



Louisiana Believes

Student Information System (SIS) User Guide

2014-15 Version 2.0

Last Revision February 2015

John White

State Superintendent of Education

State Board of Elementary and Secondary Education

Mr. Chas Roemer
President
6th BESE District

Mr. Jay Guillot
5th BESE District

Mr. James D. Garvey, Jr.
Vice President
1st BESE District

Ms. Carolyn Hill
8th BESE District

Ms. Holly Boffy
Secretary-Treasurer
7th BESE District

Ms. Connie E. Bradford
Member-at-Large

Ms. Kira Orange Jones
2nd BESE District

Dr. Judith Miranti
Member-at-Large

Dr. Lottie Beebe
3rd BESE District

Ms. Jane Smith
Member-at-Large

Ms. Mary Harris
4th BESE District

Shan Davis
Executive Director

For further information, contact:
Sherry Randall
Louisiana Department of Education
P.O. Box 94064
Baton Rouge, LA 70804-9064
E-mail: sherry.randall@la.gov

The mission of the Louisiana Department of Education (LDOE) is to ensure equal access to education and to promote equal excellence throughout the state. The LDOE is committed to providing Equal Employment Opportunities and is committed to ensuring that all of its programs and facilities are accessible to all members of the public. The LDOE does not discriminate on the basis of age, color, disability, national origin, race, religion, sex, or genetic information. Inquiries concerning the LDOE's compliance with Title IX and other civil rights laws may be directed to the Attorney, LDOE, Office of the General Counsel, P.O. Box 94064, Baton Rouge, LA 70804-9064; 877.453.2721 or customerservice@la.gov. Information about the federal civil rights laws that apply to the LDOE and other educational institutions is available on the website for the Office of Civil Rights, USDOE, at <http://www.ed.gov/about/offices/list/ocr/>.

Web-only document.

Table of Contents

SYSTEM OVERVIEW	11
STUDENT DATA SUBMISSION	11
STUDENT INFORMATION SYSTEM DATABASE	12
LINK TO OTHER LDE SYSTEMS	12
STUDENT INFORMATION	12
Demographic Data.....	12
Enrollment Data.....	12
Class Schedule Data.....	12
Address Data.....	13
Section 504 Data.....	13
Program Data.....	13
Student Perpetrator and Instance Discipline Data.....	13
Actions and Interventions Discipline Data	13
DISCIPLINE INFORMATION	13
Event Data	14
Victim Data	14
Non-Student Perpetrator and Instance Data	14
UPLOADING STUDENT INFORMATION.....	15
UPLOADING DISCIPLINE INFORMATION	15
DATA COLLECTION TIMELINE.....	16
LDE SYSTEMS ACCESS AND SECURITY.....	16
SECURITY COORDINATOR.....	17
USER ACCESS AND AUTHORIZATION	17
Levels of User Access.....	17
User IDs and Password Standards.....	17
Resetting a Password Using the Password Reset System (PRS).....	18
MINIMUM COMPUTER SYSTEM REQUIREMENTS	18
SCREEN DISPLAY PROBLEMS	18
Internet Explorer (IE) Options	18
Internet Explorer (IE) Compatibility View.....	19
LDE Login Screen	20

INSIGHT Portal Login Screen	21
STUDENT INFORMATION SYSTEM (SIS) FEATURES	23
VIEW STUDENT DATA	23
ADD STUDENT DATA	25
UPDATE STUDENT DATA	27
STATE ID REASSIGNMENT	28
MATCHING STATE ID	28
UPLOAD STUDENT DATA	29
APPENDIX A - FREQUENTLY ASKED QUESTIONS	32
APPENDIX B – RECORD LAYOUTS & DATA ELEMENTS	37
STUDENT RECORD LAYOUTS & DATA ELEMENTS	37
RECORD LAYOUT: <i>Demographic Record (010)</i>	37
RECORD LAYOUT: <i>Enrollment Record (040)</i>	38
RECORD LAYOUT: <i>Class Schedule Record (110)</i>	40
RECORD LAYOUT: <i>Address Record (120)</i>	40
RECORD LAYOUT: <i>Program Record (050)</i>	41
RECORD LAYOUT: <i>Section 504 Record (130)</i>	42
DATA ELEMENT: <i>Absences</i>	43
DATA ELEMENT: <i>Awaiting Foster Care Placement Flag</i>	44
DATA ELEMENT: <i>Birth Date</i>	44
DATA ELEMENT: <i>Calendar Code</i>	45
DATA ELEMENT: <i>City (Physical)</i>	45
DATA ELEMENT: <i>Class Code</i>	46
DATA ELEMENT: <i>Country of Birth Code</i>	47
DATA ELEMENT: <i>Dropout Reason Code</i>	49
DATA ELEMENT: <i>English Proficiency Code</i>	50
DATA ELEMENT: <i>Entry Date</i>	51
DATA ELEMENT: <i>Entry Reason Code</i>	52
DATA ELEMENT: <i>Ethnicity/Race Flags</i>	53
DATA ELEMENT: <i>Exit Date</i>	54
DATA ELEMENT: <i>Exit Reason Code</i>	55
DATA ELEMENT: <i>First Entry Date (into the United States)</i>	57
DATA ELEMENT: <i>First Name</i>	57

DATA ELEMENT: *Free or Reduced Price Lunch/Breakfast Eligibility* 58

DATA ELEMENT: *Grade Placement* 59

DATA ELEMENT: *Home Base Site Code* 60

DATA ELEMENT: *Homeless Indicator* 61

DATA ELEMENT: *Homeless Reason Code* 62

DATA ELEMENT: *IAP Review Date* 63

DATA ELEMENT: *Language Code* 64

DATA ELEMENT: *Last Name* 65

DATA ELEMENT: *Last 504 Evaluation Date* 65

DATA ELEMENT: *LEP (Limited English Proficient) Funding Source Code* 66

DATA ELEMENT: *Local Educational Agency (LEA) / Sponsor Code* 67

DATA ELEMENT: *Local Identification Number* 68

DATA ELEMENT: *Middle Name* 68

DATA ELEMENT: *Military Reside Flag* 69

DATA ELEMENT: *Non-District Funding Site Flag* 69

DATA ELEMENT: *Option Code* 70

DATA ELEMENT: *Pre-Kindergarten Funding Source Code* 71

DATA ELEMENT: *Prior Education Experience to Kindergarten Code* 72

DATA ELEMENT: *Program Code* 73

DATA ELEMENT: *Program Start Date* 73

DATA ELEMENT: *Record Type Code* 74

DATA ELEMENT: *Residing Parish Code* 75

DATA ELEMENT: *School/ Site Code* 76

DATA ELEMENT: *Section 504 Disability Category Code* 77

DATA ELEMENT: *Section 504 Services Exit Date* 78

DATA ELEMENT: *Section 504 Services Exit Reason Code* 78

DATA ELEMENT: *Services Provided Flag* 79

DATA ELEMENT: *Session Year* 80

DATA ELEMENT: *Sex Code* 80

DATA ELEMENT: *State* 81

DATA ELEMENT: *State Identification Number* 81

DATA ELEMENT: *State Identification Number Reassignment* 82

DATA ELEMENT: *Street Address (Physical)* 83

DATA ELEMENT: <i>Suffix Name</i>	83
DATA ELEMENT: <i>System Indicator</i>	84
DATA ELEMENT: <i>Truancy Flag</i>	85
DATA ELEMENT: <i>Unaccompanied Youth Flag</i>	86
DATA ELEMENT: <i>Zip Code (Physical)</i>	86
EVENT RECORD LAYOUTS & DATA ELEMENTS	87
RECORD LAYOUT: <i>Event Record (007)</i>	87
RECORD LAYOUT: Student Perpetrator and Instance Record (091)	87
RECORD LAYOUT: Actions and Interventions Record (092)	88
RECORD LAYOUT: Victim Record (093)	90
RECORD LAYOUT: Non-Student Perpetrator and Instance Record (094)	91
DATA ELEMENT: <i>Action/Intervention Code</i>	92
DATA ELEMENT: <i>Administrator Type Code</i>	94
DATA ELEMENT: <i>Administrator's First Name</i>	95
DATA ELEMENT: <i>Administrator's Last Name</i>	95
DATA ELEMENT: <i>Age at Incident Date</i>	96
DATA ELEMENT: <i>Alternate Site Code</i>	96
DATA ELEMENT: <i>Anonymous ID (Victim)</i>	97
DATA ELEMENT: <i>Arrest Resulted Flag</i>	98
DATA ELEMENT: <i>Bullying Code</i>	98
DATA ELEMENT: <i>Corporal Punishment Directly Authorized by Uninvolved Third Party Flag</i>	99
DATA ELEMENT: <i>Counseling Flag (Victim)</i>	99
DATA ELEMENT: <i>Disability-Related Flag</i>	100
DATA ELEMENT: <i>Discipline Administered Date</i>	100
DATA ELEMENT: <i>Discipline Return Date</i>	101
DATA ELEMENT: <i>Discipline Start Date</i>	102
DATA ELEMENT: <i>Electronic Aggression Flag</i>	103
DATA ELEMENT: <i>Emotional Aggression Flag</i>	103
DATA ELEMENT: <i>Ethnicity/Race Flags (Victim)</i>	104
DATA ELEMENT: <i>Event Date</i>	104
DATA ELEMENT: <i>Event ID</i>	105
DATA ELEMENT: Firearms and Explosives Weapons Code	106
DATA ELEMENT: <i>Gender (Victim)</i>	107

DATA ELEMENT: <i>Grade Level at Incident Date</i>	107
DATA ELEMENT: <i>Injury Code</i>	108
DATA ELEMENT: <i>Location Code</i>	109
DATA ELEMENT: <i>Manifestation Hearing Date</i>	110
DATA ELEMENT: <i>Medical Treatment Flag (Perpetrator)</i>	110
DATA ELEMENT: <i>Medical Treatment Flag (Victim)</i>	111
DATA ELEMENT: <i>Minutes Removed</i>	112
DATA ELEMENT: <i>Other Support Flag</i>	113
DATA ELEMENT: <i>Other Weapons Code</i>	113
DATA ELEMENT: <i>Parent Contacted Flag (Perpetrator)</i>	114
DATA ELEMENT: <i>Parent Contacted Flag (Victim)</i>	114
DATA ELEMENT: <i>Perpetrator ID Number</i>	115
DATA ELEMENT: <i>Perpetrator Type Code</i>	116
DATA ELEMENT: <i>Physical Aggression Flag</i>	117
DATA ELEMENT: <i>Physical Evidence Code</i>	117
DATA ELEMENT: <i>Primary Reason Code (Event)</i>	118
DATA ELEMENT: <i>Primary Reason Code (Perpetrator)</i>	118
DATA ELEMENT: <i>Reported to Law Enforcement Flag</i>	119
DATA ELEMENT: <i>Serious Injury Resulted Flag</i>	119
DATA ELEMENT: <i>Site Code (Event)</i>	120
DATA ELEMENT: <i>Site Code (Perpetrator)</i>	121
DATA ELEMENT: <i>Site Code (Victim)</i>	121
DATA ELEMENT: <i>Time Code</i>	122
DATA ELEMENT: <i>Verbal Aggression Flag</i>	122
DATA ELEMENT: <i>Victim Type Code</i>	123
DATA ELEMENT: <i>Witness Count</i>	124
APPENDIX C – SIS Extract Files and Reports	125
Student Extract Files.....	127
SISF01 Student File	127
SISF02 Direct Certification Validation Extract File (also see SISR59 Direct Certification Verification Report).....	127
SISF03 Direct Certification Match Extract File (also see SISR58 Direct Certification Match Report)	128

