDA	Valid Codes: <u>Valid Codes for EARLY CHILDHOOD only</u> BRIG = Brigance CC = Creative Curriculum WORK = Work Sampling, PETITION = Petition to NMPED NMPKOA = NM Pre-K Observational Assessment <u>Valid Codes for DDA only:</u> DLDSC = Dual Discrepancy Model Assessment
46-47					Not Collected					

Assessments and Valid Values

DISTRICT CODE Field 1	Test Description Field 2	Test Description - Not in the template - provided as a reference	ASSESSMENT SCHOOL YEAR DATE Field 3	ITEM DESCRIPTION CODE Field 4	Item Description - Not in the template provided as a reference	TEST DATE Field 5	STUDENT ID Field 6	LOCATION CODE Field 7	Standard Achieved Code Field 17	SCORE Field 19	SCORING MODEL CODE Field 45
District's 3 digit code	EARLY CHILDHOOD	Assessment for 3Y or 4Y	YYYY-06-30	SOCIAL EMOTIONAL ENTRY	Early Childhood - Positive Social Emotional Assessment for 3Y/4Y administered within 30 days of Program Entry	YYYY-MM-DD	9 digit student id	Location's 3 digit code	LEAVE BLANK	LEAVE BLANK	BRIG = Brigance CC = Creative Curriculum WORK = Work Sampling, PETITION = Petition to NMPED NMPKOA = NM Pre-K Observational Assessment

District's 3 digit code	EARLY CHILDHOOD	Assessment for 3Y or 4Y	YYYY-06-30	LANGUAGE ACQUISITION ENTRY	Early Childhood - Acquisition and Use of Knowledge and Skills Assessment for 3Y/4Y administered within 30 days of Program Entry	YYYY-MM-DD	9 digit student id	Location's 3 digit code	LEAVE BLANK	LEAVE BLANK	BRIG = Brigance CC = Creative Curriculum WORK = Work Sampling, PETITION = Petition to NMPED NMPKOA = NM Pre-K Observation al Assessment
District's 3 digit code	EARLY CHILDHOOD	Assessment for 3Y or 4Y	YYYY-06-30	BEHAVIOR ENTRY	Early Childhood - Use of Appropriate Behavior to Meet Needs Assessment for 3Y/4Y administered within 30 days of Program Entry	YYYY-MM-DD	9 digit student id	Location's 3 digit code	LEAVE BLANK	LEAVE BLANK	BRIG = Brigance CC = Creative Curriculum WORK = Work Sampling, PETITION = Petition to NMPED NMPKOA = NM Pre-K Observation al Assessment
District's 3 digit code	EARLY CHILDHOOD	Assessment for 3Y or 4Y	YYYY-06-30	SOCIAL EMOTIONAL EXIT	Early Childhood - Positive Social Emotional EXIT Assessment administered to 3Y/4Y students in program at least six (6) months or more, but no earlier than 6 months after the ENTRY assessment date.	YYYY-MM-DD	9 digit student id	Location's 3 digit code	A Did not improve functioning B Improved functioning, but not sufficient to move nearer to functioning comparable to same-aged peers C Improved functioning to a level nearer to same-aged peers and acquired new skills, but did not reach it D Improved functioning to a level comparable to same-age peers E Maintained functioning at a level comparable to same-aged peers	LEAVE BLANK	BRIG = Brigance CC = Creative Curriculum WORK = Work Sampling, PETITION = Petition to NMPED NMPKOA = NM Pre-K Observation al Assessment
District's 3 digit code	EARLY CHILDHOOD	Assessment for 3Y or 4Y	YYYY-06-30	LANGUAGE ACQUISITION EXIT	Early Childhood - Acquisition and Use of Knowledge and Skills assessment for EXIT data administered to 3Y/4Y students in program at least six (6) months or more, but no earlier than 6 months after the ENTRY assessment date.	YYYY-MM-DD	9 digit student id	Location's 3 digit code	A Did not improve functioning B Improved functioning, but not sufficient to move nearer to functioning comparable to same-aged peers C Improved functioning to a level nearer to same-aged peers and acquired new skills, but did not reach it D Improved functioning to a level comparable to same-age peers E Maintained functioning at a level comparable to same-aged peers	LEAVE BLANK	BRIG = Brigance CC = Creative Curriculum WORK = Work Sampling, PETITION = Petition to NMPED NMPKOA = NM Pre-K Observation al Assessment

District's 3 digit code	EARLY CHILDHOOD	Assessment for 3Y or 4Y	YYYY-06-30	BEHAVIOR EXIT	Early Childhood - Use of Appropriate Behavior to Meet Needs Assessment EXIT data administered to 3Y/4Y students in program at least six (6) months or more, but no earlier than 6 months after the ENTRY assessment date.	YYYY-MM-DD	9 digit student id	Location's 3 digit code	A Did not improve functioning B Improved functioning, but not sufficient to move nearer to functioning comparable to same-aged peers C Improved functioning to a level nearer to same-aged peers and acquired new skills, but did not reach it D Improved functioning to a level comparable to same-age peers E Maintained functioning at a level comparable to same-aged peers	LEAVE BLANK	BRIG = Brigance CC = Creative Curriculum WORK = Work Sampling, PETITION = Petition to NMPED NMPKOA = NM Pre-K Observation al Assessment
District's 3 digit code	HL	Home Language	YYYY-06-30	WOODCOCK-MUNOZ	Woodcock-Munoz language proficiency assessment	YYYY-MM-DD	9 digit student id	Location's 3 digit code	LEAVE BLANK	LEAVE BLANK	LEAVE BLANK
District's 3 digit code	HL	Home Language	YYYY-06-30	IPT	IPT language proficiency assessment	YYYY-MM-DD	9 digit student id	Location's 3 digit code	LEAVE BLANK	LEAVE BLANK	LEAVE BLANK
District's 3 digit code	HL	Home Language	YYYY-06-30	LAS	LAS language proficiency assessment	YYYY-MM-DD	9 digit student id	Location's 3 digit code	LEAVE BLANK	LEAVE BLANK	LEAVE BLANK
District's 3 digit code	HL	Home Language	YYYY-06-30	INSTRUMENT NOT SPANISH	Instrument other than Spanish	YYYY-MM-DD	9 digit student id	Location's 3 digit code	LEAVE BLANK	LEAVE BLANK	LEAVE BLANK
District's 3 digit code	NMELPAPT	English Language Proficiency Screener	YYYY-06-30	NMELPAPT	English Language Proficiency Screener	YYYY-MM-DD	9 digit student id	Location's 3 digit code	0= Initial Fluent English Proficient (IFEP) 1= Classified as English Learner (EL)	LEAVE BLANK	LEAVE BLANK
District's 3 digit code	LUS	Language Usage Survey	YYYY-06-30	LUS	Language Usage Survey	YYYY-MM-DD	9 digit student id	Location's 3 digit code	0 = A "No" response to questions 1-7 of the NM Language Usage Survey. Student is Initial Fluent English Proficient (IFEP) 1 = A "Yes" response to one or more questions 1-7 of the NM Language Usage Survey. Administer English language proficiency screener (W-APT or WIDA Screener) to determine English language proficiency classification.	LEAVE BLANK	LEAVE BLANK
District's 3 digit code	SLDDDA	SLD Dual Discrepancy Model Evaluation	YYYY-06-30	SLDDDA	SLD Dual Discrepancy Model Evaluation	YYYY-MM-DD	9 digit student id	Location's 3 digit code	Y = SLD Eligible N = SLD Not Eligible	LEAVE BLANK	LEAVE BLANK
District's 3 digit code	SAT	Student Assistance Team Referral	YYYY-06-30	SAT	Student Assistance Team referral	YYYY-MM-DD	9 digit student id	Location's 3 digit code	LEAVE BLANK	LEAVE BLANK	LEAVE BLANK
District's 3 digit code	WAPT	WIDA Access Placement	YYYY-06-30	Listening and Speaking	Listening and Speaking	YYYY-MM-DD	9 digit student id	Location's 3 digit code	0 = Initial Fluent English Proficient (IFEP) 1 = Classified as English Learner (EL)	1-30	LEAVE BLANK
District's 3 digit code	WAPT	WIDA AccessPlacem ent	YYYY-06-30	Reading	Reading	YYYY-MM-DD	9 digit student id	Location's 3 digit code	0 = Initial Fluent English Proficient (IFEP) 1 = Classified as English Learner (EL)	1-30	LEAVE BLANK

District's 3 digit code	WAPT	WIDA Access Placement	YYYY-06-30	Writing	Writing	YYYY-MM-DD	9 digit student id	Location's 3 digit code	0 = Initial Fluent English Proficient (IFEP) 1 = Classified as English Learner (EL)	1-30	LEAVE BLANK
District's 3 digit code	AP	Advanced Placement	YYYY-06-30	ART HISTORY	ART HISTORY	YYYY-MM-DD	9 digit student id	Location's 3 digit code	LEAVE BLANK	1-5	LEAVE BLANK
District's 3 digit code	AP	Advanced Placement	YYYY-06-30	BIOLOGY	BIOLOGY	YYYY-MM-DD	9 digit student id	Location's 3 digit code	LEAVE BLANK	1-5	LEAVE BLANK
District's 3 digit code	AP	Advanced Placement	YYYY-06-30	CALCULUS AB	CALCULUS AB	YYYY-MM-DD	9 digit student id	Location's 3 digit code	LEAVE BLANK	1-5	LEAVE BLANK
District's 3 digit code	AP	Advanced Placement	YYYY-06-30	CALCULUS BC	CALCULUS BC	YYYY-MM-DD	9 digit student id	Location's 3 digit code	LEAVE BLANK	1-5	LEAVE BLANK
District's 3 digit code	AP	Advanced Placement	YYYY-06-30	CHEMISTRY	CHEMISTRY	YYYY-MM-DD	9 digit student id	Location's 3 digit code	LEAVE BLANK	1-5	LEAVE BLANK
District's 3 digit code	AP	Advanced Placement	YYYY-06-30	CHINESE LANGUAGE AND CULTURE	CHINESE LANGUAGE AND CULTURE	YYYY-MM-DD	9 digit student id	Location's 3 digit code	LEAVE BLANK	1-5	LEAVE BLANK
District's 3 digit code	AP	Advanced Placement	YYYY-06-30	COMPUTER SCIENCE A	COMPUTER SCIENCE A	YYYY-MM-DD	9 digit student id	Location's 3 digit code	LEAVE BLANK	1-5	LEAVE BLANK
District's 3 digit code	AP	Advanced Placement	YYYY-06-30	COMPUTER SCIENCE PRINCIPLES	COMPUTER SCIENCE PRINCIPLES	YYYY-MM-DD	9 digit student id	Location's 3 digit code	LEAVE BLANK	1-5	LEAVE BLANK
District's 3 digit code	AP	Advanced Placement	YYYY-06-30	ENGLISH LANGUAGE AND COMPOSITION	ENGLISH LANGUAGE AND COMPOSITION	YYYY-MM-DD	9 digit student id	Location's 3 digit code	LEAVE BLANK	1-5	LEAVE BLANK
District's 3 digit code	AP	Advanced Placement	YYYY-06-30	ENGLISH LITERATURE AND COMPOSITION	ENGLISH LITERATURE AND COMPOSITION	YYYY-MM-DD	9 digit student id	Location's 3 digit code	LEAVE BLANK	1-5	LEAVE BLANK
District's 3 digit code	AP	Advanced Placement	YYYY-06-30	ENVIRONMENTAL SCIENCE	ENVIRONMENTAL SCIENCE	YYYY-MM-DD	9 digit student id	Location's 3 digit code	LEAVE BLANK	1-5	LEAVE BLANK
District's 3 digit code	AP	Advanced Placement	YYYY-06-30	EUROPEAN HISTORY	EUROPEAN HISTORY	YYYY-MM-DD	9 digit student id	Location's 3 digit code	LEAVE BLANK	1-5	LEAVE BLANK
District's 3 digit code	AP	Advanced Placement	YYYY-06-30	FRENCH LANGUAGE	FRENCH LANGUAGE	YYYY-MM-DD	9 digit student id	Location's 3 digit code	LEAVE BLANK	1-5	LEAVE BLANK
District's 3 digit code	AP	Advanced Placement	YYYY-06-30	GERMAN LANGUAGE	GERMAN LANGUAGE	YYYY-MM-DD	9 digit student id	Location's 3 digit code	LEAVE BLANK	1-5	LEAVE BLANK

District's 3 digit code	AP	Advanced Placement	YYYY-06-30	GOVERNMENT AND POLITICS: COMPARATIVE	GOVERNMENT AND POLITICS: COMPARATIVE	YYYY-MM-DD	9 digit student id	Location's 3 digit code	LEAVE BLANK	1-5	LEAVE BLANK
District's 3 digit code	AP	Advanced Placement	YYYY-06-30	GOVERNMENT AND POLITICS: UNITED STATES	GOVERNMENT AND POLITICS: UNITED STATES	YYYY-MM-DD	9 digit student id	Location's 3 digit code	LEAVE BLANK	1-5	LEAVE BLANK
District's 3 digit code	AP	Advanced Placement	YYYY-06-30	HUMAN GEOGRAPHY	HUMAN GEOGRAPHY	YYYY-MM-DD	9 digit student id	Location's 3 digit code	LEAVE BLANK	1-5	LEAVE BLANK
District's 3 digit code	AP	Advanced Placement	YYYY-06-30	ITALIAN LANGUAGE AND CULTURE	ITALIAN LANGUAGE AND CULTURE	YYYY-MM-DD	9 digit student id	Location's 3 digit code	LEAVE BLANK	1-5	LEAVE BLANK
District's 3 digit code	AP	Advanced Placement	YYYY-06-30	JAPANESE LANGUAGE AND CULTURE	JAPANESE LANGUAGE AND CULTURE	YYYY-MM-DD	9 digit student id	Location's 3 digit code	LEAVE BLANK	1-5	LEAVE BLANK
District's 3 digit code	AP	Advanced Placement	YYYY-06-30	LATIN: VERGIL	LATIN: VERGIL	YYYY-MM-DD	9 digit student id	Location's 3 digit code	LEAVE BLANK	1-5	LEAVE BLANK
District's 3 digit code	AP	Advanced Placement	YYYY-06-30	MACROECONOMICS	MACROECONOMICS	YYYY-MM-DD	9 digit student id	Location's 3 digit code	LEAVE BLANK	1-5	LEAVE BLANK
District's 3 digit code	AP	Advanced Placement	YYYY-06-30	MICROECONOMICS	MICROECONOMICS	YYYY-MM-DD	9 digit student id	Location's 3 digit code	LEAVE BLANK	1-5	LEAVE BLANK
District's 3 digit code	AP	Advanced Placement	YYYY-06-30	MUSIC THEORY	MUSIC THEORY	YYYY-MM-DD	9 digit student id	Location's 3 digit code	LEAVE BLANK	1-5	LEAVE BLANK
District's 3 digit code	AP	Advanced Placement	YYYY-06-30	PHYSICS 1: ALGEBRA-BASED	PHYSICS 1: ALGEBRA-BASED	YYYY-MM-DD	9 digit student id	Location's 3 digit code	LEAVE BLANK	1-5	LEAVE BLANK
District's 3 digit code	AP	Advanced Placement	YYYY-06-30	PHYSICS 2: ALGEBRA-BASED	PHYSICS 2: ALGEBRA-BASED	YYYY-MM-DD	9 digit student id	Location's 3 digit code	LEAVE BLANK	1-5	LEAVE BLANK
District's 3 digit code	AP	Advanced Placement	YYYY-06-30	PHYSICS C: ELECTRICITY AND MAGNETISM	PHYSICS C: ELECTRICITY AND MAGNETISM	YYYY-MM-DD	9 digit student id	Location's 3 digit code	LEAVE BLANK	1-5	LEAVE BLANK
District's 3 digit code	AP	Advanced Placement	YYYY-06-30	PHYSICS C: MECHANICS	PHYSICS C: MECHANICS	YYYY-MM-DD	9 digit student id	Location's 3 digit code	LEAVE BLANK	1-5	LEAVE BLANK
District's 3 digit code	AP	Advanced Placement	YYYY-06-30	PSYCHOLOGY	PSYCHOLOGY	YYYY-MM-DD	9 digit student id	Location's 3 digit code	LEAVE BLANK	1-5	LEAVE BLANK
District's 3 digit code	AP	Advanced Placement	YYYY-06-30	RESEARCH	RESEARCH	YYYY-MM-DD	9 digit student id	Location's 3 digit code	LEAVE BLANK	1-5	LEAVE BLANK
District's 3 digit code	AP	Advanced Placement	YYYY-06-30	SEMINAR	SEMINAR	YYYY-MM-DD	9 digit student id	Location's 3 digit code	LEAVE BLANK	1-5	LEAVE BLANK
District's 3 digit code	AP	Advanced Placement	YYYY-06-30	SPANISH LANGUAGE	SPANISH LANGUAGE	YYYY-MM-DD	9 digit student id	Location's 3 digit code	LEAVE BLANK	1-5	LEAVE BLANK

District's 3 digit code	AP	Advanced Placement	YYYY-06-30	SPANISH LITERATURE	SPANISH LITERATURE	YYYY-MM-DD	9 digit student id	Location's 3 digit code	LEAVE BLANK	1-5	LEAVE BLANK
District's 3 digit code	AP	Advanced Placement	YYYY-06-30	STATISTICS	STATISTICS	YYYY-MM-DD	9 digit student id	Location's 3 digit code	LEAVE BLANK	1-5	LEAVE BLANK
District's 3 digit code	AP	Advanced Placement	YYYY-06-30	STUDIO ART: 2-D DESIGN	STUDIO ART: 2-D DESIGN	YYYY-MM-DD	9 digit student id	Location's 3 digit code	LEAVE BLANK	1-5	LEAVE BLANK
District's 3 digit code	AP	Advanced Placement	YYYY-06-30	STUDIO ART: 3-D DESIGN	STUDIO ART: 3-D DESIGN	YYYY-MM-DD	9 digit student id	Location's 3 digit code	LEAVE BLANK	1-5	LEAVE BLANK
District's 3 digit code	AP	Advanced Placement	YYYY-06-30	STUDIO ART: DRAWING	STUDIO ART: DRAWING	YYYY-MM-DD	9 digit student id	Location's 3 digit code	LEAVE BLANK	1-5	LEAVE BLANK
District's 3 digit code	AP	Advanced Placement	YYYY-06-30	US HISTORY	US HISTORY	YYYY-MM-DD	9 digit student id	Location's 3 digit code	LEAVE BLANK	1-5	LEAVE BLANK
District's 3 digit code	AP	Advanced Placement	YYYY-06-30	WORLD HISTORY	WORLD HISTORY	YYYY-MM-DD	9 digit student id	Location's 3 digit code	LEAVE BLANK	1-5	LEAVE BLANK
District's 3 digit code	ACT	American College Testing	YYYY-06-30	ENGLISH	ENGLISH	YYYY-MM-DD	9 digit student id	Location's 3 digit code	LEAVE BLANK	1 – 36	LEAVE BLANK
District's 3 digit code	ACT	American College Testing	YYYY-06-30	MATH	MATH	YYYY-MM-DD	9 digit student id	Location's 3 digit code	LEAVE BLANK	1 – 36	LEAVE BLANK
District's 3 digit code	ACT	American College Testing	YYYY-06-30	READING	READING	YYYY-MM-DD	9 digit student id	Location's 3 digit code	LEAVE BLANK	1 – 36	LEAVE BLANK
District's 3 digit code	ACT	American College Testing	YYYY-06-30	SCIENCE	SCIENCE	YYYY-MM-DD	9 digit student id	Location's 3 digit code	LEAVE BLANK	1 – 36	LEAVE BLANK
District's 3 digit code	ACCU	Accuplacer Test	YYYY-06-30	ELEMENTARY ALGEBRA	ELEMENTARY ALGEBRA	YYYY-MM-DD	9 digit student id	Location's 3 digit code	LEAVE BLANK	1 – 120	LEAVE BLANK
District's 3 digit code	ACCU	Accuplacer Test	YYYY-06-30	COLLEGE-LEVEL MATH	COLLEGE-LEVEL MATH	YYYY-MM-DD	9 digit student id	Location's 3 digit code	LEAVE BLANK	1 – 120	LEAVE BLANK
District's 3 digit code	ACCU	Accuplacer Test	YYYY-06-30	READING COMPREHENSION	READING COMPREHENSION	YYYY-MM-DD	9 digit student id	Location's 3 digit code	LEAVE BLANK	1 – 120	LEAVE BLANK
District's 3 digit code	ACCU	Accuplacer Test	YYYY-06-30	WRITEPLACER	WRITEPLACER	YYYY-MM-DD	9 digit student id	Location's 3 digit code	LEAVE BLANK	1 – 12	LEAVE BLANK
District's 3 digit code	ACCU	Accuplacer Test	YYYY-06-30	SENTENCE SKILLS	SENTENCE SKILLS	YYYY-MM-DD	9 digit student id	Location's 3 digit code	LEAVE BLANK	1 – 120	LEAVE BLANK
District's 3 digit code	ACT ASPIRE	ACT ASPIRE	YYYY-06-30	ENGLISH	ENGLISH	YYYY-MM-DD	9 digit student id	Location's 3 digit code	LEAVE BLANK	400 - 456	LEAVE BLANK
District's 3 digit code	ACT ASPIRE	ACT ASPIRE	YYYY-06-30	READING	READING	YYYY-MM-DD	9 digit student id	Location's 3 digit code	LEAVE BLANK	400 – 442	LEAVE BLANK
District's 3 digit code	ACT ASPIRE	ACT ASPIRE	YYYY-06-30	MATHEMATICS	MATHEMATICS	YYYY-MM-DD	9 digit student id	Location's 3 digit code	LEAVE BLANK	400 – 460	LEAVE BLANK

District's 3 digit code	ACT ASPIRE	ACT ASPIRE	YYYY-06-30	SCIENCE	SCIENCE	YYYY-MM-DD	9 digit student id	Location's 3 digit code	LEAVE BLANK	400 – 449	LEAVE BLANK
District's 3 digit code	ACT ASPIRE	ACT ASPIRE	YYYY-06-30	WRITING	WRITING	YYYY-MM-DD	9 digit student id	Location's 3 digit code	LEAVE BLANK	400 – 448	LEAVE BLANK
District's 3 digit code	COMP	Compass Test	YYYY-06-30	MATH	MATH	YYYY-MM-DD	9 digit student id	Location's 3 digit code	LEAVE BLANK	0 – 100	LEAVE BLANK
District's 3 digit code	COMP	Compass Test	YYYY-06-30	READING	READING	YYYY-MM-DD	9 digit student id	Location's 3 digit code	LEAVE BLANK	0 – 100	LEAVE BLANK
District's 3 digit code	COMP	Compass Test	YYYY-06-30	WRITING SKILLS	WRITING SKILLS	YYYY-MM-DD	9 digit student id	Location's 3 digit code	LEAVE BLANK	0 – 100	LEAVE BLANK
District's 3 digit code	COMP	Compass Test	YYYY-06-30	WRITING ESSAY (SCALE 2-12)	WRITING ESSAY (SCALE 2-12)	YYYY-MM-DD	9 digit student id	Location's 3 digit code	LEAVE BLANK	2 – 12	LEAVE BLANK
District's 3 digit code	COMP	Compass Test	YYYY-06-30	WRITING ESSAY (SCALE 2-8)	WRITING ESSAY (SCALE 2-8)	YYYY-MM-DD	9 digit student id	Location's 3 digit code	LEAVE BLANK	2 – 8	LEAVE BLANK
District's 3 digit code	IB	International Baccalaureate	YYYY-06-30	LANGUAGE A	LANGUAGE A	YYYY-MM-DD	9 digit student id	Location's 3 digit code	LEAVE BLANK	1 – 7	LEAVE BLANK
District's 3 digit code	IB	International Baccalaureate	YYYY-06-30	LANGUAGE B	LANGUAGE B	YYYY-MM-DD	9 digit student id	Location's 3 digit code	LEAVE BLANK	1 – 7	LEAVE BLANK
District's 3 digit code	IB	International Baccalaureate	YYYY-06-30	INDIVIDUALS AND SOCIETY	INDIVIDUALS AND SOCIETY	YYYY-MM-DD	9 digit student id	Location's 3 digit code	LEAVE BLANK	1 – 7	LEAVE BLANK
District's 3 digit code	IB	International Baccalaureate	YYYY-06-30	EXPERIMENTAL SCIENCES	EXPERIMENTAL SCIENCES	YYYY-MM-DD	9 digit student id	Location's 3 digit code	LEAVE BLANK	1 – 7	LEAVE BLANK
District's 3 digit code	IB	International Baccalaureate	YYYY-06-30	MATHEMATICS	MATHEMATICS	YYYY-MM-DD	9 digit student id	Location's 3 digit code	LEAVE BLANK	1 – 7	LEAVE BLANK
District's 3 digit code	IB	International Baccalaureate	YYYY-06-30	ARTS	ARTS	YYYY-MM-DD	9 digit student id	Location's 3 digit code	LEAVE BLANK	1 – 7	LEAVE BLANK
District's 3 digit code	IB	International Baccalaureate	YYYY-06-30	DIPLOMA	DIPLOMA	YYYY-MM-DD	9 digit student id	Location's 3 digit code	LEAVE BLANK	1 – 45	LEAVE BLANK
District's 3 digit code	PSAT_NMSQT	Preliminary Standardized Test	YYYY-06-30	MATH	MATH	YYYY-MM-DD	9 digit student id	Location's 3 digit code	LEAVE BLANK	160-760	LEAVE BLANK
District's 3 digit code	PSAT_NMSQT	Preliminary Standardized Test	YYYY-06-30	READING AND WRITING	READING AND WRITING	YYYY-MM-DD	9 digit student id	Location's 3 digit code	LEAVE BLANK	160-760	LEAVE BLANK
District's 3 digit code	PSAT89	Preliminary Standardized Test	YYYY-06-30	MATH	MATH	YYYY-MM-DD	9 digit student id	Location's 3 digit code	LEAVE BLANK	120-720	LEAVE BLANK
District's 3 digit code	PSAT89	Preliminary Standardized Test	YYYY-06-30	READING AND WRITING	READING AND WRITING	YYYY-MM-DD	9 digit student id	Location's 3 digit code	LEAVE BLANK	120-720	LEAVE BLANK
District's 3 digit code	TABE	Test of Adult Basic Education	YYYY-06-30	MATH	MATH	YYYY-MM-DD	9 digit student id	Location's 3 digit code	LEAVE BLANK	0 – 800	LEAVE BLANK

District's 3 digit code	TABE	Test of Adult Basic Education	YYYY-06-30	READING	READING	YYYY-MM-DD	9 digit student id	Location's 3 digit code	LEAVE BLANK	0 – 800	LEAVE BLANK
District's 3 digit code	TABE	Test of Adult Basic Education	YYYY-06-30	LANGUAGE	LANGUAGE	YYYY-MM-DD	9 digit student id	Location's 3 digit code	LEAVE BLANK	0 – 800	LEAVE BLANK
District's 3 digit code	KEYS	Work Keys	YYYY-06-30	READING FOR INFORMATION	READING FOR INFORMATION	YYYY-MM-DD	9 digit student id	Location's 3 digit code	LEAVE BLANK	1 – 5	LEAVE BLANK
District's 3 digit code	KEYS	Work Keys	YYYY-06-30	APPLIED MATHEMATICS	APPLIED MATHEMATICS	YYYY-MM-DD	9 digit student id	Location's 3 digit code	LEAVE BLANK	1 – 5	LEAVE BLANK
District's 3 digit code	KEYS	Work Keys	YYYY-06-30	LOCATING INFORMATION	LOCATING INFORMATION	YYYY-MM-DD	9 digit student id	Location's 3 digit code	LEAVE BLANK	1 – 5	LEAVE BLANK
District's 3 digit code	KEYS	Work Keys	YYYY-06-30	APPLIED TECHNOLOGY	APPLIED TECHNOLOGY	YYYY-MM-DD	9 digit student id	Location's 3 digit code	LEAVE BLANK	1 – 5	LEAVE BLANK
District's 3 digit code	KEYS	Work Keys	YYYY-06-30	TEAMWORK	TEAMWORK	YYYY-MM-DD	9 digit student id	Location's 3 digit code	LEAVE BLANK	1 – 5	LEAVE BLANK
District's 3 digit code	KEYS	Work Keys	YYYY-06-30	LISTENING	LISTENING	YYYY-MM-DD	9 digit student id	Location's 3 digit code	LEAVE BLANK	1 – 5	LEAVE BLANK
District's 3 digit code	KEYS	Work Keys	YYYY-06-30	WRITING	WRITING	YYYY-MM-DD	9 digit student id	Location's 3 digit code	LEAVE BLANK	1 – 5	LEAVE BLANK
District's 3 digit code	ASVAB	Armed Services Vocational Aptitude Battery	YYYY-06-30	AFQT	AFQT	YYYY-MM-DD	9 digit student id	Location's 3 digit code	LEAVE BLANK	1 – 100	LEAVE BLANK
District's 3 digit code	SAT_NEW	Standardized Test	YYYY-06-30	MATH	MATH	YYYY-MM-DD	9 digit student id	Location's 3 digit code	LEAVE BLANK	200-800	LEAVE BLANK
District's 3 digit code	SAT_NEW	Standardized Test	YYYY-06-30	READING AND WRITING	READING AND WRITING	YYYY-MM-DD	9 digit student id	Location's 3 digit code	LEAVE BLANK	200-800	LEAVE BLANK
District's 3 digit code	SATSUB	Standardized Subtest	YYYY-06-30	LITERATURE	LITERATURE	YYYY-MM-DD	9 digit student id	Location's 3 digit code	LEAVE BLANK	200 – 800	LEAVE BLANK
District's 3 digit code	SATSUB	Standardized Subtest	YYYY-06-30	US HISTORY	US HISTORY	YYYY-MM-DD	9 digit student id	Location's 3 digit code	LEAVE BLANK	200 – 800	LEAVE BLANK
District's 3 digit code	SATSUB	Standardized Subtest	YYYY-06-30	WORLD HISTORY	WORLD HISTORY	YYYY-MM-DD	9 digit student id	Location's 3 digit code	LEAVE BLANK	200 – 800	LEAVE BLANK
District's 3 digit code	SATSUB	Standardized Subtest	YYYY-06-30	MATH LEVEL 1	MATH LEVEL 1	YYYY-MM-DD	9 digit student id	Location's 3 digit code	LEAVE BLANK	200 – 800	LEAVE BLANK
District's 3 digit code	SATSUB	Standardized Subtest	YYYY-06-30	MATH LEVEL 2	MATH LEVEL 2	YYYY-MM-DD	9 digit student id	Location's 3 digit code	LEAVE BLANK	200 – 800	LEAVE BLANK
District's 3 digit code	SATSUB	Standardized Subtest	YYYY-06-30	ECOLOGICAL BIOLOGY	ECOLOGICAL BIOLOGY	YYYY-MM-DD	9 digit student id	Location's 3 digit code	LEAVE BLANK	200 – 800	LEAVE BLANK
District's 3 digit code	SATSUB	Standardized Subtest	YYYY-06-30	MOLECULAR BIOLOGY	MOLECULAR BIOLOGY	YYYY-MM-DD	9 digit student id	Location's 3 digit code	LEAVE BLANK	200 – 800	LEAVE BLANK

District's 3 digit code	SATSUB	Standardized Subtest	YYYY-06-30	CHEMISTRY	CHEMISTRY	YYYY-MM-DD	9 digit student id	Location's 3 digit code	LEAVE BLANK	200 – 800	LEAVE BLANK
District's 3 digit code	SATSUB	Standardized Subtest	YYYY-06-30	PHYSICS	PHYSICS	YYYY-MM-DD	9 digit student id	Location's 3 digit code	LEAVE BLANK	200 – 800	LEAVE BLANK
District's 3 digit code	SATSUB	Standardized Subtest	YYYY-06-30	FRENCH	FRENCH	YYYY-MM-DD	9 digit student id	Location's 3 digit code	LEAVE BLANK	200 – 800	LEAVE BLANK
District's 3 digit code	SATSUB	Standardized Subtest	YYYY-06-30	FRENCH WITH LISTENING	FRENCH WITH LISTENING	YYYY-MM-DD	9 digit student id	Location's 3 digit code	LEAVE BLANK	200 – 800	LEAVE BLANK
District's 3 digit code	SATSUB	Standardized Subtest	YYYY-06-30	GERMAN	GERMAN	YYYY-MM-DD	9 digit student id	Location's 3 digit code	LEAVE BLANK	200 – 800	LEAVE BLANK
District's 3 digit code	SATSUB	Standardized Subtest	YYYY-06-30	GERMAN WITH LISTENING	GERMAN WITH LISTENING	YYYY-MM-DD	9 digit student id	Location's 3 digit code	LEAVE BLANK	200 – 800	LEAVE BLANK
District's 3 digit code	SATSUB	Standardized Subtest	YYYY-06-30	SPANISH	SPANISH	YYYY-MM-DD	9 digit student id	Location's 3 digit code	LEAVE BLANK	200 – 800	LEAVE BLANK
District's 3 digit code	SATSUB	Standardized Subtest	YYYY-06-30	SPANISH WITH LISTENING	SPANISH WITH LISTENING	YYYY-MM-DD	9 digit student id	Location's 3 digit code	LEAVE BLANK	200 – 800	LEAVE BLANK
District's 3 digit code	SATSUB	Standardized Subtest	YYYY-06-30	MODERN HEBREW	MODERN HEBREW	YYYY-MM-DD	9 digit student id	Location's 3 digit code	LEAVE BLANK	200 – 800	LEAVE BLANK
District's 3 digit code	SATSUB	Standardized Subtest	YYYY-06-30	ITALIAN	ITALIAN	YYYY-MM-DD	9 digit student id	Location's 3 digit code	LEAVE BLANK	200 – 800	LEAVE BLANK
District's 3 digit code	SATSUB	Standardized Subtest	YYYY-06-30	LATIN	LATIN	YYYY-MM-DD	9 digit student id	Location's 3 digit code	LEAVE BLANK	200 – 800	LEAVE BLANK
District's 3 digit code	SATSUB	Standardized Subtest	YYYY-06-30	CHINESE WITH LISTENING	CHINESE WITH LISTENING	YYYY-MM-DD	9 digit student id	Location's 3 digit code	LEAVE BLANK	200 – 800	LEAVE BLANK
District's 3 digit code	SATSUB	Standardized Subtest	YYYY-06-30	JAPANESE WITH LISTENING	JAPANESE WITH LISTENING	YYYY-MM-DD	9 digit student id	Location's 3 digit code	LEAVE BLANK	200 – 800	LEAVE BLANK
District's 3 digit code	SATSUB	Standardized Subtest	YYYY-06-30	KOREAN WITH LISTENING	KOREAN WITH LISTENING	YYYY-MM-DD	9 digit student id	Location's 3 digit code	LEAVE BLANK	200 – 800	LEAVE BLANK
District's 3 digit code	EOC	End of Course Exams	YYYY-06-30	Example: ALGEBRA I 9 12 V001	Each EOC is identified by the combination of: subject, grade range, and version number	YYYY-MM-DD	9 digit student id	Location's 3 digit code	LEAVE BLANK	1-100	LEAVE BLANK

Assessment FAQs

- Early Childhood Assessments –
Students who enroll in the program *MORE than 30 days from the end of the school year* require an EARLY CHILDHOOD “ENTRY” assessment in all three content areas (ex. BEHAVIOR ENTRY, SOCIAL EMOTIONAL ENTRY and LANGUAGE ACQUISITION ENTRY. This includes students receiving Speech Only services.
Submit the ENTRY and EXIT EARLY CHILDHOOD assessment only ONCE in the school year in the first reporting period after the test is administered (40D, 80D, 120D or EOY).
The ENTRY test for EARLY CHILDHOOD assessments must be administered *within 30 DAYS of the child’s program start date* in the current school year.
The EXIT test for EARLY CHILDHOOD assessments is administered *at least six months* after the ENTRY test was administered. An EXIT test is required if the student was enrolled in the program for at least six months.
Standard Achieved Code is now used to collect the **PROGRESS ASSESSMENT VALUE** and is to be submitted into STARS for each of the Early Childhood EXIT Assessments. **Discontinue** use of the Standard Achieved Code for the Early Childhood ENTRY assessments.
When determining the student's **PROGRESS ASSESSMENT VALUE**, **utilize the Childhood Outcomes Summary Form (COSF)**.
- Dual Discrepancy Model Assessment – In identifying children with Specific Learning Disabilities (SLD), effective July 1, 2009, public agencies **MUST** implement the *Dual Discrepancy Model* in grades K-3. A Dual Discrepancy exists when the student both performs below the level evidenced by grade-level peers **AND** also shows a learning rate substantially below that of grade-level peers. (NMAC 6.31.2.10)
- ENGLISH LANGUAGE PROFICIENCY SCREENER (NMELPAPT) is used to logically represent the current screening/placement test for potential EL students. This is only for the Placement/Screening Assessment for the initial identification of EL students in grades 1-12. Not for Kindergarten Students.
- WIDA Access Placement Test (WAPT) is used to screen potential EL students in Kindergarten ONLY. The test has three domains;
 1. Listening and Speaking – submit on the 40th day and only for new students thereafter.
 2. Reading – submit on the 120th day and only for new students thereafter.
 3. Writing – submit on the 120th day and only for new students thereafter.
- Language Usage Survey (LUS) is used to identify potential EL students based on the parental responses regarding the child’s use of language. Submit on the 40th day and only for new students thereafter.
- Home/Heritage Language Proficiency Assessments (for students enrolled in a Bilingual Multicultural Education Program). According to BME statute and regulation, the home language means a language other than English that is the primary or heritage language spoken at home or in the community. The heritage language means a language other than English that is inherited from a family, tribe, community or country of origin.
- Student Assistance Team (SAT) referral

- Career College Readiness Exams-Exams include ACCU, AP, COMP, IB, PLAN, ASVAB, TABE, KEYS. EXAMS may be administered at any time. CCR courses/exams are used for evaluating career and college readiness. Test data can be submitted on 40, 80, 120, and End of Year.
- End of Course Exams (EOC) Exam administered after the completion of a course or a set of courses. The PED offers numerous state-produced EOCs, and districts have the option of developing their own with state guidance and approval.
 - EOC test data can be submitted into STARS on 40, 80, 120, and End of Year.
 - Each EOC is identified by a subject, grade range, and version number which together make up the Assessment Fact Item Description.
 - Specific version numbers and Item Descriptions are permissible only during specified date ranges. (See link below for reference to list of versions, Item Descriptions and date ranges.)
 - District-created EOCs that are available for statewide use are also listed on the table with specified version numbers.
 - EOCs may be administered during specified testing windows only.
 - These windows are established and published by the Assessment and Evaluation Bureau on an annual basis.
 - EOC exams may be used in teacher evaluation and for high school students to demonstrate competency in math, reading, writing, science, and social studies to meet graduation requirements.
 - All EOCs have Frameworks that identify the assessed standards. These Frameworks are also listed on the PED website at the link below.
 - Assessment Item example:
 - Test Description = EOC
 - Item Description = ALGEBRA I 9 12 V001
 - Test Date = 11/1/2013
 - Raw Score = 80
 - Link to Assessment and Evaluation Bureau End of Course webpage

Submit new assessments for students at each reporting period. **EoC, CCR, ENGLISH LANGUAGE PROFICIENCY SCREENER (NMELPAPT), Home/Heritage Language** and the **NM Language Usage Survey (LUS)** assessments **must** be submitted at each reporting period.

Course Instructor Template

Target Table: CRSE_INSTRUCT_SNAPSHOT; eDM name: CRSE_INSTRUCT

Data Submission Schedule: K3P, 40D, 80D, 120D, EOY, SUMMER and OPEN YEAR ROUND (7/15)

Grain: One record per district / location / school year / course code / section / semester (reporting period)

Load Sequence/Dependencies

Load Sequence/Dependencies	Optional	Lookup
1. COURSE	N	Y
2. STAFF	N	Y

Template Description

The Course Instructor Template is used to identify the instructor(s) of each course/section (unique classroom) in which students are enrolled. The Course Instructor template must be submitted at each reporting period. Be sure to include all courses taught on the reporting period's snapshot date. It may be necessary to include courses that have ended between reporting periods in order to submit a student's grade.

Only submit a Course Instructor record if there are students enrolled in the class. If no students are enrolled in the course (but the course is part of your Course Catalog), you must still report the Course Code in the **COURSE** template as a course being **offered** for the reporting period; however, you would NOT report a **COURSE INSTRUCTOR** record.

Semester, Course Instructor Snapshot Date, Course Code Long, and Section Code Long MUST match the corresponding fields in the Student Course Enrollment Template and the Course Template for proper HQT results.

