

Student Grades Template

Field Number	Start Position	End Position	Max Length	FIELD NAME from eScholar template (DATA ELEMENT NAME) as used by NYSED, if different from eScholar template name * = Required for all students + = Required only for specified students	NYS or Local Purpose	Instructions or Rules	Format	Recommended Codes or Reference to Data Source
1	1	8	8	*DISTRICT CODE (DISTRICT OF RESPONSIBILITY CODE)	NYS Reporting		alphanumeric	For NYSED BEDS codes: www.nysed.gov/admin/bedsdata.html For NYSED BEDS and Institution codes: http://portal.nysed.gov Click on "SEDREF Query" For schools/agencies other than public districts and charters that are required to report these data: http://www.p12.nysed.gov/lrs/sirs/
2	9	14	6	*LOCATION CODE (BUILDING OF ENROLLMENT CODE)	NYS Reporting		alphanumeric	See location code information at http://www.p12.nysed.gov/lrs/sirs/documentation/location-codes.html
3	15	24	10	*SCHOOL YEAR DATE (SCHOOL YEAR)	NYS Reporting	Use June 30 of the reported school year. Ex: For 2010–11, use 2011-06-30	date yyyy-06-30	
4	25	32	8	COURSE CODE		Leave blank.		Use field # 26 — local course code.
5	33	36	4	SECTION CODE		Leave blank.		Use field # 27 — section code long.
6	37	39	3	REQUEST SEQUENCE	Local use only			
7	40	51	12	*STAFF ID	NYS Reporting		alphanumeric	Use local ID; must map to State ID.
8	52	63	12	*STUDENT ID (SCHOOL DISTRICT STUDENT ID)	NYS Reporting	Unique identifier assigned by the Local Education Agency (LEA) in which the student is enrolled. Use 9 numeric characters, left padded with zeros. Ex: For 51972, use 000051972	alphanumeric nnnnnnnnn	
9	64	66	3	*MARKING PERIOD NUMBER	NYS Reporting	Use code from marking period table.	numeric	See marking period table in Appendix 14.

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10	67	72	6	+NUMERIC GRADE	NYS Reporting	Required for secondary-level courses associated with Regents examinations. Optional for all other courses.	numeric	Report numeric grade on a scale of 0 to 100. If grade type code is "FG" and local grade is alpha, convert alpha to numeric and enter numeric value between 0 and 100. Leave blank if grade is not yet known. All other grade types, local use.
11	73	75	3	ALPHA GRADE	Local use only		alphanumeric	
12	76	76	1	PASS/FAIL	Local use only		alphanumeric	"P" = Pass or "F" = Fail
13	77	79	3	ABSENCES	Local use only		alphanumeric	
14	80	82	3	EXCUSED ABSENCES	Local use only		alphanumeric	
15	83	85	3	UNEXCUSED ABSENCES	Local use only		alphanumeric	
16	86	88	3	TARDIES	Local use only		alphanumeric	
17	89	91	3	EXCUSED TARDIES	Local use only		alphanumeric	
18	92	94	4	UNEXCUSED TARDIES	Local use only		alphanumeric	
19	95	97	3	GPA INDICATOR	Local use only		YES/NO	"Y" or "N"
20	98	127	30	+STUDENT GRADES COMMENT	NYS Reporting		alphanumeric	"R" if Regents exam grade is factored into the course grade; otherwise, leave blank.
21	128	129	2	*GRADE TYPE CODE	NYS Reporting	Use code from reserved set in Appendix 14.	alphanumeric	For State reporting, use FG. All other codes for local use. MP = Marking Period MT = Midterm FG = Final Grade QZ = Quiz EX = Exam FE = Final Exam HW = Homework OA = Other Assignment
22	130	131	2	*SEMESTER	NYS Reporting	Use "NA" unless needed for local use.	alphanumeric	
23	132	138	7	CREDITS ATTEMPTED	Local use only		alphanumeric	
24	139	145	7	STUDENT CREDITS EARNED	Local use only		alphanumeric	
25	146	152	7	POINTS ADD-ON	Local use only		alphanumeric	

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26	153	164	12	*COURSE CODE LONG (LOCAL COURSE CODE)	NYS Reporting		alphanumeric	Local course code — must map to State course code in table in Appendix 14.
27	165	189	25	*SECTION CODE LONG	NYS Reporting		alphanumeric	Local code
28	190	195	6	CONDUCT GRADE	Local use only		alphanumeric	
29	196	205	10	COURSE INSTRUCTOR SNAPSHOT DATE		Leave blank.		

