

## 2014-2015 Teacher-Course-Student Record Layout (version 4.0)

M=Mandatory O=Optional R=Recommended C=Conditional D=Disallowed

	Field Name	Excel Column	Starting Position	Ending Position	Length	Req'd.	Valid Values
1	SASID	A	1	10	10	M	10-digit numeric code
2	Reporting District	B	11	13	3	M	3-digit numeric code See Table B
3	District Student ID	C	14	33	20	R	Character and/or Numeric
4	Date of Birth (DOB)	D	34	41	8	M	MMDDYYYY
5	Educator Identification Number (EIN)	E	42	51	10	C	10-digit numeric code
6	Teacher Type	F	52	54	3	M	3-digit numeric code See Table C
7	District Teacher ID	G	55	74	20	R	Character and/or Numeric
8	Course Facility Code	H	75	81	7	M	7-digit numeric code See Table A
9	NCES Course Code	I	82	93	12	M	12-character alpha-numeric code
10	District Course Code	J	94	113	20	R	Character and/or Numeric
11	Section Code	K	114	143	30	M	Character and/or Numeric
12	Outcome/Grade	L	144	153	10	M	Character and/or Numeric
13	Facility 1 Code	M	154	160	7	M	7-digit numeric code See Table A
14	Session Begin Date	N	161	168	8	M	MMDDYYYY
15	Session End Date	O	169	176	8	M	MMDDYYYY
16	<b>Outcome/Grade Status</b>	<b>P</b>	<b>177</b>	<b>196</b>	<b>20</b>	<b>M</b>	<b>Character and/or Numeric See Table D</b>
17	Class/Section Credits Earned	Q	197	200	4	C	Numeric (e.g., 1.50)
18	Number of Membership Sessions	R	201	203	3	R	Numeric
19	Number of Membership Sessions Attended	S	204	206	3	R	Numeric
20	<b>Dual Enrollment Program Code*</b>	<b>T</b>	<b>207</b>	<b>216</b>	<b>10</b>	<b>M</b>	<b>Character See Table E</b>
21	CSDE Use	U	217	274	58	D	For CSDE use only
22	End Of Record Marker	V	275	275	1	M	The letter "X" must be included in this position to mark the end of each record

**\*New for 2014-15**

**NOTE:** The Starting Position and Ending Position values above describe a fixed-length format file. For districts providing a comma-delimited file, please follow the above layout for field sequence and maximum length. Also, please include a carriage return (CR) and line feed (LF) after each record regardless of format.

**Mandatory** – If this field is not complete, an error is generated.

**Optional** – The district has the option to report this field or leave it blank.

**Recommended** – We recommend that this field be reported but the district has the option to either report this field or leave it blank.

**Conditional** – This field may become required depending upon your response to a related field.

**Disallowed** – The district may not report this field for this submission.

For lists of codes and standardized values - see the data tables at <http://www.csde.state.ct.us/public/tcs/downloads.asp>.

### **Field Descriptions (in alphabetical order)**

**CSDE Use** – Space available in the record layout for Department use and future new fields. This field is mandatory.

**Class/Section Credits Earned** – The number of Carnegie credits the student earned in the course, expressed as a number with 2 decimal places. This field is conditional based on the NCES Course Code. If a NCES Secondary Course Code (those that contain Available Credit as part of the code) is used, this field is mandatory.

**Course Facility Code** – The seven-digit code which identifies the facility at which the class is held. See Table A at <http://www.csde.state.ct.us/public/tcs/downloads.asp> for a listing of all public schools and private special education facilities. This field is mandatory.

**Date of Birth** – The student's date of birth in the format MMDDYYYY where "MM" = 2-digit month, "DD" = 2-digit day, "YYYY" = 4-digit year. This field is mandatory.

**District Student ID** – An ID used by the local district/school-based system to uniquely identify a student. This field is recommended.

**District Teacher ID** – An ID used by the local district/school-based system to uniquely identify a teacher. This field is recommended.

**District Course Code** – A code used by the local district/school-based system to uniquely identify a course. This field is recommended.