This template requires the combination of the COURSE CODE LONG and SECTION CODE LONG fields to be unique (PRIMARY INSTRUCTOR ID is NOT part of the unique key). PED is aware that some districts have multiple sections of the same course with the same section number. If a district's or charter school's PED-defined course code and local section code are not unique, it may be necessary to concatenate the district or school's local section code with the PRIMARY INSTRUCTOR ID (masked) in the SECTION CODE LONG field. PED suggests that the format be [local section code + "-" + PRIMARY INSTRUCTOR ID (masked)]. For example, a SECTION CODE LONG of "1-111223333" could be used (1 representing the local section code and 111223333 representing the staff member teaching that section). If this format is used for SECTION CODE LONG in this template, it must be used in the required SECTION CODE LONG fields in other templates.

Changes

The full 8-digit Course Code, with the first four digits pertaining to PED's Course Classification. The 5th digit no longer designates the Common Field, such as an 8 indicating that the course requires a bilingual endorsement. This is captured in field 60 (COURSE SPECIAL PROGRAM CODE = BEP).

Field 21 – Additional languages have been added to the Language Code Set

Field 60 – COURSE SPECIAL PROGRAM CODE – PRE for Pre AP course no longer required. Now collected in field 77 (PRE ADVANCED PLACEMENT INDICATOR) in Course Template.

Course Instructor Template Specifications

Field #	Start	End	Length	Data Type	Field Name	R/O/CR	Code	Definition	Business Rules	Valid Values/Example Data
1	1	8	8	C	DISTRICT CODE	R	K,M	PED-defined three character district code.		Example: 089
2	9	14	6	C	LOCATION CODE	R	K,M	PED-defined three character location code.		Example: 024
3	15	24	10	D	SCHOOL YEAR DATE	R	K,M	Provide the school year in the ISO format: YYYY-MM-DD.	All dates must be entered in ISO format	Example: YYYY-06-30
4-7	25	44			Not Collected					

Field #	Start	End	Length	Data Type	Field Name	R/O/CR	Code	Definition	Business Rules	Valid Values/Example Data
8	45	56	12	C	PRIMARY INSTRUCTOR ID	R	U,M	<p>Staff ID of teacher of record. Staff ID is the teacher's Social Security Number formatted without dashes. Must match Staff ID in the <i>STAFF</i> template.</p> <p>Report the SSN of concurrent or dual enrollment teachers, distance learning teachers and religious education teachers as follows:</p> <ul style="list-style-type: none"> • 8888888888 for distance learning, where the live teacher of record is separated by space or time from students. This includes Blended Learning Bureau (BLB). • 7777777777 for concurrent enrollment or Dual Credit • 5555555555 for religious instruction <p><u>DO NOT</u> submit any Staff Domain template records (such as Staff, Staff Snapshot, Staff Assignment) for 8888888888, 7777777777 or 5555555555. These "dummy" Staff IDs will be omitted from the License Discrepancy & Highly Qualified Teacher (HQT) reports since they are not licensed through PED, and therefore, licensure cannot be verified.</p>	<p>When reporting team teachers, please specify "Teacher of Record" as PRIMARY INSTRUCTOR and team teachers as additional teachers in OTHER INSTRUCTOR 1 and 2 fields.</p> <p>Staff ID must exist in the <i>STAFF SNAPSHOT</i> template for the corresponding keys to avoid reporting errors.</p>	Example: 123456789

Field #	Start	End	Length	Data Type	Field Name	R/O/CR	Code	Definition	Business Rules	Valid Values/Example Data
9	57	68	12	C	OTHER INSTRUCTOR 1	O	U	<p>Staff ID of additional staff member of instructional team. Staff ID is the staff member's SSN formatted without dashes.</p> <p>If the Other Instructor ID 1 is populated, the Data Loading process will try to match the Other Instructor ID 1 with the Staff ID in the <i>STAFF</i> Table. If no match is found, the record is loaded into the <i>COURSE INSTRUCTOR</i> Table but a Warning record is generated.</p>	Staff ID must exist in the <i>STAFF SNAPSHOT</i> template for the corresponding keys to avoid reporting errors.	Example: 987654321
10	69	80	12	C	OTHER INSTRUCTOR 2	O	U	<p>Staff ID of additional staff member of instructional team. Staff ID is the staff member's SSN formatted without dashes.</p> <p>If the Other Instructor ID 2 is populated, the Data Loading process will try to match the Other Instructor ID 2 with the Staff ID in the <i>STAFF</i> Table. If no match is found, the record is loaded into the <i>COURSE INSTRUCTOR</i> Table but a Warning record is generated.</p>	Staff ID must exist in the <i>STAFF SNAPSHOT</i> template for the corresponding keys to avoid reporting errors.	Example: 188226547
11-15	81	140			Not Collected					

Field #	Start	End	Length	Data Type	Field Name	R/O/CR	Code	Definition	Business Rules	Valid Values/Example Data
16	141	164	24	C	STAFF NAME	O	U	Name of Primary Instructor. This is an optional field that may be useful to districts when troubleshooting data submission problems with this template.		Example: Doe, John
17	165	166	2	C	SEMESTER	R	K	An additional Indicator of reporting period. Must correspond to the same reporting period as the <i>Snapshot Date</i> (field #50) in <i>STAFF SNAPSHOT</i> for each instructor of this class.	Use codes 1, 2, 3, 4, 5, and 9 not the description.	Valid Values: 1 = 40D 2 = 80D 3 = 120D 4 = EOY 5 = K3P 6 = SUMMER 9 = Open Year Round
18	167	174	8	C	CLASS PERIOD	R	U	Indicates type of class period.	If Student Grade Level in Student Snapshot = PK, then must be AM, PM or FD.	Valid Values: AM = Morning Program for PreK ONLY PM = Afternoon Program for PreK ONLY FD = Full Day Program for PreK ONLY SEM = Semester TRI = Trimester YR = Year-long BLK = Block Scheduling QTR = Quarter SP = Self-paced PO = Pull-out

Field #	Start	End	Length	Data Type	Field Name	R/O/CR	Code	Definition	Business Rules	Valid Values/Example Data
19	175	186	12	C	COURSE CODE LONG	R	K*	PED-defined 8 character course code.	<p>The full 8-digit Course Code, with the first four digits pertaining to PED's Course Classification. The 5th digit <u>no longer</u> designates the Common Field, such as an 8 indicating that the course requires a bilingual endorsement. This is captured in field 60 (COURSE SPECIAL PROGRAM CODE = BEP).</p> <p>Positions 6-8 no longer represent Subject Fields Therefore position 5 – 8 may contain any value, such as 0000.</p> <p>Must match the <i>Course Code Long</i> field in the <i>COURSE</i> and <i>STUDENT COURSE ENROLLMENT</i> templates for the same corresponding key fields in order to tie the teacher with the student.</p>	Example: 17214144
20	187	202	16	C	Not Collected					
21	203	218	16	C	ALTERNATE INSTRUCTION LANGUAGE CODE	CR	U	If the course is taught in a language other than English, indicate that in this field.	<p>Required when a course is taught in a language other than English.</p> <p>The value used should be the code (e.g., 01, 02) only. The descriptions are for reference only.</p>	<p>Example: 04</p> <p>See the Language Code Set for a list of Languages and their codes.</p>

Field #	Start	End	Length	Data Type	Field Name	R/O/CR	Code	Definition	Business Rules	Valid Values/Example Data
22	219	243	25	C	SECTION CODE LONG	R	K*	Class section number assigned by school to identify distinct classes.	<p>This field should only be the local section number.</p> <p>Must match the <i>Section Code Long</i> field in the <i>STUDENT COURSE ENROLLMENT</i> template for the same corresponding key fields.</p>	Example: PERIOD1
23	244	246	3		Not Collected					
24	247	256	10	D	SNAPSHOT DATE	R	K	Field indicating the report date. See valid values.	<p>Date must be entered in ISO format: YYYY-MM-DD.</p> <p>Must correspond to same reporting period specified in field #17, <i>Semester</i>.</p>	<p>Valid Values:</p> <p>YYYY-10-01 = 40D YYYY-12-15 = 80D YYYY-03-01 = 120D YYYY-06-01 = EOY YYYY-09-01 = K3P YYYY-06-29 = SUMMER YYYY-07-15 = Open-Year-Round</p>
25-59	257	731			Not Collected					
60	732	734	3	C	COURSE SPECIAL PROGRAM CODE	CR	U	Specify BEP to identify teachers and classes that are part of the state's BEP (funded program).	<p>Only specify a value if the class is BEP.</p> <p>Teachers identified here should match the BEP application and licensure will be verified (which is a requirement for funding).</p>	<p>Valid Values:</p> <p>BEP=Bilingual Multicultural Education Program</p>
61-63	735	761			Not Collected					
64	762	764	3	C	HONORS INDICATOR	R	U	Field indicating the class is an Honors Class.	64	<p>Valid Values:</p> <p>Y=Yes N=No</p>

Field #	Start	End	Length	Data Type	Field Name	R/O/CR	Code	Definition	Business Rules	Valid Values/Example Data
65	765	767	3	C	ADVANCED PLACEMENT INDICATOR	R	U	Field indicating the class is an Advanced Placement Class.	Specify Y if this is an Advanced Placement (AP) class. Specify N if it is not.	Valid Values: Y=Yes N=No
66	768	770	3	C	CAREER AND TECHNICAL INDICATOR	R	U	Field indicating this is a Career and Technical Class.	Specify Y if this is a Career and Technical class. Specify N if it is not.	Valid Values: Y=Yes N=No
67	771	773	3	C	GIFTED INDICATOR	R	U	Field indicating this is a Gifted Class.	Specify Y if this is a Gifted class. Specify N if it is not.	Valid Values: Y=Yes N=No
68	774	776	3	Not Collected						
69	777	779	3	C	REMEDIAL INDICATOR	R	U	Field indicating this is a Remedial Class.	Specify Y if this is a Remedial class. Specify N if it is not.	Valid Values: Y=Yes N=No
70	780	782	3	C	BASIC/GENERAL INDICATOR	R	U	Field indicating this is a Basic/General Class.	Specify Y if this is a basic and/or general class. Specify N if it is not.	Valid Values: Y=Yes N=No
71	783	785	3	C	SPECIAL EDUCATION INDICATOR	R	U	Field indicating this is a Special Education Class.	Specify Y if this is a Special Education class. Specify N if it is not.	Valid Values: Y=Yes N=No
72	786	788	3	C	INTERNATIONAL BACCALAUREATE INDICATOR	R	U	Field indicating this is an International Baccalaureate (IB) Class.	Specify Y if this is an International Baccalaureate. Specify N if it is not.	Valid Values: Y=Yes N=No
73	789	791	3	Not Collected						
74	792	794	3	C	ELECTIVE INDICATOR	R	U	Field indicating this is an Elective Class.	Specify Y if this is an Elective class. Specify N if it is not.	Valid Values: Y=Yes N=No
75 - 77	795	805		Not Collected						
78	806	808	3	C	LAB COMPONENT INDICATOR	R	U	Field indicating this class has a lab component, which may be a graduation requirement.	Specify Y if this class contains a lab component. Specify N if it does not.	Valid Values: Y=Yes N=No

Field #	Start	End	Length	Data Type	Field Name	R/O/CR	Code	Definition	Business Rules	Valid Values/Example Data
79 - 82	809	829			Not Collected					
83	830	832	3	C	ADVANCED INDICATOR	R	U	Field indicating this is an Advanced Class.	Specify Y if this is an Advanced class. Specify N if it is not.	Valid Values: Y=Yes N=No

Language Codes (field 21 – for Foreign Language Courses)

STARS Code	English name of Language	ISO 639-2 Code
0	English	eng
1	Spanish	spa
2	Vietnamese	vie
3	Hmong; Mong	hmn
4	Chinese (Cantonese or Mandarin, also includes Chaozhou, Lahu, Taiwanese, Teochew, and Toishanese)	chi (B) zho (T)
5	Cambodian - Khmer	khm
6	Korean	kor
7	Laotian (includes Khmu)	lao
8	Navajo; Navaho (Diné)	nav
9	Tagalog	tgl
10	Russian	rus
11	Creoles, French-based	cpf
12	Arabic (spoken in numerous countries including Algeria, Egypt, Iran, Iraq, and Yemen)	ara
13	Portuguese	por
14	Japanese	jpn

16	Tiwa	nai
17	Tewa	nai
18	Towa	nai
19	Keres	nai
20	Jicarilla Apache	apa
21	Mescalero Apache	apa
22	Zuni	zun
24	Sign Languages - American	sgn
25	Sign Languages - English Based	sgn
26	Albanian	alb (B) sqi (T)
27	Armenian	arm (B) hye (T)
28	Azerbaijani	aze
29	Baltic languages	bat
30	Basque	baq (B) eus (T)
31	Bosnian	bos
32	Bulgarian	bul
33	Burmese	bur (B) mya (T)
34	Chechen	che
35	Creoles, English based	cpe
36	Creoles, Portuguese-based	cpp
37	Croatian	hrv
38	Czech	cze (B) ces (T)
39	Danish	dan
40	Dutch; Flemish	dut (B) nld (T)
41	Estonian	est

42	Farsi - Persian (includes Dari spoken in Afghanistan)	per (B) fas (T)
43	Filipino; Pilipino	fil
44	Finnish	fin
45	French	fre (B) fra (T)
46	German	ger (B) deu (T)
47	Greek	gre (B) ell (T)
48	Haitian; Haitian Creole	hat
49	Hawaiian	haw
50	Hebrew	heb
51	Hungarian	hun
52	Icelandic	ice (B) isl (T)
53	India and Bangladesh - Bengali	ben
54	India - Gujarati	guj
55	India - Marathi	mar
56	India - Rajasthani	raj
57	India - Telugu	tel
58	India and Assam - Assamese	asm
59	India and Pakistan - Hindi	hin
60	India and Pakistan - Urdu	urd
61	India or Pakistan Panjabi; Punjabi	pan
62	India, Malaysia, Sri Lanka - Tamil	tam
63	Indonesian	ind
64	Iranian languages	ira
65	Italian	ita
66	North American Indian languages Other	nai
67	Norwegian	nor

68	Polish	pol
69	Romanian; Moldavian; Moldovan	rum (B) ron (T)
70	Somali (also includes Tigrinya)	som
71	Serbian	srp
72	Slavic languages	sla
73	Swedish	swe
74	Thai	tha
75	Tibetan	tib (B)
		bod (T)
76	Ukrainian	ukr
77	Hocano	NAI
78	Kurdish (includes any country where this is spoken such as Iraq and Afghanistan)	kur
79	Syriac (includes Assyrian and Chaldean)	syr
80	Cebuano (Visayan)	ceb
81	Chamorro	cha
82	Kinyarwanda (includes Kirundi)	kin
83	Lithuanian	lit
84	Malayalam	mal
85	Marshallese	mah
86	Mixteco	NAI
87	Nepali	nep
88	Pashto (also includes Pushto)	pus
89	Samoan	smo
90	Sinhalese (also includes Sinhala)	sin
91	Swahili	swa
92	Tongan (also includes Raratongan)	rar

93	Turkish	tur
94	Wolof	wol
95	Yao (also includes Mien)	yao
96	Fanti (spoken in Ghana)	fat

Course Template

Target Table: COURSE

Data Submission Schedule: K3P, 40D, 80D, 120D, EOY, YEAR ROUND (7/15), SUMMER (optional)

Grain: One record per district / location / school year / course code / reporting period

Load Sequence/Dependencies

- NONE

Template Description

Report the attributes of each course, with the exception of the section, which is reported in the Course Enrollment and Course Instructor templates. Report all courses OFFERED during the reporting period ONLY and do not report courses that are not offered during the reporting period.

Changes

New Business Rule: When a characteristic of a course changes, then the 8-alphanumeric Course Code must change. This change is being implemented because of the Real Time Data Project's use of Ed-Fi's data store. If any of the "Indicator Fields" carried in Course Instructor change, then it requires a unique "Course Code Long" field be created. This includes the indicator fields 64-83 and field 60 Course Special Program Code.

The full 8-digit Course Code, with the first four digits pertaining to PED's Course Classification. The 5th digit no longer designates the Common Field, such as an 8 indicating that the course requires a bilingual endorsement.

Field 77 – NEW PRE ADVANCED PLACEMENT INDICATOR. Replaces field 60 COURSE SPECIAL PROGRAM CODE (PRE) from Course Instructor Template.

Course Template Specifications

Field #	Start	End	Length	Data Type	Field Name	R/O/CR	Code	Definition	Business Rules	Valid Values/Example Data
1	1	8	8	C	DISTRICT CODE	R	K,M	PED defined three character district code.		Example: 061
2	9	14	6	C	LOCATION CODE	R	K,M	PED defined three character location code.		Example: 208

Field #	Start	End	Length	Data Type	Field Name	R/O/CR	Code	Definition	Business Rules	Valid Values/Example Data
3	15	24	10	D	SCHOOL YEAR DATE	R	K,M	Provide the school year in the ISO format: YYYY-MM-DD. The PED standard school year runs from July 1 through June 30.	All dates must be entered in ISO format. STARS uses the June 30th date to designate the full school year.	Example: YYYY-06-30
4	25	32	8		Not Collected					
5	33	62	30	C	COURSE NAME	O	U,R	Local district course name.		Example: College Prep English II
6-25	63	230	24		Not Collected					
26	231	232	2	C	SEMESTER	R	K	Indicator of reporting period. See valid values.	Use codes 1, 2, 3, 4, 5, 9	Valid Values: 1 = 40D 2 = 80D 3 = 120D 4 = EOY 5 = K3P 6 = SUMMER 9 = Open Year Round
27	233	244	12	C	COURSE CODE LONG	R	K*	PED-defined 8 character course code offered by the school.	The full 8-digit Course Code, with the first four digits pertaining to PED's Course Classification Position 5 no longer represents the Common Field – use a zero. Positions 6-8 no longer represent Subject Fields and may contain any value, such as 000. The first 4-digits must match the State's Course Codes.	Example: 17214144
28	245	250	6		Not Collected					

Field #	Start	End	Length	Data Type	Field Name	R/O/CR	Code	Definition	Business Rules	Valid Values/Example Data
29	251	262	12	C	ALTERNATE COURSE CODE	O	U	Local district course number.		Example: 1234
30-76	263	1336	6	Not Collected						
77	1337	1339	3	C	PRE-ADVANCED PLACEMENT INDICATOR	O	U	Field indicating this is a pre-advanced placement class.		Valid Values: Y=Yes N=No

CTE Student Industry Credential Template

Target Table: CTE_STUDENT_CREDENTIAL

Grain: One record per district / school year / student / credential

Load Sequence/Dependencies

Load Sequence	Lookup	Optional
1.STUDENT	N	N

Template Description

The Career Technical Student Industry Credential Template captures industry certifications that students have achieved during the school year. Every student that reports the achievement of an Industry Credential should be reported in this template

Both industry granted and college granted certificates are to be reported.

- An industry granted certificate is based on a standardized, national, industry accepted exam.
- A college granted certificate is based primarily on seat time.

CTE Student Industry Credential Template Specifications

Field #	Length	Data Type	Field Name	R/O/CR	Code	Definition	Business Rules	Valid Values/Example Data
1	20	C	DISTRICT CODE	R	K,M	PED-defined three character district code.		Example: 071
2	10	D	SCHOOL YEAR DATE	R	K,M	Provide the school year in the ISO format: YYYY-MM-DD.	All dates must be entered in ISO format	Example: YYYY-06-30
3	12	C	STUDENT ID	R	U,M	State-issued student identification number.		Example: 123456789

4	12	C	LOCATION CODE	R	K,M	PED-defined three character location code. Use the following Location Codes for special education students not enrolled at an actual district location: 993 = Students who are hospitalized 997 = Students who are enrolled in a private school 998 = Students who are homebound 999 = Students who are home schooled		Example: 010
5	7	N	CIP CODE	R	K,M	Required for submission to warehouse	Value is zero, not capital letter O	Valid Value: 0
6	12	C	DELIVERY METHOD CODE	R	K,M	Required for submission to warehouse		Valid Value: CG = College Granted Certificate IS = Industry Standard Third Party Assessment
7	12	C	INDUSTRY CREDENTIAL CODE	R	K,M			Example: 003 See the Industry Credential Code Set at the end of this document.
8	10	D	CREDENTIAL EARNED DATE	R	U,M	Provide the school year of credential earned in the ISO format: YYYY-MM-DD.	Must use current school year end date	Example: YYYY-06-30
9	10	C	CREDENTIAL EARNED PERIOD LEVEL	R	F,M	Provide the period level credential was earned.	Must use valid value	Valid Value: Day

Career Technical Student Industry Certification Codes

Valid Value	Certification
001	3D Studio Max Certification
002	A+ Certification
003	Auto CAD
004	Adobe Certified Expert
005	Associated Builders and Contractors
006	Automotive Service Technician (ASE)
007	C+ Certification
008	Certified Access Culinary
009	Certified Cisco Network Associate
010	Certified Coding Associate (CCA)
011	Certified Customer Service Specialist
012	Certified Electronics Associate
013	Certified Food Manager
014	Certified e-Marketing Associate
015	Certified Internet Webmaster
016	Certified Landscape Technician
017	Certified Medical Assistant (CMA)
018	Certified Microsoft Professional
019	Certified Novell Administrator
020	Certified Nurse Aide (CNA)
021	Certified Professional Salesperson
022	Certified Protection Officer
023	Certified Travel Associate
024	Certified Web Designer
025	Certified Web Technician
026	Certified Veterinary Assistant
027	Child Development Associate Certification
028	CMI Custodial Technician
029	Computer Maintenance Technician

Valid Value	Certification
030	Concierge
031	Corel Certified Expert
032	Corel Certified Proficient User
033	Cosmetology Beautician
034	County Jailer
035	Criminal Justice
036	Dental Assistant (CDA)
037	Dental Radiography (RHA)
038	e-Biz
039	Educational Aide Certification I
040	Educational Aide Certification II
041	Emergency Care Attendant (ECA)
042	Emergency Medical Dispatcher (EMD)
043	Emergency Medical Technician (EMT)
044	Environmental Technician
045	Forklift Operator
046	Front Desk Representative
047	IC Certification,
048	i-Net+ Certification
049	jCert JAVA Programmer Certification
050	Landscape Irrigator License
051	Licensed Vocational Nurse (LVN)
052	Linux+
053	Lodging Management Passport
054	Lodging Management Program Certification I
055	Lodging Management Program Certification II
056	Macromedia Certified Dreamweaver Developer
057	Massage Therapist (RMT)
058	Micromedia Director Certification
059	Mobile Refrigerant Recovery
060	MOUS (Microsoft Office Users Specialist)

Valid Value	Certification
061	NCCER Carpentry
062	NCCER Electrical
063	NCCER HVAC
064	NCCER Industrial Maintenance
065	NCCER Masonry
066	NCCER Painting
067	NCCER Plumbing
068	NCCER Sheet Metal
069	NCCER Welding
070	National Health Care Foundation Skill Standards
071	Network+
072	Networking Cabling Specialist
073	OPAC (Office Proficiency Assessment)
074	Oracle Database Foundations (novice level exam) 1Z0-006
075	OSHA/Career Safe
076	Outdoor Power Equipment Technician
077	Pesticide Handling
078	Pharmacy Technician (CPhT)
079	Phlebotomy Technician (CPT)
080	Private Pesticide Applicators License
081	Pro Engineer Certification
082	Prostart Certification
083	Real Estate License
084	Refrigeration Handling
085	Refrigeration Technician
086	Reservationist
087	SABRE System Certification
088	Security Service
089	Server+
090	ServSafe Certification
091	Shampoo and Conditioning Specialist

Valid Value	Certification
092	Small Engine Repair
093	Student Network Technician
094	Telecommunications Operator
095	New Mexico Commercial Drivers License
096	Welding Technician
097	Basic Safety Module 00101-04 NCCER Introductory Craft Skills
098	Light Line Certification Diesel
099	Heavy Line Certification Diesel
100	Comp TIA Security+
101	Comp TIA Server+
102	NCCER Core Curriculum
103	S/P2 Safety & Pollution Prevention
104	<i>Not in use</i>
105	First Aid/CPR BLS
106	NCCER Basic Core and Safety
107	A*S*K Assessment of Skills and Knowledge for Business Certificate
108	ACT National Career Readiness Certificate
109	Audio-Visual Communications
110	Certification: Autodesk Revit Architecture Certified User
111	Certification: efoodhandlers
112	Certification: Gas Metal Arc Welding
113	Certification: Gas Tungsten Arc Welding
114	Certification: Shielded Metal Arc Welding
115	Certification: WIN Career Readiness
116	DECA School Based Enterprise Individual Certification
117	Detention Officer Certification
118	Emergency Telecommunicator (911 Operator)
119	Floriculture
120	Flux Core Arc Welding D9.4 4 2F
121	Graphic Design & Illustration using Adobe Illustrator
122	Landscape

Valid Value	Certification
123	Marketing Management Entrepreneurship
124	Microsoft Technology Associate: Windows Operating System Fundamentals
125	Microsoft Office Specialist
126	Microsoft Office Excel 2013
127	Microsoft Office PowerPoint 2013
128	Microsoft Office Word 2013
129	NM Early Care Education and Family Support
130	NOCTI Certificate in Retail Merchandising
131	Para Pro
132	Police Explorer Certification-
133	ProStart National Restaurant Association Education Foundation
134	Texas Corrections Officer Certification
135	Video Communication using adobe Premiere Pro
136	Visual Communication using Adobe Photoshop
137	Web Communication using Adobe Dreamweaver
138	Academic Transfer Certificate
139	Certificate in Biofuels
140	Certificate in Emergency Medical Technician-Basic
141	Certificate in Fashion Design
142	Certificate in Film Production
143	Basic Wildland Firefighting Certification
144	Project Lead The Way Biomedical Sciences Certification
145	Microsoft Office Excel 2010
146	Microsoft Office PowerPoint 2010
147	Microsoft Office Word 2010
148	Precision Exams: Agriculture, Food & Natural Resources
149	Precision Exams: Architecture & Construction
150	Precision Exams: Arts, AV Technology & Communication
151	Precision Exams: Business Management & Administration
152	Precision Exams: Education and Training
153	Precision Exams: Finance

Valid Value	Certification
154	Precision Exams: Government & Public Administration
155	Precision Exams: Health Science
156	Precision Exams: Hospitality & Tourism
157	Precision Exams: Human Services
158	Precision Exams: Information Technology
159	Precision Exams: Manufacturing
160	Precision Exams: Marketing
161	Precision Exams: Law, Public Safety, Corrections & Security
162	Precision Exams: Science, Technology, Engineering & Mathematics
163	Precision Exams: Transportation, Distribution & Logistics

District Fact Template**Target Table: DISTRICT_FACT****Data Submission Schedule: 80th and 120th****Grain:** One record per district / fact**Template Description**

Use to report counts for the following district bus “facts”:

- Number of eligible students transported that are not included in the “STARS Report”.
- Number of per capita feeder routes.
- Per capita feeder mileage.
- Projected number of students to be transported next year.

Changes**FIELD 4 - CATEGORY 02 – Change in valid values – Use the following codes:**

CATEGORY 02 CODE	Category 02 Description (for informational purposes, not to be reported)
ELIGSTUDNOTSTARS	Number of Eligible Students Transported that are NOT included in the STARS Report
MILEAGE	Per Capita Feeder Annual Mileage
FEEDER	Number of Per Capita Feeder Routes
PROJSTUDENTS	Projected Number of Students to be Transported Next Year

Field 5 – No Longer Collected**Field 18 - CATEGORY SET CODE - Change in valid values –****Please use only the following:**

ELIGSTUDNOTSTARS

MILEAGE

FEEDER

PROJSTUDENTS

Field #	Start	End	Fixed Length, Scale	Data Type	Field Name	R/O/CR	Code	Definition	Business Rules	Valid Values
1	1	8	8	C	DISTRICT CODE	R	K,M	PED-defined three character district code.		Example: 071
2	9	18	10	D	REPORTING DATE	R	K,M	Reporting Date		YYYY-12-15 YYYY-03-01
3	19	58	40	C	CATEGORY 01	R	K*,D	Bus Transportation	This ties the records reported in CATEGORY 02 (field 4) together.	Bus Transportation
4	59	98	40	C	CATEGORY 02	R	K*,D	Bus Transportation		One record for each of the following: ELIGSTUDNOTSTARS MILEAGE FEEDER PROJSTUDENTS See the table at the end of the document for a detailed explanation.
5	99	138	40		Not collected					
6	139	148	10	C	PRIMARY MEASURE TYPE	R	K,M	Type of Measure		Count
7	149	155	7,0	N(0)	COUNT	R	U,M*	Enter actual value for each item identified in each Category	Enter actual value for each item identified in each Category	Example: 200
8 - 17	156	879			Not collected					
18	880	979	100	C	CATEGORY SET CODE	R	K,M		Must match the value reported in field 4 – CATEGORY 02.	ELIGSTUDNOTSTARS MILEAGE FEEDER PROJSTUDENTS
19-21	980	1099			Not collected					

Submit one record for each type of Category 01, 02, and Category Set Code count.

Example:

DISTRICT CODE	REPORTING DATE	CATEGORY 01	CATEGORY 02	PRIMARY MEASURE TYPE	COUNT	CATEGORY SET CODE	CATEGORY DESCRIPTION NOT REPORTED
000	2018-12-15	Bus Transportation	ELIGSTUDNOTSTARS	COUNT	10	ELIGSTUDNOTSTARS	Number of Eligible Students Transported that are NOT included in the STARS Report
000	2018-12-15	Bus Transportation	MILEAGE	COUNT	5869	MILEAGE	Per Capita Feeder Annual Mileage
000	2018-12-15	Bus Transportation	FEEDER	COUNT	8	FEEDER	Number of Per Capita Feeder Routes
000	2018-12-15	Bus Transportation	PROJSTUDENTS	COUNT	220	PROJSTUDENTS	Projected Number of Students to be Transported Next Year

Location Marking Period

Target Table: LOCATION_MARKING_PERIOD

Data Submission Schedule: OPEN YEAR ROUND (7/15) Only once per year.

Grain: One record per location/per district/per school year

Load Sequence/Dependencies - NONE

Template Description

Use this template to report the start and end dates for all public and charter locations. Off-sites are optional. Do not report the following locations here:

992 = Off-Site Early Childhood Program

993 = Students who are hospitalized

997 = Students who are enrolled in a private school

998 = Students who are homebound

999 = Students who are home schooled

Location Marking Period

Field	Start	End	Length	Data	Field Name	R/O/CR	Code	Definition	Business Rules	Valid Values/Example Data
1	1	20	20	C	DISTRICT CODE	R	K,M	PED defined three character district code.		Example: 080
2	21	32	12	C	LOCATION CODE	R	K,M	PED defined three character location codes.	Required for all active Public and Charter schools. Off-sites that have instructional programs are optional. The following Location Codes should <u>not</u> be reported: 992 = Off-Site Early Childhood Program 993 = Students who are hospitalized 997 = Students who are enrolled in a private school 998 = Students who are homebound 999 = Students who are home schooled	Example: 008

3	33	72	40	C	PERIOD CODE	R	K,M	Defines YEAR.	Must use – SYBED – refers to School Year Beginning/End Date.	<u>Must</u> use - SYBED
4	73	82	10	C	SCHOOL YEAR DATE	R	K,M	PED defined the school year date.	PED uses the last day in June for ending the school year.	Must Use: YYYY-06-30
5	83	92	10	C	SCHOOL YEAR START DATE	R	U,M	Actual start date of the location.	Start date of the location. If the school starts in a staggered fashion by grade report the earliest date.	ISO format: YYYY-MM-DD
6	93	102	10	C	SCHOOL YEAR END DATE	R	U,M	Actual end date of the location.	End date of the location. If the school ends in a staggered fashion by grade report the latest date.	ISO format: YYYY-MM-DD
7	103	202	100		Not Collected					
8	203	222	20	C	TERM CODE (YEAR)	R	K,M	Defines YEAR.	Must use – SYBED – refers to School Year Beginning/End Date.	<u>Must</u> use - SYBED
9-12	223	284			Not Collected					
13	285	287	3,0	N	DAYS IN SESSION	R	U,M		Number of Days that the location is in Session. This is a numeric field. Please enter whole numbers without decimals.	Example: 181

Reports:

[STARS Home](#) > [STARS Reporting](#) > [Public Folders](#) > [eScholar Framework - Verify](#) > [District and Location Reports](#) > [General Reports](#)
[Districts Start and End Dates for Year](#)

[Schools Start and End Dates for Year](#)

[STARS Home](#) > [STARS Reporting](#) > [Public Folders](#) > [eScholar Framework - Verify](#) > [District and Location Reports](#) > [Template Verification Reports](#) > [General](#)

[Location Marking Period Template Verification](#)

Programs Fact Template

Target Table: PROGRAMS_FACT

Data Submission Schedule: K3P, 40D, 80D, 120D, EOY, and SUMMER

Grain: One record per district / location / school year / student / program

Load Sequences/Dependencies

Load Sequence/Dependencies	Optional	Lookup
1. STUDENT	N	N

Template Description

Use this template to associate students to special programs. For example - Bilingual Education

Submit only for active students as of the reporting date; students must be participating in these program(s) at the time of submission.

Changes

Field 5 – PROGRAMS CODE –

The following codes have been **retired**:

- FAEA – (Fine Arts Education Act) Please note, the funds for FAEA will be based on membership in grades K-6.
- STC – (Save the Children)
- TIC – (Title I Part C, Migrant Education Program)
- TID – (Title I Part D, Delinquent Students)

Field 16 – PROGRAM COMMENT – No longer reported.

Field 18 –PARTICIPATION INFO CODE – Values 17 - 24 No longer reported. It is no longer necessary to report students whose parents have opted out of BEP but it is still required for ELL/Title III students.

Programs Fact Template

Field #	Start	End	Length	Data Type	Field Name	R/O/CR	Code	Definition	Business Rules	Valid Values/Example Data
1	1	8	8	C	DISTRICT CODE	R	(K,M)	PED defined three character district code.		Example: 017
2	9	14	6	C	LOCATION CODE	R	U,M	<p>PED defined three character location codes.</p> <p>Use the following Location Codes for special education students not enrolled at an actual district location:</p> <p>992 = Off-Site Early Childhood Program 993 = Students who are hospitalized 997 = Students who are enrolled in a private school 998 = Students who are homebound 999 = Students who are home schooled</p>		Example: 408
3	15	24	10	D	SCHOOL YEAR DATE	R	K,M	Provide the school year in the ISO format: YYYY-MM-DD. The PED standard school year runs from July 1 through June 30.	All dates must be entered in ISO format	Example: YYYY-06-30
4	25	36	12	C	STUDENT ID	R	K,M	State issued student identification number.		Example: 670586409
5	37	44	8	C	PROGRAMS CODE	R	K,M	<p>Code identifying the program that the student is participating in. See list of valid values.</p> <p>In <u>School-wide</u> Title I, Part A schools, all students are required to have a T1A in field 5.</p> <p>In <u>Targeted</u> Title I, Part A schools, only students that receive T1A services have the T1A in field 5.</p>	<p>See list of valid values for Programs Codes that are required at each reporting period.</p> <p>For PROGRAMS CODE = 3Y, 4Y, NMPREK, FACE, HEADST, or T1APK, the Student Snapshot CURRENT GRADE LEVEL (field # 10) must equal PK.</p>	<p>Valid Values:</p> <p>See the Programs Code Set at the end of the document for a list of the valid values.</p>

Field #	Start	End	Length	Data Type	Field Name	R/O/CR	Code	Definition	Business Rules	Valid Values/Example Data
6	45	54	10	D	BEGINNING DATE	R	K,M	Field indicating the report date. See valid values.		Valid values: YYYY-10-01 = 40D YYYY-12-15 = 80D YYYY-03-01 = 120D YYYY-04-20 = Accountability YYYY-06-01 = EOY YYYY-09-01 = K3P YYYY-06-29 = Summer Session YYYY-07-15 = Open Year Round
7 – 8	55	224			Not Collected					
9	85	104	20	C	PROGRAM INTENSITY	CR Please see Business Rules for requirements	U	Number of program hours for the student participating in a State-approved Bilingual Multicultural Education Program.	Only complete this field when the PROGRAMS CODE (Field # 5) = BEP. The value used should be the code (e.g. 2) only. The descriptions are for reference only.	Valid Values: 1 = 1 program hour 2 = 2 program hours 3 = 3 program hours
10 -16	105	224			Not Collected					

Field #	Start	End	Length	Data Type	Field Name	R/O/CR	Code	Definition	Business Rules	Valid Values/Example Data
17	225	234	10	D	ORIGINAL PROGRAM START DATE	CR	U	<p>Provide the actual start date within the current school year that the student began receiving any of the following:</p> <p><u>CEIS</u> Coordinated Early Intervening Services.</p> <p><u>3Y and 4Y</u> Provide the actual start date that the student enters 3Y or 4Y program within the current school year.</p> <p><u>FACE</u> Family and Children Education Program</p>	<p>This field is required when the PROGRAMS CODE (Field #5) =</p> <ul style="list-style-type: none"> • CEIS • 3Y/4Y • FACE <p>All dates must be entered in ISO format.</p>	YYYY-MM-DD
18	235	240	6	C	PARTICIPATION INFO CODE	CR	U	Indicator of additional information for designated programs.	<p>REQUIRED WHEN: PROGRAMS CODE (Field #5) is populated with any of the following codes:</p> <p>BEP (Bilingual Multicultural Education Program)</p> <p>ELL (English Language Learner)</p> <p>T3 (Title III)</p> <p>POS (Program of Study)</p> <p>CEIS (Coordinated Early Intervening Services)</p> <p>NMPREK (NM PreK PED Funded)</p>	<p>Valid Values:</p> <p>See Participation Info Code Set at the end of this document for the valid values.</p>

Programs Code (Programs Fact - Field # 5)

Code	Program Description
T1A	Title I Part A (required at all reporting periods)
T1APR	Title I, Part A private school students that are receiving Title I services (required at all reporting periods)
T1AND	Title I, Part A students that are enrolled in Neglected and Delinquent programs supported by Title 1, Part A funds (required at all reporting periods)
T1APK	Title I, Part A funded preschool students (required at all reporting periods)
T3	Title III (required at all reporting periods) District-level federal sub-grant to supplement EL programs and services. Required field for all districts receiving Title III funding for ELs. Must enter in "Valid Values 6-9 for EL and/or Title III Programs in Participation Info Code (Programs Fact - Field # 18)
T7	Title VII (required at all reporting periods)
T8	Title VIII (required at all reporting periods)
BEP	Bilingual Multicultural Education Program – (required at all reporting periods)
BUS	Bus Services (required at 80D, 120D)
BUSA	Bus Services for Students with disabilities K-12 at 4/D maximum service level and 3Y/4Y DD who are receiving BUS/BSCE services and the student has an IEP requiring an accommodations or special service (required at 80D, 120D)
BSCE	Bus Services Vocational Ed/Concurrent Enrollment (required at 80D, 120D)
ELL	English Learner Program/Service (required at all reporting periods) All districts with identified ELs, must use this code. Formerly known as ELD or ELL. Must enter in "Valid Values 6-9 for EL and/or Title III Programs in Participation Info Code (Programs Fact - Field # 18)
CEIS	Coordinated Early Intervening Services (required at all reporting periods). For Regular Education Only. Must enter in "Valid Values 13 or 14 for CEIS in Participation Info Code (Programs Fact - Field # 18). Prior authorization required.
3Y	Child participating in the Early Childhood 3Y Program (required at all reporting periods)
4Y	Child participating in the Early Childhood 4Y Program (required at all reporting periods)
CSDA	Charter School Students participating in a District Activity
HEADST	Head Start PreK
HSDA	Home School Students participating in a District Activity
K3P	Participating in K3 Plus program (required at K3P collection only)
FACE	Family and Children Education Program (for 3 and 4 year old only)
NMPREK	Student is participating in the NM PreK funded program. Required for ALL NMPREK PED funded students.
ECHS	Early College High School – used by CCRB bureau - students who are enrolled in an early college high school program
WRP	Workforce Readiness Program – used by CCRB bureau - students who are enrolled in a workforce readiness program
POS	Program of Study - used by CCRB bureau – identifies that the student is a CTE concentrator. Identify the cluster or career pathway in which the student is concentrating in field #18 – Participation Info Code .

