
NATIONAL CENTER FOR EDUCATION STATISTICS

November 2001

2001 Updates to the 2000 Student Data Handbook

The 2001 Student Data Handbook update pages are a supplement to the *2000 Student Data Handbook* (NCES 2000–343). The changes have been made to maintain the integrity of the *2000 Student Data Handbook* structure as much as possible.

The insertion pages with content changes are signified by the date “2001” under the page number. Discard the corresponding page of the *2000 Student Data Handbook* and replace it with the 2001 page. The insertion pages are formatted so that both the front and the back pages are available. A “2001” signifies that something on the page changed. You will also note that some of the insert pages do not have “2001” under the page number. These pages are without changes, but formatting of a 2001 change caused the non-2001 insert page to be needed.

In chapters 4 and 5, data elements that have been revised or added are marked with an asterisk symbol (*). Glossary definitions that were updated are also marked with an asterisk symbol. If it was possible, changes and updates to pages were made on the original 2000 numbered page. However, when space was limited on a page, a new page was created. For example, there was not enough space for an addition of a data element on page 104 and therefore a new page, 104a, was created.

Below is a list of the changes made to the Handbook. All changes are contained in this packet. Some definitions were revised, i.e., the meaning changed, and others were updated slightly to correct grammar or because of changes made to the Staff Data Handbook (NCES 2001–305) that were applicable to the Handbook.

Executive Summary

Third paragraph, second sentence changed.

Table of Contents

Appendix M “Data Elements Common to the Student and Staff Data Handbooks” added.

Chapter 2 (p. 12)

Discussions of race/ethnicity revised to reflect ongoing work in this area.

Data Element Outline (p. 29–34)

Data elements that have been updated for the *2001 Student Data Handbook* are marked with an asterisk symbol.

Data Element 0140: Identification System (p. 38, 60, 80, 112, 122, 123, and 139)

Options 6, 7, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, and 25 updated. Due to the additions of new options, other option numbers changed.

Data Elements 0149 and 0150: Hispanic or Latino Ethnicity and Race (p. 39)

Data element definitions and footnote updated.

Data Element 0210: County of Birth (p. 41)

Reference to 5-digit FIPS removed.

Data Elements 0220 and 0221: State of Birth Code and Name of State of Birth (p. 41)

Data element “State of Birth” split into two data elements.

Data Elements 0260 and 0261: Country of Citizenship Code and Name of Country of Citizenship (p. 42)

Data element “Country of Citizenship” split into two data elements.

Data Element 0291: Name of Language (p. 43)

Data element definition updated.

Data Element 0300: Religious Background (p. 43)

Options 25 and 26 added.

Data Elements 0410 and 0411: State Code and Name of State (p. 47 and 59)

Data element “State” split into two data elements.

Data Elements 0430 and 0431: Country Code and Name of Country (p. 47 and 59)

Data element “Country” split into two data elements.

Data Elements 0470 and 0490: Communication Number and Electronic Mail Address (p. 48, 59, 60, 103, 120, 138, and 143)

Data element definitions updated.

Data Element 0491: Web Site Address (URL) (p. 48a, 60, and 103)

Data element added.

Data Element 0620: Number of Dependents (p. 52)

Data element definition revised.

Data Element 0720: Highest Level of Education Completed (p. 57 and 107)

Options 11, 12, 14, 15, 16, 20, and 24 revised or added. Due to the additions of new options, other option numbers changed.

Data Element 0770: School Type Code (p. 62)

Data element name changed from “School Type” to “School Type Code,” and options 06 and 07 revised.

Data Element 0800: Entry Date (p. 64)

Data element definition updated.

Data Elements 1011 and 1012: Number of Days in Attendance and Number of Days Absent (p. 70 and 79)

Data element definitions updated.

Data Element 1013: Number of Tardies (p. 71 and 79)

Data element definition updated.

Data Element 1220: Course Code System (p. 81)

Option 02 revised, Option 06 added.

Data Element 1221: Course Code (p. 81)

Data element definition updated.

Data Element 1223: Unique Course Code (p. 82)

Data element added.

Data Element 1240: Course Title (p. 84)

Data element name changed from “Descriptive Title” to “Course Title” and definition revised.

Data Element 1241: Course Description (p. 84)

Data element added.

Data Element 1300: Credit Type Earned (p. 85)

Data element name changed from “Credit Type Offered” to “Credit Type Earned” and options 11–18 added.

Data Element 1360: Grade Earned in Course (p. 87)

Data element name changed from “Grade Assigned” to “Grade Earned in Course.”

Data Elements 1410–1560: Credits Attempted and Received and Grade Points and Average (p. 88–90)

Data element definition updated.

Data Element 1560: Grade Point Average (GPA): Cumulative (p. 90)

Data element definition updated.

Data Elements 1601 and 1602: Activity Code and Activity Description (p. 93)

Data element definitions updated.

Data Elements 1612 and 1613: Activity Involvement Beginning Date and Activity Involvement Ending Date (p. 96)

Data element definitions updated.

Data Element 1614: Amount of Activity Involvement (p. 96)

Data element definition updated.

Data Element 1621: Diploma/Credential Type (p. 97)

Options 12, 13, 14, and 15 added.

Data Element 1625: Non-Course Graduation Requirement Code (p. 98)

Option 5 added.

Data Element 1701: Work Experience Required (p. 104a)

Data element added.

Data Element 1702: Work Experience Paid (p. 104a)

Data element added.

Data Elements 1760 and 1770: Employment Start Date and Employment End Date (p. 105)

Data element definitions updated.

Data Element 1880: Purpose (p. 109)

Data element name changed from “Purpose” to “Assessment Purpose.” Option 15 added.

Data Element 1881: Assessment Requirement Authority (p. 110)

Data element added.

Data Element 1900: Assessment Title/Description (p. 111)

Data element name changed from “Assessment Title” to “Assessment Title/Description.”

Data Element 1901: Assessment Code (p. 111)

Data element added.

Data Element 2030: Position Title (p. 114 and 142)

Data element name changed from “Position” to “Position Title,” and definition revised.

Data Element 2040: Assessment Reference Type (p. 114)

Option 3 revised.

Data Element 2480: Injury Type Code (p. 127)

Data element name changed from “Injury” to “Injury Type Code,” and definition updated.

Data Element 2481: Injury Description (p. 127)

Data element added.

Data Element 2540: Medical Examination Type (p. 128)

Options 07 and 08 added and reference in definition added.

Data Element 2690: Primary Disability Type (p. 131)

Options 01 and 12 revised.

Data Element 2980: Hospital Preference (p. 140)

Data element definition revised.

Data Element 3200: Program Funding Source (p. 149)

Data element definition revised.

Chapter 5 Tables

Data elements have been modified and added in tables A-H in order to reflect the updates in the chapter 4 data elements. All tables from chapter 5 have been reprinted for ease of use.

Sources (p. 205, 206)

NCES address updated.

Glossary

Definitions for the following terms have been revised: “Developmental Delay” (p. 211); “Infants and Toddlers with Disabilities” (p. 215); “Mild Retardation” (p. 217); “Moderate Retardation” (p. 217); and “Severe Retardation” (p. 221).

Appendix F and I

Web links in footnote updated.

Appendix L

Discussions of race/ethnicity revised to reflect ongoing work in this area.

Appendix M

Appendix added.

NATIONAL CENTER FOR EDUCATION STATISTICS

November 2001

**Student Data Handbook
Elementary, Secondary,
and Early Childhood Education:
2001 Update**

Administrative Records Development Project
Council of Chief State School Officers

Beth Young, Project Officer
National Center for Education Statistics

**U.S. Department of Education
Office of Educational Research and Improvement** **NCES 2000-343
(REVISED)**

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For the 2000 Edition special thanks goes to the Student Handbook Working Group who spent many hours together going over the Handbook one data element at a time, giving invaluable advice and suggestions. A list of the Working Group members appears in appendix A.

There are a few people who, under contract from the National Center for Education Statistics (NCES) at the Council of Chief State School Officers (CCSSO), prepared the 2000 manuscript of this handbook. They are due extra special thanks for the research, phone calls, ideas, formatting, and care they gave the Handbook. Barbara Clements provided updated text for the chapters and invaluable expertise for the data elements; Oona Cheung provided overall guidance for the process and support for the CCSSO staff time; John Tai was the one who did the research when someone asked a question but didn't provide the answer; and finally, Jason Dennison, who served as the keeper of the master copy and the one who had to do the detail work of formatting the document and incorporating all the suggestions received during the different review cycles of the document.

Reviewers of the final draft of the 2000 Handbook include Ron Danforth, New York State Education Department; Mary Schifferli and Peter McCabe from the Office for Civil Rights; Patricia McKee from the Office of Elementary and Secondary Education; and from NCES: Robert Atanda, Kathy Chandler, Kerry Gruber, Andrew Kolstad, Jerry Malitz, Edith McArthur, Marilyn McMillen, Jeffrey Owings. And as always, this revision could not have happened without the support, dedication, and "eagle eye" of Lee Hoffman, Program Director of the NCES Elementary/Secondary Cooperative and Institutional Studies Program.

Other local, state, and federal staff provided important reviews of the 2000 Handbook in the earlier phases. Their names are listed in appendix A. Thanks to the Education Information Advisory Committee for their support and encouragement. Last but not least, special thanks to members of the National Forum on Education Statistics and specifically, the National Education Statistics Agenda Committee for their help and guidance.

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Beth Aronstamm Young
Project Officer
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EXECUTIVE SUMMARY

To make appropriate, cost-effective and timely decisions about students, educators must have accurate and complete information. Recognizing this need, most education systems have moved from paper documents in filing cabinets to automated student information systems. These systems provide teachers and others concerned with effective program design with day-to-day access to information about the students' background, learning experiences, and performance. They also provide the flexibility necessary to supply aggregate data to school boards, state and federal governments, and other interested parties; and to conduct program evaluations. To be effective, however, these systems must record data accurately and comparably for all students, in all places, and at all times.

The *Student Data Handbook for Elementary, Secondary, and Early Childhood Education* was developed by the U.S. Department of Education's National Center for Education Statistics (NCES) to provide guidance concerning the consistent maintenance of student information. This handbook is useful to public and private education agencies, schools, early childhood centers, and other educational institutions, as well as to researchers involved in the collection of student data. In addition, the Handbook may be useful to elected officials and members of the public interested in student information. This handbook is not, however, a data collection instrument; nor does it reflect any type of federal data maintenance requirements. It is presented as a tool to help the public and the American school system make information about students more useful and effective in meeting student needs.

This handbook was developed with the assistance of local, state, and federal education representatives and researchers. The definitions included are generally consistent with current state and local practice, national standards movements, and most federal reporting requirements. The terms, definitions, and procedures represent a consensus of what is considered "best practice" in data collection; they should be interpreted and applied according to local, state, and federal reporting requirements and restrictions for confidentiality and security.

- **Standard Data Elements and Definitions**

The data elements included in this handbook represent the types of student information that could be collected and maintained in permanent or temporary student records, whether in paper format or in an automated database. An attempt has been made to be as complete as possible, with the understanding that many data elements will not be needed for all students.

Data elements are presented in nine areas:

- A. Personal information
- B. Enrollment
- C. School participation and activities
- D. Non-school and post-school experience
- E. Assessment
- F. Transportation

- G. Health conditions
- H. Special program participation and student support services
- I. Discipline

Each data element is defined, and lists of options and definitions are included where applicable. Data elements are also associated with the entities to which they pertain, such as persons, places, or things, about which data may be stored.

- **Recommendations for Building a Student Record System**

This handbook provides guidelines for designing student record keeping systems for use by schools, school districts, state education agencies, and other educational institutions. Included is a discussion of the benefits of a well-designed student record system, as well as potential uses of such a system at the school, district, or state level. Also included is a description of a step-by-step process for designing an effective student record system.

- **Focus on State and Local Student Record Applications**

Communication among various levels of the education system is increasingly important. More and more, states are requiring that schools or districts submit portions of student records to the state. Another growing trend is the electronic transmission of student records when students switch schools/districts or apply to postsecondary institutions. This revision of the Handbook adds detail about automating and exchanging electronic records. Included in one chapter of the Handbook is information about automating student records, with suggestions for formatting data elements and arranging them in a logical and flexible design.

- **References to Other Related Documents**

This handbook, in conjunction with other NCES documents, provides state and local education officials with important tools for designing and implementing automated information systems. Recent NCES documents dealing with the confidentiality of student records, decision-making about the installation of technology, and ensuring security of technology are important adjuncts to this handbook.

Organization of the Handbook

Chapter 1 provides the user with an introduction to the Handbook and its uses.

Chapter 2 contains a more detailed description of the Handbook's contents and uses of the Handbook. Listings of other related documents that could be useful are also included. In anticipation of future updates, a description of the process for implementing suggested changes has been included.

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Basic Definitions

Several terms are used throughout this handbook. Those terms are defined here to ensure clarity when reviewing the rest of the document.

In this handbook, a student is defined as an individual for whom instruction, services, and care are provided in an early childhood, elementary, or secondary educational program under the jurisdiction of a school, education agency, or other institution or program. A student may receive instruction and care in a school facility or at another location such as a home, hospital, or day care center. Instruction may be provided by direct student-teacher interaction, or through some other approved medium such as computer, television, radio, telephone, or correspondence.

The term school system is used to represent the education system as a whole, including schools, school districts and other local administrative units (such as dioceses), intermediate agencies (such as regional service centers), state education agencies, and the U.S. Department of Education. Included in the system are both public and private schools, and administrative agencies. For the purpose of discussion, the terms local education agency, local administrative unit, or school district refer to educational institutions, agencies, and administrative units that exist primarily to operate schools or to contract for educational services. These units need not be coextensive with county, city, or town boundaries. They oversee the functioning of schools within specific boundaries or jurisdictions; and have instructional, administrative, and record-keeping responsibility for students.

The term school is used to refer to all institutions that provide preschool, elementary, and/or secondary instruction, including early childhood centers and preschools, public and private schools serving children in kindergarten through grade 12 (and even grade 13), vocational or adult high schools, and schools that are classified as ungraded. These schools have one or more teachers to give instruction or care, are located in one or more buildings, and have an assigned administrator. The term researchers is used to describe those persons responsible for evaluating education programs, persons who conduct research activities to describe the status of the schools and students, and others with analytical

responsibilities—regardless of who sponsors the activities.

The terms data and information are used extensively throughout the Handbook. Data are the raw facts about a person or other entity, such as the birthdate, a mark of “A” in a history course, or a residence address of “1234 Main Street.” Information is compiled, combined, summarized, or reported data that, in context, has a significant meaning. For example, Johnny Smith’s family income and test scores can be used as information to form the basis of his referral for special assistance or a compensatory program. The total number of students who participated in Title I programs in a district can also be derived from a student record system.

The Handbook describes how data may be defined or maintained. Chapter 4 contains terms and definitions for two levels of data maintenance: 1) entities and 2) data elements. In this handbook, an entity is a person, place, event, object, or concept about which data can be collected. A data element is a specific bit of data that can be defined and measured. When entities and data elements are combined, new unique data elements are created. For instance, the data element “Last/Surname” is defined each time it appears, but the corresponding entity is different for each appearance (e.g., Student or Parent/Guardian).

Data elements have been arranged into categories, that is groups of related data elements. For example, the category “Background Information” includes personal information about an individual, including data elements such as Identification Number, Race/Ethnicity, Sex, Birthdate, and Language Type.

For many data elements, a free-form (open-ended) description is the appropriate response when designing a data collection instrument or system. For example, the appropriate response for the data element “Name of Institution” is the full written name of the institution. However, many data elements in this handbook contain options. Options are alternatives or coded responses for data elements. This handbook attempts to include an exhaustive and mutually exclusive list of options whenever possible. For example, the data element “Sex” has two options listed: “Male” and “Female.” In this revised version of the Handbook, however, new code lists have been added that may not be comprehensive. The revision process described earlier in this chapter will allow

additional codes to be added as necessary or appropriate.

The options presented for each data element are generally illustrative, not mandatory. Local administrative units and institutions may adjust, adapt, or replace them as needed to meet their requirements. A subset of options might, in some instances, be sufficient when designing a data system or data collection instrument. Ideally, any modification should be done in such a way that it does not conflict with the basic handbook structure. In some instances, code lists are available from other sources and are referenced for a data element. For some data elements, a more extensive list of options might be needed and obtained from another source. In this handbook, the options listed for some data elements may be specified by laws or regulations. For example, there are options that are required for federal reporting to the Office of Special Education Programs of the U.S. Department of Education. Schools or school districts should also be prepared to adjust their option lists to reflect the current reporting requirements as specified by revised law and regulations. Care should be taken in combining categories and data elements in individual records to ensure that data can be compared or aggregated with data or information from other sources. In some cases, examples of options are listed within a data element definition, but a comprehensive list is not included. This is because major variations are possible due to local options or expectations. When a comprehensive list could not be developed, examples were included in the definition.

At the time of this handbook's revision, changes were being made to the way information about how the "Racial/Ethnic Group" elements will be reported to the federal government. This will affect how information must be maintained by schools, districts, and states. Previously, there were five options for "Racial/Ethnic Group" used in education organizations: "American Indian or Alaskan Native," "Asian or Pacific Islander," "Black (not Hispanic)," "Hispanic," and "White (not Hispanic)." Each student was identified by one of these five options.

Recent work completed by the federal Office of Management and Budget requires that information about five categories of race, in addition to Hispanic ethnicity, must be recorded for all persons. Specifically, students should be allowed to indicate if they consider themselves to be any one or more of the following: "American Indian or

Alaska Native," "Asian," "Black or African American," "Native Hawaiian or Other Pacific Islander," or "White." As a result, there will be major changes in how race and ethnicity information may be reported and maintained.

The U.S. Department of Education has not made its final recommendations on how aggregated data should be reported. For example, tabulation guidelines may allow some of the 63 possible combinations of race and ethnicity to be collapsed into broader categories. The Department of Education intends to allow education organizations three years to implement the guidelines for aggregating and reporting data, once these are established. Data for individuals, however, will be reported by the Department following the schedule set by OMB (January 2003). Maintenance at the school district level of complete information will be needed, therefore, to meet whatever requirements are eventually identified. While schools or school districts may wish to allow other more specific options than those included in the Handbook, new options should be designed in such a way that they can later be re-grouped or collapsed into the options included here, or as required by current law. (See appendix D for further explanation of Directive 15 and OMB's work.)

In chapter 5, entities and data elements are combined to describe how this handbook may be used to set up a student record system. This chapter also provides suggested data element types and field lengths for readers creating an automated record system. An assumption was made in some cases that coded options would be used instead of an open-ended response.

Contents of the Handbook

This handbook contains both general information about data collection activities and individual student record systems, and specific information about what might be included in a student record.

Chapter 1, Introduction, provides the user with an introduction to the Handbook and its uses.

Chapter 2, The Handbook, contains a more detailed description of the Handbook's contents and uses of the Handbook. Listings of other related documents that could be useful are also included. In anticipation of future updates, a description of the

process for implementing suggested changes has been included.

Chapter 3, *Building a Student Record System*, discusses the collection, use, and dissemination of data and information about individual students and how student record systems can benefit the students and the school system. Suggestions for policy development are given regarding the design of a student data system, the kinds of data that should be collected, the updating of these data, the uses of the data, and the control of access to individual student files. Recommendations are also included concerning school or school district development of policies and guidelines for student data within the parameters of existing laws, regulations, and policies.

Chapter 4, *Data Elements and Definitions*, includes a complete list of data terms (with definitions) considered important to the management of schools and the provision of services to students. Each entity listed refers to something, or someone, about which data should be maintained. Each data element refers to a particular aspect of student data for which some need was perceived within the school system. A definition is included for each entity and data element. A data element's definition may include options or classifications that describe the term and can be used as codes within a student record system. In addition, potential entity uses are listed for each data element.

Chapter 5, *Applications of the Handbook*, describes possible applications of the Handbook. The major portion of this chapter is dedicated to the potential design of a student record system, which joins entities with data elements to describe how data could be maintained. A table is provided that includes information about data element type and field length, attributes that could be useful to readers designing a data collection system, a survey, or a reporting format.

The Handbook also includes a Glossary of selected student-related terms used in the text, but not defined in earlier chapters, as well as other important terms in student data management. The Handbook also contains a detailed Index for easy reference. Following the Glossary and Index are twelve appendices that contain important supplemental information. The appendices include comprehensive lists of coding options for some of the data elements in chapter 4. Included are code designations for states and outlying areas, countries, languages, occupational groupings, medical conditions and treatments, and listings of federal education programs and the names of those who contributed to the development of this revision.

Data Element Outline

The following is an outline of the organization of the section headings, categories, and data elements (with the data element numbers) included in this handbook. A number of data elements in the Data Element Outline are marked with a dagger symbol (†), which denotes data elements identified as essential for inclusion in a student information system. Data elements and options that have been updated for the 2001 Student Data Handbook are marked with an asterisk symbol (*).

A. PERSONAL INFORMATION

Name

0010 †	First Name
0020 †	Middle Name
0030 †	Last/Surname
0040 †	Generation Code/Suffix
0050	Personal Title/Prefix
0060	Alias
0070	Former Legal Name
0080	Last/Surname at Birth
0090	Nickname
0100	Tribal or Clan Name
0110 †	Name of Individual
0120 †	Name of Institution

Background Information

0130 †	Identification Number
0140 †*	Identification System
0149 †*	Hispanic or Latino Ethnicity
0150 †*	Race
0160	National/Ethnic Origin Subgroup
0170 †	Sex
0180 †	Birthdate
0190	Birthdate Verification
0200	City of Birth
0210	*County of Birth
0220 †*	State of Birth Code
0221 †*	Name of State of Birth
0230 †	Country of Birth Code
0231 †	Name of Country of Birth
0232	Born Outside of the U.S.
0240	First Entry Date (into the United States)
0250	Citizenship Status
0260 †*	Country of Citizenship Code
0261	*Name of Country of Citizenship
0270 †	English Proficiency
0280 †	Language Type
0290	Language Code
0291 †*	Name of Language
0292	Languages Other Than English
0300	*Religious Background
0310	Minor/Adult Status
0315	Homelessness Status
0320 †	Migratory Status

0330	Migrant Classification Subgroup
0340	Migrant National Certificate of Eligibility (COE) Status
0350	Migrant Residency Date
0360	Migrant Last Qualifying Move (LQM) Date
0361	Migrant Last Qualifying Arrival Date (QAD)
0362	Migrant To Join Date

Address/Contact Information

0369	Address Type
0370 †	Street Number/Name
0380 †	Apartment/Room/Suite Number
0390 †	City
0400 †	County
0410 †*	State Code
0411 †*	Name of State
0420 †	Zip Code
0430 †*	Country Code
0431 †*	Name of Country
0440	Complete Permanent Address
0460	Communication Status
0461	Communication Number Type
0470	*Communication Number
0489	Electronic Mail Address Type
0490	*Electronic Mail Address
0491	*Web Site Address (URL)
0520	Zone Number
0530	Residence Block Number
0540	Other Geographical Designation
0550	Public School Residence Status
0560	Non-Resident Attendance Rationale
0570	Dwelling Arrangement
0580	Dwelling Ownership
0590	Head of Household

Family Information

0600	Marital Status
0610	Financial Dependency
0620	*Number of Dependents
0630	Family Income Range
0640	Economic Disadvantage Status
0641	Eligibility for National School Lunch Program

Chapter 4 – Data Elements and Definitions
Data Element Outline

0642 Participation in National School Lunch Program
0650 Family Public Assistance Status
0660 † Relationship to Student
0670 † Life Status
0680 School/Local Education Agency Status
0690 Occupation
0700 Employment Status
0710 † Employer Type
0720 †*Highest Level of Education Completed

B. ENROLLMENT

School Information

0730 † Enrollment Status
0120 † Name of Institution
0370 † Street Number/Name
0380 † Apartment/Room/Suite Number
0390 † City
0400 † County
0410 †* State Code
0420 † Zip Code
0430 †* Country Code
0460 Communication Status
0461 Communication Number Type
0470 *Communication Number
0489 Electronic Mail Address Type
0490 *Electronic Mail Address
0491 *Web Site Address (URL)
0130 † Identification Number
0140 †*Identification System
0740 Lowest Grade Level
0750 Highest Grade Level
0760 School Administration
0770 *School Type Code

Entrance Information

0780 Admission Date
0790 Admission Status
0800 †*Entry Date
0810 Cohort Year
0820 † Entry Type
0830 † Entry/Grade Level
0840 Full-Time/Part-Time Status
0841 Full-Time Equivalent (FTE) Status
0850 Day/Evening Status
0860 Boarding Status

Tuition and Fee Information

0870 Tuition Payment Amount
0871 Fee Payment Type
0880 Fee Amount
0920 Total Cost of Education to Student
0930 Tuition Status
0940 Payment Source(s)

Financial Assistance

0950 Financial Assistance Qualifier
0960 Financial Assistance Type
0970 Financial Assistance Descriptive Title
0980 Financial Assistance Source
0990 Financial Assistance Amount

Membership Information

1000 † Number of Days of Membership

Attendance Information

1010 † Daily Attendance Status
1011 *Number of Days in Attendance
1012 *Number of Days Absent
1013 *Number of Tardies
1020 † Class Attendance Status
1030 Released Time

Exit/Withdrawal Information

1040 † Exit/Withdrawal Date
1050 † Exit/Withdrawal Status
1060 † Exit/Withdrawal Type
1070 Death Date
1080 Death Cause
1090 Illness Type
1100 † Expulsion Cause
1110 † Expulsion Return Date
1120 Discontinuing Schooling Reason
1130 Compulsory Attendance Status at Time of Discontinuing School
1140 Residence after Exiting/Withdrawing from School
1150 Information Source

Non-Entrance Information

1160 Reason for Non-Entrance in Local Elementary or Secondary School

C. SCHOOL PARTICIPATION AND ACTIVITIES

Session Information

1170 † Session Type
1180 Session Beginning Date
1190 Session Ending Date
1200 Total Days in Session
1201 Number of Hours in School day
1011 *Number of Days in Attendance
1012 *Number of Days Absent
1013 *Number of Tardies
0830 †*Entry/Grade Level
0110 † Name of Individual
0130 † Identification Number
0140 †* Identification System

Course Information

1210 Organization
1220 *Course Code System
1221 †*Course Code
1222 Elementary Subject/Course
1223 *Unique Course Code
1230 † Instructional Level
1231 State University Course Requirement
1240 †*Course Title
1241 *Course Description
1250 Period
1260 Time Element
1270 Principal Medium of Instruction
1271 Language of Instruction
1280 Location of Instruction/Service
1290 Location of Instruction/Service Description
1300 *Credit Type Earned
1310 † Number of Credits Attempted
1320 Repeat Identifier
1330 † Number of Credits Received
1340 Reporting Means
1350 Reporting Method
1360 †*Grade Earned in Course
1370 Grade Value Qualifier

Grading Period Information

1380 Grading Period Beginning Date
1390 Grading Period Ending Date
1400 Total Days in Grading Period

Performance Information

1410 *Credits Attempted: Given Grading Period
1420 †*Credits Attempted: Given Session
1430 *Credits Attempted: Given School Year
1440 †*Credits Attempted: Cumulative
1450 *Credits Received: Given Grading Period
1460 †*Credits Received: Given Session
1470 *Credits Received: Given School Year
1480 †*Credits Received: Cumulative
1490 *Grade Points Received: Given Grading Period
1500 † Grade Points Received: Given Session
1510 Grade Points Received: Given School Year
1520 †*Grade Points Received: Cumulative
1530 *Grade Point Average (GPA): Given Grading Period
1540 †*Grade Point Average (GPA): Given Session
1550 *Grade Point Average (GPA): Given School Year
1560 †*Grade Point Average (GPA): Cumulative

Progress Information

1570 Promotion Type

1580 † Non-Promotion Reason

Honors Information

1590 Honors Information Code
1591 Honors Description
1592 Class Rank
1593 Total Number in Class
1594 Percentage Ranking

Activity Information

1600 Activity Title
1601 *Activity Code
1602 *Activity Description
1610 Activity Type
1611 Name of Activity Sponsor
1612 *Activity Involvement Beginning Date
1613 *Activity Involvement Ending Date
1614 *Amount of Activity Involvement
1590 Honors Information Code
1591 Honors Description

Graduation Information

1621 *Diploma/Credential Type
1622 Diploma/Credential Award Date
1623 Diploma/Credential Level and Honors
1624 Diploma/Credential Level and Honors Description
1625 *Non-Course Graduation Requirement Code
1626 Non-Course Graduation Requirement Date Met
1627 Non-Course Graduation Requirement Scores/Results
1592 Class Rank
1593 Total Number in Class
1594 Percentage Ranking

D. NON-SCHOOL AND POST-SCHOOL EXPERIENCE

Non-School Activity Information

1630 Non-School Activity Code
1631 Non-School Activity Description
1632 Non-School Activity Sponsor
1633 Amount of Non-School Activity Involvement
1590 Honors Information Code
1591 Honors Description
1640 Non-School Activity Beginning Date
1650 Non-School Activity Ending Date

Institutional/Organizational Information

0120 † Name of Institution
0440 Complete Permanent Address
0460 Communication Status
0461 Communication Number Type

Chapter 4 – Data Elements and Definitions
Data Element Outline

0470 *Communication Number
0489 Electronic Mail Address Type
0490 *Electronic Mail Address
0491 *Web Site Address

Work Experience

1670 In-School/Post-School Employment Status
1680 Experience Type
1690 Work Type
1700 Program of Study Relevance
1701 *Work Experience Required
1702 *Work Experience Paid
1710 Employment Permit Number
1720 Employment Permit Certifying Organization
1730 Employment Permit Description
1740 Employment Permit Valid Date
1750 Employment Permit Expiration Date
1760 *Employment Start Date
1770 *Employment End Date
1780 Number of Hours Worked Per Work Week (Monday-Friday)
1790 Number of Hours Worked Per Weekend
1800 Employment Recognition

Post-School Education/Training

1810 Post-School Training or Education Subject Matter
1820 Education Planned
0720 †*Highest Level of Education Completed
1830 Post-School Recognition

Other Post-School Information

1840 Career Objectives
1850 Military Service Experience
1860 Voting Status
1870 Other Post-School Accomplishments

E. ASSESSMENT

Assessment Information

1880 †* Assessment Purpose
1881 * Assessment Requirement Authority
1890 † Assessment Type
1900 †*Assessment Title/Description
1901 * Assessment Code
1910 † Assessment Content
1920 † Subtest Type
1930 † Level (for which Designed)
0130 † Identification Number
0140 † *Identification System
1940 † Grade Level when Assessed
1950 Copyright Date

Administrative Issues

1959 Non-Participation Reason
1960 Administration Method
1970 Administration Form
1980 Response Form
1990 Administration Language
2000 † Special Accommodation
2010 † Administration Date
2020 Location
0110 † Name of Individual
2030 *Position Title

Score/Results Reporting

2040 *Assessment Reference Type
2050 † Norm Group
2060 † Norm Year
2070 † Norming Period
2080 † Score Range
2090 † Reporting Method
2100 † Score Results
2110 Score Interpretation Information
2120 Reporting and Documentation

F. TRANSPORTATION

Transportation Information

2130 † Transportation Status
2140 State Transportation Aid Qualification
2150 † Transportation at Public Expense Eligibility
2160 † Special Accommodation Requirements

Transportation Contact

0110 † Name of Individual
0440 Complete Permanent Address
0460 Communication Status
0461 Communication Number Type
0470 *Communication Number
0489 Electronic Mail Address Type
0490 *Electronic Mail Address

Distance/Time Information

2170 Distance from Home to School
2180 Total Distance Transported
2190 Length of Time Transported

Vehicle Information

2200 Ownership/Type
0130 † Identification Number
0140 † *Identification System
2210 Route Description
2220 Run Description
2230 Stop Description

G. HEALTH CONDITIONS

Identifiers

0130 † Identification Number
0140 † *Identification System
2240 Height
2250 Weight
2260 Hair Color
2270 Eye Color
2280 Birthmark
2290 Blood Type

Oral Health

2300 Number of Teeth
2310 Number of Permanent Teeth Lost
2320 Number of Teeth Decayed
2330 Number of Teeth Restored
2340 Occlusion Condition
2350 Gingival (Gum) Condition
2360 Oral Soft Tissue Condition
2370 Dental Prosthetics
2380 Orthodontic Appliances

Maternal and Pre-Natal Condition

2390 Initial Pre-Natal Visit (Gestational Age)
2400 Total Number of Pre-Natal Visits during Pregnancy
2410 Total Weight Gain During Pregnancy

Conditions at Birth

2420 Weight at Birth
2430 Gestational Age at Birth
2440 Health Condition at Birth

Health History

2450 Diseases, Illnesses, and other Health Conditions
2460 Medical Treatment
2470 School Health Emergency Action
2480 *Injury Code
2481 *Injury Description
2490 Substance Abuse
2500 Routine Health Care Procedure Required at School
2510 Health Condition Progress Report
2520 Health Care History Episode Date

Medical Evaluations

2530 Evaluation Sequence
2540 *Medical Examination Type
2550 Medical Examination Instrument Description/Title
2560 Medical Examination Date
2570 Uncorrected Score/Results
2580 Corrected Score/Results
2590 Medical Examination Unit of Measure

2600 Blood Pressure
2610 Overall Diagnosis/Interpretation of Vision
2620 Overall Diagnosis/Interpretation of Hearing
2630 Overall Diagnosis/Interpretation of Speech and Language
2640 Service Alternatives
2650 Corrective Equipment Prescribed
2660 Corrective Equipment Purpose
2670 Diagnosis of Causative Factor (Condition)
2680 Condition Onset Date

Disabling Conditions

2690 †*Primary Disability Type
2691 † Qualified Individual with Disabilities under Section 504 of the Rehabilitations Act
2692 † Qualified Individual with Disabilities under the Individuals with Disabilities Education Act
2693 † Qualified Individual with Disabilities under the Americans with Disabilities Act
2700 Disability Level
2710 † Secondary Disability Type
2700 Disability Level
2720 † Tertiary Disability Type
2700 Disability Level

Medical Laboratory Tests

2730 Blood Test Type
2740 Tuberculosis Test Type
2750 Medical Laboratory Procedure Results

Immunizations

2760 † Immunization Type
2770 Immunizations Mandated by State Law for Participation
2780 † Immunization Date
2790 † Immunization Status Code

Nutrition

2800 Special Diet Considerations

Referrals

2810 † Referral Purpose
2820 Referral Cause
2830 † Referral Date
2840 Referral Completion Date
2850 Referral Completion Report

Limitations on School Activities

2860 Limitation Description
2870 Limitation Cause
2880 Limitation Beginning Date
2890 Limitation Ending Date

Health Care Provider

2900 Provider Type
2910 Provider Specialty
2920 Provider Authority
2930 Referral Status
0110 † Name of Individual
0440 Complete Permanent Address
0460 Communication Status
0461 Communication Number Type
0470 *Communication Number
0489 Electronic Mail Address Type
0490 *Electronic Mail Address
0130 † Identification Number
0140 †* Identification System

Other Health Information

2940 † Emergency Factor
2950 † Related Emergency Needs
2960 Insurance Coverage
2970 Health Care Plan
2980 *Hospital Preference
2990 Medical Waiver
3000 Religious Consideration
3010 Other Special Health Needs, Information,
or Instructions

**H. SPECIAL PROGRAM
PARTICIPATION AND STUDENT
SUPPORT SERVICES**

Identification Procedure

3020 † Identification Procedure
3030 † Identification Results
0110 † Name of Individual
2030 * Position Title
0120 † Name of Institution
0440 Complete Permanent Address
0460 Communication Status
0461 Communication Number Type
0470 *Communication Number
0489 Electronic Mail Address Type
0490 *Electronic Mail Address
3040 † Program Eligibility Indicator
3050 † Program Participation Reason
3060 † Program Participation Identification Date

Early Childhood Program Participation

3070 † Caregiver/Early Childhood Program
Provider
3080 † Early Childhood Program Setting
3090 Family Day Care Status
3100 Caregiver/Early Childhood Program
Description
3110 † Early Childhood Program Sponsorship
3120 Early Childhood Program Funding Source

3130 Early Childhood Program Components
3131 Early Childhood Special Education
Setting
3132 Early Childhood Program Focus

Individualized Education Program Information

3140 † Individualized Program Type
3150 † Individualized Program Date Type
3160 † Individualized Program Date
3170 Number of Minutes per Week Included

Special Program and Student Support Service
Participation

3180 † Special Assistance Program Name
3190 Benefit Type
3200 †* Program Funding Source
3210 † Instructional Program Service Type
3220 † Student Support Service Type
3230 † Transitional Support Service Type
3240 Service Description

Special Program/Services Delivery

3250 Care/Service Frequency
3260 Care/Service Day Status
3270 † Care/Service Intensity
3280 † Care/Service Duration
3290 † Care/Service Beginning Date
1280 Location of Instruction/Services
1290 Location of Instruction/Services
Description
3300 † Service Setting

Service Provider

3310 Service Provider Type

Monitoring Procedure

3320 Monitoring Method
3330 Remarks

Program Exit

3340 † Care/Service Ending Date
3350 † Program Exit Reason

I. DISCIPLINE

Nature of Offense

3360 † Incident Type
3361 Convicted Offense
3370 Incident Description
3380 † Incident Occurrence Date
3390 † Incident Occurrence Location
3391 Offense/Incident Occurrence Time

Disciplinary Action

- 3400 † Disciplinary Action Type
- 3410 Disciplinary Action Description
- 3420 Disciplinary Action Status
- 3430 Disciplinary Action Beginning Date
- 3440 Disciplinary Action Ending Date
- 0110 † Name of Individual
- 3450 Disciplinary Action Authority

DATA ELEMENT DEFINITIONS

A. PERSONAL INFORMATION

Section A, Personal Information, includes information about a student's personal, family, and demographic status.

