

			REQUIRED FIELDS	REQUIRED IN SOME INSTANCES (SEE NOTES)				
Field#	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	K	NYS Reporting	Provide the District Code of the District offering the Class (Course and Section combination). Public school districts and BOCES: NYnnnnnn. (NY followed by the first 6 digits of the BEDS code) Charter schools, State-operated schools, AND child care institutions with schools: 8nnnnnnn (8 followed by the last 7 digits of their Institution code). NYC will use the Geographic District Code	alpha-numeric	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	K	NYS Reporting	Local building code used by the Data Warehouse, uniquely identifying the location associated with the course sections for which the course is offered, typically assigned by the local student management system. For school districts and charter schools, use the building code that uniquely identifies the building to which the staff person is assigned. For BOCES, use a virtual location code.	alpha-numeric	
3	C	12	*COURSE CODE	K	NYS Reporting	Local course code that uniquely identifies the course.	alpha-numeric	Local course code must map to a State course code. See State Codes and Descriptions at http://www.p12.nysed.gov/irs/courseCatalog/home.html .
4	D	10	*SCHOOL YEAR DATE	K	NYS Reporting	School year date	date yyyy-mm-dd	
5	E	20	*SUPPLEMENTARY COURSE DIFFERENTIATOR	K	NYS Reporting	Code used to indicate that the course code is offered in more than one session during the school year.	alpha-numeric	For State Reporting use "NA".
6	F	25	*SECTION CODE	K	NYS Reporting	Local section code.	alpha-numeric	Although the data model allows a length of 25 for "SECTION CODE," note that the length of "SECTION CODE" (field #6) plus the length of "COURSE CODE" (field #3) cannot exceed 29.
7	G	12	*STUDENT ID	K	NYS Reporting	Unique identifier assigned by the Local Education Agency in which the student is enrolled. Use 9 numeric characters, left padded with zeros. For example, for 51972, use 000051972.	alpha-numeric	
8	H	10	*CLASS ENTRY DATE	K	NYS Reporting	Provide the date on which the student entered (enrolled in) the class. This cannot be a future date.	date yyyy-mm-dd	
9	I	20	CLASS ENTRY TYPE CODE			Leave Blank		
10	J	40	CLASS ENTRY COMMENT			Leave Blank		
11	K	10	+CLASS EXIT DATE		NYS Reporting	Provide the date on which the student exited the class (e.g. dropped the class, left the district). If the student remained in the class (course) for the duration, use the date when the class ended (e.g. a December date for first semester courses or an end of school year date for full year courses). This cannot be a future date.	date yyyy-mm-dd	
12	L	20	CLASS EXIT TYPE CODE			Leave Blank		

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13	M	40	CLASS EXIT COMMENT			Leave Blank		
14	N	30	CLASS PERIOD			Leave Blank		
15	O	20	COURSE DELIVERY MODEL CODE			Leave Blank		
16	P	20	COURSE CONTENT CODE			Leave Blank		
17	Q	20	COURSE INCLUSION CODE			Leave Blank		
18	R	3	SPECIAL PROGRAM CODE			Leave Blank		
19	S	30	ALTERNATE CREDIT COURSE CODE			Leave Blank		
20	T	10	COURSE INSTRUCTOR SNAPSHOT DATE			Leave Blank		
21	U	3	HOMEROOM INDICATOR			Leave Blank		
22	V	25	STUDENT GRADE LEVEL CODE WHEN TAKEN			Leave Blank		
23	W	3	EXCLUDE FROM EVALUATION INDICATOR			Leave Blank		
24	X	20	*TERM CODE	K	NYS Reporting	Code used to identify the school calendar term for which a course/section is being reported.	alpha-numeric	See Term Codes and Descriptions in the <i>SIRS Manual</i> at http://www.p12.nysed.gov/irs/sirs/ .
25	Y	40	*MARKING PERIOD CODE	K	NYS Reporting	Code that represents the marking period within the school year, semester, or summer school session for which a course/section is being reported.	alpha-numeric	For State Reporting use "NA."
26	Z	3	*DUAL/CONCURRENT CREDIT INDICATOR		NYS Reporting	Code that indicates that the student is enrolled in a course in an attempt to earn both postsecondary and high school credit, regardless of whether they actually earn the credit or not. Y=Yes, N=No.	alpha-numeric	Y, N must be provided.
27	AA	8	STUDENT DISTRICT CODE (ENR)	K	NYS Reporting	Provide the district code of the district where the student is enrolled. This is used for New York in situations where the student is enrolled in a geographic district other than the one where the course is offered.	alpha-numeric	Must be the same ad field #