

Extract Specifications for Student Template V7.0

11/30/2010
Page 1 of 10

Field #	Length		Description	Code/Format	Definition	Comments
1	8	Required	DISTRICT CODE	Public Schools - NYXXXXXX Non-Public - - - - 8XXXXXXX	"NY" followed by the first six digits of the district BED's code. Charter and non-Public schools: "8nnnnnn" (8 followed by the last 7 digits of their Institution code)	This is the LEA (District) that has responsibility for reporting on the status of the student for accountability purposes under No Child Left Behind (NCLB). (See - District Codes - worksheet in this Excel file)
2	6	Required	LOCATION CODE	Local Building code that uniquely identifies the building in which a student is enrolled, typically used by the local student management system.	Three digit "Local" Building code	3 position number for local school/buildings. Up to 6 for out of District school/buildings. - A number that the district uses to identify the building where the student is counted for enrollment - Local Building Code. (Contact the LHRIC staff to review and complete the Lookup templates)
3	10	Required	SCHOOL YEAR	YYYY-MM-DD	June 30th of the School Year (2006-06-30)	Last day of fiscal year school year 2005-06 = 2006-06-30 (must be June 30, YYYY)
4	12	Required	STUDENT ID	XXXXXXXXXX	Local Identifier assigned by the local student information system for this student. Alternatively, this may be the identifier assigned by the regional warehouse. This ID will be used to map the NYSSIS statewide ID back to the record in the warehouse or local system. Field is nine digits long with leading zeros where needed.	The unique identifier assigned to the student by the LEA (district) in which the student is enrolled. There are a max of 9 significant digits
5	11		SOCIAL SECURITY NUMBER	CURRENTLY NOT USED		
6	9		FAMILY NUMBER	CURRENTLY NOT USED		
7	25	Required	LAST NAME SHORT	Student's last name	Student's last name, including any hyphenated portion.	Student's legal last name
8	15	Required	FIRST NAME SHORT	Student's first name	Student's first name	Student's legal first name. No nick names
9	1	Optional	MIDDLE INITIAL	Student's middle initial	Student's middle initial	First letter of middle name if applicable
10	2	Required	CURRENT GRADE LEVEL	1 2 3 4 5 6 7 8 9 10 11 12 13 14 PK K KA KP PS GD	Grade 1 Grade 2 Grade 3 Grade 4 Grade 5 Grade 6 Grade 7 Grade 8 Grade 9 Grade 10 Grade 11 Grade 12 Ungraded Elementary, K-6 Ungraded Secondary, 7-12 Pre Kindergarten Kindergarten Kindergarten Kindergarten Pre School GED	Two (2) position text field representing Students Grade (See - Grade Codes - worksheet in this Excel file)
11	2		CURRENT GRADE GROUP	CURRENTLY NOT USED		
12	4		CURRENT GRADE ORDINAL	CURRENTLY NOT USED		
13	6	Required	HOME ROOM	Alpha-Numeric	Student Homeroom	Used by Test Scoring for sort purposes in Elementary schools - * FOR MIDDLE & HIGH SCHOOL CONTACT TEST SCORING *
14	10	Required	BIRTHDATE	YYYY-MM-DD	Student's Date of Birth	The date of the student's birth derived from a certificate of birth issued by an appropriate government authority. If a birth certificate does not exist, use an official source as directed by district policy. Format yyyy-mm-dd
15	6	Required	GENDER CODE	M F	Male Female	Gender code of the student being reported. (Contact the LHRIC staff to review and complete the Lookup templates)
16	30	Required	ADDRESS 1		Home Address Line 1	The first line of the address of the student's principal residence. Provide number, street, and apartment number. Do not include PO Box.