

Student Batch File Layout – Version 1.0

This document shall set forth the layout of the Student Batch File that will be used for feeding student records into the Uniq-ID System for id assignment and/or student information updates.

The Student Batch File should contain three different types of records. The three types of records are: (1) Header record (2) Detail Record (3) Trailer Record. The Header and Trailer record should be delimited by a single tab or space character. The Detail records can be either tab or comma delimited and the Header record should identify which type is being used (in the delimiter field). All records should be delimited from each by the source operating system's end of line character or character sequence.

In the Uniq-ID System, errors in the Student Batch File will be handled in two different ways. One way is to flag the particular record and allow the user to repair it in the "Fix Errors" stage. The other way is to reject the entire Student Batch File and require that the user resubmit it. Rejection of a Student Batch File will occur if:

1. One or more record types are missing.
2. One or more fields have been omitted from a record.
3. The "Number of Records" field in the trailer record is incorrect.
4. The "Transmission ID" fields in the header and trailer records do not match.
5. The maximum allowable number of detail record errors has been exceeded.
6. The maximum allowable number of records in the entire file has been exceeded.

A. Header Record Layout

The header record should always be the first record in the file and should contain the following fields:

Field Name	Required	Data Type	Notes/Format Details
Record Type	Yes	VarChar2 (2)	Always 'TH'.
Extract Date	Yes	VarChar2 (10)	Must have a 'mm/dd/yyyy' format.
Extract Time	Yes	VarChar2 (8)	Must have a 'hh:mm:ss' format.
Transmission ID	Yes	VarChar2 (10)	An arbitrary number.
Version	Yes	VarChar2 (10)	Always '1.0'
Delimiter	Yes	VarChar2 (25)	Should be the character literal or the hex representation of the delimiter that is used in the detail records (either tab or comma). For a comma delimiter, the character literal would be 'delimiter=,' and the hex representation would be 'delimiter=0X2C'. For a tab delimiter, it is recommended that the hex representation be used. In that case, it would be 'delimiter=0X09'.

B. Trailer Record Layout

The trailer record should always be the last record in the file and should contain the following fields:

Field Name	Required	Data Type	Notes/Format Details
Record Type	Yes	VarChar2 (2)	Always 'TT'.
Transmission ID	Yes	VarChar2 (10)	An arbitrary number. Should match the Transmission ID in the header record.
Number of Records	Yes	VarChar2 (10)	Number of records in the file, including the 'TH' and 'TT' records. The value should be left aligned and not have any trailing spaces.

C. Detail Record Layout

The detail records should appear between the header and trailer records. These records should represent individual student data and should contain the following fields:

Field Name	Required	Uniq-ID System - Data type	Used for matching student records?	Notes/Format Details
Record Type	Yes	VarChar2 (2)	Not Applicable	Always 'ID'.
Current School Code	Yes	VarChar2 (6)		School Code where the student is currently enrolled. School must be located in the district that the submitting user has set as his/her current location. If not, the System will consider that record invalid upon submission and the user will have to repair the record in the "Fix Errors" stage.
Resident District Code	Yes	VarChar2 (8)		Any valid DOE assigned district code. Not required to be the same as the district the student is currently enrolled.
Legal Last Name	Yes	VarChar2 (60)	Yes	Some data cleansing on this field is needed. See note below.
Legal First Name	Yes	VarChar2 (60)	Yes	
Legal Middle Name	No	VarChar2 (60)	Yes	
Legal Name Suffix	No	VarChar2 (10)	Yes	
Gender	Yes	VarChar2 (6)	Yes	Pre-defined Gender Code. See details below..
Date of Birth	Yes	VarChar2 (10)	Yes	Must have a 'mm/dd/yyyy' format.
Current Grade Level	Yes	VarChar2 (2)		Pre-defined Grade Level Code. See details below.
Local Student ID	Yes	VarChar2 (20)	Yes	ID used in the local Student Information System to uniquely identify the student. The primary purpose of this field is to provide a mechanism to import student data from the GTID System back into the local Student Information System. In addition, this field is used in a limited capacity to match student records within the GTID System. See note below.
Social Security Number	No	VarChar2 (11)	Yes	Should be plain text format without any "-"s or "/"s. Should be real SSNs only. Migrant IDs (aka 800 #s) should not be placed in this field.
Race / Ethnicity	Yes	VarChar2 (4)	Yes	Pre-defined Race / Ethnic code. See details below.
GTID (State ID)	No	VarChar2 (25)		Can be null if the student has not yet been assigned a GTID. Once a student has been given a GTID, all subsequent submissions for that student should include this value.
Current District Code	Yes	VarChar2 (8)	Yes	District Code where the student is currently enrolled. District must be the same as the district that the submitting user has set as her/her current location. If not, the System will consider that record invalid upon submission and the user will have to repair the record in the "Fix Errors" stage.
Current School Year	Yes	VarChar2 (10)	School Ending Year – '2005' for 2004-2005	Must have a 'yyyy' format.