Participation Info Code (Programs Fact - Field # 18)

Code Participation Description

Valid Values for BEP:

- 1 Dual Language Immersion
- 2 Developmental/Maintenance Bilingual
- 3 Enrichment
- 4 Transitional Bilingual
- 5 Heritage/Indigenous Language

Valid Values for EL/Title III:

- 6 Parents Refusal - received in writing from parent (opt-out form)
- English Language Development (ELD) pull-out course and sheltered instruction in content areas - The student is pulled out for instruction in English Language Development based on the English language proficiency level of the student and provided sheltered instruction in content areas.
- 7
- English Language Development (ELD) block and sheltered instruction in content areas (elementary grades only) - The student receives instruction in English Language Development for a minimum of 45 minutes in a self-contained elementary setting based on the English language proficiency level of the student and provided sheltered instruction in content areas.
- 8
- Integrated English Language Development (ELD) - English Language Arts (ELA) course and sheltered instruction in content areas (secondary grades only) - The student that is nearing proficiency in English receives instruction in an integrated ELD-ELA course at the middle school and high school level and sheltered instruction in content areas.
- 9

Valid Values for CEIS (Coordinated Early Intervening Services):

- 13 Voluntary CEIS – up to 15% of funds used for CEIS
- 14 Mandatory CEIS – 15% CEIS is required if district had significant disproportionality.

Valid Values for POS (CTE Program of Study Clusters)

- 25 Agriculture, Food and Natural Resources
- 26 Architecture & Construction
- 27 Arts, Audio/Video Technology & Communications
- 28 Business Management & Administration
- 29 Education & Training

- 30 Finance
- 31 Government & Public Administration
- 32 Health Science
- 33 Hospitality & Tourism
- 34 Human Services
- 35 Information Technology
- 36 Law, Public Safety, Corrections & Security
- 37 Manufacturing
- 38 Marketing
- 39 Science, Technology, Engineering & Mathematics
- 40 Transportation, Distribution & Logistics

Valid Values for NMPREK:

- 450HR NMPREK ½ day student – funding based on 450 hours
- 900HR NMPREK Full-Day day student – funding based on 900 hours

FAQS

Which students should be counted as eligible for bus transportation?

The following items determine whether a student is eligible for bus transportation:

- Transportation boundary;
- Students must reside outside of the statutory walking distance to their assigned school unless an individualized education program (IEP) for Special Education determines that the transportation is necessary or an approval for hazardous walking exists;
- Students must be considered “qualified” students as specified in 22-8-2 (M) NMSA 1978;
- Students must meet the membership requirements of 22-8-2 (B) NMSA 1978.

Report only those students who are both eligible for bus transportation and ride the bus on the reporting date.
For more information, please contact Antonio Ortiz, Student Transportation Director at (505) 827-3863.

Coordinated Early Intervening Services (CEIS):

Enter the Start date within the current school year that the student began. CEIS is provided to regular education students in grades K - 12 with a particular emphasis on students in grades K - 3. Early Intervening applies to regular education students who are at risk of referral for special education services, grades K through 12. Federal IDEA funds can be used for regular education coordinated early intervening services.

School districts must have their plan approved prior to the initiation of CEIS. Special education students cannot be entered into CEIS.

- **Mandatory CEIS** - Enter those students identified particularly, but not exclusively in those groups that were significantly over-identified. Those students must be monitored for a two year period after being identified.
- **Voluntary CEIS** - School districts may set aside up to 15% of IDEA funds for voluntary CEIS.

How should I report a 5 year old receiving early childhood services?

If the IDEA eligible student turns 5 years of age after 12:01 a.m. on September 1st of the school year the student may continue to be placed in the 4Y program through the IEP process.

Program of Study - POS

PED uses course enrollments to determine when a student reaches formal concentrator status for federal reporting, and has an algorithm for assigning students to a cluster based upon the classes a student has taken.

The program fact field POS does NOT require students to have enrolled in 3 or more classes within a cluster. Instead, this field is for the declared pathway. The declared pathway is part of the student's next step plan. It is used when a student intends to be a concentrator and the valid values for the field are the same as the cluster choices indicated on the next step plan.

Students may not have yet taken 3 or more classes in a cluster area, but they intend to concentrate in that cluster. The base of information is what is indicated on the next step plan and it may change from year to year. The CCR bureau will compare the declared CTE concentrator with the actual enrollments as students move through their program of study.

Charter School Students Participating in a District Activity or Home School Students Participating in a District Activity

If a student is participating in "Charter School Students participating in a District Activity" or "Home School Students participating in a District Activity", and the district that is counting their participation is not their home district, you must enter that student in your student template in order to submit their participation via the Programs Fact template. Use district and location codes where the district activity occurred.

School Enrollment (Withdrawal) Template

Target Table(s): SCHOOL_ENROLL

Data Submission Schedule: 40D, 80D, 120D, EOY and Summer

Grain: One record per district / location / school year / student / "mobility transaction"

Load Sequences/Dependencies

Load Sequence/Dependencies	Optional	Lookup
1. STUDENT	N	N

Template Description

This template contains the student **enrollment and withdrawal transactions** at each school within each district across the school year. The data are used for Mobility, Graduation Cohort rate and Dropouts. Submit all enrollment/mobility actions for all students.

Changes

Field 5 – ACTIVITY DATE – No longer collected.

Field 7 – ENROLLMENT AND WITHDRAWAL CODES –

The following codes have been retired:

W3 – Withdrawal: No show.

W21 – Withdrawal: Suspension without educational services.

W23 - Absence (Illness) - A student that has been absent for ten (10) consecutive days due to illness, verified as legitimate.

The following codes have been revised:

W1 – Withdrawal: Student has transferred out to another PED District or State Charter.

W5 – Detained – Student is detained in a court-ordered facility, such as out-of-state jail, expulsion or out-of-school suspension greater than 6 months - does NOT include New Mexico Corrections.

W8 – Transfer within state to a non-public or BIE school. - Student who withdraws to a diploma-granting, non-public school within New Mexico. This includes a **private** or **BIE** school that grants a standard diploma recognized by the State of New Mexico. Does not include Home School. (use W81)

The following codes have been added:

WDO – Drop-out – Student is known to have dropped out of school.

W10 - Moved out of state. Use this code for students who **moved out of New Mexico** or who are studying abroad as **US exchange students**. Does not include Home School. (use W81)

Field 10 - RESIDENCE STATUS CODE – No longer collected.

Field 11- ENROLLMENT CHANGE CODE – No longer collected.

Field 13 – ENROLLED AT SCHOOL YEAR START INDICATOR – No longer collected.

School Enrollment Template Specifications

Field #	Start	End	Length	Data Type	Field Name	R/O/C	Code	Definition	Business Rules	Valid Values/Example Data
1	1	8	8	C	DISTRICT CODE	R	K,M	PED defined three character district code.		Example: 081
2	9	14	6	C	LOCATION CODE	R	K,M	PED defined three character location codes.		Example: 545
3	15	24	10	D	SCHOOL YEAR DATE	R	K,M	Provide the school year in the ISO format: YYYY-MM-DD. The PED standard school year runs from July 1 through June 30.	All dates must be entered in ISO format	Example: YYYY-06-30
4	25	36	12	C	STUDENT ID	R	K,M	State issued student identification number.		Example: 587509257
5	37	46	10		Not Collected					
6	47	56	10	D	ENROLLMENT DATE (also withdrawals)	R	K,M	Provide the actual date the mobility transaction occurred.	Enrollment Date and Activity Date are the same date. All dates must be entered in ISO format	Example: 2010-09-15
7	57	62	6	C	ENROLLMENT CODE (also withdrawals)	R	K,M	Code identifying the type of mobility transaction. See valid values.	The value used should be the code only. Valid values are case sensitive. The descriptions are for reference only.	Valid Values: See the Enrollment and Withdrawal Code Set at the end of this document.
8-13	63	151			Not Collected					

Enrollment and Withdrawal Codes (School Enrollment Template - Field # 7)

Code	Enrollment Description
E1	Initial enrollment for current school year any school - Student enrolled at this school for the first time during the current school year including a student who attended this same school the last school year and returns this school year. Student who has NOT been enrolled anywhere else in the U.S. during the current school year. This student is in school for the first time during this school year regardless of start date. (Not for use for students entering from BIE schools. Use E3.)
E2	Initial enrollment for current school year. Student who has been enrolled in school this <u>current</u> school year in another state, private school, home school or transfer in from a state-supported school. Registration for school can be at any time during the year. (Not for use for students entering from BIE schools. Use E3.)
E3	Previously enrolled in BIE school - Student who enrolls in NM Public schools for the first time during the current school year from a BIE school. Registration for New Mexico public school can occur at any time during the school year.
R1	Transfer within district - Student that transfers from one school to another school (including district charters) in same district during the current school year.
R2	Transfer from outside district - Student who moves from a school district or charter school in a different district in New Mexico into your district after school starts - does not include transfers to or from your district charter schools.
R3	Previously dropped from enrollment - Student previously dropped from school for any reason other than transfer to another school or district and later <u>returns to your school</u> site without attending school elsewhere during this school year (student was previously an E1, R1 or R2).
Code	Withdrawal Description
W1	Student has transferred out to another PED District or State Charter.
W2	Absent 10 days - A student that has been absent for ten (10) consecutive days must be dropped from the rolls. These may include truants and habitual truants provided the school district has intervened according to their retention and truancy policy as provided in Section 22-12-9 NMSA 1978.
W4	GED - Student exits to a non-diploma granting education setting such as vocational or GED program.
W5	Detained – Student is detained in a court-ordered facility, such as out-of-state jail, expulsion or <u>out-of-school suspension greater than 6 months</u> - does NOT include New Mexico Corrections.
W6	Left U.S. – Student emigrated or moved outside of US or US territories; does not include temporary military assignment or studying abroad as US exchange student.
W7	Pregnancy - Student exited school due to pregnancy (applies to either female or male student).
W8	Transfer within state to a non-public or BIE school. - Student who withdraws to a diploma-granting, non-public school within New Mexico. This includes a private or BIE school that grants a standard diploma recognized by the State of New Mexico. Does not include Home School. (use W81)
W9	Immunization - Student dis-enrolled due to failure to provide satisfactory evidence of 1) commencement of immunization OR 2) completion of immunization.

W10	Moved out of state. Use this code for students who moved out of New Mexico or who are studying abroad as US exchange students . Does not include Home Schooled. (Use 81)
W81	Home School - Use this code for students withdrawing to be Home-Schooled
WD	Death – Student has died.
WDO	Drop-out – Student is known to have dropped out of school. - NEW
WG	Graduate - Graduated with a standard diploma (required for early graduates and optional for EOY graduates). Does not include certificates of completion. Diploma Type Code must equal 1.
WC	Completion – Student in <u>regular education only</u> who completed coursework required to graduate but did not pass the HSCE. Required for early completers and optional for EOY completers. Diploma type code must equal 2.
D1	Disregard: Submitted in error - Student Template record was submitted in error. Must be submitted prior to student's inactivation.
D2	Disregard: Incorrect Student ID - Student is enrolled under a different STATE ID. Must be submitted prior to student's inactivation.

Special Education Events Template

Target Table: SE_EVENTS

Data Submission Schedule: 40D, 80D, 120D, EOY

Grain: One record per district / location / school year / student / special education event

Load Sequences/Dependencies

Load Sequence/Dependencies	Optional	Lookup
1. STUDENT	N	N

Template Description

Districts submit this in a cumulative fashion (e.g., on 80D submit data for active/inactive students since the beginning of the school year) or in an incremental fashion (e.g., on 80D only submit new special education events between 40D and 80D reporting periods for active students). Exiting events for students ages 14 and older are required. Exiting events for students younger than 14 may be submitted as needed for specific special education indicators such as SPP7, SPP11 and SPP12.

Changes

Field 5 – Special Ed Event Type Code

Added codes 13 and 14 -

13	Returning <u>senior</u> who has a current IEP with written prior notice that will receive a conditional certificate of transition. CONTINUING IEP – MUST BE IN SCHOOL.
14	Returning <u>senior</u> who has a current IEP with prior written notice that student will receive a conditional certificate of transition – TRANSITION MAY/MAY NOT BE IN SCHOOL

Code 40 now incorporates all events associated with SPP 13 Secondary Transition Goals (Formerly 40 to 56)

40	<p>The LEA assures that compliance has been met for the following Post-secondary Transition Goals. <u>NOW Required for 14 and older. YES</u></p> <ul style="list-style-type: none"> • Are there appropriate measurable post-secondary annual goals? • Are there appropriate, measurable post-secondary IEP goals related to the student's transition service needs? • Are there annual IEP goals related to the student's transition service needs? • Are there transition services and/or courses identified in the IEP that will reasonably enable the student to meet the postsecondary goal(s)? • Were the postsecondary goals based upon an age appropriate transition assessment? • Is there evidence that the student was invited to the IEP Team meeting where transition services were discussed? • Are there transition services in the IEP that will reasonably enable the student to meet the postsecondary goal(s)? • <u>If appropriate</u>, is there evidence that a representative of any participating agency was invited to the IEP Team meeting with the prior consent of the parent or student who has reached the age of majority?
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Special Education Events Template Specifications

Field #	Start	End	Length	Data Type	Field Name	R/O/CR	Code	Definition	Business Rules	Valid Values/Example D:
1	1	8	8	C	DISTRICT CODE	R	K,M	PED defined three character district code.		Example: 019

Field #	Start	End	Length	Data Type	Field Name	R/O/CR	Code	Definition	Business Rules	Valid Values/Example Data
2	9	14	6	C	LOCATION CODE	R	U,M	<p>PED defined three character location codes.</p> <p>Use the following Location Codes for special education students not enrolled at an actual district location:</p> <p>992 = Off-Site Early Childhood Program 993 = Students who are hospitalized 997 = Students who are enrolled in a private school 998 = Students who are homebound</p>		Example: 123
3	15	24	10	D	SCHOOL YEAR DATE	R	K,M	<p>Provide the school year in the ISO format: YYYY-MM-DD. The PED standard school year runs from July 1 through June 30.</p>	All dates must be entered in ISO format	Example: YYYY-06-30
4	25	36	12	C	STUDENT ID	R	K,M	State issued student identification number.		Example: 100000009

Field #	Start	End	Length	Data Type	Field Name	R/O/CR	Code	Definition	Business Rules	Valid Values/Example Data
5	37	52	16	C	EVENT TYPE CODE	R	K,M	Provide the code that represents the type of special education event. See valid values.	Use the code, as the descriptions are for reference only.	Valid Values: See the Event Type Code set at the end of the document for a list of valid values.
6	53	62	10	D	EVENT DATE	R	K,M	Provide the date on which the event took place.	Use actual dates. All dates must be entered in ISO format	Example: YYYY-11-03
7	63	78	16	C	EVENT REASON CODE 1	CR	Z	Special education exit reason.	<p>Only complete this field when the EVENT TYPE CODE (Field # 5) = 1</p> <p>The value used should be the code (e.g. 1, 6, etc.) only. The descriptions are for reference only.</p> <p>If field #7 is not blank, Event Type Code, #5 must equal 1.</p> <p>If field #7 is 9, 10 or 11 then Event Type Code, #5 must equal 1 and Student. Diploma Type Code, #91 must equal 1</p> <p><i>Students with four or more years of high school may continue to receive special education services until they receive a diploma through the Standard Option OR age-out (turn 22).</i></p>	Valid Values: See the Event Reason Code Set at the end of this document for a list of valid values.
8-19	79	94	16		Not Collected					

Field #	Start	End	Length	Data Type	Field Name	R/O/CR	Code	Definition	Business Rules	Valid Values/Example Data
20	273	288	16	C	NON -COMPLI- ANCE REASON	CR	U	Delay of Initial Placement IEP or IFSP.	Required only if the Timeline is not met.	Valid Values: See the Non Compliance Reason Code set at end of this document for a list of valid values.
21-29	289	318	30		Not Collected					

Event Type Code (Special Education Events - Field # 5)

Code	Event Type Description
1	Special Education Exit
2	Parental Notification of the transfer of rights has occurred
3	Parental consent revoked for Special Education & Related Services (34 CFR §300.300 (b)(4))
4	A Communication Needs Consideration Form was completed at the IEP for student who is deaf or hard of hearing, or Blind or Visually Impaired, regardless of the disability regardless of the disability.
5	A Communication Needs Considered at the IEP for student who is. Note: When Developing IEPs for students who are blind or have a visual impairment the IEP team must consider instruction in Braille unless the team determines after an evaluation that Braille is not needed.
6	CEIS - Date of referral for special education

9	Parental consent revoked for Medicaid and/or Private Insurance (34 CFR §300.154 (d)(2)(v)(D))
10	One-time Written Parental Consent for Medicaid and/or Private Insurance.
12	Annual Written Notification to Parent/Guardian regarding Medicaid and/or Private Insurance
13	Returning <u>senior</u> who has a current IEP with written prior notice that will receive a conditional certificate of transition. CONTINUING IEP – MUST BE IN SCHOOL.
14	Returning <u>senior</u> who has a current IEP with prior written notice that student will receive a conditional certificate of transition – TRANSITION MAY/MAY NOT BE IN SCHOOL
18	Part C to B - Date referral received from Part C
20	Part C to B - 90 day transition conference
21	Part C to B - Eligibility Determination- YES
22	Part C to B - Initial Placement IEP or when IEP was developed
23	Part C to B - IEP Implementation (when student started receiving special education services under Part B)
24	Part C to B - Eligibility Determination – NO
30	Part B - Parental Consent Initial Evaluation Only
31	Part B - Initial Evaluation Only
32	Part B - Initial EDT Eligibility Determination - YES
33	Part B - Initial EDT Eligibility Determination - NO

34	Part B - Initial IEP Date
40	<p>The LEA assures that compliance has been met for the following Post-secondary Transition Goals. Now Required for 14 and older. YES</p> <ul style="list-style-type: none"> • Are there appropriate measurable post-secondary annual goals? • Are there appropriate, measurable post-secondary IEP goals related to the student's transition service needs? • Are there annual IEP goals related to the student's transition service needs? • Are there transition services and/or courses identified in the IEP that will reasonably enable the student to meet the postsecondary goal(s)? • Were the postsecondary goals based upon an age appropriate transition assessment? • Is there evidence that the student was invited to the IEP Team meeting where transition services were discussed? • Are there transition services in the IEP that will reasonably enable the student to meet the postsecondary goal(s)? • <u>If appropriate</u>, is there evidence that a representative of any participating agency was invited to the IEP Team meeting with the prior consent of the parent or student who has reached the age of majority?

Event Reason Code field 7 (If Event Type Code = 1 for Exited)

- 1 Returned to regular education (no longer receiving special education)
- 4 Reached Maximum Age (FAPE ends) DOB
- 5 Died WD
- 6 Moved, known to be continuing W codes
- 8 Dropped Out (*Includes dropouts, runaways, GED recipients (in New Mexico students are required to drop out of the secondary educational program in order to pursue the GED certificate), expulsions, status unknown, students who moved and are not known to be continuing in another educational program, and other exiters from special education not found in other exit reason codes*).
- 9 Graduated with Diploma on Standard Option (FAPE ends)
- 10 Graduated with Diploma on Career Readiness Option (Does not end FAPE)
- 11 Graduated with Diploma on Ability Option (Does not end FAPE)

Non-Compliance Reason Codes for Special Education Events Template (field 20)

CODE	DESCRIPTION
2	School District missed timeline(s)
7	Student Died WD
14	Withdrawal from Part C by Parent prior to child's third birthday .

15	Parent refused to provide consent for evaluation or initial services.
17	Parent fails or refuses to produce the child for evaluation (at least three documented attempts)
18	Part C referred child less than 90 days before the child's 3rd birthday
20	Student moved out of the school district's educational jurisdiction
21	Student graduated before IEP corrected.
22	Student dropped out of school before IEP corrected.

Special Education Services Fact Template

Target Table(s): SE_SERVICES_FACT

Data Submission Schedule: 40D, 80D, 120D, EOY

Grain: One record per district / location / school year / student / special education service

Template Description

This template tracks Special Education Services, also known as ancillary services. This template contains details of services provided to special education students. Submit only students who are active as of the reporting date and are receiving services at that time.

Load Sequences/Dependencies

Load Sequence/Dependencies	Optional	Lookup
1. STUDENT	N	N

Changes

Field 6 - PLACEMENT TYPE – No longer collected.

Field 11 – SERVICE SIZE – No longer Collected

Field 12 – SERVICE FREQUENCY – No longer collected.

Field 13 – SERVICE DURATION – NEW - Report the number of minutes the service is occurring per week.

Field 14 – SERVICE CYCLE - No longer collected.

Field 21 - SERVICE PROVIDER NAME – No longer collected.

Field 28 – PRIMARY STAFF ID - NEW

Special Education Services Fact Template

Field #	Start	End	Length	Data Type	Field Name	R/O/CR	Code	Definition	Business Rules	Valid Values/Example Data
1	1	8	8	C	DISTRICT CODE	R	K,M	PED defined three character district code.		Example: 038
2	9	14	6	C	LOCATION CODE	R	K,M	PED defined three character location codes. Use the following Location Codes for special education students that are enrolled and served in		Example: 100

Field #	Start	End	Length	Data Type	Field Name	R/O/CR	Code	Definition	Business Rules	Valid Values/Example Data
13	108	111	4	N(0)	SERVICE DURATION <u>NEW</u>	R	U	The total number of minutes the service is provided per week.	A value from 1 – 9999 to indicate the number of minutes the service occurs per week. Must calculate service minutes that occur in a service cycle that is not weekly. (See the examples to the right)	Example 1: Student receives speech services twice a week for 30 minutes each time – Report 60. Example 2: Student receives Occupational services once a day for 30 minutes in a school that has a 5 day week - Report 150. Example 2: Student receives Occupational services 2 times per month for 60 minutes each time. Calculate $120/4 = 30$ minutes per week
14	112	121	10		Not Collected					
15	122	124	3	C	INTEGRATED SERVICES STATUS	CR	U	A 'Y' or 'N' indication of whether the student receives services within the regular education environment.	Leave blank if student is in parentally placed private school. or field #5 = NMSD or NMSBVI.	Valid Values: Y = Student received services within the regular education setting N = Student received services in the special education setting
16 - 27	125	328			Not Collected					
28	329	340	12	C	PRIMARY STAFF ID	R	U		PRIMARY STAFF ID of the staff providing the service	

Service Code (Special Education Services Fact - Field #5)

Code	Description
SS	Speech Services
PT	Physical Therapy
OT	Occupational Therapy
SW	Social Work Services
PS	Psychological Services
OR	Orientation
IN	Interpreter
AU	Audiologist
RT	Recreational Therapy
RF	Certified Residential Facility Services
RC	Rehabilitation Counseling Services
NMSD	Receiving services at both the district and New Mexico School for the Deaf
NMSBVI	Receiving services at both the district and New Mexico School for the Blind and Visually Impaired

Special Education Snapshot Template

Target Table(s): SPECIAL_ED_SNAP

Data Submission Schedule: 40D, 80D, 120D, EOY

Grain: One record per district / location / school year / student / snapshot date

Load Sequences/Dependencies

Load Sequence/Dependencies	Optional	Lookup
1. STUDENT	N	N
2. STAFF	Y	N

Template Description

This template tracks general information on Special Education students. This template describes the details of students' participation in special education at a given point in time designated by the Snapshot Date.

Submit only for active students including; EOY graduating seniors, returning 12th graders with a Non-Graduate Continuing (C), Non-Graduate Transition (T), Graduate Continuing (GC), or Graduate Transition (GT)

DO NOT SUBMIT newly exited students (students who have exited special education since the last reporting period) in the Special Education Snapshot Template. Report these students in the Special Education Events Template.

Changes

Field 2 – LOCATION CODE – New Business Rule - For Residential Treatment Centers (RTC) – Use the location code of the RTC.

If it is unavailable contact PED-STARSAdmin@state.nm.us so we may create a location code, thanks.

Field 23 – New field ALTERNATE ASSESSMENT - Provide a Y or N indication of whether the Special Education Student is entitled to take an alternate assessment rather than the regular state assessment, as documented in their Service Plan (IEP).

Field 28 – EXTENDED SCHOOL YEAR – No longer collected.

Field 38 – DISABILITY PRIMARY CAUSE CODE – No longer collected.

Field 39 – LIVING SETTING CODE – No longer collected.

Field 40 – HEARING IMPAIRMENT LEVEL CODE – No longer collected.

Field 41 – VISION IMPAIRMENT LEVEL CODE – No longer collected.

Field 42 – TERTIARY DISABILITY CODE – No longer collected.

Field 43 – QUATERNARY DISABILITY CODE – No longer collected.

Field 44 – PRIMARY SETTING CODES – All codes are NEW to align to federal reporting valid values.

Field 45 – TRANSITION IEP STATUS CODE – No longer collected here but captured in Special Education Events.

Field 61 - ENROLLED AT SCHOOL YEAR START INDICATOR – No longer collected.

Special Education Snapshot Template

Field #	Start	End	Length	Data Type	Field Name	R/O/CR	Code	Definition	Business Rules	Valid Values/Example Data
1	1	8	8	C	DISTRICT CODE	R	K,M	PED defined three character district code.		Example: 046
2	9	14	6	C	LOCATION CODE	R	U,M	PED defined three character location codes.	PED defined three character location codes. Use the following Location Codes for students that are enrolled and served in these special locations: 992 = Off-Site Early Childhood Program 993 = Students who are hospitalized 997 = Students who are enrolled in a private school 998 = Students who are homebound New - For Residential Treatment Centers (RTC) – <u>Use the location code of the RTC.</u>	Example: 008
3	15	24	10	D	SCHOOL YEAR DATE	R	K,M	Provide the school year in the ISO format: YYYY-MM-DD. The PED standard school year runs from July 1 through June 30.	All dates must be entered in ISO format	Example: YYYY-06-30
4	25	36	12		Not Collected					
5	37	48	12	C	STUDENT ID	R	K,M	State issued student identification number.		Example: 123456789
6-10	49	73	25		Not Collected					

Field #	Start	End	Length	Data Type	Field Name	R/O/CR	Code	Definition	Business Rules	Valid Values/Example Data
11	122	151	30	C	PRIMARY DISABILITY	CR	U,R	Provide the code for the primary disability as determined in the IEP or MDT.	<p>Required if the SPECIAL EDUCATION FIELD (#38) in the Student / Student Snapshot Template = Y.</p> <p>Leave blank if SPECIAL EDUCATION = N.</p> <p>A communication consideration form is required (event 4 in the SPECIAL ED EVENTS template) if the student is:</p> <ul style="list-style-type: none"> VI, VIB, or otherwise blind or visually impaired, DB, HI or otherwise deaf or hard of hearing 	<p>Valid Values:</p> <p>See the Disability Code Set at the end of this document for a list of the valid values.</p>
12	152	181	30	C	SECONDARY DISABILITY	CR Please see Business Rules for requirements	U	Provide the code for the secondary disability condition, if one exists, as determined in the IEP or MDT.	Required if a Secondary Disability exists.	<p>Valid Values:</p> <p>See the Disability Code Set at the end of this document for a list of the valid values.</p>
13	182	191	10	D	LAST IEP DATE	R	U	Provide the date on which the student last received an Individual Education Plan (IEP).	<p>All dates must be entered in ISO format</p> <p>Is the date on which any of the following occurred:</p> <ul style="list-style-type: none"> an Individualized Education Plan (IEP), Review of Existing Evaluation Data (REED) PRIVATE Service Plan 	<p>Valid Values:</p> <p>YYYY-MM-DD</p>

[illegible]

Field #	Start	End	Length	Data Type	Field Name	R/O/CR	Code	Definition	Business Rules	Valid Values/Example Data
26	396	398		C	BRAILLE INSTRUCTION	CR	U	An indication of yes or no regarding the need for Braille Instruction		Valid Values: Y = Student requires Braille N = Student does not require Braille
27-32	399	452			Not Collected					
33	453	462	10	D	SPECIAL ED ENTRY DATE	R	U	Date of student's entry into special education. All dates must be entered in ISO format	Enter the date the student began receiving special education services in the current school year at the district. If student is <u>twice exceptional</u> (i.e., Special ED = 'Y' AND Gifted Participation='Y'), enter the date when the student began receiving IDEA special education and related services, <u>not</u> the date the student began receiving <u>gifted services</u> .	Use actual date Example: 2017-09-16
34	463	472	10		Not Collected					
35	473	482	10	D	SNAPSHOT DATE	R	K,M	Field indicating the report date. See valid values.	All dates must be entered in ISO format (YYYY-MM-DD).	Valid values: YYYY-10-01 = 40D YYYY-12-15 = 80D YYYY-03-01 = 120D YYYY-06-01 = EOY
36-43	483	607			Not Collected					
44	608	615	8	C	PRIMARY SETTING CODE	R	U	Special Education setting.		See the Primary Setting Code Set at the end of this document for a complete list of the valid values.
45-58	616	783						Not collected		
59	784	793	10	C	PRIMARY AREA OF EXCEPTION-ALITY	R	U	Field to identify student's Primary	The value used should be the code (e.g. G, SE) only. Valid values are case sensitive.	Valid Values: G = Gifted <u>Only</u> or Gifted as primary and

Field #	Start	End	Length	Data Type	Field Name	R/O/CR	Code	Definition	Business Rules	Valid Values/Example Data
								Exceptionality.		disability as secondary as indicated in the IEP. SE = Disability Only or Disability as primary and Gifted as secondary as indicated in the IEP.
60 61	794	806						Not collected		

Disability Codes for Fields – Field 11 (Primary) and Field 12 (Secondary)

Code	Description
AU	Autism
DB	Deaf-Blindness
DD	Developmental Delay
ED	Emotional Disturbance
HI	Hearing Impairment
ID	Intellectual Disability (previously referred to as MR – Mental Retardation)
MD	Multiple Disabilities
OHI	Other Health Impairment
OI	Orthopedic Impairment
SL	Speech or Language Impairment
SLD	Specific Learning Disability
TBI	Traumatic Brain Injury
VI	Visual Impairment

Primary Setting Codes field 44

Code	Primary Setting Code Description
For students (Ages 6 – 21)	
RC80	Inside Regular Class 80% or more of day
RC79TO40	Inside Regular Class 40% - 79% of day
RC39	Inside Regular Class less than 40% of day
PPPS	Private School – Parentally Placed These are children who are enrolled by their parents or guardians in regular parochial or other private schools and whose basic education is paid through private resources and who received special education and related services

	at public expense from a local educational agency or intermediate educational unit under a services plan ¹ .
For students (Ages 3-5) Include Kindergarten Students that are age 5 in this area.	
REC10YSV	Children attending a regular early childhood program <u>at least</u> 10 hours per week and receiving the majority of hours of special education and related services in the regular early childhood program.
REC10YOT	Children attending a regular early childhood program <u>at least</u> 10 hours per week and receiving the majority of hours of special education and related services in some other location.
REC09YSV	Children attending a regular early childhood program <u>less than</u> 10 hours per week and receiving the majority of hours of special education and related services in the regular early childhood program.
REC09YOT	Children attending a regular early childhood program <u>less than</u> 10 hours per week and receiving the majority of hours of special education and related services in other location.
SC	Children attending a special education program in a separate special education class.
SPL	Service Provider Location - Children attending neither a regular early childhood program nor a special education program and receiving the majority of hours of special education and related services at the service provider's location or some other location not in any other category.
For either School age students (Ages 6 – 21) or Early Childhood students (Ages 3-5)	
SS	<p>Separate School - These are children who received education programs in public or private separate day school facilities. This includes children with disabilities receiving special education and related services, at <u>public expense</u>, for greater than 50% of the school day in <u>public or private separate schools</u>. This may include children placed in:</p> <ul style="list-style-type: none"> ○ public and private day schools for students with disabilities ○ public and private day schools for students with disabilities for a portion of the school day (greater than 50%) and in regular school buildings for the remainder of the school day ○ public and private residential facilities <u>if</u> the student does <u>not</u> live at the facility
HH	<p>Homebound/Hospital (HH) – These are children who received programs in homebound/hospital environments. This includes children receiving special education and related services in hospital programs or homebound programs.</p> <p>Note: This value can only be used for students that have the location code of 993 (Hospitalized) or 998 (Homebound).</p>

¹ Children enrolled in private school by a parent, but who are still receiving special education services through the LEA, may have a services plan rather than an IEP. These children should be included.

CF	Correctional Facilities (CF) – These are children who received special education in correctional facilities. These data are intended to be an unduplicated count of all children receiving special education in short-term detention facilities (community-based or residential) or correctional facilities
RF	<p>Residential Facility (RF) – These are children who received education programs and lived in public or private residential facilities during the school week. This includes children with disabilities receiving special education and related services, at public expense, for greater than 50% of the school day in public or private residential facilities. This may include children placed in:</p> <ul style="list-style-type: none"> ○ public and private residential schools for students with disabilities ○ public and private residential schools for students with disabilities for a portion of the school day (greater than 50%) and in separate day schools or regular school buildings for the remainder of the school day <p>Do <u>not</u> include students who received education programs at the facility, but do not live there.</p>

FAQs

In field #33 SPECIAL ED ENTRY DATE do we enter the exact date the student began receiving services in the current school year?

Yes. If the student was receiving services (IDEA or Gifted) since the end of last year the date would be either be the first day of school or the first day in the school year. Either date is acceptable.

Staff Assignment Template

Target Table: STAFF_ASSIGNMENT

Data Submission Schedule: 40D, 80D, 120D, EOY

Grain: One record per district / staff / location / individual assignment

Load Sequence/Dependencies

Load Sequence/Dependencies	Optional	Lookup
1. STAFF	N	N

Template Description

This template will be used to track point-in-time information on staff assignments (positions and job duties).

- Only active staff and their current assignments should be submitted at each reporting period.
- Do not include short term substitute teachers in the Staff Assignment template. All other staff statuses should be included.
- Please include all assignments for each staff member.

CHANGES

New Staff Assignment Codes

143 – Student Success Advisor Note: Requires the new 602 Student Success Advisor Alternative License

144 – School Bus Assistant Note: No license requirements. Formerly reported in the District Fact Template.

Staff Assignment Template Specifications

Field #	Start	End	Length	Data Type	Field Name	R/O/CR	Code	Definition	Business Rules	Valid Values/Example Data
1	1	8	8	C	DISTRICT CODE	R	K,M	PED defined three character district code.		Example: 039
2	9	20	12	C	STAFF ID	R	K,M	SSN of staff member formatted without dashes.		Example: 123456785
3	21	28	8	C	ASSIGNMENT CODE	R	K,M	PED defined assignment or position codes.		Valid Values: See the Assignment Code Set at the end of the document.

[illegible]

Staff Assignment Codes (Staff Assignment Templates - Position Codes)

Code	Staff Assignment Descriptions
------	-------------------------------

A. Administrators

- 10 Superintendent
- 11 Assistant Area Deputy of Associate Superintendent
- 12 Director of Personnel
- 13 Director of Instruction
- 36 Athletic Director

B. Educational Assistant

- 31 Instructional EA (Not providing instructional duties in a Title 1, Part A program)
- 31I Instructional EA Providing instructional duties in a Title1, Part A program
- 32 Library/Media EA (Not providing instructional duties in a Title 1, Part A program)
- 32I Library/Media EA Providing instructional duties in a Title1, Part A program
- 33 Other EA (Not providing instructional duties in a Title 1, Part A program)
- 33I Other EA Providing instructional duties in a Title1, Part A program
- 34 Special Education EA (Instructional Assistant) for Special Education students ages 6-21 (NOT providing instructional duties in a Title 1, Part A program).
- 34S Special Education EA (Instructional Assistant) for Special Education students ages 3-5 (NOT providing instructional duties in a Title 1, Part A program).
- 34I Special Education EA (Instructional Assistant) Providing instructional duties in a Title1, Part A program to Special Education students ages 6-21.
- 34IS Special Education EA (Instructional Assistant) Providing instructional duties in a Title1, Part A program to Special Education students ages 3-5.

C. Healthcare

- 01 Nurse (LPN)
- 03 Healthcare Assistant
- 07 Special Education Healthcare Asst.
- 70 Nurse (RN)

D. Media Specialist

- 76 Secondary Media
- 77 Junior/Mid High Media
- 78 Elementary Media

E. Non-Certified Personnel

All Other Non-Certified Support Staff – Maintenance, Transportation, Food Service, IT, Facilities

- 02 Generic code for other Support Staff without a specific code in this category
- 114 Maintenance

Code	Staff Assignment Descriptions
115	Custodian
116	Security
117	Cafeteria Worker
118	Bus Driver
144	Bus Assistant
Non-Certified Supervisors or Directors	
24	Generic code for other non-certified Supervisors or Directors without a specific code in this category
120	Supervisor or Director of Information Technology
121	Supervisor or Director of Facilities
122	Supervisor or Director of Food Service
123	Supervisor or Director of Transportation
124	Supervisor or Director of Grants
125	Supervisor or Director of Human Resources
126	Supervisor or Director/Coordinator of Visual & Performing Arts
Note: Supervisors or Directors of Business must be reported as Staff Assignment Code 65 because it requires a Business Official License.	
Non-Certified Administrative Support Staff (typically working at a district office)	
29	Generic code for other non-certified Administrative Support Staff without a specific code in this category
127	Administrative Business Office Support
128	Administrative Clerk
129	Administrative Secretary
130	STARS/Data Coordinator
131	Information Technology/Data Staff
132	Facilitator
133	Administrative Grant Clerk
134	Administrative Grant Secretary
135	Human Resource Staff
Non-Certified School Support Staff	
(Activities concerned with the support of teaching and administrative duties of the office of the Principal or Department Chairperson)	
68	Generic code for other non-certified School Administrative Staff without a specific code in this category
136	School Registrar
137	School Clerk
138	School Secretary

Code	Staff Assignment Descriptions
------	-------------------------------

F. Other Personnel

- | | |
|-----|---|
| 04 | ROTC Instructor |
| 05 | Drivers Education |
| 06 | In School Suspension |
| 08 | Social Worker, General Education |
| 09 | Technology Coordinator |
| 65 | Business Official or Supervisor/Director of Business |
| 79 | Athletic Trainer |
| 80 | Music Therapist |
| 81 | Athletic Coach |
| 83 | Resource Coordinator |
| 95 | Special Education Speech/Language Pathologist (SLP) or SLP Clinical Fellows Acting as a Caseload Manager for speech only 6-21 year olds |
| 95S | Special Education Speech/Language Pathologist (SLP) or SLP Clinical Fellows Acting as a Caseload Manager for speech only 3-5 year olds |
| 102 | Testing Coordinator |
| 105 | Academic Instructional Coach |
| 108 | Native American Language & Culture Instructor (requires 520 Native Language & Culture Certificate) |
| 109 | Dean of Students |
| 141 | School Psychologist, General Education |
| 142 | Student Assistance Team (SAT) Chair |
| 143 | Student Success Advisor |

G. Principals

- | | |
|----|-----------------------------------|
| 14 | Principal, Secondary |
| 15 | Assistant Principal, Secondary |
| 16 | Principal, Jr./Mid High |
| 17 | Assistant Principal, Jr./Mid High |
| 18 | Principal, Elementary |
| 19 | Assistant Principal, Elementary |

H. Related Service Personnel For Special Education (6-21 Year Olds)

- | | |
|----|---|
| 26 | Speech/Language Apprentice (Not allowed to carry a caseload) |
| 82 | Social Worker |
| 84 | Physical Therapy Assistant (Not allowed to carry a caseload) |
| 85 | Certified Occupational Therapy Assistant (COTA) (Not allowed to carry a caseload) |
| 86 | Audiologist |
| 87 | Diagnostician |
| 88 | Interpreter for the Deaf |
| 89 | Occupational Therapist |

Code	Staff Assignment Descriptions
------	-------------------------------

- | | |
|-----|---|
| 90 | Orientation and Mobility Trainer |
| 91 | Physical Therapist |
| 92 | School Psychologist |
| 93 | Speech/Language Pathologist (SLP) |
| 98 | Recreation and Therapeutic Recreation Specialist |
| 99 | Rehabilitation Counselor |
| 107 | Medical/Nursing Services Provider for special education |
| 111 | SLP Clinical Fellows |

I. Related Service Personnel For Special Education (3-5 Year Olds)

- | | |
|------|---|
| 26S | Speech/Language Apprentice for special education 3-5 year olds (Not allowed to carry a caseload) |
| 82S | Social Worker for special education 3-5 year olds |
| 84S | Physical Therapy Assistant for special education 3-5 year olds (Not allowed to carry a caseload) |
| 85S | Certified Occupational Therapy Assistant (COTA) for special education 3-5 year olds (Not allowed to carry a caseload) |
| 86S | Audiologist for special education 3-5 years olds |
| 87S | Diagnostician for special education 3-5 year olds |
| 88S | Interpreter for the Deaf for special education 3-5 year olds |
| 89S | Occupational Therapist for special education 3-5 year olds |
| 90S | Orientation and Mobility Trainer for special education 3-5 year olds |
| 91S | Physical Therapist for special education 3-5 year olds |
| 92S | School Psychologist for special education 3-5 year olds |
| 93S | Speech/Language Pathologist for special education 3-5 year olds |
| 98S | Recreation and Therapeutic Recreation Specialist 3-5 year olds |
| 99S | Rehabilitation Counselor for special education 3-5 year olds |
| 107S | Medical/Nursing Services Provider for special education 3-5 year olds |
| 111S | SLP Clinical Fellows for special education 3-5 year olds |

J. School Counselor

- | | |
|-----|----------------------------------|
| 66 | Secondary School Counselor |
| 67 | Junior/Mid High School Counselor |
| 69 | Elementary School Counselor |
| 71 | Counseling Coordinator |
| 72 | Drug/Alcohol Abuse Counselor |
| 112 | Marriage & Family Therapist |
| 113 | Substance Abuse Associate |

K. Supervisors, Directors or Managers

- | | |
|----|------------------------------------|
| 35 | Activities Supervisor |
| 37 | Attendance Officer Supervisor |
| 38 | Instructional Resources Supervisor |

Code	Staff Assignment Descriptions
------	-------------------------------

39	Pupil Personnel Services Supervisor
40	Art Supervisor
41	Bilingual Education Supervisor
42	Research/Evaluation Supervisor
43	Career Education Supervisor
44	Curriculum Supervisor
45	Social Studies Supervisor
46	Elementary Supervisor
47	Foreign Languages Supervisor
48	Health Services Supervisor
49	Indian Education Supervisor
50	Junior/Mid High Supervisor
51	Language Arts Supervisor
52	Mathematics Supervisor
53	Multi-cultural Supervisor
54	Music Supervisor
55	Special Services Supervisor
56	Physical Education Supervisor
57	Vocational Supervisor
58	Science Supervisor
59	Secondary Supervisor
60	Federal Projects Supervisor
61	Special Education Supervisor
62	District Library/Media Coordinator Supervisor
63	Media Supervisor
64	Reading Supervisor

L. Teachers

00	Homebound Instructor (Regular Education)
20	Kindergarten Teacher
21	Elementary Teacher
22	Junior High/Middle School Teacher
23	Head Teacher
25	Preschool Teacher
28	Elementary Bilingual Teacher
30	Secondary Teacher
73	Secondary Librarian
74	Junior/Mid High Librarian
75	Elementary Librarian

Code	Staff Assignment Descriptions
------	-------------------------------

94	Gifted Teacher
96	Special Education Preschool Teacher (Preschool)
97	General Special Education Teacher (K-12)
101	Corrections Facility Teacher
103	Computer Lab Instructor
104	Home School/Alternative School Teacher (Includes Family Schools)
106	Special Education – Alternative School Teacher (Includes Family Schools)
110	Special Education – Adapted Physical Education Teacher (K-12)
110S	Special Education – Adapted Physical Education Teacher (Preschool)
139	Junior High/Middle School Bilingual Teacher
140	Secondary Bilingual Teacher

FAQs –Staff Assignment Codes

1. Staff Assignment Codes for determining whether an Educational Assistant is providing instructional duties in a Title 1, Part A program:

- 31I Instructional Educational Assistant – Providing instructional duties in a Title 1, Part A program
- 32I Library/Media Educational Assistant – Providing instructional duties in a Title 1, Part A program
- 33I Other Educational Assistant – Providing instructional duties in a Title 1, Part A program
- 34I Special Education (Instructional Assistant) – Providing instructional duties in a Title 1, Part A program to Special Education students ages 6-21
- 34IS Special Education (Instructional Assistant) – Providing instructional duties in a Title 1, Part A program to Special Education students ages 3-5

Note: An “I” follows the assignment to indicate instructional duties. If the educational assistant is NOT providing instructional duties in a Title 1, Part A program, then report them under the OLD educational assistant codes (31, 32, 33, 34 or 34S).