Student Grades Template Sample Data

District Code	Location Code	School Year Date	Course Code	Section Code	Request Sequence	Staff ID	Student ID	Marking Period Number	Numeric Grade	Alpha Grade	Pass/Fail	Excused Absences
NY123456	0001	2011-06-30				123456789	900000001	008	95			

Tardies	Excused Tardies	Unexcused Tardies	GPA Indicator	Student Grades Comment	Grade Type Code	Semester	Credits Attempted	Student Credits Earned	Points Add-On	Local Course Code	Section Code Long	Conduct Grade	Course Instructor Snapshot Date
			Y	R	FG	NA				ENG301	8A		

Course Template

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1	1	8	8	*DISTRICT CODE (DISTRICT OF RESPONSIBILITY CODE)	NYS Reporting	Public school districts: NYnnnnnn (NY followed by the first 6 digits of the BEDS code) Charter and nonpublic schools, State agencies, State-operated schools, AND child care institutions with schools: 8nnnnnn (8 followed by the last 7 digits of their Institution code)	alphanumeric	For NYSED BEDS codes: www.nysed.gov/admin/bedsdata.html For NYSED BEDS and Institution codes: http://portal.nysed.gov Click on "SEDREF Query" For schools/agencies other than public districts and charters that are required to report these data: http://www.p12.nysed.gov/irs/sirs/
2	9	14	6	*LOCATION CODE (BUILDING OF ENROLLMENT CODE)	NYS Reporting		alphanumeric	See location code information at http://www.p12.nysed.gov/irs/sirs/documentation/location-codes.html .
3	15	24	10	*SCHOOL YEAR DATE (SCHOOL YEAR)	NYS Reporting	Use June 30 of the reported school year. Ex: For 2009–10, use 2010-06-30	date yyyy-06-30	
4	25	32	8	COURSE CODE		Leave blank.		Use field # 27 — local course code.
5	33	62	30	COURSE NAME	Local use only		alphanumeric	
6	63	86	24	COURSE DEPARTMENT	Local use only		alphanumeric	
7	87	101	15	SUBJECT AREA CODE	Local use only		alphanumeric	
8	102	104	3,1	COURSE LENGTH				
9	105	111	7,4	NUMBER OF CREDITS				
10	112	114	3,0	NUMBER OF CLASS SESSIONS				
11	115	115	1	HONORS INDICATOR				
12	116	120	5,0	MINIMUM SEATS				
13	121	132	12	PRIMARY COURSE TYPE CODE				
14	133	152	20	OBSOLETE				
15	153	153	1	COURSE GRADE TYPE CODE				
16	154	165	12	OBSOLETE				

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17	166	170	5,0	NUMBER OF GRADES				
18	171	175	5,3	COURSE WEIGHT				
19	176	190	15	ADDITIONAL DATA				
20	191	191	1	SPECIAL PROGRAM INDICATOR				
21	192	194	3	COURSE SPECIAL PROGRAM CODE				
22	195	214	20	OBSOLETE				
23	215	226	12	COURSE SHORT NAME				
24	227	227	1	ALLOWABLE COURSE GENDER				
25	228	230	3	GPA INDICATOR				
26	231	232	2	*SEMESTER	Local use only	Use "NA" unless needed for local use.	alphanumeric	If blank, defaults to a space.
27	233	244	12	*COURSE CODE LONG (LOCAL COURSE CODE)	Local use only		alphanumeric	Use local course code.
28	245	250	6	COURSE DELIVERY MODEL CODE				
29	251	262	12	*ALTERNATE COURSE CODE (STATE COURSE CODE)	NYS Reporting	Use code from COURSE code table.	alphanumeric	Use course codes from table in Appendix 14.
30	263	268	6	REQUIREMENTS INDICATOR CODE				
31	269	368	100	COURSE DESCRIPTION				
32	369	371	3	DUAL CREDIT				
33	372	374	3	ADVANCED PLACEMENT INDICATOR				
34	375	377	3	CAREER AND TECHNICAL INDICATOR				
35	378	380	3	GIFTED INDICATOR				
36	381	383	3	BILINGUAL INDICATOR				
37	384	386	3	REMEDIAL INDICATOR				
38	387	389	3	BASIC INDICATOR				
39	390	392	3	SPECIAL EDUCATION INDICATOR				
40	393	395	3	INTERNATIONAL BACCALAUREATE INDICATOR				