Entity Uses: Student
 Parent/Guardian
 Employer
 Sibling(s) or Other School-Age Children Living in Student's Household
 Responsible Adult of Student's Household
 Other Adult Living in Student's Household
 Sponsor
 Emergency Contact

Name—A word or series of words by which a subject is known and distinguishable.

0010 † **First Name**—A name given to an individual at birth, baptism, or during another naming ceremony, or through legal change.

Entity Uses: Student
 Parent/Guardian

0020 † **Middle Name**—A secondary name given to an individual at birth, baptism, or during another naming ceremony, or through legal change.

Entity Uses: Student
 Parent/Guardian

0030 † **Last/Surname**—The name borne in common by members of a family.

Entity Uses: Student
 Parent/Guardian

0040 † **Generation Code/Suffix**—An appendage, if any, used to denote an individual's generation in his family (e.g., Jr., Sr., III).

Entity Uses: Student
 Parent/Guardian

0050 **Personal Title/Prefix**—An appellation, if any, used to denote rank, placement, or status (e.g., Mr., Ms., Reverend, Sister, Dr., Colonel).

Entity Uses: Student
 Parent/Guardian

0060 **Alias**—An assumed name, or a name by which an individual is otherwise known.

Entity Uses: Student
 Parent/Guardian

Chapter 4 - Data Elements and Definitions

Data Element Definitions

A. Personal Information

0070 **Former Legal Name**—A previously recognized legally accepted name that is no longer valid.

Entity Uses: Student
Parent/Guardian

0080 **Last/Surname at Birth**—The original surname of an individual as identified at birth before any subsequent changes (e.g., the surname of a woman before accepting a married surname).

Entity Uses: Student
Parent/Guardian

0090 **Nickname**—A familiar form of a proper name, a descriptive name, or other colloquial name given instead of or in addition to an individual's formal name.

Entity Uses: Student

0100 **Tribal or Clan Name**—A name borne in common by members of a tribe or clan (e.g., the Matai name in Samoa).

Entity Uses: Student

0110 † **Name of Individual**—The full, legally accepted, proper name given to an individual at birth, baptism, or during another naming ceremony, or through legal change (generally used when component parts are not required or requested separately).

Entity Uses: Sibling(s) or Other School-Age Children Living in Student's Household
Responsible Adult of Student's Household
Other Adult Living in Student's Household
Sponsor
Emergency Contact

0120 † **Name of Institution**—The full legally or popularly accepted name of an organization (e.g., a school, an association, or a company).

Entity Uses: Employer

Background Information—Personal information about (and particular to) an individual, organization, or institution.

0130 † **Identification Number**—A unique number assigned to an individual, organization, or institution by a school, an education agency, a state, or other organization.

Entity Uses: Student
Sibling(s) or Other School-Age Children Living in Student's Household

0140 †***Identification System**—A numbering scheme that is used for identification and record-keeping purposes by schools, social services, or other agencies to refer to an individual, organization, or institution.

01 Driver's license number (not applicable for this entity)

02 Health record number

03 Medicaid number

**04 Professional certificate or license number (not applicable for this entity)*

**05 School-assigned number*

**06 District-assigned number*

Chapter 4 - Data Elements and Definitions

Data Element Definitions

A. Personal Information

- *07 State-assigned number*
- *08 Selective service number (not applicable for this entity)*
- *09 Migrant number*
- *10 Social Security administration number*
- *11 US government Visa number*
- *12 Personal identification number (used for access into system)(not applicable for this entity)*
- *13 Family unit number*
- *14 College Board/ACT code set of PK-grade 12 institutions (not applicable for this entity)*
- *15 LEA number for school (not applicable for this entity)*
- *16 SEA number for school (not applicable for this entity)*
- *17 SEA number for LEA (not applicable for this entity)*
- *18 NCES number for school (not applicable for this entity)*
- *19 NCES number for a LEA (not applicable for this entity)*
- *20 Other agency number(e.g., Roman Catholic diocese or association member) (not applicable for this entity)*
- *21 Integrated Postsecondary Education Data System (IPEDS) number (not applicable for this entity)*
- *22 College Board Admission Testing Program (ATP) number (not applicable for this entity)*
- *23 American College Testing (ACT) Program number (not applicable for this entity)*
- *24 Federal identification number (not applicable for this entity)*
- *25 Dunn and Bradstreet number (not applicable for this entity)*
- 99 Other*

Entity Uses: Student
 Sibling(s) or Other School-Age Children Living in Student's Household

- 0149 †***Hispanic or Latino Ethnicity**—An indication that the individual traces his or her origin or descent to Mexico, Puerto Rico, Cuba, Central and South America, and other Spanish cultures, regardless of race. The term, “Spanish origin,” can be used in addition to “Hispanic or Latino.”

01 Hispanic or Latino

02 Non-Hispanic/Latino

Entity Uses: Student

- 0150 †***Race**—The general racial category which most clearly reflects the individual's recognition of his or her community or with which the individual most identifies.¹ [The way this data element is listed, it must allow for multiple entries so that each individual can specify all appropriate races. An alternative would be to list the options as separate data elements and have a yes/no option for each one.]

01 American Indian or Alaska Native—A person having origins in any of the original peoples of North and South America (including Central America), and who maintains cultural identification through tribal affiliation or community recognition.

02 Asian—A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent. This area includes, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

03 Black or African American—A person having origins in any of the black racial groups of Africa. Terms such as “Haitian” or “Negro” can be used in addition to “Black or African American.”

04 Native Hawaiian or Other Pacific Islander—A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

05 White—A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.

Entity Uses: Student

¹ These categories reflect the revised Standards for the Classification of Federal Data on Race and Ethnicity (Statistical Policy Derivatives No. 15) by the Office of Management and Budget (OMB). While these categories do not reflect the current reporting requirements for all federal programs, they will be required for reporting data on individuals according to the schedule set by OMB (January 2003). See appendix L for further detail.

0160 **National/Ethnic Origin Subgroup**—The national or ethnic subgroup of a person other than "American." Examples for Asian include: Chinese, Japanese, Korean, Filipino, Vietnamese, Asian Indian. For Native Hawaiian or Other Pacific Islander, examples include: Samoan, Hawaiian, or Guamanian. For Hispanics, examples include: Puerto Rican, Mexican-American, Cuban, Argentinean, Dominican, Colombian, Nicaraguan, Salvadoran, or Spaniard. Tribal background could be listed for Alaska Natives or American Indians (e.g., Navaho).

Entity Uses: Student
Parent/Guardian

0170 † **Sex**—A person's gender.

01 Female—A woman or a girl.

02 Male—A man or a boy.

Entity Uses: Student
Parent/Guardian
Sibling(s) or Other School-Age Children Living in Student's Household

0180 † **Birthdate**—The month, day, and year on which an individual was born.

Entity Uses: Student
Sibling(s) or Other School-Age Children Living in Student's Household

0190 **Birthdate Verification**—The evidence by which an individual's date of birth is confirmed.

01 Baptismal or church certificate—A form, issued by a church, listing the birthdate and certifying the baptism of a child.

02 Birth certificate—A written statement or form issued by an office of vital statistics verifying the name and birthdate of the child as reported by the physician attending at the birth.

03 Entry in a family Bible—An entry in a family Bible on a special page for recording births, marriages, and other vital information about the family.

04 Hospital certificate—A certificate issued by a hospital verifying the name and birthdate of a child.

05 Parent's affidavit—A sworn, written statement made by an individual's parent to verify his or her age, birthdate, and place of birth.

06 Passport—Any travel document issued by a recognized authority showing the bearer's origin, identity, birthdate, and nationality that is valid for the entry of the bearer into a foreign country.

07 Physician's certificate—A certificate issued by the physician attending at birth, verifying the name and birthdate of the child. A physician's certificate is considered to be a birth certificate when acceptable as such by the political subdivision where issued.

08 Previously verified school records—A school record with the birthdate previously verified that is issued in lieu of more direct evidence to verify the birthdate.

09 State-issued ID (e.g., from Department of Public Safety)—An official document issued by a state government agency, usually the department of public safety or the department of motor vehicles, that formally identifies the holder of the document. It usually is not accompanied by an approval for the holder to operate a vehicle of any type.

10 Driver's license—An official document issued by a state government agency, usually the department of public safety or the department of motor vehicles, that formally allows the holder to operate a motor vehicle, with specifications as to the type of vehicle that he or she can operate.

11 Immigration document (e.g., passport and immigration visas)—An official document issued by a national government that would formally identify the holder of the document.

98 None

99 Other

Entity Uses: Student

0200 **City of Birth**—The name of the city in which an individual was born.

Entity Uses: Student

0210 ***County of Birth**—The name of the county, parish, borough, or comparable unit (within a state) in which an individual was born.

Entity Uses: Student

0220 †***State of Birth Code**—The code for the name of the state (within the United States) or extra-state jurisdiction in which an individual was born.

(Note: A list of states and outlying areas and their codes can be found in appendix E.)

Entity Uses: Student

0221 † ***Name of State of Birth**— The name of the state (within the United States) or the outlying area in which an individual was born.

Entity Uses: Student

0230 † **Country of Birth Code**—The code for the name of the country in which an individual was born.

(Note: A list of countries and codes can be found in appendix F.)

Entity Uses: Student

0231 † **Name of Country of Birth**—The name of the country in which an individual was born.

Entity Uses: Student

Chapter 4 - Data Elements and Definitions

Data Element Definitions

A. Personal Information

0232 **Born Outside of the U.S.**—An indication that an individual was born outside of the 50 states, the District of Columbia, and the outlying areas (e.g., U.S. territories, embassies, military bases, etc.).

- 01 Yes
- 02 No
- 03 Unknown

Entity Uses: Student

0240 **First Entry Date (into the United States)**—The month, day, and year of an individual's initial arrival into the United States in order to establish residency.

Entity Uses: Student

0250 **Citizenship Status**—The description that best identifies the status of an individual's citizenship and/or residency in the United States.

01 Dual national—An individual who is a citizen of more than one country.

02 Non-Resident alien—An individual who has been admitted temporarily to the United States as a non-immigrant, but is not a citizen, including those granted student visas solely for the purpose of study (e.g., alien students).

03 Resident alien—An individual who has been admitted to the United States for permanent residency but is not a citizen of the United States.

04 United States citizen—An individual who is a citizen of only the United States regardless of how this status was acquired.

99 Other

Entity Uses: Student

0260 †***Country of Citizenship Code**—The code for the country to which an individual acknowledges citizenship.

(Note: A list of countries and codes can be found in appendix F.)

Entity Uses: Student

0261 ***Name of Country of Citizenship**—The name of the country to which an individual acknowledges citizenship.

Entity Uses: Student

0270 † **English Proficiency**—An individual's adeptness at English as indicated by: a) reading skills (the ability to comprehend and interpret text); b) listening skills (the ability to understand verbal expressions of the language); c) writing skills (the ability to produce written text with content and format); and d) speaking skills (the ability to use oral language appropriately and effectively).

- 01 Native English speaker
- 02 Fluent English proficient
- 03 Limited English proficient/English language learner
- 04 Non-English speaking
- 05 Redesignated as fluent English proficient
- 99 Status unknown

Entity Uses: Student

0280 † **Language Type**—An indication of the function and context in which an individual uses a language to communicate.

01 Correspondence language—The language or dialect to be used when sending written communication (e.g., letters, facsimiles, or electronic mail) to an individual.

02 Dominant language—The language or dialect an individual best understands and with which he or she is most comfortable. A person may be dominant in one language in certain situations and another for others.

03 Home language—The language or dialect routinely spoken in an individual's home. This language or dialect may or may not be an individual's native language.

04 Native language—The language or dialect first learned by an individual or first used by the Parent/Guardian with a child. This term is often referred to as primary language.

05 Other language proficiency—Any language or dialect, other than the dominant language, in which an individual is proficient.

99 Other

Entity Uses: Student
 Parent/Guardian

0290 **Language Code**—The code for the specific language or dialect that an individual uses to communicate.

(Note: A list of languages and dialects can be found in appendix G.)

Entity Uses: Student
 Parent/Guardian

0291 † ***Name of Language**—The name of the specific language or dialect that an individual uses to communicate.

Entity Uses: Student
 Parent/Guardian

0292 **Languages Other Than English**—An indicator that an individual speaks or uses a language other than English.

01 Yes
02 No
03 Unknown

Entity Uses: Student
 Parent/Guardian

0300 ***Religious Background**—The religion or religious group (i.e., the specific unified system of religious expression) with which an individual most identifies.

01 Amish
02 Assembly of God
03 Baptist
04 Buddhist
05 Calvinist

- 06 Catholic*
- 07 Eastern Orthodox*
- 08 Episcopal*
- 09 Friends*
- 10 Greek Orthodox*
- 11 Hindu*
- 12 Islamic*
- 13 Jehovah's Witnesses*
- 14 Jewish*
- 15 Latter Day Saints*
- 16 Lutheran*
- 17 Mennonite*
- 18 Methodist*
- 19 Pentecostal*
- 20 Presbyterian*
- 21 Other Christian denomination*
- 22 Seventh Day Adventist*
- 23 Tao*
- 24 Unitarian Universalist*
- *25 Christian Scientist*
- *26 Nazarene*
- 98 None*
- 99 Other*

Entity Uses: Student

0310 **Minor/Adult Status**—A person's status in relation to legal adulthood as specified by state law.

01 Emancipated minor—An individual who has not reached a specified minimum age of adulthood, but is free (emancipated) from parental control as a result of a court ruling and therefore may be exempt from the provisions of compulsory school attendance.

02 Legal adult—An individual who has reached a specified minimum age of adulthood.

03 Legal minor—An individual who has not reached a specified minimum age of adulthood.

Entity Uses: Student

0315 **Homelessness Status**—An indication that an individual lacks a fixed, regular, and adequate nighttime residence and has a primary nighttime residence that is: 1) a supervised, publicly or privately operated shelter designed to provide temporary living accommodations (including welfare hotels, congregate shelters, and transitional housing for the mentally ill); 2) an institution that provides a temporary residence for individuals intended to be institutionalized; or 3) a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings. (See Section 103 of the McKinney Act for a more detailed description of this data element.)

01 Yes

02 No

Entity Uses: Student

0400 † **County**—The name of the county, parish, borough, or comparable unit (within a state) in which an address is located.

(Note: A five-digit FIPS code that identifies counties across the United States is available from the National Technical Information Service, 5285 Port Royal Road, Springfield, VA 22161)

Entity Uses: Student
 Parent/Guardian

0410 †***State Code**—The code for the state (within the United States) or outlying area in which an address is located.

(Note: A list of states and outlying areas and their codes can be found in appendix E.)

Entity Uses: Student
 Parent/Guardian

0411 †***Name of State**—The name of the state (within the United States) or outlying area in which an address is located.

Entity Uses: Student
 Parent/Guardian

0420 † **Zip Code**—The five or nine digit zip code portion of an address.

Entity Uses: Student
 Parent/Guardian

0430 †***Country Code**—The code for the country in which an address is located.

(Note: A list of countries and codes can be found in appendix F.)

Entity Uses: Student
 Parent/Guardian

0431 †***Name of Country**—The name of the country in which an address is located.

Entity Uses: Student
 Parent/Guardian

0440 **Complete Permanent Address**—The street number and name, apartment/room/suite number, city, county, state, zip code, and country of an individual's or organization's permanent address (generally used when component parts are not required or requested separately).

Entity Uses: Employer
 Sponsor
 Emergency Contact

0460 **Communication Status**—An indication of special circumstances which affect communication to an individual, organization, or institution via a telephone (e.g., no telephone connection, no one available to answer the telephone during certain hours).

Entity Uses: Student
 Parent/Guardian
 Employer

Sponsor
Emergency Contact

0461 **Communication Number Type**—The type of communication number listed for an individual or organization.

- 01 Alternate telephone number*
- 02 Answering service*
- 03 Beeper number*
- 04 Telephone extension*
- 05 Home facsimile number*
- 06 Home telephone number*
- 07 Night telephone number*
- 08 Other residential facsimile number*
- 09 Other residential telephone number*
- 10 Appointment telephone number*
- 11 Personal cellular number*
- 12 Personal telephone number*
- 13 Telex number*
- 14 Telemail*
- 15 Voice mail*
- 16 Work cellular number*
- 17 Work facsimile number*
- 18 Work telephone number*

Entity Uses: Student
Parent/Guardian

0470 ***Communication Number**—The telephone number or other communication type number including the international code, area code, and extension, if applicable.

Entity Uses: Student
Parent/Guardian
Employer
Sponsor
Emergency Contact

0489 **Electronic Mail Address Type**—The type of electronic mail (email) address listed for an individual or organization.

- 01 Home/personal*
- 02 Work*
- 99 Other*

Entity Uses: Student
Parent/Guardian
Employer
Sponsor
Emergency Contact

0490 ***Electronic Mail Address**—The numbers, letters, and symbols used to identify an electronic mail (E-mail) user within the network to which the individual or organization belongs.

Entity Uses: Student
Parent/Guardian
Employer

Chapter 4 - Data Elements and Definitions

Data Element Definitions

A. Personal Information

Sponsor
Emergency Contact

0491 ***Web Site Address (URL)**—Unique Resource Locator. The unique address of a Web page.

Entity Uses: Student
Parent/Guardian
Employer
Sponsor

0520 **Zone Number**—The number assigned to a geographical area for purposes of census enumeration. For a public school census, this number is generally assigned by the local education agency (LEA).

Entity Uses: Student

0530 **Residence Block Number**—A number assigned to a particular block of residences.

Entity Uses: Student

05 Residential school/dormitory—A building (usually under general school or college supervision) with many rooms that provide sleeping and living accommodations for a number of students.

06 Family residence—A residence in which an individual lives alone, with his or her birth, adoptive, sponsoring, or guardian family (including relatives), or with roommates.

07 Foster home—A residence in which an individual is placed in an alternative living arrangement in an agency-supervised private home that is licensed to provide foster care.

08 Institution—A facility having a social, educational, health, or other purpose such as a community- or hospital-based facility.

09 Prison or juvenile detention center—A facility where individuals convicted of crimes are confined or where accused individuals are held while awaiting trial.

10 Rooming house—A residence in which one or more individuals or families occupy rooms, generally without meals being provided (e.g., a hotel or motel).

11 Transient shelter—A facility that provides a temporary place to stay for travelers, newcomers or homeless people in the community.

12 No home—An instance in which an individual is without a dwelling.

13 Other dormitory—A facility not under school supervision (e.g., migrant camps, orphanages).

99 Other

Entity Uses: Student

0580 **Dwelling Ownership**—An indication of the type of ownership of a residence in which an individual lives.

01 Owned property—Housing that an individual or the individual's family owns in part (mortgaged) or completely and for which rent is not paid.

02 Public or subsidized housing—Housing owned by the local, state, or federal government that is provided to individuals on a rent-free or reduced-rent basis.

03 Rental property—Housing for which an individual or an individual's family leases and pays rent at some fixed interval for the purpose of accommodation.

99 Other

Entity Uses: Student

0590 **Head of Household**—The individual with primary responsibility for the maintenance of a residence.

01 Agency official

02 Foster parent(s)

03 Institution official

04 Non-parental relative

05 Non-relative owner of property

06 Parent/Guardian

07 Prison official

08 School official

09 Spouse

10 Student

99 Other

Entity Uses: Student

Family Information—Information about the student's family condition and responsibilities.

0600 **Marital Status**—The condition of an individual with regard to marriage.

01 Legally separated

02 Married

03 Not married (never married, legally divorced, widowed, or marriage annulled)

Entity Uses: Student
Parent/Guardian

0610 **Financial Dependency**—The financial reliance of an individual.

01 Dependent on parent/guardian—An individual who relies primarily upon his or her parent/guardian for financial support or aid.

02 Dependent on relatives (other than parent/guardian)—An individual who relies primarily upon his or her relatives (other than parent/guardian) for financial support or aid.

03 Dependent on other—An individual who relies primarily upon someone other than his or her relatives (including parent/guardian) for financial support or aid.

04 Independent—An individual who relies upon himself or herself for financial support or aid (i.e., he or she is self-reliant).

Entity Uses: Student
Sibling(s) or Other School-Age Children Living in Student's Household

0620 ***Number of Dependents**—The number of persons (minor or adult) for whom an individual provides primary support as defined by the taxing authority.

Entity Uses: Student

0630 **Family Income Range**—The category which best represents the total combined income during the past 12 months of all members of the family who share financial responsibility in a household. This includes money from jobs, net income from business, farm or rent, pensions, dividends, interest, social security payments and any other money income received by members of the family.

01 \$0-2,999

02 \$3,000 to 5,999

03 \$6,000 to 8,999

04 \$9,000 to 11,999

05 \$12,000 to 14,999

06 \$15,000 to 19,999

07 \$20,000 to 29,999

08 \$30,000 to 39,999

09 \$40,000 to 49,999

0710 † **Employer Type**—An indication of the general nature of the major employment of an individual.

01 Government—A federal, regional, state or local government agency.

02 Military—Active duty in a branch of the armed forces.

03 Private organization—A non-governmental organization or business.

04 Self-employed—Earning income directly from one's own business, trade, or profession rather than as an employee of another individual or organization.

05 Military/Department of Defense—Civilian employment in a branch of the armed forces or the U.S. Department of Defense.

06 Agricultural/fishery seasonal employer—A farm, ranch, processing establishment, cannery, gin, packing shed, nursery, or entity that produces or conditions seed, and that recruits, solicits, hires, employs, furnishes, or transports any migrant or seasonal agricultural worker.

99 Other

Entity Uses: Employer

0720 †***Highest Level of Education Completed**—The extent of formal instruction an individual has received (i.e., the highest grade in school or its equivalent or the highest degree received).

01 No school completed

02 Nursery school

03 Kindergarten

04 1st, 2nd, 3rd, or 4th grade

05 5th, 6th, 7th, or 8th grade

06 9th grade

07 10th grade

08 11th grade

09 12th grade, no diploma

**10 High school graduate*

**11 High school diploma or the equivalent (e.g., GED or recognized homeschool)*

**12 Adult Basic Education Diploma*

**13 Post graduate (Grade 13)*

**14 Vocational certificate*

**15 Formal award, certificate or diploma (less than one year)*

**16 Formal award, certificate or diploma (more than or equal to one year)*

**17 Some college but no degree*

**18 Associate's degree (two years or more)*

**19 Bachelor's (Baccalaureate) degree (e.g., B.A., A.B., B.S.)*

**20 Graduate certificate*

**21 First-professional degree (e.g., D.C. or D.C.M., D.D.S. or D.M.D., M.D., O.D., D.O., D.Pharm., Pod.D. or D.P.M., D.V.M., L.L.B. or J.D., M.Div., M.H.L., B.D., or Ordination)*

**22 Master's degree (e.g., M.A., M.S., M.Eng, M.Ed, M.S.W., M.B.A., M.L.S.)*

**23 Specialist's degree (e.g., Ed.S)*

**24 Post-Professional degree*

**25 Doctoral (Doctor's) degree (e.g., Ph.D, Ed.D)*

99 Other

Entity Uses: Parent/Guardian

B. ENROLLMENT

Section B, Enrollment includes data about a student's entrance or reentrance into the institution in which he or she receives instruction (including instruction in school or by correspondence), about his or her membership (including attendance, absence, tardiness, and early departure), and about his or her exit from school (including transfer, withdrawal, and death).

Entity Uses: School
 Local Administrative Unit (LAU)
 Student

School Information—The identification of the school(s), educational institution(s), and corresponding agencies that a student previously attended, currently attends, concurrently attends, or is transferring to attend.

0730 † **Enrollment Status**—An indication as to whether a student's name was, is, or will be officially registered on the roll of a school or schools.

01 Previously enrolled—A student was enrolled in a school at an earlier time but has since withdrawn.

02 Currently enrolled—A student is enrolled in a school at the present time.

03 Concurrently enrolled—An arrangement whereby a student is enrolled in and regularly attends two separate schools that share direction and control of his or her studies.

04 Transferring (will enroll)—An arrangement whereby a student has made plans to change his or her enrollment from one school to another.

Entity Uses: School

0120 † **Name of Institution**—The full legally or popularly accepted name of an organization (e.g., a school, an association, or a company).

Entity Uses: School
 Local Administrative Unit (LAU)

0370 † **Street Number/Name**—The street number and street name or post office box number of an address.

Entity Uses: School
 Local Administrative Unit (LAU)

0380 † **Apartment/Room/Suite Number**—The apartment, room, or suite number of an address.

Entity Uses: School
 Local Administrative Unit (LAU)

0390 † **City**—The name of the city in which an address is located.

Entity Uses: School
 Local Administrative Unit (LAU)

0400 † **County**—The name of the county, parish, borough, or comparable unit (within a state) in which an address is located.

Entity Uses: School
 Local Administrative Unit (LAU)

0410 † ***State Code**— The code for the state (within the United States) or outlying area in which an address is located.

(Note: A list of states and outlying areas and their codes can be found in appendix E.)

Entity Uses: School
 Local Administrative Unit (LAU)

0420 † **Zip Code**—The five or nine digit zip code portion of an address.

Entity Uses: School
 Local Administrative Unit (LAU)

0430 † ***Country Code**— The code for the country in which an address is located.

(Note: A list of countries and codes can be found in appendix F.)

Entity Uses: School
 Local Administrative Unit (LAU)

0460 **Communication Status**—An indication of special circumstances which affect communication to an individual, organization, or institution via a telephone (e.g., no telephone connection, no one available to answer the telephone during certain hours).

Entity Uses: School
 Local Administrative Unit (LAU)

0461 **Communication Number Type**—The type of communication number listed for an individual or organization.

- 01 Alternate telephone number*
- 02 Answering service*
- 03 Beeper number*
- 04 Telephone extension*
- 05 Home facsimile number*
- 06 Home phone number*
- 07 Night telephone number*
- 08 Other residential facsimile number*
- 09 Other residential telephone number*
- 10 Appointment phone*
- 11 Personal cellular number*
- 12 Personal phone number*
- 13 Telex number*
- 14 Telemail*
- 15 Voice mail*
- 16 Work cellular number*
- 17 Work facsimile number*
- 18 Work telephone number*

Entity Uses: School
 Local Administrative Unit (LAU)

0470 ***Communication Number**—The telephone number or other communication type number including the international code, area code, and extension, if applicable.

Entity Uses: School
Local Administrative Unit (LAU)

0489 **Electronic Mail Address Type**—The type of electronic mail (email) address listed for an individual or organization.

01 Home/personal
02 Work
99 Other

Entity Uses: School
Local Administrative Unit (LAU)

0490 ***Electronic Mail Address**—The numbers, letters, and symbols used to identify an electronic mail (E-mail) user within the network to which the individual or organization belongs.

Entity Uses: School
Local Administrative Unit (LAU)

0491 ***Web Site Address (URL)**—Unique Resource Locator. The unique address of a Web page.

Entity Uses: School
Local Administrative Unit (LAU)

0130 † **Identification Number**—A unique number assigned to an individual, organization, or institution by a school, an education agency, a state, or other organization.

Entity Uses: School
Local Administrative Unit (LAU)

0140 † ***Identification System**—A numbering scheme that is used for identification and record-keeping purposes by schools, social services, or other agencies to refer to an individual, organization, or institution.

01 Driver's license number (not applicable for this entity)
02 Health record number (not applicable for this entity)
03 Medicaid number (not applicable for this entity)
**04 Professional certificate or license number (not applicable for this entity)*
**05 School-assigned number (not applicable for this entity)*
**06 District-assigned number (not applicable for this entity)*
**07 State-assigned number (not applicable for this entity)*
**08 Selective service number (not applicable for this entity)*
**09 Migrant number (not applicable for this entity)*
**10 Social Security administration number (not applicable for this entity)*
**11 US government Visa number (not applicable for this entity)*
**12 Personal identification number (used for access into system) (not applicable for this entity)*
**13 Family unit number (not applicable for this entity)*
**14 College Board/ACT code set of PK-grade 12 institutions*
**15 LEA number for school*
**16 SEA number for school*
**17 SEA number for LEA*
**18 NCES number for school*

Chapter 4 - Data Elements and Definitions

Data Element Definitions

B. Enrollment

***19 NCES number for a LEA**

***20 Other agency number (e.g., Roman Catholic diocese or association member)**

***21 Integrated Postsecondary Education Data System (IPEDS) number (not applicable for this entity)**

***22 College Board Admission Testing Program (ATP) number (not applicable for this entity)**

***23 American College Testing (ACT) Program number (not applicable for this entity)**

***24 Federal identification number**

***25 Dunn and Bradstreet number**

99 Other

Entity Uses: School
 Local Administrative Unit (LAU)

0740 **Lowest Grade Level**—The lowest instructional level offered by an educational institution.

01 Infant
02 Pre-Kindergarten
03 Kindergarten
04 Grades 01-13
05 Ungraded
06 Adult
99 Other

Entity Uses: School

0750 **Highest Grade Level**—The highest instructional level offered by an educational institution.

01 Infant
02 Pre-Kindergarten
03 Kindergarten
04 Grades 01-13
05 Ungraded
06 Adult
99 Other

Entity Uses: School

0760 **School Administration**—The type of educational institution as classified by its administrative authority, establishment, and operation.

01 Correction or juvenile detention facility—A facility where individuals are placed when mandated by a judicial proceeding, including short-term detention facilities that are community-based or residential.

02 Federally-mandated school—An educational institution that is sponsored, operated, or under the direction or auspices of the federal government (e.g., the Bureau of Indian Affairs Schools).

03 Home school—An educational environment in which a student receives instruction offered in a home, as regulated by state law, for reasons other than health.

04 Hospital/Homebound—An institution or home where the sick and injured receive medical, health, surgical, and emergency care. Instructional programs may provide classroom or tutorial sessions for hospitalized or homebound students who are unable to attend regular or special day classes because of non-contagious medical conditions, physical disabilities, or emotional problems.

05 Private, non-religiously-affiliated school—An educational institution that is operated by a non-governmental, non-religious group or organization.

06 Private, religiously affiliated school—An educational institution that is affiliated with and operated by a non-governmental, religious group or organization.

07 Public school—An institution which provides educational services and: 1) has one or more grade groups (pre-kindergarten through grade 12) or is ungraded; 2) has one or more teachers to give instruction; 3) is located in one or more buildings; 4) has an assigned administrator(s); 5) receives public funds as primary support; and 6) is operated by a local education agency.

08 Refugee camp—A facility that serves as temporary shelter for individuals who have fled their native countries but may or may not have been granted legal entry into another country.

09 State-operated school—An educational institution that is administered directly by a state agency.

10 State-supported school—An educational institution that is operated under contract or other arrangement with a State agency.

99 Other

Entity Uses: School

0770 ***School Type Code**—An indication of the type of education institution as classified by its focus.

01 Regular—A school providing instruction and educational services that do not focus primarily on special education, vocational/technical education, alternative education, or on any of the particular themes associated with magnet/special program emphasis schools.

02 Alternative—A school that: 1) addresses needs of students which cannot typically be met in a regular school; 2) provides nontraditional education; 3) serves as an adjunct to a regular school; and 4) falls outside of the categories of regular, magnet/special program emphasis, special, or vocational/technical education.

03 Magnet/special program emphasis—A school within the public education system that has been designed: 1) to attract students of different racial/ethnic backgrounds for the purpose of reducing, preventing, or eliminating racial isolation; and/or 2) to provide an academic or social focus on a particular theme (e.g., science/math, performing arts, gifted/talented, or foreign language).

04 Montessori—A school that places primary emphasis on use of the Montessori method of educating young children. This method focuses on training of the senses and guidance rather than rigid control of the child's activity so as to encourage self-education.