Purpose: To identify educational assistants needing Level 3 licenses. Districts will no longer need to report the educational assistant as a “Team Teacher” in the *Other Instructor* field of the **Course Instructor** template for determining their Paraprofessional Educational Assistant eligibility status. However, Educational Assistants are required to be reported as “Team Teachers” for Kindergarten and First Grade Class Overload determination.

Definition: A **Paraprofessional Educational Assistant** is defined as an educational assistant who provides instructional duties in a Title 1, Part A program and holds a 502, Pre K-12 Educational Assistant, Level 3 license.

2. Staff Assignment Code for reporting Native American Language & Culture Instructors:

108 Native American Language & Culture Instructor

Purpose: To identify staff teaching their native language to Elementary “pullout” students who have a 520 Native Language & Culture Certificate but do not have a teaching license. These instructors should be reporting Course ID 1274 (Language for Native Speakers), which is a non-core course meaning it will not appear on the Highly Qualified Teacher (HQT) reports, as opposed to reporting courses 0001-0008 (1st thru 8th grade core course IDs which require a teaching license).

Note: In the Staff Assignment Code Table, this new staff assignment code 108 is listed under the category OTHER PERSONNEL (as opposed to TEACHERS) since the 520 Native Language & Culture is a “certificate” as opposed to a “teaching license.”

3. Staff Assignment Code for Dean of Students:

109 Dean of Students

Purpose: A “Dean of Students” staff assignment code was added under the OTHER PERSONNEL category for reporting staff functioning in this capacity. There are no license requirements necessary for this position.

4. Other Staff Assignment Code Changes

Interns: Intern (27) Staff Assignment Code deleted. Interns are to be reported using TEACHER staff assignment codes. The INTERN status is determined by PED by the issuing of an INTERN license.

Librarians: Moved to the TEACHER category due to 3-Tier Licensing.

Academic Instructional Coach (105): Moved from TEACHER to OTHER PERSONNEL category since they do not teach classes but rather coach teachers; however, they do have a TEACHING license. The word “Academic” added for clarity. Refers to someone who coaches math, reading, etc...and has no relationship to an Athletic Coach (81).

MORE FAQs

1. Must non-certified personnel be reported?

Yes. Please note: only certain staff assignment codes are valid for non-certified personnel.

2. The Location Code is a mandatory field in the Staff, Staff Snapshot and Staff Assignment templates. What Location Code should be used for staff members who are short-term substitute teachers and related contract service providers?

A Location Code of "000" (district office) should be used for short-term substitute teachers and related contract service providers.

3. Are itinerant elementary teachers, who are reported as teaching physical education, music, computers, and art, required to be reported at all schools at which they teach?

Yes. The Staff Assignment template allows districts to submit one record per staff member per location and assignment. This means that one staff member can have an unlimited number of location and assignment combinations. Report itinerant teachers at every relevant location.

4. Can a staff member have records for a certified assignment code and a non-certified assignment code?

Yes. Certified staff can be associated with both certified and non-certified assignment codes. For example, a custodian (non-certified assignment) could be a baseball coach (certified assignment) after school.

5. Must all staff members be reported in the Staff Assignment template?

No, Short Term Substitute Teachers should not be included in the Staff Assignment template as assignment codes do not exist for these staff members. All other staff members should be included in this template.

6. My school changed from a K-5 to a K-8 school. What staff assignment codes do I now use for my 6-8th grade teachers? Should I now be reporting elementary Staff Assignment Codes?

Not necessarily. Due to the grade level overlap in teaching licenses (such as K-8 Elementary License, 5-9 Middle School License and 7-12 Secondary License), any of these licenses may be appropriate to teach 7-8th graders, regardless whether the school is labeled as Elementary, Middle or High School. You need to match the license the teacher has with the appropriate licensure for the Staff Assignment code. As an example, you'll get a Licensure Discrepancy Error if a middle school licensed teacher (350 license) is reported as staff assignment code 20 (Kindergarten) or 21 (Elementary) teacher. They would need to be reported as a 22 (Middle School) teacher. Refer to STARS report *Staff Assignment License Requirement* (in folder STAFF>Licensure Reports) for a list of appropriate licensure.

Staff Attendance Template

Target Table: STAFF_ATTENDANCE

Data Submission Schedule: EOY

Grain: One record per district / location / staff

Load Sequence/Dependencies

- STAFF REQUIRED

Template Description

This template should reflect the accurate absences of a teacher.

One attendance record per teacher is collected per year in the EOY submission window.

- Time period covered is “Beginning of the current school year” through the “end of the current school year”

This data is used in the Summative Teacher Evaluation calculations.

A record must be submitted for every teacher except:

- Substitute teachers should be omitted from the Staff Attendance file
- Dummy Staff IDs of 888888888 (distance learning, computer-based or IDEAL-NM), 777777777 (concurrent enrollment or dual credit) or 555555555 (religious instruction).

Staff Attendance Template Specifications

Field #	Start	End	Length	Data Type	Field Name	R/O/CR	Code	Definition	Business Rules	Valid Values/Example Data
1	1	8	8	C	DISTRICT CODE	R	K,M	PED defined three character district code.		Example: 055
2	9	14	6	C	LOCATION CODE	R	K,M	PED defined three character location code.		Example: 125

Field #	Start	End	Length	Data Type	Field Name	R/O/CR	Code	Definition	Business Rules	Valid Values/Example Data
3	15	26	12	C	STAFF ID	R	K,M	Social Security Number of staff member formatted without dashes.	Staff Attendance data only applies to Teachers. Do not submit Staff Attendance records for substitute teachers or the dummy Staff IDs of 888888888 (distance learning, computer-based or IDEAL-NM), 777777777 (concurrent enrollment or Dual Credit) or 555555555 (religious instruction).	Example: 123456785
4	27	28	2		Not Collected					
5	29	38	10	D	ATTENDANCE PERIOD START DATE	R	K,M	Beginning date for teacher attendance.	Rules for range “Beginning of school year” through “End of school year”: This start date is a key field and must ALWAYS be July 1 of the current year. An eDM validation rule will ensure this is the only date allowed. For school year 2015-16 the value will be 2015-07-01. All dates must be entered in ISO format (YYYY-MM-DD).	Example for 2015-16 school year: 2015-07-01
6	39	48	10	D	ATTENDANCE PERIOD END DATE	R	U	End date for teacher attendance.	Rules for range “Beginning of school year” through “End of school year”: This end date must ALWAYS be June 30 of the current year. An eDM validation rule will ensure this is the only date allowed. For school year 2015-16 the value will be 2016-06-30. All dates must be entered in ISO format (YYYY-MM-DD).	Example for 2015-16 school year: 2016-06-30
7	49	55	7		Not Collected					
8	56	62	7,2	N	TIME USED	R	U,M	Number of Days Absent	Values submitted without the decimal will be treated as whole integer values. For example the value of “1” will count as an entire day, whereas the value of “.1” will count as 1/10th of a day. For teachers with no absences, submit “0”. Every teacher must be reported.	Examples: .25 = 1/4 th of day 2.0 = two full days 0 = no absences
9 -10	63	81	7		Not Collected					
11	82	89	8	C	STAFF ATTENDANCE CODE LONG	R	K	Attendance Code		Valid Value: ABS = Absent
12 - 13	90	194	5		Not Collected					

Purpose: For collecting Number of Days Absent for teachers, one of the measures for NMTEACH Educator Effectiveness.

Business Rules:

- Submit 1 record per teacher per year as part of the EOY data collection
 - Even if number of days absent is 0
 - PED won't assume missing data = 0 days absent
 - Even if teacher is no longer employed (but worked at some point during the year AND was loaded into STARS at some point during the year)
 - Teachers that left will still be evaluated
 - Include anyone who was reported in STARS as a teacher during the year
 - Exceptions: Omit substitute teachers and dummy staff ids
 - Teachers are defined as people reported in a TEACHING Staff Assignment code with FTE who typically are reported in Course Instructor teaching classes
 - Applies to a year-long range which covers "beginning of the school year" through the "end of the school year"
 - Start Date
 - **"Beginning of school year"**
 - The Start Date must be July 1 of the current-year. This value **MUST** be reported to STARS, even if your data-pull start-date is different and even if the beginning of your school year is not July 1. Note: Data-pull start-date refers to the Start Date used to determine "Number of Days Absent." It may vary between districts and schools.
 - End Date
 - **"End of the school year"**
 - The End Date must be June 30 of the current-year. This value **MUST** be reported to STARS even if your data-pull end-date is different and even if this is not your last day of school. Note: Data-pull end-date refers to the End Date used to determine "Number of Days Absent." It may vary between districts and schools.
 - Data must be finalized by July 15th for publishing Summative Teacher Evaluations in September
 - The Staff Attendance Template is required to be submitted by ALL districts and charters beginning 2016-17 regardless of whether Teacher Attendance was chosen as one of the measures in your Teacher Evaluation Plan.

Additional Business Rules:

- Because there is no School Year available in this table, the Start Date (key field) as well as End Date will be used to determine the school year in which to apply Teacher Attendance.
- Because the Start Date is a key field and End Date is not, please ensure there is only ONE record per teacher (per district and school) within the range July 1 through June 30. The Number of Days Absent should be cumulative for the range. If multiple "school" records are sent for a single teacher, ensure the SUM of their days absent is correct within the range specified. PED recommends submitting only ONE record per teacher (for simplicity and reduction of errors), rather than one record per teacher for each school. If attendance data is re-submitted and you intend to UPDATE an existing attendance record, ensure the START DATE, END DATE and LOCATION CODE for the teacher does not change. PED also recommends the location code be the same as the observation's school (school where teacher was observed), but is not a requirement. The field NUMBER OF DAYS ABSENT is an updatable field.

- Because this table also defines LOCATION CODE as a key field, ensure LOCATION CODE has not changed on resubmittals. If the location may have inadvertently changed, it's best to request a DELETE of the districts data for START DATE=YYYY-07-01 before resubmitting to avoid duplicate attendance records from loading.
- Provide "Number of Days Absent" per teacher within this range:
 - **Attendance Period Start Date** must be reported as YYYY-07-01 (where YYYY equals the current school year and July 1st represents the beginning of the current school year in STARS). For school year 2015-16 report as 2015-07-01. eDM validation rules will be set to ONLY accept this date during the loading process. July 1st is a placeholder representing the beginning of the current school year in STARS. Even though this Start Date must be reported as YYYY-07-01, your district may use one of these start dates for calculating "Number of Days Absent: YYYY-07-01, first day of school of the current year, or the beginning of the current contract year. **Caution: If a teacher's contract start date is PRIOR to the "First day of School," use the "First day of School" as the start date so "Number of Days Absent" won't be inflated.**
 - **Attendance Period End Date** must be reported as YYYY-06-30 (where YYYY equals the current school year and June 30th represents the last day of the current school year in STARS). For school year 2015-16 report as 2016-06-30. eDM validation rules will be set to ONLY accept this date during the loading process. June 30th is a placeholder representing the last day of the current school year in STARS. If your district or charter ends on a different day, you may use that day (instead of 6/30) in the calculation process as your data-pull end date.
 - Any teacher employed during this date range should have a STAFF_ATTENDANCE record if Teacher Attendance was chosen as one of the multiple measures for your district or charter for Teacher Effectiveness.

FAQ

1. How to compute absences for part-time teachers?

Absences for part-time teachers will be pro-rated based upon the percentage of time worked.

The PED wants to be as accurate as possible as well as fair to the teachers. We want the data in a way that aligns to how you are recording teacher attendance for payroll in your district.

If you have a full-time teacher (6.5 hours/day) who is absent 6.5 hours, that would be counted as a full day ($6.5/6.5=1$ day absent). If she missed 3.25 hours, that would be considered a half-day absence ($3.25/6.5=.5$ days absent). Be sure to convert HOURS into DAYS.

Similarly, if you have a part-time teacher who is working (3.25 hours/day) who is absent 3.25 hours, that constitutes the full day of work for that particular teacher.

2. Types of absences to include or exclude

Leave that is excluded from the attendance calculation includes leave under the Family and Medical Leave Act (FMLA), bereavement, jury duty, military leave, religious leave, professional development, and coaching.

3. Types of teachers to exclude

Exclude substitute Teachers (both long term [Staff Qualification Status Code = S] and short term [Staff Qualification Status Code=T]), Special Ed contractors (also referred to as contracted related service providers [Staff Qualification Status Code=R]) and Dummy Staff IDs (888888888=Distance Learning/Computer-based/IDEAL-NM; 777777777=Dual Credit/Concurrent Enrollment; 555555555=Religious Studies).

4. If the teacher is no longer employed at the district or charter, should days absent still be reported?

Yes. If the teacher was employed at your district or charter anytime during the school year (or anytime between the start and end dates of the Staff Attendance data collection), then their "Number of Days Absent" should be reported.

5. If the teacher was absent 0 days, does this still need to be reported?

Yes. The PED will not assume 0 days absent for non-reported teacher's attendance. Please report 0 for Number of Days Absent.

6. Should general sick leave, personal leave and vacation days be included as absences?

Yes.

7. We have a teacher who is on Workers Comp, and Workers Comp is not on the list of absences to exclude. We have them marked as Sick Leave. I would hate for this to be counted against him. What should we do?

In situations such as these when medical issues are involved, schools have the flexibility to use their discretion in reporting the absences. This same answer applies to teachers who are on extended medical leave due to a long term illness.

8. Three new staff members are kicking out of the Staff Attendance submission in STARS because they have not yet been through a reporting period. What should I do with them?

An eDM business rule is requiring they exist in the STAFF table first. Please include these new Staff ID's in the STAFF file and then your STAFF ATTENDANCE file will pass validation and load.

9. If a teacher has multiple locations at a district, is it okay to lump their absences under one location?

Yes. You may lump absences under one location (school). If possible, please select the same location where their "observation" was this school year.

10. The EOY "Number of Days Absent" for teachers is to be submitted at EOY, which for us is 5/29, but the Last Day of School reported in STARS is 6/30. Should we include "Summer" school teachers in this number?

No. You will only report teacher's absences that pertain to their normal contract term, which won't include summer. If this person's contract ended 5/29 (presumably the LAST DAY OF SCHOOL), then you'll only include their "Number of Days Absent" found between the date-range of the first day of school for the district /charter through 5/29 of the current year. The SUMMER snapshot is separate from the EOY snapshot, and since not all teachers teach Summer School, please do not include summer school absences in your EOY submissions (or the numbers could be inflated).

11. What start date should I use for determining "Number of Days Absent?" Should I use the start of the teacher's contract or the "First day of School?"

It's best for schools to use the FIRST DAY OF SCHOOL and the LAST DAY OF SCHOOL as your date range for determining "Number of Days Absent." The reason is because if the teacher's contract start date is PRIOR to the FIRST day of school, you could inflate the number of days absent. In addition, if this is a SUMMER school teacher, and their contract ends AFTER the LAST DAY OF SCHOOL, again you wouldn't include summer school or your "Number of Days Absent" could be inflated. STARS is a collection system whose data covers the period of time when schools are in session and Teacher Attendance only refers to classes taught at 40D, 80D, 120D & EOY. Start Date YYYY-07-01 and End Date YYYY-06-30 are only required in the Staff Attendance template when submitting data to STARS because it defines a school year in STARS.

Staff Snapshot Template

Target Table: STAFF_SNAPSHOT

Grain: One record per district / staff / snapshot date

Data Submission Schedule: K3P, 40D, 80D, 120D, EOY

Load Sequence/Dependencies

Load Sequence/Dependencies	Optional	Lookup
1. STAFF	N	N

Template Description

Records a point-in-time view of the staff population. Only ACTIVE staff at each reporting period should be included.

Staff Snapshot Template Specifications

Field #	Start	End	Length	Data Type	Field Name	R/O/CR	Code	Definition	Business Rules	Valid Values/Example Data
1	1	8	8	C	DISTRICT CODE	R	K,M	PED defined three character district code.		Example: 051
2	9	20	12	C	STAFF ID	R	K,M	SSN of staff member formatted without dashes.	Do not submit a Staff or Staff Snapshot record for 888888888 (distance learning, computer-based or IDEAL-NM), 777777777 (concurrent enrollment or Dual Credit) or 555555555 (religious instruction).	Example: 123456785
3-5	21	31	11					Not Collected		
6	72	72	1	C	MIDDLE INITIAL	O	U	Staff member middle initial.	Value entered cannot be more than one character.	Example: M
7-13	73	76	4					Not Collected		

[illegible]

[illegible]

Field #	Start	End	Length	Data Type	Field Name	R/O/CR	Code	Definition	Business Rules	Valid Values/Example Data
43	468	469	2	N(0)	TEACHING OR PRINCIPAL YEARS EXPERIENCE IN DISTRICT	CR	U	<p>Provide the number of years that the staff member has been employed by the <u>current school district</u> as a TEACHER or PRINCIPAL.</p> <p>Excludes “Substitute Teaching” years experience.</p> <p>This number should be an integer and reflect any gaps in employment when the staff member left the district.</p> <p>Use normal rounding logic to handle partial years.</p> <p>Use value of 0 until 1 year has been completed for 1st year teachers or principals.</p>	<p>This field is only required for those Staff reported in a TEACHER or PRINCIPAL staff assignment code.</p> <p>The value used should be the code (e.g. 0, 1, etc.) only. The descriptions are for reference only.</p> <p>Only report years experience for their CURRENT position:</p> <ul style="list-style-type: none"> If both a principal and teacher, then only report years experience as it relates to their MAIN position, which in this case would be Principal. Only include years experience as a Principal or Teacher, not both. 	Example: 0 (new teacher)
44	470	477	8		Not Collected					

Field #	Start	End	Length	Data Type	Field Name	R/O/CR	Code	Definition	Business Rules	Valid Values/Example Data
45	478	497	20	C	HIGHEST DEGREE EARNED	CR Please see Business Rules for requirements	U	Highest degree earned by the staff member.	<p>This field is required for those Staff with STAFF QUALIFICATION STATUS CODE (Field #48) = 'C'. If this field is N, then Highest Institute Code is Blank, NULL or '00' (Non-Degree).</p> <p>The value used should be the code (e.g. D, E) only. Valid values are case sensitive. The descriptions are for reference only.</p>	<p>Valid Values:</p> <p>D = Doctorate</p> <p>E = Educational Specialist An educational specialist degree is an intermediary step between a master's degree and a doctorate.</p> <p>M = Masters</p> <p>B = Bachelors</p> <p>A = Associate</p> <p>N = Non-Degree</p>
46-47	498	501	4	Not Collected						
48	542	561	20	C	STAFF QUALIFICATION STATUS CODE	R	U	Staff Qualification Status. See valid values.	<p>The value used should be the code (e.g. C, N, etc.) only. Valid values are case sensitive. The descriptions are for reference only.</p> <p>If the staff member is working in both CERTIFIED and NON-CERTIFIED Staff Assignments, report them as C (Certified).</p>	<p>Valid Values:</p> <p>C = Certified Personnel</p> <p>N = Non-certified Personnel</p> <p>S = Substitute Teacher (Long Term)</p> <p>T = Substitute Teacher (Short Term)</p> <p>R = Contracted Related Service Provider</p>
49	562	601	40	Not Collected						

Field #	Start	End	Length	Data Type	Field Name	R/O/CR	Code	Definition	Business Rules	Valid Values/Example Data
50	602	611	10	D	SNAPSHOT DATE	R	K,M	Field indicating the report date. See valid values.	Date must be entered in ISO Format - YYYY-MM-DD	Valid values: YYYY-10-01 = 40D YYYY-12-15 = 80D YYYY-03-01 = 120D YYYY-06-01 = EOY YYYY-09-01 = K3P YYYY-07-15 = Open Year Round
51	612	615	4		Not Collected					

Field #	Start	End	Length	Data Type	Field Name	R/O/CR	Code	Definition	Business Rules	Valid Values/Example Data
52	616	625	10	N(2)	ANNUAL SALARY	CR	U	Base salary of staff member budgeted for current year. Must equate to 1 FTE.	<p>This field is required for most Staff IDs reported in the Staff Assignment Template and will be used to compute SALARY based on their FTE (AnnualSalary*FTE=Actual Salary).</p> <p>This field is required for employees on payroll and receiving benefits. Salaries for STAFF QUALIFICATION STATUS CODE (Field #48) = 'R' (Contracted Related Service providers) should be omitted because they are contractors and not employees.</p> <p>Short-term Subs with a STAFF QUALIFICATION STATUS CODE (Field #48) = 'T' may be omitted, since Staff Assignment Records are not typically sent for them.</p> <p>Long-term Subs (STAFF QUALIFICATION STATUS CODE (Field #48) = 'S') may also be omitted if not an employee on payroll receiving benefits.</p>	Example: 65000.00
53 - 64	626	745			Not Collected					
65	746	805	60	C	FIRST NAME LONG	R	U,R	Staff First Name		Example: Bryon
66	806	865	60	C	LAST NAME LONG	R	U,R	Staff Last Name		Example: Rodriguez
67 - 68	866	879			Not Collected					
69	880	882	3	C	HISPANIC INDICATOR	R	U	Indicator of whether the staff member is of Hispanic ethnicity		Valid Values: Y = Yes N= No

Field #	Start	End	Length	Data Type	Field Name	R/O/CR	Code	Definition	Business Rules	Valid Values/Example Data
70	883	884	2	C	RACE OR ETHNICITY SUB-GROUP CODE	CR	U	The primary New Mexico Tribe or Pueblo with which the staff member is affiliated. See valid values.	The value used should be the code (e.g. 0, 1, 2, etc.) only. The descriptions are for reference only. If field #21 Ethnic Code Short = 'I' (American Indian/Alaskan Native) then tribe required in field #70 Race or Ethnicity Sub-Group Code.	Valid Values: See the Affiliation Code Set at the end of this document
71	885	914	30	C	HIGHEST DEGREE INSTITUTION CODE	CR Please see Business Rules for requirements	U	Highest Degree Institution of staff member. See valid values.	Required for STAFF QUALIFICATION STATUS CODE (Field #48) = C. If HIGHEST DEGREE EARNED (Field #45) is N, then Highest Degree Institute Code is Blank, NULL or '00' (Non-Degree).	Valid Values: See Higher Education Institution Code Set at the end of this document.
72	915	944	30	C	BACCALAUREATE DEGREE INSTITUTION CODE	CR Please see Business Rules for requirements	U	Baccalaureate Degree Institution of staff member. See valid values.	Required for STAFF QUALIFICATION STATUS CODE (Field #48) = C. If HIGHEST DEGREE EARNED (Field #45) is N, then Baccalaureate Degree Institution Code is Blank, NULL or '00' (Non-Degree).	Valid Values: See Higher Education Institution Code Set at the end of this document.
73 - 75	945	983			Not Collected					
76	984	1063	80	C	WORK E-MAIL ADDRESS	CR	U	Staff e-mail address.	This should be a work e-mail address and not a personal e-mail address. Teachers and principals e-mail addresses will be most important for communication purposes; however, please provide e-mail addresses for all staff. Staff assignments may be used to build targeted e-mail distribution lists.	Example: John.Doe@isp.com
77	1064	1123	60		Not Collected					

Field #	Start	End	Length	Data Type	Field Name	R/O/CR	Code	Definition	Business Rules	Valid Values/Example Data
78	1124	1127	4	C	RACE 2 CODE	O	U	Additional Race/Ethnicity Code	<p>The value used should be the code (e.g. C, B, etc.) only. Valid values are case sensitive. The descriptions are for reference only.</p> <p>If field #78 Race 2 Code = 'I' (American Indian/Alaskan Native) then tribe required in field #70 Race or Ethnicity Sub-Group Code.</p>	<p>Valid Values:</p> <p>C = Caucasian</p> <p>B = Black or African American</p> <p>A = Asian</p> <p>I = American Indian/Alaskan Native</p> <p>P = Native Hawaiian or Other Pacific Islander</p>
79	1128	1131	4	C	RACE 3 CODE	O	U	Additional Race/Ethnicity Code	<p>The value used should be the code (e.g. C, B, etc.) only. Valid values are case sensitive. The descriptions are for reference only.</p> <p>If field #79 Race 3 Code = 'I' (American Indian/Alaskan Native) then tribe required in field #70 Race or Ethnicity Sub-Group Code.</p>	<p>Valid Values:</p> <p>C = Caucasian</p> <p>B = Black or African American</p> <p>A = Asian</p> <p>I = American Indian/Alaskan Native</p> <p>P = Native Hawaiian or Other Pacific Islander</p>
80	1132	1135	4	C	RACE 4 CODE	O	U	Additional Race/Ethnicity Code	<p>The value used should be the code (e.g. C, B, etc.) only. Valid values are case sensitive. The descriptions are for reference only.</p> <p>If field #80 Race 4 Code = 'I' (American Indian/Alaskan Native) then tribe required in field #70 Race or Ethnicity Sub-Group Code.</p>	<p>Valid Values:</p> <p>C = Caucasian</p> <p>B = Black or African American</p> <p>A = Asian</p> <p>I = American Indian/Alaskan Native</p> <p>P = Native Hawaiian or Other Pacific Islander</p>

Field #	Start	End	Length	Data Type	Field Name	R/O/CR	Code	Definition	Business Rules	Valid Values/Example Data
81	1136	1139	4	C	RACE 5 CODE	O	U	Additional Race/Ethnicity Code	<p>The value used should be the code (e.g. C, B, etc.) only. Valid values are case sensitive. The descriptions are for reference only.</p> <p>If field #81 Race 5 Code = 'I' (American Indian/Alaskan Native) then tribe required in field #70 Race or Ethnicity Sub-Group Code.</p>	<p>Valid Values:</p> <p>C = Caucasian</p> <p>B = Black or African American</p> <p>A = Asian</p> <p>I = American Indian/Alaskan Native</p> <p>P = Native Hawaiian or Other Pacific Islander</p>

Code	TRIBAL AFFILIATION
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00	Not Applicable
01	Acoma
02	Cochiti
03	Isleta
04	Jemez
05	Jicarilla Apache
06	Laguna
07	Mescalero Apache
08	Nambe
09	Navajo
10	Picuris
11	Pojoaque
12	San Felipe
13	San Ildefonso
14	Ohkay Owingeh (formerly San Juan)
15	Sandia
16	Santa Ana
17	Santa Clara
18	Kewa (formerly Santo Domingo)
19	Taos

- 20 Tesuque
- 21 Zia
- 22 Zuni
- 23 Other

Institutions of Higher Education Codes
In New Mexico

Code	Institution	Code	Institution
00	Non-Degree	69	Luna Vocational-Technical Institute
55	University of New Mexico	70	Navajo Community College
56	New Mexico State University	71	New Mexico Junior College
57	New Mexico Highlands University	72	Northern New Mexico Community College
58	Western New Mexico University	73	San Juan College
59	Eastern New Mexico University	74	Santa Fe Community College
60	New Mexico Institute of Mining and Technology	75	Mesa Technical College
61	University of Albuquerque	76	Clovis Community College
62	Santa Fe University of Art & Design (formerly College of Santa Fe) -Closed	77	Southwestern College (Santa Fe)
63	College of the Southwest	78	Wayland Baptist University
64	St. John's College	79	University of Phoenix
65	New Mexico Military Institute	80	Western Governor's University
66	College of Artesia	81	National American University
67	Central New Mexico Community College	82	ITT Technical Institute
68	Institute of American Indian Art	83	Webster University – Albuquerque

Institutions of Higher Education Codes
Out of State

Code	State	Code	State	Code	State
01	Alabama	18	Kentucky	35	Ohio
02	Alaska	19	Louisiana	36	Oklahoma
03	Arizona	20	Maine	37	Oregon
04	Arkansas	21	Maryland	38	Pennsylvania
05	California	22	Massachusetts	39	Rhode Island
06	Colorado	23	Michigan	40	South Carolina
07	Connecticut	24	Minnesota	41	South Dakota
08	Delaware	25	Mississippi	42	Tennessee
09	District of Columbia	26	Missouri	43	Texas
10	Florida	27	Montana	44	Utah
11	Georgia	28	Nebraska	45	Vermont
12	Hawaii	29	Nevada	46	Virginia
13	Idaho	30	New Hampshire	47	Washington
14	Illinois	31	New Jersey	48	West Virginia

15 Indiana
16 Iowa
17 Kansas

32 New York
33 North Carolina
34 North Dakota

49 Wisconsin
50 Wyoming
51 Outside USA

Staff Template**Target Table: STAFF****Grain:** One record per district / staff**Data Submission Schedule:** K3P, 40D, 80D, 120D, EOY, Open Year Round**Load Sequence/Dependencies - NONE****Template Description**

This template should reflect the current employee situation – there is only one record for each employee per district, even if the employee has worked in more than one location and/or district over the period of time covered by the warehouse (there is no school year field). The Staff template can be submitted at all reporting periods in either a point-in-time fashion (only including active staff, except for exited teachers which may be reported at their time of exit) or in a cumulative fashion (all staff at the district for the school year). At the EOY reporting period, STAFF must be cumulative for the entire year.

Note however, that the Staff template submission must include “Exited Teachers”. Exited Teachers” may be reported at the time they exit and must be reported by the end of the year. In the case of retirees, they may be reported at the EOY of their retirement year OR the following year. If reported the following year, ensure ONLY the STAFF file is submitted and don’t submit a STAFF SNAPSHOT or STAFF ASSIGNMENT file since they are no longer active.

Staff Template Specifications

Field #	Start	End	Length	Data Type	Field Name	R/O/CR	Code	Definition	Business Rules	Valid Values/Example Data
1	1	8	8	C	DISTRICT CODE	R	K,M	PED defined three character district code.		Example: 055
2	9	20	12	C	STAFF ID	R	K,M	Social Security Number of staff member formatted without dashes.	Do not submit a Staff or Staff Snapshot record for 888888888 (distance learning, computer-based or Blended Learning Bureau (BLB)), 777777777 (concurrent enrollment or Dual Credit) or 555555555 (religious instruction).	Example: 123456785
3 - 5	21	71			Not Collected					

Field #	Start	End	Length	Data Type	Field Name	R/O/CR	Code	Definition	Business Rules	Valid Values/Example Data
6	72	72	1	C	MIDDLE INITIAL	O	U	Staff member middle initial.	Value entered cannot be more than one character.	Example: M
7 - 13	73	136			Not Collected					
14	137	142	6	C	LOCATION CODE	R	U,M	PED defined three character location code of staff member's primary location.	May use location code of 000 (district office) for STAFF QUALIFICATION STATUS CODE (Field #48) = T (short term subs) or R (Contracted Related Service Personnel)	Example: 308
15 - 19	143	239			Not Collected					
20	240	245	6	C	GENDER CODE	CR	U	Gender code of staff member.	Required for Staff Qualification Status Code (Field #48) = C, N, S or T.	Valid Values: M = Male F = Female
21	246	247	2	C	ETHNIC CODE SHORT	R	U	Ethnicity code of staff member.	The value used should be the code (e.g. C, B) only. Valid values are case sensitive. The descriptions are for reference only. If field #21 Ethnic Code Short = 'I' (American Indian/Alaskan Native) then tribe required in field #70 Race or Ethnicity Sub-Group Code.	Valid Values: C = Caucasian B = Black or African American A = Asian I = American Indian/Alaskan Native P = Native Hawaiian or Other Pacific Islander
22 - 32	248	402			Not Collected					

[illegible]

Field #	Start	End	Length	Data Type	Field Name	R/O/CR	Code	Definition	Business Rules	Valid Values/Example Data
39	445	446	2	N(0)	TEACHING OR PRINCIPAL YEARS EXPERIENCE (OVERALL TOTAL YEARS)	CR	U	<p>The number of years that the staff member has been employed by <u>any school district in any state</u> as a TEACHER or PRINCIPAL (includes current district).</p> <p>Do not include years of experience as a "Substitute Teacher."</p>	<p>Only required for Staff reported in a TEACHER or PRINCIPAL staff assignment code.</p> <p>Only report years experience for their CURRENT position:</p> <ul style="list-style-type: none"> If both a principal and teacher, then only report years experience as it relates to their MAIN position, which in this case would be Principal. Only include years experience as a Principal or Teacher, not both. 	<p>Example: 11</p> <p>This number should be an integer.</p> <p>Use normal rounding logic to handle partial years.</p> <p>Use value of 0 until 1 year has been completed for 1st year teachers or principals.</p>
40	447	456	10	D	BIRTH DATE	R	U	Staff member date of birth.	The value must be between 1915-01-01 and the current date minus 10 years. All dates must be entered in ISO format (YYYY-MM-DD).	Example: 1981-07-15
41 - 42	457	467			Not Collected					

Field #	Start	End	Length	Data Type	Field Name	R/O/CR	Code	Definition	Business Rules	Valid Values/Example Data
43	468	469	2	N(0)	TEACHING OR PRINCIPAL YEARS EXPERIENCE IN DISTRICT	CR	U	<p>Provide the number of years that the staff member has been employed by the <u>current school district</u> as a TEACHER or PRINCIPAL.</p> <p>Excludes "Substitute Teaching" years experience.</p> <p>This number should be an integer and reflect any gaps in employment when the staff member left the district.</p> <p>Use normal rounding logic to handle partial years.</p> <p>Use value of 0 until 1 year has been completed for 1st year teachers or principals.</p>	<p>This field is only required for those Staff reported in a TEACHER or PRINCIPAL staff assignment code.</p> <p>The value used should be the code (e.g. 0, 1, etc.) only. The descriptions are for reference only.</p> <p>Only report years experience for their CURRENT position:</p> <ul style="list-style-type: none"> If both a principal and teacher, then only report years experience as it relates to their MAIN position, which in this case would be Principal. Only include years experience as a Principal or Teacher, not both. 	Example: 0 (new teacher)
44	470	477	8		Not Collected					

Field #	Start	End	Length	Data Type	Field Name	R/O/CR	Code	Definition	Business Rules	Valid Values/Example Data
45	478	497	20	C	HIGHEST DEGREE EARNED	CR	U	Highest degree earned by the staff member.	This field is required for those Staff with STAFF QUALIFICATION STATUS CODE (Field #48) = 'C'. If this field is N, then Highest Institute Code is Blank, NULL or '00' (Non-Degree).	Valid Values: D = Doctorate E = Education Specialist An educational specialist degree is an intermediary step between a master's degree and a doctorate. M = Masters B = Bachelors A = Associate N = Non-Degree
46 - 47	498	541			Not Collected					
48	542	561	20	C	STAFF QUALIFICATION STATUS CODE	R	U	Staff Qualification Status. See valid values.	The value used should be the code (e.g. C, N, etc.) only. The descriptions are for reference only. Valid values are case sensitive.	Valid Values: C = Certified Personnel N = Non-certified Personnel S = Substitute Teacher (Long Term) T = Substitute Teacher (Short Term) R = Contracted Related Service Provider/Contractor
49 - 51	562	615			Not Collected					

Field #	Start	End	Length	Data Type	Field Name	R/O/CR	Code	Definition	Business Rules	Valid Values/Example Data
52	616	625	10	N(2)	ANNUAL SALARY	CR	U	Base salary of staff member budgeted for current year. Must equate to 1 FTE.	ANNUALIZED SALARY is required for Certified and Non-Certified Staff. This field is required for employees on payroll and receiving benefits. <u>EXCEPTIONS-</u> Contracted Related Service providers should be omitted because they are contractors and not employees. STAFF QUALIFICATION STATUS CODE (Field #48) = 'R' Long-term Subs may also be omitted if not an employee on payroll receiving benefits. STAFF QUALIFICATION STATUS CODE (Field #48) = 'S' Short-term Subs may be omitted, since Staff Assignment Records are not typically sent for them. STAFF QUALIFICATION STATUS CODE (Field #48) = 'T'	Example: 45000.00
53	626	629	4		Not Collected					
54	630	635	6	C	TERMINATION CODE	O	U	Reason staff member left the district. Only applies to TEACHERS — Termination Code is required if Exit Date (field #36) is present.		Valid Values: See Termination Code Set at the end of this document.
55 - 64	636	745			Not Collected					
65	746	805	60	C	FIRST NAME LONG	R	U,R	Staff First Name		Example: Thomas

Field #	Start	End	Length	Data Type	Field Name	R/O/CR	Code	Definition	Business Rules	Valid Values/Example Data
66	806	865	60	C	LAST NAME LONG	R	U,R	Staff Last Name		Example: Martinez
67 – 68	866	879			Not Collected					
69	880	882	3	C	HISPANIC INDICATOR	R	U	Indicator of whether the staff member is of Hispanic ethnicity		Valid Values: Y = Yes N = No
70	883	884	2	C	RACE OR ETHNICITY SUB-GROUP CODE	CR	U	The primary New Mexico Tribe or Pueblo with which the staff member is affiliated or enrolled. See valid values. (Also known as Tribal Affiliation)	If field #21 Ethnic Code Short = 'I' (American Indian/Alaskan Native) then tribe required in field #70 Race or Ethnicity Sub-Group Code.	Valid Values: The value used should be the code (e.g. 0, 1, 2, etc.) only. The descriptions are for reference only. See Affiliation Code Set at the end of this document.
71	885	914	30	C	HIGHEST DEGREE INSTITUTION CODE	CR Please see Business Rules for requirements	U	Highest Degree Institution of staff member. See valid values.	Required for STAFF QUALIFICATION STATUS CODE (Field #48) = C. If HIGHEST DEGREE EARNED (Field #45) is N, then Highest Degree Institute Code is Blank, NULL or '00' (Non-Degree).	Valid Values: See Higher Education Institution Code Set at the end of this document.
72	915	944	30	C	BACCALAUREATE DEGREE INSTITUTION CODE	CR Please see Business Rules for requirements	U	Baccalaureate Degree Institution of staff member. See valid values.	Required for STAFF QUALIFICATION STATUS CODE (Field #48) = C. If HIGHEST DEGREE EARNED (Field #45) is N, then Baccalaureate Degree Institution Code is Blank, NULL or '00' (Non-Degree).	Valid Values: See Higher Education Institution Code Set at the end of this document.
73 - 75	945	983			Not Collected					