Legal Last Name

There should be some data cleansing on the Legal Last Name field, as well as parsing out of any standard suffixes. Parsed out suffixes should be placed in the Legal Name Suffix field. The following business rules should be applied:

- Check for the standard suffixes like Jr, Sr, I, II, III, IV, V and VI. These may be in upper case, lower case or mixed case. They must be preceded by a delimiter. The delimiter can be any special character or a space. The suffix may or may not be the last few characters in the field.
- Remove parenthesis including the text between the parentheses.
- Remove all special characters other than hyphen and single quote. Special characters include periods, commas, asterisks, exclamation points, and hyphens.

Using the above rules, if the last name field contained “*Smith, Jr. (Jones)*”, then the extract program would parse this into Legal Last Name of “*Smith*” and Legal Name Suffix of “*Jr.*”

Gender Codes	Description
M	Male
F	Female

Grade Level Codes	Description
PK	Pre-kindergarten. All students being served by the public schools, birth through four years of age, served prior to the kindergarten program.
UK	Underage Kindergarten. All students being served in kindergarten who have not attained the age of five on or before September 1. For the 2004-2005 school year, a UK student must have been born after 9/1/1999. If the student was born on or before 9/1/1999, i.e., if a student was born on September 1, he is funded and the GRADE LEVEL should be "KK".
U1	Underage Grade 1 All students starting first grade for the first time who have not attained the age of six on or before September 1. For the 2004-2005 school year, a U1 student must have been born after 9/1/1998. If the student was born on or before 9/1/1998 the GRADE LEVEL should be "01"
KK	Kindergarten
01	Grade 1
02	Grade 2
03	Grade 3
04	Grade 4
05	Grade 5
06	Grade 6
07	Grade 7
08	Grade 8
09	Grade 9
10	Grade 10
11	Grade 11
12	Grade 12

Race/Ethnic Codes	Description
A	Asian, Pacific Islander. A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. and Samoa. This area includes, for example, China, India, Japan, Korea, the Philippine Islands.
B	Black, not of Hispanic origin. A person having origins in any of the black racial groups of Africa.
H	Hispanic. A person of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin, regardless of race.
I	American Indian/Alaskan Native. A person having origins in any of the original peoples of North America and who maintains cultural identification through tribal affiliation or community recognition.
M	Multi-racial. A person having parents of different races.
W	White, not of Hispanic origin. A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.

GDOE will be utilizing the FTE-1 and FTE-3 files from 2004-05 school year to perform the initial GTID assignment for each student. The FTE files do not contain the local student id from the Student Information Systems. During the initial assignment, the Local Student ID field in the Student Batch File will contain the student's social security number. This field can be used to match to the SSN in the SIS during the file import process.

During data transmissions from the SIS, the Local Student Id field should be populated with the actual student id from the SIS. In some cases, this will be the social security number, in other cases; it will be a local id.

The Local Student ID field in subsequent import files from the GTID application will contain either the SSN or the local student id.