SISF04 Enrollment Derivation Extract.....	128
SISF05 LRS Class Data Extract File.....	129
SISF06 LRS Student Data Extract File.....	129
SISF07 Extract Files (Rosters).....	130
SISR10 Event Records (2012 and later)	130
Food and Nutrition Extract Files and Reports.....	131
SISR07 Free/Reduced Lunch Enrollment Count	131
SISR13 Free/Reduced Lunch Count Report	131
SISR43 Not Flagged as Free Lunch Roster	132
SISR44 Not Flagged as Free Lunch LEA Summary Count.....	132
SISR58 Direct Certification Match Report	133
SISF03 Direct Certification Match Extract File.....	133
SISR59 Direct Certification Validation Report	135
SISF02 Direct Certification Validation Extract File.....	135
October 1 MFP and February 1 MFP Reports.....	136
SISR01 Membership Count Report.....	136
SISR03 Membership Roster Report	136
SISR04 Enrollment Count Report.....	137
SISR06 Enrollment Roster Report.....	137
SISR09 Multiple Enrollment Report.....	138
SISR11 At Risk Count Report.....	138
SISR15 Same ID Report	139
SISR17 Duplicate Students Report.....	139
SISR19 Option Code Roster Report	140
SISR37 Homeless Roster	141
SISR38 Homeless Summary Report	141
SISR36 LEP Roster Report	142
SISR46 Grade Level Does Not Match SPED Indicator Roster.....	142
SISR47 Grade Level Does Not Match SPED Indicator & LEA Summary	142
SISR56 Grade Level Does Not Match SPED Indicator Roster and.....	143
SISR57 Grade Level Does Not Match SPED Indicator LEA Summary.....	143
Enrollment / Discipline / Truancy Reports.....	144
SISR26 Enrollment Data Verification Site Level Report.....	144

SISR27 Enrollment Data Verification and LEA Level Report	144
SISR31 Discipline Data Verification Site Level Report	145
SISR32 Discipline Data Verification LEA Level Reports.....	145
SISR39 Truancy Count Roster	146
SISR40 Truancy Summary Count	146
October 1 LEADS Reports.....	147
SISR20 LEADS Class Detail Report.....	147
SISR21 LEADS Class Summary Report.....	147
SISR41 Students Without Class Schedule Roster.....	148
SISR52 Data Integrity by Site	148
SISR53 Data Integrity by Class	149
End-Of-Year (EOY) Reports.....	150
SISR25 Preliminary Graduate Roster Report	150
SISR01 Membership Count Report.....	150
SISR04 Enrollment Count Report.....	150
SISR06 Enrollment Roster Report.....	150
SISR07 Free/Reduced Lunch Enrollment Count	150
SISR11 At Risk Count Report.....	150
SISR13 Free/Reduced Lunch Count Report	150
SISR19 Option Code Roster Report	150
SISR36 Lep Roster Report	150
Dropout Reports.....	151
SISR22 Aggregate Dropout Cleanup Roster.....	151
SISR24 Potential Dropout Roster Report.....	152
SISR83 GED Completers Report.....	152
Special Reports.....	153
SISR51 PreK Funding LA4 Roster	153
SISR70 504 Student Roster	153
SISR71 504 Student Summary Count Report.....	154
SISR72 504 Compliance Report	155
SISR73 504 Evaluation Management Roster	155
SISR74 504 Status in Previous Enrollment Roster	155
SISR65 Student Address Roster Report	156

SISR66 MFP School District Summary Count Report.....	156
APPENDIX D – ERROR CODES & MESSAGES.....	157
APPENDIX E - STATE IDENTIFICATION NUMBER & GUIDELINES FOR ASSIGNING	198
ASSIGNING STATE IDENTIFICATION NUMBERS.....	198
For LEAs 001 through 099 temporary State Identification Number guidelines:.....	198
For LEAs 101 and above temporary State Identification Number guidelines:.....	198
APPENDIX F - DROPOUT DATA.....	199
Federal Reporting of Dropout Data	199
Examples Of When Students Are Considered Dropouts.....	200
Dropout Types.....	201
Dropout Reports.....	201
Correcting Dropout Data During Annual Data Collection Periods	202
Correcting Dropout Data During Dropout Correction Period	203
Some examples/reasons students are reported as dropouts	203
Exit Reason Codes Which Exclude Students from Dropout Reporting.....	204
Exit Reason Codes Which Temporarily Exclude Students from Dropout Reporting	205
APPENDIX G - Primary Infraction/Reason Code Definitions.....	206
APPENDIX H - DATA GLOSSARY.....	209
INDEX	210

SYSTEM OVERVIEW

The purpose of the Student Information System (SIS) is to house data regarding a student's demographic characteristics, enrollment history in particular schools, attendance history, disciplinary history, and projected class schedules.

During each reporting period, school districts are required to submit records for students enrolled in school. For the beginning of the school year data collection (October 1), districts must submit records of enrollments, exits, and no shows. Enrollments and exits through the end of this period are encouraged as this information is used to correctly pre-code and source testing books. Records of disciplinary actions and attendance are also mandatory during this period because this information is used by Special Education (SPED) Directors and helps to identify issues early during the school year. 504 records are required if a student meets 504 eligibility. Certain districts are required to submit Address Records to identify the district the student would have normally attended which is used to determine which district the funding will be pulled from for MFP purposes. For the End-of-Year (EOY) data collection, records of enrollments, exits, attendance, and any disciplinary actions for any student enrolled at any time during the entire school year are required and final.

Student Membership/Enrollment, Free and Reduced Lunch, Enrollment/Discipline Verification, as well as numerous other statewide reports, can be generated by districts at the end of each [data collection period](#).

A completed *Statement of Affirmation Form* should be submitted at the end of certain data collection periods (Oct. 1 MFP, Feb. 1 MFP, and EOY) for districts to affirm their data has been verified and is correct. This form must be signed by the LEA Superintendent and the District's Coordinators (SIS, PEP, SER, etc.) and returned to the LDE.

STUDENT DATA SUBMISSION

Student data must be submitted to the Student Information System (SIS) during scheduled [data collection periods](#). Using the Internet, student data can be submitted through file uploads or directly updated online. Each LEA determines the method by which it creates and maintains the records containing its student data. In reporting extracts of these data submitted to the LDE, the data must follow the applicable [record layouts](#) as described in this guide.

Each time a file upload is made, if there are errors, error reports are generated which can be downloaded and/or saved to the computer. Error reports should be examined promptly to ensure the submission was completed and the data was processed successfully. After making corrections, the data must be resubmitted for further processing. This process should be repeated until the submitted data are error free and accurate. **Only error-free records will be uploaded to the database.**

Prior to the closing of the scheduled [data collection period](#), districts should view reports online or request reports for downloading and/or printing to verify their data is accurate and complete.

STUDENT INFORMATION SYSTEM DATABASE

A new Student Information System (SIS) database is created each year. This database is updated throughout the year during [scheduled data collection periods](#). Each LEA determines the method by which it creates and maintains the records containing its student data. In submitting extracts of these data, to the LDE, the data must be formatted using specific Record Layouts and Data Elements as described in [APPENDIX B](#).

LINK TO OTHER LDE SYSTEMS

The **Student Information System (SIS)** database is linked to the School Calendar System (SPC) by the Calendar Code and to the Curriculum System (CUR) and Profile of Education Personnel System (PEP) by the Class Code. During the Oct. 1 LEADS data collection (Processing period 2), the SIS database is updated with class schedule records containing a *Class Code* for each student. During all data collection periods, the SIS database is updated with student records containing the *Calendar Code* which is used to track attendance.

STUDENT INFORMATION

Student information contains specific types of data about an individual student who is enrolled or expected to be enrolled during a school year. Student information can be uploaded to the Student Information System (SIS) using certain record types or updated online using specific screens. Student information includes the following types of data:

Demographic Data

Demographic data provides certain demographic information about the student including unique id, name, birth date, sex, and race/ethnicity. When uploading demographic data, records should be formatted using the [Demographic Record \(type 010\)](#) layout.

Enrollment Data

Enrollment data provides information about a specific enrollment and/or exit in a particular school district. A record is required each time a student is enrolled and exited and serves to detail a student's enrollment history for the entire school year. When uploading enrollment data, records should be formatted using the [Enrollment Record \(type 040\)](#) layout.

Class Schedule Data

Class Schedule data is required to be submitted during the Oct. 1 LEADS data collection (Processing period 2), for each class a student is enrolled in on October 1st. When uploading class schedule data, records should be formatted using the [Class Schedule Record \(type 110\)](#) layout.

Address Data

Address data is required for each student enrolled in specified districts. These include Type 2 Charters, Type 5 Charters, Special School Districts, Louisiana School for the Deaf and Visually Impaired, Louisiana School for Math, Science and the Arts, and New Orleans Center for Creative Arts. When uploading address data, records should be formatted using the [Address Record \(type 120\)](#) layout.

Section 504 Data

Section 504 data is required for each 504 student. When uploading section 504 data, records should be formatted using the [Section 504 Record \(type 130\)](#) layout.

Program Data

Program data is required for each student enrolled in specified [programs](#). When uploading program data, records should be formatted using the [Program Record \(type 050\)](#) layout.

Student Perpetrator and Instance Discipline Data

Student Perpetrator and Instance data is student discipline data that contains numerous flags that add additional “shading” to a specific perpetrator’s role in a given discipline Event. Perpetrators can be offsite visitors, employees, students from other schools, etc. Because there are individual perpetrators with their own [Primary Reason Codes](#), a link can be made to one or more disciplinary actions to each perpetrator individually based on their precise role in an Event. Students may be assigned more than one specific punishment, such as combining an out-of-school suspension with an alternate site expulsion or combining TOR (Time Out Room) with afterschool detention. When uploading this type of data, records should be formatted using the [Student Perpetrator and Instance Record \(type 091\)](#) layout.

Actions and Interventions Discipline Data

Actions and Interventions data is student discipline data that allows for the reporting of disciplinary and non-disciplinary interventions related to specific discipline events. Students that are not disciplined, but merely referred for disciplinary action and subsequently sent back to class, should also be reported; the discipline action code should be reported as “no action.” If your district employs corporal punishment as one of your disciplinary tools, there are fields on this record to complete in regards to the discipline. When uploading this type of data, records should be formatted using the [Actions and Interventions Record \(type 092\)](#) layout.

DISCIPLINE INFORMATION

Discipline information is data related to an individual student’s **discipline** “events” during a school year should be reported. When uploading discipline information to the Student Information System (SIS), data is submitted as a complete record set using the **EVENT tab and UPLOAD subtab** to provide details

about the event and the **STUDENT tab and UPLOAD** subtab to provide details about the students involved in the event. Some data is required while other data is as applicable. *Refer to the section [UPLOADING DISCIPLINE INFORMATION](#) for instruction on how to upload this data. For information regarding updating student information online, refer to section [UPDATE STUDENT DATA](#).* Discipline information includes the following types of data:

Event Data

An **event** is one or more offenses committed by the same offender, or group of offenders acting in concert at the same “time” and “location” which are represented by [Primary Reason Codes](#). Events that are reported should be both significant to school students or personnel, and of a measurable nature. All events are reported by individual sponsors or LEAs. While Events may actually take place outside of school hours and sites, and while the individuals involved in an event may span site codes, Event data should only contain information relevant to the site reporting the Event. For most Events, you would expect to see student victim and/or perpetrator data reported. However, because we are also interested in overall school climate, and keeping victims’ identities anonymous, it’s possible that some events are not directly relatable to a specific student. Within an Event, you can have separate perpetrators and lesser related instances of behavior that need to be addressed. When uploading event data, records should be formatted using the [Event Record \(type 007\)](#) layout. **Please NOTE: Event Records (type 007) must be uploaded for each data collection period using the SIS EVENT tab and Upload subtab.**

Victim Data

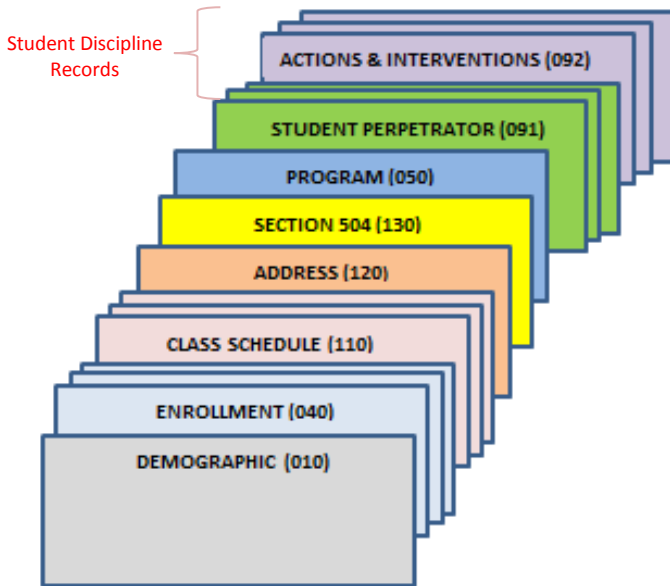
The data for each victim is an anonymous record that allows the capture information on repeat victims and overall victim stats that can be used to identify victimization patterns without risk of revealing the individual involved. **While the information is anonymous at the state submission level, the LEA will need to keep track of this information for addressing the specific victim’s needs with medical services, follow-up counseling, etc.** Victims can be students and school personnel such as teachers, custodian, or visitors. Victim data is required for [Primary Reason Codes](#) [35] *Bullying* and [36] *Cyberbullying* while it is optional for all others. In general, you would expect to have victim data with the more serious [Primary Reason Codes](#) such as [23] *Assault and Battery*, [22] *Murder*, [25] *Kidnapping*, and [32] *Serious Bodily Injury*. Many [Primary Reason Codes](#) such as [01] *Willful disobedience*, or [04] *Uses profane language* would not have victims associated with them. When uploading victim data, records should be formatted using the [Victim Record \(type 093\)](#) layout.