05 Special education—A school that adapts the curriculum, materials, or instruction for students identified as needing special education. This may include instruction for students with any of the following: autism, deaf-blindness, hearing impairment, mental retardation, multiple disabilities, orthopedic impairment, emotional disturbance, specific learning disability, speech or language impairment, traumatic brain injury, visual impairment, developmental delay, and other health impairments.

***06 Vocational/technical**—A school that focuses primarily on providing formal preparation for semi-skilled, skilled, technical or professional occupations for high school-aged students who have opted to develop or expand their employment opportunities, in addition, to or in lieu of preparing for college entry.

***07 Charter school**—A public school that is exempted from significant state or local rules that normally govern the operation and management of public schools. It is created by a developer as a public school, or is adapted by a developer from an existing public school, and is operated under public supervision and directions. It operates in pursuit of a specific set of education objectives determined by the school's developer and agreed to by the public chartering agency and provides a program of elementary and secondary education, or both. It meets all applicable federal, state, and local health and safety requirements; and operates in accordance with state law.

99 Other

Entity Uses: School

Entrance Information—Information concerning the entrance or re-entrance of a student into a school or other educational institution. This includes a description of the status of a student when he or she is admitted to an institution and a classification of his or her entry.

0780 **Admission Date**—The month, day, and year on which a student is admitted to a school or an educational institution.

Entity Uses: Student

0790 **Admission Status**—The status given to a student when he or she is admitted to a school or an educational institution.

01 Regular student—A student who meets all of the regular admission requirements of a school or an educational institution.

02 Probationary student (academic)—A student who does not meet all of the prerequisites for status as a regular student because of academic reasons (e.g., the student may have failed to achieve prescribed academic levels or meet accepted standardized test scores).

03 Probationary student (attendance)—A student who does not meet all of the prerequisites for status as a regular student because of attendance reasons (e.g., the student has failed to comply with prescribed school attendance standards).

04 Probationary student (behavioral)—A student who does not meet all of the prerequisites for status as a regular student because of behavioral reasons (e.g., the student has failed to comply with prescribed behavioral standards).

05 Probationary student (other)—A student who does not meet all of the prerequisites for status as a regular student because of reasons other than academic, attendance, or behavioral (e.g., the student has failed to provide necessary documentation of immunization records).

06 Exchange student—A student from a country outside of the United States or its outlying areas who is temporarily enrolled in classes or a course of study at a school or educational institution in the United States.

07 Guest student—A student attending a school or educational institution on a full-time basis other than the school of his or her regular enrollment.

99 Other

Entity Uses: Student

0800 †***Entry Date**—The month, day and year on which an individual entered and began to receive instructional services in a school or an educational institution during a given session.

Entity Uses: Student

0810 **Cohort Year**—The school year in which the student entered the baseline group used for computing completion rates (e.g., high school, program).

Entity Uses: Student

0820 † **Entry Type**—The process by which a student enters a school during a given academic session.

01 Transfer from a public school in the same local education agency—A student who transfers from a public school that is located within the administrative boundaries of the same local education agency.

02 Transfer from a public school in a different local education agency in the same state—A student who transfers from a public school that is not located within the administrative boundaries of the same local education agency but is in the same state.

03 Transfer from a public school in a different state—A student who transfers from a public school that is located in another state or from a United States overseas dependents school.

04 Transfer from a private, non-religiously-affiliated school in the same local education agency—A student who transfers from a private school (operated by a non-governmental, non-religious group or organization) that is located within the administrative boundaries of the same local education agency.

05 Transfer from a private, non-religiously-affiliated school in a different local education agency in the same state—A student who transfers from a private school (operated by a non-governmental, non-religious group or organization) that is not located within the administrative boundaries of the same local education agency but is in same state.

06 Transfer from a private, non-religiously-affiliated school in a different state—A student who transfers from a private school (operated by a non-governmental, non-religious group or organization) that is located in another state.

07 Transfer from a private, religiously-affiliated school in the same local education agency—A student who transfers from a private school (affiliated with and operated by a non-governmental, religious group or organization) that is located within the administrative boundaries of the same local education agency.

08 Transfer from a private, religiously-affiliated school in a different local education agency in the same state—A student who transfers from a private school (affiliated with and operated by a non-governmental, religious group or organization) that is not located within the administrative boundaries of the same local education agency but is in the same state.

09 Transfer from a private, religiously-affiliated school in a different state—A student who transfers from a private school (affiliated with and operated by a non-governmental, religious group or organization) that is located in another state.

10 Transfer from a school outside of the country—A student who transfers from a school outside of the country that is not a United States overseas dependents school (including private and public school systems).

04 Work-study—A type of financial aid that provides partial reimbursement of wages paid to a student.

05 Other tuition waiver/remittance—Any other type of financial aid in which the student is excused from paying tuition, pays a discounted tuition, or receives compensation to defray educational expenses.

99 Other

Entity Uses: Student

0970 **Financial Assistance Descriptive Title**—The title (or description) of a financial assistance program (e.g., the name of a scholarship).

Entity Uses: Student

0980 **Financial Assistance Source**—The funding source of financial assistance awarded to a student for his or her education.

01 Resident school or local education agency

02 Another school within the local education agency

03 Another school or school district within the state but outside the local education agency

04 A school or school district outside the state

05 A state agency

06 A federal agency

07 A foundation or charitable organization

08 A parish, diocese, or other religious group

09 Parent/guardian's employer

99 Other

Entity Uses: Student

0990 **Financial Assistance Amount**—The dollar value of financial assistance received by, or made available to, a student under the financial assistance program.

Entity Uses: Student

Membership Information—Information indicating the period of time a student's name is on the current roll of a class or school while the school is in session regardless of his or her presence or absence. A student is a member of a class or school from the date he or she enters until his or her name is withdrawn from the rolls (or after a pre-set number of consecutive days of absence based on state or local laws or regulations). During this period, the student is either present or absent on each day or half day during which school is in session.

1000 † **Number of Days of Membership**—The number of days a student is present plus the number of days absent when school is in session during a given reporting period.

Constituent data elements used to compute this aggregate or derived data element can be found among the endnotes of the application table in Chapter 5.

Entity Uses: Student

Attendance Information—Information concerning a student's presence, absence, and tardiness in a class or school. Attendance is the presence of a student on days when school is in session.

1010 † **Daily Attendance Status**—The status of a student's attendance during a given day while school is in session.

01 In attendance/present—A student is present at school or is attending a school activity off campus which is sponsored by the school, is a part of the program of the school, and is personally supervised by one or more members of the school staff. This may include authorized independent study, work study programs, field trips, athletic contests, music festivals, student conventions, instruction for homebound students, and similar activities officially authorized under policies of the local school board. It does not include "making up" schoolwork at home or activities supervised or sponsored by private individuals or groups.

02 Excused absence—A student is not present at school or at a school-endorsed or sponsored activity, but is temporarily excused from attendance because he or she: 1) is ill and attendance in school would endanger his or her health or the health of others; 2) has an immediate family member who is seriously ill or has died; 3) is observing a recognized religious holiday of his or her faith; or 4) is otherwise excused from school in accordance with board policies.

03 Unexcused absence—A student is not present at school or at a school-endorsed or sponsored activity without acceptable cause, parental knowledge, or authorization from the school administrator or his or her agent.

04 Tardy—A student is absent at the time a given class and/or half day of attendance begins but is present before the close of that class or half-day. If a student is counted as absent but attends classes later in the school day, the absence may be changed to tardy.

05 Early departure—A student leaves school before the official close of the school's daily session. Reasons may include a special activity for curricular enrichment, doctor's appointment, and family emergency. State, local, and school regulations may distinguish excused and unexcused early departures. When officially approved on a regular basis, early departures immediately prior to the close of the session are considered to be released time.

Entity Uses: Student

1011 ***Number of Days in Attendance**—The number of days an individual is present when a school is in session during a given reporting period.

Entity Uses: Student

Constituent data elements used to compute this aggregate or derived data element can be found among the endnotes of the application table in Chapter 5.

1012 ***Number of Days Absent**—The number of days an individual is absent when school is in session during a given reporting period.

Entity Uses: Student

Constituent data elements used to compute this aggregate or derived data element can be found among the endnotes of the application table in Chapter 5.

- 1013 ***Number of Tardies**—The number of times an individual is late when school is in session during a given reporting period.

Constituent data elements used to compute this aggregate or derived data element can be found among the endnotes of the application table in Chapter 5.

Entity Uses: Student

- 1020 † **Class Attendance Status**—The status of a student's attendance at each class period while school is in session.

01 In attendance/present—A student is present at a class or is attending a class activity off campus which is sponsored by the school, is a part of the program of the school, and is personally supervised by one or more members of the school staff. This may include authorized independent study, work study programs, field trips, athletic contests, music festivals, student conventions, instruction for homebound students, and similar activities officially authorized under policies of the local school board. It does not include "making up" schoolwork at home or activities supervised or sponsored by private individuals or groups.

02 Excused absence—A student is not present at a class or at a school-endorsed or sponsored class activity, but is temporarily excused from attendance because he or she: 1) is ill and attendance in school would endanger his or her health or the health of others; 2) has an immediate family member who is seriously ill or has died; 3) is observing a recognized religious holiday of his or her faith; or 4) is otherwise excused from school in accordance with board policies.

03 Unexcused absence—A student is not present at a class or at a school-endorsed or sponsored class activity without acceptable cause, parental knowledge, or authorization from the school administrator or his or her agent.

04 Tardy—A student is absent at the time a given class and/or half day of attendance begins but is present before the close of that class or half-day. If a student is counted as absent but attends class later in the period, the absence may be changed to tardy.

05 Early departure—A student leaves class before the official close of the session. Reasons may include a special activity for curricular enrichment, doctor's appointment, and family emergency. State local, and school regulations may distinguish excused and unexcused early departures. When officially approved on a regular basis, early departures immediately prior to the close of the session are considered to be released time.

Entity Uses: Student

- 1030 **Released Time**—The amount of time a school officially and regularly excuses a full-time student for part of a session. This may be for reasons such as need at home, work on special activity, approved employment, high school students taking college courses, religious instruction, and reduced schedule because of physical or emotional condition or doctor's appointments.

Entity Uses: Student

Exit/Withdrawal Information—Information concerning a student who exits or withdraws his or her membership in a class, grade, or school during the regular school term or between regular school terms for known or unknown reasons. Membership usually is terminated after excessive consecutive days of absence other than for prolonged illness, upon the completion of schoolwork, transfer to another school, dropping out/discontinuing school, or death.

1040 † **Exit/Withdrawal Date**—The month, day, and year of the first day after the date of an individual's last attendance in school (if known), the day on which an individual was graduated, or the date on which it becomes known officially that an individual left school.

Entity Uses: Student

1050 † **Exit/Withdrawal Status**—An indication as to whether an instance of student exit/withdrawal is considered to be of a permanent or temporary nature.

01 Permanent exit/withdrawal—The student does not expect to return to membership in an educational institution.

02 Temporary exit/withdrawal—The student expects to return to membership in an educational institution.

Entity Uses: Student

1060 † **Exit/Withdrawal Type**—The circumstances under which the student exited from membership in an educational institution.

01 Transfer to a public school in the same local education agency—A student who transfers to a public school that is located within the administrative boundaries of the same local education agency.

02 Transfer to a public school in a different local education agency in the same state—A student who transfers to a public school that is not located within the administrative boundaries of the same local education agency but is in the same state.

03 Transfer to a public school in a different state—A student who transfers to a public school that is located in another state or to a United States overseas dependents school.

04 Transfer to a private, non-religiously-affiliated school in the same local education agency—A student who transfers to a private school (operated by a non-governmental, non-religious group or organization) that is located within the administrative boundaries of the same local education agency.

05 Transfer to a private, non-religiously-affiliated school in a different local education agency in the same state—A student who transfers to a private school (operated by a non-governmental, non-religious group or organization) that is not located within the administrative boundaries of the same local education agency but is in same state.

06 Transfer to a private, non-religiously-affiliated school in a different state—A student who transfers to a private school (operated by a non-governmental, non-religious group or organization) that is located in another state.

07 Transfer to a private, religiously-affiliated school in the same local education agency—A student who transfers to a private school (affiliated with and operated by a non-governmental, religious group or organization) that is located within the administrative boundaries of the same local education agency.

1200 **Total Days in Session**—The total number of days in a given session. Also included are days on which the education institution facility is closed and the student body as a whole is engaged in planned activities off-campus under the guidance and direction of staff members.

Entity Uses: School

1201 **Number of Hours in School Day**—The number of hours (and portions of hours) in the day in which the school normally is in session.

Entity Uses: School

1011 ***Number of Days in Attendance**—The number of days an individual is present when school is in session during a given reporting period.

Constituent data elements used to compute this aggregate or derived data element can be found among the endnotes of the application table in Chapter 5.

Entity Uses: Student

1012 ***Number of Days Absent**—The number of days an individual is absent when school is in session during a given reporting period.

Constituent data elements used to compute this aggregate or derived data element can be found among the endnotes of the application table in Chapter 5.

Entity Uses: Student

1013 ***Number of Tardies**—The number of times an individual is late when school is in session during a given reporting period.

Constituent data elements used to compute this aggregate or derived data element can be found among the endnotes of the application table in Chapter 5.

Entity Uses: Student

0830 † **Entry/Grade Level**—The grade level or primary instructional level at which a student enters and receives services in a school or an educational institution during a given academic session.

- 01 Ungraded*
- 02 Early childhood education and care*
- 03 Pre-kindergarten*
- 04 Kindergarten*
- 05 Grade 1*
- 06 Grade 2*
- 07 Grade 3*
- 08 Grade 4*
- 09 Grade 5*
- 10 Grade 6*
- 11 Grade 7*
- 12 Grade 8*
- 13 Grade 9*
- 14 Grade 10*

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15 Grade 11

16 Grade 12

17 Post graduate (Grade 13)

18 Joint level course

Entity Uses: Student

0110 † **Name of Individual**—The full, legally accepted, proper name given to an individual at birth, baptism, or during another naming ceremony, or through legal change (generally used when component parts are not required or requested separately).

Entity Uses: Counselor
Homeroom Monitor
Teacher

0130 † **Identification Number**—A unique number assigned to an individual, organization, or institution by a school, an education agency, a state, or other organization.

Entity Uses: Counselor
Homeroom Monitor
Class
Teacher

0140 † ***Identification System**— A numbering scheme that is used for identification and record-keeping purposes by schools, social services, or other agencies to refer to an individual, organization, or institution.

01 Driver's license number

02 Health record number

03 Medicaid number

**04 Professional certificate or license number*

**05 School-assigned number*

**06 District-assigned number*

**07 State-assigned number*

**08 Selective service number*

**09 Migrant number (not applicable for this entity)*

**10 Social Security administration number*

**11 US government Visa number*

**12 Personal identification number (used for access into system) (not applicable for this entity)*

**13 Family unit number (not applicable for this entity)*

**14 College Board/ACT code set of PK-grade 12 institutions (not applicable for this entity)*

**15 LEA number for school (not applicable for this entity)*

**16 SEA number for school (not applicable for this entity)*

**17 SEA number for LEA (not applicable for this entity)*

**18 NCES number for school (not applicable for this entity)*

**19 NCES number for a LEA (not applicable for this entity)*

**20 Other agency number (e.g., Roman Catholic diocese or association member) (not applicable for this entity)*

**21 Integrated Postsecondary Education Data System (IPEDS) number (not applicable for this entity)*

**22 College Board Admission Testing Program (ATP) number (not applicable for this entity)*

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***23 American College Testing (ACT) Program number (not applicable for this entity)**

***24 Federal identification number (not applicable for this entity)**

***25 Dunn and Bradstreet number (not applicable for this entity)**

99 Other

Entity Uses: Counselor
 Homeroom Monitor
 Class
 Teacher

Course Information—Information about the organization of subject matter and related learning experiences provided for the instruction of students on a regular or systematic basis, usually for a predetermined period of time (e.g., a semester or two-week workshop).

1210 **Organization**—The structure in which class instruction is arranged.

01 Departmentalized instruction—A type of instructional organization in which teachers specialize in one or two subject matter areas and provide instruction in those areas to several classes. Under this arrangement students or teachers move between locations of instruction for different classes during a school day.

02 Self-contained class—A type of instructional organization in which one or more teachers are responsible for a class all or most of the day. Under this arrangement the designation of a grade level is often substituted for class titles.

03 Elementary enrichment class—A type of instructional organization for which students are selected by specialists based upon outstanding ability or interest in a given area. They are not required and schools are not obligated to offer this program.

04 Team-taught class—A type of instructional organization in which more than one teacher are responsible for the planning and teaching of the class.

05 “Pull-out” class—A type of instructional organization in which students who are having difficulty in a particular subject typically are removed from their regular classrooms (usually for 30 to 40 minutes per day) to participate in subject-specific, small-group remedial instruction.

Entity Uses: Class

1220 ***Course Code System**—A system that is used to identify the organization of subject matter and related learning experiences provided for the instruction of students.

01 NCES Pilot National Standard Course Classification Systems for Secondary Education—A list of courses and their codes from the *NCES Pilot National Standard Course Classification Systems* can be found in appendix K.

***02 NCES Classification of Secondary School Courses**

03 State course code system

04 Local education agency course code system

05 School course code system

***06 Postsecondary institution code system**

99 Other

Entity Uses: Class

1221 †***Course Code**—The actual code that identifies the organization of subject matter and related learning experiences provided for the instruction of students.

Entity Uses: Class

1222 **Elementary Subject/Course**—A classification of related subjects/courses or units of subjects/courses provided for students of elementary school levels.

01 Computer science programming

02 Computer skills/literacy

03 Elective activities

04 English as a Second Language

- 05 Fine Arts—Art*
- 06 Fine Arts—Dance*
- 07 Fine Arts—Drama/Theater*
- 08 Fine Arts—Music*
- 09 Foreign language and literature*
- 10 Geography*
- 11 Handwriting/penmanship*
- 12 Health*
- 13 History*
- 14 Home economics*
- 15 Industrial arts*
- 16 Keyboarding/typing*
- 17 Language arts*
- 18 Library skills*
- 19 Mathematics/arithmetic*
- 20 Military science*
- 21 Multi/Interdisciplinary studies*
- 22 Physical education*
- 23 Reading*
- 24 Religious education and theology*
- 25 Science*
- 26 Social studies*
- 27 Spelling*
- 28 Study skills*
- 29 Test preparation*
- 99 Other*

Entity Uses: Class

- 1223 ***Unique Course Code**— A unique number that identifies the classroom, the subjects taught, and the instructors that are assigned.

Entity Uses: Class

- 1230 † **Instructional Level**—An indication of the general nature and difficulty of instruction provided throughout a course.

01 Remedial—A course offered for the improvement of any particular deficiency, including a deficiency in content previously taught but not learned.

02 Special education—A course that adapts the curriculum, materials, or instruction for students identified as needing special education. This may include instruction for students with any of the following: autism, deaf-blindness, hearing impairment, mental retardation, multiple disabilities, orthopedic impairment, serious emotional disturbance, specific learning disability, speech or language impairment, traumatic brain injury, visual impairment, developmental delay, and other health impairments.

03 Basic—A course focusing primarily on skills development, including literacy in language, mathematics, life and physical sciences, and social sciences and history.

04 General—A course providing instruction (in a given subject matter area) that focuses primarily on general concepts for the appropriate grade level.

05 Honors—An advanced level course designed for students who have earned honors status according to educational requirements.

06 Gifted and talented—An advanced level course designed primarily for students who have qualified for and enrolled in a school, educational institution, or district gifted and talented program.

07 International Baccalaureate—A program of study, sponsored and designed by the International Baccalaureate Organization (IBO), that leads to examinations and meets the needs of secondary school students between the ages of 16 and 19 years. Designed as a comprehensive two-year curriculum that allows its graduates to fulfill requirements of various national education systems, the diploma model is based on the pattern of no single country but incorporates elements of several. The program is available in English, French and Spanish. In addition to the diploma program mentioned above, the IBO also offers programs for students between the age of 3 and the age of 16.

08 Advanced Placement—An advanced, college-level course designed for students who achieve a specified level of academic performance. Upon successful completion of the course and a standardized Advanced Placement examination, a student may receive college credit.

09 College level—A course, often taken at or in conjunction with a postsecondary institution, which contains instruction equivalent to a college-level course and for which a student may get college credit(s).

10 Untracked—A course that is not limited to one level of instruction so as to meet the needs of student groups at a variety of educational levels.

11 Limited English/bilingual—A course designed for students with a language background other than English, and whose proficiency in English is such that the probability of the individual's academic success in an English-only environment is below that of a peer with an English language background.

12 Accepted as a high school equivalent—A secondary-level course offered at an education institution other than a secondary school (such as adult learning center or a community college) or through correspondence or distance learning.

99 Other

Entity Uses: Class

1231 **State University Course Requirement**—Code indicating that the course meets the state university admissions requirements for a particular subject area.

01 Yes

02 No

03 Unknown

Entity Uses: Class

1240 †***Course Title**—The descriptive name given to a course of study offered in a school or other institution or organization. In departmentalized classes at the elementary, secondary, and postsecondary levels (and for staff development activities), this refers to the name by which a course is identified (e.g., American History, English III). For elementary and other non-departmentalized classes, it refers to any portion of the instruction for which a grade or report is assigned (e.g., reading, composition, spelling, and language arts).

Entity Uses: Class

1241 ***Course Description**—A description of the course taken by an individual.

Entity Uses: Class

1250 **Period**—An indication of the portion of a typical daily session in which students receive instruction in a specified subject (e.g., morning, sixth period, block period, or AB schedules).

Entity Uses: Class

1260 **Time Element**—The number of clock hours required for class completion. This number is especially important for occupational or vocational classes and may represent the clock hour requirement of the class, the number of minutes (or clock hours) of class time per week, and/or the number of equivalent weeks the class typically meets.

Entity Uses: Class

1270 **Principal Medium of Instruction**—The principal medium by which the student receives instructional communication from his or her teacher(s).

01 Computer-based—Instruction facilitated by a computer using self-contained educational software with which learners interact.

02 Correspondence—Instruction which provides for the systematic exchange of materials between teacher and student by mail.

03 Direct student-teacher interaction—Instruction by one or more teachers physically present, (i.e., by a single teacher or by a team of two or more teachers).

04 Directed self-study—Self study, under the guidance of one or more teachers, which includes the use of self-teaching materials.

05 Distance learning—Instruction, not necessarily interactive, transmitted from one location to another using a telecommunications medium (e.g., cable, satellite, phone lines) or a combination of transmission media.

06 Interactive telecommunications—Two-way voice or data exchange between an instructor and student via phone, data lines, Internet, or video.

07 Center-based instruction—Instruction provided through a set of self-teaching materials generally focused on a single objective completed by a student or group of students in specified location usually inside the classroom.

08 Independent study—Self-study, under the guidance of one or more teachers and involving a variety of resources both inside and outside of the classroom, in which the student has a role in selecting what is studied.

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09 Internship—Instruction provided through direct supervised participation in an occupation in which the student gains practical work-related experience.

99 Other

Entity Uses: Class

1271 **Language of Instruction**—The language that is used for presenting the instructional materials.

Entity Uses: Class

1280 **Location of Instruction/Service**—An indication as to whether instruction or service takes place at a location within or outside of the school in which the student is enrolled.

01 In-school

02 Other K-12 educational institutions

03 Postsecondary institutions

04 Business

99 Other

Entity Uses: Class

1290 **Location of Instruction/Service Description**—The location at which a student receives instruction or service (e.g., room number, building site, campus designation, or address of a hospital, service center, or community building).

Entity Uses: Class

1300 ***Credit Type Earned**—The type of credits or units of value awarded for the completion of a course.

01 Carnegie unit—A standard measurement used for secondary education that represents the completion of a course that meets one period per day for one school year.

02 Semester hour credit—A term frequently used to indicate the number of hours of instruction per week (or the equivalent) for a course taken for one semester.

03 Trimester hour credit—A term frequently used to indicate the number of hours of instruction per week (or the equivalent) for a course taken for one trimester.

04 Quarter hour credit—A term frequently used to indicate the number of hours of instruction per week (or the equivalent) for a course taken for one quarter.

05 Quinmester hour credit—A term frequently used to indicate the number of hours of instruction per week (or the equivalent) for a course taken for one quinmester.

06 Mini-term hour credit—A term frequently used to indicate the number of hours of instruction per week (or the equivalent) for a course taken for a mini-term.

07 Summer term hour credit—A term frequently used to indicate the number of hours of instruction per week (or the equivalent) for a course taken for a summer term.

08 Intersession hour credit—A term frequently used to indicate the number of hours of instruction per week (or the equivalent) for a course taken during an intersession.

09 Long session hour credit—A term frequently used to indicate the number of hours of instruction per week (or the equivalent) for a course taken during a long session.

10 Twelve month hour credit—A term frequently used to indicate the number of hours of instruction per week (or the equivalent) for a course taken during a year-round session.

**11 Continuing education unit (CEU)*—A term frequently used to indicate the number of staff development hours received by an individual upon completion of an educational program (course or series of courses) or staff development activity.

***12 Vocational credit**—A term frequently used to indicate the number of hours received by an individual upon completion of a vocational education program (course or series of courses).

***13 Adult education credit**—A term frequently used to indicate the number of hours received by an individual upon completion of an adult education program (course or series of courses).

***14 Credit by examination**—A term frequently used to indicate the number of hours received by an individual upon completion of a course by passing the proficiency examination for the course.

***15 Correspondence credit**—A term frequently used to indicate the number of hours received by an individual upon completion of a self-paced instructional program (course or series of courses) offered by mail or via the Internet with no direct contact with faculty.

***16 Military credit**—A term frequently used to indicate the number of hours received by an individual for training and experiences acquired while serving in the military.

***17 Converted occupational experience credit**—A term frequently used to indicate the number of hours received by an individual based on life experience.

***18 Staff development credit**—A term frequently used to indicate the number of hours received by an individual upon completion of a staff development activity or activities.

***19 No credit**—A term frequently used to indicate that an individual will not receive credit for a course taken during a school term (e.g., a student is auditing a course).

99 Other

Entity Uses: Class

1310 † **Number of Credits Attempted**—The number of credits that a student can earn for enrolling in and completing a given course.

Entity Uses: Class

1320 **Repeat Identifier**—An indication as to whether a student has previously taken a given course.

01 Repeated, counted in grade point average

02 Repeated, not counted in grade point average

03 Not repeated

99 Other

Entity Uses: Class

1330 † **Number of Credits Received**—The number of credits a student earned for completing a given course.

Entity Uses: Class

1340 **Reporting Means**—The means by which routine information about a student's achievement or progress is communicated to his or her parent/guardian for each grading period.

01 Letter or note—An informal, written letter or note, facsimile transmission, or electronic mail message used by staff members to report information about a student.

02 Parent/guardian conference—A meeting in which a staff member and a student's parent/guardian discuss and evaluate the student's achievement, progress, and instructional program. This conference may take place at the school, in the home, or over the phone. In some instances, the student and/or additional staff members take part in the conference.

03 Report card/evaluation—The formal, written notification to a student's parent/guardian reporting a student's achievement or progress in various aspects of the school or educational institution's instructional program.

04 Access from Internet—The means by which the staff members can report information about a student by posting it on the Internet.

99 Other

Entity Uses: Class

1350 **Reporting Method**—The method that the instructor of the class uses to report the performance and achievement of all students. It may be a qualitative method such as individualized teacher comments or a quantitative method such as a letter or a numerical grade. In some cases, more than one type of reporting method may be used.

01 Letter grade—Letters such as A, B, C, D, E, and F are given as symbols of performance relative to a predetermined standard or norm. Pluses (+) or minuses (-) may be used with the letter grades to identify ranges within each designation.

02 Number grade—Numbers such as 4.0, 3.0, 2.0, 1.0, and 0 are given as indicators of performance relative to a predetermined standard or norm.

03 Percentage—A grade in the format of a fraction with the denominator equal to 100 and the numerator having a range from 0 to 100 denoting the student's score.

04 Standard words or phrases—Predetermined words or sequences indicating the performance of a student. Words used most frequently include excellent, above average, average, below average, failing, incomplete, and needs improvement.

05 Teacher's comments—Individually tailored phrases, sentences, and paragraphs written by the teacher about a student's performance.

06 Two-word scale—A predetermined scale of dichotomous words such as pass/fail, satisfactory/unsatisfactory, and credit/no credit.

07 Developmental scale—The measurement of student progress and achievement that focuses on what students know and can do. It is constructed with the recognition that there are stages of development and achievement learners move through as they gain mastery, and that each level of a developmental scale describes observable patterns of activity typical of students moving through a particular stage. These descriptions focus on five dimensions of learning: confidence and independence, knowledge and understanding, skills and strategies, use of prior and emerging experience, and reflectiveness.

08 Mastery/non-mastery—An indication of the performance of the student by noting whether the student has mastered the content of the subject matter.

99 Other

Entity Uses: Class

1360 †***Grade Earned in Course**—A final indicator of student performance in a class as submitted by the instructor.

Entity Uses: Class

1370 **Grade Value Qualifier**—The scale of equivalents, if applicable, for grades awarded as indicators of performance in schoolwork. For example, numerical equivalents for letter grades used in determining a student's Grade Point Average (A=4, B=3, C=2, D=1 in a four-point system) or letter equivalents for percentage grades (90-100% = A, 80-90% = B, etc.).

(Note: A list of "Academic Grade Qualifiers" is available from the Association of American Medical Colleges, 2450 N St., N.W., Washington, DC 20037)

Entity Uses: Class

Grading Period Information—Information about the prescribed span of time that serves as the unit for which student performance is assessed. A grading period may be interrupted by one or more vacations.

1380 **Grading Period Beginning Date**—The month, day, and year on which a grading period begins.

Entity Uses: School

1390 **Grading Period Ending Date**—The month, day, and year on which a grading period ends.

Entity Uses: School

1400 **Total Days in Grading Period**—The total number of days in a given grading period. Also included are days on which the education institution facility is closed and the student body as a whole is engaged in planned activities off-campus under the guidance and direction of staff members.

Entity Uses: School

Performance Information—Information about the performance of a student in courses during a given school grading period, session, school year, or career.

1410 ***Credits Attempted: Given Grading Period**—The number of credits an individual attempts to earn by taking courses during a given grading period.

Constituent data elements used to compute this aggregate or derived data element can be found among the endnotes of the application table in Chapter 5.

Entity Uses: Student

1420 †***Credits Attempted: Given Session**—The total number of credits an individual attempts to earn by taking courses during a given session.

Constituent data elements used to compute this aggregate or derived data element can be found among the endnotes of the application table in Chapter 5.

Entity Uses: Student

1430 ***Credits Attempted: Given School Year**—The total number of credits an individual attempts to earn by taking courses during a given school year (e.g., 1999-2000).

Constituent data elements used to compute this aggregate or derived data element can be found among the endnotes of the application table in Chapter 5.

Entity Uses: Student

1440 †***Credits Attempted: Cumulative**—The cumulative number of credits an individual attempts to earn by taking courses during his or her enrollment in the current school as well as those credits transferred from schools in which the individual had been previously enrolled.

Constituent data elements used to compute this aggregate or derived data element can be found among the endnotes of the application table in Chapter 5.

Entity Uses: Student

1450 ***Credits Received: Given Grading Period**—The number of credits an individual earns by successfully completing courses or examinations during a given grading period.

Constituent data elements used to compute this aggregate or derived data element can be found among the endnotes of the application table in Chapter 5.

Entity Uses: Student

- 1460 †* **Credits Received: Given Session**—The total number of credits an individual earns by successfully completing courses or examinations during a given session.

Constituent data elements used to compute this aggregate or derived data element can be found among the endnotes of the application table in Chapter 5.

Entity Uses: Student

- 1470 * **Credits Received: Given School Year**—The total number of credits an individual earns by successfully completing courses or examinations during a given school year (e.g., 1999-2000).

Constituent data elements used to compute this aggregate or derived data element can be found among the endnotes of the application table in Chapter 5.

Entity Uses: Student

- 1480 †* **Credits Received: Cumulative**—The cumulative number of credits an individual earns by completing courses or examinations during his or her enrollment in the current school as well as those credits transferred from schools in which the individual had been previously enrolled.

Constituent data elements used to compute this aggregate or derived data element can be found among the endnotes of the application table in Chapter 5.

Entity Uses: Student

- 1490 * **Grade Points Received: Given Grading Period**—The number of grade points an individual earns by successfully completing courses or examinations during a given grading period.

Constituent data elements used to compute this aggregate or derived data element can be found among the endnotes of the application table in Chapter 5.

Entity Uses: Student

- 1500 †* **Grade Points Received: Given Session**—The total number of grade points an individual earns by successfully completing courses or examinations during a given session.

Constituent data elements used to compute this aggregate or derived data element can be found among the endnotes of the application table in Chapter 5.

Entity Uses: Student

- 1510 * **Grade Points Received: Given School Year**—The total number of grade points an individual earns by successfully completing courses or examinations during a given school year (e.g., 1999-2000).

Constituent data elements used to compute this aggregate or derived data element can be found among the endnotes of the application table in Chapter 5.

Entity Uses: Student

- 1520 †* **Grade Points Received: Cumulative**—The cumulative number of grade points an individual earns by successfully completing courses or examinations during his or her enrollment in the current school as well as those transferred from schools in which the individual had been previously enrolled.

Constituent data elements used to compute this aggregate or derived data element can be found among the endnotes of the application table in Chapter 5.

Entity Uses: Student

- 1530 * **Grade Point Average (GPA): Given Grading Period**—A measure of average performance in all courses for which grade points are received by an individual during a given grading period. This is obtained by dividing the total grade points received by the number of credits attempted for the same grading period.

Constituent data elements used to compute this aggregate or derived data element can be found among the endnotes of the application table in Chapter 5.

Entity Uses: Student

- 1540 †* **Grade Point Average (GPA): Given Session**—A measure of average performance in all courses taken by an individual during a given session. This is obtained by dividing the total grade points received by the number of credits attempted for the same session.

Constituent data elements used to compute this aggregate or derived data element can be found among the endnotes of the application table in Chapter 5.

Entity Uses: Student

- 1550 * **Grade Point Average (GPA): Given School Year**—A measure of average performance in all courses taken by an individual during a given school year (e.g., 1999-2000). This is obtained by dividing the total grade points received by the number of credits attempted for the same school year.

Constituent data elements used to compute this aggregate or derived data element can be found among the endnotes of the application table in Chapter 5.

Entity Uses: Student

- 1560 †* **Grade Point Average (GPA): Cumulative**—A measure of average performance in all courses taken by an individual during his or her school career as determined for record-keeping purposes. This is obtained by dividing the total grade points received by the total number credits attempted. This usually includes grade points received and credits attempted in his or her current school as well as those transferred from schools in which the individual had been previously enrolled.