Field #	Start	End	Length	Data Type	Field Name	R/O/CR	Code	Definition	Business Rules	Valid Values/Example Data
76	984	1063	80	C	WORK E-MAIL ADDRESS	CR	U	Staff e-mail address. This should be a work e-mail address and not a personal e-mail address.	Teachers and principals e-mail addresses will be most important for communication purposes; however, please provide e-mail addresses for all staff. Staff assignments may be used to build targeted e-mail distribution lists.	Example: John.Doe@isp.com
77	1064	1123	60	Not Collected						
78	1124	1127	4	C	RACE 2 CODE	O	U	Additional Race/Ethnicity Code	The value used should be the code (e.g. C, B, etc.) only. Valid values are case sensitive. The descriptions are for reference only. If field #78 Race 2 Code = 'I' (American Indian/Alaskan Native) then tribe required in field #70 Race or Ethnicity Sub-Group Code.	Valid Values: C = Caucasian B = Black or African American A = Asian I = American Indian/Alaskan Native P = Native Hawaiian or Other Pacific Islander
79	1128	1131	4	C	RACE 3 CODE	O	U	Additional Race/Ethnicity Code	The value used should be the code (e.g. C, B, etc.) only. Valid values are case sensitive. The descriptions are for reference only. If field #79 Race 3 Code = 'I' (American Indian/Alaskan Native) then tribe required in field #70 Race or Ethnicity Sub-Group Code.	Valid Values: C = Caucasian B = Black or African American A = Asian I = American Indian/Alaskan Native P = Native Hawaiian or Other Pacific Islander

Field #	Start	End	Length	Data Type	Field Name	R/O/CR	Code	Definition	Business Rules	Valid Values/Example Data
80	1132	1135	4	C	RACE 4 CODE	O	U	Additional Race/Ethnicity Code	The value used should be the code (e.g. C, B, etc.) only. Valid values are case sensitive. The descriptions are for reference only. If field #80 Race 4 Code = 'I' (American Indian/Alaskan Native) then tribe required in field #70 Race or Ethnicity Sub-Group Code.	Valid Values: C = Caucasian B = Black or African American A = Asian I = American Indian/Alaskan Native P = Native Hawaiian or Other Pacific Islander
81	1136	1139	4	C	RACE 5 CODE	O	U	Additional Race/Ethnicity Code	If field #21 Race 5 Code = 'I' (American Indian/Alaskan Native) then tribe required in field #81 Race or Ethnicity Sub-Group Code.	Valid Values: C = Caucasian B = Black or African American A = Asian I = American Indian/Alaskan Native P = Native Hawaiian or Other Pacific Islander

Code TRIBAL AFFILIATION

- 00 Not Applicable
- 01 Acoma
- 02 Cochiti
- 03 Isleta
- 04 Jemez
- 05 Jicarilla Apache
- 06 Laguna
- 07 Mescalero Apache
- 08 Nambe
- 09 Navajo
- 10 Picuris
- 11 Pojoaque

- 12 San Felipe
- 13 San Ildefonso
- 14 Ohkay Owingeh (formerly San Juan)
- 15 Sandia
- 16 Santa Ana
- 17 Santa Clara
- 18 Kewa (formerly Santo Domingo)
- 19 Taos
- 20 Tesuque
- 21 Zia
- 22 Zuni
- 23 Other

New Mexico Institutions of Higher Education

Code	Institution	Code	Institution
00	Non-Degree	69	Luna Vocational-Technical Institute
55	University of New Mexico	70	Navajo Community College
56	New Mexico State University	71	New Mexico Junior College
57	New Mexico Highlands University	72	Northern New Mexico Community College
58	Western New Mexico University	73	San Juan College
59	Eastern New Mexico University	74	Santa Fe Community College
60	New Mexico Institute of Mining and Technology	75	Mesa Technical College
61	University of Albuquerque	76	Clovis Community College
62	Santa Fe University of Art & Design (formerly College of Santa Fe) -Closed	77	Southwestern College (Santa Fe)
63	College of the Southwest	78	Wayland Baptist University
64	St. John's College	79	University of Phoenix
65	New Mexico Military Institute	80	Western Governor's University
66	College of Artesia	81	National American University
67	Central New Mexico Community College	82	ITT Technical Institute
68	Institute of American Indian Art	83	Webster University - Albuquerque

State Codes for Use in Reporting Higher Education Institutions that are Not in New Mexico

Code	State	Code	State	Code	State
01	Alabama	18	Kentucky	35	Ohio
02	Alaska	19	Louisiana	36	Oklahoma
03	Arizona	20	Maine	37	Oregon
04	Arkansas	21	Maryland	38	Pennsylvania
05	California	22	Massachusetts	39	Rhode Island

06	Colorado	23	Michigan	40	South Carolina
07	Connecticut	24	Minnesota	41	South Dakota
08	Delaware	25	Mississippi	42	Tennessee
09	District of Columbia	26	Missouri	43	Texas
10	Florida	27	Montana	44	Utah
11	Georgia	28	Nebraska	45	Vermont
12	Hawaii	29	Nevada	46	Virginia
13	Idaho	30	New Hampshire	47	Washington
14	Illinois	31	New Jersey	48	West Virginia
15	Indiana	32	New York	49	Wisconsin
16	Iowa	33	North Carolina	50	Wyoming
17	Kansas	34	North Dakota	51	Outside USA

Code	Termination Description
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01	Left NM and teaching in other state
02	Left for reasons other than retirement
03	Left to teach in private school in NM
04	Went to other public/charter NM district
05	Took non-teaching position in district
06	Died
07	Retired
08	Personal Reasons
09	Non-Renewal of Contract
10	Non-Renewal of Teaching License
11	Discharged prior to end of contract
12	Resigned prior to completion of contract
13	Reduction in force/staff
14	Leave of absence (i.e. Permanent leave of absence due to illness or another reason)
15	Military Service
16	Teaching in Another Country
17	Peace Corps/ACTION
18	Completion of Short Term Contract
19	Left to teach in BIE (Bureau of Indian Education) school in NM
99	Unknown Reason

FAQs

1. How should the Staff and Staff Snapshot templates be submitted?

All active staff must be submitted in the Staff and Staff Snapshot template. This includes certified and non-certified personnel. Additionally, exited teachers must be submitted in STAFF by the close of their EXIT YEAR.

Staff Records are records created for all staff at a school. Staff data is used for licensure, determining class loads, teacher effectiveness and for reporting related services (ancillary) FTE for the funding formula.

2. Must the Social Security Number of staff be used?

Yes. The staff member's SSN is used as the Staff ID in a number of the eScholar templates including Staff, Staff Snapshot, Staff Assignment, Course Instructor, etc. SSN's that appear on reports generated by the Public Education Department will be masked (e.g., XXXXX4532). SSN is also used to identify licensure.

3. Must non-certified personnel be reported?

Yes.

4. The Location Code is a mandatory field in the Staff, Staff Snapshot and Staff Assignment templates. What Location Code should be used for staff members who are short term substitute teachers and related contract service providers?

A Location Code of "000" (district office) may be used for short term substitutes and related contract service providers.

5. Must all staff members be reported in the Staff Assignment template?

No, Short Term Substitutes should not be included in the Staff Assignment template as assignment codes do not exist for these staff members. All other staff members should be included in this template.

6. For what teachers do corresponding records have to be included in the Course Instructor (which links teachers to course sections) and Student Course Enrollment (which links students to course sections) templates?

All certified teachers with the following assignment codes must have corresponding records in the Course Instructor and Student Course Enrollment templates: 00, 20, 21, 22, 23, 25, 28, 30, 94, 96, 97, 101, 103, 104, 106, 110, 110S 139 & 140. (This includes long-term substitute teachers, but does not include short-term substitute teachers.) Please report INTERNS with a TEACHER staff assignment code.

7. Can a district decide to populate the Snapshot Date within the Staff template so that the format of this template is consistent with the Staff Snapshot template?

Yes, districts can populate this field. It will be ignored in the Staff template.

8. How is PED going to calculate teacher loads for classes and potential overfilling? Will it be by students per day or per class?

In elementary schools, this is calculated per day since there is no concept of sections.

In grades 7 – 12, this is calculated per day except for language arts classes; these are calculated per section.

9. How do I report Exited Teachers?

Exited Teachers will be reported with a Termination Code and Exit Date in the STAFF Template and may be reported at the time they exit. PED will verify that the exited teacher was not actively teaching on the 120th day of the same year they were reported as exited.

10. How do the “TEACHING YEARS EXPERIENCE” fields 39 & 43 relate to “Substitute Teachers?”

It's not necessary to submit “TEACHING YEARS EXPERIENCE” for Substitute Teachers. In addition, it's preferable NOT to include “Substitute Teaching” years' experience in these fields.

11. How to report Salary?

In the STAFF and STAFF SNAPSHOT templates, ANNUAL SALARY refers to a person's budgeted ANNUALIZED salary and must equate to 1 FTE. Salaries will be reported for most staff with a Staff Assignment record. Salaries will be included for employees on payroll and receiving benefits. Salaries will be omitted for contractors, such as Contracted Related Service Providers (Staff Qualification Status Code=R). Salaries will be reported for both Certified and Non-Certified staff. Certified Staff are those reported in a STAFF QUALIFICATION STATUS CODE of C, S, T or R, but since Short-term Subs (T) typically are not reported with Staff Assignment codes and FTE due to their nature, these may be omitted. Long-term Subs (S) may also be omitted if they are not employees on payroll receiving benefits. Contracted Related Service Providers (R) salaries may also be omitted (due to the fact that they are contractors); however, you'll still need to calculate FTE for them as in the past and provide this in the Staff Assignment Template. Special Education teachers, whose FTE is calculated for Caseload Maximums, may experience “derived” salary differences if their FTE is not related to salary. The calculation of FTE in regards to Caseload Maximums will not change and includes teachers with assignment codes 94, 95, 95S, 96, and 97.

More importance will be placed on salaries due to the Sunshine Portal Senate Bill 327 that passed in 2011, which now includes school districts/charters salaries on this web portal.

Note: Due to the difficulty of including stipends, only BASE SALARIES (not stipends) need to be reported. However, when calculating Caseload Maximums and Related Service FTE you must continue to include these FTE calculations for “additional hours worked” and/or “additional days worked” for related service personnel such as Diagnosticians, SLPs, etc...as well as Special Education teachers. The FTE calculation will not change now that salaries are computed. If this is not a contracted employee (Staff Qualification Status Code<>R), then their

salary will be derived and included on the sunshine portal. If this FTE does not relate to the base salary reported, then the salary derived may differ from what is paid but may be acceptable. Salaries may not match exactly but should be reasonable and close.

Because Athletic Coaches (Staff Assignment Code=81) are considered stipends, and therefore FTE cannot be assigned, these staff assignment codes have been omitted from ALL SALARY reports and their salaries will NOT appear on the sunshine portal.

Salary Formulas:

Actual_Salary=Total_FTE*Annual_Salary OR Total_FTE=Actual_Salary/Annual_Salary OR Annual_Salary=Actual_Salary/Total_FTE. Note: If any 2 variables are known, the 3rd one may be derived.

Total_FTE = Sum FTE, by Staff ID, in the STAFF ASSIGNMENT table, for a Reporting Period. This includes ALL District/locations and ALL assignments for a snapshot date for a person.

Total FTE: =1 or >1 or <1 (typically around 1)

Note: In STARS, we collect the Percent Time Assigned in the STAFF ASSIGNMENT template (and not the actual FTE); therefore, multiply the FTE by 100 to compute this percent.

FTE<1 Example:

The person's Total FTE=.5 (or 50%) for the year. If the position would pay \$40,000 at 1 FTE, then report their Annualized Base Salary as \$40,000. PED will compute their actual salary using this formula:

$$\text{Actual_Salary} = \text{Total_FTE} * \text{Annual_Salary} = .5 * \$40,000 = \$20,000.$$

FTE>1 Example:

The person's contract states they'll be paid \$50,000 for 1 FTE as a counselor and additionally will be paid \$4,000 as a STARS Coordinator. How will you calculate their partial FTE as the STARS Coordinator? You know they're being paid \$50,000 for 1 FTE, so this will be their ANNUAL_SALARY reported in their STAFF & STAFF SNAPSHOT records. To compute their FTE as a STARS Coordinator, you need to calculate what percent 4,000 is of 50,000?

$$4,000/50,000=.08 \text{ (.08*100=8\% of their time is spent as a STARS Coordinator)}$$

$$\$50,000 \text{ is the amount paid for 1 FTE (1*100=100\% of their time is spent as a Counselor)}$$

$$\text{Actual Salary} = \$50,000 + \$4,000 = \$54,000$$

$$\text{Total_FTE} = 1 + .08 = 1.08$$

$$\text{Annual_Salary} = \$50,000$$

$$\begin{aligned} \text{Check numbers using the formula. } \text{Actual_Salary} &= \text{Total_FTE} * \text{Annual_Salary} \\ \$54,000 &= 1.08(\$50,000) \\ \$54,000/1.08 &= \$50,000 = \text{Annualized Salary based on 1 FTE} \end{aligned}$$

How to report FTE>1 data in STARS:

In STAFF and STAFF SNAPSHOT, report ANNUAL SALARY as 50000.00

- In STAFF ASSIGNMENT, report two records: 100 Percent Time Assigned as Counselor (1 FTE*100)

- 8 Percent Time Assigned as STARS Coordinator (.08 FTE*100)

Certified versus Non-Certified: What if the person holds both a Certified and Non-Certified position? Which do I report?

Business Rules:

In the STAFF/STAFF SNAPSHOT templates, adhere to the Staff Qualification Status Code definition (C, S, T=Certified; N=Non-Certified).

If the person has a license issued from the NM PED, then report them as certified if at least ONE of their Staff Assignment Codes is a certified position. In the case of a person who has a TEACHING license but is working in a non-certified, STARS Coordinator position only, report the person as Non-Certified.

In the above example with FTE>1 and Total Actual Salary=\$54,000, the Counselor is a certified position (paid out of State Funds), and the STARS Coordinator is a non-certified position (paid out of Federal Funds).

How to Report Data:

In the STAFF/STAFF SNAPSHOT templates, only ONE Staff Qualification Status Code can be entered. In this example, you would enter "C"=Certified because the person has a counselor license which was issued by the NM Public Education Department.

Clarification and summarization of what to include in the Annual Salary and FTE fields:

- Annual Salary should be their BUDGETED, BASE salary for one full year. If they only worked part of the year, you'll still include the salary they would have been paid if they worked 1 FTE for the entire school year. The FTE reported in the Staff Assignment table will be used to adjust this salary.
- Since Annual Salary refers to BASE salary, it won't contain stipends, such as pay for "additional hours worked" or "additional days worked."
- If Staff Assignment codes are submitted in the Staff Assignment Template with FTE, be aware that salaries will be derived for these positions at these locations; even for stipends. STARS cannot distinguish between a Base Salary position and a Stipend position.
- In reference to the STARS Manual, Volume 1, Appendix I-Special Education and Related Information:
 - Guidelines for calculating Related Service FTE
 - How to Figure Caseload Maximums

FTE still needs to be reported as in the past for these Special Ed positions based on these guidelines.

Also be aware that salaries will be derived for these Special Education related positions when not reported as "Contracted Related Service Providers" (Staff Qualification Status Code<>R). The formula used to calculate "Salaries for Staff Assignments" is $Annual_Salary * FTE = Salary_for_StaffAssignment$ and these salaries will be included on the Sunshine Portal.

Staff Assignment Code 81, Athletic Coach Exception:

- Because an Athletic Coach has been identified as strictly a stipend position, it has been omitted from the Salary reports.
- FTE may be defaulted to .05 and does not need to be exact since FTE is difficult to calculate for stipend positions.
- To determine the number of coaches, PED will be counting the number of 81 staff assignment codes as opposed to summing FTE.
- Because licensure still needs to be verified for athletic coaches and because PED needs to know how many there are, please report your Athletic Coaches.

12. Do stipends need to be reported?

No, only BASE SALARIES.

However, there could be exceptions. As an example, if licensure is required to perform a job duty, then a staff assignment code with FTE should be submitted. Be aware that a salary will be derived based on the FTE and the Annualized Base salary and displayed on the sunshine portal using the formula “Salary = FTE*Annual_Salary.”

Since Athletic Coach (81) has been identified as strictly a stipend position, it has been omitted from the Salary reports. FTE may be defaulted to .05 and doesn't need to be exact. PED will be COUNTING the number of coaches in schools as opposed to summing their FTE. Licensure still needs to be verified.

When calculating Caseload Maximums and Related Service FTE (as specified in Vol. 2 of the STARS Manual, Appendix I) you must continue to include these FTE calculations for “additional hours worked” and/or “additional days worked” for related service personnel such as Diagnosticians, SLPs, etc...as well as Special Education teachers. The FTE calculation will not change. If this is not a contracted employee (Staff Qualification Status Code<>R), then their salary will be derived and included on the sunshine portal.

Because Athletic Coaches (Staff Assignment Code=81) are considered stipends, and therefore FTE cannot be assigned, these staff assignment codes have been omitted from ALL SALARY reports and their salaries will NOT appear on the sunshine portal.

13. How do I report Salaries and FTE for employees hired mid-year or after the start of the year?

In this example, a teacher was hired mid-year and will be paid \$12,000 according to their contract, but if they would have worked the full school year, they would have been paid \$50,000. It's assumed the person is working as a full-time employee.

Either method of reporting is acceptable.

Method 1: Salary calculated as full-year (as opposed to actual, contracted salary)

Report in Annual Salary (Staff/Staff Snapshot), the salary they would have been paid if they worked the entire school year (\$50,000). Then in Staff Assignment, report their FTE as 1.

In this method of reporting, there is no reference in STARS to the contracted amount paid of \$12,000.
 $\text{Salary} = \text{Annual_Salary} * \text{FTE} = 1 * 50,000 = \$50,000$.

PED recommends this method for the following reasons:

- When computing AVERAGE salaries, only 1 FTE employees are included to prevent skewing of data; therefore, this salary would be included.
- Because teachers have minimum salary rules (such as \$30,000), if \$12,000 was reported as their annualized yearly salary at 1 FTE they would appear as an exception on the report "Certified Staff Salary Validation – Teacher Only."

Method 2: Salary calculated as actual, contracted amount paid

Report in Annual Salary (Staff/Staff Snapshot), the salary they would have been paid if they worked the entire school year (\$50,000). Then in Staff Assignment, report their FTE as .24 (12,000/50,000).

In this method of reporting, both the yearly salary of \$50,000 is known as well as the contracted amount paid of \$12,000.
 $\text{Salary} = \text{Annual_Salary} * \text{FTE} = .24 * 50,000 = \$12,000$.

14. If I know the amount paid for a partial FTE, how do I calculate their Annual Salary?

If the amount paid is \$2,500 for .17 FTE, then their annualized base salary for 1 FTE would be \$14,705.88, which was calculated by the formula $2500 / .17 = 14,705.88$. Their derived salary would be displayed on the Sunshine Portal as \$2,499.99 ($.17 * 14,705.88$). You can ignore rounding errors.

15. What report should I run to verify the salary data to be posted on the State's Sunshine Portal?

[STARS Reporting](#) > [Public Folders](#) > [eScholar Framework - Verify](#) > [District and Location Reports](#) > STAFF Salaries for Staff Assignments

- Salaries appearing on this report will appear on the Sunshine Portal.
- Not all fields will be included on the Sunshine Portal. FTE and Staff Name have been omitted.
- Derived salaries at a position and school are displayed by using the following formula: $\text{Derived Salary} = \text{FTE (from Staff Assignment)} * \text{Base Salary for 1 FTE (from Staff Snapshot)}$
- Salaries should be reasonable but may not be exact (due to rounding and other factors)

16. How do I calculate BASE salary for 1 FTE if I only know their partial FTE and what they are being paid?

If paid \$2500 at .17 FTE, then their BASE Salary for 1 FTE would be $2500 / .17 = \$14,705.88$.

In this example, you would report \$14,705.88 for ANNUAL SALARY in STAFF and STAFF SNAPSHOT. In STAFF ASSIGNMENT, you would report .17 FTE. The derived salary displayed on the sunshine portal will be \$2,500, which was calculated from $\$14,705.88 * .17$.

17. Please summarize the reporting of Salary data.

Annual Salary field in Staff/Staff Snapshot:

- This should be their BUDGETED, BASE salary for one full year. If they only worked part of the year, you'll still include the salary they would have been paid if they worked 1 FTE for the entire school year. The FTE reported in the Staff Assignment table will be used to adjust this salary.
- Since this refers to BASE salary, it won't contain stipends, such as pay for "additional hours worked" or "additional days worked."
- If Staff Assignment codes are submitted in the Staff Assignment Template with FTE, be aware that salaries will be derived for these positions at these locations; even for stipends. STARS cannot distinguish between a Base Salary position and a Stipend position.
- In reference to the STARS Manual, Volume 1, Appendix I-Special Education and Related Information:
 - Guidelines for calculating Related Service FTE
 - How to Figure Caseload Maximums

FTE still needs to be reported as in the past for these Special Ed positions based on these guidelines.

Also be aware that salaries will be derived for these Special Education related positions when not reported as "Contracted Related Service Providers" (Staff Qualification Status Code<>R). The formula used to calculate "Salaries for Staff Assignments" is **Annual Salary*FTE=Salary for Staff Assignment** and these salaries will be included on the Sunshine Portal.

Staff Assignment Code 81, Athletic Coach Exception:

- Because it has been identified as strictly a stipend position, it has been omitted from the Salary reports. FTE may be defaulted to .05 and does not need to be exact, since FTE is difficult to calculate for stipend positions.
- To determine the number of coaches, PED will be counting the number of 81 staff assignment codes as opposed to summing FTE.
- Because licensure still needs to be verified for athletic coaches and because PED needs to know how many there are, please report your Athletic Coaches in the Staff Assignment template.

18. How do I report salaries for hourly employees?

You'll need to convert their hourly pay to an annual salary. As an example, if a cafeteria worker works 2 hours out of a 6hour day, their FTE could be calculated as $2/6=.33$ (FTE would be reported as a percentage 33 in STAFF ASSIGNMENT). Then in the Annual Salary field in STAFF & STAFF SNAPSHOT you'd enter what they would be paid as a 1 FTE employee. If \$35,000 is what a full-time cafeteria worker would be paid, then the derived salary displayed on the Sunshine Portal would be $.33*\$35,000=\$11,550$. The derived salary should be reasonably close to what this hourly employee would be paid over the course of a year.

Student Award Fact Template

Target Table: STUDENT_AWARD_FACT

Grain: One record per district / school year date / student ID / award code / award type / award date template

Data Submission Schedule: EOY

Load Sequence Dependencies

Load Sequence/Dependencies	Optional	Lookup
1. STUDENT	N	N

Template Description

The Student Award Fact Template is used to capture information for the following awards:

State Seal of Bilingualism/Biliteracy

Only districts with an approved seal request on file with the Bilingual Multicultural Education Bureau may submit this template. Districts are required to submit this template for each state seal of bilingualism-biliteracy awarded. State seals of bilingualism-biliteracy may be awarded for multiple languages, a separate record must be submitted for each language. Please consult the State of New Mexico Diploma of Excellence Bilingualism and Biliteracy Seal Guidance Handbook for additional guidance.

CHANGES –

Field 4 – AWARD CODE- Use the numeric code of the language than the text. Also, additional languages have been added to the code set.

Student Award Fact Template Specifications

Field #	Delim Length, Scale	Data Type	Field Name	R/O/CR	Code	Definition	Business Rules	Valid Values/Example Data
1	20	C	DISTRICT CODE	R	K,M	PED defined three character district code.		Example: 065

Field #	Delim Length, Scale	Data Type	Field Name	R/O/CR	Code	Definition	Business Rules	Valid Values/Example Data
2	10	D	SCHOOL YEAR DATE	R	K,M	Enter 2017-06-30.	All dates must be entered in ISO format	Example: 2017-06-30
3	12	C	STUDENT ID	R	K,M	State issued student identification number.	Must be valid New Mexico State Student ID. ID, DOB, Gender must match data contained in State ID system	Example: 100000009
4	30	C	AWARD CODE	R	K,M	Provide the code of the language for which the <u>State Seal of Bilingualism/Biliteracy</u> was awarded.	If a state seal bilingualism-biliteracy is awarded in a language not listed in the valid value code set please contact the Bilingual Multicultural Education Bureau.	Valid Values: See the Award List at the end of this document.

Field #	Delim Length, Scale	Data Type	Field Name	R/O/CR	Code	Definition	Business Rules	Valid Values/Example Data
5	20	C	AWARD TYPE	R	K,M	Provide the language in which the seal was earned (any language other than English, including world languages). To earn the bilingualism-biliteracy seal on the diploma of excellence, students must demonstrate proficiency in a language other than English, through one of the following methods: (1) Certification by an individual tribe (a tribe may certify that a student is proficient in the tribal language). (2) Units of credit and an assessment (a student may demonstrate proficiency by meeting both the units of credit and assessment requirements). (3) Units of credit and an alternative process portfolio (a student may demonstrate proficiency by meeting both the units of credit and alternative process portfolio requirements). (4) An assessment and an alternative process portfolio (a student may demonstrate proficiency by meeting both the assessment and alternative process portfolio requirements). [6.32.3.8 NMAC - N, 09-15-15]	State seals of bilingualism-biliteracy may be awarded for multiple languages; a separate record must be submitted for each language. Each award record can only have one valid value for award type.	Valid Values: TLC = Tribal Language Certification CA = 4 units of Credit and an Assessment CPP =4 Units of Credit and an Alternative Process Portfolio APP = Assessment and Alternative Process Portfolio
6	10	D	AWARD DATE	R	K,M	Provide the school year in the ISO format: YYYY-MM-DD. The PED school year runs from July 1 through June 30. For the 2016-2017 school year, you would enter 2017-06-30.	Use the School Year Date, not the actual date of the award.	Valid Value: 2017-06-30

Award Codes for State Seal of Bilingualism/Biliteracy		
STARS Code	English name of Language	ISO 639-2 Code
0	English	eng
1	Spanish	spa
2	Vietnamese	vie
3	Hmong; Mong	hmn
4	Chinese (Cantonese or Mandarin, also includes Chaozhou, Lahu, Taiwanese, Teochew, and Toishanese)	chi (B) zho (T)
5	Cambodian - Khmer	khm
6	Korean	kor
7	Laotian (includes Khmu)	lao
8	Navajo; Navaho (Diné)	nav
9	Tagalog	tgl
10	Russian	rus
11	Creoles, French-based	cpf
12	Arabic (spoken in numerous countries including Algeria, Egypt, Iran, Iraq, and Yemen)	ara
13	Portuguese	por
14	Japanese	jpn
16	Tiwa	nai
17	Tewa	nai
18	Towa	nai
19	Keres	nai
20	Jicarilla Apache	apa
21	Mescalero Apache	apa
22	Zuni	zun

24	Sign Languages - American	sgn
25	Sign Languages - English Based	sgn
26	Albanian	alb (B) sqi (T)
27	Armenian	arm (B) hye (T)
28	Azerbaijani	aze
29	Baltic languages	bat
30	Basque	baq (B)
		eus (T)
31	Bosnian	bos
32	Bulgarian	bul
33	Burmese	bur (B)
		mya (T)
34	Chechen	che
35	Creoles, English based	cpe
36	Creoles, Portuguese-based	cpp
37	Croatian	hrv
38	Czech	cze (B)
		ces (T)
39	Danish	dan
40	Dutch; Flemish	dut (B)
		nld (T)
41	Estonian	est
42	Farsi - Persian (includes Dari spoken in Afghanistan)	per (B)
		fas (T)
43	Filipino; Pilipino	fil
44	Finnish	fin
45	French	fre (B)
		fra (T)
46	German	ger (B)
		deu (T)

47	Greek	gre (B) ell (T)
48	Haitian; Haitian Creole	hat
49	Hawaiian	haw
50	Hebrew	heb
51	Hungarian	hun
52	Icelandic	ice (B) isl (T)
53	India and Bangladesh - Bengali	ben
54	India - Gujarati	guj
55	India - Marathi	mar
56	India - Rajasthani	raj
57	India - Telugu	tel
58	India and Assam - Assamese	asm
59	India and Pakistan - Hindi	hin
60	India and Pakistan - Urdu	urd
61	India or Pakistan Panjabi; Punjabi	pan
62	India, Malaysia, Sri Lanka - Tamil	tam
63	Indonesian	ind
64	Iranian languages	ira
65	Italian	ita
66	North American Indian languages Other	nai
67	Norwegian	nor
68	Polish	pol
69	Romanian; Moldavian; Moldovan	rum (B) ron (T)
70	Somali (also includes Tigrinya)	som
71	Serbian	srp
72	Slavic languages	sla
73	Swedish	swe

74	Thai	tha
75	Tibetan	tib (B)
		bod (T)
76	Ukrainian	ukr
77	Hocano	NAI
78	Kurdish (includes any country where this is spoken such as Iraq and Afghanistan)	kur
79	Syriac (includes Assyrian and Chaldean)	syr
80	Cebuano (Visayan)	ceb
81	Chamorro	cha
82	Kinyarwanda (includes Kirundi)	kin
83	Lithuanian	lit
84	Malayalam	mal
85	Marshallese	mah
86	Mixteco	NAI
87	Nepali	nep
88	Pashto (also includes Pushto)	pus
89	Samoan	smo
90	Sinhalese (also includes Sinhala)	sin
91	Swahili	swa
92	Tongan (also includes Raratongan)	rar
93	Turkish	tur
94	Wolof	wol
95	Yao (also includes Mien)	yao
96	Fanti (spoken in Ghana)	fat

FAQs:

1. **How do I know if my district or charter school has an approved seal request on file with the Language and Culture Bureau (formerly the Bilingual Multicultural Education Bureau (BMEB))?**

The Language and Culture Bureau receives Seal Request Forms from districts and charter schools for the Seal of Bilingualism-Bi-literacy on the New Mexico Diploma of Excellence. Once a school board has adopted the seal rule [6.32.3.1 NMAC – N, 09-15-15] into their policies, a Seal Request Form must be submitted by district superintendents or charter school directors. You may contact your district Bilingual Multicultural Education (BME) Director, district Superintendent or charter school Director to ensure there is an approved seal request on file with the Language and Culture Bureau. For additional guidance please consult the State of New Mexico Diploma of Excellence Bilingualism and Bi-literacy Seal Guidance Handbook located at

<https://webnew.ped.state.nm.us/bureaus/languageandculture/seal-of-bilingualism-biliteracy/>

Approved as of 5/10/2018

Districts and State Charters with an approved seal request on file with the Bilingual Multicultural Education Bureau		
District or State Charter School		Seal Request Approval Date
1	ACE Leadership High School	Monday, May 2, 2016
2	Albuquerque Public Schools	Wednesday, March 29, 2017
3	Bernalillo Public Schools	Thursday, May 11, 2017
4	Bloomfield School District	Monday, April 18, 2016
5	Clovis Municipal Schools	Tuesday, March 22, 2016
6	Deming Public Schools	Wednesday, June 30, 2016
7	Dexter Consolidated Schools	Monday, May 2, 2016
8	Española Public Schools	Wednesday, May 25, 2016
9	Farmington Municipal Schools	Thursday, June 2, 2016
10	Gadsden Independent School District	Monday, April 18, 2016
11	Gallup McKinley County Schools	Tuesday, May 3, 2016
12	Hatch Valley Public Schools	Monday, April 18, 2016
13	Las Cruces Public Schools	Tuesday, March 22, 2016
14	Loving Municipal Schools	Tuesday, April 26, 2016

15	Lovington Municipal Schools	Wednesday, May 25, 2016
16	Monte del Sol Charter School	Wednesday, March 29, 2017
17	Portales Municipal Schools	Monday, January 23, 2017
18	Rio Rancho Public Schools*	Monday July, 11, 2016
19	Roswell Independent School District	Wednesday, June 8, 2016
20	Santa Fe Public Schools	Wednesday, May 4, 2016
21	Taos Municipal Schools*	Wednesday, March 29, 2017
22	Tierra Encantada Charter School	Wednesday, May 9, 2018
23	Vista Grande High School	Thursday, May 11, 2017
24	Zuni Public Schools	Friday, May 12, 2017
*Awarded provisionally for one year pursuant to Indian Education Act		

2. The State Seal of Bilingualism-Biliteracy is only reported at EOY, how do I report this award fact template for students that graduate during the school year?

The district or charter school BME Director and the high school Registrar should work together to ensure that graduates that obtain a seal are tracked and logged throughout the school year. Mid-year graduates should be reported will all other graduates at EOY.



Student Cohort Group Fact Template - NEW

Target Table: STUDENT_COHORT_ASSOCIATION

Data Submission Schedule: 40D (optional), 80D (optional), 120D, and EOY

Grain: One record per district / school year / snapshot date / student / CTSO

Load Sequence/Dependencies

Load Sequence	Lookup	Optional
1. STUDENT SNAPSHOT	N	N

Changes

NOTE: This template replaces the Student Group Fact Template which is no longer collected.

Revisions 8/31/18:

Filed #3 – Added - State Cohort Group District Code must be 000

Field #4 – Removed - Location Code moved to field #12 and field #4 is no longer collected

Field #12 – Added - Location Code

Template Description

The Student Cohort Group Fact Template is used to capture Career Technical Student Organizations (CTSO) that students are participating in during the school year. Every student who participates in a CTSO should be reported in this template.

Field #	Start	End	Length	Data Type	Field Name	R/O/CR	Code	Definition	Business Rules/Valid Values	Example Data
1	1	20	20	C	DISTRICT CODE	R	K,M	PED-defined three character district code.		Example: 071
2	21	32	12	C	STUDENT ID	R	K,M	State-issued student identification number.		Example: 123456789

3	33	52	20	C	STATE COHORT GROUP DISTRICT CODE	R	K	PED's State District Code of 000 which is loaded in the COHORT lookup table and is used to validate Cohort Group Codes (field #5).		Must be 000
4	53	64	12		Not collected					
5	65	104	40	C	COHORT GROUP CODE	R	K,M	Career Technical Student Organizations (CTSO) offer career based extra-curricular activities for students.	Use the valid CTSO Codes found in this document.	Example: ER
6	105	114	10	D	SCHOOL YEAR DATE	R	K,M	Provide the school year in the ISO format: YYYY-MM-DD.	All dates must be entered in ISO format	Example: YYYY-06-30
7	115	124	10	D	REPORTING DATE	R	K,M	Provide the snapshot date in the ISO format: YYYY-MM-DD.	All dates must be entered in ISO format	Example: YYYY-06-30
8	125	134	10	D	GROUP ENTRY DATE	R	U,M	First day, in ISO format (yyyy-08-01) in which a student is participating in a CTSO.	All dates must be entered in ISO format	Examples: YYYY-08-15 A student joined the Career Technical Student organization at the beginning of the year. YYYY-02-15 A student joined the Career Technical Student organization in February.
9-11	135	154	10		Not collected					
12	155	166	12	C	LOCATION CODE	R	U,M	Student's Location Code which identifies their school.	Must be a valid 3 character location code for the District Code specified in field #1.	Example: 001



Career Technical Student Organization Codes (CTSO) (Student Cohort Group Fact Field #5)

Valid Value	Student Organization Name
BPA	Business Professionals of America
DECA	DECA
ER	Educators Rising
FCCLA	Family, Career and Community Leaders of America
HOSA	Health Occupations Students of America
NFFA	National Future Farmers of America
SKILLS	Skills USA
TSA	Technology Student Association (TSA)

FAQs

1. How is participation defined?

Students who have paid dues (can be through fundraising) and are enrolled as members of a national student organization and considered CTSO participants.

Student Course Enrollment Template

Target Table: COURSE_ENROLL

Data Submission Schedule: K3P, 40D, 80D, 120D, EOY, OPEN YEAR ROUND (7/15) and SUMMER (optional)

Grain: One record per district / location / school year / course code / section / student / semester (reporting period/snapshot date)

Template Description

The Student Course Enrollment Template contains information on student enrollment in each course/section combination. The Student Course Enrollment template must be submitted for all students at each reporting period. Be sure to include all students currently enrolled in the class on a given snapshot date. (EOY being an exception).

Hospitalized students (Location Code = 993), homebound students (Location Code = 998), home schooled students (Location Code = 999), and students enrolled in private school but receiving public special education services (Location Code = 997), should not be submitted in this template.

Semester, Course Instructor Snapshot Date, Course Code Long and Section Code Long MUST match the corresponding fields in the *COURSE INSTRUCTOR* Template and *COURSE* Template for proper HQT results and to connect a student to a teacher for teacher evaluations.

Please note that in order for districts to receive funding for instructional materials purchased for Dual Credit Courses, Field #18 must = D

Load Sequence/Dependencies

Load Sequence/Dependencies	Optional	Lookup
1. COURSE	N	N
2 STUDENT	N	N

Changes

Field 18 - SPECIAL PROGRAM CODE – P = PEER – This code will no longer be reported here, but instead PED will derive PEER students via the following rule: If Course Code is 0033 (3Y SpEd) or 0044 (4Y SpEd) AND Student Grade Level is PK AND Special Ed = N, then student is PEER.

Field 14 - COURSE CODE LONG – 5th digit now a part of the subject fields. 8 in the 5th digit no longer required for a BEP course.

Field 16 - IDEAL is replaced with BLB (Blended Learning Bureau) as a valid value.