Non-Student Perpetrator and Instance Data

Non-Student Perpetrator and Instance data contains numerous flags that add additional information to a specific perpetrator’s role in a given Event. Perpetrators can be offsite visitors, employees, students not enrolled in your LEA, etc. Because there are individual perpetrators with their own [Primary Reason Codes](#), a link can be made to one or more disciplinary actions to each perpetrator individually based on their precise role in an Event. Students may be assigned more than one specific punishment, such as combining an out-of-school suspension with an alternate site expulsion or combining TOR (Time Out Room) with afterschool detention. When uploading this type of data, records should be formatted using the [Non-Student Perpetrator and Instance Record \(type 094\)](#) layout.

UPLOADING STUDENT INFORMATION

When uploading information to the Student Information System (SIS), data is submitted as a complete record set using the **STUDENT** tab and **UPLOAD** subtab. Some data is required while other data is as applicable. For information regarding updating student information online, refer to section [UPDATE STUDENT DATA](#).



Required Student Records:

- One [Demographic Record \(010\)](#)
- At least one [Enrollment Record \(040\)](#)
- [Class Schedule Records \(110\)](#) (Submit during the Oct. 1 LEADS data collection ONLY).

Other Student Records (submit if applicable):

- [Address Record \(120\)](#) if applicable.
- [504 Record \(130\)](#) if applicable.
- [Program Records \(050\)](#) if applicable.

Student Discipline Records (submit if applicable)

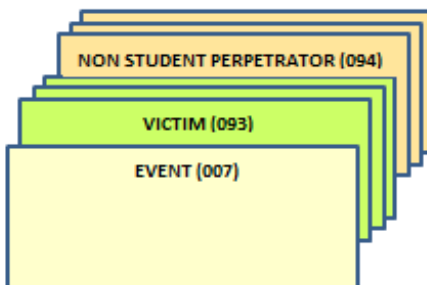
Prior to submitting these records, See section below [UPLOADING DISCIPLINE INFORMATION](#)

- [Student Perpetrator and Instance \(091\) Records](#) if applicable
- [Actions & Interventions \(092\) Records](#) if applicable

UPLOADING DISCIPLINE INFORMATION

When uploading discipline information to the Student Information System (SIS), the data must be uploaded in different submissions with each submission having its own record set. Some records are required while others are as applicable. For information regarding updating discipline information online, refer to section [UPDATE STUDENT DATA](#).

First Submission- Using the **EVENT** tab and **UPLOAD** subtab, Identify the discipline events by uploading the [Event Record \(007\)](#), [Victim Records \(093\)](#), and [Non-Student Perpetrator and Instance Records \(094\)](#).



Required Event Records:

- An [Event Record \(007\)](#)

Other Event Discipline Records (submit if applicable):

- [Victim Records \(093\)](#) if applicable.
- [Non-Student Perpetrator and Instance Records \(094\)](#) if applicable.

Other Submissions - Using the **STUDENT** tab and **UPLOAD** subtab, upload the student information records types 010, 040, 110, 120, 130, 050 (See section above) along with the related student discipline records [Student Perpetrator and Instance \(091\)](#) and [Actions & Interventions \(092\)](#).

DATA COLLECTION TIMELINE

Student data must be submitted during scheduled [data collection periods](#) after updating the School Calendar (SPC) and Curriculum (CUR) systems. The timeline, system specific due dates, and required activities for data collection can be found on the Benchmark Calendar posted on the [INSIGHT Portal](#). The following is a description of the general data collection periods for the Student Information System (SIS).

<p>October 1 MFP (PROCESSING PERIOD 1): Early-August to late October. Student demographic, enrollment, attendance, and discipline data as of October 1 are reported. These enrollment “membership” counts are used for funding calculations.</p>
<p>October 1 LEADS (PROCESSING PERIOD 2): Early-August to Early January. Student demographic, enrollment, attendance, discipline data, and class schedules as of October 1 are reported. This data is used for graduation cohort calculations which go into the next year’s School Performance Score (SPS).</p> <p>Reminder: During this data collection, Data Coordinators must ensure error-free submission of Curriculum (CUR) data and Profile of Educational Personnel (PEP) data prior to submitting Student Information System (SIS) data.</p>
<p>February 1 MFP (PROCESSING PERIOD 3): Mid-January to late February. - Student demographic, enrollment, attendance, and discipline data as of Feb 1 are reported. These enrollment “membership” counts are used for funding calculations.</p>
<p>End-Of-Year (PROCESSING PERIOD 9): Early March to Mid-July. Student data for any student enrolled at any during the entire school year are reported and become final. The End-of-Year data provide the basis for final Average Daily Attendance (ADA) and Average Daily Membership (ADM); and in conjunction with the School Calendar System database (SPC), the total number of instructional days is calculated. The End-of-Year data collection includes student discipline, attendance, truancy and homeless information, and preliminary dropout and graduate counts.</p>
<p>Reminder: For each data collection period, error-free submission of School Calendar (SPC) data must occur before the Student Information System (SIS) student data can be processed.</p>

LDE SYSTEMS ACCESS AND SECURITY

Data security standards define specific requirements for managing and controlling access to all LDE Systems. Security goals require all personnel using the LDE Systems to have a unique user access code, hereafter referred to as a **User ID**. Each User ID is associated with a security profile that monitors and controls access using automated security software.

SECURITY COORDINATOR

Each Local Education Agencies (LEA) and Charter Managing Organizations (CMO) must identify an individual in the organization to function as the **Security Coordinator**. The Security Coordinator is responsible for granting authorized users access to the LDE Systems. They must be made aware of any changes in status for users (e.g., new users and users no longer needing access due to termination or job reassignment). Such updates are critical to the security of the LDE Systems.

Security issues that cannot be resolved by the Security Coordinator should be referred to the LDE Security Administrator by phoning the ITS Help Desk at 225-342-1821 or by submitting a request by e-mail to SecurityDOE@la.gov.

USER ACCESS AND AUTHORIZATION

Users requiring access to the LDE Systems must complete a [Security Request Form](#) and forward it to their Security Coordinator. Once their authorization has been verified, the appropriate User ID and security profile will be assigned which will determine what LDE System(s) a user has access to and specifically what functionality. These logon credentials will be communicated to users in confidence.

User IDs are not to be shared among users. Users will be held individually accountable for all system access and any violations recorded under their User ID. If revoked due to sign-on or resource access denials, the User ID may be reactivated and/or resumed only by the Security Coordinator after a review of the circumstances and a discussion with the user. User IDs may be revoked in any of the following circumstances:

- After five unsuccessful sign-on attempts.
- After five resource access denials in one terminal session.
- At the scheduled end of consulting or temporary labor engagements.
- During their investigation of an actual or suspected security violation, if revocation is requested by management.
- On management request and/or direction due to termination

Levels of User Access

There are 2 levels of user access to the Student Information System (SIS):

- LEA View – Users can View and Extract the data but cannot modify the data
- LEA Update – Users can View and Extract the Data, Upload the data, Modify the data online.

User IDs and Password Standards

User IDs assigned by the Security Coordinator consists of the letter “E” plus six characters. The first three numbers is the Sponsor Code.

In addition to a User ID, an **initial password** will be assigned. This initial password will be set to expire and to force a new password selection on the user's first sign-on to the system. Users are required to maintain the confidentiality of their passwords and to change their password when they suspect that the privacy of their password may have been compromised.

Each user will be allowed to select their own password based on established password standards. Passwords must be of the following format:

- Minimum length: 8 characters
 - Must contain **at least 3 of the 4** complexity categories as follows:
 - Upper case characters (A-Z)
 - Lower case characters (a-z)
 - Numeric digits (0-9)
 - Non-alphanumeric characters (e.g., %, &, \$)
- New passwords cannot be the same as any of the previous 5 passwords

Resetting a Password Using the Password Reset System (PRS)

To change an initial password or to reset a forgotten or expired password, LDE has implemented a self-service password reset system called *PRS*. The PRS URL is <https://password.doe.louisiana.gov>. The PRS User Guide can be found at <https://password.doe.louisiana.gov/PRSHelp.pdf>.

MINIMUM COMPUTER SYSTEM REQUIREMENTS

The following are the minimum computer system requirements to access the LDE Systems.

- **Hardware:** A PC connected to the Internet.
- **Browser:** LDE Systems are designed for **Internet Explorer**, Version 9.0 or lower.
- **Screen Resolution:** The optimum screen setting is 1024 x 768. If a lower resolution, such as 800 x 600 is used (not recommended), it will be necessary to scroll in order to see an entire page. To adjust your resolution, right-click on your desktop, click *Properties*, then *Settings*. Adjust the slider to a screen resolution of 1024 x 678 or higher, and then click OK.
- **Software:** WinZip, PKZip (PKZip is okay but WinZip is preferred); Compression reduces the file size and it will take less time to transfer the file.

SCREEN DISPLAY PROBLEMS

Problems with screen display for the LDE Systems may be due to Security and Privacy settings or the incompatibility of newer Internet Explorer (IE) versions.

Internet Explorer (IE) Options

If there are problems with the LDE Systems screen display, it may be due to the browser's pop-up blocker or security and privacy settings. Users should check the following *Internet Explorer* (IE) options:

- Go to Tools >> Internet Options >> Security>> Custom Level. Make sure the “Allow script-initiated windows without size or position constraints” option is enabled. Also, make sure the “Display mixed content” option is enabled.
- Go to Tools >> Internet Options >>Privacy >> Pop-Up Blocker Settings. Enter leads3.doe.louisiana.gov in the “Address of Web site to allow” field.
- Go to Tools>>Pop Up Blocker Settings>>choose “Turn off Pop-up Blocker.”

Internet Explorer (IE) Compatibility View

Compatibility View may be a solution for those IE users experiencing problems viewing LDE web pages. Problems rendering all or parts of a web page can occur when newer browsers try to display sites that are built with older programming components. For **IE versions 8 through 10**, users can enable compatibility view for a website by clicking the “Compatibility View” icon to the right of the address bar.