Constituent data elements used to compute this aggregate or derived data element can be found among the endnotes of the application table in Chapter 5.

Entity Uses: Student

Progress Information—Information about the nature of a student's progress for each school term.

- 1570 **Promotion Type**—The nature of the student's promotion or progress at the end of a given school term.

01 Regular promotion—The practice of promoting a student at a "regular rate" (e.g., one grade per year or one half-grade per semester).

18 Promotion or advancement—Promotion or advancement awarded to a student in recognition of his/her achievements (e.g., advancement from regular to honors class, and promotion from junior varsity to varsity).

99 Other

Entity Uses: Student

1591 **Honors Description**—A description of the type of academic distinctions earned by or awarded to the student.

Entity Uses: Student

1592 **Class Rank**—The academic rank of a student in relation to his or her graduating class (e.g., 1st, 2nd, 3rd).

Entity Uses: Student

1593 **Total Number in Class**—The total number of students in the student's graduating class.

Entity Uses: Student

1594 **Percentage Ranking**—The academic percentage rank of a student in relation to his or her graduating class (e.g., 95%, 80%, 50%).

Entity Uses: Student

Activity Information—Information about a student's participation in cocurricular or extracurricular activities under the sponsorship and/or direction of the school (e.g., student organizations, intramural and interscholastic athletics, publications, band, orchestra, and service activities).

1600 **Activity Title**—The title which identifies a particular cocurricular or extracurricular activity.

Entity Uses: Student

1601 ***Activity Code**—The code used to identify the cocurricular or extracurricular activity in which the individual is involved.

- 01 Archery**
- 02 Badminton**
- 03 Baseball**
- 04 Basketball**
- 05 Bowling**
- 06 Boxing**
- 07 Crew**
- 08 Cross country**
- 09 Diving**
- 10 Field hockey**
- 11 Fencing**
- 12 Football**
- 13 Golf**
- 14 Gymnastics**

Chapter 4 - Data Elements and Definitions

Data Element Definitions

C. School Participation and Activities

- 15 Ice hockey*
- 16 Lacrosse*
- 17 Martial arts*
- 18 Polo*
- 19 Racquetball*
- 20 Rugby*
- 21 Sailing*
- 22 Skiing*
- 23 Soccer*
- 24 Softball*
- 25 Squash*
- 26 Swimming*
- 27 Synchronized swimming*
- 28 Team handball*
- 29 Tennis*
- 30 Track and field*
- 31 Volleyball*
- 32 Water polo*
- 33 Wrestling*
- 34 Rodeo*
- 35 Scuba diving*
- 36 Team manager*
- 37 Cheerleading*
- 38 Other sport*
- 39 Student body president*
- 40 Student body officer*
- 41 Class president*
- 42 Class officer*
- 43 Other student leadership and government*
- 44 Music—Vocal*
- 45 Music—Instrumental*
- 46 Music—Theory and Composition*
- 47 Band*
- 48 Orchestra*
- 49 Jazz ensemble*
- 50 Chorus*
- 51 Other music*
- 52 Theater/Drama*
- 53 Art and graphic design*
- 54 Dance*
- 55 Dance team*
- 56 Drill team*
- 57 Other performing arts*
- 58 Journalism*
- 59 Broadcasting*
- 60 Year book*
- 61 Literary magazine*
- 62 Other*
- 63 Speech/Debate*
- 64 Drama club*
- 65 Language club*
- 66 Science club*
- 67 Art club*
- 68 Computer club*
- 69 Future Business Leaders of America - Phi Beta Lambda (FBLA - PBL)*

- 70 *Future Teachers of America*
- 71 *National Future Farmers of America (FFA)*
- 72 *Family, Career and Community Leaders of America*
- 73 *Health Occupations Students of America*
- 74 *Distributive Education Clubs of America (DECA)*
- 75 *Technology Student Association (TSA)*
- 76 *Vocational Industrial Clubs of America*
- 77 *Business Professionals of America*
- 78 *Peer counseling*
- 79 *Tutoring*
- 80 *Students Against Drunk Driving (SADD)*
- 81 *Key Club*
- 82 *Boy Scouts*
- 83 *Girl Scouts*
- 84 *4H*
- 85 *Chess club*
- 86 *Sorority*
- 87 *Fraternity*
- 88 *Other club or organization*
- 89 *National Forensics League*
- 90 *National Honor Society*
- 91 *State Honor Society*
- 92 *Academic Team/Knowledge Bowl*
- 93 *National Beta Club*
- 94 *Mu Alpha Theta*
- 95 *Psi Eta (Science Honorary)*
- 96 *Thespian Society*
- 97 *Other honor society*
- 99 *Other*

Entity Uses: Student

- 1602 ***Activity Description**—The description of a particular cocurricular or extracurricular activity in which the individual is involved.

Entity Uses: Student

- 1610 **Activity Type**—An indication of the degree that an activity is related to a student's curriculum.

01 Cocurricular Activity—An activity that is related to the current curriculum in which a student is enrolled. This may be any type of school-sponsored activity designed to provide opportunities to participate in experiences on an individual or group basis (at school or public events) for the improvement of skills. The following characteristics apply to cocurricular activities: 1) participation is necessary for meeting class requirements, for credit, or for graduation; 2) sessions are conducted at regular and uniform times during school hours, or may be conducted during authorized non-school hours; 3) programs are directed or supervised by instructional staff in a learning environment similar to that found in classes offered for credit; and 4) services are primarily or totally funded by school-operating funds for general instructional purposes under the direction and control of local education authorities.

02 Extracurricular Activity—Any activity that is not directly related to the student's curriculum (also called "noncurricular" or "supplementary" activities), including all direct and personal services that are planned for student enjoyment and are managed and operated under

the guidance of an adult or staff member. The following characteristics apply to extracurricular activities: 1) programs are not offered for credit or required for graduation; 2) sessions are generally conducted during hours other than those established for school, or if partly during school hours, at times agreed upon by the participants with school authority approval; 3) content is determined primarily by the interests of the students and their parent/guardians with only the guidance of staff members or other adults; and 4) with the possible exception of direct costs of salaries and indirect costs of the use of school facilities, the activity is primarily self-sustaining (i.e., not financed by school-operating or instructional funds), as all other expenses are met by dues, admissions or other student fund-raising events.

Entity Uses: Student

1611 **Name of Activity Sponsor**—The name of the person or organization sponsoring the activity.

Entity Uses: Student

1612 ***Activity Involvement Beginning Date**—The month, day, and year on which the individual began to participate in the activity.

Entity Uses: Student

1613 ***Activity Involvement Ending Date**—The month, day, and year on which the individual ceased to participate in the activity.

Entity Uses: Student

1614 ***Amount of Activity Involvement**—An indication of the degree to which the individual is involved in the activity (i.e., number of hours per week).

Entity Uses: Student

1590 **Honors Information Code**—A designation of the type of academic distinctions earned by or awarded to the individual.

01 Honor roll—A list of names published each grading period, term, or year indicating students who have achieved a set standard of performance in their schoolwork. This term is frequently referred to as the "dean's list" or "principal's list."

02 Honor society—An association that receives into membership students who have achieved high scholarship and, frequently, who also fulfill established requirements for distinction in leadership or citizenship.

03 Honorable mention—A list of names published each grading period, term, or year indicating students who have achieved a set standard of performance in their schoolwork (but below the standards of the honor roll).

04 Honors program—A special accelerated educational program for advanced students.

05 Prize awards—Awards and/or medals given to students for excelling in specified subject matter areas (e.g., literature, mathematics, and science).

06 Ranks—Official grades of order and position bestowed upon individuals according to merit in order to maintain a chain of command (especially in a military environment).

07 Scholarships—Awards, usually of money or free/reduced tuition and/or expenses, given to selected students in recognition of their achievement or as encouragement.

08 Athletic awards—Awards given to a student for athletic achievements in specific areas (e.g., basketball, golf, and water polo).

09 Awarding units of value—Awards or recognition given to a student for the completion of course or activity requirements in a form of pre-determined set of numeric values.

10 Citizenship award/recognition—Awards or recognition given to a student for the demonstration of good citizenship (e.g., voluntary community services).

11 Completion of requirement, but no units of value awarded—Recognition of a student's completion of the requirement for a course or an activity; no unit of value awarded.

12 Certificate—Certificate given to a student in recognition of his/her achievements.

13 Honor award—Honor award given to a student in recognition of his/her achievements.

14 Letter of commendation—Letter of commendation given to a student in recognition of his/her achievements.

15 Medals—Medal given to a student in recognition of his/her achievements (e.g., academic medals, athletic medals, and citizenship medals).

16 Monogram/letter—Letter given to a student in recognition of his/her achievements (e.g., varsity letter and academic letter).

17 Points—Points awarded to a student in recognition of his/her achievements.

18 Promotion or advancement—Promotion or advancement awarded to a student in recognition of his/her achievements (e.g., advancement from regular to honors class, and promotion from junior varsity to varsity).

99 Other

Entity Uses: Student

1591 **Honors Description**—A description of the type of academic distinctions earned by or awarded to the student.

Entity Uses: Student

Graduation Information—Summary information about the student's completion of graduation requirements, diploma received, and honors received.

1621 ***Diploma/Credential Type**—The type of diploma/credential that is awarded to a student in recognition of his/her completion of the curricular requirements.

01 Regular diploma

02 Endorsed diploma

03 Regents diploma

04 International Baccalaureate

05 Modified diploma

- 06 Other diploma*
- 07 Alternative credential*
- 08 Certificate of attendance*
- 09 Certificate of completion*
- 10 High school equivalency credential*
- 11 General Educational Development (GED) credential*
- *12 Post graduate (Grade 13)*
- *13 Vocational certificate*
- *14 Formal award, certificate or diploma (less than one year)*
- *15 Formal award, certificate or diploma (more than or equal to one year)*
- 99 Other*

Entity Uses: Student

- 1622 **Diploma/Credential Award Date**—The month, day, and year on which the diploma/credential is awarded to a student in recognition of his/her completion of the curricular requirements.

Entity Uses: Student

- 1623 **Diploma/Credential Level and Honors**—The nature of recognition given the student for the successful completion of work in high school.

- 01 Cum laude*
- 02 Magna cum laude*
- 03 Summa cum laude*
- 04 Scholar award with honor*
- 05 Scholar award with distinction*
- 06 Local scholar award*
- 07 State scholar award*
- 08 National scholar award*
- 09 Class valedictorian*
- 10 Class salutatorian*
- 11 Prize awards (not limited to subject matter awards)*
- 12 Ranks*
- 13 Locally-sponsored scholarships*
- 14 State-sponsored scholarships*
- 15 Nationally-sponsored scholarships*
- 16 Other monetary award*
- 99 Other*

Entity Uses: Student

- 1624 **Diploma/Credential Level and Honors Description**—The description of the diploma or credential level or honor received by the student.

Entity Uses: Student

- 1625 ***Non-Course Graduation Requirement Code**—The code that identifies the type of non-course graduation requirement that the student must meet in order to graduate.

- 01 State graduation test*
- 02 Service learning/community service*
- 03 Thesis/dissertation*
- 04 Special skill test*
- *05 Career-related work experience*

99 Other

Entity Uses: Student

1626 **Non-Course Graduation Requirement Date Met**—The month, day, and year on which the student met the non-course graduation requirement.

Entity Uses: Student

1627 **Non-Course Graduation Requirement Scores/Results**—The results from the student’s completion of the non-course graduation requirement (e.g., pass/fail, letter grade, percentage scale, and rank).

Entity Uses: Student

1592 **Class Rank**—The academic rank of a student in relation to his or her graduating class (e.g., 1st, 2nd, 3rd).

Entity Uses: Student

1593 **Total Number in Class**—The total number of students in the student’s graduating class.

Entity Uses: Student

1594 **Percentage Ranking**—The academic percentage rank of a student in relation to his or her graduating class (e.g., 95%, 80%, 50%).

Entity Uses: Student

D. NON-SCHOOL AND POST-SCHOOL EXPERIENCE

Section D, Non-School and Post-School Experience, pertains to the activities and work experience of a student outside of his or her school. These activities may or may not be sponsored by the school or under the guidance or supervision of staff members. This section also includes information about training received outside of the school, honors and recognitions granted, offices and positions held by the student, and academic and occupational plans of the student when he or she finishes school.

Entity Uses: Student
 Employer
 Postsecondary Institution

Non-School Activity Information—Information about participation in non-work activities that are neither sponsored by the school nor under the guidance or supervision of staff members. This may include information about the various offices and positions held by the student including information on travel, hobby, and other special interests and abilities.

1630 **Non-School Activity Code**—An indication of the non-school activity in which the student is participating.

01 Full-time employment
02 Part-time employment
03 Internship
04 Cocurricular experience
05 Teaching assistantship
06 Research assistantship
07 Other employment
08 Professional or scholarly article
09 Published prose/short story
10 Published poetry
11 Published novel/book
12 Professional presentation
13 Other publication
14 Professional organization membership
15 Patents and inventions

Entity Uses: Student

1631 **Non-School Activity Description**—A description or title of the non-school activity in which a student participates on a regular basis

Entity Uses: Student

1632 **Non-School Activity Sponsor**—The name of the person or organization sponsoring the activity.

Entity Uses: Student

1633 **Amount of Non-School Activity Involvement**—An indication of the degree to which the student is involved in the activity (e.g., number of hours per week).

Entity Uses: Student

- 07 Night telephone number*
- 08 Other residential facsimile number*
- 09 Other residential telephone number*
- 10 Appointment phone*
- 11 Personal cellular number*
- 12 Personal phone number*
- 13 Telex number*
- 14 Telemail*
- 15 Voice mail*
- 16 Work cellular number*
- 17 Work facsimile number*
- 18 Work telephone number*

Entity Uses: Employer
 Postsecondary Institution

0470 ***Communication Number**—The telephone number or other communication type number including the international code, area code, and extension, if applicable.

Entity Uses: Employer
 Postsecondary Institution

0489 **Electronic Mail Address Type**—The type of electronic mail (email) address listed for an individual or organization.

- 01 Home/personal*
- 02 Work*
- 99 Other*

Entity Uses: Employer
 Postsecondary Institution

0490 ***Electronic Mail Address**—The numbers, letters, and symbols used to identify an electronic mail (E-mail) user within the network to which the individual or organization belongs.

Entity Uses: Employer
 Postsecondary Institution

0491 ***Web Site Address (URL)**—Unique Resource Locator. The unique address of a Web page.

Entity Uses: Employer
 Postsecondary Institution

Work Experience—Information about paid or unpaid work performed by a student.

1670 **In-School/Post-School Employment Status**—An indication as to an individual's status as a student when employed.

01 In-school—An individual accepts employment while still enrolled in school during a regular term or a vacation period between regular terms.

02 Post-school—An individual accepts employment after graduating, completing his or her program of study, or exiting/withdrawing from school.

Entity Uses: Student

1680 **Experience Type**—The nature of an individual's work experience.

01 Cooperative education—A program which combines study and practice provided on an alternating schedule of half-days, full-days, weeks, or other periods of time providing employment for a student with organized on-the-job training and correlated school instruction.

02 Apprenticeship—An organized system that provides an individual with the manipulative skills and technical and/or theoretical knowledge needed for competent performance in skilled occupations. The program often involves cooperation between schools and employers since apprentices learn the skills of their craft through on-the-job work experiences, and the related theoretical information through classroom instruction.

03 Internship—A planned and monitored work experience in which a student has intentional learning goals and reflects actively on what he or she is learning through experience.

04 Court-ordered activity—A service, mandated by judicial authority, for which an individual does not receive payment.

05 School-mandated activity—A service, mandated by the school authority, for which an individual does not receive payment.

06 Voluntary school-related activity—A service performed willingly and without the guarantee of a reward or payment as coordinated and/or supervised by one or more school staff members.

07 Voluntary community-related service—A service performed willingly and without the constraint or guarantee of a reward or payment for the local community outside of the school building.

08 Paid employment—An employment other than cooperative education, apprenticeship, or internship for which an individual receives a wage, salary, fee, commission, or profit.

99 Other

Entity Uses: Student

1690 **Work Type**—A description of the work or occupation in which an individual is currently engaged.

(Note: A list of occupational titles and codes can be found in appendix H).

Entity Uses: Student

1700 **Program of Study Relevance**—An indication as to whether the type of work is relevant to a student's current program of study or occupational goal.

01 Relevant—The work experience is pertinent to a student's current program of study or occupational goal.

02 Peripheral—The work experience is not directly related to a student's current program of study or occupational goal.

Entity Uses: Student

Chapter 4 - Data Elements and Definitions

Data Element Definitions

D. Non-School and Post-School Experience

1701 ***Work Experience Required**—An indication of whether the individual's work experience is required for the completion of a program of study or occupational goal.

01 Required

02 Not Required

97 Unknown

Entity Uses: Student

1702 ***Work Experience Paid**—An indication of whether the individual received a salary for work completed.

01 Yes, a salary was received

02 No, a salary was not received

97 Unknown

Entity Uses: Student

- 1710 **Employment Permit Number**—The number of the permit, license or certificate, if required, of an individual to hold employment.
- Entity Uses: Student
- 1720 **Employment Permit Certifying Organization**—The organization responsible for sanctioning an individual's employment permit.
- Entity Uses: Student
- 1730 **Employment Permit Description**—The description of a permit, license, or certificate if required of an individual to hold employment.
- Entity Uses: Student
- 1740 **Employment Permit Valid Date**—The month, day, and year on which an employment permit becomes valid.
- Entity Uses: Student
- 1750 **Employment Permit Expiration Date**—The month, day, and year on which an employment permit expires.
- Entity Uses: Student
- 1760 ***Employment Start Date**—The month, day, and year on which an individual began self-employment or employment with an organization or institution.
- Entity Uses: Student
- 1770 ***Employment End Date**—The month, day, and year on which an individual ended a period of self-employment or employment with an organization or institution.
- Entity Uses: Student
- 1780 **Number of Hours Worked Per Work Week (Monday-Friday)**—An estimated average number of hours an individual works or expects to work for an employer between Monday and Friday.
- Entity Uses: Student
- 1790 **Number of Hours Worked Per Weekend**—An estimated average number of hours an individual works or expects to work for an employer over a Saturday and Sunday.
- Entity Uses: Student
- 1800 **Employment Recognition**—The honor or recognition given to an individual for the successful completion of certain tasks or work performed at his or her job.
- 01 Certification*—A certificate awarded to an individual in recognition that professional standards have been met pertaining to education, experience, and personal qualifications as determined by a professional society, often in cooperation with auxiliary groups that are subject to the certification procedure.
- 02 Credit or fulfillment of a requirement*—Recognition given to an individual upon completion of required course or school activities that are work-related.

03 Employment permit—A permit granted to an individual who has satisfied the minimum requirements for employment.

04 Honor award—An award given in recognition of outstanding achievement. Such honors may be instead of, or in addition to, other recognition.

05 Letter of commendation—A written letter, usually prepared and signed by the senior management of an organization, commending the employee for his or her contribution to and/or achievement in an organization.

06 Licensure—A credential given to an individual who has fulfilled the minimum predetermined qualifications and standards necessary for legally practicing an occupation.

07 Promotion or advancement—An assignment of an employee to the next level in the sequence of job titles requiring a greater degree of job skill and responsibility.

99 Other

Entity Uses: Student

Post-School Education/Training—Information in this category concerns a student's aspirations and plans for post-school vocation, training, and education.

1810 **Post-School Training or Education Subject Matter**—The nature of the training or education that a student is planning on, interested in, or will be actively pursuing after graduating from or leaving his or her current school of enrollment.

01 Agricultural business and production

02 Agricultural sciences

03 Conservation and renewable natural resources

04 Architecture and related programs

05 Area, ethnic and cultural studies

06 Marketing operations/marketing and distribution

07 Communications

08 Communications technologies

09 Computer and information sciences

10 Consumer and homemaking education

11 Personal and miscellaneous services

12 Education

13 Engineering

14 Engineering-related technologies

15 Foreign languages and literatures

16 Home economics

17 Vocational home economics

18 Law and legal studies

19 English language and literature/letters

20 Liberal arts and sciences, general studies and humanities

21 Library science

22 Biological sciences/life sciences

23 Mathematics

24 Military technologies

25 Multi/interdisciplinary technologies

26 Parks, recreation, leisure and fitness studies

- 27 *Philosophy and religion*
- 28 *Theological studies and religious vocations*
- 29 *Physical sciences*
- 30 *Science technologies*
- 31 *Psychology*
- 32 *Protective services*
- 33 *Public administration and services*
- 34 *Reserve Officers' Training Corp (ROTC)*
- 35 *Social sciences and history*
- 36 *Construction trades*
- 37 *Mechanics and repairers*
- 38 *Precision production trades*
- 39 *Technology education/industrial arts*
- 40 *Transportation and materials moving workers*
- 41 *Visual and performing arts*
- 42 *Health professions and related sciences*
- 43 *Business management and administrative services*
- 99 *Other*

Entity Uses: Student

1820 **Education Planned**—The extent of postsecondary education a student is planning to pursue after graduating from or leaving his or her current school or enrollment.

- 01 *High school graduate or equivalent*
- 02 *Post Graduate (Grade 13)*
- 03 *Postsecondary certification*
- 04 *Associate's degree*
- 05 *Baccalaureate (Bachelor's) degree*
- 06 *Specialist's degree*
- 07 *Master's degree*
- 08 *First professional degree or certification*
- 09 *Doctoral degree*
- 99 *Other*

Entity Uses: Student

0720 †***Highest Level of Education Completed**—The extent of formal instruction an individual has received (i.e., the highest grade in school completed or its equivalent or the highest degree received).

- 01 *No school completed*
- 02 *Nursery school*
- 03 *Kindergarten*
- 04 *1st, 2nd, 3rd, or 4th grade*
- 05 *5th, 6th, 7th, or 8th grade*
- 06 *9th grade*
- 07 *10th grade*
- 08 *11th grade*
- 09 *12th grade, no diploma*
- *10 *High school graduate*
- *11 *High school diploma or the equivalent (e.g., GED or recognized homeschool)*
- *12 *Adult Basic Education Diploma*
- *13 *Post graduate (Grade 13)*
- *14 *Vocational certificate*
- *15 *Formal award, certificate or diploma (less than one year)*

- *16 Formal award, certificate or diploma (more than or equal to one year)
- *17 Some college but no degree
- *18 Associate's degree (two years or more)
- *19 Bachelor's (Baccalaureate) degree (e.g., B.A., A.B., B.S.)
- *20 Graduate certificate
- *21 First-professional degree (e.g., D.C. or D.C.M., D.D.S. or D.M.D., M.D., O.D., D.O., D.Pharm., Pod.D. or D.P.M., D.V.M., L.L.B. or J.D., M.Div., M.H.L., B.D., or Ordination)
- *22 Master's degree (e.g., M.A., M.S., M.Eng, M.Ed, M.S.W., M.B.A., M.L.S.)
- *23 Specialist's degree (e.g., Ed.S)
- *24 Post-Professional degree
- *25 Doctoral (Doctor's) degree (e.g., Ph.D, Ed.D)
- 99 Other

Entity Uses: Student

- 1830 **Post-School Recognition**—The description of honors and recognitions awarded to a former student when he or she pursued an academic or occupational goal.

Entity Uses: Student

Other Post-School Information—Information in this category pertains to other post-school experience not mentioned above.

- 1840 **Career Objectives**—A student's occupational plan or aspirations.

(Note: A list of occupational groups and codes can be found in appendix H).

Entity Uses: Student

- 1850 **Military Service Experience**—A description of military experience and special training a student acquired while in the service.

Entity Uses: Student

- 1860 **Voting Status**—An indication as to whether an individual is registered to vote in public elections.

- 01 Registered
- 02 Not registered
- 03 Not eligible

Entity Uses: Student

- 1870 **Other Post-School Accomplishments**—Notable post-school activities and accomplishments other than information about employment, education, and military service (e.g., elective offices held and books published).

Entity Uses: Student

E. ASSESSMENT

Section E, Assessment, contains information regarding assessment conducted on a student. It includes assessment purpose, administration, response, and scoring.

Entity Uses: Assessment
 Evaluator

Assessment Information—The general classification of an assessment administered to a student based upon the anticipated use of the information it provides. This also includes information that identifies the assessment.

1880 †* **Assessment Purpose**—The reason for which an assessment is being conducted.

01 Admission—An examination used in the admission procedure for an educational program. It may be used as a part of a selective admission process for an educational institution or as a device for predicting the success of a student in an education program.

02 Assessment of student's progress—An examination used to measure the progress of a student in a particular content area.

03 Development of individualized educational program (IEP)—An assessment used to determine whether a student is in need of special education and, if so, what types of special education services would most benefit the student. This information is often incorporated into a student's individualized educational program (IEP).

04 Development of individualized family service program (IFSP)—An assessment used to determine whether a child is in need of early intervention services mandated by the Individuals with Disabilities Education Act (IDEA). This information often contributes to the development of an individualized family service program (IFSP).

05 Diagnosis—An assessment (other than for the development of an IEP or IFSP) used to examine in-depth information about specific strengths and weaknesses in a student's skill development.

06 Graduation requirement—An assessment given to students on the basis of which an appropriate state authority may certify that an individual has met state requirements for high school completion or graduation.

07 Instructional decision—An assessment used to determine whether the instructional path of a student should be maintained or altered.

08 Program eligibility—An assessment (other than for the development of an IEP or IFSP) used to determine whether a student is eligible to participate in a specific program.

09 Program evaluation—An assessment given to a student as part of an effort to evaluate a program's effectiveness. Results of the assessment may or may not be reported at an individual student level.

10 Program placement—An assessment used to determine the most appropriate instructional program for a student.

11 School performance evaluation—An assessment given to a student to determine the effectiveness of a school or an educational institution. Results of the assessment may or may not be reported an individual student level.

12 Screening—An examination used to determine the need for or suitability of additional tests in any of a variety of disciplines or for a specific reason (e.g., a home language survey to identify language minority students who may need assistance).

13 Promotion to or retention in a grade or program—An assessment given to a student to determine whether he/she is eligible for promotion to a higher grade level or to a more advanced program.

14 Course credit—An assessment given to a student to determine whether he/she should be awarded the credit in lieu of completing the course requirements.

***15 Course requirement**—An assessment given to a student to complete course requirements.

99 Other

Entity Uses: Assessment

1881 ***Assessment Requirement Authority**—The person, agency, governmental entity, or other institution requiring or sponsoring the completion of the assessment requirement.

01 Teacher

02 School

03 Local education agency (e.g., school district, diocese)

04 Intermediate education agency

05 State education agency

06 State legislature

07 U.S. Department of Education

08 Special education director

09 Admission, Review, and Dismissal (ARD) Committee

10 University

11 Award-granting organization

99 Other

Entity Uses: Assessment

1890 † **Assessment Type**—The category of an assessment based on format and content.

01 Achievement test—An assessment to measure a student's present level of knowledge, skill, or competence in a specific area or subject.

02 Advanced placement test—An assessment to measure the achievement of a student in a subject matter area, taught during high school, which may qualify him or her to bypass the usual initial college class in this area and begin his or her college work in the area at a more advanced level and possibly with college credit.

03 Alternative Assessment—An assessment provided to children with disabilities who cannot participate in a State or district-wide assessment program, even with appropriate accommodations.

04 Aptitude test—An assessment to measure a student's potential ability to acquire specific knowledge or master a specific skill.

05 Attitudinal test—An assessment to measure the mental and emotional set or pattern of likes and dislikes or opinions held by a student or a group of students. This is often used in relation to considerations such as controversial issues or personal adjustments.

06 Cognitive and perceptual skills test—An assessment to measure components of a student's mental ability such as visual memory, figure-ground differentiation, auditory memory, reasoning ability, and sequential processing.

07 Developmental observation—An assessment to measure a child's development based on observation. This is most frequently associated with early childhood education and care. Areas of observation and/or evaluation may include, and are not limited to a child's cognitive and language development, social and emotional development, hygiene, nutrition, and self-help skills, as well as gross and fine motor skills.

08 Interest inventory—An assessment used to measure the extent to which a student's pattern of likes and dislikes corresponds to those of individuals who are known to be successfully engaged in a given vocation, subject area, program of studies, or other activity.

09 Language proficiency test—An assessment used to measure a student's level of proficiency (i.e., speaking, writing, reading, and listening) in either a native language or an acquired language.

10 Manual dexterity test—An assessment to measure a student's ability to move his or her hands easily and skillfully. This test may be used in the identification of aptitudes for certain occupations.

11 Mental ability (intelligence) test—An assessment to measure a student's general ability to successfully and rapidly adapt to new situations and to learn from experience.

12 Performance assessment—An assessment to measure a student's knowledge or skill by requiring him or her to produce an answer or product that is not necessarily in a standardized format. Examples of performance assessment include writing short answers, solving complex mathematical problems, writing an extended essay, conducting an experiment, presenting an oral argument, or assembling a portfolio of representative work.

13 Personality test—An assessment to measure a student's affective or nonintellectual aspects of behavior such as emotional adjustment, interpersonal relations, motivation, interests, and attitudes.

14 Portfolio assessment—An assessment to measure the quality of a collection of student work or a series of student performances as interpreted by the student, a teacher, or an independent evaluator.

15 Psychological test—An assessment to measure a sample of behavior in an objective and standardized way.

16 Psychomotor test—An assessment to measure the motor effects of a student's mental or cerebral processes.

17 Reading readiness test—An assessment to measure interrelated factors contributing to a student's readiness to learn to read (e.g., linguistic maturity, experiential background, perceptual maturity, and responsiveness to books and storytelling).

99 Other

Entity Uses: Assessment

1900 † ***Assessment Title/Description**—The title or description including a form number, if any, that identifies a particular assessment.

Entity Uses: Assessment

1901 ***Assessment Code**— The code used to identify a particular assessment given to an individual.

Entity Uses: Assessment

1910 † **Assessment Content**—The description of the content or subject area (e.g., arts, mathematics, reading, stenography, or a foreign language) of an assessment.

Entity Uses: Assessment

1920 † **Subtest Type**—The description of the specific subject matter of a subtest (e.g., reading comprehension, vocabulary, mathematics, verbal, humanities, quantitative, geography) administered to a student as a part of a combined assessment.

Entity Uses: Assessment

1930 † **Level (for which Designed)**— The typical grade level or range of grade levels for which an assessment is designed.

Entity Uses: Assessment

0130 † **Identification Number**—A unique number assigned to an individual, organization, or institution by a school, an education agency, a state, or other organization.

Entity Uses: Assessment

0140 †***Identification System**—A numbering scheme that is used for identification and record-keeping purposes by schools, social services, or other agencies to refer to an individual, organization, or institution.

01 Driver's license number (not applicable for this entity)

02 Health record number (not applicable for this entity)

03 Medicaid number (not applicable for this entity)

**04 Professional certificate or license number (not applicable for this entity)*

**05 School-assigned number*

**06 District-assigned number*

**07 State-assigned number*

**08 Selective service number (not applicable for this entity)*

**09 Migrant number (not applicable for this entity)*

**10 Social Security administration number (not applicable for this entity)*

**11 US government Visa number(not applicable for this entity)*

**12 Personal identification number (used for access into system) (not applicable for this entity)*

**13 Family unit number (not applicable for this entity)*

**14 College Board/ACT code set of PK-grade 12 institutions (not applicable for this entity)*

**15 LEA number for school (not applicable for this entity)*

**16 SEA number for school (not applicable for this entity)*

**17 SEA number for LEA (not applicable for this entity)*

**18 NCES number for school (not applicable for this entity)*

**19 NCES number for a LEA (not applicable for this entity)*

**20 Other agency number (e.g., Roman Catholic diocese or association member)*

**21 Integrated Postsecondary Education Data System (IPEDS) number (not applicable for this entity)*

**22 College Board Admission Testing Program (ATP) number*

**23 American College Testing (ACT) Program number*

**24 Federal identification number (not applicable for this entity)*

**25 Dunn and Bradstreet number (not applicable for this entity)*

99 Other

Entity Uses: Assessment

1940 † **Grade Level when Assessed**—The grade level of a student when assessed.

Entity Uses: Assessment

1950 **Copyright Date**—The month, day, and year that a publication lists for its copyright.

Entity Uses: Assessment

Administrative Issues—This category contains information relating to the administration of an assessment to a student.

1959 **Non-Participation Reason**—The reason why the student did not participate in the assessment.

01 Absent

02 Not tested, language reason

03 Not tested, disability reason

99 Other

Entity Uses: Assessment

1960 **Administration Method**—The primary manner in which a test is administered to a student.

01 Group test—An assessment that is administered to a number of students at the same time.

02 Individual test—An assessment that is administered to only one student at a time.

03 Both group and individual test—An assessment that is administered, in parts, to both a group of students and to each student individually (e.g., a language test that has one part administered orally/individually and a separate written part administered to a group).

Entity Uses: Assessment

1970 **Administration Form**—The primary manner in which a test is presented to a student.

01 Computer adaptive test—A test that primarily uses a computer that is menu-driven in its administration. Instructions for taking the test are provided mainly through the computer (e.g., menu-driven).

02 Oral test—A test that primarily uses a spoken language in its administration.

03 Written test—A test that primarily uses a written language in its administration.

99 Other

Entity Uses: Assessment

1980 **Response Form**—The primary manner in which a student responds to assessment inquiries.

01 Collaborative/group activity—A test that requires an activity in which two or more students are involved. Each student is required to do his or her work individually within the context of a group or as a contributing member of a group effort.

02 Computer simulation—A test that requires a student to use a computer or computer program to successfully complete the assessment.

03 Constructed-response—A test that requires a student to supply his or her own response rather than selecting one from a predetermined set of response options (e.g., an essay or short answer response). This term is often referred to as supply-response.

04 Laboratory experiment—A test that requires a student to perform a structured experiment.

05 Selected-response—A test that requires a student to choose from among a predetermined set of response options (e.g., a multiple-choice test).

06 Performance—A test that requires a student to supply a response in the form of overt action (such as fitting pegs into a pegboard, tracing a maze, or playing a musical instrument) rather than one of a written or oral nature.

99 Other

Entity Uses: Assessment

1990 **Administration Language**—The language in which an assessment is written or administered and/or in which responses are provided.

(Note: A list of languages and dialects can be found in appendix G.)

Entity Uses: Assessment

2000 † **Special Accommodation**—The type of special variation used in the administration of the test.

- 01 Adjustable swivel arm*
- 02 Adjustable table height*
- 03 Braille*
- 04 Enlarged keyboard*
- 05 Enlarged monitor view*
- 06 Extra time*
- 07 Foreign language dictionary*
- 08 Large type booklet*
- 09 Multi-day administration*
- 10 One and half times the normal time*
- 11 Reader*
- 12 Recorder or amanuensis*
- 13 Self-determined review of audio/videotape*
- 14 Separate room*
- 15 Signer/sign language interpreter*
- 16 Special furniture*
- 17 Special lighting*
- 18 Track ball*
- 19 Untimed*
- 99 Other*

Entity Uses: Assessment

2010 † **Administration Date**—The month, day, and year on which an assessment is administered.

