

			REQUIRED FIELDS					
			REQUIRED IN SOME INSTANCES (SEE NOTES)					
Field Number	Column	Max Length	FIELD NAME from eScholar template (DATA ELEMENT NAME) as used by NYSED, if different from eScholar template name * = Required for all students + = Required only for specified students	Key Field	NYS, Regional, or Local Purpose	Instructions or Rules	Format	Recommended Codes
1	A	8	*DISTRICT CODE (DISTRICT OF RESPONSIBILITY CODE)	K	NYS Reporting	Public school districts: NYnnnnnn (NY followed by the first 6 digits of the BEDS code) Charter and nonpublic schools, State agencies, State-operated schools, AND child care institutions with schools: 8nnnnnnn (8 followed by the last 7 digits of their Institution code)	alphanumeric	For NYSED BEDS codes: www.nysed.gov/admin/bedsdata.html For NYSED BEDS and Institution codes: http://portal.nysed.gov Click on “SEDREF Query.” For schools/agencies other than public districts and charters that are required to report these data: http://www.p12.nysed.gov/irs/SIRS/home.html
2	B	6	*LOCATION CODE (BUILDING OF ENROLLMENT CODE)	K	NYS Reporting	Building code used by the Data Warehouse, uniquely identifying the building, typically assigned by the local student management system.	alphanumeric	Map local codes to State codes.
3	C	10	*SCHOOL YEAR DATE	K	NYS Reporting	June 30 of the reported school year.	date yyyy-06-30	
4	D	10	*SCHOOL DATE	K	NYS Reporting	Calendar date during school year. For each grade level reported, one record for each day of the year should be reported for a total of 365/366 records per grade level.	date yyyy-mm-dd	
5	E	3	*LOCATION GRADE LEVEL	K	NYS Reporting	Grade level of students to which the “Day Type” for a particular date in the day calendar pertains. If the school calendar differs by grade level within a location, report one record for each grade level, otherwise use "AL."		See Grade Level Codes and Descriptions in the <i>SIRS Manual</i> at http://www.p12.nysed.gov/irs/sirs/ for suggested Grade Level Codes. For all grade levels, use "AL."
6	F	5,3	DURATION			Leave blank.		
7	G	20	*DAY TYPE		NYS Reporting	Type of day in the day calendar, designating whether or not the date is an instructional day or non-instructional day. Provide a Day Calendar record for each day of the calendar year (July 1 - June 30) using an available code to designate instructional and non-instructional days.		See Day Type Codes in the <i>SIRS Manual</i> at http://www.p12.nysed.gov/irs/sirs/ .
8	H	40	DAY STATUS			Leave blank.		
9	I	4,0	DAY NUMBER			Leave blank.		
10	J	2,0	SCHOOL MONTH NUMBER			Leave blank.		
11	K	20	SCHOOL MONTH NAME			Leave blank.		
12	L	4,0	INSTRUCTIONAL MINUTES			Leave blank.		