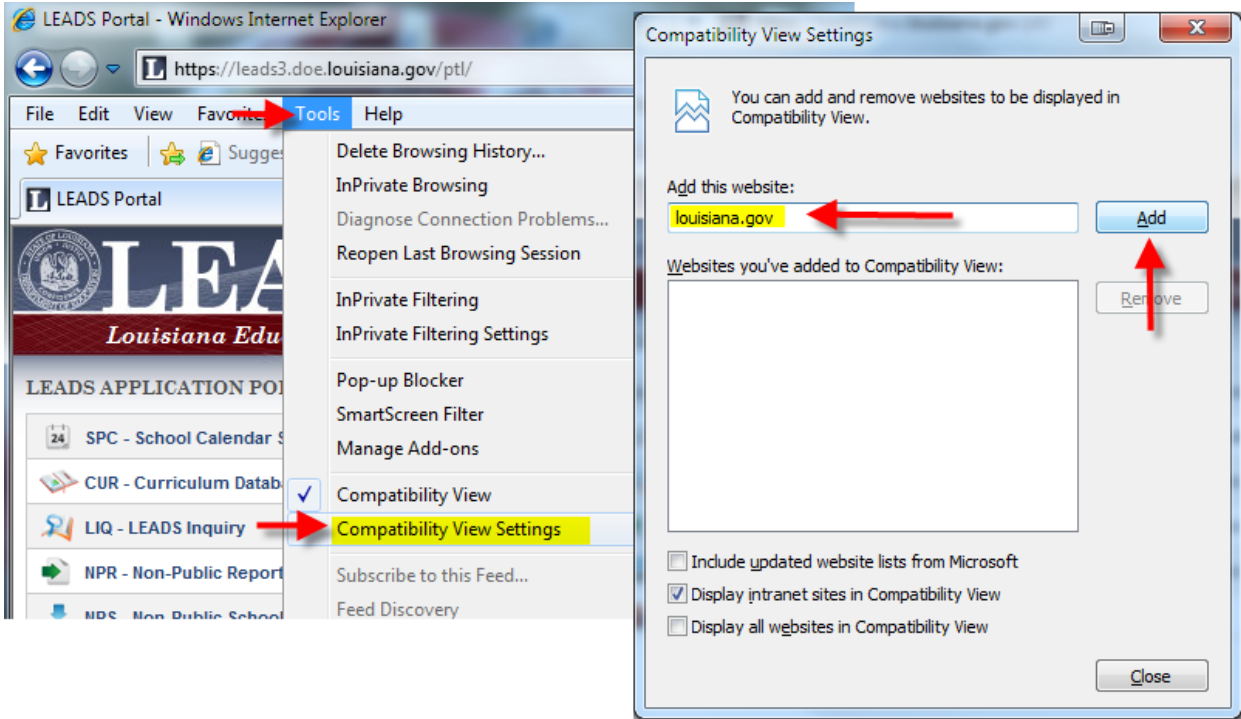


The browser should reload the page and begin displaying the page in compatibility view mode.

For **IE version 11**, Microsoft removed the Compatibility View button from the address bar but there is an alternate method to turn on compatibility for a website. (This process can also be used in IE8 thru IE10).

First, click the “Tools” button on the menu bar, and then select the “Compatibility View Settings” option.

Then, in the text box under “Add this website”, enter Louisiana.gov and click the “Add” button. Finally, close the Compatibility View Settings dialog box and close IE 11. Restart IE.



LDE Login Screen

To access the LDE Systems, users must enter a **User ID** and **Password** on the LDE Login Screen.



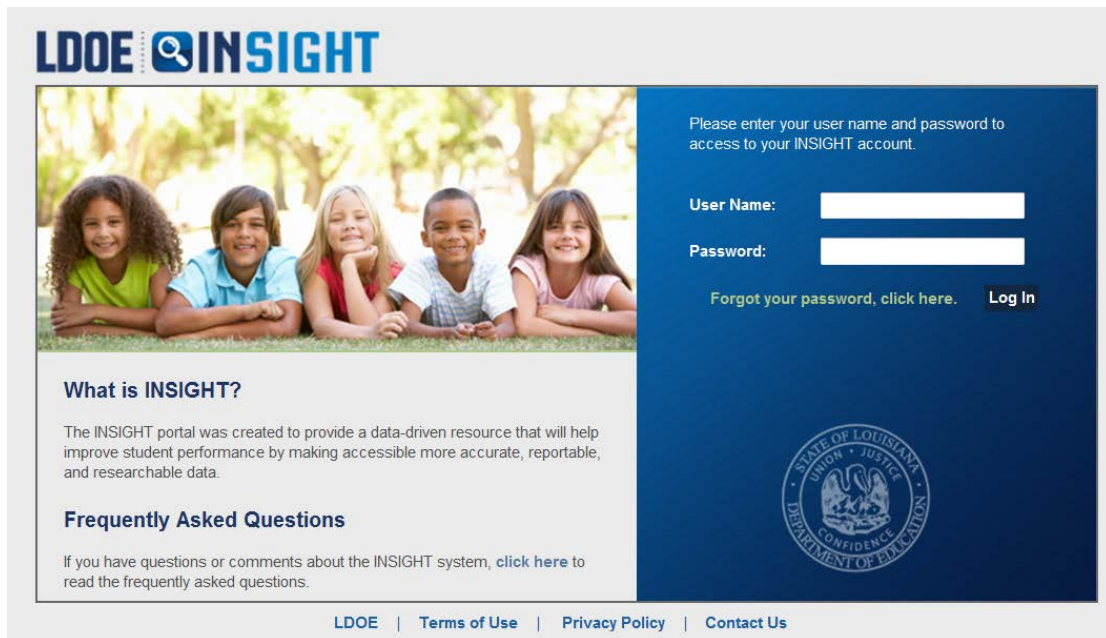
After access has been granted, users should then log into the [INSIGHT Portal](#).

INSIGHT Portal Login Screen

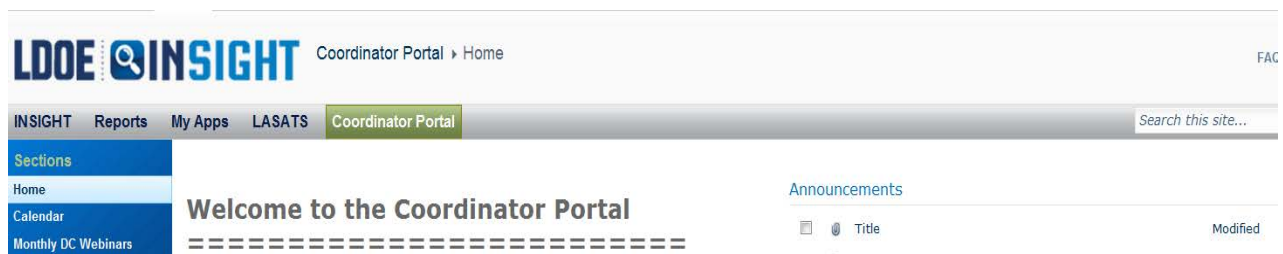
The INSIGHT Portal brings together data submitted by Louisiana School Districts (LEAs) and Charter Management Organization (CMOs), merges it with the data LDE collects from other sources, and presents it as one unified system for reporting and analysis.

The Security Coordinator can grant authorized users access to the [INSIGHT PORTAL](#) by adding LDS_LEAS_DATACOORD role under the Longitudinal Data Systems (LDS) in TAS.

To access the INSIGHT Portal, users must enter a **User ID** and **Password** on the INSIGHT Portal **login screen**.



The **Coordinator Portal** screen will be displayed. User Guides, announcements, notifications and other useful information is regularly posted on the Coordinator Portal.



Next, Select the “My Apps” tab

The screenshot shows the LDOE INSIGHT web application interface. At the top, the logo 'LDOE INSIGHT' is displayed with a magnifying glass icon, followed by the text 'My Apps > Home'. Below the logo is a navigation bar with tabs for 'INSIGHT', 'Reports', 'My Apps' (which is highlighted in green), 'LASATS', and 'Coordinator Portal'. On the left side, there is a blue sidebar menu with the following items: 'Lists', 'My Apps Calendar', 'Tasks', 'User Guides', and 'Resources'. Below the menu is the official seal of the State of Louisiana Department of Education. The main content area displays a list of application tiles, each with an icon and a title: SPC - School Calendar System, CUR - Curriculum Database, LIQ - LEADS Inquiry, LRS - LEADS Reporting System, NPS - Non-Public Schools Data Collection, OTS - Official Transcript System, PEP - Profile of Educational Personnel, TBL - Reference Tables, SEE - Scholarships for Educ. Excellence, SCS - School Choice Scholarships, SER - Special Education Reporting, SPS - Sponsor-Site, SIS - Student Information System, STS - Student Transcripts, TIA - Title I, Part A - October 1 Data Collection, and TID - Title I, Part D.

All LDE Systems for which a user is authorized to access will be displayed.

Select the **SIS – Student Information System** link to access the LDE system.

A close-up view of the 'SIS - Student Information System' link. It features a small icon of three stylized human figures in orange, green, and blue, followed by the text 'SIS - Student Information System'.

STUDENT INFORMATION SYSTEM (SIS) FEATURES

The Student Information System (SIS) homepage is displayed after a [successful login](#). The following sections describe the features of the system.

- [VIEW](#) – Use this feature to view student data.
- [UPDATE](#) – Use this feature to update student data in real-time.
- [UPLOAD](#) – Use this feature to upload student data files.

VIEW STUDENT DATA

To View student data using the Student Information System (SIS):

- A) Select the **Student** tab on the homepage.
- B) Select the **View** subtab.
- C) The View Information Screen will be displayed along with the **Sponsor** (see Figure 1).

The screenshot shows the 'SIS View Information Screen'. At the top, there is a header with the 'STUDENT INFORMATION SYSTEM' logo and three colored figures (orange, blue, green). Below the header is a navigation bar with tabs: 'Student', 'Homeless', 'Report', 'File', and 'Event'. Underneath the navigation bar are three buttons: 'View', 'Update', and 'Upload'. The main content area contains several dropdown menus and a text input field. The dropdown menus are: 'Beginning School Session Year' (set to 2013), 'Processing Period' (set to Oct. 1 LEADS), 'Sponsor' (set to 027 Jefferson Davis Parish), 'Site' (set to 027008 Ward Elementary School), and 'Grade' (set to All Grades). Below these is a text input field labeled 'ID or Last Name (optional)'. At the bottom of the input field are two buttons: 'Go!' and 'Clear'. Below the buttons is a red italicized message: 'Enter or change your selection criteria and click Go!'.

Figure 1 – SIS View Information Screen

- (1) Choose the Beginning School Session Year (e.g., 2014).
- (2) Choose the Processing Period (e.g., Oct. 1 MFP).
- (3) Use the drop down box to choose the Site (All Sites or Site Level)
- (4) Choose the Grade (All Grades or Grade)
- (5) Enter the Student ID or Last Name of the student whose information you want to view.
- (6) Click *Go!*

- (7) The Student Selection Screen will be displayed.
- (8) Click on the Student ID to view the student data.
- (9) The Profile information will be displayed on the Student Information Screen.
- (10) Use the other subtabs (in the yellow section) if you want to view the other types of information:
 - (a) Enrollment
 - (b) Class Schedule
 - (c) Discipline
 - (d) Event Desc
 - (e) Program
 - (f) 504 Student

STUDENT INFORMATION SYSTEM

Student | Homeless | Report | File | Event

View | Update | Upload

Beginning School Session Year: 2013
 Processing Period: Oct. 1 LEADS
 Sponsor: 027 Jefferson Davis Parish
 Site: 027008 Ward Elementary School
 Grade: All Grades
 ID or Last Name (optional): Blair
 [Go] [Clear]

ID	Name	Sponsor
1	Blair	027

Profile | Enrollment | Class Schedule | Discipline | Event Disc | Program | 504 Student

Beginning Schl Sess Yr: 2013
 Processing Period: Oct. 1 LEADS
 Sponsor: Jefferson Davis Parish Matching Sponsor:
 Student ID Number: [REDACTED] Matching Stud ID Num:
 Name: [REDACTED]
 Birth Date: 2/15/2007
 Sex: M
 Ethnicity/Race: [REDACTED]
 Local ID Number: [REDACTED]
 Birth Country: UNITED STATES OF AMERICA
 First Entry Date in US:
 Last Date Updated: 10/4/2013 5:21:42 PM

Figure 2 – SIS View Student Information Screen

ADD STUDENT DATA

To Update student data using the Student Information System (SIS):

- A) Select the **Student** tab on the homepage.
- B) Select the **Update** subtab.
- C) The Add Student Selection Screen will be displayed along with the Sponsor (see Figure 3).