Entity Uses: Assessment

2020 **Location**—The description of the place where an assessment is administered.

Entity Uses: Assessment

0110 † **Name of Individual**—The full, legally accepted, proper name given to an individual at birth, baptism, or during another naming ceremony, or through legal change (generally used when component parts are not required or requested separately).

Entity Uses: Evaluator

2030 ***Position Title**—The descriptive name of an individual's position.

Entity Uses: Evaluator

Score/Results Reporting—This category contains information about assessment results, the manner in which they are presented, and factors which may influence their interpretation.

2040 ***Assessment Reference Type**—A classification of how results of achievement tests are related and interpreted.

- 01 Norm-referenced*—A student's test scores are related to that of a specified norm group, the samples of which are used as the basis for interpreting test scores.

02 Criterion-referenced—A student's test scores are related to a specified criterion and expressed in terms of the knowledge or skill acquired (e.g., a given number of words typed per minute with a specified degree of accuracy).

***03 Achievement-level reference or benchmark**—A student's test scores are related to a specified level of achievement such as 'basic,' 'proficient,' or 'advanced.'”

99 Other

Entity Uses: Assessment

2050 † **Norm Group**—The group for which the scores of an assessment have been standardized for use in interpreting the results.

- 01 Annual user norms**
- 02 Catholic school norms**
- 03 Equated national norms**
- 04 Independent school norms**
- 05 International norms**
- 06 National probability sample**
- 07 Peer school norms**
- 08 Racial/ethnic norms**
- 09 Regional norms**
- 10 High socio-economic status (SES) norms**
- 11 Low socio-economic status (SES) norms**
- 12 State norms**
- 13 Urban norms**
- 14 Deaf norms**
- 99 Other**

Entity Uses: Assessment

2060 † **Norm Year**—The year when the assessment was given to a sample of students for the purpose of establishing a standard of performance for that group of students.

Entity Uses: Assessment

2070 † **Norming Period**—The time of year when the assessment was given to a sample of students for the purpose of establishing a standard of performance for that group of students (e.g., fall, mid-year, or spring).

Entity Uses: Assessment

2080 † **Score Range**—The lowest and highest individual scores obtained by a group of students who are in the same norm group.

Entity Uses: Assessment

2090 † **Reporting Method**—The measure in which results are presented.

01 Age score—A derived score used to express a student's test performance in terms of the developmental-level characteristic of the average individual of a corresponding chronological age. This is used more frequently with intelligence and achievement tests for children of school age or below. Scores can be applied to determine a student's mental age (i.e., the

average chronological age of students making a given raw score) or education age (i.e., test performance according to the norm age on any given level).

02 C-scaled scores—A score expressed in normalized standard score of eleven units.

03 CEEB-scores—A score developed for use with the College Entrance Examination Board tests and those tests by the Educational Testing Service as the basis for reporting scores on many of its other special program tests. It is similar to other linear standard scores but has a mean of 500 and a standard deviation of 100.

04 Grade equivalent or grade-level indicator—A derived score expressed as the grade placement of those students for whom a given score was average.

05 ITED-score—A score developed for use with the Iowa Tests of Educational Development, but which is now also used with the American College Testing Program and other tests. This score has a mean of 15 and a standard deviation of five, and scores are based on a nationally-representative sample of tenth- and eleventh-grade students.

06 Letter grade—A letter assigned to a corresponding qualitative value. (e.g., A=Excellent, B=Above Average, C=Average, D=Below Average, and F=Failing). Corresponding numerical ranges may vary for each letter grade.

07 Normal curve equivalent—A score expressed in a normalized standard score with a mean of 50 and a standard deviation of 21.06. Scores range from 1 through 99 and an equal unit is retained in the scale.

08 Normalized standard score—A score that resembles standard scores (z-scores) but which is computed like percentile scores.

09 Number score—A number assigned corresponding to the total assessed quality of student response (e.g., the number of answers a student provides that are correct) or the level of a score using a holistic scoring guide usually used in writing assessments.

10 Pass-Fail—A score used to indicate whether a student passes or fails the assessment.

11 Percentage of items correct—A derived score used to express a student's performance as a percentage of the maximum possible score.

12 Percentile rank—A derived score presented in terms of the percentage of students in a specified group who fall below a given score point.

13 Proficiency level—A standardized qualitative expression use to indicate a student's functional mastery of a specific skill (e.g., novice, apprentice, or master).

14 Ranking—An expression used to indicate the position of a student relative to other students taking the same assessment (e.g., highest, second next highest, third, and so on). Since the total number of cases limits the rank, the two numbers are often reported together.

15 Ratio IQ's—A score based on the ratio of mental age to chronological age. The ratio or deviation IQ has a common standard deviation for all ages covered by the test.

16 Standard age score—A scores used in connection with certain Riverside Press tests where the standard age score has a mean of 100 and a standard deviation of 16.

03 Does not qualify—The local education agency is not eligible to receive transportation aid for the student.

99 Other

Entity Uses: Student

2150 † **Transportation at Public Expense Eligibility**—The eligibility of a student for transportation between home and school at local public expense because of distance, disability, or other reasons.

01 Eligible because of distance—The student is eligible for transportation at public expense because of the distance between home and school.

02 Eligible because of disability—The student is eligible for transportation at public expense because of a sensory, physical, mental, or emotional disability.

03 Eligible because of disability and distance—The student is eligible for transportation at public expense because of a combination of his or her disability and the distance between home and school.

04 Eligible because of hazardous conditions—The student is eligible for transportation at public expense because the route along which he or she must walk is considered to be hazardous for reasons determined by state or local school authorities.

05 Eligible because of program for desegregation or integration—The student is eligible for transportation at public expense because a locally initiated or court mandated program for achieving racial or cultural integration or for ending previous segregation.

06 Eligible because of special instruction—The student is eligible for transportation at public expense to other facilities to receive specialized instruction such as vocational training or magnet programs.

07 Not eligible—The student is not eligible for transportation at public expense between home and school.

99 Other

Entity Uses: Student

2160 † **Special Accommodation Requirements**—Specific requirements needed to accommodate a student's physical needs, which may include special equipment installed in a vehicle or a special arrangement for transportation.

Entity Uses: Student

Transportation Contact—The individual who is responsible for a student's transportation to and/or from school or the person who receives the individual at a bus stop or other location.

0110 † **Name of Individual**—The full, legally accepted, proper name given to an individual at birth, baptism, or during another naming ceremony, or through legal change (generally used when component parts are not required or requested separately).

Entity Uses: Transportation Contact

0440 **Complete Permanent Address**—The street number and name, apartment/room/suite number, city, county, state, zip code, and country of an individual's or organization's permanent address.

Entity Uses: Transportation Contact

0460 **Communication Status**—An indication of special circumstances which affect communication to an individual, organization, or institution via a telephone (e.g., no telephone connection, no one available to answer the telephone during certain hours).

Entity Uses: Transportation Contact

0461 **Communication Number Type**—The type of communication number listed for an individual or organization.

- 01 Alternate telephone number*
- 02 Answering service*
- 03 Beeper number*
- 04 Telephone extension*
- 05 Home facsimile number*
- 06 Home phone number*
- 07 Night telephone number*
- 08 Other residential facsimile number*
- 09 Other residential telephone number*
- 10 Appointment phone*
- 11 Personal cellular number*
- 12 Personal phone number*
- 13 Telex number*
- 14 Telemail*
- 15 Voice mail*
- 16 Work cellular number*
- 17 Work facsimile number*
- 18 Work telephone number*

Entity Uses: Transportation Contact

0470 ***Communication Number**— The telephone number or other communication type number including the international code, area code, and extension, if applicable.

Entity Uses: Transportation Contact

0489 **Electronic Mail Address Type**—The type of electronic mail (email) address listed for an individual or organization.

- 01 Home/personal*
- 02 Work*
- 99 Other*

Entity Uses: Transportation Contact

0490 ***Electronic Mail Address**—The numbers, letters, and symbols used to identify an electronic mail (E-mail) user within the network to which the individual or organization belongs.

Entity Uses: Transportation Contact

Distance/Time Information—Information about the distance and time a student must travel to school.

2170 **Distance From Home To School**—The distance between a student's residence and the school measured according to state or local regulations.

Entity Uses: Student

2180 **Total Distance Transported**—The total round-trip distance the student travels between his or her transfer point or bus stop and school (including the subsequent return trip).

Entity Uses: Student

2190 **Length of Time Transported**—The usual time a student spends in a vehicle when riding from his or her transfer point or bus stop to the school (including the subsequent return trip).

Entity Uses: Student

Vehicle Information—Information about the different types of vehicles used to transport a student.

2200 **Ownership/Type**—The ownership and type of vehicle used for the transportation of students. The designation of school bus ownership is based on ownership of the chassis.

01 Agency-owned school bus—A passenger motor vehicle owned by a local education agency, intermediate unit, or state that is designed or used to carry more than ten passengers in addition to the driver and is likely to be primarily used for transporting students to and from school.

02 Privately-owned school bus—A passenger motor vehicle, not owned by a local educational agency, intermediate unit, or state, which is designed or used to carry more than ten passengers in addition to the driver and is likely to be primarily used for transporting students to and from school.

03 Agency-owned vehicle—A vehicle, other than a school bus, that is owned by a local education agency, intermediate unit, or state and used for the transportation of students.

04 Privately-owned vehicle—A vehicle, other than a school bus, that is not owned by a local educational agency, intermediate unit, or state, used for the transportation of students. This may include a parent's automobile.

05 Publicly-owned vehicle—A vehicle owned by a city or non-education state agency used primarily or exclusively for the transportation of students.

06 Taxi/cab—An automobile that transports individuals for a fee.

07 Local public transportation—Any other transportation that is provided locally for general public use (for which there may be a fee charged), including bus, train, or van transportation.

99 Other

Entity Uses: Transportation Vehicle

0130 † **Identification Number**—A unique number assigned to an individual, organization, or institution by a school, an education agency, a state, or other organization.

Entity Uses: Transportation Vehicle

0140 †***Identification System**—A numbering scheme that is used for identification and record-keeping purposes by schools, social services, or other agencies to refer to an individual, organization, or institution.

01 Driver's license number (not applicable for this entity)

02 Health record number (not applicable for this entity)

03 Medicaid number (not applicable for this entity)

**04 Professional certificate or license number (not applicable for this entity)*

**05 School-assigned number*

**06 District-assigned number*

**07 State-assigned number*

**08 Selective service number (not applicable for this entity)*

**09 Migrant number (not applicable for this entity)*

**10 Social Security administration number (not applicable for this entity)*

**11 US government Visa number (not applicable for this entity)*

**12 Personal identification number (used for access into system) (not applicable for this entity)*

**13 Family unit number (not applicable for this entity) (not applicable for this entity)*

**14 College Board/ACT code set of PK-grade 12 institutions (not applicable for this entity)*

**15 LEA number for school (not applicable for this entity)*

**16 SEA number for school (not applicable for this entity)*

**17 SEA number for LEA (not applicable for this entity)*

**18 NCES number for school (not applicable for this entity)*

**19 NCES number for a LEA (not applicable for this entity)*

**20 Other agency number(e.g., Roman Catholic diocese or association member)*

**21 Integrated Postsecondary Education Data System (IPEDS) number (not applicable for this entity)*

**22 College Board Admission Testing Program (ATP) number (not applicable for this entity)*

**23 American College Testing (ACT) Program number (not applicable for this entity)*

**24 Federal identification number (not applicable for this entity)*

**25 Dunn and Bradstreet number (not applicable for this entity)*

99 Other

Entity Uses: Transportation Vehicle

2210 **Route Description**—A description of the route traveled when picking up or returning students before school or after school in delivering them to school, home, or a designated transfer point or bus stop.

Entity Uses: Transportation Vehicle

2220 **Run Description**—A description of the portion of a route during which students are on board a vehicle and actually being transported. A run can be driven more than one time a day. Types of runs may include: kindergarten (a.m.), kindergarten (p.m.), elementary (regular or disabled), secondary (regular or disabled), vocational, special education, field trip, and extended year (more than 180 days) elementary or secondary.

Entity Uses: Transportation Vehicle

Chapter 4 - Data Elements and Definitions

Data Element Definitions

F. Transportation

2330 **Stop Description**—A designation (often numeric) assigned by the school or agency to identify various stops along a vehicle's route.

Entity Uses: Transportation Vehicle

G. HEALTH CONDITIONS

Section G, Health Conditions, includes information concerning various aspects of a student's current physical condition, health history, evaluations, physical limitations, and health care provider.

Entity Uses: Student
 Health Care Provider
 Health Evaluation

Identifiers—This category includes a student's health record identification number, descriptive measurements of height and weight, and identification of hair and eye colors, and outstanding birthmarks that might be recorded over a period of time.

0130 † **Identification Number**—A unique number assigned to an individual, organization, or institution by a school, an education agency, a state, or other organization.

Entity Uses: Student
 Health Care Provider

0140 †***Identification System**—A numbering scheme that is used for identification and record-keeping purposes by schools, social services, or other agencies to refer to an individual, organization, or institution.

- 01 Driver's license number (not applicable for this entity)*
- 02 Health record number*
- 03 Medicaid number*
- *04 Professional certificate or license number (not applicable for this entity)*
- *05 School-assigned number*
- *06 District-assigned number*
- *07 State-assigned number*
- *08 Selective service number (not applicable for this entity)*
- *09 Migrant number (not applicable for this entity)*
- *10 Social Security administration number (not applicable for this entity)*
- *11 US government Visa number (not applicable for this entity)*
- *12 Personal identification number (used for access into system)*
- *13 Family unit number (not applicable for this entity)*
- *14 College Board/ACT code set of PK-grade 12 institutions (not applicable for this entity)*
- *15 LEA number for school (not applicable for this entity)*
- *16 SEA number for school (not applicable for this entity)*
- *17 SEA number for LEA (not applicable for this entity)*
- *18 NCES number for school (not applicable for this entity)*
- *19 NCES number for a LEA (not applicable for this entity)*
- *20 Other agency number (e.g., Roman Catholic diocese or association member) (not applicable for this entity)*
- *21 Integrated Postsecondary Education Data System (IPEDS) number (not applicable for this entity)*
- *22 College Board Admission Testing Program (ATP) number (not applicable for this entity)*
- *23 American College Testing (ACT) Program number (not applicable for this entity)*
- *24 Federal identification number (not applicable for this entity)*
- *25 Dunn and Bradstreet number (not applicable for this entity)*
- 99 Other*

Entity Uses: Student

2240 **Height**—A measurement of an individual from head to sole with shoes removed.

Entity Uses: Student

2250 **Weight**—A measurement of an individual's heaviness (in ordinary clothing with shoes removed) as determined by weighing.

Entity Uses: Student

2260 **Hair Color**—The color that best describes an individual's hair.

01 Black

02 Blonde

03 Brown

04 Gray

05 Red

98 None

99 Other

Entity Uses: Student

2270 **Eye Color**—The color that best describes an individual's eyes.

01 Black

02 Blue

03 Brown

04 Green

05 Hazel

06 Red

07 Violet

99 Other

Entity Uses: Student

2280 **Birthmark**—A mole, mark, or blemish present on the body from birth.

Entity Uses: Student

2290 **Blood Type**—An indication of the group into which an individual's blood is classified with reference to the type of agglutinin of its corpuscles and its Rh. factor.

Entity Uses: Student

Oral Health—The condition of an individual's mouth or oral cavity; more specifically the condition of the hard tissues (i.e., teeth and jaws) and the soft tissues (i.e., gums, tongue, lips, palate, mouth floor, and inner cheeks). Good oral health denotes the absence of clinically manifested disease or abnormalities of the oral cavity.

2300 **Number of Teeth**—The number of natural teeth present or erupting.

Entity Uses: Student

Chapter 4 - Data Elements and Definitions

Data Element Definitions

G. Health Conditions

2310 **Number of Permanent Teeth Lost**—The number of permanent teeth lost naturally or due to extraction or accident.

Entity Uses: Student

2320 **Number of Teeth Decayed**—The number of natural teeth present with obvious decay.

Entity Uses: Student

Health History—A record of an individual's afflictions, conditions, injuries, accidents, treatments, and procedures.

2450 **Diseases, Illnesses, and Other Health Conditions**—An instance in which an individual has contracted a disease, illness or other health condition which might or does affect his or her school performance.

(Note: A list of medical classifications, procedures, and codes can be found in appendix I.)

Entity Uses: Student

2460 **Medical Treatment**—A medical procedure (including surgery) an individual has undergone which might or does affect his or her school performance.

(Note: A list of medical classifications, procedures, and codes can be found in appendix I.)

Entity Uses: Student

2470 **School Health Emergency Action**—An emergency administration of medication, provision of medical procedures, or care for serious injuries (those requiring immediate attention from a health care provider and causing a student to miss more than one-half day of school) a student receives during the hours of school attendance or while he or she is under the guidance and care of school staff members.

Entity Uses: Student

2480 ***Injury Type Code**—The code for the description of an injury that was sustained that might or does affect an individual's performance.

(Note: A list of medical classifications, procedures, and codes can be found in appendix I.)

Entity Uses: Student

2481 ***Injury Description**—A description of the circumstances surrounding the injury of an individual, including information collected from a witness.

Entity Uses: Student

2490 **Substance Abuse**—An instance during which an individual is known to have used licit or illicit drugs (e.g., heroin, amphetamines, barbiturates, prescription drugs, or alcohol) in an amount, frequency, and/or pattern of use that interfered with his or her psychological, physiological, social, and/or academic functioning.

Entity Uses: Student

2500 **Routine Health Care Procedure Required at School**—A non-emergency health care procedure (e.g., catheterization or tracheostomy care for an injury) or medication administered by a qualified school staff member during the hours of school attendance or while he or she is under the guidance and care of school staff members.

(Note: A list of medical classifications, procedures, and codes can be found in appendix I.)

Entity Uses: Student

2510 **Health Condition Progress Report**—A periodic update on a continuing health concern or medical treatment an individual may be experiencing.

Entity Uses: Student

2520 **Health Care History Episode Date**—The month, day, and year of diagnosis, treatment, or update of any health condition an individual may have experienced.

Entity Uses: Student

Medical Evaluations—A record of diagnostic examinations an individual may undergo for identification or evaluation of a medical process or condition.

2530 **Evaluation Sequence**—An indication of the sequence of the evaluation.

01 Initial

02 Review

03 Screening

Entity Uses: Health Evaluation

2540 ***Medical Examination Type**—A designation of the specific type of test administered to an individual for the purpose of screening or evaluating a medical condition, process, or impairment.

01 Vision evaluation—An examination used to measure an individual's ability to see.

02 Hearing evaluation—An examination used to measure an individual's ability to perceive sounds.

03 Speech and language evaluation—An assessment conducted to determine if a communication disorder exists, including consideration of etiology, severity, and prognosis.

04 Routine physical examination/screening—An examination used to evaluate an individual's general health condition.

05 Special physical examination—An examination used to diagnose the causes of specific symptoms or problems, including those performed during an emergency.

06 Physical examination for sports participation—An examination used to determine an individual's fitness to participate in sports activities in the physical education program and/or interscholastic athletics. An educational institution, or local or state agency often requires this examination.

**07 Employment evaluation*—An examination used to assess an individual's condition relative to requirements for employment (e.g., tuberculosis tests and chest x-rays).

**08 Psychological evaluation*—An examination used to assess an individual's emotional, attitudinal, or behavioral condition.

99 Other

Entity Uses: Health Evaluation

Chapter 4 - Data Elements and Definitions

Data Element Definitions

G. Health Conditions

2550 **Medical Examination Instrument Description/Title**—The description or title of an evaluative instrument (e.g., a specific chart or mechanical device) that has been used to identify or evaluate an individual's health condition (e.g., Snellen Illiterate "E" Test, Snellen Alphabetic Test, Pure Tone Audiometric Test, Speech Discrimination Test-Unaided and Aided, Mantoux Tuberculosis test, or sick cell anemia blood test).

Entity Uses: Health Evaluation

2560 **Medical Examination Date**—The month, day, and year on which a health evaluation occurred.

Entity Uses: Health Evaluation

2660 **Corrective Equipment Purpose**—A description of the reason for or the prescribed use of corrective equipment.

Entity Uses: Student

2670 **Diagnosis of Causative Factor (Condition)**—An evaluation of the physiological reason for an individual's condition or impairment by a qualified health care provider.

Entity Uses: Student

2680 **Condition Onset Date**—The month, day, and year of the onset of a condition.

Entity Uses: Student

Disabling Conditions—Current health conditions (e.g., orthopedic, neurological, cardiac, or respiratory) that have been identified by a health care provider or other qualified evaluator and may incapacitate an individual in any way.

2690 †***Primary Disability Type**—The major or overriding disability condition that best describes an individual's impairment (e.g., the impairment that is most disabling).

***01 Autism**—A developmental disability significantly affecting non-verbal communication and social interaction, generally evident before age three that adversely affects a child's educational performance. Other characteristics often associated with autism are engagement in repetitive activities and stereotyped movements, resistance to environmental change or change in daily routines, and unusual responses to sensory experiences. The term does not apply if child's educational performance is adversely affected primarily because the child has an emotional disturbance.

02 Deaf-blindness—Concomitant hearing and visual impairments that cause such severe communication and other developmental and educational problems that an individual with deaf-blindness cannot be accommodated in special education programs solely for deaf or blind individuals.

03 Hearing impairment—A hearing impairment, whether permanent or fluctuating, (which would not be considered to be a state of deafness) that adversely affects an individual's educational performance.

04 Mental retardation—A state of significantly below-average general intellectual functioning existing concurrently with deficits in adaptive behavior that is manifested during the developmental period, which adversely affects an individual's educational performance.

05 Multiple disabilities—Concomitant impairments (e.g., mental retardation-blind or mental retardation-orthopedic impairments), the combination of which causes such severed educational problems that an individual cannot be accommodated in special education programs solely for one of the impairments. This term does not include deaf-blindness.

06 Orthopedic impairment—A severe orthopedic impairment which adversely affects an individual's educational performance. The term includes impairments caused by congenital anomaly (e.g., clubfoot or absence of some member), impairments caused by some disease (e.g., poliomyelitis or bone tuberculosis), and impairments from other causes (e.g., cerebral palsy, amputations, and fractures or burns which cause contractures).

07 Emotional disturbance—Either: 1) A condition exhibiting one or more of the following characteristics over a long period of time and to a marked degree, which adversely affects an individual's educational performance:

- a. An inability to learn that cannot be explained by intellectual, sensory, or health factors;
- b. An inability to build or maintain satisfactory interpersonal relationships with peers and teachers;
- c. Inappropriate types of behaviors or feelings under normal circumstances;
- d. A general pervasive mood of unhappiness or depression; or
- e. A tendency to develop physical symptoms or fears associated with personal or school problems.

or, 2) A schizophrenic individual. This term does not include those who are socially maladjusted unless it is determined that they have a serious emotional disturbance.

08 Specific learning disability—A disorder in one or more of the basic psychological processes involved in understanding or in using language whether spoken or written, which may manifest itself as an imperfect ability to listen, think, speak, read, write, spell, or perform mathematical calculations. The term includes such conditions as perceptual disabilities, brain injury, minimal brain dysfunction, dyslexia, and developmental aphasia. The term does not include individuals who have learning problems which are primarily the result of visual, hearing, or motor disabilities, mental retardation, emotional disturbance, or environmental, cultural, or economic disadvantage.

09 Speech or language impairment—A communication disorder such as stuttering, impaired articulation, and language or voice impairments which adversely affect an individual's educational performance.

10 Traumatic brain injury—An acquired injury to the brain caused by an external physical force resulting in total or partial functional disability or psychosocial impairment, which adversely affects an individual's educational performance. The term includes open or closed head injuries resulting in impairments in one or more areas including cognition, language, memory, attention, reasoning, abstract thinking, judgment, problem-solving, sensory, perceptual and motor abilities, psychosocial behavior, physical functions, information processing, and speech. The term does not include brain injuries that are congenital or degenerative, or brain injuries induced by birth trauma.

11 Visual impairment—A visual impairment which, even with correction, adversely affects an individual's educational performance. The term includes both partially seeing and blind individuals.

***12 Other health impairment**—A condition that causes limited strength, vitality, or alertness to environmental stimuli, that results in limited alertness with respect to the educational environment, that is due to chronic or acute health problems such as asthma, attention deficit disorder or condition, hemophilia, lead poisoning, leukemia, nephritis, rheumatic fever, and sickle cell anemia, and which adversely affects an individual's educational performance.

13 Deafness—A hearing impairment that is so severe that the child is impaired in processing linguistic information through hearing, with or without amplification, that adversely affects a child's educational performance.

14 Developmental delay—Each state determines the definition of this term to be used by that state. The definition must: 1) specify that a child may be determined to be eligible if the child has a delay in one or more of the following developmental areas: cognitive development, physical development, including vision and hearing, language and speech development,

2870 **Limitation Cause**—A description of the reason for imposing or allowing the restriction or limitation on an individual's school activities.

Entity Uses: Student

2880 **Limitation Beginning Date**—The month, day, and year on which an authorized evaluator recommends that the limitation of activity be instituted.

Entity Uses: Student

2890 **Limitation Ending Date**—The month, day, and year on which an authorized evaluator recommends that the limitation of activity be disregarded.

Entity Uses: Student

Health Care Provider—A professional individual with the responsibility to provide any of a variety of health care services to a student.

2900 **Provider Type**—A designation of the occupation of an individual who is responsible for providing a student with health care (e.g., physician, surgeon, nurse, psychiatrist, pharmacist, or midwife).

Entity Uses: Health Care Provider

2910 **Provider Specialty**—A designation of the particular professional discipline in which a health care provider's training and experience is focused (e.g., orthopedic surgery, urology, or psychiatry).

Entity Uses: Health Care Provider

2920 **Provider Authority**—An indication of the relationship of the health care provider to the patient.

01 School provider
02 Personal/family provider
03 Public agency provider
99 Other

Entity Uses: Health Care Provider

2930 **Referral Status**—An indication as to whether the health care provider is acting as a referring provider or a receiving provider.

01 Referring provider
02 Receiving provider

Entity Uses: Health Care Provider

0110 † **Name of Individual**—The full, legally accepted, proper name given to an individual at birth, baptism, or during another naming ceremony, or through legal change (generally used when component parts are not required or requested separately).

Entity Uses: Health Care Provider

0440 **Complete Permanent Address**—The street number and name, apartment/room/suite number, city, county, state, zip code, and country of an individual's or organization's permanent address.

Entity Uses: Health Care Provider

0460 **Communication Status**—An indication of special circumstances which affect communication to an individual, organization, or institution via a telephone (e.g., no telephone connection, no one available to answer the telephone during certain hours).

Entity Uses: Health Care Provider

0461 **Communication Number Type**—The type of communication number listed for an individual or organization.

- 01 Alternate telephone number*
- 02 Answering service*
- 03 Beeper number*
- 04 Telephone extension*
- 05 Home facsimile number*
- 06 Home phone number*
- 07 Night telephone number*
- 08 Other residential facsimile number*
- 09 Other residential telephone number*
- 10 Appointment phone*
- 11 Personal cellular number*
- 12 Personal phone number*
- 13 Telex number*
- 14 Telemail*
- 15 Voice mail*
- 16 Work cellular number*
- 17 Work facsimile number*
- 18 Work telephone number*

Entity Uses: Health Care Provider

0470 ***Communication Number**—The telephone number or other communication type number including the international code, area code, and extension, if applicable.

Entity Uses: Health Care Provider

0489 **Electronic Mail Address Type**—The type of electronic mail (email) address listed for an individual or organization.

- 01 Home/personal*
- 02 Work*
- 99 Other*

Entity Uses: Health Care Provider

0490 ***Electronic Mail Address**—The numbers, letters, and symbols used to identify an electronic mail (E-mail) user within the network to which the individual or organization belongs.

Entity Uses: Health Care Provider

0130 † **Identification Number**—A unique number assigned to an individual, organization, or institution by a school, an education agency, a state, or other organization.

Entity Uses: Health Care Provider

0140 † ***Identification System**—A numbering scheme that is used for identification and record-keeping purposes by schools, social services, or other agencies to refer to an individual, organization, or institution.

01 Driver's license number (not applicable for this entity)

02 Health record number (not applicable for this entity)

03 Medicaid number (not applicable for this entity)

**04 Professional certificate or license number*

**05 School-assigned number (not applicable for this entity)*

**06 District-assigned number (not applicable for this entity)*

**07 State-assigned number (not applicable for this entity)*

**08 Selective service number (not applicable for this entity)*

**09 Migrant number (not applicable for this entity)*

**10 Social Security administration number (not applicable for this entity)*

**11 US government Visa number (not applicable for this entity)*

**12 Personal identification number (used for access into system) (not applicable for this entity)*

**13 Family unit number (not applicable for this entity)*

**14 College Board/ACT code set of PK-grade 12 institutions (not applicable for this entity)*

**15 LEA number for school (not applicable for this entity)*

**16 SEA number for school (not applicable for this entity)*

**17 SEA number for LEA (not applicable for this entity)*

**18 NCES number for school (not applicable for this entity)*

**19 NCES number for a LEA (not applicable for this entity)*

**20 Other agency number (e.g., Roman Catholic diocese or association member) (not applicable for this entity)*

**21 Integrated Postsecondary Education Data System (IPEDS) number (not applicable for this entity)*

**22 College Board Admission Testing Program (ATP) number (not applicable for this entity)*

**23 American College Testing (ACT) Program number (not applicable for this entity)*

**24 Federal identification number*

**25 Dunn and Bradstreet number*

99 Other

Entity Uses: Health Care Provider

Other Health Information—Information about an individual's medical or health requirements that are not otherwise addressed above.

2940 † **Emergency Factor**—An identification of a physical or medical condition of potential special significance during an emergency treatment.

01 Allergy, aspirin

02 Allergy, insect bite

03 Allergy, iodine

04 Allergy, penicillin

05 Allergy, sulphur

06 Allergy, multiple

07 Asthma

08 Contact lenses worn

09 Diabetes

10 Drug dependency

- 11 Epilepsy*
- 12 Hearing impaired*
- 13 Heart disease*
- 14 Hemophilia*
- 15 Rheumatic fever*
- 16 Speech impaired*
- 17 Vision impaired*
- 98 None*
- 99 Other*

Entity Uses: Student

2950 † **Related Emergency Needs**—Specification of possible or actual emergency care an individual may require.

Entity Uses: Student

2960 **Insurance Coverage**—The nature of insurance covering an individual's hospitalization and other health or medical care.

- 01 Private insurance coverage*
- 02 Medicaid insurance coverage*
- 03 School insurance coverage*
- 04 No insurance coverage*
- 99 Other*

Entity Uses: Student

2970 **Health Care Plan**—The description or title of the health care plan by which the individual is covered.

Entity Uses: Student

2980 ***Hospital Preference**—The hospital to which an individual prefers to be taken under emergency conditions or, in the case of a minor the hospital to which the parent/guardian prefers the individual to be taken.

Entity Uses: Student

2990 **Medical Waiver**—The description of special notation if, for any reason, an individual has been granted a waiver and is not required to submit to certain medical examinations or treatments.

Entity Uses: Student

3000 **Religious Consideration**—A restriction and other considerations for medical treatment because of the doctrines of an individual's religion.

Entity Uses: Student

3010 **Other Special Health Needs, Information, or Instructions**—The description of detailed specific instructions (other than those included above) regarding an individual's medical or dental treatment as directed by the individual or his or her parents/guardian, or health care provider.

Entity Uses: Student

H. SPECIAL PROGRAM PARTICIPATION AND STUDENT SUPPORT SERVICES

Section H, Special Program Participation and Student Support Services, includes information concerning student participation in support, enrichment, and special assistance programs as well as early childhood programs (not limited to special needs populations) available through federal, state, or local agencies, public or private schools, and for-profit, non-profit or other community-based organizations. Services may be instructional or non-instructional in nature and may be provided in school or other-than-school facilities. Also contained in this section is information about student eligibility identification and determination, program modification rationale, types of supplementary programs provided, service delivery, and monitoring efforts.

Entity Uses: Student
 Evaluator
 Service Provider
 Program/Service

Identification Procedure—A description of the procedures used to identify a student as eligible for student support services or special assistance programs in early childhood, elementary or secondary education. These programs supplement regular services offered by a school. Eligibility is based upon characteristics of the status or condition of the student, his or her family, or their community, as mandated by program criteria.

3020 † **Identification Procedure**—The manner by which information about a student's potential need for special services was gathered. This information may suggest, but does not require, that a student receive supplemental services.

01 Education assessment—Use of a test or other assessment method to systematically evaluate a student's knowledge and skills, including language fluency, to determine the academic placement of the student, other than for special education.

02 Health assessment/screening—A comprehensive health evaluation to detect physical conditions that impair or limit a student's functional capacity, other than for special education.

03 Parent/guardian referral—A request by the student's parent/guardian.

04 Physician referral—A professional recommendation or prescription by a qualified medical doctor or personnel.

05 Self-report/survey—Information offered by the student or his or her parent/guardian in response to questions in an interview or on a questionnaire.

06 Special education assessment/evaluation—Programs offered by schools or those available through public or private agencies that administer tests that assess the suspected disabilities, strengths and learning modalities of students who have been referred for special education. These assessments are used to determine appropriate educational placement and to develop an individualized education program (IEP) that will meet the student's special needs. Included are evaluations which measure the student's social-emotional growth; personality characteristics, independent living skills, sensory-motor, language and intellectual functioning; hearing and visual acuity; articulation and fluency; and other factors that have an effect on the student's ability to learn.

07 Teacher referral—The noted observation of facts about student behavior or actions by individuals who instruct the student.

99 Other

Entity Uses: Student

3030 † **Identification Results**—Information gathered by a qualified evaluator about an individual's need for a special program/service.

Entity Uses: Student

0110 † **Name of Individual**—The full, legally accepted, proper name given to an individual at birth, baptism, or during another naming ceremony, or through legal change (generally used when component parts are not required or requested separately).

Entity Uses: Evaluator
Service Provider
Program/Service

2030 ***Position Title**—The descriptive name of an individual's title.

Entity Uses: Evaluator
Service Provider
Program/Service

0120 † **Name of Institution**—The full legally or popularly accepted name of an organization (e.g., a school, an association, or a company).

Entity Uses: Evaluator
Service Provider
Program/Service

0440 **Complete Permanent Address**—The street number and name, apartment/room/suite number, city, county, state, zip code, and country of an individual's or organization's permanent address.