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41	396	398	3	CORE INDICATOR				
42	399	401	3	ELECTIVE INDICATOR				
43	402	407	6	NON TRADITIONAL GENDER CODE				
44	408	409	2	MINIMUM GRADE LEVEL				
45	410	411	2	MAXIMUM GRADE LEVEL				
46	412	911	500	COURSE DESCRIPTION LONG				

Course Template Sample Data

Row	District Code	Location Code	School Year Date	Course Name	Course Department	Subject Area Code	Semester	Local Course Code	State Course Code
1	NY123456	0001	2010-06-30				NA	1003	1003
2	NY123457	0002	2010-06-30				NA	283	2400

Staff Snapshot Template

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1	1	8	8	*DISTRICT CODE (<i>DISTRICT OF RESPONSIBILITY CODE</i>)	NYS Reporting	Public school districts: NYnnnnnn (NY followed by the first 6 digits of the BEDS code) Charter and nonpublic schools, State agencies, State-operated schools, AND child care institutions with schools: 8nnnnnnn (8 followed by the last 7 digits of their Institution code)	alphanumeric	For NYSED BEDS codes: www.nysed.gov/admin/bedsdata.html For NYSED BEDS and Institution codes: http://portal.nysed.gov Click on "SEDREF Query" For schools/agencies other than public districts and charters that are required to report these data: http://www.p12.nysed.gov/irs/sirs/
2	9	20	12	*STAFF ID	NYS Reporting	Local staff ID must be unique within the district. For NYC, the local staff ID must be unique within NYC.	alphanumeric	Use local staff ID.
3	21	31	11	SOCIAL SECURITY NUMBER				
4	32	56	25	LAST NAME SHORT		Leave blank.		Use field 66.
5	57	71	15	FIRST NAME SHORT		Leave blank.		Use field 65.
6	72	72	1	MIDDLE INITIAL				
7	73	76	4	JOB CLASS CODE				
8	77	116	40	JOB DESCRIPTION				
9	117	120	4	EXTRA JOB CLASS CODE 1				
10	121	124	4	EXTRA JOB CLASS CODE 2				
11	125	128	4	EXTRA JOB CLASS CODE 3				
12	129	132	4	EXTRA JOB CLASS CODE 4				
13	133	136	4	EXTRA JOB CLASS CODE 5				

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14	137	142	6	*LOCATION CODE	Local use only	Use building code or "0000".	alphanumeric	See location code information at http://www.p12.nysed.gov/irs/sirs/documentation/location-codes.html .
15	143	157	15	DIVISION				
16	158	164	7	DEPARTMENT				
17	165	168	4	STAFF TYPE				
18	169	174	6	UNION				
19	175	239	65	SUPERVISOR				
20	240	245	6	GENDER CODE				
21	246	247	2	ETHNIC CODE				
22	248	287	40	OBSOLETE				
23	288	301	14	HOME PHONE				
24	302	302	1	PHONE SECURITY				
25	303	332	30	ADDRESS 1				
26	333	362	30	ADDRESS 2				
27	363	387	25	CITY				
28	388	389	2	STATE				
29	390	399	10	FULL ZIP CODE				
30	400	400	1,0	RANK/PERFORMANCE TIER				
31	401	401	1	MEDICAL EXAM				
32	402	402	1	SUBSTANCE TEST				
33	403	412	10	ORIGINAL HIRE DATE				
34	413	422	10	TENURE DATE				
35	423	432	10	CURRENT SERVICE DATE				
36	433	442	10	EXIT DATE				
37	443	443	1	STAFF CITIZENSHIP CODE				
38	444	444	1	FELONY				
39	445	446	2,0	YEARS EXPERIENCE				
40	447	456	10	BIRTH DATE				