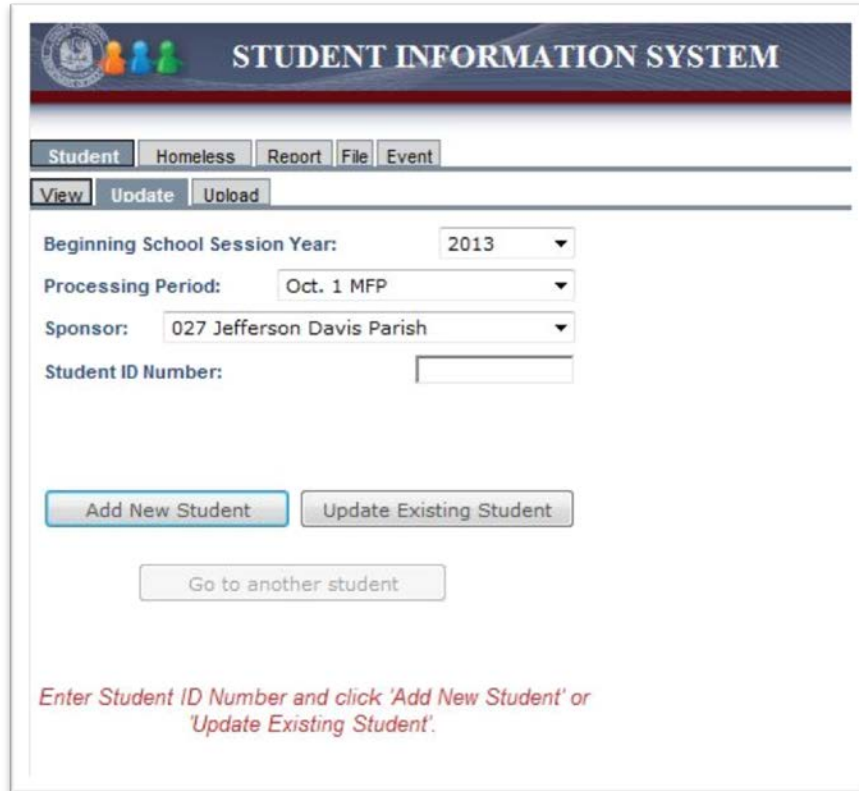


Figure 3 – SIS Add Student Selection Screen

- (1) Choose the Beginning School Session Year (e.g., 2014)
- (2) Choose the Processing Period (e.g., Oct. 1 MFP)
- (3) Click Add New Student
 - (a) The **Profile** Screen will be displayed with the student's information.
 - Add the student's **Profile (demographic)** information.
 - Click *Validate* to validate the information.
 - (b) Click the **Enrollment** subtab:
 - Add the student's **Enrollment** information.
 - Click *Validate* to validate the information.
 - (c) Click the **Class Schedule** subtab:
 - Add the student's **Class schedules** (if applicable, during the Oct. 1 LEADS data collection (processing period 2)).

- Click *Validate* to validate the information.
 - Click *Update Database* to add a new class for the student.
- (d) Add the student's **Event (Discipline)** information (if applicable).
- (e) Click the **Program** subtab:
- Add the student's **Program** information (if applicable).
 - Click *Validate* to validate the information.
- (f) Click the **504Student** subtab:
- Add the student's **504 information** (if applicable).
 - Click *Validate* to validate the information.
- (g) Select *Update Database* to update the student's information.

The screenshot displays the 'STUDENT INFORMATION SYSTEM' interface in a Windows Internet Explorer browser. The page title is 'http://leads4stst.doe.louisiana.gov/ - Student Information System - Windows Internet Explorer'. The main header includes the system name and a user identifier 'Test User04'. Below the header, there are navigation tabs: 'Student', 'Homeless', 'Report', 'File', and 'Event'. A secondary set of tabs includes 'View', 'Update', and 'Upload'. The main content area is divided into several sections:

- Left Panel:** Contains dropdown menus for 'Beginning School Session Year' (set to 2013), 'Processing Period' (set to EOY), and 'Sponsor' (set to 027 Jefferson Davis Parish). Below these is a text input for 'Student ID Number' (659094998). Buttons for 'Add New Student', 'Update Existing Student', and 'Go to another student' are present.
- Right Panel:** Features sub-tabs for 'Profile', 'Enrollment', 'Class Schedule', 'Event Disc', 'Program', and '504Student'. The 'Profile' sub-tab is active. It shows 'Beg Schl Sess Yr: 2013', 'Processing Period: EOY', and 'Sponsor: Jefferson Davis Parish'. The 'Student ID Number' is 659094998. The 'Name' field is split into 'First', 'Middle', 'Last', and 'Suffix' inputs. The 'Birth Date' and 'Sex' (set to 'Select one') are also visible. The 'Ethnicity' section includes radio buttons for 'Hispanic' (selected), 'Y', and 'N', and checkboxes for 'Race: Am Indian', 'Asian', 'Black', 'Pac Islander', and 'White'. The 'Birth Country' is set to 'US UNITED STATES OF AMERICA'. At the bottom of this panel are buttons for 'Validate', 'Update Database', 'Delete this Student', and 'Cancel'. A red message at the bottom reads: 'Enter the Student Profile information for the new student and click "Validate".'

Figure 4 – SIS Add Student Selection Screen

UPDATE STUDENT DATA

To Update student data online using the Student Information System (SIS) after a [successful login](#):

- A) Choose the *Beginning School Session Year* (e.g., 2014).
- B) Choose the *Processing Period* (e.g., Oct. 1 MFP).
- C) Select the **Student** tab on the homepage.
- D) Select the **Update** subtab.
- E) The Update Student Selection Screen will be displayed along with the **Sponsor**.
 - (1) Enter the *Student ID Number* of the student whose information you want to update.
 - (2) Click *Update Existing Student*. If student information cannot be updated, you will receive the message **Updates are not allowed at this time.**
 - (3) When selected, data on the following screens can be updated:
 - (a) Click the **Profile** subtab to display the student's information.
 - Update the student's **Profile (demographic)** information.
 - Click *Validate* to validate the information.
 - (b) Click the **Enrollment** subtab to display the student's information.
 - Update the student's **Enrollment** information.
 - Click *Validate* to validate the information.
 - Click *Update Database* to update the information.
 - (c) Click the **Class Schedule** subtab to display the student's information.
 - Update the student's **Class schedules** (if applicable, during the Oct. 1 LEADS data collection (processing period 2)).
 - Click *Validate* to validate the information.
 - Click *Update Database* to update the information.
 - (d) Click the **Class Schedule** subtab to display the student's information.
 - Update the student's **Event (Discipline)** information (if applicable).
 - Click *Validate* to validate the information.
 - Click *Update Database* to update the information.
 - (e) Click the **Program** subtab:
 - Add the student's **Program** information (if applicable).
 - Click *Validate* to validate the information.
 - Click *Update Database* to update the information.
 - (f) Click the **504Student** subtab:
 - Add the student's **504 information** (if applicable).
 - Click *Validate* to validate the information.
 - Click *Update Database* to update the information.

STATE ID REASSIGNMENT

To link State IDs for students within the same LEA the Student ID Reassignment function can be used. Using this function you can specify that a corrected State ID is to be associated with an incorrect State ID for the same student. You can link multiple incorrect records, 1 at a time, to the corrected State ID:

- A) Select the **Student** tab on the homepage.
- B) Select the **Update** subtab.
- C) Choose the *Beginning School Session Year (e.g., 2014)*.
- D) Choose the *Processing Period (e.g., Oct. 1 MFP)*.
- E) Enter the Incorrect State ID (in the Student ID Number field),
- F) The Student Profile Screen will be displayed.
 - (1) Enter: the Corrected State ID# (in the REASSIGN Box),
 - (2) Click *Validate* to validate the information.
 - (3) If no, errors, Click *Update Database* to update the information.

MATCHING STATE ID

To link corrected and incorrect State IDs for students between LEAs, the Matching Student ID function can be used. Using this function you can specify that a specific State ID is to be associated with a single State ID of a student record set belonging to another LEA. This function cannot be used for linking student record sets within an LEA, i.e. the Sponsor and Matching Sponsor must be different. You can only link a given student record set to one other State ID Number, not multiples.

- A) Select the **Student** tab on the homepage.
- B) Select the **Update** subtab.
- C) Choose the Beginning School Session Year (e.g., 2014).
- D) Choose the Processing Period (e.g., Oct. 1 MFP).
- E) Enter the Corrected State ID (in the Student ID Number field),
- F) Select Update Existing Student
- G) The Student Profile Screen will be displayed.
 - (1) Enter: the Sponsor Code (in the Matching Sponsor field),
 - (2) Enter the Incorrect State ID# (in the Matching Student ID field),
 - (2) Click *Validate* to validate the information.
 - (3) If no, errors, click *Update Database* to update the information.

UPLOAD STUDENT DATA

To upload student information data using the Student Information System (SIS):

- A) Select the **Student** tab on the homepage.
- B) Select the **Upload** tab.
- C) The Upload Screen will be displayed along with the **Sponsor** (see Figure 2).
 - (1) Choose the *Beginning School Session Year* (e.g., 2014)
 - (2) Choose the *Processing Period* (e.g., 9 EOY).
 - (3) Select *Validate Only?*
 - If **Yes** is selected, the record will be checked for validity but not added to the database. This can save processing time.
 - If **No** is selected, records will be added to the database, unless the records already exist.
 - (4) Click **Browse** to locate the calendar file on your computer.
 - (5) Once the file name is displayed in the **File to Upload** field, click **Upload My File Now**.

https://leads3s.doe.louisiana.gov/sis/FrameWork.aspx

STUDENT INFORMATION SYSTEM

Student | Homeless | Report | File | Event

View | Update | Upload

District-LDE

Beginning School Session Year: 2013

Processing Period: Feb. 1 MFP

Delete all existing students? No Yes

Validate only? No Yes

Class Schedules only? No Yes

File to upload: Browse...

Upload My File Now | View Upload Status | View Errors | View Input Data

History

Load Begin	User ID	File Size	Records	Records Matching Database	Records Affected By Errors	Records Loaded	Status	Upload End
------------	---------	-----------	---------	---------------------------	----------------------------	----------------	--------	------------

Once the file is uploaded, a message will be displayed to indicate the file has been received.

Your data has been received and is being processed. Click the 'View Upload Status' button to monitor progress. Click the 'View Errors' button to view your error report.

(6) To track the file upload status, under the column heading **Load Begin**, click on the date and time of the upload file, then click **View Upload Status**. Under the column heading **Status** a progression of the file upload; *Validating*; *Loading*; and finally *Complete* will be displayed. You may also click **Refresh** to see the status of the file upload (see Figure 5).

User:	██████████	<input type="button" value="Close"/>
Beginning Schl Sess Yr:	2013	↑
Processing Period Cd:	3	
Sponsor:	██████████	
Begin Date/Time	1/22/2014 6:46 AM	
End Date/Time:	1/22/2014 6:46 AM	
File Size (Bytes):	23408	
Total Records:	154	
Records Copied To Holding:	154	
Records Validated:	154	
Records In Error:	0	
Total Errors Found:	0	
Total Warnings Found:	1	
Event Records Loaded to DB:	154	
Event Records Deleted from DB:		
Status:	Complete.	