Student Course Enrollment Template Specifications

Field #	Start	End	Length	Data Type	Field Name	R/O/C R	Code	Definition	Business Rules	Valid Values/Example Data
1	1	8	8	C	DISTRICT CODE	R	K,M	PED defined three character district code.		Example: 033
2	9	14	6	C	LOCATION CODE	R	K,M	PED defined three character location code.		Example: 120
3	15	24	10	D	SCHOOL YEAR DATE	R	K,M	Provide the school year in the ISO format: YYYY-MM-DD. The PED standard school year runs from July 1 through June 30. PED uses the June 30 th date to designate the full school year.	All dates must be entered in ISO format	Example: YYYY-06-30
4	25	27	3	N(0)	ENROLLMENT PERIOD NUMBER	R	K,M	Indicator of reporting period and corresponds to the same reporting period as <i>Effective Date</i> (field #5) and <i>Semester</i> (field #13). See valid values.	Use codes 501, 502, 503, 901, 902, and 906.	Valid values: 501 = 40D 502 = 80D 503 = 120D 901 = EOY 902 = K3P 903 = SUMMER 906 = Open Year Round
5	28	37	10	D	EFFECTIVE DATE	R	K,M	Indicator of reporting period. Corresponds to same reporting period as <i>Enrollment Period Number</i> (field #4) and <i>Semester</i> (field #13). See valid values.	All dates must be entered in ISO format (YYYY-MM-DD). Must correspond to the same reporting period as the <i>Snapshot Date</i> (field #83) in the <i>STUDENT SNAPSHOT</i> template for the student.	Valid values: YYYY-10-01 = 40D YYYY-12-15 = 80D YYYY-03-01 = 120D YYYY-06-01 = EOY YYYY-09-01 = K3P YYYY-06-29 = SUMMER YYYY-07-15 = Open Year Round

Field #	Start	End	Length	Data Type	Field Name	R/O/C R	Code	Definition	Business Rules	Valid Values/Example Data
6	38	43	6	C	ENROLLMENT CODE	R	K,M		Use constant of "CE" for Course Enrollment. The value used should be the code (e.g. CE) only. Valid values are case sensitive. The descriptions are for reference only.	Valid Value: CE = Course Enrollment
7	44	55	12	C	STUDENT ID	R	K,M	State issued student identification number.	Must match the Student ID (field #4) in the <i>STUDENT SNAPSHOT</i> template for corresponding key fields.	Example: 123456789
8-9	56	67	8	Not Collected						
10	68	70	3	N(0)	REQUEST SEQUENCE	R	K,D	eScholar Request Sequence.	Use constant value of 0. The value used should be the code (e.g. 0) only.	Valid value: 0
11-12	71	118	8	Not Collected						
13	119	120	2	C	SEMESTER	R	K	Indicator of reporting period and corresponds to same reporting period as <i>Effective Date</i> (field #5) and <i>Enrollment Period Number</i> (field #4).	Use codes 1, 2, 3, 4, 5, and 9. Must match the <i>Semester</i> field in the <i>COURSE</i> and <i>COURSE INSTRUCTOR</i> templates for the same corresponding key fields.	Valid Values: 1 = 40D 2 = 80D 3 = 120D 4 = EOY 5 = K3P 6 = SUMMER 9 = Open Year Round
14	121	132	12	C	COURSE CODE LONG	R	K*	PED defined 8 character course code.	The full 8 digit Course Code, with the first four digits pertaining to the Course Classification and 5-8 representing the Subject Fields. Subject Fields are optional and may contain 0000. Must match the Course Code Long field in the <i>COURSE</i> and <i>COURSE INSTRUCTOR</i> templates for the same corresponding key fields.	Example: 17214144

Field #	Start	End	Length	Data Type	Field Name	R/O/C R	Code	Definition	Business Rules	Valid Values/Example Data
15	133	138	6	C	COURSE DELIVERY MODEL CODE	R	U	<p>Indicates course delivery model used in this class.</p> <ul style="list-style-type: none"> For Hybrid, Distance Learning or Computer-based, the Online Vendor must be specified in the Course Content Code (field #16). 	<p>Face-to-Face:</p> <ul style="list-style-type: none"> Report local instructor's SSN as primary instructor with one exception; for Dual Credit report Dummy Staff ID 77777777. Majority of classes use this delivery model code. <p>Hybrid (Blended learning):</p> <ul style="list-style-type: none"> Use for courses that offer both face-to-face and online instruction. <ul style="list-style-type: none"> Report local instructor's SSN as primary instructor Requires vendor <p>Distance Learning:</p> <ul style="list-style-type: none"> Use if teacher and students are separated by space and time. <ul style="list-style-type: none"> Report Dummy Staff ID 88888888 as primary instructor; unless the teacher is employed by the district and their ID is known. Requires vendor <p>Computer-based:</p> <ul style="list-style-type: none"> Instruction via computer only without an instructor <ul style="list-style-type: none"> Report Dummy Staff ID 88888888 Requires vendor 	<p>Valid Values: Use the code as the description is for a reference only.</p> <p>FF = Face-to-Face HY = Hybrid (Blended) DL = Distance Learning CB = Computer-based</p>

Field #	Start	End	Length	Data Type	Field Name	R/O/C R	Code	Definition	Business Rules	Valid Values/Example Data
16	139	144	6	C	COURSE CONTENT CODE	CR	U	PED defined 6 character code.	Use code of "BLB" to define an online course offered through the PED's Blended Learning Bureau. Required if field # 15 (Course Delivery Model Code) is HY (Hybrid), DL (Distance Learning) or CG (Computer-based).	Valid Values: APLUS BYU EDCONN EDGENU EDMENT FUELED K-12 ODYSSE OTHER PROXIM BLB
17	145	150	6							
18	151	153	3	C	SPECIAL PROGRAM CODE	CR	U	Use this field to indicate if a student is enrolled in either a Dual Credit or Concurrent Enrollment course. See the FAQ at the end of this document for more information.	This field must be completed at all reporting periods as applicable. The value used should be the code (e.g., D) only. Valid values are case sensitive.	Valid Values: D = Dual Credit Course C = Concurrent Enrollment Course P=PEER
19	154	165	12	C	ALTERNATE CREDIT COURSE CODE	O	U	For use in High School Only If this class is offered for alternative credit, enter the 8-digit course number of the course this course is replacing, otherwise leave blank	Must match the <i>Course Code Long</i> field in the <i>COURSE</i> template for the same corresponding key fields.	Example 1: 17184144 Example 2: If a student is enrolled in British Literature that qualifies as Language Arts credit, provide the Language Arts course code here. The British Literature course code will be reported as Course Code Long (field #14).
20	166	190	25	C	SECTION CODE LONG	R	K*	Class section number assigned by school district to identify district classes.	This field should only be the local section number. Must match the <i>Section Code Long</i> field in the <i>COURSE INSTRUCTOR</i> template for the same corresponding key fields.	Example: PERIOD1

Field #	Start	End	Length	Data Type	Field Name	R/O/C R	Code	Definition	Business Rules	Valid Values/Example Data
21	191	200	10	D	COURSE INSTRUCTOR SNAPSHOT DATE	R	U	Field indicating the report date.	<p>Date must be entered in ISO format: YYYY-MM-DD.</p> <p>Must find corresponding Snapshot Date record in the <i>COURSE INSTRUCTOR</i> template for:</p> <ul style="list-style-type: none"> • School Year • District • Location • Semester • Snapshot Date • Course • Section <p>Must match <i>Effective Date</i> (field #5).</p> <p>Must refer to the same reporting period as <i>Enrollment Period Number</i> (field #4) & <i>Semester</i> (field #13).</p>	<p>Valid Values:</p> <p>YYYY-10-01 = 40D YYYY-12-15 = 80D YYYY-03-01 = 120D YYYY-06-01 = EOY YYYY-09-01 = K3P YYYY-06-29 = SUMMER YYYY-07-15 = Open Year Round</p>

FAQ

Field 18

Q: What is the difference between concurrent enrollment and dual credit?

A: If a high school student is taking a course for credit at an institution of higher education but not receiving high school graduation credit at the primary enrollment high school location, the student is considered to be concurrently enrolled. However, if a student is taking a class for credit at an institution of higher education and the class counts for credit toward high school graduation, the student would be considered to be dually enrolled.

Student Daily Attendance Template

Target Table: STUD_ATTEND_DAY

Data Submission Schedule: K3P, EOY

Grain: One record per district / location / student / attendance date

Load Sequence Dependencies

Load Sequence/Dependencies	Optional	Lookup
1. STUDENT	N	N

Template Description

Report to this template each instance of absence at the student level. The data is used to calculate funded students for the K3 Plus program. It is also used to understand the occurrences of absence due to Cultural or Religious Observance.

CHANGES – Only Required for -

- K3 Plus students in the K3 Plus Reporting Period and
- Students who had absences (excused or unexcused) for Cultural or Religious Observance at the EOY snapshot.

No longer required for other snapshots or students.

Student Daily Attendance Template Specifications

Field #	Start	End	Length	Data Type	Field Name	R/O/CR	Code	Definition	Business Rules	Valid Values/Example Data
1	1	8	8	C	DISTRICT CODE	R	K,M	PED-defined three character district code.		Example: 071

Field #	Start	End	Length	Data Type	Field Name	R/O/CR	Code	Definition	Business Rules	Valid Values/Example Data
2	9	14	6	C	LOCATION CODE	R	K,M	<p>PED-defined three character location code.</p> <p>Use the following Location Codes for special education students not enrolled at an actual district location:</p> <p>993 = Students who are hospitalized 997 = Students who are enrolled in a private school 998 = Students who are homebound 999 = Students who are home schooled</p>		Example: 010
3	15	26	12	C	STUDENT ID	R	K,M	State-issued student identification number.		Example: 100000009
4	27	36	10	C	ATTENDANCE DATE	R	K,M	<p>For K3P, report attendance or absence for each day of enrollment.</p> <p>For EOY, report date of student absence for Cultural or Religious Observance reporting.</p>	All dates must be entered in ISO format	Example: YYYY-10-04
5-7	37	38	2		Not Collected					

Field #	Start	End	Length	Data Type	Field Name	R/O/CR	Code	Definition	Business Rules	Valid Values/Example Data
8	85	92	8	C	ATTENDANCE CODE LONG	R	K*	<p>For K3P, report ATTD or ABS for each day the student is enrolled in the program.</p> <p>For EOY reporting, provide the Attendance Code that indicates the absence status for the snapshot time period. Only submit records for students that have a recorded absence for Cultural or Religious Observance.</p>	The value used should be the code only. Valid values are case sensitive. The descriptions are for reference only.	<p>Valid Values for K3P Reporting:</p> <p>ATTD = Attended ABS = Absent</p> <p>Valid Values for Reporting: EOY</p> <p>UNHDCO = Unexcused Half Day Absence Religious or Cultural Observance</p> <p>UNFDCO = Unexcused Full Day Absence Religious or Cultural Observance</p> <p>EHDCO = Excused Half Day Absence Religious or Cultural Observance</p> <p>EFDCO = Excused Full Day Absence Religious or Cultural Observance</p>
9	93	102	10	C	SCHOOL YEAR DATE	R	Z	School Year Date is used to ensure that dates that fall outside the defined school year (2016-07-01 through 2017-06-30 for SY16-17) will be attributed to the current school year. As an example, K3P programs typically start within the defined dates of the previous school year. Adding the school year date will allow the record to be submitted to the STARS in the proper school year.	All dates must be entered in ISO format. Use the current school year date. XXXX-06-30	Example: 2018-06-30

FAQs

1. How is K3 Plus funding eligibility determined?

Eligibility for K3P funding is determined by a student's number of days attendance (must be 10 or more) AND enrollment on the fifteenth day of the session.

Student Grades Template

Target Table: STUD_GRADES

Data Submission Schedule: 40D, 80D, 120D, EOY, SUMMER (optional)

Grain: One record per district / location / school year / student / course / section / semester / marking period num (reporting period)

Load Sequence/Dependencies

Load Sequence/Dependencies	Optional	Lookup
1. COURSE	N	N
2. STAFF	N	N
3. STUDENT	N	N

Template Description

This template defines the Student Grades fact table for Middle and High School course. Student Grades can be submitted during every reporting period (40 Day, 80 Day, 120 Day, EOY) for which a grade pertains. If a grade and/or credit has not yet been earned for the course, then do not include this record. ONE final "Student Grade" record should be submitted per course/section corresponding with the latest reporting period enrollment record. One STUDENT GRADE record should be submitted for each "class," which is identified as a unique combination of COURSE CODE plus SECTION CODE.

The following students should not be submitted in this template:

- Hospitalized students (Location Code = 993),
- Homebound students (Location Code = 998),
- Home schooled students (Location Code = 999), and
- Students enrolled in private school but receiving public special education services (Location Code = 997).

Course Instructor Snapshot Date, Semester, Course Code Long, Section and Student ID MUST match the corresponding fields in the *STUDENT COURSE ENROLLMENT* template and the *COURSE* template. Student ID, Section and Course Instructor Snapshot Date are not in the *COURSE* template so the matching fields in the *COURSE* template must be Semester and Course Code Long. The same School Year, District Code, Location Code, Course Code Long, Section, Semester & Course Instructor Snapshot Date must also be found in the *COURSE INSTRUCTOR* template to determine the teacher who assigned the grade.

Withdrawal (W) and Incomplete (I) STUDENT GRADE records are highly recommended because College and Career Readiness Bureau (CCRB) reviews final grades to calculate Perkins and dual credit funding. Omitting grades may adversely affect funding, so you are strongly encouraged to submit any withdrawal or incomplete grades. Failing to submit W or I grades will result in students being listed on "Missing Grade" exception reports.

Student Grades Template Specifications

Field #	Start	End	Length	Data Type	Field Name	R/O/C R	Code	Definition	Business Rules	Valid Values/Example Data
1	1	8	8	C	DISTRICT CODE	R	K,M	PED defined three character district code.		Example: 068
2	9	14	6	C	LOCATION CODE	R	K,M	PED defined three character location codes.	Use the following Location Codes for special education students not enrolled at an actual district location: 993 = Students who are hospitalized 997 = Students who are enrolled in a private school 998 = Students who are homebound 999 = Students who are home schooled	Example: 301
3	15	24	10	D	SCHOOL YEAR DATE	R	K,M	Provide the school year in the ISO format: YYYY-MM-DD.	All dates must be entered in ISO format	Example: YYYY-06-30
4-5	25	32	8	Not Collected						
6	37	39	3	N(0)	REQUEST SEQUENCE	R	K,D	eScholar Request Sequence.	Use default value of 0. This field is only needed if it is necessary to distinguish between enrollments or grades with the same course/section combination.	Valid value: 0
7	40	51	12	Not Collected						
8	52	63	12	C	STUDENT ID	R	K,M	State issued student identification number.	Must match the Student ID (field #7) in the STUDENT COURSE ENROLLMENT template for corresponding key fields.	Example: 123456789

[illegible]

24	139	145	7(4)	N(4)	CREDITS EARNED	R	U	Refers to HIGH SCHOOL graduation credits earned at your district or charter.	<p>Clarification:</p> <ul style="list-style-type: none"> Credits Earned only pertains to <u>High School</u> graduation credits (not Middle School credits). Credits Earned should be standardized according to state guidelines defined by the "Valid Values." If local districts have different scales, then when reporting to STARS, they should follow these state standards by applying a conversion technique. Refers to classes completed at your district or charter and credits awarded by your district or charter. Credits transferred to your district or charter (whether in-state or out-of-state) will not be included here. A STUDENT GRADES record will not be included for credit transfers since there will not be a corresponding COURSE, COURSE INSTRUCTOR or STUDENT COURSE ENROLLMENT record for matching purposes. 	<p>Valid Value: 0, .25, .33, .34, .66, .67, .5, 1, 1.33, 1.5, 1.66, 1.67 or 2</p> <p>0 = Grade F (failed) OR incomplete class OR non-High School credit class. Use 0 for Middle School or failed classes.</p> <p>.25 = Traditional High School ½ semester class</p> <p>.33 = 1 College Credit Hour OR 1/3 Credit for Trimester reporting</p> <p>.34 = 1/3 Credit for Trimester reporting</p> <p>.66or .67 (resolves rounding error) = 2 College Credit Hours</p> <p>.5 = Traditional High School 1 semester class OR its equivalent in block scheduling systems</p> <p>1 = 3 College Credit Hours OR traditional year-long High School class OR its equivalent in block scheduling systems</p> <p>1.33 = 4 College Credit Hours</p> <p>1.5 = Special case for block classes.</p> <p>1.66or 1.67 (resolves rounding error) = 5 College Credit Hours</p> <p>2 = 6 College Credit Hours</p>
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Field #	Start	End	Length	Data Type	Field Name	R/O/C R	Code	Definition	Business Rules	Valid Values/Example Data
25	146	152	7		Not Collected					
26	153	164	12	C	COURSE CODE LONG	R	K*	PED defined 8 character course code.	<p>The full 8 digit Course Code, with the first four digits pertaining to the Course Classification and the 5th-8th representing the Subject Fields. It is optional to equate meaning to a Subject Fields, therefore they may contain 0000.</p> <p>Must match the <i>Course Code Long</i> field in the <i>COURSE</i>, <i>COURSE INSTRUCTOR</i> and <i>STUDENT COURSE ENROLLMENT</i> templates for the same corresponding key fields.</p>	<p>Example: 17214144</p> <p>See the Course Excel Document for a list of the valid values.</p>
27	165	189	25	C	SECTION CODE LONG	R	K*	Class section number assigned by school district to identify distinct classes.	<p>This field should only be the local section number.</p> <p>Must match the <i>Section Code Long</i> field in the <i>COURSE INSTRUCTOR</i> and <i>STUDENT COURSE ENROLLMENT</i> templates for the same corresponding key fields.</p>	Example: PERIOD1
28	190	195	6	C	CONDUCT GRADE	C R	U	<p>Provide the Grade earned by the Student for their Conduct in the Course. For some courses, this may be a separate grade earned alongside a grade for performance.</p> <p>If Conduct is not graded separately for each course do not supply a value.</p>		

Field #	Start	End	Length	Data Type	Field Name	R/O/C R	Code	Definition	Business Rules	Valid Values/Example Data
29	196	205	10	D	COURSE INSTRUCTOR SNAPSHOT DATE	R	U	Field indicating the report date. See valid values.	<p>Date must be entered in ISO format: YYYY-MM-DD.</p> <p>Must find corresponding Snapshot Date record for School Year/District/Location/Semester/Course InstructorSnapshotDate/ Course/Section in the <i>COURSE ENROLLMENT</i> template.</p> <p>Must refer to the same reporting period as Marking Period Num (field #9) and Semester (field #22).</p>	<p>Valid Values:</p> <p>YYYY-10-01 = 40D</p> <p>YYYY-12-15 = 80D</p> <p>YYYY-03-01 = 120D</p> <p>YYYY-06-01 = EOY</p> <p>YYYY-06-29 = SUMMER</p>

FAQs

1. How many characters should the course code contain? What kind of information will the course coding system provide?

The course code is 8 numeric characters (alphanumeric). The first 4 characters of the course code, termed as the Course Classification Field, provide information on the subject areas (1st 2 characters) as well as the specific course within the subject area. The 5th character, no longer denotes the common field and has moved to the subject fields. Therefore the final four characters, termed Subject Fields, will provide information regarding experiences available in the course, the type of credit received, the main emphasis of the Course or additional detail regarding the Course content. The subject fields will change according to the specific subject area. The subject area fields may be any value between 0000 and 9999 and will not be used by PED for any particular purpose.

2. There are different fields available to collect course grades. These are: Numeric (Field #10), Alpha Grade (Field #11), Pass/Fail (Field #12), and Conduct (Field #28). What fields do I use?

Please populate the specific grade field that corresponds with the final course grade that is given. For example, if the course provides a numeric grade of 85, please populate this in the Numeric field (Field #10). You must populate at least one of these fields with the appropriate grade that corresponds to the type of final course grade that is given.

3. Students will sometimes be enrolled in one course that spans over multiple reporting periods, such as enrolled in the same course on both the 40th and 80th day. How will a grade be reported for this course?

This would require a grade for the last time a student was enrolled in a given reporting period. For example, if a student was enrolled in a course on the 40th day (Semester 1 = 40D) and is still enrolled on the 80th day (Semester 2 = 80D) but is not enrolled on the 120th day (Semester 3 = 120D), then in this scenario the grade will be submitted for the student with the corresponding course code with a Semester of 2 (80D), since that was the last time this student was reported in that class.

4. How do I enter student grades if the student was enrolled in a course at 40 Day but a final grade wasn't available until 80 Day?

In this situation, the student was no longer enrolled in this class at 80th day; therefore, the grade must refer back to their LAST course enrollment record, which was 40th day.

The *Semester* field in the *Student Grades* template must match the *Semester* field values for *Course*, *Course Instructor*, & *Student Course Enrollment* that relate to that grade. Therefore, the *Semester* fields in the templates at 40 Day and 80 Day would be populated as follows:

- 40 Day Templates
Course: Semester = 1; Marking Period=501
Course Instructor: Semester = 1; Course Instructor Snapshot Date=YYYY-10-01
Student Course Enrollment: Semester = 1; Effective Date=YYYY-10-1; Enrollment Period Num=501; Course Instructor Snapshot Date=YYYY-10-01
- 80 Day Submission Window (refers back to 40th day)
Student Grades: Semester = 1 (40D); Marking Period Num=501 (40D); Course Instructor Snapshot Date=YYYY-10-01 (40D)

Note that this situation could also apply in the case where a student withdraws from a course but still receives a letter grade at a later reporting period.

5. How do I report a Student's Grade for a class so it ties back to the teacher and the student's enrollment record?

Goal of PED: To be able to link the student's classroom grade to 1) the teacher of the class and 2) their classroom enrollment record.

Student Grades Template and its association with other templates

- *Student Grades* is associated with these 3 templates:
 - *Course*
 - *Course Instructor*
 - *Student Course Enrollment*

- The following field values must match between the *Student Grades* template and the *Student Course Enrollment* template:
 - School Year
 - District Code
 - Location Code
 - Marking Period
 - Marking Period from *Student Grades* must match the Enrollment Period Number field in *Student Course Enrollment*
 - i.e.) If Marking Period in *Student Grades* is 501 (40D), then the Enrollment Period Number in *Student Course Enrollment* must also be 501 (40D). Having 501 in one template and 502 in the other template means that the linkage between the grade and the Course Enrollment record is lost.
 - In the *Student Course Enrollment* template, if the Enrollment Period Number = 501 (40D), then the OTHER two fields in this same record defining the Reporting Period must also refer to 40th Day. This means the Effective Date must be 10-1 (40D) AND Semester must be 1 (40D).
 - Semester
 - *Student Grades* Semester must match the Semester found in *Student Course Enrollment* AND the Semester found in *Course Instructor* AND the Semester found in the *Course* template
 - Course Instructor Snapshot Date
 - Must refer to the same reporting period as Marking Period and Semester
 - Must match the Snapshot Date in the *Course Instructor* template. For example, if the Snapshot Date is YYYY-12-15 then the Marking Period must be 502 (80D) and the Semester must be 2 (80D) and the Effective Date in Student Course Enrollment must be YYYY-12-15.
 - Course Code Long
 - Section Code Long
 - Student ID

- The following field values must match between the *Student Grades* template and the *Course Instructor* template
 - School Year
 - District Code
 - Location Code
 - Semester
 - *Student Grades* Semester must match the Semester found in *Student Course Enrollment* AND the Semester found in *Course Instructor* AND the Semester found in the *Course* template
 - Course Instructor Snapshot Date
 - Must refer to the same reporting period as Semester

- Must match the Snapshot Date in the *Student Course Enrollment* template. For example, if the Snapshot Date is YYYY-12-15 then the Semester must be 2 (80D) and the Effective Date in Student Course Enrollment must be YYYY-12-15.
- Course Code Long
- Section Code Long

Note: Because the *Course Instructor* template ONLY contains one field for determining the Reporting Period called Semester, the Semester must match the following templates that carry a Semester Field: *Course*, *Course Instructor*, *Student Course Enrollment* and *Student Grades*.

PED needs to be able to link the student's grade to the teacher of the classroom, which is done via the Semester & Course Instructor Snapshot Date fields (along with other key fields listed above).

- The following field values must match between the *Course Instructor* template and the *Student Course Enrollment* template
 - School Year
 - District Code
 - Location Code
 - Semester
 - *Course Instructor* Semester must match the Semester found in *Student Course Enrollment* AND the Semester found in *Course* AND the Semester found in the *Student Grades* (if applicable) template
 - Course Instructor Snapshot Date
 - Must refer to the same reporting period as Semester
 - Must match Snapshot Date in *Student Grades* (if applicable) template. For example, if the Snapshot Date is YYYY-12-15 then the Semester must be 2 (80D).
 - Course Code Long
 - Section Code Long
- The follow field values must match between the *Course* template and the *Course Instructor*, *Student Course Enrollment* and *Student Grades* templates
 - School Year
 - District Code
 - Location Code
 - Semester
 - *Course* Semester must match the Semester field found in *Student Course Enrollment* AND the Semester found in *Course Instructor* AND the Semester found in the *Student Grades*(if applicable) template
 - Course Code Long

Note: Section Code Long is not included in the *Course* template

Business Rules regarding data submission in eDM:

- Because the COURSE related information happens at different periods of time, such as the enrollment in the class occurs before the grade is assigned, the submission of the *Student Grades* template will work differently in STARS eDM due to our snapshot date methodology of reporting. All course related template records (COURSE, COURSE INSTRUCTOR, STUDENT COURSE ENROLLMENT and STUDENT GRADES) referring to the same classroom must be linked in the STARS data warehouse so they APPEAR to have occurred at the same snapshot date. When the grade is assigned, it must be linked to the student's LATEST enrollment record in STARS, so it appears to have occurred at the same time. The fields Course Instructor Snapshot Date, Semester, Effective Date and Marking Period Number (sometimes referred to as Enrollment Period Number) are used for this purpose and ALL represent a Snapshot Date. It's important to note that Semester in STARS does not equate to the District's or Charter's semester but to a Snapshot Date. Typically when grades are assigned, the student will be enrolled in their next class, which means you may be submitting a student's 120th day Course Enrollment record and at the same time you'll also be submitting their 80th day Student Grades record (for a different class which has already ended). Even though the Student Grades template contains a Snapshot Date field (called Course Instructor Snapshot Date), this template will be allowed to be submitted anytime throughout the year, regardless of the data submission window that is open. As long as its corresponding Course Instructor Snapshot record is found, it will load. It's conceivable that a student may have had one teacher when their initial Course Enrollment record was loaded in STARS but a different teacher when the grade was assigned. If the teacher changed between reporting periods and the class has ended, then STARS will contain the FIRST teacher (initial enrollment teacher) and not the LAST teacher (who assigned the grade). This is because The PED will not allow the *Course*, *Course Instructor* and *Student Course Enrollment* records for PRIOR reporting periods to be changed once the data has been finalized. Because the *Student Grades* data will be a moving target, it will not be finalized by The PED until the end of the year (when all grades are in). When *Student Grades* are referring to prior loaded snapshot date records, mixing 40th, 80th, 120th and EOY reporting period values within the SAME record must be avoided; however, your template may contain a mixture of records pertaining to multiple reporting periods.

Example:

- Student Grades may contain these 2 records submitted during the EOY submission window

Marking Period	Semester	Course Instructor Snapshot Date
503	3	YYYY-03-01
901	4	YYYY-06-01

- NEVER have inconsistent reporting period data in the SAME record as illustrated below, or the STARS data warehouse won't be able to link the grade to the student in the classroom to the teacher in the classroom.

Marking Period	Semester	Course Instructor Snapshot Date
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503	4	YYYY-03-01
901	3	YYYY-06-01

- Resubmission of *Course*, *Course Instructor* and *Student Course Enrollment* data for PRIOR reporting periods that have been closed and finalized should be AVOIDED as this may affect Licensure Discrepancy and Highly Qualified Teacher (HQT) results. If it's necessary to correct this data for prior reporting periods because of NO HQT results, or if you were instructed by PED to make corrections, then you'll request a REOPEN of the closed reporting period for these Course Related Templates only, so it will not affect other funding data that has already been finalized.
- If a *Student Grade* record for a student that has no prior *Student Course Enrollment* record needs to be submitted, then rebuild all these corresponding records at EOY. This means at EOY, [with an EOY snapshot date (Effective Date& Course Instructor Snapshot Date), Semester and Marking Period], please send their corresponding *Course*, *Course Instructor*, *Student Course Enrollment* and *Student Grades* template data. Sending this data at EOY will have no impact on Class Overloads since this data was already reviewed at 40th, 80th and 120th day. Please do not resubmit at EOY the MISSING *Student Course Enrollment* record referring back to a PRIOR reporting period because it may affect Class Overloads and change this data that has already been finalized.

Example:

How to report at EOY two Student Grade records (for a single student) for a class that ended between the 120th day and EOY (Art Appreciation) and another class that ended at EOY (Art History)?

Submitted during 120th day Data Submission Window:

COURSE

Semester	Course Code Long	Course Desc
3 (120D)	11514000	Art Appreciation

COURSE INSTRUCTOR

Semester	Snapshot Date	Course Code Long	Section Code Long	Course Desc (field here for clarity only since it's not	Teacher

				submitted in this template)	
3 (120D)	YYYY-03-01 (120D)	11514000	Period 1	Art Appreciation	Art Teacher

STUDENT COURSE ENROLLMENT

Semester	Course Instructor Snapshot Date	Effective Date	Enrollment Period Number	Course Code Long	Section Code Long	Course Desc (field here for clarity only since it's not submitted in this template)	Student
3 (120D)	YYYY-03-01 (120D)	YYYY-03-01 (120D)	503 (120D)	11514000	Period 1	Art Appreciation	Smith, John

Submitted during EOY Data Submission Window:

COURSE

Semester	Course Code Long	Course Desc
4 (EOY)	11524000	Art History

COURSE INSTRUCTOR

Semester	Snapshot Date	Course Code Long	Section Code Long	Course Desc (field here for clarity only since it's not submitted in this template)	Teacher
4 (EOY)	YYYY-06-01 (EOY)	11524000	Period 2	Art History	Art Teacher

STUDENT COURSE ENROLLMENT

Semester	Course Instructor	Effective Date	Enrollment Period Number	Course Code Long	Section Code Long	Course Desc (field here for clarity)	Student
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	Snapshot Date					only since it's not submitted in this template)	
4 (EOY)	YYYY-06-01 (EOY)	YYYY-06-01 (EOY)	901 (EOY)	11524000	Period 2	Art History	Smith, John

STUDENT GRADES

Semester	Course Instructor Snapshot Date	Marking Period Number	Course Code Long	Section Code Long	Course Desc (field here for clarity only since it's not submitted in this template)	Student	Grade
3 (120D)	YYYY-03-01 (120D)	503 (120D)	11514000	Period 1	Art Appreciation	Smith, John	A
4 (EOY)	YYYY-06-01 (EOY)	901 (EOY)	11524000	Period 2	Art History	Smith, John	B

6. How do I properly report the COURSE INSTRUCTOR SNAPSHOT date fields?

Beginning with the 2011-12 School year, a new field called COURSE INSTRUCTOR SNAPSHOT DATE will be collected in three templates, which will enable the data warehouse to tie these related records together at the Course+Section grain:

Course Instructor

- eDM Template Name: CRSE_INSTRUCT
- Field# 24, COURSE INSTRUCTOR SNAPSHOT DATE

Student Course Enrollment

- eDM Template Name: COURSE_ENROLL
- Field# 21, COURSE INSTRUCTOR SNAPSHOT DATE

Student Grades

- eDM Template Name: STUD_GRADES
- Field# 29, COURSE INSTRUCTOR SNAPSHOT DATE

General Business Rules:

- Course Instructor Snapshot Date must be the same in all three templates (to tie records together) if they pertain to the same Class at a particular point in time. This will enable the teacher of the class, students in the class and their assigned alpha grade (as well as credits earned for High School credit classes) to be determined for a unique classroom.
- Since Snapshot Dates refer to a reporting period (40D, 80D, 120D, EOY or Summer), all fields in a single record that also refer to reporting periods must correspond to this same Course Instructor Snapshot Date.

Business Rules for Course Instructor & Snapshot Date:

- If Course Instructor Snapshot Date = YYYY-10-01 (40D) then SEMESTER must be 1 so both fields reflect the same reporting period (40th day in this example)
- Both fields must refer to the SAME reporting period (40D, 80D, 120D, EOY)

Business Rules for Student Course Enrollment & Snapshot Date:

- If Course Instructor Snapshot Date = YYYY-10-01 then:
 - Enrollment Period Number = 501 (40D)
 - Effective Date = YYYY-10-01 (40D)
 - Semester = 1 (40D)
- All 4 fields must refer to the SAME reporting period (40D, 80D, 120D, EOY)

Business Rules for Student Grades & Snapshot Date:

- If Course Instructor Snapshot Date = YYYY-10-01 (40D) then:
 - Marking Period Num = 501 (40D)
 - Semester = 1 (40D)
- All 3 fields must refer to the SAME reporting period (40D, 80D, 120D, EOY)

- 7. Two grade records are appearing at EOY (EOY is the open data submission window) in the *STUDENT GRADES* template for the same Student ID/course/section, and it is causing records not to load in eDM due to DUPLICATE KEYS. What do I need to do to get these 2 grade records loaded? One grade was received for the 1st half of the year, and the 2nd grade for the 2nd half of the year.**

Answer: Because the semester and reporting period snapshot dates are part of the unique key, you need to change them to reflect the correct grade received for the correct semester. That being said, for the first record of the set for a Student ID/Course ID/Section, change field #9 (Marking Period Num) from 901 (EOY) to 502 (80D) AND change field #22 (Semester) from 4 (EOY) to 2 (80D) AND change field #29 (Course Instructor Snapshot Date) from YYYY-06-01 (EOY) to YYYY-12-15 (80D). All fields referring to a reporting period must be consistent in a SINGLE record, which includes Course Instructor Snapshot Date, even though it's not defined as a key field. The instructor of this course will also be found in the 80th day templates. This grade record should find a MATCHING *Student Course Enrollment* record already loaded for this 80th day course (otherwise this grade wouldn't make sense in STARS). In eDM, all that is required for this record to load is that the corresponding 80th day *COURSE* record already be loaded. Even though the grade comes later, it MUST refer back to a previously loaded *Course Enrollment* record as well as a previously loaded *Course Instructor* record (so we know who the instructor was on 80th day).

Then for the 2nd student record (with the SAME Course ID/Section), no change is necessary since this grade was received at EOY and you'll be submitting it's corresponding EOY Student Course Enrollment record (as well as the other corresponding course related EOY templates (Course/Course Instructor/Student Course Enrollment/Student Grades). Both these student "grade" records (1st half of year and 2nd half of year) will now load because they will no longer be seen as duplicate records in the system (because one refers to 80th day and the other refers to EOY).

When dealing with the *Student Grades* template, think of the snapshot date (reporting period) as referring to the student's LAST *Course Enrollment* record for the class (as opposed to the reporting period that's open for data submission now). Grades are a different type of situation, since the grade is given when the class ends (but what we collect in STARS at a snapshot date is, "Who was enrolled in a class at a given point-in-time"). What PED won't do is open up PRIOR reporting periods (such as 80th day) so you can submit a missing *COURSE ENROLLMENT* record to go with the GRADE you are trying to load now at EOY, because it could have an effect on Class Overloads for a closed reporting period. These GRADE records that are unmatched with Course Enrollment and Course Instructor records should be rebuilt with an EOY reporting period to know 1) what the enrollment data was and 2) who assigned the grade.

8. How can I change an incorrect Grade or Credits Earned in STARS?

Since all the "grade" fields (Field #10 Numeric Grade; Field #11 Alpha Grade; Field #12 Pass/Fail) and "Credits Earned" field (Field #24) are updatable, you would send the exact same key fields in the record to change the Grade and Credits Earned values. Key fields are District Code, Location Code, School Year Date, Request Sequence (0), Student ID, Marking Period Num, Semester, Course Code Long & Section Code Long.

9. How do I report high school graduation credits that were earned outside of our school district or charter? These are credits earned elsewhere that were transferred to our school and apply towards graduation credit.

You will only report Credits Earned if they were earned at your school and you will NOT report in STARS credits earned elsewhere. Other than the exceptions allowed for reporting DUMMY Staff IDs for Concurrent Enrollment/Dual Credit (777777777) and Distance Learning (888888888), in which case these teachers are not actually employees of your school and hence the classes may not actually be taught at your school district or charter, but because these credits are earned at your school district or charter, these will be reported in STARS. The purpose of the Course related templates in STARS is to attach the grade a student earned in a classroom to their teacher and their enrollment record, and if there isn't a teacher to attach the student to, then it doesn't make sense to send their STUDENT GRADES record which contains the alphanumeric grade the student earned in the classroom as well as the number of graduation credits earned. STARS will not contain ALL high school graduation credits earned. At this time point in time, STARS will only contain credits earned at your school district or charter.

10. It's End-of-Year, and when submitting student's grades to STARS, my 1st semester grades are not loading. Why?

Submitting STUDENT_GRADES in STARS is tricky because the grade typically is assigned AFTER the class has ended. A few items to keep in mind...every STUDENT_GRADES record needs to attach to a single COURSE_ENROLL record. The linking occurs by these key fields: School_Year, District_Code, Location_Code, Enrollment Period Number (identifies Snapshot; same as Marking_Period_Num in STUDENT_GRADES), Effective Date (Snapshot Date), Semester (identifies Snapshot), Course Code, Section Code & Student ID.

Here are your options:

1. If it's a Year-Long course, and you'd like to submit TWO grades for the SAME Course ID + Section, then during your EOY Open Window, submit 2 STUDENT_GRADES records for the same COURSE_ID+Section. One record refers to 80D (3 key-field values: 502, 2, 2015-12-15); the other to EOY (3 key-field values: 901, 4, 2016-06-01).
2. If the class ended after the 1st semester, AND the student is enrolled in a DIFFERENT COURSE_ID+Section for the 2nd semester, AND you want to submit a grade for BOTH classes during your EOY Open Window, the same scenario applies as option 1. Submit 2 STUDENT_GRADES records for the same Student ID, but the COURSE_ID+Sections will be different. One record refers to 80D (3 key-field values: 502, 2, 2015-12-15); the other to EOY (3 key-field values: 901, 4, 2016-06-01).

The STUDENT_GRADES template is the only template that allows a mixture of 40D, 80D, 120D and EOY records within the same submission template, AND also allows any of these reporting periods to be submitted even though only the EOY data window is open. The only requirement for loading a STUDENT_GRADES record is that its corresponding COURSE_ENROLL (Student_Course_Enrollment) record is found in STARS (which would be its 80th day record in this example).

Note: When districts refer to Semester 1 and Semester 2, don't confuse them with the field Semester 1, 2, 3 & 4 in STARS, which refer to "snapshot dates." As an example, when districts refer to Semester 1, it means semester 1 & 2 in STARS and Semester 2 means semester 3 & 4 in STARS.

To troubleshoot, run the following STARS reports:

[STARS Site Collection](#) > [STARS Reporting](#) > [Public Folders](#) > [eScholar Framework - Verify](#) > [District and Location Reports](#) > [Student Grades](#)

[Classes By District, School, Course, Student with Grade and Teacher](#)

[Classes By District, School, Course, Student with Grade and Teacher-Dummy Staff ID](#)

[Student Grade Template Exceptions](#)

[Student Grades Exception - Inconsistent Reporting Periods](#)

[STARS Site Collection](#) > [STARS Reporting](#) > [Public Folders](#) > [eScholar Framework - Verify](#) > [District and Location Reports](#) > [Template Verification Reports](#) > [Student](#)

[Student Course Enrollment Template Verification](#)

[Student Grades Template Verification](#)

To determine the last COURSE_ENROLL record for attaching the grade, run the following STARS report:

[STARS Site Collection](#) > [STARS Reporting](#) > [Public Folders](#) > [eScholar Framework - Verify](#) > [District and Location Reports](#) > [General Reports](#)

11. What should I do about courses that do not have a grade to report at End of Year (EOY)?

For funding accountability, all CTE and dual credit courses must have a grade.

1. *The student is no longer at the school.*

If the student has withdrawn from the school and has a STUDENT COURSE ENROLLMENT record, then a STUDENT GRADES record should be submitted with a valid value (choices include W for withdrawal or I for incomplete in the alpha grade field).

2. *The student switched into another class.*

If the student stopped taking a class and has a STUDENT COURSE ENROLLMENT record, then a STUDENT GRADES record should be submitted with a valid value (choices include W for withdrawal or I for incomplete in the alpha grade field). If they transfer out before a STUDENT COURSE ENROLLMENT record is created, no STUDENT GRADES record is required.

3. *The class was less than a full school year in length.*

If the class is over and will be reported on the student's transcript, a STUDENT COURSE ENROLLMENT record and a STUDENT GRADES record must be reported by EOY

Student Infraction Response Template

Target Table: STUD_INFR_RESP

Data Submission Schedule: 40D, 80D, 120D and EOY. **SUMMER** is required if new reportable infractions have occurred since EOY.

Grain: One record per district / student / response date / response code / event identifier

Load Sequence/Dependencies

Load Sequence/Dependencies	Optional	Lookup
1. STUDENT	N	N
2. STUDENT INFRACTION	N	N

Template Description

This template is used to track student infraction responses. Infractions and incidents are tracked in the Student Infraction template. PED uses the Student Infraction and Infraction Response templates to track information related to Student Discipline and Violence and Vandalism.

One response should be submitted per incident per student in this template. If there are multiple responses to a disciplinary incident, include only the most serious response. For example, a district may initially suspend a student and then later expel him or her. In this scenario, include only one record with the Response Code of 4 (Expulsion (no educational services) – FOR REGULAR ED ONLY).

IN SCHOOL suspensions (response code 2) and OUT OF SCHOOL suspensions (response 3) do not report Lunch, Before/After School Detentions as IN SCHOOL or OUT OF SCHOOL suspensions.

The Student Infraction and Student Infraction Response templates must be submitted in a point in time fashion. Please submit in the first reporting period following the incident. Must be submitted at reporting periods: 40D, 80D, 120D and EOY. SUMMER is conditionally required, if a new reportable infraction has occurred.

The **Event Identifier** field is used to “link” the Student Infraction Response record to the Student Infraction record. Please use the same district-generated value in this field to link the records in these templates together for the same incident.

Note: A response record is not required when the infraction record utilizes the UNKNOWN perpetrator code.