Entity Uses: Evaluator
Service Provider
Program/Service

0460 **Communication Status**—An indication of special circumstances which affect communication to an individual, organization, or institution via a telephone (e.g., no telephone connection, no one available to answer the telephone during certain hours).

Entity Uses: Evaluator
Service Provider
Program/Service

0461 **Communication Number Type**—The type of communication number listed for an individual or organization.

01 Alternate telephone number
02 Answering service
03 Beeper number

- 04 Telephone extension*
- 05 Home facsimile number*
- 06 Home phone number*
- 07 Night telephone number*
- 08 Other residential facsimile number*
- 09 Other residential telephone number*
- 10 Appointment phone*
- 11 Personal cellular number*
- 12 Personal phone number*
- 13 Telex number*
- 14 Telemail*
- 15 Voice mail*
- 16 Work cellular number*
- 17 Work facsimile number*
- 18 Work telephone number*

Entity Uses: Evaluator
 Service Provider
 Program/Service

0470 ***Communication Number**—The telephone number or other communication type number including the international code, area code, and extension, if applicable.

Entity Uses: Evaluator
 Service Provider
 Program/Service

0489 **Electronic Mail Address Type**—The type of electronic mail (email) address listed for an individual or organization.

- 01 Home/personal*
- 02 Work*
- 99 Other*

Entity Uses: Evaluator
 Service Provider
 Program/Service

0490 ***Electronic Mail Address**—The numbers, letters, and symbols used to identify an electronic mail (E-mail) user within the network to which the individual or organization belongs.

Entity Uses: Evaluator
 Service Provider
 Program/Service

3040 † **Program Eligibility Indicator**—An indication as to whether an individual is eligible to participate in a special program or receive support services, regardless of whether he or she is actually enrolled and participating. Eligibility is based upon the specific requirements of a given program.

- 01 Eligible*
- 02 Not eligible*

Entity Uses: Program/Service

3050 † **Program Participation Reason**—Identified status or reason that a student needs special or supplemental services.

01 Academic difficulty—An inability to reach or maintain expected educational levels appropriate for the student's age group, measured competence, or grade level.

02 Academic excellence/enrichment—An ability to exceed expected educational levels appropriate for the student's age group, measured competence, or grade level.

03 College admission preparation—A situation in which a student anticipates taking a college admission examination and subsequently participates in a preparation class.

04 Family background—A situation involving the student's family background or preference which requires modification in programs.

05 Language difficulty—A barrier to normal communication in the instructional setting, including an inability to read, speak, write, or understand the instructional language.

06 Health reason—A physical condition or an identified disability that may restrict the student's opportunities for academic success in regular classrooms.

07 Psychological reason—An emotional, attitudinal or behavioral condition which may affect the student's ability to succeed in a regular classroom.

08 Socioeconomic reason—A disadvantaged status, based on a student's socioeconomic background, which may indicate the student's ability to succeed in a regular classroom.

09 Legal reason (i.e., court-specified)—A situation in which the court, for various reasons, specified that the student receive special or supplemental services.

10 Development delay—The student is diagnosed by a certified specialist as experiencing developmental delays and thus requires special or supplemental services.

99 Other

Entity Uses: Program/Service

3060 † **Program Participation Identification Date**—The month, day, and year on which a student is identified as being eligible to participate in special programs or to receive support services.

Entity Uses: Program/Service

Early Childhood Program Participation—Information about a child's care, education, and/or services from birth to enrollment in kindergarten (or first grade if kindergarten is not available). Programs include care, education, and/or services provided by a parent/guardian, by a relative other than a parent/guardian, and by a non-relative. Location, sponsorship, and funding of care, education, and/or services are also addressed.

3070 † **Caregiver/Early Childhood Program Provider**—A description of the individual or institution which provides care, education, and/or services to the child.

01 Parent/guardian care, education, and/or services—Care, education, and/or services provided by one or both of a child's parent/guardians.

3190 **Benefit Type**—Degree and focus of service a student receives as a result of student support or special assistance programs.

01 Direct—Resources and services are specifically provided for, and rendered to, the student.

02 Incidental—Resources and services are provided to the state education agency (SEA), intermediate agency, and/or local education agency (LEA) for programs aimed at designated groups. Usually students identified as needing special assistance are counted in a larger population with the size determining the amount of funding.

03 Both direct and incidental—Resources and services are provided for and rendered to the student both directly and incidentally (e.g., special education).

Entity Uses: Program/Service

3200 †***Program Funding Source**—Ultimate and intermediate providers of funds for a particular educational program or activity or for the individual's participation in the education program or activity.

01 Federal government

02 State government

03 Local government

04 Intermediate agency or government

05 Local administrative unit

06 School

07 Business

08 Community

09 Parent/guardian (tuition/fees)

10 Parent/teacher organizations

11 Individuals (endowments)

12 Foundations and other charitable organizations

13 Religious organizations

14 Parent/guardian's employer

15 Unions

16 Fraternal organizations

17 Insurance

99 Other

Entity Uses: Program/Service

3210 † **Instructional Program Service Type**—Special, modified educational services provided for students who are identified for such services.

01 Bilingual education—Any program of instruction that uses more than one language to teach a content area (e.g., Developmental Bilingual Education (DBE) or two-way bilingual education).

02 Compensatory education for the disadvantaged—Programs which meet the special needs of low-achieving children in poor neighborhoods. Services primarily consist of remedial instruction in basic skills, counseling, and other supplemental non-instructional support.

03 English as a Second Language (ESL)—Programs in which ESL students are placed in regular immersion instruction for most of the school day but receive extra instruction in English for part of the day. This extra help is based on a special curriculum designed to teach English as a second language. The non-English home language may or may not be used in conjunction with ESL instruction.

04 English language development—Programs of language development that go beyond the teaching of basic vocabulary and grammar skills, and are designed to parallel English language instruction for native speakers in content and approach. In such programs, English vocabulary and mechanics are often embedded in engaging content and/or literature.

05 Gifted and talented—Programs that provide special educational opportunities including accelerated promotion through grades and classes and an enriched curriculum for students who are endowed with a high degree of mental ability or who demonstrate unusual physical coordination, creativity, interest, or talent (often in the visual or performing arts).

06 Remedial education—Programs that are designed to develop specific cognitive skills, usually in language arts or mathematics, from a deficient level to one that is appropriate to the educational abilities and aspirations of the student.

07 Special education—Specially designed programs, at no cost to the parent/guardian, that meet the needs of a child with disabilities including classroom instruction, instruction in physical education, home instruction, and instruction in hospitals and institutions. The term also includes speech pathology, or any other related service, if the service consists of specially designed instruction at no cost to the parent/guardian and meets the unique needs of a child with disabilities, and is considered "special education" rather than a "related service" under state standards. The term also includes vocational education if it consists of specially designed instruction, at no cost to the parent/guardian, which meets the unique needs of the child.

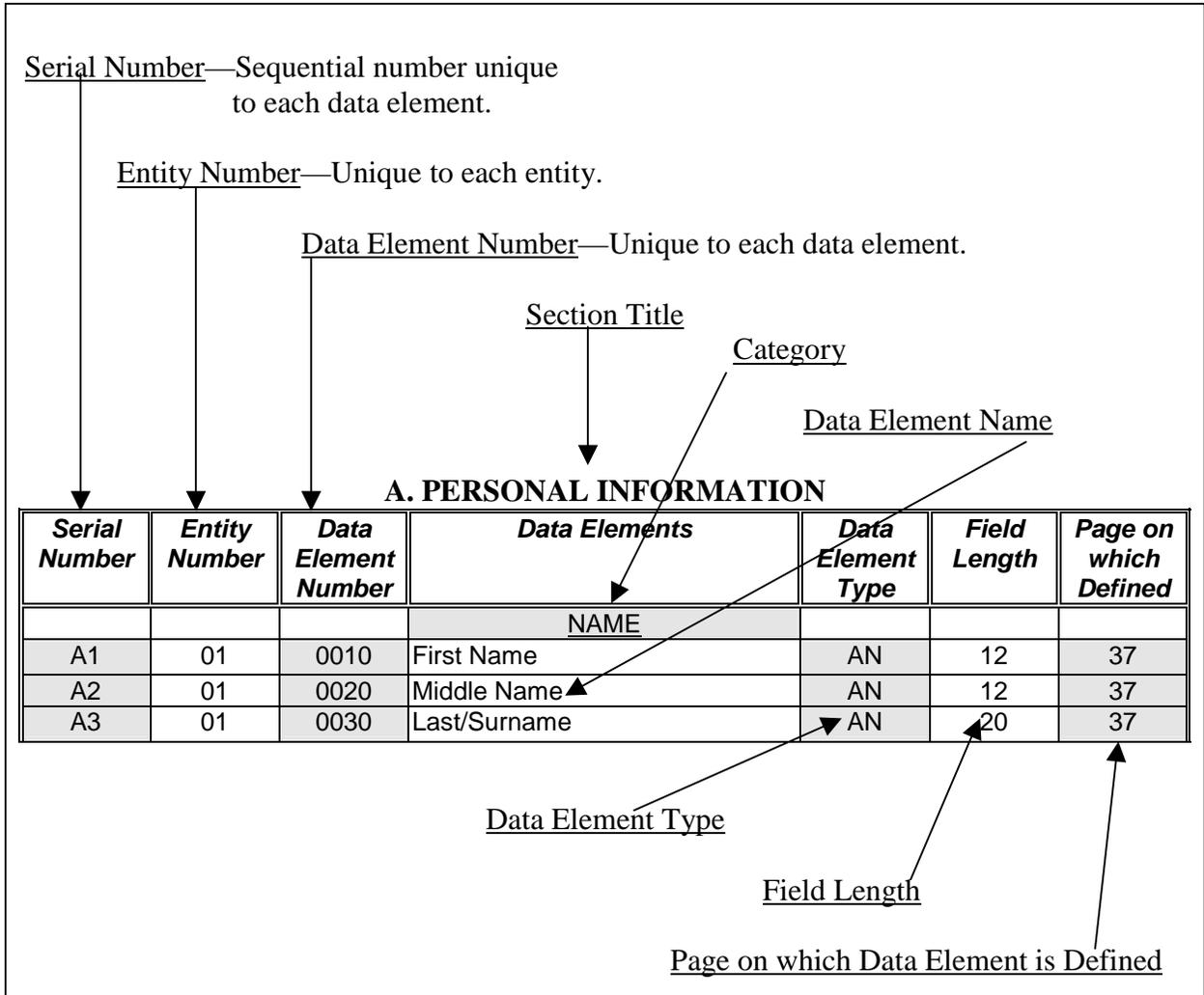
08 Transitional Bilingual Education (TBE)—Programs in which reading is initially taught in both the students' non-English home language and their second language (English) until their English is proficient enough for them to participate successfully in a regular classroom. Use of the non-English home language is phased out as regular English instruction is gradually phased in.

09 Vocational education—Organized educational programs focusing on the preparation of individuals for paid or unpaid employment, or for a career requiring training other than a baccalaureate or advanced degree.

10 Exam preparation education—A set of classes designed to prepare students for college admissions testing.

99 Other

Entity Uses: Program/Service



2001 Update: Serial numbers with a letter following the serial number represent new data elements added in the 2001 Update.

A. PERSONAL INFORMATION

Serial Number	Entity Number	Data Element Number	Data Elements	Data Element Type	Field Length	Page on which Defined
			<u>NAME</u>			
A1	01	0010	First Name	AN	12	37
A2	01	0020	Middle Name	AN	12	37
A3	01	0030	Last/Surname	AN	20	37
A4	01	0040	Generation Code/Suffix	AN	3	37
A5	01	0050	Personal Title/Prefix	AN	8	37
A6	01	0060	Alias	AN	35	37
A7	01	0070	Former Legal Name	AN	35	38
A8	01	0080	Last/Surname at Birth	AN	20	38
A9	01	0090	Nickname	AN	20	38
A10	01	0100	Tribal or Clan Name	AN	20	38
			<u>BACKGROUND INFORMATION</u>			
A11	01	0130	Identification Number ¹	AN	30	38
A12	01	0140	Identification System	ID	2	38
A13	01	0149	Hispanic or Latino Ethnicity	ID	2	39
A14	01	0150	Race ²	ID	2	39
A15	01	0160	National/Ethnic Origin Subgroup	AN	60	40
A16	01	0170	Sex	ID	2	40
A17	01	0180	Birthdate	DT	8	40
A18	01	0190	Birthdate Verification	ID	2	40
A19	01	0200	City of Birth	AN	30	41
A20	01	0210	County of Birth	AN	16	41
A21	01	0220	State of Birth Code	ID	2	41
A21a	01	0221	Name of State of Birth ³	AN	30	41
A22	01	0230	Country of Birth Code	ID	4	41
A23	01	0231	Name of Country of Birth	AN	30	41
A24	01	0232	Born Outside of the United States	ID	2	42
A25	01	0240	First Entry Date (into the United States)	DT	8	42
A26	01	0250	Citizenship Status	ID	2	42
A27	01	0260	Country of Citizenship Code ⁴	ID	4	42
A27a	01	0261	Name of Country of Citizenship ⁵	AN	30	42
A28	01	0270	English Proficiency	ID	2	42
A29	01	0280	Language Type ⁶	ID	2	43
A30	01	0290	Language Code	ID	4	43
A31	01	0291	Name of Language	AN	20	43
A32	01	0292	Languages Other Than English	ID	2	43
A33	01	0300	Religious Background	ID	2	43
A34	01	0310	Minor/Adult Status	ID	2	44
A35	01	0315	Homelessness Status	ID	2	44
A36	01	0320	Migratory Status	ID	2	45

Serial Number	Entity Number	Data Element Number	Data Elements	Data Element Type	Field Length	Page on which Defined
A37	01	0330	Migrant Classification Subgroup	ID	2	45
A38	01	0340	Migrant National Certificate of Eligibility (COE) Status	ID	2	45
A39	01	0350	Migrant Residency Date	DT	8	45
A40	01	0360	Migrant Last Qualifying Move (LQM) Date	DT	8	45
A41	01	0361	Migrant Qualifying Arrival date (QAD)	DT	8	46
A42	01	0362	Migrant to Join Date	DT	8	46
			<u>ADDRESS/CONTACT INFORMATION</u>			
A43	01	0369	Address Type	ID	2	46
A44	01	0370	Street Number/Name	AN	35	46
A45	01	0380	Apartment Room/Suite Number	AN	10	46
A46	01	0390	City	AN	30	46
A47	01	0400	County	AN	16	47
A48	01	0410	State Code	ID	2	47
A48a	01	0411	Name of State ⁷	AN	30	47
A49	01	0420	Zip Code	AN	10	47
A50	01	0430	Country Code	ID	4	47
A50a	01	0431	Name of Country ⁸	AN	30	47
A51	01	0460	Communication Status	AN	60	47
A52	01	0461	Communication Number Type	ID	2	48
A53	01	0470	Communication Number	AN	25	48
A54	01	0489	Electronic Mail Address Type	ID	2	48
A55	01	0490	Electronic Mail Address	AN	30	48
A55a	01	0491	Web Site Address	AN	80	48a
A56	01	0520	Zone Number	AN	15	48a
A57	01	0530	Residence Block Number	AN	15	48a
A58	01	0540	Other Geographical Designation	AN	60	49
A59	01	0550	Public School Residence Status	ID	2	49
A60	01	0560	Non-Resident Attendance Rationale	ID	2	49
A61	01	0570	Dwelling Arrangement	ID	2	50
A62	01	0580	Dwelling Ownership	ID	2	51
A63	01	0590	Head of Household	ID	2	51
			<u>FAMILY INFORMATION</u>			
A64	01	0600	Marital Status	ID	2	52
A65	01	0610	Financial Dependency	ID	2	52
A66	01	0620	Number of Dependents	N	2	52
A67	01	0630	Family Income Range	ID	2	52
A68	01	0640	Economic Disadvantage Status	AN	35	53

Chapter 5 - Applications of the Handbook
A. Personal Information

Serial Number	Entity Number	Data Element Number	Data Elements	Data Element Type	Field Length	Page on which Defined
A69	01	0641	Eligibility for National School Lunch Program ⁹	ID	2	53
A70	01	0642	Participation in National School Lunch Program	ID	2	53
A71	01	0650	Family Public Assistance Status	ID	2	53
			<u>PARENT/GUARDIAN</u>			
A72	02	0010	First Name	AN	12	37
A73	02	0020	Middle Name	AN	12	37
A74	02	0030	Last/Surname	AN	20	37
A75	02	0040	Generation Code/Suffix	AN	3	37
A76	02	0050	Personal Title/Prefix	AN	8	37
A77	02	0060	Alias	AN	35	37
A78	02	0070	Former Legal Name	AN	35	38
A79	02	0080	Last/Surname at Birth	AN	20	38
A80	02	0170	Sex	ID	2	40
A81	02	0660	Relationship to Student	ID	2	54
A82	02	0670	Life Status	ID	2	55
A83	02	0600	Marital Status	ID	2	52
A84	02	0160	National/Ethnic Origin Subgroup	AN	60	40
A85	02	0230	Country of Birth Code	ID	4	41
A86	02	0231	Name of Country of Birth	AN	35	41
A87	02	0232	Born Outside of the United States	ID	2	42
A88	02	0280	Language Type ¹⁰	ID	2	43
A89	02	0290	Language Code	ID	4	43
A90	02	0291	Name of Language	AN	20	43
A91	02	0292	Languages Other Than English	ID	2	43
A92	02	0369	Address Type	ID	2	46
A93	02	0370	Street Number/Name	AN	35	46
A94	02	0380	Apartment Room/Suite Number	AN	10	46
A95	02	0390	City	AN	30	46
A96	02	0400	County	AN	16	47
A97	02	0410	State Code	ID	2	47
A97a	02	0411	Name of State ¹¹	AN	30	47
A98	02	0420	Zip Code	AN	10	47
A99	02	0430	Country Code	ID	4	47
A99a	02	0431	Name of Country ¹²	AN	30	47
A100	02	0460	Communication Status	AN	60	47
A101	02	0461	Communication Number Type	ID	2	48
A102	02	0470	Communication Number	AN	25	48
A103	02	0489	Electronic Mail Address Type	ID	2	48
A104	02	0490	Electronic Mail Address	AN	30	48
A104a	02	0491	Web Site Address	AN	80	48a

Serial Number	Entity Number	Data Element Number	Data Elements	Data Element Type	Field Length	Page on which Defined
A105	02	0690	Occupation	ID	3	55
A106	02	0700	Employment Status	ID	2	56
A107	02	0710	Employer Type	ID	2	57
A108	02	0720	Highest Level of Education Completed	ID	2	57
			<u>PARENT/GUARDIAN'S EMPLOYER INFORMATION</u>			
A109	03	0120	Name of Institution	AN	60	38
A110	03	0440	Complete Permanent Address ¹³	AN	60	47
A111	03	0460	Communication Status	AN	60	47
A112	03	0461	Communication Number Type	ID	2	48
A113	03	0470	Communication Number	AN	25	48
A114	03	0489	Electronic Mail Address Type	ID	2	48
A115	03	0490	Electronic Mail Address	AN	30	48
			<u>SIBLING(S) OR OTHER SCHOOL-AGE CHILDREN LIVING IN STUDENT'S HOUSEHOLD¹⁴</u>			
A116	04	0110	Name of Individual ¹⁵	AN	45	38
A117	04	0170	Sex	ID	2	40
A118	04	0660	Relationship to Student	ID	2	54
A119	04	0680	School/Local Education Agency Status	ID	2	55
A120	04	0130	Identification Number ¹⁶	AN	30	38
A121	04	0140	Identification System	ID	2	38
A122	04	0180	Birthdate	DT	8	40
A123	04	0610	Financial Dependency	ID	2	52
			<u>RESPONSIBLE ADULT OF STUDENT'S HOUSEHOLD¹⁷</u>			
A124	05	0110	Name of Individual ¹⁵	AN	45	38
A125	05	0660	Relationship to Student	ID	2	54
			<u>OTHER ADULT LIVING IN STUDENT'S HOUSEHOLD¹⁸</u>			
A126	06	0110	Name of Individual ¹⁵	AN	45	38
A127	06	0660	Relationship to Student	ID	2	54
			<u>SPONSOR¹⁹</u>			
A128	07	0110	Name of Individual ¹⁵	AN	45	38
A129	07	0660	Relationship to Student	ID	2	54
A130	07	0440	Complete Permanent Address ¹³	AN	60	47
A131	07	0460	Communication Status	AN	60	47
A132	07	0461	Communication Number Type	ID	2	47
A133	07	0470	Communication Number	AN	25	48
A134	07	0489	Electronic Mail Address Type	ID	2	48
A135	07	0490	Electronic Mail Address	AN	30	48

Serial Number	Entity Number	Data Element Number	Data Elements	Data Element Type	Field Length	Page on which Defined
A135a	07	0491	Web Site Address	AN	80	48a
			<u>EMERGENCY CONTACT INFORMATION</u>			
A136	08	0110	Name of Individual ¹⁵	AN	45	38
A137	08	0660	Relationship to Student	ID	2	54
A138	08	0440	Complete Permanent Address ¹³	AN	60	47
A139	08	0460	Communication Status	AN	60	47
A140	08	0461	Communication Number Type	ID	2	47
A141	08	0470	Communication Number	AN	25	48
A142	08	0489	Electronic Mail Address Type	ID	2	48
A143	08	0490	Electronic Mail Address	AN	30	48

¹ Loop A11-12 may be used for multiple entries.

² Multiple entries may be necessary. For Data Element 0150 (Race), OMB has not endorsed a set of guidelines for tabulating these data in aggregated reports. In the absence of guidelines for tabulating racial and ethnic data, many Departmental Programs have not yet adopted the new standards. See appendix L for further detail.

³ Data Element 0221 may be used instead of Data Element 0220.

⁴ Multiple entries may be necessary.

⁵ Data Element 0261 may be used instead of Data Element 0260.

⁶ Loop A29-31 may be used for multiple entries.

⁷ Data Element 0411 may be used instead of Data Element 0410.

⁸ Data Element 0431 may be used instead of Data Element 0430.

⁹ Loop A69-70 may be used for multiple entries.

¹⁰ Loop A89-90 may be used for multiple entries.

¹¹ Data Element 0411 may be used instead of Data Element 0410.

¹² Data Element 0431 may be used instead of Data Element 0430.

¹³ Free form. This item may be used in lieu of Data Elements 0370, 0380, 0390, 0400, 0410, 0411, 0420, and 0430.

¹⁴ Loop A111-118 may be used for multiple entries.

¹⁵ Free form. This item may be used in lieu of Data Elements 0010, 0020, 0030, and 0040.

¹⁶ Loop A115-116 may be used for multiple entries.

¹⁷ Loop A119-120 may be used for multiple entries.

¹⁸ Loop A121-122 may be used for multiple entries.

¹⁹ Loop A123-128 may be used for multiple entries.

B. ENROLLMENT

Serial Number	Entity Number	Data Element Number	Data Elements	Data Element Type	Field Length	Page on which Defined
			<u>SCHOOL INFORMATION¹</u>			
B1	09	0730	Enrollment Status	ID	2	58
B2	09	0120	Name of Institution	AN	60	58
B3	09	0370	Street Number/Name	AN	35	58
B4	09	0380	Apartment Room/Suite Number	AN	10	58
B5	09	0390	City	AN	30	58
B6	09	0400	County	AN	16	58
B7	09	0410	State Code	ID	2	59
B8	09	0420	Zip Code	AN	10	59
B9	09	0430	Country Code	ID	4	59
B10	09	0460	Communication Status	AN	60	59
B11	09	0461	Communication Number Type	ID	2	59
B12	09	0470	Communication Number	AN	25	59
B13	09	0489	Electronic Mail Address Type	ID	2	60
B14	09	0490	Electronic Mail Address	AN	30	60
B15	09	0130	Identification Number	AN	30	60
B16	09	0140	Identification System	ID	2	60
B17	09	0740	Lowest Grade Level	ID	2	61
B18	09	0750	Highest Grade Level	ID	2	61
B19	09	0760	School Administration	ID	2	61
B20	09	0770	School Type Code	ID	2	62
B21	10	0120	Name of Institution	AN	60	58
B22	10	0370	Street Number/Name	AN	35	58
B23	10	0380	Apartment Room/Suite Number	AN	10	58
B24	10	0390	City	AN	30	58
B25	10	0400	County	AN	16	58
B26	10	0410	State Code	ID	2	59
B27	10	0420	Zip Code	AN	10	59
B28	10	0430	Country Code	ID	4	59
B29	10	0460	Communication Status	AN	60	59
B30	10	0461	Communication Number Type	ID	2	59
B31	10	0470	Communication Number	AN	25	59
B32	10	0489	Electronic Mail Address Type	ID	2	60
B33	10	0490	Electronic Mail Address	AN	30	60
B33a	10	0491	Communication Number Type	ID	2	60
B34	10	0130	Identification Number ²	AN	30	60
B35	10	0140	Identification System	ID	2	60
			<u>ENTRANCE INFORMATION³</u>			
B36	01	0780	Admission Date	DT	8	63
B37	01	0790	Admission Status	ID	2	63

Serial Number	Entity Number	Data Element Number	Data Elements	Data Element Type	Field Length	Page on which Defined
B38	01	0800	Entry Date	DT	8	64
B39	01	0810	Cohort Year	DT	4	64
B40	01	0820	Entry Type	ID	2	64
B41	01	0830	Entry/Grade Level	ID	2	65
B42	01	0840	Full-Time/Part-Time Status	ID	2	66
B43	01	0841	Full-Time Equivalent (FTE) Status	N	3.2	66
B44	01	0850	Day/Evening Status	ID	2	66
B45	01	0860	Boarding Status	ID	2	67
			<u>TUITION AND FEE INFORMATION⁴</u>			
B46	01	0870	Tuition Payment Amount	N	8	67
B47	01	0871	Fee Payment Type ⁵	ID	2	67
B48	01	0872	Fee Amount	N	8	67
B49	01	0920	Total Cost of Education to Student ⁶	N	8	67
B50	01	0930	Tuition Status	ID	2	67
B51	01	0940	Payment Source ⁷	ID	2	68
			<u>FINANCIAL ASSISTANCE⁸</u>			
B52	01	0950	Financial Assistance Qualifier	ID	2	68
B53	01	0960	Financial Assistance Type	ID	2	68
B54	01	0970	Financial Assistance Descriptive Title	AN	60	69
B55	01	0980	Financial Assistance Source	ID	2	69
B56	01	0990	Financial Assistance Amount	N	8	69
			<u>MEMBERSHIP INFORMATION⁹</u>			
B57	01	1000	Number of Days of Membership ¹⁰	N	4.1	69
			<u>ATTENDANCE INFORMATION</u>			
B58	01	1010	Daily Attendance Status	ID	2	70
B59	01	1011	Number of Days in Attendance	N	4.1	70
B60	01	1012	Number of Days Absent	N	4.1	70
B61	01	1013	Number of Tardies	N	3	71
B62	01	1020	Class Attendance Status	ID	2	71
B63	01	1030	Released Time	AN	5	71
			<u>EXIT/WITHDRAWAL INFORMATION¹¹</u>			
B64	01	1040	Exit/Withdrawal Date	DT	8	72
B65	01	1050	Exit/Withdrawal Status	ID	2	72
B66	01	1060	Exit/Withdrawal Type	ID	2	72
B67	01	1070	Death Date ¹²	DT	8	74
B68	01	1080	Death Cause ¹²	AN	35	74
B69	01	1090	Illness Type ¹⁴	ID	6	74
B70	01	1100	Expulsion Cause ¹⁵	AN	60	74
B71	01	1110	Expulsion Return Date ¹⁶	DT	8	74

Serial Number	Entity Number	Data Element Number	Data Elements	Data Element Type	Field Length	Page on which Defined
B72	01	1120	Discontinuing Schooling Reason ¹⁷	ID	2	74
B73	01	1130	Compulsory Attendance Status at Time of Discontinuing Schooling ¹⁸	AN	35	75
B74	01	1140	Residence After Exiting/Withdrawing From School	ID	2	76
B75	01	1150	Information Source	AN	45	76
			<u>NON-ENTRANCE INFORMATION</u>			
B76	01	1160	Reason for Non-Entrance in Local Elementary or Secondary School	ID	2	76

¹ Loop B1-35 may be used for multiple entries.

² Loop B34-35 may be used for multiple entries.

³ Loop B36-45 may be used for multiple entries.

⁴ Loop B46-51 may be used for multiple entries.

⁵ Loop B47-48 may be used for multiple entries.

⁶ This item may be used in lieu of Data Elements 0870, 0871, 0872, 0890, 0900, and 0910. Information may be kept as a total amount, and/or be broken down to items 0870 through 0910.

⁷ Multiple entries may be necessary.

⁸ Loop B52-56 may be used for multiple entries.

⁹ Loop B57-63 may be used for multiple entries.

¹⁰ Derived from constituent data elements: 0080 Entry Date, 1010 Daily Attendance Status, 1040 Exit/Withdrawal Date.

¹¹ Loop B64-75 may be used for multiple entries.

¹² Applicable if 1060 17 is selected.

¹⁴ Applicable if 1060 18 is selected.

¹⁵ Applicable if 1060 19 is selected. Multiple entries may be necessary.

¹⁶ Applicable if 1060 19 is selected.

¹⁷ Applicable if 1060 21 is selected. Multiple entries may be necessary.

¹⁸ Applicable if 1060 21 is selected.

C. SCHOOL PARTICIPATION AND ACTIVITIES

Serial Number	Entity Number	Data Element Number	Data Elements	Data Element Type	Field Length	Page on which Defined
			<u>SESSION INFORMATION¹</u>			
C1	09	1170	Session Type	ID	2	78
C2	09	1180	Session Beginning Date	DT	8	78
C3	09	1190	Session Ending Date	DT	8	78
C4	09	1200	Total Days in Session	AN	3	79
C5	09	1201	Number of Hours in School Day	N	2	79
C6	09	1011	Number of Days in Attendance	N	4.1	79
C7	09	1012	Number of Days Absent	N	4.1	79
C8	09	1013	Number of Tardies	N	3	79
C9	09	0830	Entry/Grade Level	ID	2	79
C10	11	0110	Name of Individual ²	AN	45	80
C11	11	0130	Identification Number	AN	30	80
C12	11	0140	Identification System	ID	2	80
C13	12	0110	Name of Individual ²	AN	45	80
C14	12	0130	Identification Number	AN	30	80
C15	12	0140	Identification System	ID	2	80
			<u>COURSE INFORMATION</u>			
C16	13	1210	Organization	ID	2	81
C17	13	1220	Course Code System	ID	2	81
C18	13	1221	Course Code	AN	30	81
C19	13	1222	Elementary Subject/Course	ID	2	81
C19a	13	1223	Unique Course Code	NA	30	82
C20	13	1230	Instructional Level	ID	2	82
C21	13	1231	State University Course Requirement	ID	2	83
C22	13	1240	Course Title	AN	35	84
C22a	13	1241	Course Description	AN	45	84
C23	13	1250	Period	AN	10	84
C24	13	1260	Time Element	AN	6	84
C25	14	0110	Name of Individual ²	AN	45	80
C26	14	0130	Identification Number	AN	30	80
C27	14	0140	Identification System	ID	2	80
C28	13	1270	Principal Medium of Instruction	ID	2	84
C29	13	1271	Language of Instruction	AN	10	84a
C30	13	1280	Location of Instruction/Service ³	ID	2	85
C31	13	1290	Location of Instruction/Service Description ³	AN	30	85
C32	13	1300	Credit Type Earned	ID	2	85
C33	13	1310	Number of Credits Attempted	R	15	86
C34	13	1320	Repeat Identifier	ID	2	86

Serial Number	Entity Number	Data Element Number	Data Elements	Data Element Type	Field Length	Page on which Defined
C35	13	1330	Number of Credits Received	R	15	86
C36	13	1340	Reporting Means	ID	2	86
C37	13	1350	Reporting Method	ID	2	86a
C38	13	1360	Grade Earned in Course	AN	15	87
C39	13	1370	Grade Value Qualifier ⁴	ID	3	87
C40	13	1011	Number of Days in Attendance	N	4.1	79
C41	13	1012	Number of Days Absent	N	4.1	79
C42	13	1013	Number of Tardies	N	3	79
			<u>GRADING PERIOD INFORMATION⁵</u>			
C43	09	1380	Grade Period Beginning Date	DT	8	87
C44	09	1390	Grading Period Ending Date	DT	8	87
C45	09	1400	Total Days in Grading Period	AN	3	88
			<u>PERFORMANCE INFORMATION</u>			
C46	01	1410	*Credits Attempted: Given Grading Period ⁶	R	4	88
C47	01	1420	*Credits Attempted: Given Session ⁷	R	4	88
C48	01	1430	*Credits Attempted: Given School Year ⁷	R	4	88
C49	01	1440	*Credits Attempted: Cumulative ⁷	R	5	88
C50	01	1450	*Credits Received: Given Grading Period ⁸	R	4	88
C51	01	1460	*Credits Received: Given Session ⁹	R	4	89
C52	01	1470	*Credits Received: Given School Year ⁹	R	4	89
C53	01	1480	*Credits Received: Cumulative ⁹	R	5	89
C54	01	1490	*Grade Points Received: Given Grading Period ¹⁰	R	4	89
C55	01	1500	*Grade Points Received: Given Session ¹⁰	R	4	89
C56	01	1510	*Grade Points Received: Given School Year ¹⁰	R	4	89
C57	01	1520	*Grade Points Received: Cumulative ¹¹	R	5	90
C58	01	1530	*Grade Point Average (GPA): Given Grading Period ¹²	R	5	90
C59	01	1540	*Grade Point Average (GPA): Given Session ¹³	R	5	90
C60	01	1550	*Grade Point Average (GPA): Given School Year ¹³	R	5	90
C61	01	1560	*Grade Point Average (GPA): Cumulative ¹³	R	5	90

Serial Number	Entity Number	Data Element Number	Data Elements	Data Element Type	Field Length	Page on which Defined
			<u>PROGRESS INFORMATION</u>			
C62	01	1570	Promotion Type	ID	2	90
C63	01	1580	Non-Promotion Reason ³	ID	2	91
			<u>HONORS INFORMATION</u>			
C64	01	1590	Honors Information Code ³	ID	2	92
C65	01	1591	Honors Description	AN	60	93
C66	01	1592	Class Rank	N	5	93
C67	01	1593	Total Number in Class	N	5	93
C68	01	1594	Percentage Ranking	N	3.2	93
			<u>ACTIVITY INFORMATION</u>			
C69	01	1600	Activity Title	AN	35	93
C70	01	1601	Activity Code	ID	3	93
C71	01	1602	Activity Description	AN	60	95
C72	01	1610	Activity Type	ID	2	95
C73	01	1611	Name of Activity Sponsor	AN	35	96
C74	01	1612	Activity Involvement Beginning Date	DT	8	96
C75	01	1613	Activity Involvement Ending Date	DT	8	96
C76	01	1614	Amount of Activity Involved	AN	35	96
C77	01	1590	Honors Information Code ³	ID	2	96
C78	01	1591	Honors Description	AN	60	97
			<u>GRADUATION INFORMATION</u>			
C79	01	1621	Diploma/Credential Type	ID	2	97
C80	01	1622	Diploma/Credential Award Date	DT	8	98
C81	01	1623	Diploma/Credential Level and Honors	ID	2	98
C82	01	1624	Diploma/Credential Level and Honors Description	AN	35	98
C83	01	1625	Non-Course Graduation Requirement Code	ID	2	98
C84	01	1626	Non-Course Graduation Requirement Date Met	DT	8	99
C85	01	1627	Non-Course Graduation Requirement Scores/Results	AN	60	99
C86	01	1592	Class Rank	N	5	99
C87	01	1593	Total Number in Class	N	5	99
C88	01	1594	Percentage Ranking	N	3.2	99

¹ Loop C1-88 may be used for multiple entries.