Figure 5 – Upload Status Screen

- User:** The user id that submitted the SIS file
- Beginning Schl Sess Yr:** Year for which the data was submitted
- Processing Period Cd:** Processing Period for which the data was submitted
- Sponsor:** Submitting Sponsor
- Begin Date/Time:** Date and time data was submitted
- End Date/Time:** Date and time submission completed or aborted
- File Size (bytes):** Total size of file submitted
- Total Records:** Total number of records submitted
- Records Copied to Holding:** Total number of records copied for validation
- Records Matching Database:** Records submitted that match records already on the database
- Records Validated:** Number of records that passed edits (validated)
- Records in Error:** Number of records containing 1 or more errors
- Total Errors Found:** Total number of errors found (a record may contain multiple errors)
- Records Loaded to Database:** Number of records added to database. Match records are not added to database
- Records Deleted from Database:** Number of records deleted from database
- Status:** final status of submission

STUDENT INFORMATION SYSTEM

District-LDE

Beginning School Session Year: 2013

Processing Period: Feb. 1 MFP

Delete all existing students? No Yes

Validate only? No Yes

Class Schedules only? No Yes

File to upload: Browse...

Upload My File Now View Upload Status View Errors View Input Data

History

Load Begin	User ID	File Size	Records	Records Matching Database	Records Affected By Errors	Records Loaded	Status	Upload End
3/17/2014 10:17:51 AM	2013/9		132		0	0	Complete	
3/17/2014 9:39:59 AM	2013/9		154		22	0	Complete	
2/4/2014 2:36:05 PM	2013/3		132		0	0	Complete	

Figure 6 –SIS Upload Screen

(D) Once the upload is **Complete**, if there are errors listed under the column heading **Records In Error**, click on the date and time of the upload file and click **View Errors** to view the errors (see Figure 6). If the error count reaches a certain threshold, processing will be terminated in order to save processing time.

(E) Click **View Input Data** to view the input file.

APPENDIX A - FREQUENTLY ASKED QUESTIONS

SUBJECT: TIMELINES

QUESTION: How often does Student data need to be reported?

RESPONSE: Student data should be reported to SIS during all open data collection periods.

QUESTION: Are all data collection periods the same in regards to length of time?

RESPONSE: No, they are not the same length due to reporting requirements for different types of data. The reporting time frame may vary. Refer to the [data collection timeline](#) and the Benchmark Calendar on the [LDOE INSIGHT Coordinator Portal](#) for specific due dates for each data collection period.

SUBJECT: SPED SERVICES – CROSS CHECK REPORTS

QUESTION: We have students receiving SPED speech services only and are coded as such in SIS; however, they are showing up on the SER/SIS Cross Check Report. Is this report supposed to be clean or am I supposed to be coding them as E1 when their IEP is completed?

RESPONSE: For each data collection period, enrollment records must be submitted to SIS for all students who are receiving or have received SPED services during the school year. The [School/Site Code](#) should be listed on their SIS [enrollment records](#) and in the Special Education Reporting System (SER).

QUESTION: We have several students who are showing as an out of school suspension or expulsion on our discipline report that is generated from SER, but we have not coded any student with an out of school code because we do not expel students. They are placed in our alternative school and continue to receive educational services if expelled. They are coded as suspension to alternate site or expulsion to alternate site depending on the amount of time the student is to serve in the alternate placement. Why would this show on the discipline report as an out of school suspension or expulsion? Can you suggest another code to use that will better explain our services without indicating that we are not providing services to these students?

RESPONSE: SER pulls the discipline events from SIS to populate Table 5 and the discipline detail reports in SER.

Disciplinary Type codes 2-7 all have “student is removed or temporarily removed from his/her usual classroom” as part of the definition. Therefore the student is treated as a removal, based on removing him/her from the classroom. The student may be suspended/expelled out of school, placed in an alternative setting/program on the same campus, or placed at an alternative site, not on the same campus. These all meet the requirements of disciplinary removals.

QUESTION: What grade should be used for students younger than kindergarten who are receiving SPED services and shown in Special Education Reporting System (SER)?

RESPONSE: Infants and preschool students not in a state-approved kindergarten should be reported in SIS if the students are not enrolled in private schools and are receiving or have received special education services and/or direct/related services, e.g. speech. OT, PT, etc. from your LEA. These students must be in the Special Education Reporting System (SER) and enrolled in SIS using [GRADE PLACEMENT](#)=15[Infant Program (Ages Birth to 2 SPED)] or 20 [Preschool Services (Ages 3 to 5 SPED)].

QUESTION: I am confused as to which Cross Check report to run in Special Education Reporting System (SER) based on the data collection period.

RESPONSE: For Oct. 1 MFP, run the *SER/SIS Cross Check Report (Child Count Compare)* report selecting [IDEA](#). For Feb. 1 MFP, run the *SIS/SER Cross Check Report (Child Count Compare)* report selecting [MFP](#). For EOY, run the *SER/SIS Cross Check Exit Report*. For ALL other data collection periods, run the *SIS/SER Cross Check Report* and the *SER/SIS Cross Check Report*. For a more detailed description of these reports, refer to the Reports section of the SER User Guide posted on the [LDOE INSIGHT Coordinator Portal](#) under the SER tab.

SUBJECT: SIS UPLOADS PROCESSING – ERRORS

QUESTION: I am receiving a message “The maximum concurrent uploads is 4. There are currently 4 uploads processing. Please try again later.” What does this mean?

RESPONSE: A maximum of 4 concurrent uploads is allowed to the system. Other districts may be uploading at the same time. Try again and schedule your uploads periodically throughout the day to alleviate the program.

QUESTION: I continue to receive an “ABNORMAL TERMINATION” when submitting SIS uploads. What can I do?

RESPONSE: Please verify all records in the file conform to the specified Student Information System (SIS) [Record Layouts](#) including the length of the fields, valid values for each field and the total record length for each record type.

QUESTION: I attempted to upload discipline records and received the message “File not accepted. [UploadStudent001] Your file contains one or more records with a length less than required for SIS. Record count indicates the record on which the error occurred. All of my discipline records are the correct length. What can I do?

RESPONSE: Ensure you are using the [EVENT](#) tab to upload your discipline Event records and the [STUDENT](#) tab to upload your student discipline records. Please refer to the section [EVENT RECORD SET](#) and [UPLOADING DISCIPLINE DATA](#) for additional information.

QUESTION: I am trying to upload our student data. However, I am not able to select the upload tab on the homepage. What am I doing wrong?

RESPONSE: Please verify you are using a compatible version of Internet Explorer. For troubleshooting, refer to the section [SCREEN DISPLAY PROBLEMS](#).

SUBJECT: FREE AND REDUCED BREAKFAST/LUNCH

QUESTION: What is Direct Certification for the National School Lunch Program?

RESPONSE: The Direct Certification process involves the identification of students who are directly certified as eligible for free meal benefits because:

- They, or any household member, receive benefits under Assistance Programs (e.g. Supplemental Nutrition Assistance Program-SNAP)
- They are designated as members of Other Source Categorically Eligible Designations (e.g. Enrolled in Head Start or Even Start programs, migrants, runaways, homeless, foster children)

Please refer to Part 5: Categorical Eligibility and Part 6: Direct Certification For Assistance Programs in the [USDA Eligibility Manual for School Meals 2014](#)

QUESTION: What is the process for identifying eligible students?

RESPONSE: Several times per year, LDOE receives from the Department of Child and Family Services (DCFS) the *Supplemental Nutrition Assistance Program (SNAP) File* of Food stamp recipients (ages 3-21). Based on this data, students attending Public, Charter, or Nonpublic parochial or non-parochial schools can be identified as eligible for free meal benefits.

QUESTION: How is data reported in SIS for the National School Lunch Program and Community Eligibility Provision (CEP)

RESPONSE: In SIS, the [FREE/REDUCED PRICE LUNCH BREAKFAST](#) field should be used to report the student's meal status.

For sites participating in CEP, students can be reported as:

- "1" [Free] – For students Direct cert eligible
- blank [ineligible for free] – All other students.

For Non-CEP participating sites, students can be reported as:

- "1" [Free] – For students Direct cert eligible
- "1" [Free] – For students as determined by other sources (lunch forms, etc.)
- "2" [Reduced] lunch] – For students as determined by other sources (lunch forms, etc.)
- blank [ineligible for free or reduced] – All other students.

QUESTION: We have students listed as Paid on the *SISR43 Not Flagged as Free Lunch Roster*, but flagged as Directly Certified. These students all have EXIT dates and are not on our Food Service Supervisors Direct Cert lists. How do I handle these?

RESPONSE: You are required to submit enrollment records for all students for each data collection. All students identified as directly certified should be flagged as such in SIS even if they exited your district in a prior data collection period.

SUBJECT: EXITING STUDENTS IN SIS

QUESTION: How do we exit students enrolled during the current school year who completed the requirements for a diploma, certificate of achievement or GED/HiSet **during the current school year**.

RESPONSE: Students enrolled during the current school year who met the requirements for a diploma, certificate of achievement or GED/HiSet should be exited in the EOY data collection period of the current school year as follows:

Requirements Met	EXIT DATE	EXIT REASON CODE
Diploma	Last day of school	"04" [Graduated (High School Diploma)]
Certificate of Achievement	Last day of school	"06" [Certificate of Achievement (Special Education)]
GED or HiSet	GED or HiSet pass date	"05" [GED or HiSet Only]

QUESTION: How do we exit students enrolled during the previous school year who completed the requirements for a diploma, certificate of achievement, or GED/HiSet **during the summer**?

RESPONSE: A student enrolled during the previous school year who completed the requirements for a diploma, certificate of achievement, or GED/HiSet during the summer should be exited in Oct. 1 MFP of the following school year.

Requirements Met	EXIT DATE	EXIT REASON CODE
Diploma	First day of school	"04" [Graduated (High School Diploma)]
Certificate of Achievement	First day of school	"06" [Certificate of Achievement (Special Education)]
GED or HiSet	First day of school	"05" [GED or HiSet Only]

QUESTION: During dropout correction, how do we exit students NOT enrolled during the previous school year who completed the requirements for a GED/HiSet.

RESPONSE: An enrollment record should be entered in EOY for a student NOT enrolled during the previous school year who completed the requirements for a GED or HiSet.

Requirements Met	ENTRY DATE & EXIT DATE	EXIT REASON CODE
GED or HiSet	First day of school	"05" [GED or HiSet Only]

QUESTION: We have a student who completed their GEE during the current school year but completed her coursework in 2009. How should this student be reported?

RESPONSE: A student will become a graduate of the year when all graduation requirements are met. For example: If the pass date of the GEE falls within the 2014-2015 school year (9/1/2014 through 8/31/2015) the student would be considered a current year graduate.

QUESTION: For students earning a diploma during the current school year EXIT REASON = "04" [Graduated (High School Diploma)], the SIS EXIT date is the last day of school. What should the graduation date be in STS?

RESPONSE: Graduation date in **STS** should be the date the student met the requirements for a diploma. Students meeting the requirements by August 31 are considered graduates of the regular school year along with the May/June graduates. Students meeting the requirements after this date are considered graduates of the following school year.

QUESTION: What documentation do we need in order to properly exit students who have left our school district?

RESPONSE: When exiting a student, proper documentation is required to justify use of the [EXIT REASON CODE](#) used. Please refer to [BESE Bulletin 111](#) and APPENDIX B, data element [EXIT REASON CODE](#) for a list of the documentation required. NOTE: Audits will be performed on schools' usage of exit reason codes. It is important that proper documentation be maintained to show why a particular exit reason code was used.

SUBJECT: STATE IDENTIFICATION NUMBERS

QUESTION: How do we create State IDs for students without Social Security Numbers?

RESPONSE: Schools cannot legally require parents to submit the Social Security Number of a copy of the Social Security Card. In the absence of this information, LEAs can assign a unique State Identification Number for the student. This number must be used on all student record systems until a SSN is received. See the section [Guidelines for Assigning State Identification Numbers](#).

QUESTION: How do you correct State IDs for students?

RESPONSE: You can correct State IDs by using the [State ID Reassignment](#) function in SIS (to link incorrect and corrected State IDs with the same LEA) or the [Matching State ID](#) function in SIS (to link incorrect and corrected State IDs between different LEAs).