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41	457	457	1	ACTIVE/INACTIVE INDICATOR	Local use only			
42	458	467	10	LAST STATUS DATE				
43	468	469	2,0	YEARS EXPERIENCE IN DISTRICT				
44	470	477	8	JOB CLASS CODE LONG				
45	478	497	20	HIGHEST DEGREE EARNED				
46	498	501	4,0	YEARS OF HIGHER EDUCATION				
47	502	541	40	MILITARY DUTY STATUS				
48	542	561	20	STAFF QUALIFICATION STATUS CODE				
49	562	601	40	JOB CLASS DESCRIPTION				
50	602	611	10	*SNAPSHOT DATE	NYS Reporting	Use June 30 of the reported school year. Ex: For 2009–10, use 2010-06-30	date yyyy-06-30	Use school year date.
51	612	615	4,0	PAY STEP LEVEL				
52	616	625	10,2	ANNUAL SALARY				
53	626	629	4,2	CONTRACT WORK DAYS				
54	630	635	6	TERMINATION CODE				
55	636	677	42	FULL STAFF NAME				
56	678	680	3	ITINERANT TEACHER				
57	681	700	20	*ALTERNATE STAFF ID	NYS Reporting	Source from TEACH ID file on IRS portal or from the TEACH system. Use 9 numeric characters, left padded with zeros.	alphanumeric nnnnnnnn	Must be valid TEACH ID.
58	701	710	10,2	ALTERNATE ANNUAL SALARY				
59	711	714	4,2	ALTERNATE CONTRACT WORK DAYS				
60	715	719	5,3	EMPLOYMENT BASIS				
61	720	724	5,3	ALTERNATE EMPLOYMENT BASIS				
62	725	734	10,2	BENEFITS VALUE				
63	735	737	3	LOCAL CONTRACT				
64	738	745	8	CONTRACTING ORGANIZATION				
65	746	805	60	*FIRST NAME LONG	Local use only	Teacher's first name.	alphanumeric	

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66	806	865	60	*LAST NAME LONG	Local use only	Teacher's last name, including any hyphenated portion.	alphanumeric	
67	866	875	10	NAME SUFFIX				
68	876	879	4	PAY STEP LEVEL ALPHA				
69	880	882	3	HISPANIC ETHNICITY INDICATOR RACE OR ETHNICITY SUBGROUP CODE				
70	883	884	2	HIGHEST DEGREE INSTITUTION CODE				
71	885	914	30	BACCALAUREATE DEGREE INSTITUTION CODE				
72	915	944	30	ADDRESS 3				
73	945	974	30	BASE ZIP CODE				
74	975	979	5	ZIP CODE +4				
75	980	983	4	EMAIL ADDRESS	Local use only	Include only valid email addresses.	alphanumeric	
76	984	1063	80	MIDDLE NAME				
77	1064	1123	60	RACE 2 CODE				
78	1124	1127	4	RACE 3 CODE				
79	1128	1131	4	RACE 4 CODE				
80	1132	1135	4	RACE 5 CODE				
81	1136	1139	4	POSTSECONDARY SUBJECT AREA				
82	1140	1154	15	EMPLOYMENT ELIGIBILITY VERIFICATION				
83	1155	1162	8	NAME PREFIX				
84	1163	1172	10	WORK PHONE				
85	1173	1186	14	CELL PHONE				
86	1187	1200	14	MAILING ADDRESS 1				
87	1201	1240	40	MAILING ADDRESS 2				
88	1241	1280	40	MAILING ADDRESS 3				
89	1281	1310	30	MAILING ADDRESS CITY				
90	1311	1340	30	MAILING ADDRESS STATE CODE				
91	1341	1342	2					

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92	1343	1347	5	MAILING ADDRESS BASE ZIP CODE				
93	1348	1351	4	MAILING ADDRESS ZIP CODE +4				
94	1352	1355	4	EMPLOYMENT STATUS				
95	1356	1358	3	AUTHORIZED TO CARRY WEAPON INDICATOR				

Staff Snapshot Template Sample Data

Row	District Code	Staff ID	Location Code	Active/Inactive Indicator	Snapshot Date	Alternate Staff ID (TEACH ID)	First Name Long	Last Name Long	e-mail Address
1	NY123456	123456789	0000		2011-06-30	999999999			
2	NY123456	123456790	0001		2011-06-30	888888888			