² Free form. This item may be used in lieu of Data Elements 0010, 0020, 0030, and 0040.

³ Multiple entries may be necessary.

⁴ A list of codes is available from the Association of American Medical Colleges (AAMC).

⁵ C43-45 may be used for multiple entries.

⁶ Derived from constituent data elements: 1380 Grading Period Beginning Date, 1390 Grading Period Ending Date, 1240 Course Title, 1300 Credit Type Offered, 1310 Number of Credits Attempted, 1320 Repeat Identifier.

⁷ Derived from constituent data elements: 1170 Session Type, 1180 Session Beginning Date, 1190 Session Ending Date, 1240 Course Title, 1300 Credit Type Offered, 1310 Number of Credits Attempted, 1320 Repeat Identifier.

⁸ Derived from constituent data elements: 1380 Grading Period Beginning Date, 1390 Grading Period Ending Date, 1240 Course Title, 1300 Credit Type Offered, 1320 Repeat Identifier, 1330 Number of Credits Received.

⁹ Derived from constituent data elements: 1170 Session Type, 1180 Session Beginning Date, 1190 Session Ending Date, 1240 Course Title, 1300 Credit Type Offered, 1320 Repeat Identifier, 1330 Number of Credits Received.

¹⁰ Derived from constituent data elements: 1380 Grading Period Beginning Date, 1390 Grading Period Ending Date, 1240 Course Title, 1300 Credit Type Offered, 1320 Repeat Identifier, 1330 Number of Credits Received, 1360 Grade Earned in Course, 1370 Grade Value Qualifier.

¹¹ Derived from constituent data elements: 1170 Session Type, 1180 Session Beginning Date, 1190 Session Ending Date, 1240 Course Title, 1300 Credit Type Offered, 1320 Repeat Identifier, 1330 Number of Credits Received, 1360 Grade Earned in Course, 1370 Grade Value Qualifier.

¹² Derived from constituent data elements: 1380 Grading Period Beginning Date, 1390 Grading Period Ending Date, 1240 Course Title, 1300 Credit Type Offered, 1310 Number of Credits Attempted, 1320 Repeat Identifier, 1330 Number of Credits Received, 1360 Grade Earned in Course, 1370 Grade Value Qualifier.

¹³ Derived from constituent data elements: 1170 Session Type, 1180 Session Beginning Date, 1190 Session Ending Date, 1240 Course Title, 1300 Credit Type Offered, 1310 Number of Credits Attempted, 1320 Repeat Identifier, 1330 Number of Credits Received, 1360 Grade Earned in Course, 1370 Grade Value Qualifier.

D. NON-SCHOOL AND POST-SCHOOL EXPERIENCE

Serial Number	Entity Number	Data Element Number	Data Elements	Data Element Type	Field Length	Page on which Defined
			<u>NON-SCHOOL ACTIVITY INFORMATION¹</u>			
D1	01	1630	Non-School Activity Code	ID	2	100
D2	01	1631	Non-School Activity Description	AN	35	100
D3	01	1632	Non-School Activity Sponsor	AN	35	100
D4	01	1633	Amount of Non-School Activity Involvement	AN	35	100
D5	01	1590	Honors Information Code	ID	2	101
D6	01	1591	Honors Description	AN	60	102
D7	01	1640	Non-School Activity Beginning Date	DT	8	102
D8	01	1650	Non-School Activity Ending Date	DT	8	102
			<u>INSTITUTIONAL/ ORGANIZATIONAL INFORMATION²</u>			
D9	03	0120	Name of Institution	AN	60	102
D10	03	0440	Complete Permanent Address ³	AN	60	102
D11	03	0460	Communication Status	AN	60	102
D12	03	0461	Communication Number Type	ID	2	102
D13	03	0470	Communication Number	AN	25	103
D14	03	0489	Electronic Mail Address Type	ID	2	103
D15	03	0490	Electronic Mail Address	AN	30	103
			<u>WORK EXPERIENCE</u>			
D16	01	1670	In-School/Post-School Employment Status	ID	2	103
D17	01	1680	Experience Type	ID	2	104
D18	01	1690	Work Type	ID	3	104
D19	01	1700	Program of Study Relevance	ID	2	104
D19a	01	1701	Work Experience Required	ID	2	104a
D19b	01	1702	Work Experience Paid	ID	2	104a
D20	01	1710	Employment Permit Number	AN	17	105
D21	01	1720	Employment Permit Certifying Organization	AN	45	105
D22	01	1730	Employment Permit Description	AN	60	105
D23	01	1740	Employment Permit Valid Date	DT	8	105
D24	01	1750	Employment Permit Expiration Date	DT	8	105
D25	01	1760	Employment Start Date	DT	8	105
D26	01	1770	Employment End Date	DT	8	105
D27	01	1780	Number of Hours Worked Per Work Week (Monday-Friday)	N	4	105
D28	01	1790	Number of Hours Worked Per Weekend	N	4	105
D29	01	1800	Employment Recognition ⁴	ID	2	105

Serial Number	Entity Number	Data Element Number	Data Elements	Data Element Type	Field Length	Page on which Defined
			<u>POST-SCHOOL EDUCATION/TRAINING⁵</u>			
D30	15	0120	Name of Institution	AN	60	102
D31	15	0440	Complete Permanent Address ³	AN	60	102
D32	15	0460	Communication Status	AN	60	102
D33	15	0461	Communication Number Type	ID	2	102
D34	15	0470	Communication Number	AN	25	103
D35	15	0489	Electronic Mail Address Type	ID	2	103
D36	15	0490	Electronic Mail Address	AN	30	103
D37	01	1810	Post-School Training or Education Subject Matter	ID	2	106
D38	01	1820	Education Planned	ID	2	107
D39	01	0720	Highest Level of Education Completed	ID	2	107
D40	01	1830	Post-School Recognition	AN	60	108
			<u>OTHER POST-SCHOOL INFORMATION</u>			
D41	01	1840	Career Objectives	ID	3	108
D42	01	1850	Military Service Experience	AN	60	108
D43	01	1860	Voting Status	ID	2	108
D44	01	1870	Other Post-School Accomplishments ⁵	AN	60	108

¹ Loop D1-8 may be used for multiple entries.

² Loop D9-29 may be used for multiple entries.

³ Free form. This item may be used in lieu of Data Elements 0370, 0380, 0390, 0400, 0410, 0420, and 0430.

⁴ Multiple entries may be necessary.

⁵ Loop D30-40 may be used for multiple entries.

E. ASSESSMENT

Serial Number	Entity Number	Data Element Number	Data Elements	Data Element Type	Field Length	Page on which Defined
			<u>ASSESSMENT INFORMATION</u> ¹			
E1	16	1880	Purpose	ID	2	109
E1a	16	1881	Assessment Requirement Authority	AN	30	110
E2	16	1890	Assessment Type	ID	2	110
E3	16	1900	Assessment Title/Description	AN	35	111
E3a	16	1901	Assessment Code	AN	30	111
E4	16	1910	Assessment Content	AN	35	111
E5	16	1920	Subtest Type	AN	35	111
E6	16	1930	Level (for which Designed)	AN	35	111
E7	16	0130	Identification Number	AN	30	112
E8	16	0140	Identification System ²	ID	2	112
E9	16	1940	Grade Level when Assessed	AN	35	112
E10	16	1950	Copyright Date	DT	8	112
			<u>ADMINISTRATIVE ISSUES</u>			
E11	16	1959	Non-Participation Reason	ID	2	112a
E12	16	1960	Administration Method	ID	2	112a
E13	16	1970	Administration Form	ID	2	113
E14	16	1980	Response Form	ID	2	113
E15	16	1990	Administration Language	ID	3	113
E16	16	2000	Special Accommodation	AN	35	114
E17	16	2010	Administration Date	DT	8	114
E18	16	2020	Location	AN	40	114
E19	17	0110	Name of Individual ³	AN	45	114
E20	17	2030	Position Title	AN	35	114
			<u>SCORE/RESULTS REPORTING</u>			
E21	16	2040	Assessment Reference Type	ID	2	114
E22	16	2050	Norm Group	ID	2	115
E23	16	2060	Norm Year	AN	4	115
E24	16	2070	Norming Period	AN	35	115
E25	16	2080	Score Range	AN	35	115
E26	16	2090	Reporting Method	ID	2	115
E27	16	2100	Score Results	AN	35	117
E28	16	2110	Score Interpretation Information	AN	60	117
E29	16	2120	Reporting and Documentation	AN	60	117

¹ Loop E1-30 may be used for multiple entries.

² See SPEEDE/ExPRESS for a list of student test codes.

³ Free form. This term may be used in lieu of Data Elements 0010, 0020, 0030, and 0040.

F. TRANSPORTATION

Serial Number	Entity Number	Data Element Number	Data Elements	Data Element Type	Field Length	Page on which Defined
			<u>TRANSPORTATION INFORMATION</u>			
F1	01	2130	Transportation Status	ID	2	118
F2	01	2140	State Transportation Aid Qualification	ID	2	118
F3	01	2150	Transportation at Public Expense Eligibility	ID	2	119
F4	01	2160	Special Accommodation Requirements	AN	60	119
			<u>TRANSPORTATION CONTACT</u>			
F5	18	0110	Name of Individual ¹	AN	60	119
F6	18	0440	Complete Permanent Address ²	AN	60	120
F7	18	0460	Communication Status	AN	60	120
F8	18	0461	Communication Number Type	ID	2	120
F9	18	0470	Communication Number	AN	25	120
F10	18	0489	Electronic Mail Address Type	ID	2	120
F11	18	0490	Electronic Mail Address	AN	30	120
			<u>DISTANCE/TIME INFORMATION</u>			
F12	01	2170	Distance from Home to School	N	8	121
F13	01	2180	Total Distance Transported	N	8	121
F14	01	2190	Length of Time Transported	N	8	121
			<u>VEHICLE INFORMATION</u>			
F15	19	2200	Ownership/Type	ID	2	121
F16	19	0130	Identification Number	AN	30	122
F17	19	0140	Identification System	ID	2	122
F18	19	2210	Route Description	AN	60	122
F19	19	2220	Run Description	AN	60	122
F20	19	2230	Stop Description	AN	60	122a

¹ Free form. This item may be used in lieu of Data Elements 0010, 0020, 0030, and 0040.

² Free form. This item may be used in lieu of Data Elements 0370, 0380, 0390, 0400, 0410, 0420, and 0430.

G. HEALTH CONDITIONS

Serial Number	Entity Number	Data Element Number	Data Elements	Data Element Type	Field Length	Page on which Defined
<u>IDENTIFIERS</u>						
G1	01	0130	Identification Number	AN	30	123
G2	01	0140	Identification System	ID	2	123
G3	01	2240	Height	N	5	123
G4	01	2250	Weight	N	5	124
G5	01	2260	Hair Color	ID	2	124
G6	01	2270	Eye Color	ID	2	124
G7	01	2280	Birthmark	AN	35	124
G8	01	2290	Blood Type	AN	5	124
<u>ORAL HEALTH</u>						
G9	01	2300	Number of Teeth	N	2	124
G10	01	2310	Number of Permanent Teeth Lost	N	2	124
G11	01	2320	Number of Teeth Decayed	N	2	124a
G12	01	2330	Number of Teeth Restored	N	2	125
G13	01	2340	Occlusion Condition	ID	2	125
G14	01	2350	Gingival (Gum) Condition	ID	2	125
G15	01	2360	Oral Soft Tissue Condition	ID	2	125
G16	01	2370	Dental Prosthetics	ID	2	125
G17	01	2380	Orthodontic Appliances	AN	35	126
<u>MATERNAL AND PRE-NATAL CONDITIONS</u>						
G18	01	2390	Initial Pre-Natal Visit (Gestational Age)	N	2	126
G19	01	2400	Total Number of Pre-Natal Visits During Pregnancy	N	2	126
G20	01	2410	Total Weight Gain During Pregnancy	N	3	126
<u>CONDITIONS AT BIRTH</u>						
G21	01	2420	Weight at Birth	N	5	126
G22	01	2430	Gestational Age at Birth	N	2	126
G23	01	2440	Health Condition at Birth	AN	35	126
<u>HEALTH HISTORY¹</u>						
G24	01	2450	Diseases, Illnesses, and Other Health Conditions	ID	6	127
G25	01	2460	Medical Treatment	ID	6	127
G26	01	2470	School Health Emergency Action	AN	6	127
G27	01	2480	Injury Code	ID	6	127
G27a	01	2481	Injury Description	AN	120	127
G28	01	2490	Substance Abuse	AN	60	127
G29	01	2500	Routine Health Care Procedure Required at School ²	ID	6	127
G30	01	2510	Health Condition Progress Report	AN	60	127
G31	01	2520	Health Care History Episode Date	DT	8	128

Serial Number	Entity Number	Data Element Number	Data Elements	Data Element Type	Field Length	Page on which Defined
			<u>MEDICAL EVALUATIONS³</u>			
G32	20	2530	Evaluation Sequence	ID	2	128
G33	20	2540	Medical Examination Type	ID	2	128
G34	20	2550	Medical Examination Instrument Description/Title	AN	35	128a
G35	20	2560	Medical Examination Date	DT	8	128a
G36	20	2570	Uncorrected Score/Results	AN	35	129
G37	20	2580	Corrected Score/Results	AN	35	129
G38	20	2590	Medical Examination Unit of Measure	AN	12	129
G39	20	2600	Blood Pressure	AN	8	129
G40	01	2610	Overall Diagnosis/Interpretation of Vision	ID	2	129
G41	01	2620	Overall Diagnosis/Interpretation of Hearing	ID	2	129
G42	01	2630	Overall Diagnosis/Interpretation of Speech and Language	ID	2	130
G43	01	2640	Service Alternatives	ID	2	130
G44	01	2650	Corrective Equipment Prescribed	AN	35	130
G45	01	2660	Corrective Equipment Purpose	AN	60	131
G46	01	2670	Diagnosis of Causative Factor (Condition)	AN	60	131
G47	01	2680	Condition Onset Date	DT	8	131
			<u>DISABLING CONDITIONS</u>			
G48	01	2690	Primary Disability Type	ID	2	131
G49	01	2691	Qualified Individual with Disabilities under Section 504 of the Rehabilitation Act	ID	2	133
G50	01	2692	Qualified Individual with Disabilities under the Individuals with Disabilities Education Act	ID	2	133
G51	01	2693	Qualified Individual with Disabilities under the Americans with Disabilities Act	ID	2	133
G52	01	2700	Disability Level	AN	35	134
G53	01	2710	Secondary Disability Type	ID	2	134
G54	01	2720	Tertiary Disability Type	ID	2	134
			<u>MEDICAL LABORATORY TESTS⁴</u>			
G55	01	2730	Blood Test Type	AN	35	134
G56	01	2740	Tuberculosis Test Type	AN	35	135

Chapter 5 - Applications of the Handbook
 G. Health Conditions

Serial Number	Entity Number	Data Element Number	Data Elements	Data Element Type	Field Length	Page on which Defined
G57	01	2750	Medical Laboratory Procedure Results	AN	60	135
			<u>IMMUNIZATION</u>			
G58	01	2760	Immunization Type ⁵	ID	6	135
G59	01	2770	Immunizations Mandated by State Law for Participation	ID	2	135
G60	01	2780	Immunization Date	DT	8	135
G61	01	2790	Immunization Status Code	ID	2	135
			<u>NUTRITION</u>			
G62	01	2800	Special Diet Considerations	AN	35	136
			<u>REFERRALS⁶</u>			
G63	01	2810	Referral Purpose	ID	2	136
G64	01	2820	Referral Cause	AN	35	136
G65	01	2830	Referral Date	DT	8	136
G66	01	2840	Referral Completion Date	DT	8	136
G67	01	2850	Referral Completion Report	AN	60	136
			<u>LIMITATIONS ON SCHOOL ACTIVITIES⁷</u>			
G68	01	2860	Limitation Description	AN	60	136
G69	01	2870	Limitation Cause	AN	35	137
G70	01	2880	Limitation Beginning Date	DT	8	137
G71	01	2890	Limitation Ending Date	DT	8	137
			<u>HEALTH CARE PROVIDER⁸</u>			
G72	21	2900	Provider Type	AN	35	137
G73	21	2910	Provider Specialty	AN	35	137
G74	21	2920	Provider Authority	ID	2	137
G75	21	2930	Referral Status	ID	2	137
G76	21	0110	Name of Individual ⁹	AN	45	137
G77	21	0440	Complete Permanent Address ¹⁰	AN	60	138
G78	21	0460	Communication Status	AN	60	138
G79	21	0461	Communication Number Type	ID	2	138
G80	21	0470	Communication Number	AN	25	138
G81	18	0489	Electronic Mail Address Type	ID	2	138
G82	18	0490	Electronic Mail Address	AN	30	138
G83	21	0130	Identification Number	AN	30	139
G84	21	0140	Identification System	ID	2	139
			<u>OTHER HEALTH INFORMATION</u>			
G85	01	2940	Emergency Factor ¹¹	ID	2	139
G86	01	2950	Related Emergency Needs ¹¹	AN	60	140
G87	01	2960	Insurance Coverage ¹²	ID	2	140
G88	01	2970	Health Care Plan	AN	35	140
G89	01	2980	Hospital Preference	AN	35	140
G90	01	2990	Medical Waiver	AN	35	140

Serial Number	Entity Number	Data Element Number	Data Elements	Data Element Type	Field Length	Page on which Defined
G91	01	3000	Religious Considerations	AN	35	140
G92	01	3010	Other Special Health Needs, Information, or Instructions	AN	60	140

¹ Loop G24-31 may be used for multiple entries.

² Multiple entries may be necessary.

³ Loop G32-47 may be used for multiple entries.

⁴ Loop G55-57 may be used for multiple entries.

⁵ See Appendix I for a list of immunization codes.

⁶ Loop G63-67 may be used for multiple entries.

⁷ Loop G68-71 may be used for multiple entries.

⁸ Loop G72-84 may be used for multiple entries.

⁹ Free form. This item may be used in lieu of Data Elements 0010, 0020, 0030, and 0040.

¹⁰ Free form. This item may be used in lieu of Data Elements 0370, 0380, 0390, 0400, 0410, 0420, and 0430.

¹¹ Multiple entries may be necessary.

¹² Loop G87-88 may be used for multiple entries.

H. SPECIAL PROGRAM PARTICIPATION AND STUDENT SUPPORT SERVICES

Serial Number	Entity Number	Data Element Number	Data Elements	Data Element Type	Field Length	Page on which Defined
			<u>IDENTIFICATION PROCEDURE</u> ¹			
H1	01	3020	Identification Procedure ²	ID	2	141
H2	01	3030	Identification Results	AN	35	142
H3	17	0110	Name of Individual ³	AN	45	142
H4	17	2030	Position Title	AN	35	142
H5	17	0120	Name of Institution	AN	60	142
H6	17	0440	Complete Permanent Address ⁴	AN	60	142
H7	17	0460	Communication Status	AN	60	142
H8	17	0461	Communication Number Type	ID	2	142
H9	17	0470	Communication Number	AN	25	143
H10	17	0489	Electronic Mail Address Type	ID	2	143
H11	17	0490	Electronic Mail Address	AN	30	143
H12	22	3040	Program Eligibility Indicator	ID	2	143
H13	22	3050	Program Participation Reason ²	ID	2	144
H14	22	3060	Program Participation Identification Date	DT	8	144
			<u>EARLY CHILDHOOD PROGRAM PARTICIPATION</u> ⁵			
H15	22	3070	Caregiver/Early Childhood Program Provider	ID	2	144
H16	22	3080	Early Childhood Program Setting	ID	2	145
H17	22	3090	Family Day Care Status	ID	2	146
H18	22	3100	Caregiver/Early Childhood Program Description	AN	45	146
H19	22	3110	Early Childhood Program Sponsorship	ID	2	146
H20	22	3120	Early Childhood Program Funding Source ²	ID	2	146
H21	22	3130	Early Childhood Program Components	AN	35	147
H22	22	3131	Early Childhood Special Education Setting	ID	2	147
H23	22	3132	Early Childhood Program Focus	ID	2	147
			<u>INDIVIDUALIZED EDUCATION PROGRAM INFORMATION</u> ⁶			
H24	01	3140	Individualized Program Type	ID	2	147
H25	01	3150	Individualized Program Date Type	ID	2	148
H26	01	3160	Individualized Program Date	DT	8	148
H27	01	3170	Number of Minutes per Week Included	N	4	148

Serial Number	Entity Number	Data Element Number	Data Elements	Data Element Type	Field Length	Page on which Defined
			<u>SPECIAL PROGRAM AND STUDENT SUPPORT SERVICE PARTICIPATION⁷</u>			
H28	22	3180	Special Assistance Program Name	AN	60	148
H29	22	3190	Benefit Type	ID	2	149
H30	22	3200	Program Funding Source ²	ID	2	149
H31	22	3210	Instructional Program Service Type ²	ID	2	149
H32	22	3220	Student Support Service Type ²	ID	2	151
H33	22	3230	Transitional Support Service Type ²	ID	2	156
H34	22	3240	Service Description	AN	60	157
			<u>SPECIAL PROGRAM/SERVICES DELIVERY</u>			
H35	22	3250	Care/Service Frequency	ID	2	157
H36	22	3260	Care/Service Day Status	ID	2	158
H37	22	3270	Care/Service Intensity	N	4	158
H38	22	3280	Care/Service Duration	N	2	158
H39	22	3290	Care/Service Beginning Date	DT	8	158
H40	22	1280	Location of Instruction/Services	ID	2	158
H41	22	1290	Location of Instruction/Services Description	AN	30	158
H42	22	3300	Service Setting ²	ID	2	158
			<u>SERVICE PROVIDER⁸</u>			
H43	23	3310	Service Provider Type	ID	2	160
H44	23	0110	Name of Individual ³	AN	45	142
H45	23	2030	Position Title	AN	35	142
H46	23	0120	Name of Institution	AN	60	142
H47	23	0440	Complete Permanent Address ⁴	AN	60	142
H48	23	0460	Communication Status	AN	60	142
H49	23	0461	Communication Number Type	ID	2	142
H50	23	0470	Communication Number	AN	25	143
H51	23	0489	Electronic Mail Address Type	ID	2	143
H52	23	0490	Electronic Mail Address	AN	30	143
			<u>MONITORING PROCEDURE</u>			
H53	22	3320	Monitoring Method	ID	2	164
H54	22	3330	Remarks	AN	60	164
H55	17	0110	Name of Individual ⁹	AN	45	142
H56	17	2030	Position Title	AN	35	142
H57	17	0120	Name of Institution	AN	60	142
H58	17	0440	Complete Permanent Address ⁴	AN	60	142
H59	17	0460	Communication Status	AN	60	142

Chapter 5 - Applications of the Handbook
H. Special Program Participation and
Student Support Services

Serial Number	Entity Number	Data Element Number	Data Elements	Data Element Type	Field Length	Page on which Defined
H60	17	0461	Communication Number Type	ID	2	142
H61	17	0470	Communication Number	AN	25	143
H62	17	0489	Electronic Mail Address Type	ID	2	143
H63	17	0490	Electronic Mail Address	AN	30	143
			<u>PROGRAM EXIT</u>			
H64	22	3340	Care/Service Ending Date	DT	8	164
H65	22	3350	Program Exit Reason ²	ID	2	165

¹ Loop H1-14 may be used for multiple entries.

² Multiple entries may be necessary.

³ Free form. This item may be used in lieu of Data Elements 0010, 0020, 0030, and 0040.

⁴ Free form. This item may be used in lieu of Data Elements 0370, 0380, 0390, 0400, 0410, 0420, and 0430.

⁵ Loop H15-23 may be used for multiple entries.

⁶ Loop H24-27 may be used for multiple entries.

⁷ Loop H28-65 may be used for multiple entries.

⁸ Loop H43-52 may be used for multiple entries.

⁹ Loop H55-63 may be used for multiple entries. Free form. This item may be used in lieu of Data Elements 0010, 0020, 0030, and 0040.

I. DISCIPLINE

Serial Number	Entity Number	Data Element Number	Data Elements	Data Element Type	Field Length	Page on which Defined
			<u>NATURE OF OFFENSE¹</u>			
I1	01	3360	Incident Type	ID	2	167
I2	01	3361	Convicted Offense	ID	2	170
I3	01	3370	Incident Description	AN	35	170
I4	01	3380	Incident Occurrence Date	DT	8	170
I5	01	3390	Incident Occurrence Location	ID	2	170
I6	01	3391	Offense/Incident Occurrence Time	ID	2	171
			<u>DISCIPLINARY ACTION²</u>			
I7	01	3400	Disciplinary Action Type ³	ID	2	171
I8	01	3410	Disciplinary Action Description	AN	35	173
I9	01	3420	Disciplinary Action Status	ID	2	173
I10	01	3430	Disciplinary Action Beginning Date	DT	8	173
I11	01	3440	Disciplinary Action Ending Date	DT	8	173
I12	24	0110	Name of Individual ⁴	AN	45	173
I13	24	3450	Disciplinary Action Authority	ID	2	173

¹ Loop I1-13 may be used for multiple entries.

² Loop I7-13 may be used for multiple entries.

³ Multiple entries may be necessary.

⁴ Free form. This item may be used in lieu of Data Elements 0010, 0020, 0030, and 0040.

Surveys:

Bureau of Indian Affairs ISEP Student Data Dictionary

Office of Indian Education Programs
1849 C Street, NW
MS 3530
Washington, D.C. 20240

Title 1 Migrant Participation Report, 1996-97

Westat
1650 Research Boulevard
Rockville, MD 20850-3129

Chapter 2 State Annual Report

SRI International
333 Ravenswood Avenue
Menlo Park, CA 94025

Data Collection of the Office of Bilingual Education and Minority Languages Affairs

U.S. Department of Education
Office of Bilingual Education and Minority Language Affairs
Switzer Building, 330 C Street, SW
Washington, D.C. 20202

Elementary and Secondary School Civil Rights Compliance Report (District Summary: ED101), Fall 1998

U.S. Department of Education
Office for Civil Rights
Washington, D.C. 20202-2516

Elementary and Secondary School Civil Rights Compliance Report (Individual School Report: ED102), Fall 1998

U.S. Department of Education
Office for Civil Rights
Washington, D.C. 20202-2516

National Education Longitudinal Study, 1988/2000

National Center for Education Statistics
Elementary/Secondary and Library Studies Division
1990 K Street, NW
Washington, D.C. 20006

Common Core of Data (CCD), 1998-99

National Center for Education Statistics
Elementary/Secondary and Library Studies Division
1990 K Street, NW
Washington, D.C. 20006

Private School Survey (PSS), 1999-2000

National Center for Education Statistics
Elementary/Secondary and Library Studies Division
1990 K Street, NW
Washington, D.C. 20006

Project Head Start Annual Program Information Report, 1992-93

Ellsworth Associates
7799 Leesburg Pike, Suite 102 South
Falls Church, VA 22043

School Enrollment Supplement of the Current Population Survey (CPS), October 1998

National Center for Education Statistics
Early Childhood, International and Crosscutting Studies Division
1990 K Street, NW
Washington, D.C. 20006

Schools and Staffing Survey (SASS), 1999-2000

National Center for Education Statistics
Elementary/Secondary and Library Studies Division
1990 K Street, NW
Washington, D.C. 20006

Early Childhood Longitudinal Study (Kindergarten Cohort), 1998-99

National Center for Education Statistics
Early Childhood, International and Crosscutting Studies Division
1990 K Street, NW
Washington, D.C. 20006

Early Childhood Longitudinal Study (Birth Cohort), 2000

National Center for Education Statistics
Early Childhood, International and Crosscutting Studies Division
1990 K Street, NW
Washington, D.C. 20006

D

Data Element: A specific bit of data that can be defined and measured.

Day School: A school attended by students during a part of the day, as distinguished from a residential school where students are boarded and lodged as well as taught.

Deaf-Blindness: Concomitant hearing and visual impairments, the combination of which causes such severe communication and other developmental and educational problems that they cannot be accommodated in special education programs solely for children with deafness or children with blindness.

Delinquent Behavior: Behavior of a juvenile which is habitually wayward, disobedient, truant, or of such a nature as to impair or endanger the morals or health of self or others. If a juvenile violates a law or ordinance and is convicted in a court of law as a juvenile, he sometimes is considered a juvenile delinquent, depending on the severity of the violation; for repeated convictions of lesser offenses, he usually is considered a juvenile delinquent. Some jurisdictions use a term other than "conviction" for juvenile cases. *See Institution for Delinquent Children and Juvenile Delinquent.*

Department of Defense Dependents' School: An elementary or secondary school operated in the United States or overseas for dependents of active duty military and civilian personnel of the U.S. Department of Defense.

***Developmental Delay:** States may use this term to report children ages three through nine. The category includes a child 1) who is experiencing developmental delays, as defined by the State and as measured by appropriate diagnostic instruments and procedures, in one or more of the following areas: physical development, cognitive development, communication development, social or emotional development, and adaptive development; and 2) who, by reason thereof, needs special education and related services.

Disabled Person: Any individual who: (1) has a physical or mental impairment that substantially limits one or more of the major life activities; (2) has a record of such an impairment; or (3) is regarded as having such an impairment. (Americans with Disabilities Act.)

Disadvantaged Person: Unless defined differently for specific educational programs (e.g., vocational education, consumer, and homemaking programs), individuals who have academic, socioeconomic, cultural, or other disabilities that prevent them from succeeding in educational programs designed for individuals without such disabilities; and who, for that reason, require specially designed educational programs and related services. The term includes individuals whose needs for such programs or services result from poverty, neglect, delinquency, or cultural, racial, or linguistic isolation from the community at large. The term does not include physically or mentally disabled individuals except where such persons also are subject to the other disabilities and conditions referred to in this paragraph. *See Disabled Person.*

Double Session Class: Two groups of children per day with one teacher. Each session is counted as a separate class; for example, if a program had 5 classes that operated mornings and 5 that operated afternoons with the same 5 teachers, that would count as 10 classes.

Dyslexia: Impairment of the ability to read.

E

Education Agency: Administrative agency (e.g. State or local education agency) responsible for providing or administering early childhood, elementary- and/or secondary-level instruction or educational support services.

Education Commission: *See Board of Education.*

Educational Placement (service setting): The location where a special education program is provided. This location is one of the following: regular class placement, resource room placement, separate class placement, public separate school placement, private separate school placement, public residential placement, private residential placement, or home/hospital placement.

Educationally Disadvantaged Children: As defined for federal compensatory education programs, those children who have need for specific assistance so that their level of educational attainment may be raised to that which is appropriate for children of their age. The term includes children who are disabled and/or whose needs for such special educational assistance result from poverty, neglect, delinquency, or cultural or linguistic isolation from the community at large.

Employment Permit: A type of legal certificate sometimes called a "work permit," authorizing youths to engage in certain types of work before they have reached the age of unrestricted employment.

English (Socio-Cultural Dialect): A variation of the English language spoken in the United States by many members of a distinct socio-cultural group, such as Afro-Americans, Chicanos, Puerto Ricans, and Appalachian mountaineers. Such variations of English - generally denoted as non-standard - differ from regional standard variations (and from each other) in regard to grammar as well as pronunciation and idiomatic usage.

English (Standard American): The English language as spoken in such mainstream institutions of the United States as governmental bodies, schools, churches, and communications media. While there are regional variations of standard American English (e.g., Southern standard and New England standard), the grammar of these regional variations is similar, and the differences between them are predominantly those of pronunciation and idiomatic usage.

Entity: A person, place, event, object, or concept about which data can be collected.

Exceptional Children: Children who, because of certain atypical characteristics, have been identified by professionally qualified personnel as requiring special educational planning and services, whether or not such services are available. In general, the term "exceptional children" considers exceptionality on the basis of (a) physical, health, or sensory disability, (b) emotional disability or behavioral problem, and (c) observable exceptionality in mental ability (e.g., mentally gifted and mentally retarded). Some exceptional children have more than one type of exceptionality.

Exceptionality: A physical, health, sensory, mental, psychological, or proficiency characteristic by which qualified professional personnel identify individuals as differing significantly from others in their age group.

Excess Membership in Public Schools: Membership in excess of the normal student capacity of accessible publicly owned school plants in use. This includes any public school students housed in non-publicly owned quarters or makeshift or improvised facilities as well as those who are in excess of the normal capacity in permanent publicly owned school plants.

Extra-state Jurisdictions: See Outlying Areas.

F

Facilitator: One who serves as a leader for some group experience.

Fee: A payment, charge, or compensation for services (other than instruction), privileges, or for the use of equipment, books, or other goods.

Field Length: In data processing, the units of space allowed in a disk, drum, tape, tabulating card, or other device used to record data for a particular item of information.

objectives are being achieved. [Please refer to the U.S. Department of Education Office of Special Education Programs' web site at <http://www.ed.gov/osers/osep> for extended definitions of IEP.]

Individualized Family Service Program (IFSP): A written plan for providing early intervention services to a child (and his or her family) eligible under the Individuals With Disabilities Education Act (IDEA-Part C). [Please refer to the U.S. Department of Education Office of Special Education Programs' web site at <http://www.ed.gov/osers/osep> for extended definitions of IFSP.]

***Infants and Toddlers with Disabilities:** Individuals from birth through age two who need early intervention services because they: 1) are experiencing developmental delays as measured by appropriate diagnostic instruments and procedures in one or more of the following areas: cognitive development, physical development including vision and hearing, communication development, social or emotional development, or adaptive development; 2) are diagnosed with or as having a physical or mental condition that has a high probability of resulting in developmental delay. This term may also include, at a state's discretion, children from birth through age two who are at risk of having substantial developmental delays if early intervention services are not provided (as defined by Individuals with Disabilities Education Act).