APPENDIX B – RECORD LAYOUTS & DATA ELEMENTS

STUDENT RECORD LAYOUTS & DATA ELEMENTS

RECORD LAYOUT: <i>Demographic Record (010)</i>					
Starting Position	Name	Length	Type	Description	Requirement
1	System Indicator	3	X	Must always be "SIS"	Required
4	LEA Code	3	X	LEA code assigned by LDE	Required
7	Record Type Code	3	X	Code indicating record type. Must be "010"	Required
10	Students Local ID Number	9	X	Code used by local authorities to identify a student temporary ID must be used/assigned by the district.	Required
19	Students State ID Number	9	N	Identifies a student. Either a SSN or temporary ID must be used assigned by district.	Required
28	State ID Number Reassignment	9	X	Only to be used when changing an already loaded student's state id number instead of sending complete delete/replace file. Must be blank when not reassigning student IDs.	Optional
37	Last Name	20	X	Student's Last Name	Required
57	Suffix	3	X	Student's Suffix (see approved list)	Optional
60	First Name	15	X	Student's First Name	Required
75	Middle Name	15	X	Student's Middle Name	Optional
90	Birth Date	8	N	Calendar date of birth in format MMDDYYYY	Required
98	Sex Code	1	X	Gender of the student	Required
99	Filler	1	X	<i>Filler</i>	Blank
100	Session Year	8	N	The beginning and ending years of applicable school year Format: XXXXYYYY	Required
108	Country of Birth Code	2	X	Code for the country of birth for the student.	Required
110	First Entry Date Into U.S.	8	X	The month, day and year of a student's initial arrival into the United States in order to establish residency. Required when Country of Birth Code other than "US". Format MMDDYYYY.	Req if Applicable
118	HispanicLatinoEthnicFlg	1	X	Y if Hispanic; N if not	Required
119	AmericanIndianOrAlaskanNativeRaceFlg	1	X	Y if American Indian/Alaskan; N if not	Required
120	AsianRaceFlg	1	X	Y if Asian; N if not	Required
121	BlackOrAfricanAmericanRaceFlg	1	X	Y if Black or African American; N if not	Required
122	NativeHawaiianOrOtherPacificIslanderRaceFlg	1	X	Y if Native Hawaiian/Pac Islander; N if not	Required
123	WhiteRaceFlg	1	X	Y if White; N if not	Required
Total Length=123 N – Numeric (right justified, padded with zeroes) X – Alphanumeric (left justified, padded with spaces)					

RECORD LAYOUT: *Enrollment Record (040)*

Start	Name	Length	Type	Description	Requirement
1	System Indicator	3	X	Must always be "SIS"	Required
4	LEA Code	3	X	LEA code assigned by LDE	Required
7	Record Type Code	3	X	Code indicating record type. Must be "040"	Required
10	Students Local ID Number	9	X	Code used by local authorities to identify a student	Required
19	Students State ID Number	9	N	Identifies a student. Either a SSN or temporary ID must be used assigned by district.	Required
28	Session Year	8	N	The beginning and ending years of applicable school year Format: XXXXYYYY	Required
36	School/Site Code	6	X	School the student attended for this enrollment. A student may have multiple enrollment records with different sites in the same school year. The Demographic record should reflect the current/most recent site for a given LEA.	Required
42	Entry Date	8	N	The calendar date for when a student first attends a given school. Most students will use the first day of class. Must be a valid school day in the School Calendar System (SPC). Format MMDDYYYY	Required
50	Entry Reason Code	2	X	Code describing status under which student entered school	Required
52	Grade Placement	2	X	The student's grade for this enrollment	Required
54	Special Education Indicator	1	X	Code showing whether student is in SER for Special Education	As Applicable
55	Absences	4	V	The total days of school missed in half day increments Format: 999v9 (Fill with zeros if student was never absent)	Required
59	Pre-K Funding Source Code	2	X	Code indicating the primary funding source program for a grade 24 [Pre-K] or 20 [Pre-School] student	Required for 24; Optional for 20
61	Free or Reduced Lunch Eligibility Code	1	X	Code indicating whether a student qualifies for free or reduced school lunch or breakfast	As Applicable
62	Exit Date	8	N	Calendar date a student left school. Leave blank if student has not exited or graduated. Format: MMDDYYYY	As Applicable
70	Exit Reason Code	2	X	Code indicating why a student no longer attends this school	As Applicable
72	Dropout Reason Code	2	X	Required if Exit Reason Code 02 [Dropped Out] was used. Optional for Exit Reason Codes 11 [Adult Education] or 13 [Transferred to Vocational Technical School].	As Applicable

74	Calendar Code	3	X	A number ranging from 001 - 999 assigned by LEAs defining which school calendar should apply to this student for attendance purposes.	Required
77	Language Code	3	N	The primary language a student uses to communicate (e.g., outside of school, native, first)	Required
80	English Proficiency Code	2	X	Describes whether a student is fully English Proficient [01-Proficient, 02-not proficient]	Required
82	LEP Funding Source Code	2	N	Code denoting the primary supplemental funding source for Students having an English Proficiency Code = 02 (LEP)	Req if Applicable
84	Option Code	1	X	1 for students repeating 4th or 8th grade due to LEAP 21 Failure, 4 students on the Career Diploma pathway/track; 5 for Non-diploma students; 6 for Connections students; 7 for State approved Skills Certificate students; 8 for GED Path	As Applicable
85	Filler	1	X	<i>Filler</i>	Blank
86	Truancy Flag	1	X	Code indicating whether a student has 5 unexcused tardies or absences in a semester [Y, N]	Required
87	Homeless Indicator	1	X	Code indicator if a student is homeless and where they principally sleep at night.	As Applicable
88	Home Based Site Code	6	X	Home site code required for alternative school students and options 3 program students	Required if Applicable
94	Unaccompanied Youth Flag	1	X	This is a required field if Homeless code is not null [Y, N]	Required if Applicable
95	Homeless Reason Code	2	X	Code indicating reason for homelessness. Code values are 01-07 or 99. This is a required field if Homeless Code is not null	Required if Applicable
97	Services Provided Flag	1	X	This is a required field if Homeless Code is not null [Y, N]	Required if Applicable
98	Prior Education Experience to Kindergarten Code	2	X	Code indicating where the student received at least 6 consecutive months of Prekindergarten experiences prior to entering Kindergarten. Code values are 01-07.This is a required field for grade 25 (Kindergarten)	Required if Applicable
100	Filler	1	X	<i>Filler</i>	Blank
101	Filler	1	X	<i>Filler</i>	Blank
102	Filler	1	X	<i>Filler</i>	Blank
103	Awaiting Foster Care Flag	1	X	This is a required field if Homeless Indicator Code is not null [Y, N]	Required, if Applicable
Total Length=103 N – Numeric (right justified, padded with zeroes) X – Alphanumeric (left justified, padded with spaces)					

RECORD LAYOUT: *Class Schedule Record (110)*

Start	Name	Length	Type	Description	Requirement
1	System Indicator	3	X	Must always be "SIS"	Required
4	LEA Code	3	X	LEA code assigned by LDE	Required
7	Record Type Code	3	X	Code indicating record type. Must be "110"	Required
10	Students Local ID Number	9	X	Code used by local authorities to identify a student	Required
19	Students State ID Number	9	N	Identifies a student. Either a SSN or temporary ID must be used assigned by district.	Required
28	Session Year	8	N	The beginning and ending years of applicable school year Format: XXXXYYYY	Required
36	School/Site Code	6	X	The site a class is being offered. Can be from a different site than a student's primary school – even a different LEA.	Required
42	Class Code	20	X	Code that uniquely identifies a class from CUR	Required
Total Length=61 N – Numeric (right justified, padded with zeroes) X – Alphanumeric (left justified, padded with spaces)					

RECORD LAYOUT: *Address Record (120)*

Start	Name	Length	Type	Description	Requirement
1	System Indicator	3	X	Must always be "SIS"	Required,
4	LEA Code	3	X	LEA code assigned by LDE	Required,
7	Record Type Code	3	X	Code indicating record type. Must be "120"	Required,
10	Students Local ID Number	9	X	Code used by local authorities to identify a student	Required
19	Students State ID Number	9	N	Identifies a student. Either a SSN or temporary ID must be used assigned by district.	Required,
28	Session Year	8	N	The beginning and ending years of applicable school year Format: XXXXYYYY	Required,
36	Street Address (Physical)	50	X	Physical Street Address of Student	Required,
86	City (Physical)	25	X	Physical City of Student	Required,
111	Zip Code (Physical)	9	X	Physical Zip Code of Student	Required,
120	State	2	X	State Where Student Lives	Required,
122	Residing Parish Code	2	X	City/Parish Code of School District in which student or legal guardian lives (01-69)	Required,
124	Military Reside Flag	1	X	Indicates if this address is on a Military Base	Required
125	Non District Funding Site Flag	1	X	Indicates if the student is in a non-district building.	Required
Total Length=125 N – Numeric (right justified, padded with zeroes) X – Alphanumeric (left justified, padded with spaces)					

RECORD LAYOUT: *Program Record (050)*

Start	Name	Length	Type	Description	Requirement
1	System Indicator	3	X	Must always be "SIS"	Required
4	LEA Code	3	X	LEA code assigned by LDE	Required
7	Record Type Code	3	X	Code indicating record type. Must be "050"	Required
10	Students Local ID Number	9	X	Code used by local authorities to identify a student	Required
19	Students State ID Number	9	N	Identifies a student. Either a SSN or temporary ID must be used assigned by district.	Required
28	Session Year	8	N	The beginning and ending years of applicable school year Format: XXXYYYYY	Required
36	School/Site Code	6	N	The site the student was attending while enrolled in program Code that uniquely identifies a program or pathway.	Required
42	Program Code	6	X	Code that uniquely identifies a program or pathway	Required
48	Program Start Date	8	N	The calendar date when the student begins program participation Format: MMDDYYYY	Required

Total Length=55 N – Numeric (right justified, padded with zeroes) X – Alphanumeric (left justified, padded with spaces)

RECORD LAYOUT: *Section 504 Record (130)*

Start	Name	Length	Type	Description	Requirement
1	System Indicator	3	X	Must always be "SIS"	Required
4	LEA Code	3	X	LEA code assigned by LDE	Required
7	Record Type Code	3	X	Code indicating record type. Must be "130"	Required
10	Students Local ID Number	9	X	Code used by local authorities to identify a student	Required
19	Students State ID Number	9	N	Identifies a student. Either a SSN or temporary ID must be used assigned by district.	Required
28	Session Year	8	N	The beginning and ending years of applicable school year Format: XXXXYYYY	Required
36	IAP Review Date	8	N	The calendar date for when a student's Individual Accommodation Plan (IAP) was reviewed. Format: MMDDYYYY	Required
44	Last 504 Evaluation Date	8	N	Date of last 504 evaluation. Format: MMDDYYYY	Required
52	Section 504 Disability #1	2	X	Code of 504 Disability Category	Required
54	Section 504 Disability #2	2	X	Code of 504 Disability Category	As Applicable
56	Section 504 Disability #3	2	X	Code of 504 Disability Category	As Applicable
58	Section 504 Disability #4	2	X	Code of 504 Disability Category	As Applicable
60	Section 504 Disability #5	2	X	Code of 504 Disability Category	As Applicable
62	Section 504 Disability #6	2	X	Code of 504 Disability Category	As Applicable
64	Section 504 Disability #7	2	X	Code of 504 Disability Category	As Applicable
66	Section 504 Services Exit Date	8	N	Date student exited all 504 services. Format: MMDDYYYY	As Applicable
74	Section 504 Exit Reason Code	2	X	Indicates why a student no longer receives 504 services	As Applicable

Total Length=75 N – Numeric (right justified, padded with zeroes) X – Alphanumeric (left justified, padded with spaces)