Student Infraction Response Template Specifications

[illegible]

Field #	Start	End	Length	Data Type	Field Name	R/O/ CR	Code	Definition	Business Rules	Valid Values/Example Data
7	50	53	4		RESPONSE CODE	R	K,M	Provide the primary Response Code that indicates the type of response to a discipline violation. If there are multiple responses to a discipline incident, select the most serious Response Code.	The value used should be the code (e.g. TBD) only. Valid values are case sensitive. The descriptions are for reference only. IN SCHOOL suspensions (response code 2) and OUT OF SCHOOL suspensions (response code 3) <u>do not</u> include Lunch, Before/After School Detentions.	Valid Values: See Response Code Set at the end of this document for a list of the valid values.
8-10	54	65	12	Not Collected						
11	86	95	10	C	EVENT IDENTIFIER	R	K,M	Provide an identifying code for the discipline event. This code enables a district to associate one identifying number or code with an incident that involves multiple students with multiple and possibly varying infractions. This field is critical to relating responses to infractions in the Student Infraction template.	This value must be unique per incident within the school year – across all students and incidents. Since this is a key field, a value must be supplied for each record, even if the discipline incident is for a single student with a single infraction.	Example: 1
12	96	350	255	C	RESPONSE COMMENT	CR	K,M	Provide additional information about the response to an incident.	Do not supply a value for this field if there is no relevant additional information.	Example: Phone call to parent, etc.
13	351	356	6	N(2)	RESPONSE DURATION	CR	U	Provide the length, in school days, of the discipline response. If the response is a fraction of the school day, then use a decimal representation of the school day (e.g. 0.25 for removal for 2 periods of an 8 period school day).	Required if Response Code, field #7 is 2, 3, 4, 5, 6 or 7; and the duration for these response codes must be greater than zero.	Examples: 2.50, 0.50, 15

Field #	Start	End	Length	Data Type	Field Name	R/O/ CR	Code	Definition	Business Rules	Valid Values/Example Data
14-33	357	368						Not Collected		

Response Code (Student Infraction Response Template - Field # 7)

Code	Response Description	Ranking
1	Arrest/referral to justice system	1
2	In school suspension (DO NOT include Lunch, Before/After School Detentions)	7
3	Out of school suspension (DO NOT include Lunch, Before/After School Detentions)	6
4	Expulsion - no educational services – REGULAR ED ONLY; NOT to be used for Special Ed students)	2
5	Modified Expulsion (still receiving some educational services)	4
6	Sent to alternate setting by school personnel	5
7	Sent to alternate setting based on hearing officer determination of likely injury	3
8	Other/Unknown - This response code is used only for “unknown perpetrators” and minor infractions. Use of this response is limited to the following infraction codes: 4, 5, 11, 12, 13, 14, 40, 43, 45, 46, 55P, 55U, 55D and 56. And, for students with disabilities this code may <u>ONLY</u> be used, if student <u>remains in their current educational setting and no placement changes have been made through the IEP. Setting and level of service must remain the same.</u>	8

Student Infraction Template

Target Table: STUD_INFRACTION

Data Submission Schedule: 40D, 80D, 120D and EOY. SUMMER is required if new reportable infractions have occurred since EOY.

Grain: One record per district / student / infraction date / infraction code / event identifier

Load Sequence/Dependencies

Load Sequence/Dependencies	Optional	Lookup
1. STUDENT	N	N

Template Description

This template is used to track student disciplinary infractions and a school's response(s) to the infractions. It is also used to collect data for the "Safe Schools Report" incidents across a school year. The response to each discipline or incident is tracked in the Student Infraction *Response* template. PED uses both templates to track the information related to student discipline and Safe Schools.

Each specific discipline infraction should be reported only once per student in this template. If a discipline infraction could potentially be categorized into multiple Infraction Codes, include only the most serious of the potential Infraction Codes. For example, one incident could involve alcohol and assault/battery with a knife. This incident should be reported only as Infraction Code 2 (Assault/battery with knife or cutting object).

The Student Infraction and Student Infraction Response templates must be submitted in a point in time fashion. Please submit in the first reporting period following the incident. Must be submitted at these reporting periods: 40D, 80D, 120D, EOY. SUMMER is conditionally required, if new reportable infractions have occurred since EOY.

If multiple students are involved in a single disciplinary infraction, include one record per student in this template. The exception to this is any incident that involves FIREARMS. Each student in possession of a firearm is to be reported as a separate incident. All fields should be identical for these multiple records with the exception of Student ID and the location code (e.g. one incident could include students from different schools). The Event Identifier field is generated by the district / charter school and is used to "link" the multiple student records to one incident. This field is also used in the Student Infraction Response template to link the response(s) to the incident.

At **EOY**, if district has no reportable infractions, submit certification via email to PED at PED-STARSAdmin@state.nm.us

Changes

Field 7 – Infraction Code – The following value has been retired:

- 10 = Self Injury

Field 20 - Victim Type – The following values have been retired:

- 11 = Teacher
- 12 = Administrator
- 13 = Other School Employee
- 14 = Other - UNKNOWN
- 15 = Other – Non-School Personnel

Student Infraction Template Specifications

Field #	Start	End	Length	Data Type	Field Name	R/O/C R	Code	Definition	Business Rules	Valid Values/Example Data
1	1	8	8	C	DISTRICT CODE	R	K,M	PED defined three character district code.		Example: 013
2	9	14	6	C	LOCATION CODE	R	U,R	PED defined three character location code. Use the following Location Codes for students not enrolled at an actual district location: 993 = Students who are hospitalized 997 = Students who are enrolled in a private school 998 = Students who are homebound 999 = Students who are home schooled (location 999 does not apply to Special Ed students)		Example: 013
3	15	24	10	D	SCHOOL YEAR DATE	R	K,M	Provide the school year in the ISO format: YYYY-MM-DD.	All dates must be entered in ISO format	Example: YYYY-06-30
4	25	36	12	C	STUDENT ID	R	K,M	State issued student identification number. If the perpetrator is not a student, then see valid values.		Valid value: 9 digit student ID

Field #	Start	End	Length	Data Type	Field Name	R/O/C R	Code	Definition	Business Rules	Valid Values/Example Data
5	37	46	10	D	INFRAC-TION DATE	R	K,M	Provide the date of the infraction.	All dates must be entered in ISO format	Example: 2010-10-04
6	47	49	3	Not Collected						
7	50	53	4	C	INFRAC-TION CODE	R	K,M	Provide the primary Infraction Code that indicates the type of discipline violation. See valid values. If an incident could potentially be categorized under multiple Infraction Codes, select the most serious code.	The value used should be the code (e.g. 1, 2) only. Valid values are case sensitive. The descriptions are for reference only.	Valid Values: See the Infraction Code Set at the end of this document for a list of the valid values.
8 -13	54	111		Not Collected						
14	112	121	10	C	EVENT IDENTIFIER	R	K,M	Provide an identifying code for the disciplinary event. This code enables a district to associate one identifying number or code with an incident that involves multiple students with multiple, and possibly varying, infractions. This field is critical to relating infractions to responses in the Student Infraction Response template.	This value must be unique per incident within the school year – across all students and incidents. Since this is a key field, a value must be supplied for each record, even if the discipline incident is for a single student with a single infraction.	Example: 16
15	122	376	255	C	INFRAC-TION COMMENT	O	U	Infraction Comment		
16 - 18	377	393		Not Collected						
19	394	399	6	C	WEAPON TYPE	R	U	Indicate whether or not the incident was weapon related	Required: Value must be “Y”, if Infraction Code, field #7, is: 1, 3, 51, 52, 61, 62, 63 or 64.	Valid Values: Y or N

Field #	Start	End	Length	Data Type	Field Name	R/O/C R	Code	Definition	Business Rules	Valid Values/Example Data
20	400	405	6	N	VICTIM1 TYPE	CR	U	Victim Type. See valid values.	Required if there is a victim of the incident.	Valid Values: 10 = Student
21 - 25	406	446	6	Not Collected						
26	447	466	20	C	CRIMINAL CHARGE CODE	R	U	An indication of whether or not a police report was filed.		Valid Values: Y or N
27	467	491	25	Not Collected						
28	492	502	11	C	INFRACTION COST	R	U	The cost of the damages incurred by the incident		
29	503	503	1	C	DRUG RELATED INDICATOR	R	U,D	An indicator of whether or not the incident was drug related	Value must be "Y" if Infraction Code, field #7, is 54; or whenever applicable	Valid Values: Y or N
30	504	504	1	C	ALCOHOL RELATED INDICATOR	R	U,D	An indicator of whether or not the incident was alcohol related	Value must be "Y" if Infraction Code, field #7 is 55P, 55U, 55D; or whenever applicable	Valid Values: Y or N
31	505	505	1	C	GANG-RELATED INDICATOR	R	U,D	An indicator of whether or not the incident was gang related	Value must be "Y" if Infraction Code, field #7 is 53; or whenever applicable	Valid Values: Y or N
32	506	506	1	C	HATE CRIME INDICATOR	R	U,D	An indicator of whether or not the incident was a hate crime		Valid Values: Y or N
33	507	507	1	C	SERIOUS BODILY INJURY INDICATOR	R	U,D	An indicator of whether or not there were injuries related to the incident.		Valid Values: Y or N

Infraction Codes

Code	Infraction Description
------	------------------------

- | | |
|----|--|
| 1 | Assault/battery with firearm |
| 2 | Assault/battery with knife or cutting object |
| 3 | Assault/battery with other dangerous weapon |
| 4 | Assault/battery aggravated with hands, feet, fist |
| 5 | Assault/battery simple |
| 6 | Other Violence - Sexual battery |
| 7 | Other Violence – Homicide |
| 8 | Other Violence – Kidnapping |
| 9 | Other Violence - Robbery using force |
| 11 | Other Violence – General (includes Threat or Intimidation) |
| 12 | Sexual Harassment (includes bullying on the basis of sex) |
| 13 | Disorderly Conduct |
| 14 | Bullying and or Harassment not based on sex, race, color, national origin or disability. |
| 15 | Bullying or Harassment on the basis of race, color, or national origin |
| 16 | Bullying or Harassment on the basis of disability |

Vandalism

- | | |
|----|--|
| 40 | Graffiti |
| 41 | Criminal Damage |
| 42 | Breaking/Entering/Larceny |
| 43 | Missing Property/Theft |
| 44 | Arson |
| 45 | Vandalism |
| 46 | Other Vandalism, Describe in Comment Field (Field #15) |

Weapons, Substance Abuse, Gang Activity

- | | |
|----|------------------------------------|
| 51 | Weapons Possession – Knife/Cutting |
| 52 | Weapons Possession – Other |
| 53 | Gang-Related Activity |
| 54 | Drug Violation |

- 55P Alcohol Violation – Possession
- 55U Alcohol Violation – Use
- 55D Alcohol Violation – Dealing
- 56 Tobacco Use
- 57 Other Weapons, Substance Abuse, Gang Activity – Describe in Comment Field (Field #15)

Firearms Possession (NOT to include toy guns, cap guns, BB guns, pellet guns, etc.)

- 61 Handgun Possession
- 62 Rifle/Shotgun Possession
- 63 Other Firearms Possession - Describe in Comment Field
- 64 Multiple Firearms

FAQs

1. How do I determine which infraction to report in the event of multiple infractions by a single student within one incident?

The following table lists the current infractions along with the severity ranking. Use the column entitled “Ranking” to determine which infraction to report.

CODE	INFRACTION	SEVERITY	RANKING
7	Other-Homicide	1	1.1
6	Other-Sexual battery	1	1.2
8	Other-Kidnapping (non-parental)	1	1.3
1	Assault/battery with firearm	2	2.1
2	Assault/battery knife/cutting object	2	2.2
3	Assault/battery other dang weapon	2	2.3
61	Handgun possession	2	2.4
62	Rifle, shotgun possession	2	2.5
64	Multiple Firearms	2	2.6
63	Other Firearms Possession	2	2.7
54	Drug violation-cocaine, heroin, meth	2	2.8

53	Gang related activity	2	2.9
9	Other-Robbery using force	3	3.1
44	Arson	3	3.2
51	Weapons Possession, Blade	3	3.3.1
52	Weapons Possession, Other	3	3.3.2
15	Bullying and or Harassment based on race, color, or national origin.	3	3.4.1
12	Sexual Harassment (includes bullying on the basis of sex)	3	3.4.2
16	Bullying and or Harassment based on disability.	3	3.4.3
14	Bullying and or Harassment (not based on sex, race, color, national origin or disability.)	3	3.4.4
57	Other-Weapons, Substance, Gang	3	3.5
42	Breaking/Entering/Larceny	3	3.6
55D	Alcohol Violation-Dealing	3	3.7
4	Assault/battery, hands, feet, fist/fighting	4	4.1
5	Assault/battery, simple	4	4.2
54	Drug violation-Marijuana	4	4.3
55U	Alcohol Violation-Use	4	4.4
40	Graffiti	4	4.5
41	Criminal Damage	4	4.6
45	Vandalism	4	4.7
46	Other vandalism	4	4.8
55P	Alcohol Violation-Possession	4	4.9
43	Missing Property/Theft	5	5.1
13	Disorderly Conduct	5	5.2
11	Other-General/Threat or Intimidation	5	5.4
56	Tobacco Use	5	5.5

Student Snapshot Template

Target Table: STUD_SNAPSHOT

Data Submission Schedule: K3P, 40D, 80D, 120D, EOY, SUMMER, and YEAR ROUND (7/15)

Grain: One record per district / school year / student / snapshot date

Load Sequence/Dependencies

Load Sequence/Dependencies	Optional	Lookup
1. STUDENT	N	N

Template Description

While Student Snapshot Template contains information similar as the Student Template, it is intended to serve as a Snapshot of students who are active as of the reporting date.

CHANGES

Field 46 - REPEATING LAST YEAR. Clarification. If a student is repeating the same grade they were in last year, mark, Y = Retained

Field 53 - EXPECTED GRADUATION TIMEFRAME - No longer Collected.

Field 66 - POST GRADUATE ACTIVITY - No longer Collected.

Field 111 - HOMELESS - Student Code changed from HNS, HS, to Y to indicate if a student is homeless. N is still used for a student that is not homeless.

Field 112 - MIGRANT STATUS - No longer Collected.

Field 113 - ENGLISH PROFICIENCY CODE (EL STATUS) - New value for English Learner. **NT = Not tested. To be used only for PreK as they cannot be tested.**

Field 119 - AT RISK STUDENT - No longer Collected.

Field 123 – Home Language – Languages added.

Field 128 - SPECIAL EDUCATION TRANSITION - No longer Collected.

Student Snapshot Template Specifications

Field #	Start	End	Length	Data Type	Field Name	R/O/CR	Code	Definition	Business Rules	Valid Values/Example Data
1	1	8	8	C	DISTRICT CODE	R	K,M	PED defined three character district code.		Example: 066
2	9	14	6	C	LOCATION CODE	R	U,M	PED defined three character location codes.	Use the following Location Codes for students not enrolled at an actual district location: 992 = Early Childhood Program 993 = Students who are hospitalized 997 = Students who are enrolled in a private school 998 = Students who are homebound 999 = Students who are home schooled	Example: 042
3	15	24	10	D	SCHOOL YEAR DATE	R	K,M		All dates must be entered in ISO format	Example: YYYY-06-30
4	25	36	12	C	STUDENT ID	R	K,M	State issued student identification number.	Must be valid New Mexico State Student ID. ID, DOB, Gender must match data contained in State ID system	Example: 100000009
5 - 8	37	96	11					Not Collected		
9	97	97	1	C	MIDDLE INITIAL	O	U	Student middle initial.	Value entered cannot be more than one character.	Example: M

Field #	Start	End	Length	Data Type	Field Name	R/O/CR	Code	Definition	Business Rules	Valid Values/Example Data
10	98	99	2	C	CURRENT GRADE LEVEL	R	U, R	Student current grade level. See valid values.	If a student is 3 or 4 years old by the last day of school and receiving Special Education, PreK, or Title IA services use PK.	Valid values: PK = Pre-Kindergarten KN = Kindergarten, Half-Day KF = Kindergarten, Full-Day 01 = First Grade 02 = Second Grade 03 = Third Grade 04 = Fourth Grade 05 = Fifth Grade 06 = Sixth Grade 07 = Seventh Grade 08 = Eighth Grade 09 = Ninth Grade 10 = Tenth Grade 11 = Eleventh Grade 12 = Twelfth Grade
11-13	100	111	2					Not Collected		
14	112	121	10	D	BIRTHDATE	R	U,R	Student date of birth.	All dates must be entered in ISO format (YYYY-MM-DD).	Example: 2000-02-28
15	122	127	6	C	GENDER CODE	R	U,R	Gender code of student.	The value used should be the code (e.g. M, F) only. Valid values are case sensitive. The descriptions are for reference only.	Valid Values: M = Male F = Female
16	128	157	30	C	ADDRESS 1	R	U	Primary Home Address Line 1	Please use mailing address. For Homeless students, use the address of the shelter if there is no mailing address.	Example: 18 Mesa Drive
17	158	187	30	C	ADDRESS 2	O	U	Primary Home Address Line 2	Address Line 2 only if applicable as in the case of an apartment, unit or floor number	Example: Apartment 2C
18	188	212	25	C	CITY	R	U	City	Name of the city of residence	Example: Mayberry
19	213	214	2	C	STATE CODE	R	U	State Name Abbreviated	Abbreviation of the State Name	Example: NM
20-21	215	238	10					Not Collected		

Field #	Start	End	Length	Data Type	Field Name	R/O/CR	Code	Definition	Business Rules	Valid Values/Example Data
22	239	278	40	C	PRIMARY GUARDIAN NAME	R	U	Guardian Name as entered on the registration or enrollment form. NOTE: If a student is an "unaccompanied youth" or an "emancipated youth", the guardian name would be the student's name.	Please use the first name and last name of the parent or guardian entered first on the registration or enrollment form. NOTE: If a student is an "unaccompanied youth" or an emancipated youth, the guardian name would be the student's name.	Example: Brook Smith
23-24	279	307	15					Not Collected		
25	308	322	15	C	UNACCOMPANIED YOUTH (eScholar field "Student Lives With")	CR Required at ALL reporting periods	U	A student who fits the McKinney-Vento definition of homeless and who is without a parent/guardian to advocate for them and exercise parental rights.	Required if student is homeless. (See field 111) Valid values are U and A. Valid Values are case sensitive. This field is blank if student is not homeless.	Valid Values: U - Unaccompanied Youth. Homeless student NOT in the presence of a parent, guardian or legal status identified by the court system A - Accompanied Youth. Homeless student In the presence of a parent, guardian or legal status identified by the court system
26	323	324						Not Collected		

Field #	Start	End	Length	Data Type	Field Name	R/O/CR	Code	Definition	Business Rules	Valid Values/Example Data
27	324	325	2	C	ETHNIC CODE SHORT	R	U	Ethnicity code of student.	<p>The value used should be the code (e.g. C, B) only. Valid values are case sensitive. The descriptions are for reference only.</p> <p>If field #27 Ethnic Code Short = 'I' (American Indian/Alaskan Native) then tribe required in field #114 Race or Ethnicity Sub-Group Code.</p>	<p>Valid Values:</p> <p>C = Caucasian</p> <p>B = Black or African American</p> <p>A = Asian</p> <p>I = American Indian/Alaskan Native</p> <p>P = Native Hawaiian or Other Pacific Islander</p>
28-32	326	439						Not Collected		
33	440	451	12	C	FOOD PROGRAM PARTICIPATION CODE	R	U,R	Student participation in the National School Lunch Program (NSLP).	<p>The value used should be the code (e.g. F, R, or N) only. Valid values are case sensitive. The descriptions are for reference only. As the rules vary by school, depending on the type of NSLP program in operation Please refer to Appendix Z for assistance.</p>	<p>Valid values:</p> <p>F = Free</p> <p>R = Reduced</p> <p>N = Not participating as Free or Reduced. (Students who pay full price for their school meals)</p>
34-37	452	511						Not Collected		
38	512	514	3	C	SPECIAL EDUCATION	R	U,R	Use this field as an indicator of whether or not the student has a current IEP and is receiving services under IDEA 618, Part B. Exclude Gifted-Only students.	<p>If Special Education = Y at any time during the school year do not change the status back to N unless student is returning to Regular Education/Gifted Only.</p> <p>Should be "N" if student has exited.</p>	<p>Valid values:</p> <p>Y = Students with Disabilities (Primary or Secondary)</p> <p>N = <u>Regular</u> Education and <u>Gifted-only</u> Students</p>
39	515	517	3					Not Collected		

Field #	Start	End	Length	Data Type	Field Name	R/O/CR	Code	Definition	Business Rules	Valid Values/Example Data
40	518	532	15	C	LEVEL OF INTEGRATION	CR Please see Business Rules for requirements	U	Amount of special education service. See valid values.	Required if Special Education = Y or Gifted Participation Code = Y. For students in a 3Y/4Y program, the Level of Integration (Service Level) must be 4, except for SPEECH ONLY students. If SPEECH ONLY, the level of integration (service level) must be 1 or 2. The value used should be the code (e.g. 1, 2) only. The descriptions are for reference only.	Valid values: 1 = Less than 10% of the day (minimum or "A") 2 = 11% to 49% of the day (moderate or "B") 3 = 50% of the day or more, but not a full day (extensive or "C") 4 = Up to a full day or program 3Y/4 (maximum or "D")
41-45	533	548	3					Not Collected		
46	549	551	3	C	REPEATING LAST YEAR	R	U		If N at EOY and Grade = 12, the Graduated field should be completed. Special Ed Students who are Continuing or Transitioning should be marked only with a code of "N"	Valid values: The value used should be the code (e.g. Y, N) only. Valid values are case sensitive. Y = Retained N = Not Retained (Promoted to next grade)
47-69	552	686						Not Collected		
70	687	687	1	C	PLAN 504 INDICATOR	CR Required at ALL reporting periods Please see Business Rules for requirements	U	Provide a Yes or No indication of whether the student qualifies as an individual with disabilities under Section 504 of the Rehabilitation Act.	Cannot have Plan 504 Indicator = Y if SPECIAL EDUCATION (field # 38) = Y.	Valid values: The value used should be the code (e.g. Y, N) only. Valid values are case sensitive. Y or N
71-72	688	704						Not Collected		

Field #	Start	End	Length	Data Type	Field Name	R/O/CR	Code	Definition	Business Rules	Valid Values/Example Data
73	705	707	3	C	FOREIGN EXCHANGE STUDENT	R	U	Provide a Yes or No indication of whether the student is a foreign exchange student		Valid values: Y or N
74-79	708	740						Not Collected		
80	741	743	3	C	GIFTED PARTICIPATION CODE	R	U		Provide a Yes or No indication of whether the student is a Gifted	Valid values: Y or N
81-82	744	753						Not Collected		
83	754	763	10	D	SNAPSHOT DATE	R	K,M	Field indicating the report date. See valid values.	All dates must be entered in ISO format (YYYY-MM-DD).	Valid values: YYYY-10-01 = 40D YYYY-12-15 = 80D YYYY-03-01 = 120D YYYY-06-01 = EOY YYYY-09-01 = K3P YYYY-06-29 = Summer Session YYYY-07-15 = Open Year Round
84-87	764	824						Not Collected		
88	825	825	1	C	DIRECT CERTIFICATION STATUS CODE (ECONOMIC DISADVANTAGED STATUS CODE)	CR	U	Identifies the Direct Certification Status of a student. This does not apply to all students in the district	Required if student has been Directly Certified to receive free meals by the Food Service Director or their designate. Other permitted means- Foster, Migrant, Homeless, and FDPIR* students are eligible to be directed certified to receive free meals. FDPIR - Food Distribution Program on Indian Reservations.	Valid values: 1 = SNAP Direct Cert as identified in the direct certification report and certified by the district. 2 = Other Direct Cert Eligible (Homeless, FDPIR, Foster, Migrant, and Head Start) 3 = Family Members of SNAP identified students that were not found in the Direct Certification report.

Field #	Start	End	Length	Data Type	Field Name	R/O/CR	Code	Definition	Business Rules	Valid Values/Example Data
89 - 92	826	833						Not Collected		
93	834	858	25	C	ALTERNATE STUDENT ID	O	U	District's local student identifier.		Example: 12986
94-96	859	865						Not Collected		
97	866	875	10	D	GRADE 9 ENTRY DATE	O	U	To provide a date to be used when calculating the 9-12 grade graduation cohort.	The value must be between 1971-01-01 and the current date. All dates must be entered in ISO format (YYYY-MM-DD).	Example: 2008-06-30 = school year 07-08.
98 - 102	876	932						Not Collected		
103	933	944	12	C	FAMILY IDENTIFIER	O	U	An ID assigned by the district to indicate that the student(s) are a part of a family.	Cannot exceed length	Example: 2347890
104 - 106	945	988						Not Collected		
107	989	1028	40	C	ALTERNATE GUARDIAN NAME	O	U	Name of other guardian i.e., second parent name	While optional, please report if this name is available in your Student Information System	Example: John Smith
108 - 110	1029	1098						Not Collected		

111	1099	1101	3	C	HOMELESS	R Required at ALL reporting periods	U	<p>An indication of whether a student is homeless as defined by McKinney Vento. Homeless Section 725 of the McKinney-Vento Act, as amended by the ESSA, defines the following terms:</p> <p>(a) <i>Homeless children and youths</i> means individuals who lack a fixed, regular, and adequate nighttime residence. The term includes—</p> <p>(1) Children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of</p>	<p>Use the valid value code and not the description.</p> <p><u>This data element is required for Federal Reporting.</u></p>	<p>Valid Values:</p> <p>Y - Student is homeless.</p> <p>N - Student is not homeless.</p>
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							<p>alternative adequate accommodations; are living in emergency or transitional shelters; or are abandoned in hospitals.</p> <p>(2) Children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings.</p> <p>(3) Children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and</p> <p>(4) Migratory children (as defined in section 1309 of</p>		
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Field #	Start	End	Length	Data Type	Field Name	R/O/CR	Code	Definition	Business Rules	Valid Values/Example Data
								<p>the Elementary and Secondary Education Act of 1965, as amended), who qualify as homeless because they are living in circumstances described in this definition.</p> <p>(b) <i>Enroll and enrollment</i> include attending classes and participating fully in school activities.</p> <p>(c) <i>Unaccompanied youth</i> includes a homeless child or youth not in the physical custody of a parent or guardian.</p>		

Field #	Start	End	Length	Data Type	Field Name	R/O/CR	Code	Definition	Business Rules	Valid Values/Example Data
113	1110	1117	8	C	ENGLISH PROFICIENCY CODE (EL STATUS)	R	U	Required for Current EL students or former English Learner (EL) students who have been re-classified as Fluent English Proficient (FEP).	The value used should be the code (e.g. 0, 1, 2, 3, or 4) only. The descriptions are for reference only.	NT = Not tested. Only for PreK as they can't be tested. 0 = IFEP Initially Fluent English Proficient Student was never EL 1 = Current EL Student 2 = RFEP 1 Reclassified Fluent English Proficient-exited Year 1 3 = RFEP 2 Reclassified Fluent English Proficient-exited Year 2 4 = RFEP 3 Reclassified Fluent English Proficient -exited Year 3 5 = RFEP 4 Reclassified Fluent English Proficient -exited Year 4 6 = RFEP 5+ Reclassified Fluent English Proficient -exited Year 5+
114	1118	1121	4	C	RACE OR ETHNICITY SUBGROUP CODE (Tribal Affiliation)	R	U	The primary New Mexico Tribe or Pueblo with which the student is affiliated. If a student is not associated with a New Mexico Tribe or Pueblo report - 00	The value used should be the code (e.g. 00, 01, 02, etc.) only. The descriptions are for reference only.	Valid Values: See the Affiliation Table in this document.
115-119	1122	1180						Not Collected		

120	1181	1183	3	C	PARENTAL STATUS CODE (formerly STUDENT IS A SINGLE PARENT)	R	U	<p>Indicate the parental status of the <u>student</u>.</p> <p><u>Do not</u> use this to indicate the parental status of the student's parent.</p>	<p><u>This data element is required for Federal Reporting.</u></p> <p>S= Single parent means "an individual who</p> <p>(1) Is unmarried or legally separated from a spouse;</p> <p>AND</p> <p>(2) (i) Has a minor child or children for which the parent has either custody or joint custody; or</p> <p>(ii) Is pregnant."</p> <p>NS = Legally married student has a minor child or children for which the parent has either custody or joint custody)</p> <p>NP=Student is not a parent</p>	<p>Valid Values:</p> <p>S = <u>Student</u> is a single parent</p> <p>NS = <u>Student</u> is a parent, but not single</p> <p>NP = <u>Student</u> is <u>not</u> a parent</p>
121	1184	1186	3	C	STUDENT IS EXPECTING	R	U	<p>Indicate whether the student is expecting a child. Use for all genders.</p>	<p>This data element is required for</p>	<p>Valid Values:</p> <p>Y = Yes</p> <p>N = No</p>

Field #	Start	End	Length	Data Type	Field Name	R/O/CR	Code	Definition	Business Rules	Valid Values/Example Data
					(STUDENT IS PREGNANT)				Federal Reporting.	
122	1187	1189	3					Not Collected		
123	1190	1205	16	C	HOME LANGUAGE CODE	R	U	<p>Use this field to provide information on "home language" that means the primary or heritage language spoken at home.</p> <p>The student's Home Language may be different from the student's Native Language.</p>	The value used should be the code (e.g. 00, 01, 02) only. The descriptions are for reference only.	<p>Valid Values:</p> <p>See the list at the end of the document – Home Languages</p>
124	1206	1208	3					Not Collected		
125	1209	1212	4	N(0)	YEARS IN U.S. SCHOOLS	R	U	<p>Provide an indication on whether or not the student has been enrolled in U.S. schools for 12 months. The months do NOT have to be consecutive. Any school (public, private, BIE, or home) qualifies. PreK does not count toward the time.</p>	The value used should be the code only. The descriptions are for reference only.	<p>Valid Values:</p> <p>0 = Student has not reached 12 months of time in U.S. schools</p> <p>1 = Has reached 12 or more months of time in U.S. schools</p>
126 - 130	1213	1294	6					Not Collected		
131	1295	1297	3	C	FOOD PROGRAM ELIGIBILITY	R	U	<p>Students Eligibility for free or reduced meals as determined by Direct Certification (field 88) or family income applications.</p> <p>Eligibility is different from how a student is participating in the meal program.</p> <p>In CEP and Provision 2 schools all students participate as free regardless of their eligibility.</p>	The value used should be the code (e.g. F, R, or N) only. Valid values are case sensitive. The descriptions are for reference only.	<p>Valid values:</p> <p>F = Free</p> <p>R = Reduced</p> <p>N = Not participating as Free or Reduced. This is for students that pay full price for their school meals.</p>

Field #	Start	End	Length	Data Type	Field Name	R/O/CR	Code	Definition	Business Rules	Valid Values/Example Data
132	1298	1300	3					Not Collected		
133	1301	1360	60	C	LAST NAME LONG	R	U,R	Student Last Name		Example: Johnson
134	1361	1420	60	C	FIRST NAME LONG	R	U,R	Student First Name		Example: Abby
135-143	1421	1635	4					Not Collected		
144	1636	1638	3	C	HISPANIC ETHNICITY INDICATOR	R	U	Indicator of whether the student is of Hispanic ethnicity		Valid Values: Y = Yes N = No
145	1639	1641	3					Not Collected		
146	1642	1643	2	C	RACE 2 CODE	O	U	Additional Race/Ethnicity Code	<p>The value used should be the code (e.g. C, B) only. Valid values are case sensitive. The descriptions are for reference only.</p> <p>If field #146 Race 2 Code = 'I' (American Indian/Alaskan Native) then tribal affiliation (field #114) is required in Race or Ethnicity Sub-Group Code.</p>	<p>Valid Values:</p> <p>C = Caucasian</p> <p>B = Black or African American</p> <p>A = Asian</p> <p>I = American Indian/Alaskan Native</p> <p>P = Native Hawaiian or Other Pacific Islander</p>

Field #	Start	End	Length	Data Type	Field Name	R/O/CR	Code	Definition	Business Rules	Valid Values/Example Data
147	1644	1645	2	C	RACE 3 CODE	O	U	Additional Race/Ethnicity Code	<p>The value used should be the code (e.g. C, B) only. Valid values are case sensitive. The descriptions are for reference only.</p> <p>If field #147 Race 3 Code = 'I' (American Indian/Alaskan Native) then tribal affiliation (field #114) is required in Race or Ethnicity Sub-Group Code.</p>	<p>Valid Values:</p> <p>C = Caucasian</p> <p>B = Black or African American</p> <p>A = Asian</p> <p>I = American Indian/Alaskan Native</p> <p>P = Native Hawaiian or Other Pacific Islander</p>
148	1646	1647	2	C	RACE 4 CODE	O	U	Additional Race/Ethnicity Code	<p>The value used should be the code (e.g. C, B) only. Valid values are case sensitive. The descriptions are for reference only.</p> <p>If field #148 Race 4 Code = 'I' (American Indian/Alaskan Native) then tribal affiliation (field #114) is required in Race or Ethnicity Sub-Group Code.</p>	<p>Valid Values:</p> <p>C = Caucasian</p> <p>B = Black or African American</p> <p>A = Asian</p> <p>I = American Indian/Alaskan Native</p> <p>P = Native Hawaiian or Other Pacific Islander</p>

Field #	Start	End	Length	Data Type	Field Name	R/O/CR	Code	Definition	Business Rules	Valid Values/Example Data
149	1648	1649	2	C	RACE 5 CODE	O	U	Additional Race/Ethnicity Code	<p>The value used should be the code (e.g. C, B) only. Valid values are case sensitive. The descriptions are for reference only.</p> <p>If field #149 Race 5 Code = 'I' (American Indian/Alaskan Native) then tribal affiliation (field #114) is required in Race or Ethnicity Sub-Group Code.</p>	<p>Valid Values:</p> <p>C = Caucasian</p> <p>B = Black or African American</p> <p>A = Asian</p> <p>I = American Indian/Alaskan Native</p> <p>P = Native Hawaiian or Other Pacific Islander</p>
150	1650	1652	3	C	FEDERAL FORM 506 INDICATOR	CR	U	Provide Yes or No response if student has a verified Federal Form 506 or Census Number on file.	<p>The value used should be the code (e.g. Y, N) only. Valid values are case sensitive.</p>	<p>Valid Values:</p> <p>Y or N</p>
151	1653	1656	4					Not Collected		

Field #	Start	End	Length	Data Type	Field Name	R/O/CR	Code	Definition	Business Rules	Valid Values/Example Data
152	1657	1659	3	C	IMMIGRANT INDICATOR	R	U	<p>The term 'immigrant children and youth' are individuals who are:</p> <ol style="list-style-type: none"> 1. Ages 3 to 21, 2. not born in any State*; and 3. have not been attending one or more schools in any one or more States for more than 3 full academic years. PreK is not included. <p>*Note: The federal definition of "State" is; each of the 50 states, the District of Columbia <u>and</u> the Commonwealth of Puerto Rico.</p>	The value used should be the code (e.g. Y, N) only. Valid values are case sensitive.	<p>Valid Values:</p> <p>Y = Immigrant</p> <p>N = Non-immigrant</p>
153-154	1660	1705	16					Not Collected		
155	1706	1710	5	N	BASE ZIPCODE	R	U	Base 5 digit zip code	Zip code of student's address entered in fields 16-19	Example: 87501
156-165	1711	1885	4					Not Collected		

Field #	Start	End	Length	Data Type	Field Name	R/O/CR	Code	Definition	Business Rules	Valid Values/Example Data
166	1886	1888	3	C	DISPLACED HOMEMAKER	R	U	<p>The term “displaced homemaker” means an individual who:</p> <ul style="list-style-type: none"> • has worked primarily without remuneration to care for a home and family, and for that reason has diminished marketable skills; • has been dependent on the income of another family member but is no longer supported by that income; or, • Is a parent whose youngest dependent child will become ineligible to receive assistance under part A of Title IV of the Social Security Act (42 U.S.C. 601 et seq.) not later than 2 years after the date on which the parent applies for assistance under this title; <p>AND</p> <p>is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment.</p>	The value used should be the code (e.g. Y, N) only. Valid values are case sensitive.	Valid Values: Y or N

Field #	Start	End	Length	Data Type	Field Name	R/O/CR	Code	Definition	Business Rules	Valid Values/Example Data
167	1889	1892	4	C	SPED REFERRAL CODE	CR	U	<p>Special Education Only –</p> <p>Required if the child was referred from Part C to B or thru Child Find.</p>	<p>“C” is required only if the child was referred from Part C to B. Event Type Code 18 must exist in Special Ed Events, field #5.</p> <p>“F” is required only if the student was referred through Child Find (not Part C) and a Parental Request for INITIAL Evaluation was received. Event Type Code 30 must exist in Special Ed Events, field #5.</p>	<p>Valid Values:</p> <p>C = Child served in Part C (Birth-3) and was referred to Part B (Age 3-21) for eligibility determination.</p> <p>F = Child was referred thru Child Find (NOT Receiving Part C Services)</p> <p>May only be blank for students in regular education or students with IEPs with re-evaluations.</p>
168-173	1893	2020						Not Collected		
174	2021	2028	8	C	DWELLING ARRANGEMENT CODE	CR	U	<p>Tracks a homeless student's nighttime primary residence.</p>	<p>Use the valid value code and not the description.</p> <p>For example use S for Shelter.</p> <p>Leave blank if Homeless Field = "N".</p>	<p>Valid Values</p> <p>S – Shelters D – Doubled-Up U – Unsheltered HM – Hotels/Motels</p>
175-206	2029	2433						Not Collected		

Field #	Start	End	Length	Data Type	Field Name	R/O/CR	Code	Definition	Business Rules	Valid Values/Example Data
207	2434	2453	20	C	MILITARY FAMILY CODE	CR	U	Indicator field to identify the military status of student's family	Required if family of student is military	Valid Values: <ul style="list-style-type: none"> Active National Guard Reserve

Code	TRIBAL AFFILIATION
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00	Not Applicable
01	Acoma
02	Cochiti
03	Isleta
04	Jemez
05	Jicarilla Apache
06	Laguna
07	Mescalero Apache
08	Nambe
09	Navajo
10	Picuris
11	Pojoaque
12	San Felipe
13	San Ildefonso
14	Ohkay Owingeh (formerly San Juan)
15	Sandia
16	Santa Ana
17	Santa Clara
18	Kewa (formerly Santo Domingo)
19	Taos
20	Tesuque
21	Zia
22	Zuni
23	Other

Language Codes

(field 123 – Language that the student speaks at home)

STARS Code	English name of Language	ISO 639-2 Code
0	English	eng
1	Spanish	spa
2	Vietnamese	vie
3	Hmong; Mong	hmn
4	Chinese (Cantonese or Mandarin, also includes Chaozhou, Lahu, Taiwanese, Teochew, and Toishanese)	chi (B) zho (T)
5	Cambodian - Khmer	khm
6	Korean	kor
7	Laotian (includes Khmu)	lao
8	Navajo; Navaho (Diné)	nav
9	Tagalog	tgl
10	Russian	rus
11	Creoles, French-based	cpf
12	Arabic (spoken in numerous countries including Algeria, Egypt, Iran, Iraq, and Yemen)	ara
13	Portuguese	por
14	Japanese	jpn
16	Tiwa	nai
17	Tewa	nai
18	Towa	nai
19	Keres	nai
20	Jicarilla Apache	apa
21	Mescalero Apache	apa

22	Zuni	zun
24	Sign Languages - American	sgn
25	Sign Languages - English Based	sgn
26	Albanian	alb (B) sqi (T)
27	Armenian	arm (B) hye (T)
28	Azerbaijani	aze
29	Baltic languages	bat
30	Basque	baq (B)
		eus (T)
31	Bosnian	bos
32	Bulgarian	bul
33	Burmese	bur (B)
		mya (T)
34	Chechen	che
35	Creoles, English based	cpe
36	Creoles, Portuguese-based	cpp
37	Croatian	hrv
38	Czech	cze (B)
		ces (T)
39	Danish	dan
40	Dutch; Flemish	dut (B)
		nld (T)
41	Estonian	est
42	Farsi - Persian (includes Dari spoken in Afghanistan)	per (B) fas (T)
43	Filipino; Pilipino	fil
44	Finnish	fin
45	French	fre (B)
		fra (T)
46	German	ger (B)
		deu (T)

47	Greek	gre (B) ell (T)
48	Haitian; Haitian Creole	hat
49	Hawaiian	haw
50	Hebrew	heb
51	Hungarian	hun
52	Icelandic	ice (B) isl (T)
53	India and Bangladesh - Bengali	ben
54	India - Gujarati	guj
55	India - Marathi	mar
56	India - Rajasthani	raj
57	India - Telugu	tel
58	India and Assam - Assamese	asm
59	India and Pakistan - Hindi	hin
60	India and Pakistan - Urdu	urd
61	India or Pakistan Panjabi; Punjabi	pan
62	India, Malaysia, Sri Lanka - Tamil	tam
63	Indonesian	ind
64	Iranian languages	ira
65	Italian	ita
66	North American Indian languages Other	nai
67	Norwegian	nor
68	Polish	pol
69	Romanian; Moldavian; Moldovan	rum (B) ron (T)
70	Somali (also includes Tigrinya)	som
71	Serbian	srp
72	Slavic languages	sla
73	Swedish	swe

74	Thai	tha
75	Tibetan	tib (B)
		bod (T)
76	Ukrainian	ukr
77	Hocano	NAI
78	Kurdish (includes any country where this is spoken such as Iraq and Afghanistan)	kur
79	Syriac (includes Assyrian and Chaldean)	syr
80	Cebuano (Visayan)	ceb
81	Chamorro	cha
82	Kinyarwanda (includes Kirundi)	kin
83	Lithuanian	lit
84	Malayalam	mal
85	Marshallese	mah
86	Mixteco	NAI
87	Nepali	nep
88	Pashto (also includes Pushto)	pus
89	Samoan	smo
90	Sinhalese (also includes Sinhala)	sin
91	Swahili	swa
92	Tongan (also includes Raratongan)	rar
93	Turkish	tur
94	Wolof	wol
95	Yao (also includes Mien)	yao
96	Fanti (spoken in Ghana)	fat

Student Summary Attendance Template

Target Table: STUD_ATT_SUM

Data Submission Schedule: 40D, 80D, 120D, EOY

Grain: One record per district / location / school year / attendance period

Load Sequence/Dependencies

Load Sequence/Dependencies	Optional	Lookup
1. STUDENT	N	N

Template Description

This template will be used to track student attendance data. **Only students active as of each reporting period should be included in this template. If a student exited prior to the reporting period, NO student summary attendance records for that student should be recorded for the reporting period.** Only students submitted in the Student Snapshot for *each* respective reporting period should be submitted in the complementary Student Summary Attendance template for that period.