Institution for Delinquent Children: As defined for federal compensatory education programs, a public or private non-profit residential facility which is operated primarily for the care of children and/or youth who have been adjudicated to be delinquent for an indefinite period of time or for a period of time other than one of short duration. This term also includes adult correctional institutions in which children are placed. *See Delinquent Behavior, Juvenile Delinquent and Corrective Institution.*

Institution for Neglected Children: As defined for federal compensatory education programs, a public or private non-profit residential facility (other than a foster home) which is operated primarily for the care of at least ten children and/or youth who have been committed to the institution, or voluntarily placed in the Institution, and for whom the institution has assumed or been granted custodial responsibility pursuant to applicable State law, because of the abandonment or neglect by, or death of, parents or individuals acting in the place of parents. *See Neglected Child.*

Instruction: The activities dealing directly with students and/or with improving the quality of student learning.

Intermediate Administrative Unit: An administrative unit smaller than the State which exists primarily to provide consultative, advisory, administrative, or statistical services to local education agencies, or to exercise certain regulatory functions over local education agencies. An intermediate unit may operate schools and contract for school services, but it does not exist primarily to render such services. Such units may or may not have taxing and bonding authority. Where there is a supervisory union board, the union is included as an intermediate unit.

International Baccalaureate: A program of study, sponsored and designed by the International Baccalaureate Organization (IBO), that leads to examinations and meets the needs of secondary school students between the ages of 16 and 19 years. Designed as a comprehensive two-year curriculum that allows its graduates to fulfill requirements of various national education systems, the diploma model is based on the pattern of no single country but incorporates elements of several. The program is available in English, French and Spanish. In addition to the diploma program mentioned above, the IBO also offers programs for students between the age of 3 and the age of 16.

Interstate Migratory Child: As defined for federal compensatory education programs, a child who has moved with a parent or guardian within the past year across state boundaries in order that a parent, guardian, or other member of his immediate family might secure temporary or seasonal employment in an agricultural or fishery activity.

Intrastate Migratory Child: As defined for federal compensatory education programs, a child who has moved with a parent or guardian within the past year across school district boundaries within a state in order that a parent, guardian, or other member of his immediate family might secure temporary or seasonal employment in an agricultural or fishery activity.

J-K

Job-Entry Level of Employment: A level of employment in which an individual may be placed on the basis of his education and training, without previous related work experience.

Junior: In high school, a student in grade eleven. In college, a junior is a student who has completed more than the required number of credit hours for completion of the second year of study, but has not completed the requirements for the third year.

Juvenile Delinquent: An offender of the laws of society who, because of his or her age, is not considered a criminal. While the term "juvenile delinquent" is often applied to all youthful offenders tried in juvenile court, these children technically are not legally delinquent until adjudged so by the court. *See Delinquent Behavior and Institution for Delinquent Children.*

L

Laboratory: A learning environment where students work in an individual manner or as part of a group study in a particular subject-matter area, often in the sciences, involving the practical application of theory through observation, experimentation, and research. In the case of foreign language instruction, learning occurs through demonstration, drill, and practice. This applies also to the study of art and music, though such activities may be conducted in a studio.

Laboratory, Model, or Practice School: An elementary or secondary school run by an institution of higher education. Its primary purpose is to provide clinical experience in a controlled setting to prospective teachers attending the college or university.

Local Education Agency (LEA): A public board of education or other public authority legally constituted within a state for either administrative control or direction of, or to perform service functions for public elementary or secondary schools in 1) a city, county, township, school district, or other political subdivision of a state; 2) such combination of school districts or counties a state recognizes as an administrative agency for its public elementary or secondary schools; 3) any other public institution or agency that has administrative control and direction of a public elementary or secondary school; and 4) any other public institution or agency that has administrative control and direction of a vocational education program.

M

Magnet School: A school or education center that offers a special curriculum (i.e., a course of study embracing subject matter or teaching methodology that is not generally offered to students of the same age or grade level as the students to whom the special curriculum is offered in the magnet schools) capable of attracting substantial numbers of students of different racial backgrounds.

Matai Name: In Samoa, the name of the head of the household or family which is different from the name of the father. This name is assumed when an individual takes over responsibility for a family upon the death or disability of the father (or other provider).

Maximum Class Size: The maximum number of students allowed in class before another staff member must be hired.

Measure: A unit of measurement to which reference may be made for purposes of description, comparison, and evaluation. Many measures are obtained by computation involving one or more items of information.

Membership: The period of time the student's name is on the current roll of a class or school, regardless of his or her being present or absent. The membership of a class or school is the number of students on the current roll as of a given date. This may be obtained by a simple count or by adding the total number present and the total number absent.

Membership in Special Groupings and/or Special Schools: The number of students on the current roll in special programs (e.g., in special classes, groupings, or caseloads) and/or special schools as of a given date.

Migratory Worker: An individual whose primary employment is on a seasonal or other temporary basis, for agricultural or fishery work, and who establishes a temporary residence, with or without his family, for the purpose of such employment.

***Mild Retardation:** Students require intermittent support to perform functional academic skills, activities of daily living (self-care, home living, use of their community, recreation and leisure activities, work) or communication or interacting with others. This support may be episodic, time-limited (may be intense for a relatively short period of time), or of low intensity over a long period of time.

Minimum Permissible Class Size: The smallest number of students to be assigned to a class of a given type, below which the class may be canceled.

***Moderate Retardation:** Students require limited support to perform functional academic skills, activities of daily living (self-care, home living, use of their community, recreation and leisure activities, work) or communication or interacting with others. This support may be episodic, time-limited (may be intense for a relatively short period of time), or of low intensity over a long period of time.

Monitoring System: A set of procedures and programs for a computerized information system that are designed to check recorded or transmitted signals in the process of imputing or retrieving information from data files.

Multiple Disabilities: Concomitant impairments (such as mental retardation-blindness, mental retardation-orthopedic impairment, etc.), the combination of which causes such severe educational problems that they cannot be accommodated in special education programs solely for one of the impairments. The term does not include deaf-blindness.

N

National School Lunch Program: Administered by the U.S. Department of Agriculture under the National School Lunch Act of 1946, as amended, this program was implemented to allow students to enjoy a wholesome and balanced meal each day while also beginning to understand the importance of making healthy eating choices. Program goals include: a reduction in diet-related diseases and an improvement in the health outlook for America's children.

Neglected Child: As defined for federal compensatory education programs, a child residing in a public or private non-profit residential institution (other than a foster home) which has assumed or been granted custodial responsibility for the child pursuant to state law, because of the abandonment or neglect by, or death of, parents or individuals acting in the place of parents. *See Institution for Neglected Children.*

No Year Level: In college, a designation for the status of a student who has previously earned a degree or who is not enrolled in a degree program.

Non-credit Course: A course or activity having no credit applicable toward a degree, diploma, certificate, or other formal award. *See also Credit Course.*

Non-educational Institution: A hospital, sanatorium, convalescent home, mental health clinic, orphanage, corrective institution, or other institution whose primary function is other than that of a school.

Non-district School or Facility: A public or private school or facility that provides instruction or services which are not provided by the local education agency. This includes regional service agencies that provide administrative or special services to local education agency students.

Non-graded Class: *See Ungraded Class.*

Non-resident Student of Administrative Unit (or School District): A student who resides outside the administrative unit (or school district).

Non-resident Student of Attendance Area: A student who resides outside the geographic area normally served by the school he or she attends. *See School Attendance Area.*

Non-standard English: *See English (Socio-Cultural Dialect).*

O-P-Q

Outlying Areas: Areas under the jurisdiction of the United States including American Samoa, Guam, Puerto Rico, the Northern Mariana Islands, the Virgin Islands, and other areas.

Part-time Special Education: If a student is receiving special education and related services outside the regular classroom for 60% or less of the school day, that student is counted as part-time in special education.

Physical Education: Activities focused on the development of: physical and motor fitness; fundamental motor skills and patterns; and skills in aquatics, dance, individual and group games, and sports (including intramural and lifetime sports). The term includes special physical education, adapted physical education, movement education, and motor development.

Postsecondary Education: The provision of a formal instructional program whose curriculum is designed primarily for students who are beyond the compulsory age for high school. This includes programs whose purpose is academic, vocational, and continuing professional education, and excludes vocational and adult basic education programs.

Prevention, Primary: A concept in the mental health field that refers to actions that anticipate a disorder and foster optimal health. The concept encompasses those activities directed to specifically identified vulnerable high-risk groups within the community who have not been labeled as mentally ill and for whom measures can be undertaken to avoid the onset of emotional disturbance and/or to enhance their level of positive mental health. Programs are primarily educational rather than clinical and are oriented toward increasing people's capacities for dealing with crises and taking steps to improve their own lives.

Prevention, Secondary (Drug Abuse): Intervention to ward off drug abuse or addiction directed at those individuals experimenting with drugs who are linked with but not yet absorbed into an addict subculture and for whom the risk of addiction is high.

Program Evaluation: The systematic collection and analysis of quantitative and qualitative data needed to make decisions. The different dimensions of evaluation have formal names: process (i.e., the description and assessment of program materials and activities), outcome (i.e., the study of the immediate or direct effects of the program on participants), and impact (i.e., the identification and examination of longer-term as well as unintended program effects).

Project Area: As defined for federal educational programs, a school attendance area, or combination of school attendance areas, which because of a high concentration of children or families of specified characteristics is thereby designated as an area from which selected children may be served by a particular program. *See Attendance Area.*

Proprietary School: A school that is operated for profit.

Psychometric Data: Assessment data about a student analyzed by the application of mathematical and statistical methods.

Service-Learning: A learning activity: 1) under which students learn and develop through active participation in thoughtfully organized service experiences that meet actual community needs and that are coordinated in collaboration with the school and community; 2) that is integrated into the students' academic curriculum or provides structured time for a student to think, talk, or write about what the student did and saw during the actual service activity; 3) which provides students with opportunities to use newly acquired skills and knowledge in real-life situations in their own communities; and 4) that enhances what is taught in school by extending student learning beyond the classroom and into the community and helps to foster the development of a sense of caring for others.

***Severe Retardation:** Students require extensive or pervasive support to perform functional academic skills, activities of daily living (self-care, home living, use of their community, recreation and leisure activities, work) or communicating or interacting with others. This support may be episodic, time-limited (may be intense for a relatively short period of time), or of low intensity over a long period of time. (Office for Civil Rights, U.S. Department of Education).

Significant Other: An important individual who plays a major role in the life of a subject in addition to the subject's spouse or close relatives or in lieu of a spouse or close relative.

Sophomore: In high school, a student in grade ten. In college, a sophomore is a student who has completed more than the required number of credit hours for completion of the first year of study, but has not completed the requirements for the second year.

Special Student Services Record: Confidential information originating as reports written by student services workers of the local education agency for the expressed use of other professionals within the agency, including systematically gathered teacher or counselor observations, verified reports of serious or recurrent behavior problems, and selected health data. (Normally, special student services records are maintained separately from cumulative student records.) *See Confidential Reports from Outside Agencies.*

Staff Member: An individual who performs specified activities for any public or private education institution or agency that provides instructional and/or support service to students or staff at the pre-kindergarten level through high school completion. This includes: 1) an "employee" who performs services under the direction of the employing institution or agency, is compensated for such services by the employer, and is eligible for employee benefits and wage or salary tax withholdings; 2) a "contractor" or "consultant" who performs services for an agreed-upon fee; 3) a "volunteer" who performs services on a voluntary or uncompensated basis.

Standard: Something established for use as a rule or basis of comparison in measuring or judging capacity, quantity, content, extent, value, quality, etc.

Student Accounting: A system for collecting, computing, and reporting information about students.

Student Body Activities: Cocurricular activities for students: such as entertainments, publications, and clubs that are managed or operated by students under the guidance or supervision of staff members.

Student Record: A record of significant, factual information regarding the progress and growth of a student as he/she goes through school that can include: personal identifying data; selected family data; selected physical, health, and sensory data; standardized test data; membership and attendance data; and school performance data.

Substance Abuse: Operationally defined by the National Research Council to encompass four behavioral patterns: overeating, cigarette smoking, alcohol abuse, and drug abuse.

T

Technical Institute: An institution, or a division of an institution, offering instruction primarily in one or more of the technologies.

Tests of General Educational Development (GED): A battery of tests taken by an individual who has attained a state-approved age and who did not graduate from high school which measures the extent to which their past experiences (in-school and out-of-school) have contributed to the knowledge, skills, and understandings ordinarily acquired through a high school education. Certificates of high school equivalency or diplomas are issued by most State departments of education for the successful completion of the Tests of General Educational Development. *See High School Equivalency Examination.*

Transcript: An official record of student performance showing all schoolwork completed at a given school and the final mark or other evaluation received in each portion of the instruction. Transcripts often include an explanation of the marking scale used by the school.

Truancy: The failure of a child to attend school regularly as required by law, without reasonable excuse for his/her absence.

U

Ungraded Class: A class that is not organized on the basis of age or grade grouping and has no standard grade designation. This includes regular classes that have no grade designations, special classes for exceptional students which have no grade designations, and many adult/continuing educational classes. Such a class is likely to contain students of different ages who, frequently, are identified according to level of performance in one or more areas of instruction rather than according to grade level or age level. Ungraded classes sometimes are referred to as "non-graded." *See Non-graded Class.*

Universal Birth Number: An identification number assigned to an individual by the Bureau of Vital Statistics of a State, using a combination of digits representing area code, birth registration number, and year of birth.

V-W-X-Y-Z

Vaccine: A preparation introduced into the body to produce immunity and protection from a disease.

Veteran: An individual who served on active duty as a member of the active Armed Forces of the United States and was discharged or released there from under conditions other than dishonorable. (National Guard personnel and reservists called to active duty for civil disturbances, disasters, or training for a limited period are not considered veterans under this definition.)

Appendix F

LIST OF COUNTRIES AND CODES¹

*Denotes former countries.

0010	Afghanistan	0350	Burundi
0020	Albania	0360	Byelorussian SSR*
0030	Algeria	0370	Cambodia
0040	American Samoa	0380	Cameroon
0050	Andorra	0390	Canada
0060	Angola	0400	Cape Verde
0070	Anguilla	0410	Cayman Islands
0080	Antarctica	0420	Central African Republic
0090	Antigua and Barbuda	0430	Chad
0100	Argentina	0440	Chile
0110	Armenia	0450	China
0120	Aruba	0460	Christmas Island
0130	Australia	0470	Cocos (Keeling) Islands
0140	Austria	0480	Colombia
0150	Azerbaijan	0490	Comoros
0160	Bahamas	0500	Congo
0170	Bahrain	0510	Congo, The Democratic Republic of the
0180	Bangladesh	0520	Cook Islands
0190	Barbados	0530	Costa Rica
0200	Belarus	0540	Cote D'Ivoire (Ivory Coast)
0210	Belgium	0550	Croatia
0220	Belize	0560	Cuba
0230	Benin	0570	Cyprus
0240	Bermuda	0580	Czech Republic
0250	Bhutan	0590	Czechoslovakia*
0260	Bolivia	0600	Democratic Yemen
0270	Bosnia and Herzegovina	0610	Denmark
0280	Botswana	0620	Djibouti
0290	Bouvet Island	0630	Dominica
0300	Brazil	0640	Dominican Republic
0310	British Indian Ocean Territory	0650	East Timor
0320	Brunei Darussalam	0660	Ecuador
0330	Bulgaria	0670	Egypt
0340	Burkina Faso	0680	El Salvador

¹ The primary source for this list is information from ISO 3166-1 (*Codes for the representation of names of countries and their subdivisions – Part 1: Country codes*), which is maintained and updated by the Deutsches Institut für Normung e.V. (DIN). <http://www.en.din.de> For the ISO letter codes corresponding to these countries, please refer to the above web site or through the American National Standards Institute (ANSI), located at 11 West 42nd Street, New York, New York 10036. ANSI can be reached at Tel.: 212-642-4900, Fax: 212-398-0023, or through the ANSI web site <http://www.ansi.org>. This list is updated whenever the ISO 3166 Maintenance Agency effects a change to the official code list in ISO 3166-1. This list is complete and up-to-date as of October 1, 1999. ISO 3166-2 (Part 2: Country subdivision code, published in 1998) and ISO 3166-3 (Part 3: Code for formerly used names of countries, published in 1999) can also be purchased from Global Engineering Documents, located at 15 Inverness Way East, Englewood, CO 80112. <http://global.ihs.com>

0690	Equatorial Guinea	1250	Lesotho
0700	Eritrea	1260	Liberia
0710	Estonia	1270	Libyan Arab Jamahiriya
0720	Ethiopia	1280	Liechtenstein
0730	Falkland Islands (Malvinas)	1290	Lithuania
0740	Faroe Islands	1300	Luxembourg
0750	Fiji	1310	Macau
0760	Finland	1320	Macedonia,
0770	France		The Former Yugoslav Republic of
0780	France, Metropolitan*	1330	Madagascar
0790	French Guiana	1340	Malawi
0800	French Polynesia	1350	Malaysia
0810	French Southern Territories	1360	Maldives
0820	Gabon	1370	Mali
0830	Gambia	1380	Malta
0840	Georgia	1390	Marshall Islands
0850	German Democratic Republic*	1400	Martinique
0860	Germany	1410	Mauritania
0870	Ghana	1420	Mauritius
0880	Gibraltar	1430	Mayotte
0890	Greece	1440	Mexico
0900	Greenland	1450	Indonesia, Federated States of
0910	Grenada	1460	Moldova, Republic of
0920	Guadeloupe	1470	Monaco
0930	Guam	1480	Mongolia
0940	Guatemala	1490	Montserrat
0950	Guinea	1500	Morocco
0960	Guinea-Bissau	1510	Mozambique
0970	Guyana	1520	Myanmar (Burma)
0980	Haiti	1530	Namibia
0990	Heard Island and McDonald Islands	1540	Nauru
1000	Holy See (Vatican City State)	1550	Nepal
1010	Honduras	1560	Netherlands
1020	Hong Kong	1570	Netherlands Antilles
1030	Hungary	1580	New Caledonia
1040	Iceland	1590	New Zealand
1050	India	1600	Nicaragua
1060	Indonesia	1610	Niger
1070	Iran, Islamic Republic of	1620	Nigeria
1080	Iraq	1630	Niue
1090	Ireland	1640	Norfolk Island
1100	Israel	1650	Northern Mariana Islands
1110	Italy	1660	Norway
1120	Jamaica	1670	Oman
1130	Japan	1680	Pakistan
1140	Jordan	1690	Palau
1150	Kazakastan	1700	Palestinian Territory, Occupied
1160	Kenya	1710	Panama
1170	Kiribati	1720	Papua New Guinea
1180	Korea, Democratic People's Republic of	1730	Paraguay
1190	Korea, Republic of	1740	Peru
1200	Kuwait	1750	Philippines
1210	Kyrgyzstan	1760	Pitcairn
1220	Lao People's Democratic Republic	1770	Poland
1230	Latvia	1780	Portugal
1240	Lebanon	1790	Puerto Rico

V81.1 Screen for Hypertension
V81.51 Urinalysis (Dipstick)
V82.0 Screen for Skin Cond

V82.5 Screen-Contamination Nec
V82.81 Scoliosis

Current Procedural Terminology²

00120 Anesthesia for Ear Surgery
01230 Anesthesia, Surgery of Femur
10060 Drainage of Skin Abscess
12001 Repair Superficial Wound(s)
22899 Spine Surgery Procedures
29065 Application of Long Arm Cast
29075 Application of Forearm Cast
29405 Apply Short Leg Cast
36430 Blood Transfusion Service
50760 Fusion of Ureters
69210 Remove Impacted Ear Wax
69420 Incision of Eardrum
69436 Create Eardrum Openings
70250 X-ray Exam of Skull
70470 Contrast CAT Scans of Head
71010 X-ray Exam of Chest
72110 X-ray Exam of Lower Spine
73000 X-ray Exam of Collarbone
73060 X-ray Exam of Humerus
73090 X-ray Exam of Forearm
73100 X-ray Exam of Wrist
73120 X-ray Exam of Hand
73140 X-ray Exam of Finger(s)
73560 X-ray Exam of Lower Leg
73600 X-ray Exam of Ankle
73620 X-ray Exam of Foot
81000 Urinalysis with Microscopy
81002 Routine Urine Analysis
81005 Urinalysis
82465 Assay Serum Cholesterol
82784 Assay Gammaglobulin A/D/G/M
82947 Assay Body Fluid, Glucose
82948 Stick Assay of Blood Glucose
83018 Chromatograph Screen, Metals
83020 Assay Hemoglobin
83634 Test Blood for Lead
85014 Hematocrit
85018 Hemoglobin, Calorimetric
85022 Automated Hemogram
85031 Manual Hemogram, Complete CBC
86580 TB Patch or Intradermal Test
86585 TB Tine Test
87060 Nose/Throat Culture, Bacteria
87070 Culture Specimen, Bacteria
87072 Culture Specimen by Kit

87086 Urine Culture, Colony Count
87177 Ova and Parasites Smears
90585 BCG Immunization (TB) Percutaneous
90586 BCG Immunization (bladder) Intravesical
90701 DTP Immunization
90702 DT Immunization
90703 Tetanus Immunization
90704 Mumps Immunization
90705 Measles Immunization
90706 Rubella Immunization
90707 MMR Virus Immunization
90708 Measles-Rubella Immunization
90712 Oral Poliovirus Immunization
90718 TD Immunization
90749 Immunization Procedure
90782 Injection of Medication
90788 Injection of Antibiotic
90801 Diagnostic Interview
90865 Special Interview
90887 Consultation with Family
92002 New Eye Exam & Treatment
92004 New Eye Exam & Treatment
92012 Eye Exam & Treatment
92014 Eye Exam & Treatment
92020 Special Eye Evaluation
92081 Visual Field Examination(s)
92265 Eye Muscle Evaluation
92283 Color Vision Examination
92340 Fitting of Spectacles
92370 Repair & Adjust Spectacles
92390 Supply of Spectacles
92395 Supply of Spectacles
92502 Ear and Throat Examination
92504 Ear Microscopy Examination
92506 Speech & Hearing Evaluation
92507 Speech/Hearing Therapy
92551 Pure Tone Hearing Test, Air
92552 Pure Tone Audiometry, Air
92553 Audiometry, Air & Bone
92556 Speech Audiometry, Complete
92557 Comprehensive Audiometry
92565 Stenger Test, Pure Tone
92567 Tympanometry
92591 Hearing Aid Exam, Both Ears
93000 Electrocardiogram, Complete

² Information contained in the above list is derived from the 1999 version (Revised 4th edition) of the Physician's Current Procedural Terminology. For information on how to purchase the entire document, please contact the American Medical Association (AMA). <http://www.ama-assn.org/ama/pub/category/3113.html>

93799	Cardiovascular Procedures	99394	Periodic Preventive Medicine, 12-17
95819	Electroencephalogram (EEG)	99395	Periodic Preventive Medicine, 18-39
96110	Developmental Test, Limited	99396	Periodic Preventive Medicine, 40-64
96111	Developmental Test, Extended	99397	Periodic Prev. Medicine, 65 and over
96408	Intravenous Chemotherapy	99499	General Medical Service
99025	Initial Surgical Evaluation	D0110	Initial Dental Exam
99056	Non-Office Medical Services	D0120	Periodic Dental Exam
99058	Office Emergency Care	D0130	Emergency Dental Exam
99070	Special Supplies	D0210	Complete Radiology Series
99075	Medical Testimony	D0220	1 Periapical
99078	Group Health Education	D0230	Addition Films
99080	Special Reports or Forms	D0270	Bitewing - Single Film
99090	Computer Data Analysis	D0272	2 Bitewings
99199	Special Service or Report	D0274	4 Bitewings
99201	Office Visit, New, Brief	D0330	Panoramic
99202	Office Visit, New, Limited	D0471	Dental - Diagnostic Photos
99203	Office Visit, New, Intermediate	D1110	Adult Prophyl
99204	Office Visit, New, Extended	D1120	Child Prophyl
99205	Office Visit, New, Comprehensive	D1220	Stann. Flu 1 Treat Exc Phosph
99211	Office Visit, Brief	D1230	Fluoride Treatment
99212	Office Visit, Limited	D1330	Oral Hygiene Instr.
99213	Office Visit, Intermediate	D1340	Training-Prevent-Dental Care
99214	Office Visit, Extended	D1350	Enamel Sealants
99215	Office Visit, Comprehensive	D2110	Amal. Prim. 1 Surf
99221	Hospital Care, New, Brief	D2120	Amal. Prim. 2 Surf
99222	Hospital Care, New, Intermediate	D2130	Amal. Prim. 3 Surf
99223	Hospital Care, New, Comprehensive	D2131	Amalgam Deciduous 4 Surfaces
99231	Hospital Visit, Limited	D2140	Amal. Perm. 1 Surf
99232	Hospital Visit, Intermediate	D2150	Amal. Perm. 2 Surf
99233	Hospital Visit, Extended	D2160	Amal. Perm. 3 Surf
99241	Limited Consultation	D2161	Amalgam Perm. 4 or More Surf
99281	Emergency Care, Minor, Straightforward	D2310	Acrylic or Plastic
99282	Emergency Care, Moderate, Low	D2330	Composite 1 Surf
99283	Emergency Care, Moderate, Moderate	D2331	Composite 2 Surf
99284	Emergency Care, Detailed, Moderate	D2332	Composite Resin. 3 Surfaces
99285	Emergency Care, High, High	D2335	Composite Resin
99321	Care Facility Visit	D2750	Crown Porc./Metal
99341	Home Visit, New, Brief	D2830	Stainless Steel
99342	Home Visit, New, Limited	D2940	Sedative Treatment
99343	Home Visit, New, Intermediate	D3110	Pulp Cap Direct
99347	Home Visit, Minimal	D3120	Pulp Cap Indirect
99348	Home Visit, Brief	D3200	Pulpotomy Exc. Final Restor.
99349	Home Visit, Limited	D3220	Vital Pulpotomy
99350	Home Visit, Intermediate	D3310	Root Canal 1
99381	Initial Preventive Medicine, Infant	D3330	Root Canal 3
99382	Initial Preventive Medicine, 1-4	D4220	Subging. Curet./Quad
99383	Initial Preventive Medicine, 5-11	D4340	Perio Scale, Comp
99384	Initial Preventive Medicine, 12-17	D4341	Perio S. P.
99385	Initial Preventive Medicine, 18-39	D6750	Porcelain/Metal
99386	Initial Preventive Medicine, 40-64	D7110	Extraction
99387	Initial Preventive Medicine, 65 and over	D7120	Add. Extr.
99391	Periodic Preventive Medicine, Infant	D9210	Local Anesthesia
99392	Periodic Preventive Medicine, 1-4	D9230	N202-02 Sedation
99393	Periodic Preventive Medicine, 5-11	D9310	Dental Consultation

Appendix L

Revisions to the Standards for the Classification of Federal Data on Race and Ethnicity¹

The Office of Management and Budget (OMB) adopted, in 1997, new standards for classifying race and ethnicity and provided guidelines in 2000. Tabulation guidelines may allow some of the 63 possible combinations of race and ethnicity to be collapsed into broader categories. The Department of Education intends to allow education organizations three years to implement the guidelines for aggregating and reporting data, once these are established. Data for individuals, however, will be reported by the Department following the schedule set by OMB (January 2003). However, the USED has not endorsed a set of guidelines for tabulating these data in aggregated reports.

Pending final adoption of tabulation standards, many Departmental Programs have not yet adopted the new standards, but continue to use the older standards set in Directive 15. A description of both is provided here for easy reference.

Directive 15: Presented in the 1994 Edition of the Student Data Handbook

The *Standards for the Classification of Federal Data on Race and Ethnicity* (Statistical Policy Directive No. 15) was issued by the Office of Management and Budget (OMB) in 1977. They were designed to provide standard classification for record keeping, collection, and presentation of data on race and ethnicity in Federal program administrative reporting and statistical activities. As such, these are standards to which all federal agencies and programs must adhere.

Directive 15 required a minimum of five acceptable racial and ethnic categories be included in all federal data collection instruments. The categories and their definitions are as follow:

- **American Indian or 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.
- **Asian or 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. This area includes, for example, China, India, Japan, Korea, the Philippine Islands, and Samoa.
- **Black:** A person having origins in any of the black racial groups of Africa.
- **Hispanic:** A person of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin, regardless of race.
- **White:** A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.

¹ The *Recommendations from the Interagency Committee for the Review of the Racial and Ethnic Standards* is available from the OMB at the Federal Register web site at http://www.whitehouse.gov/omb/fedreg/directive_15.html. The *Revisions to the Standards for the Classification of Federal Data on Race and Ethnicity* are also available from the OMB web site at <http://www.whitehouse.gov/omb/fedreg/ombdir15.html>. The *Draft Provisional Guidance on the Implementation of the 1997 Standards for the Collection of Federal Data on Race and Ethnicity* is available from the OMB web site at <http://www.whitehouse.gov/omb/inforeg/race.pdf>.

1997 Standards for the Collection of Federal Data on Race and Ethnicity: Presented in the 2000 Edition of the Student Data Handbook

In 1994, in response to the need to reflect the increasing diversity of the population of the United States, OMB began a comprehensive review of the current categories in collaboration with the Interagency Committee for the Review of the Racial and Ethnic Standards. In 1997, OMB accepted the recommendations of the Interagency Committee. The revised standards have five minimum categories for data on race and two categories for data on ethnicity (“Hispanic or Latino” and “Not Hispanic or Latino”). The new categories and their definitions are as follow:

Racial Categories

- **American Indian or Alaska Native:** A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.
- **Asian:** A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- **Black or African American:** A person having origins in any of the black racial groups of Africa. Terms such as “Haitian” or “Negro” can be used in addition to “Black or African American.”
- **Native Hawaiian or Other Pacific Islander:** A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- **White:** A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

Ethnic Categories (“Hispanic or Latino” and “Not Hispanic or Latino”)

- **Hispanic or Latino:** A person of Cuban, Mexican, Puerto Rican, Cuban, South or Central American, or other Spanish culture or origin, regardless of race. The term, “Spanish origin,” can be used in addition to “Hispanic or Latino.”

Under the 1997 standards, individuals may select any and all racial and ethnic categories to characterize themselves. There are 63 possible combinations of race/ethnicity.

For further information, please contact Suzann Evinger, Statistical Policy Office, Office of Information and Regulatory Affairs, Office of Management and Budget, NEOB, Room 10201, 725 17th Street, N.W., Washington, D.C. 20503. Telephone: 202-395-3093.

Appendix M

DATA ELEMENTS COMMON TO THE STUDENT AND STAFF DATA HANDBOOKS

The data elements listed below are data elements that appear in the *Staff Data Handbook: 2001 Edition* and the *Student Data Handbook: 2000 Edition* or they are proposed for inclusion in the 2001 annual updates of the *Student Data Handbook*. They are listed here to serve as a reference for crosswalks between the two systems.

<u>Data Element Name</u>	<u>Student Handbook Number</u>	<u>Staff Handbook Number</u>
First Name	0010	0010
Middle Name	0020	0020
Last/Surname	0030	0030
Generation Code/Suffix	0040	0040
Personal Title/Prefix	0050	0050
Alias	0060	0060
Former Legal Name	0070	0070
Last/Surname at Birth	0080	0080
Nickname	0090	0090
Tribal or Clan Name	0100	0100
Name of Individual	0110	0110
Name of Institution	0120	0120
Identification Number	0130	0140
Identification System	0140	0150
Hispanic or Latino Ethnicity	0149	0170
Race	0150	0180
National/Ethnic Origin Subgroup	0160	0190
Sex	0170	0200
Birthdate	0180	0210
Birthdate Verification	0190	0220
City of Birth	0200	0230
County of Birth	0210	0240

<u>Data Element Name</u>	<u>Student Handbook Number</u>	<u>Staff Handbook Number</u>
State of Birth Code	0220	0250
Name of State of Birth	0221	0260
Country of Birth Code	0230	0270
Name of Country of Birth	0231	0280
Citizenship Status	0250	0290
Country of Citizenship Code	0260	0300
Name of Country of Citizenship	0261	0310
First Entry Date (Into the U.S.)	0240	0320
Language Type	0280	0340
Language Code	0290	0350
Name of Language	0291	0360
Religious Background	0300	0370
Marital Status	0600	0380
Highest Level of Education Completed	0720	0400
Address Type	0369	0470
Street Number/Name	0370	0480
Apartment/Room/Suite Number	0380	0490
City	0390	0500
County	0400	0510
State Code	0410	0520
Name of State	0411	0530
Zip Code	0420	0540
Country Code	0430	0550
Name of Country	0431	0560
Complete Permanent Address	0440	0570
Communication Status	0460	0580
Communication Number Type	0461	0590
Communication Number	0470	0600
Electronic Mail Address Type	0489	0610

<u>Data Element Name</u>	<u>Student Handbook Number</u>	<u>Staff Handbook Number</u>
Electronic Mail Address	0490	0620
Web Site Address (URL)	0491	0630
Medical Examination Type	2540	0640
Medical Examination Date	2560	0650
Emergency Factor	2940	0670
Religious Consideration	3000	0690
Insurance Coverage	2960	0710
Health Care Plan	2970	0720
Hospital Preference	2980	0730
Medical Waiver	2990	0740
Other Special Health Needs, Information, or Instructions	3010	0750
Immunization Type	2760	0760
Immunizations Mandated by State Law for Participation	2770	0770
Immunization Date	2780	0780
Immunization Status Code	2790	0790
Entry Date	0800	1050
Program Support/Funding Source	3200	1080
Session Type	1170	1160
Session Beginning Date	1180	1170
Session Ending Date	1190	1180
Course Title	1240	1190
Course Description	1241	1200
Course Code System	1220	1210
Course Code	1221	1220
Principal Medium of Instruction	1270	1230
Credit Type Earned	1300	1250
Number of Credits Received	1330	1260
Grade Point Average (GPA): Cumulative	1560	1270

<u>Data Element Name</u>	<u>Student Handbook Number</u>	<u>Staff Handbook Number</u>
Degree/Diploma/Certificate Type	1621	1370
Degree/Diploma/Certificate Conferring Date	1622	1390
Honor or Award	1591	1400
Assessment Title/Description	1900	2230
Employment Start Date	1760	2430
Employment End Date	1770	2440
Instructional Level	1230	2490
Position Title	2030	3270
Total Days in Session	1200	5100
Number of House in School Day	1201	5110
School Type Code	0770	5140
Elementary Subject/Course	1222	5150
Unique Course Code	1223	5160
State University Course Requirement	1231	5170
Language of Instruction	1271	5180
Number of Days in Attendance	1011	5320
Number of Days Absent	1012	5330
Activity Title	1600	5230
Activity Code	1601	5240
Activity Description	1602	5250
Activity Involvement Beginning Date	1612	5260
Activity Involvement Ending Date	1613	5270
Amount of Activity Involvement	1614	5280