**Dual-Enrollment Program Code** – A code created by the Department of Education which represents the higher education institution from which the student is receiving course credit. ONLY if the student enrolled is receiving credit at both institutions. Otherwise the field will be blank. See Table E at <http://www.csde.state.ct.us/public/tcs/downloads.asp> for a listing of cooperating higher education entities and their codes. This field is mandatory.

**End of Record Marker** – An "X" which denotes the end of one record and the beginning of another. This marker is mandatory.

**Educator Identification Number (EIN)** – The unique 10-digit numeric code assigned to certified teachers by the CSDE. This field is conditional based on Teacher Type. See Table C at <http://www.csde.state.ct.us/public/tcs/downloads.asp> for which Teacher Type values require a value for EIN. Based on Teacher Type, this field is conditional.

**Facility 1 Code** – The student's seven-digit Facility 1 Code as reported in the Public School Information System (PSIS). In most cases this code will match the student's Course Facility Code. For a listing of all public schools and private special education facilities, see Table A at <http://www.csde.state.ct.us/public/tcs/downloads.asp>. This field is mandatory.

**NCES Course Code** – A National Center for Educational Statistics course code. For a listing of all of the NCES course codes, see the Prior to Secondary Code System and the Secondary School Classification System codebooks at <http://www.csde.state.ct.us/public/tcs/downloads.asp>. Additional SDE-specific values for NCES Course Code are also available at this link. This field is mandatory.

**Number of Membership Sessions** – The number of times the class met between the Session Begin Date and Session End Date. This field is recommended if the school currently collects such data electronically.

**Number of Membership Sessions Attended** – The number of membership sessions a student in the course attended. This field is recommended if the school currently collects such data electronically.

**Outcome/Grade** – The outcome/grade for the student in the course. This field is mandatory.

**Outcome/Grade Status** – An indicator to clarify the Outcome/Grade field that describes the circumstances under which the student exited from membership in a class section (e.g., Pass, Fail, Incomplete, Transferred, WP, WF, and WM). For a listing of valid values, see Table D at <http://www.csde.state.ct.us/public/tcs/downloads.asp>.) This field is mandatory.

**Reporting District** – The three-digit code which identifies the student's district of attendance. This is your town code for: all students attending your schools; your students educated in private special education or residential facilities, including out-of-state (for purposes of this report, American School for the Deaf is considered a private facility); your students placed in organizations approved for transitional educational services; your students placed in municipal detention centers or day treatment facilities. For a list of all Reporting Districts, see Table B at <http://www.csde.state.ct.us/public/tcs/downloads.asp>.) This field is mandatory.

**Section Code** – A value that serves to uniquely identify a class/section of a course, based on the combination of Course Facility Code, NCES Course Code, and District Course Code values. The Section Code value can be numbers and/or letters (and common punctuation such as period, comma, colon, semi-colon, apostrophe), and could be a system-generated code, teacher name, period number, any other value, or any combination. For example, Ms. Smith's Algebra 1, Section 2 course that meets Period 4 could be 2, Sect.2, Smith P4, Smith2, Alg1P4, "Per. 4 Algebra I, Section 2", 9182379, etc. The important factor is that all the SASIDs for batch records with the same values for Course Facility Code, NCES Course Code, District Course Code, and Section Code are interpreted as the students sitting in one class/section. Likewise, all the EINs for batch records with the same values for Course Facility Code, NCES Course Code, District Course Code, and Section Code are interpreted as the teachers teaching one class/section. This field is mandatory.

**Session Begin Date** – The date the class/section began, in the format MMDDYYYY where "MM" = 2-digit month, "DD" = 2-digit day, "YYYY" = 4-digit year. This field is mandatory.

**Session End Date** – The date the class/section ended, in the format MMDDYYYY where "MM" = 2-digit month, "DD" = 2-digit day, "YYYY" = 4-digit year. This field is mandatory.

**State Assigned Student Identifier (SASID)** – A unique 10-digit numeric code assigned to the student by CSDE. This field is mandatory.

**Teacher Type** – The three-digit code indicating the type of teacher assigned to the student for a given course. For a listing of all Teacher Type codes, see Table C at <http://www.csde.state.ct.us/public/tcs/downloads.asp>. This field is mandatory.