This template must be submitted incrementally at each reporting period rather than cumulatively. **For example, the 80D submission should only include attendance since 40D.**

CHANGES

Submission schedule now required at EOY.

Field 10 NEW - DAYS ABSENT WITHOUT AN EXCUSE – Report the number of days a student was absent without an excuse within the reporting period.

Student Summary Attendance Template Specifications

Field #	Start	End	Length	Data Type	Field Name	R/O/CR	Code	Definition	Business Rules	Valid Values/Example Data
1	1	8	8	C	DISTRICT CODE	R	K,M	PED-defined three character district code.		Example: 014

Field #	Start	End	Length	Data Type	Field Name	R/O/CR	Code	Definition	Business Rules	Valid Values/Example Data
2	9	14	6	C	LOCATION CODE	R	K,M	<p>PED-defined three character location code.</p> <p>Use the following Location Codes for special education students enrolled at the following special locations:</p> <p>993 = Students who are hospitalized 997 = Students who are enrolled in a private school 998 = Students who are homebound 999 = Students who are home schooled</p>		Example: 100
3	15	24	10	D	SCHOOL YEAR DATE	R	K,M	<p>Provide the school year in the ISO format:</p> <p>YYYY-MM-DD.</p>	All dates must be entered in ISO format	Example: YYYY-06-30
4	25	36	12	C	STUDENT ID	R	K,M	State-issued student identification number.		Example: 123456789
5	37	46	10	D	PERIOD START DATE	R	K,M	Attendance period start date. See valid values.	All dates must be entered in ISO format (YYYY-MM-DD).	Valid values: YYYY-08-01 = 40D YYYY-10-02 = 80D YYYY-12-16 = 120D

Field #	Start	End	Length	Data Type	Field Name	R/O/CR	Code	Definition	Business Rules	Valid Values/Example Data
6	47	56	10	D	PERIOD END DATE	R	K,M	Attendance period end date. See valid values.	All dates must be entered in ISO format (YYYY-MM-DD).	Valid values: YYYY-10-01 = 40D YYYY-12-15 = 80D YYYY-03-01 = 120D
7	57	62	6	N(1)	DAYS PRESENT	R	U	Provide the total number of days within the Reporting Period that the student was marked as Present at the location. Half days can also be recorded.		Example: 38.5
8	63	68	6		Not Collected					
9	69	74	6	N(1)	DAYS ENROLLED	R	U	Provide the total number of days within the Reporting Period that the student was counted as Enrolled at the location. Half days can be recorded.		Example: 40
10	75	80	6	N(1)	DAYS ABSENT WITHOUT AN EXCUSE	R	U	Provide the total number of days within the Reporting Period that the student was absent without an excuse.		Example: .5
11-14	81	99			Not Collected					

FAQs

1. What is the definition for Attendance?

If a student attends school for one-half or less of the total instructional time, the student will be counted as having attended for one-half day. If the student attends school for more than one-half of the total instructional time, the student will be counted as having attended for a full day.

2. Who is a “habitual truant” student?

A habitual truant student is a student who has accumulated the equivalent of ten or more full-day unexcused absences within a school year.

3. What is an unexcused absence?

Each district locally defines what a full- and half-day unexcused absence is.

4. Why do schools have to report unexcused absences?

This data will be used to calculate annual habitual truancy rates.

Student Template

Target Table: STUDENT

Data Submission Schedule: K3P, 40D, 80D, 120D, EOY, SUMMER and YEAR ROUND (7/15)

Grain: One record per district / school year / student

Template Description

This template includes all students regardless of whether or not they were active on a PED reporting date.

Report Home School Student Taking District Classes by submitting a Student Record with the HOME SCHOOLED INDICATOR (Field # 188) marked "Y".

Load Sequence/Dependencies

- NONE

CHANGES

Field 46 - REPEATING LAST YEAR. Clarification. If a student is repeating the same grade they were in during the prior school year mark, Y = Retained

Field 53 - EXPECTED GRADUATION TIMEFRAME - No longer Collected.

Field 66 - POST GRADUATE ACTIVITY - No longer Collected.

Field 111 - HOMELESS - Student Code changed from HNS, HS, to Y to indicate if a student is homeless. N is still used for a student that is not homeless.

Field 112 - MIGRANT STATUS - No longer Collected.

Field 113 - ENGLISH PROFICIENCY CODE (EL STATUS) - New value for English Learner. **NT = Not tested. To be used only for PreK as they cannot be tested.**

Field 119 - AT RISK STUDENT - No longer Collected.

Field 123 – Home Language – Languages added.

Field 128 - SPECIAL EDUCATION TRANSITION - No longer Collected.

Field 143 - CREDENTIAL TYPE CODE - No longer Collected.

Field 169 - GRADE K - No longer Collected.

Field 170 - GRADE 1 - No longer Collected.

Field 171 - GRADE 2 - No longer Collected.

Student Template Specifications

Field	Start	End	Length	Data Type	Field Name	R/O/CR	Code	Definition	Business Rules	Valid Values/Example Data
1	1	8	8	C	DISTRICT CODE	R	K,M	PED defined three character district code.		Example: 080
2	9	14	6	C	LOCATION CODE	R	U,M	PED defined three character location codes.	Use the following Location Codes for students not enrolled at an actual district location: 992 = Off-Site Early Childhood Program 993 = Students who are hospitalized 997 = Students who are enrolled in a private school 998 = Students who are homebound 999 = Students who are home schooled (location 999 cannot be used for Special Ed students)	Example: 008
3	15	24	10	D	SCHOOL YEAR DATE	R	K,M		Date must be entered in ISO format.	Example: YYYY-06-30
4	25	36	12	C	STUDENT ID	R	K,M	State issued student identification number.	Must be valid New Mexico State Student ID. ID, DOB, Gender must match data contained in State ID system	Example: 100000009
5-8	37	96			Not Collected					
9	97	97	1	C	MIDDLE INITIAL	O	U	Student middle initial.	Value entered cannot be more than one character.	Example: J

Field	Start	End	Length	Data Type	Field Name	R/O/CR	Code	Definition	Business Rules	Valid Values/Example Data
10	98	99	2	C	CURRENT GRADE LEVEL	R	U,R	Student current grade level.	<p>If a student is 3 or 4 years old by the last day of school and receiving Special Education, (federal or state), NM PreK, or Title IA services, use PK.</p> <p>OS Grade Level (Out-of-school) is used for youth, who are entitled to a free public education in the State, but are not currently enrolled in a K through 12 institution. This could include students who have dropped out of school, youth who are working on a GED outside of a K through 12 institution, and youth who are "here-to-work" only. It does not include preschool or Special Education students.</p>	<p>Use the code only not the description.</p> <p>PK = Pre-Kindergarten KN = Kindergarten, Half-Day KF = Kindergarten, Full-Day 01 = First Grade 02 = Second Grade 03 = Third Grade 04 = Fourth Grade 05 = Fifth Grade 06 = Sixth Grade 07 = Seventh Grade 08 = Eighth Grade 09 = Ninth Grade 10 = Tenth Grade 11 = Eleventh Grade 12 = Twelfth Grade OS - Out of School</p>
11-13	100	111			Not Collected					
14	112	121	10	D	BIRTHDATE	R	U,R	Student date of birth.	All dates must be entered in ISO format (YYYY-MM-DD).	Example: 2008-02-28
15	122	127	6	C	GENDER CODE	R	U,R	Gender code of student.	The value used should be the code (e.g. M, F) only. Valid values are case sensitive. The descriptions are for reference only.	Valid Values: M = Male F = Female
16	128	157	30	C	ADDRESS 1	R	U	Primary Home Address Line 1	<p>Please use mailing address.</p> <p>For Homeless students, use the address of the shelter if there is no mailing address.</p>	Example: 18 Mesa Drive
17	158	187	30	C	ADDRESS 2	O	U	Primary Home Address Line 2	Address Line 2 only if applicable as in the case of an apartment, unit or floor number	Example: Apartment 2C

Field	Start	End	Length	Data Type	Field Name	R/O/CR	Code	Definition	Business Rules	Valid Values/Example Data
18	188	212	25	C	CITY	R	U	City	Name of the city of residence	Example: Mayberry
19	213	214	2	C	STATE CODE	R	U	State Name Abbreviated	Abbreviation of the State Name	Example: NM
20-21	215	238			Not Collected					
22	239	278	40	C	PRIMARY GUARDIAN NAME	R	U	Guardian Name as entered on the registration or enrollment form. NOTE: If a student is an "unaccompanied youth" or an "emancipated youth", the guardian name would be the student's name.	Please use the first name and last name of the parent or guardian entered first on the registration or enrollment form. NOTE: If a student is an "unaccompanied youth" or an emancipated youth, the guardian name would be the student's name.	Example: Brook Smith
23-24	279	307			Not Collected					

Field	Start	End	Length	Data Type	Field Name	R/O/CR	Code	Definition	Business Rules	Valid Values/Example Data
25	308	322	15	C	UNACCOMPANIED YOUTH (eScholar field "Student Lives With")	CR Required at ALL reporting periods	U	A student who fits the McKinney-Vento definition of homeless and who is without a parent or guardian to advocate for them and exercise parental rights.	Required if student is homeless. Valid values are U and A. Valid Values are case sensitive. <u>This data element is required if student is homeless.</u>	Valid Values: U - Unaccompanied Youth. Homeless student NOT in the presence of a parent, guardian or legal status identified by the court system A - Accompanied Youth. Homeless student In the presence of a parent, guardian or legal status identified by the court system (This field is blank if Student is not homeless).
26	323	323	1		Not Collected					
27	324	325	2	C	ETHNIC CODE SHORT	R	U	Ethnicity code of student.	The value used should be the code (e.g. C, B) only. Valid values are case sensitive. The descriptions are for reference only. If field #27 Ethnic Code Short = 'I' (American Indian/Alaskan Native) then tribe required in field #114 Race or Ethnicity Sub-Group Code.	Valid Values: C = Caucasian B = Black or African American A = Asian I = American Indian/Alaskan Native P = Native Hawaiian or Other Pacific Islander
28-32	326	439			Not Collected					

Field	Start	End	Length	Data Type	Field Name	R/O/CR	Code	Definition	Business Rules	Valid Values/Example Data
33	440	451	12	C	FOOD PROGRAM PARTICIPATION CODE	R	U,R	Student participation in the National School Lunch Program (NSLP).	The value used should be the code (e.g. F, R, or N) only. Valid values are case sensitive. The descriptions are for reference only. As the rules vary by school, depending on the type of NSLP program in operation Please refer to Appendix Z for assistance.	Valid values: F = Free R = Reduced N = Not participating as Free or Reduced. This is for students that pay full price for the school meals.
34-37	452	511			Not Collected					
38	512	514	3	C	SPECIAL EDUCATION	R	U,R	Use this field as a Y/N indicator of whether or not the student has a current IEP and is receiving services under IDEA 618, Part B. Exclude Gifted-Only students with no disabilities.	The value used should be the code (e.g. Y, N) only. Valid values are case sensitive. Should be "N" if student has exited.	Valid values: Y = Students with Disabilities (Primary or Secondary) N = Regular Education or Gifted-only Students
39	515	517	3		Not Collected					
40	518	532	15	C	LEVEL OF INTEGRATION	CR	U	Amount of special education service. See valid values.	Required if Special Education = Y or Gifted Participation Code = Y. For students in a 3Y/4Y program, the Level of Integration (Service Level) must be 4, except for SPEECH ONLY students. If SPEECH ONLY, the level of integration (service level) must be 1 or 2. The value used should be the code (e.g. 1, 2) only. The descriptions are for reference only.	Valid values: 1 = Less than 10% of the day (minimum or "A") 2 = 11% to 49% of the day (moderate or "B") 3 = 50% of the day or more but not a full day (extended or "C") 4 = Up to a full day or program 3Y/4Y (maximum or "D")
41-45	533	548			Not Collected					

Field	Start	End	Length	Data Type	Field Name	R/O/CR	Code	Definition	Business Rules	Valid Values/Example Data
46	549	551	3	C	REPEATING LAST YEAR	R	U		<p>Note: If N at EOY and Grade = 12, the Graduated field should be completed.</p> <p>The value used should be the code (e.g. Y, N) only. Valid values are case sensitive.</p> <p>Special Ed Students who are Continuing or Transitioning should be marked only with a code of "N"</p>	<p>Valid values:</p> <p>Y = Retained</p> <p>N = Not Retained (Promoted to next grade)</p>
47-66	552	641			Not Collected					
67	672	672	1	C	STUDENT STATUS	CR Required at 40D, 80D, 120D, EOY and Summer only. Please see Business Rules for requirements	U	Graduated student status. See valid values.	<p>Required if student has graduated. Combines with field #68 to provide cohort status.</p> <p>Required if STUDENT. Diploma Type Code is populated</p>	<p>Valid value:</p> <p>G = Graduated</p>
68	673	682	10	D	LAST STATUS DATE	CR	U	Actual Date of Graduation	Required if the STUDENT STATUS (field # 67) is populated. All dates must be entered in ISO format	Example: YYYY-10-04
69	683	686	4		Not Collected					
70	687	687	1	C	PLAN 504 INDICATOR	CR Required at ALL reporting periods. Please see Business Rules for requirements	U	Provide a Yes or No indication of whether the student qualifies as an individual with disabilities under Section 504 of the Rehabilitation Act.	<p>Cannot have Plan 504 Indicator = Y if SPECIAL EDUCATION (field # 38) = Y.</p> <p>The value used should be the code (e.g. Y, N) only.</p> <p>Valid values are case sensitive.</p>	<p>Valid values:</p> <p>Y or N</p>
71-7	688	699	12		Not Collected					

Field	Start	End	Length	Data Type	Field Name	R/O/CR	Code	Definition	Business Rules	Valid Values/Example Data
73	705	707	3	C	FOREIGN EXCHANGE STUDENT	R	U	Provide a Yes or No indication of whether the student is a foreign exchange student		Valid values: Y or N
74-79	708	740			Not Collected					
80	741	743	3	C	GIFTED PARTICIPATION CODE	R	U	Provide a Yes or No indication of whether the student is Gifted		Valid values: Y or N
81-8	744	824			Not Collected					
88	825	825	1	C	DIRECT CERTIFICATION STATUS CODE (ECONOMIC DISADVANTAGED STATUS CODE)	CR	U	Identifies the Direct Certification Status of a student. This does not apply to all students in the district	<p>Required if student has been Directly Certified to receive free meals by the Food Service Director or their designate.</p> <p>Other permitted means- Foster, Migrant, Homeless, and FDPIR* students are eligible to be directed certified to receive free meals.</p> <p>FDPIR - Food Distribution Program on Indian Reservations.</p>	<p>Valid values:</p> <p>1 = SNAP Direct Cert as identified in the direct certification report and certified by the district.</p> <p>2 = Other Direct Cert Eligible (Homeless, FDPIR, Foster, Migrant, and Head Start)</p> <p>3 = Family Members of SNAP identified students that were not found in the Direct Certification report.</p>
89-90	826	827	1		Not Collected					

Field	Start	End	Length	Data Type	Field Name	R/O/CR	Code	Definition	Business Rules	Valid Values/Example D
91	828	830	3	C	DIPLOMA TYPE CODE	CR	U	Diploma Type Code. See valid values.	<u>Required</u> if Student Status, Field #67, equals "Graduated" The value used should be the code (e.g. 1, 2) only. The descriptions are for reference only.	Valid values: 1 = Diploma - Includes Standard, Career Readiness and Ability Options 2 = Certificate of Course Work Completed (May now include students in special education if IEP states they are on a continuing or transition IEP. (Does NOT end student's right to FAPE.)
92	831	833	3		Not Collected					
93	834	858	25	C	ALTERNATE STUDENT ID	O	U	District's local student identifier.		Example: 12986
94-96	859	865			Not Collected					
97	866	875	10	D	GRADE 9 ENTRY DATE	O	U	OPTIONAL- not currently being used for grad cohort. To provide a date to be used when calculating the 9-12 grade graduation cohort. Applies to all students grade 9-12.	The value must be between 1971-01-01 and the current date. All dates must be entered in ISO format (YYYY-MM-DD).	Example: 2008-06-30 = SY 07-08.
98-102	876	932			Not Collected					
103	933	944	12	C	FAMILY IDENTIFIER	O	U	An ID assigned by the district to indicate that the student(s) are a part of a family.	Cannot exceed length	Example: 2347890
104-106	945	988			Not Collected					
107	989	1028	40	C	ALTERNATE GUARDIAN NAME	O	U	Name of other guardian i.e., second parent name	While optional please report if this name is available in your Student Information System	Example: John Smith
108-110					Not Collected					

111	1099	1101	3	C	HOMELESS	R Required at ALL reporting periods	U	<p>An indication of whether a student is homeless as defined by McKinney Vento. Homeless</p> <p>Section 725 of the McKinney-Vento Act, as amended by the ESSA, defines the following terms:</p> <p>(a) <i>Homeless children and youths</i> means individuals who lack a fixed, regular, and adequate nighttime residence. The term includes—</p> <p>(1) Children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; or are abandoned in hospitals.</p> <p>(2) Children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings.</p> <p>(3) Children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train</p>	<p>Use the valid value code and not the description.</p> <p><u>This data element is required for Federal Reporting.</u></p>	<p>Valid Values:</p> <p>Y - Student is homeless.</p> <p>N - Student is not homeless.</p>
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Field	Start	End	Length	Data Type	Field Name	R/O/CR	Code	Definition	Business Rules	Valid Values/Example Data
								stations, or similar settings; and (4) Migratory children (as defined in section 1309 of the Elementary and Secondary Education Act of 1965, as amended), who qualify as homeless because they are living in circumstances described in this definition. (b) <i>Enroll and enrollment</i> include attending classes and participating fully in school activities. (c) <i>Unaccompanied youth</i> includes a homeless child or youth not in the physical custody of a parent or guardian.		
112	1102	1109						NOT COLLECTED		

Field	Start	End	Length	Data Type	Field Name	R/O/CR	Code	Definition	Business Rules	Valid Values/Example Data
113	1110	1117	8	C	ENGLISH PROFICIENCY CODE (EL STATUS)	R	U	Required for Current EL students or former English Learner (EL) students who have been re-classified as Fluent English Proficient (FEP). See valid values.	The value used should be the code (e.g. 0, 1, 2, 3, or 4) only. The descriptions are for reference only.	NT = Not tested. To be used only PreK as they cannot be tested. 0 = IFEP Initially Fluent English Proficient Student was never EL 1 = Current EL Student 2 = RFEP 1 Reclassified Fluent English Proficient-exited Year 1 3 = RFEP 2 Reclassified Fluent English Proficient-exited Year 2 4 = RFEP 3 Reclassified Fluent English Proficient -exited Year 3 5 = RFEP 4 Reclassified Fluent English Proficient -exited Year 4 6 = RFEP 5+ Reclassified Fluent English Proficient -exited Year 5+
114	1118	1121	4	C	RACE OR ETHNICITY SUBGROUP CODE (Tribal Affiliation)	R	U	The primary New Mexico Tribe or Pueblo with which the student is affiliated. If a student is not associated with a New Mexico Tribe or Pueblo report - 00	The value used should be the code (e.g. 00, 01, 02, etc.) only. The descriptions are for reference only.	Valid Values: See the Affiliation Table in this document.
115 – 119	1122	1177			Not Collected					

Field	Start	End	Length	Data Type	Field Name	R/O/CR	Code	Definition	Business Rules	Valid Values/Example Data
120	1181	1183	3	C	PARENTAL STATUS CODE (formerly STUDENT IS A SINGLE PARENT)	R	U	Indicate the parental status of the student.	<p><u>This data element is required for Federal Reporting.</u></p> <p>S= Single parent means “an individual who (1) Is unmarried or legally separated from a spouse; AND (2) (i) Has a minor child or children for which the parent has either custody or joint custody; or (ii) Is pregnant.”</p> <p>NS = Legally married student has a minor child or children for which the parent has either custody or joint custody)</p> <p>NP=Student is not a parent</p>	<p>Valid Values:</p> <p>S= Student is a single parent NS=Student is a parent, but not single NP=Student is not a parent</p>
121	1184	1186	3	C	STUDENT IS EXPECTING (STUDENT IS PREGNANT)	R	U	Indicate whether the student is expecting a child. Use for all genders.	<p><u>This data element is required for Federal Reporting.</u></p>	<p>Valid Values:</p> <p>Y = Yes N = No</p>
122	1187	1189	3		Not Collected					
123	1190	1205	16	C	HOME LANGUAGE CODE	R	U	<p>Use this field to provide information on "home language" that means the primary or heritage language spoken at home.</p> <p>The student's Home Language may be different from the student's native language.</p>	<p>The value used should be the code (e.g. 00, 01, 02) only.</p> <p>The descriptions are for reference only.</p>	<p>Valid Values:</p> <p>See the list at the end of document – Home Languages</p>
124	1206	1208	3		Not Collected					

Field	Start	End	Length	Data Type	Field Name	R/O/CR	Code	Definition	Business Rules	Valid Values/Example Data
125	1209	1212	4	N(0)	YEARS IN U.S. SCHOOLS	R Required at ALL reporting periods Please see Business Rules for requirements	U	Provide an indication on whether or not the student has been enrolled in U.S. schools. The months do NOT have to be consecutive. Any school (public, private, BIE, or home) qualifies. PreK does not count toward the time. See valid values.	The value used should be the code only. The descriptions are for reference only.	Valid Values: 0 = Student has not reached 12 months of time in U.S. schools 1=Has reached 12 or more months of time in U.S. schools
126 – 130	1213	1294			Not Collected					
131	1295	1297	3	C	FOOD PROGRAM ELIGIBILITY	R	U	Students Eligibility for free or reduced meals as determined by Direct Certification or family income applications.	The value used should be the code (e.g. F, R, or N) only. Valid values are case sensitive. The descriptions are for reference only. As the rules vary by school, depending on the type of NSLP program in operation	Valid values: F = Free R = Reduced N = Not participating as Free or Reduced. Use for students that pay full price for their school meals.
132	1298	1300	3		Not Collected					
133	1301	1360	60	C	LAST NAME LONG	R	U,R	Student Last Name		Example: Jones
134	1361	1420	60	C	FIRST NAME LONG	R	U,R	Student First Name		Example: Maria
135 – 143	1421	1631			Not Collected					

Field	Start	End	Length	Data Type	Field Name	R/O/CR	Code	Definition	Business Rules	Valid Values/Example Data
144	1636	1638	3	C	HISPANIC ETHNICITY INDICATOR	R	U	Indicator of whether the student is of Hispanic ethnicity		Valid Values: Y = Yes N = No
145	1639	1641	3		Not Collected					
146	1642	1643	2	C	RACE 2 CODE	O	U	Additional Race/Ethnicity Code	The value used should be the code (e.g. C, B) only. Valid values are case sensitive. The descriptions are for reference only. If field #146 Race 2 Code = 'I' (American Indian/Alaskan Native) then tribe required in field #114 Race or Ethnicity Sub-Group Code.	Valid Values: C = Caucasian B = Black or African American A = Asian I = American Indian/Alaskan Native P = Native Hawaiian or Other Pacific Islander
147	1644	1645	2	C	RACE 3 CODE	O	U	Additional Race/Ethnicity Code	The value used should be the code (e.g. C, B) only. Valid values are case sensitive. The descriptions are for reference only. If field #147 Race 3 Code = 'I' (American Indian/Alaskan Native) then tribe required in field #114 Race or Ethnicity Sub-Group Code.	Valid Values: C = Caucasian B = Black or African American A = Asian I = American Indian/Alaskan Native P = Native Hawaiian or Other Pacific Islander

Field	Start	End	Length	Data Type	Field Name	R/O/CR	Code	Definition	Business Rules	Valid Values/Example Data
148	1646	1647	2	C	RACE 4 CODE	O	U	Additional Race/Ethnicity Code	<p>The value used should be the code (e.g. C, B) only. Valid values are case sensitive. The descriptions are for reference only.</p> <p>If field #148 Race 4 Code = 'I' (American Indian/Alaskan Native) then tribe required in field #114 Race or Ethnicity Sub-Group Code</p>	<p>Valid Values:</p> <p>C = Caucasian</p> <p>B = Black or African American</p> <p>A = Asian</p> <p>I = American Indian/Alaskan Native</p> <p>P = Native Hawaiian or Other Pacific Islander</p>
149	1648	1649	2	C	RACE 5 CODE	O	U	Additional Race/Ethnicity Code	<p>The value used should be the code (e.g. C, B) only. Valid values are case sensitive. The descriptions are for reference only.</p> <p>If field #149 Race 5 Code = 'I' (American Indian/Alaskan Native) then tribe required in field #114 Race or Ethnicity Sub-Group Code.</p>	<p>Valid Values:</p> <p>C = Caucasian</p> <p>B = Black or African American</p> <p>A = Asian</p> <p>I = American Indian/Alaskan Native</p> <p>P = Native Hawaiian or Other Pacific Islander</p>
150	1650	1652	3	C	FEDERAL FORM 506 INDICATOR	CR Please see Business Rules for requirements	U	Provide Yes or No response if student has a verified Federal Form 506 or Census Number on file	<p>Not required if Race or Ethnicity Subgroup Code = 0</p> <p>The value used should be the code (e.g. Y, N) only. Valid values are case sensitive.</p>	<p>Valid Values:</p> <p>Y or N</p>
151	1653	1656	4		Not Collected					

Field	Start	End	Length	Data Type	Field Name	R/O/CR	Code	Definition	Business Rules	Valid Values/Example D
152	1657	1659	3	C	IMMIGRANT INDICATOR	R Required for ALL reporting periods.	U	<p>The term 'immigrant children and youth' are individuals who are:</p> <ol style="list-style-type: none"> 1. Ages 3 to 21, 2. not born in any State*; and 3. have not been attending one or more schools in any one or more States for more than 3 full academic years. PreK is not included. <p>*Note: The federal definition of "State" is; each of the 50 states, the District of Columbia <u>and</u> the Commonwealth of Puerto Rico.</p>	The value used should be the code (e.g. Y, N) only. Valid values are case sensitive.	Valid Values: Y = Immigrant N = Non-immigrant
153 – 154	1660	1675	16		Not Collected					
155	1706	1710	5	N	BASE ZIPCODE	R	U	Base 5 digit zip code	Zip code of student's address entered in fields 16-19	Example: 87501
156-165	1711	1885			Not Collected					

Field	Start	End	Length	Data Type	Field Name	R/O/CR	Code	Definition	Business Rules	Valid Values/Example D
166	1886	1888	3	C	DISPLACED HOMEMAKER	R	U	<p>The term “displaced homemaker” means an individual who:</p> <ul style="list-style-type: none"> • has worked primarily without remuneration to care for a home and family, and for that reason has diminished marketable skills; • has been dependent on the income of another family member but is no longer supported by that income; or, • Is a parent whose youngest dependent child will become ineligible to receive assistance under part A of Title IV of the Social Security Act (42 U.S.C. 601 et seq.) not later than 2 years after the date on which the parent applies for assistance under this title; <p>AND</p> <p>is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment.</p>	The value used should be the code (e.g. Y, N) only. Valid values are case sensitive.	Valid Values: Y or N

Field	Start	End	Length	Data Type	Field Name	R/O/CR	Code	Definition	Business Rules	Valid Values/Example Data
167	1889	1892	4	C	SPED REFERRAL CODE	CR Please see Business Rules for requirements	U	Special Education Only – Required if the child was referred from Part C to B or through Child Find.	<p>“C” is required only if the child was referred from Part C to B. Event Type Code 18 must exist in Special Ed Events, field #5.</p> <p>“F” is required only if the student was referred through Child Find (not Part C) and a Parental Request for INITIAL Evaluation was received. Event Type Code 30 must exist in Special Ed Events, field #5.</p> <p>The value used should be the code (e.g. C, F) only. Valid values are case sensitive.</p>	<p>Valid Values: C = Child served in Part C(Birth-3) and was referred to</p> <p>Part B (Age 3-21) for eligibility determination.</p> <p>F = Child was referred thru Child Find (NOT Received Part C Services)</p> <p>May only be blank for students in regular education or students with IEPs with re-evaluations.</p>
168 – 173	1893	2020			Not Collected					
174	2021	2028	8	C	DWELLING ARRANGEMENT CODE	CR Please see Business Rules for requirements	U	Tracks a homeless student's nighttime primary residence. If a student is homeless this <u>must</u> be reported. Leave blank if Homeless Field = "N".	Use the valid value code and not the description.	Valid Values S – Shelters D – Doubled-Up U – Unsheltered HM – Hotels/Motels
175 – 187	2029	2120			Not Collected					
188	2121	2123	3	C	HOME SCHOOLED INDICATOR	R	U	Indicator field to identify Home Schooled students	Home School Students that are taking courses in a district	Valid Values Y=Yes N = No
189 – 206	2124	2433			Not Collected					
207	2434	2453	20	C	MILITARY FAMILY CODE	CR	U	Indicator field to identify the military status of student's family	Required if family of student is military	Valid Values: Active National Guard Reserve

Code	TRIBAL AFFILIATION
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00	Not Applicable
01	Acoma
02	Cochiti
03	Isleta
04	Jemez
05	Jicarilla Apache
06	Laguna
07	Mescalero Apache
08	Nambe
09	Navajo
10	Picuris
11	Pojoaque
12	San Felipe
13	San Ildefonso
14	Ohkay Owingeh (formerly San Juan)
15	Sandia
16	Santa Ana
17	Santa Clara
18	Kewa (formerly Santo Domingo)
19	Taos
20	Tesuque
21	Zia
22	Zuni
23	Other

Home Language Codes

STARS Code	English name of Language	ISO 639-2 Code
0	English	eng
1	Spanish	spa
2	Vietnamese	vie
3	Hmong; Mong	hmn
4	Chinese (Cantonese or Mandarin, also includes Chaozhou, Lahu, Taiwanese, Teochew, and Toishanese)	chi (B) zho (T)
5	Cambodian - Khmer	khm
6	Korean	kor
7	Laotian (includes Khmu)	lao
8	Navajo; Navaho (Diné)	nav
9	Tagalog	tgl
10	Russian	rus
11	Creoles, French-based	cpf
12	Arabic (spoken in numerous countries including Algeria, Egypt, Iran, Iraq, and Yemen)	ara
13	Portuguese	por
14	Japanese	jpn
16	Tiwa	nai
17	Tewa	nai
18	Towa	nai
19	Keres	nai
20	Jicarilla Apache	apa
21	Mescalero Apache	apa
22	Zuni	zun
24	Sign Languages - American	sgn

25	Sign Languages - English Based	sgn
26	Albanian	alb (B) sqi (T)
27	Armenian	arm (B) hye (T)
28	Azerbaijani	aze
29	Baltic languages	bat
30	Basque	baq (B)
		eus (T)
31	Bosnian	bos
32	Bulgarian	bul
33	Burmese	bur (B)
		mya (T)
34	Chechen	che
35	Creoles, English based	cpe
36	Creoles, Portuguese-based	cpp
37	Croatian	hrv
38	Czech	cze (B)
		ces (T)
39	Danish	dan
40	Dutch; Flemish	dut (B)
		nld (T)
41	Estonian	est
42	Farsi - Persian (includes Dari spoken in Afghanistan)	per (B)
		fas (T)
43	Filipino; Pilipino	fil
44	Finnish	fin
45	French	fre (B)
		fra (T)
46	German	ger (B)
		deu (T)
47	Greek	gre (B)
		ell (T)

48	Haitian; Haitian Creole	hat
49	Hawaiian	haw
50	Hebrew	heb
51	Hungarian	hun
52	Icelandic	ice (B) isl (T)
53	India and Bangladesh - Bengali	ben
54	India - Gujarati	guj
55	India - Marathi	mar
56	India - Rajasthani	raj
57	India - Telugu	tel
58	India and Assam - Assamese	asm
59	India and Pakistan - Hindi	hin
60	India and Pakistan - Urdu	urd
61	India or Pakistan Panjabi; Punjabi	pan
62	India, Malaysia, Sri Lanka - Tamil	tam
63	Indonesian	ind
64	Iranian languages	ira
65	Italian	ita
66	North American Indian languages Other	nai
67	Norwegian	nor
68	Polish	pol
69	Romanian; Moldavian; Moldovan	rum (B) ron (T)
70	Somali (also includes Tigrinya)	som
71	Serbian	srp
72	Slavic languages	sla
73	Swedish	swe
74	Thai	tha
75	Tibetan	tib (B)

		bod (T)
76	Ukrainian	ukr
77	Hocano	NAI
78	Kurdish (includes any country where this is spoken such as Iraq and Afghanistan)	kur
79	Syriac (includes Assyrian and Chaldean)	syr
80	Cebuano (Visayan)	ceb
81	Chamorro	cha
82	Kinyarwanda (includes Kirundi)	kin
83	Lithuanian	lit
84	Malayalam	mal
85	Marshallese	mah
86	Mixteco	NAI
87	Nepali	nep
88	Pashto (also includes Pushto)	pus
89	Samoan	smo
90	Sinhalese (also includes Sinhala)	sin
91	Swahili	swa
92	Tongan (also includes Raratongan)	rar
93	Turkish	tur
94	Wolof	wol
95	Yao (also includes Mien)	yao
96	Fanti (spoken in Ghana)	fat

Vehicle Mileage Template

Target Table: VEHICLE_MILEAGE

Data Submission Schedule: 80D, 120D

Grain: One record per district / Vehicle / road type / mileage type

Load Sequences/Dependencies

Load Sequence/Dependencies	Optional	Lookup
1. VEHICLE SNAPSHOT	N	N

Template Description

Use to report the number of miles traveled by a bus on 80 and 120 day.

Field#	Delimited Length, Scale	Data Type	Field Name	R/O/CR	Code	Definition	Business Rules	Valid Values
1	20	C	DISTRICT CODE	R	K,M	PED-defined three character district code.		Example: 071
2	20	C	VEHICLE ID	R	K,M	Bus Number.	Cannot be duplicated within the District.	
3	30	C	ROUTE ID	R	K,M		The Route ID must be the same on each record when entering multiple records for one vehicle.	RTF = Regular to and from COF = Contract feeder SEO = Special education only KGO = Kindergarten only VCO = Vocational only 34Y = 3-4 year old D.D. only ACT = Activity Bus
4	10	D	REPORTING DATE	R	K,M			YYYY-12-15 YYYY-03-01
5	20	C	ROAD TYPE CODE	R	K,M			PAV = Paved UPV = Unpaved UIM = Unimproved

Field#	Delimited Length, Scale	Data Type	Field Name	R/O/CR	Code	Definition	Business Rules	Valid Values
6	20	C	MILEAGE TYPE CODE	R	K,M			LRT = Live Route EDH = Essential Dead Head
7	5,1	N(1)	DAILY MILEAGE	R	U			Must be greater than or equal 0 and < 500
8	3,0		Not Collected					

FAQ

1. Do I have to submit vehicle snapshot if the bus was not used on 80 (120) day?
 - a. If a bus is not used on 80 (120) day no vehicle mileage records are submitted. The vehicle snapshot “vehicle in use indicator” must equal “N”.
2. How does the vehicle snapshot “vehicle in use indicator” influence the submission of vehicle mileage?
 - a. If the vehicle snapshot “vehicle in use indicator” = “N” then no vehicle mileage records are submitted
 - b. If the vehicle snapshot “vehicle in use indicator” = “Y” then 6 vehicle mileage records are submitted
3. How many mileage records must be submitted per bus?
 - a. If a bus is used on 80 (120) day six mileage records must be submitted.
 - i. If a bus does not travel one of the “road type” / “mileage type” combinations report “0” in daily mileage.
 - ii. Allowable combinations for “road type” and “mileage type” are shown in the table below.

Road Type	Mileage Type
Paved	Live Route
Unpaved	Live Route
Unimproved	Live Route
Paved	Essential Dead Head
Unpaved	Essential Dead Head
Unimproved	Essential Dead Head

- b. The route id must be the same on each record when entering multiple records for one vehicle.

Vehicle Snapshot Template

Target Table: VEHICLE_SNAPSHOT

Data Submission Schedule: 80D, 120D

Grain: One record per district / Vehicle

Load Sequences/Dependencies

- None

Template Description

- Use to report a districts' bus inventory. All buses in use by a district are to be reported.

Changes

Field 9 **BODY MANUFACTURER CODE** and

Field10 **CHASSIS MANUFACTURER CODE** now have the same options.

Field 12- **FUEL TYPE CODE** Revised to align with valid value in STARS ALF was listed last year and was not correct. Correct Code is ALT for Alternative Fuel.

Field 23 – NEW Vehicle Type Code Report if the vehicle is a **BUS** or an **SUV**.

Valid Values:

- **BUS**
- **SUV**

Vehicle Snapshot Template

Field#	Delimited Length, Scale	Data Type	Field Name	R/O/CR	Code	Definition	Business Rules	Valid Values
1	20	C	DISTRICT CODE	R	K,M	PED-defined three character district code.		Example: 071
2	20	C	VEHICLE ID	R	K,M	Bus Number.	Cannot be duplicated within the district.	
3	10	D	REPORTING DATE	R	K,M			YYYY-12-15 YYYY-03-01
4	10	D	SCHOOL YEAR DATE	R	F,M			YYYY-06-30
5	17	C	VEHICLE IDENTIFICATION NUMBER	R	U		Cannot be duplicated within the state. Cannot exceed 21 characters.	

6	10	C	LICENSE PLATE NUMBER	R	U		Cannot exceed 7 characters.	
7	3	NOT COLLECTED						
8	4,0	N(0)	MANUFACTURE YEAR	R	U		Must not be greater than current year or more than 20 years old.	
9	20	C	BODY MANUFACTURER CODE	R	U	PED-defined code.		AMT = Amtram BLU = Bluebird CE3 = CE300 CHV = Chevy COL = Collins FOR = Ford FRE = Freightliner GEN = GENE GMC = GMC IC = IC INT = International MID = Mid Bus OTH = Other THO = Thomas VI = Vision
10	20	C	CHASSIS MANUFACTURER CODE	R	U	PED-defined code.		AMT = Amtram BLU = Bluebird CE3 = CE300 CHV = Chevy COL = Collins FOR = Ford FRE = Freightliner GEN = GENE GMC = GMC IC = IC INT = International MID = Mid Bus OTH = Other THO = Thomas VI = Vision
11	5,0	N(0)	GROSS VEHICLE WEIGHT RATING	R	U		Must be greater than 0.	
12	20	C	FUEL TYPE CODE	R	U	PED-defined code.		ALT = Alternative fuel ULG = Unleaded gasoline DIE = Diesel DYD = Dyed diesel
13	3	C	SPECIAL LIFT EQUIPMENT INDICATOR	R	U			Y = Yes N = No
14	3,0	N(0)	SEATING CAPACITY	R	U		Must be 1 through 85	

15	20	C	REGISTERED OWNER CODE	R	U	Enter the name of the registered owner. There are only 20 characters, so abbreviate where necessary		
16 - 17			Not collected					
18	6,0	N(0)	ODOMETER MILEAGE	R	U	Odometer reading as of reporting day.	Must be > 0 and < 500,000.	
19	10	D	ODOMETER READING DATE	R	U	Actual reporting day date.	Example: For SY2013 date is 2012-10-13.	
20	4,0	N(0)	NUMBER OF DAYS IN USE	R	U	Number of days in use during a school year.	Cannot exceed the number of district school days in District Fact. Cannot exceed 365.	150
21	3	C	VEHICLE IN USE INDICATOR	R	U	Identifies whether a bus was in use on reporting day.	If "Y" than vehicle mileage template records must be submitted.	Y = Yes N= No
22	20		Not collected					
23	20	C	VEHICLE TYPE CODE	R	U			BUS SUV