DATA ELEMENT: <i>Absences</i>	
LENGTH: 4	FORMAT: Implied Decimal; (999v9)
<p>DEFINITION:</p> <p>The total number of times a student did not attend school – according to the currently approved state definition of attendance – during the present school year. A total number of absences should be provided for the student during each enrollment. For each enrollment record, provide the number of absences that occurred during that particular enrollment.</p> <p>Examples:</p> <p>If a student is absent a total of six and a half days, this field should contain 0065 for that enrollment. If the student is then enrolled at a new site, or reenters school at the same site, record the number of absences from this second enrollment: (e.g., if student is absent for ten days during this new enrollment, this field should contain 0100 on the second enrollment record.) If a student has never been absent, this field should contain 0000.</p> <p>Notes:</p> <ul style="list-style-type: none"> • Absences are reported in half-day increments. • Days not under supervision of school personnel (school sponsored field trips are not absences) • Includes excused and unexcused • This field will be required on all enrollment records. • This field is numeric; only accepts 0 – 9. • For entry = exit records, this field must be filled with zeros. • Students attending between 25-50% of the day get half a day of absence/attendance. Students attending more than 50% of the day who do not have any days absent reported get credit for a full day of attendance. Students attending less than 25% of a school day would have a whole day of absences reported and get no credit for attending that day. <p>RS 17:221 — School attendance; compulsory ages; duty of parents; excessive absences; consent to withdraw</p> <p>A.(1) Every parent...residing within the state of Louisiana, having control or charge of any child from that child's seventh birthday until his eighteenth birthday, shall send such child to a public or private day school, unless the child graduates from high school prior to his eighteenth birthday. Any child below the age of seven who legally enrolls in school shall also be subject to the provisions of this Subpart</p>	
RECORD LAYOUT(S) and POSITION(S): Enrollment/Exit (040), Position 55	

DATA ELEMENT: <i>Awaiting Foster Care Placement Flag</i>	
LENGTH: 1	FORMAT: Alphanumeric.
DEFINITION: This is a required Y/N flag supplied by the LEA indicating whether a Homeless student is awaiting placement in foster care. Required if the Homeless Indicator field has a code of 1-4.	
RECORD LAYOUT(S) and POSITION(S): Enrollment/Exit (040), Position 103	

DATA ELEMENT: <i>Birth Date</i>	
LENGTH: 8	FORMAT: Numeric; (MMDDYYYY)
DEFINITION: Calendar date of birth as designated on the student's legal birth registration. Verify that the Birth Date provided is a valid date (i.e., Month > 0 and < 13, Day > 0 and < the maximum number of days in the month entered, and Year > 1900). In addition, verify that the Birth Date provided is before the current date. Birth Date should be in the format MMDDYYYY.	
RECORD LAYOUT(S) and POSITION(S): Demographic (010), Position 90	

DATA ELEMENT: <i>Calendar Code</i>	
LENGTH: 3	FORMAT: Numeric
<p>DEFINITION:</p> <p>A unique number (001-999) assigned by a school district to each school calendar submitted by the district for that reporting period (i.e., MFP or End-of-Year).</p> <p>Notes: Before submitting SIS data during any data collection period, (Oct. 1 MFP, Oct. 1 LEADS, Feb. 1 MFP, and EOY), you must ensure there is a valid calendar in the School Calendar System (SPC) for the same data collection period.</p>	
RECORD LAYOUT(S) and POSITION(S): Enrollment/Exit (040), Position 74	

DATA ELEMENT: <i>City (Physical)</i>	
LENGTH: 25	FORMAT: Alphanumeric
<p>DEFINITION:</p> <p>The city in which the student's physical street address is located</p> <p>Notes: Only the first letter of each word in the name of the city should be capitalized.</p>	
RECORD LAYOUT(S) and POSITION(S): Address (120), Position 86	

DATA ELEMENT: <i>Class Code</i>	
LENGTH: 20	FORMAT: Alphanumeric
<p>DEFINITION:</p> <p>This code uniquely identifies a class where a student is enrolled. It can be right or left justified and any combination of spaces letters and numbers. Class Code cannot be blank.</p> <p>Notes:</p> <ul style="list-style-type: none"> • Class Code on SIS Class Schedule Record (110) must be identical to <i>Class Code</i> on the Curriculum (CUR) Class Schedule Record and the <i>Class Code</i> on the Profile of Educational Personnel (PEP) Class Schedule Record. • While class code needs only to be unique at a site level, it is recommended that you make a unique code for each class to make it easier to research errors on reports. 	
RECORD LAYOUT(S) and POSITION(S): Class Schedule (110), Position 42	

DATA ELEMENT: <i>Country of Birth Code</i>	
LENGTH: 2	FORMAT: Alphanumeric
DEFINITION: The country where the student was born Notes: (Overseas U.S. Military bases = US) Code Values: (Refer to table on next page)	
RECORD LAYOUT(S) and POSITION(S): Demographic (010), Position 108	

AD Andorra	ER Eritrea	LU Luxembourg	SK Slovakia
AE United Arab Emirates	ES Spain	LV Latvia	SL Sierra Leone
AF Afghanistan	ET Ethiopia	LY Libyan Arab Jamahiriya	SM San Marino
AG Antigua and Barbuda	FI Finland	MA Morocco	SN Senegal
AI Anguilla	FJ Fiji	MC Monaco	SO Somalia
AL Albania	FK Falkland Islands (Malvinas)	MD Moldova, Republic of	SR Suriname
AM Armenia	FM Micronesia	MG Madagascar	ST Sao Tome and Principe
AN Netherlands Antilles	FO Faroe Islands	MH Marshall Islands	SU Union of Soviet Socialist Republics
AO Angola	FR France	ML Mali	SV El Salvador
AQ Antarctica	FX France, Metropolitan	MM Myanmar	SY Syrian Arab Republic
AR Argentina	GA Gabon	MN Mongolia	SZ Swaziland
AS American Samoa	GB United Kingdom (Great Britain)	MO Macau	TC Turks and Caicos Islands
AT Austria	GD Grenada	MP Northern Mariana Islands	TD Chad
AU Australia	GE Georgia	MQ Martinique	TF French Southern Territories
AW Aruba	GF French Guiana	MR Mauritania	TG Togo
AZ Azerbaijan	GH Ghana	MS Montserrat	TH Thailand
BA Bosnia and Herzegovina	GI Gibraltar	MT Malta	TJ Tajikistan
BB Barbados	GL Greenland	MU Mauritius	TK Tokelau
BD Bangladesh	GM Gambia	MV Maldives	TM Turkmenistan
BE Belgium	GN Guinea	MW Malawi	TN Tunisia
BF Burkina Faso	GP Guadeloupe	MX Mexico	TO Tonga
BG Bulgaria	GQ Equatorial Guinea	MY Malaysia	TP East Timor
BH Bahrain	GR Greece	MZ Mozambique	TR Turkey
BI Burundi	GS South Georgia and South Sandwich Is.	NA Namibia	TT Trinidad and Tobago
BJ Benin	GT Guatemala	NC New Caledonia	TV Tuvalu
BM Bermuda	GU Guam	NE Niger	TW Taiwan, Province of China
BN Brunei Darussalam	GW Guinea-Bissau	NF Norfolk Island	TZ Tanzania, United Republic of
BO Bolivia	GY Guyana	NG Nigeria	UA Ukraine
BR Brazil	HK Hong Kong	NI Nicaragua	UG Uganda
BS Bahamas	HM Heard Island & McDonald Islands	NL Netherlands	UM United States Minor Outlying Is
BT Bhutan	HN Honduras	NO Norway	US United States of America
BU Burma	HR Croatia	NP Nepal	UY Uruguay
BV Bouvet Island	HT Haiti	NR Nauru	UZ Uzbekistan
BW Botswana	HU Hungary	NT Neutral Zone	VA Vatican City State
BY Byelorussian SSR	ID Indonesia	NU Niue	VC St. Vincent and the Grenadines
BZ Belize	IE Ireland	NZ New Zealand	VE Venezuela

CA Canada	IL Israel	OM Oman	VG British Virgin Islands
CC Cocos (Keeling) Islands	IN India	PA Panama	VI United States Virgin Islands
CF Central African Republic	IO British Indian Ocean Territory	PE Peru	VN Vietnam
CG Congo	IQ Iraq	PF French Polynesia	VU Vanuatu
CH Switzerland	IR Islamic Republic of Iran	PG Papua New Guinea	WF Wallis and Futuna Islands
CI Ivory Coast	IS Iceland	PH Philippines	WS Samoa
CK Cook Islands	IT Italy	PK Pakistan	YD Democratic Yemen
CL Chile	JM Jamaica	PL Poland	YE Yemen
CM Cameroon	JO Jordan	PM St. Pierre and Miquelon	YT Mayotte
CN China	JP Japan	PN Pitcairn	YU Yugoslavia
CO Columbia	KE Kenya	PR Puerto Rico	ZA South Africa
CR Costa Rica	KG Kyrgyzstan	PT Portugal	ZM Zambia
CS Czechoslovakia	KH Cambodia (Kampuchea)	PW Palau	ZR Zaire
CU Cuba	KI Kiribati	PY Paraguay	ZW Zimbabwe
CV Cape Verde	KM Comoros	QA Qatar	ZZ Unknown or unspecified
CX Christmas Island	KN St. Kitts and Nevis	RE Reunion	
CY Cyprus	KP Korea, (Democratic People's Rep)	RO Romania	
CZ Czech Republic	KR Korea, Republic of	RS Serbia	
DD German Democratic Republic	KW Kuwait	RU Russian Federation	
DE Germany (Fed. Rep. of Germany)	KY Cayman Islands	RW Rwanda	
DJ Djibouti	KZ Kazakhstan	SA Saudi Arabia	
DK Denmark	LA Lao People's Democratic Republic	SB Solomon Islands	
DM Dominica	LB Lebanon	SC Seychelles	
DO Dominican Republic	LC Saint Lucia	SD Sudan	
DZ Algeria	LI Liechtenstein	SE Sweden	
EC Ecuador	LK Sri Lanka	SG Singapore	
EE Estonia	LR Liberia	SH St. Helena	
EG Egypt	LS Lesotho	SI Slovenia	
EH Western Sahara	LT Lithuania	SJ Svalbard and Jan Mayen Islands	

DATA ELEMENT: *Dropout Reason Code*

LENGTH: 2

FORMAT: Numeric

DEFINITION:

Primary reason student left school before graduation or matriculation

Code Values:

- 01 – Academic difficulty:** The student left school voluntarily or involuntarily because of problems with academic work.
- 02 – Behavioral difficulty:** The student left school voluntarily or involuntarily because of problems with behaviors.
- 03 – Dislike of school experience:** The student left school because of an active dislike of one or more aspects of his or her school experiences other than those of an academic or behavioral nature.
- 04 – Economic reasons:** The student left school because of economic reasons such as inability to pay school expenses and inability of parents to provide suitable clothing.
- 05 – Employment:** The student left school to seek or accept employment, including employment required to support a parent/guardian or other dependents.
- 06 – UNUSED
- 07 – Failed required test:** The student left school because he or she failed a required state or local test. An example would be a test required for graduation from high school.
- 08 – Lack of appropriate curriculum:** The student left school because he or she perceived that the curriculum provided in that school was not appropriate for his or her needs.
- 09 – Lack of childcare:** The student left school because he or she could not find appropriate childcare for a dependent.
- 10 – Lack of transportation:** The student left school because he or she could not find acceptable transportation to or from school or school activities for either him/herself or his/her dependent.
- 11 – Language difficulty:** The student left school because he or she experienced difficulty with the language used in the school.
- 12 – Marriage:** The student left school because of marriage and did not plan to return to school.
- 13 – Military:** The student left school because he or she joined the armed forces.
- 14 – Needed at home:** The student left school because he or she was needed to help with work at home, including work on a family farm.
- 15 – Parent/guardian influence:** The student left school because of parental encouragement to do so.
- 16 – Poor relationships with fellow students:** The student left school because he or she experienced problems with fellow students or peers.
- 17 – Poor student-staff relationships:** The student left school because he or she experienced problems with teachers or other school staff.
- 18 – Pregnancy:** The student left school because of pregnancy and did not plan to return to school.
- 19 – Religion:** The student left school because of religious convictions.
- 20 – Substance abuse:** The student left school because of substance abuse and/or its consequences.
- 21 – Health problems:** The student left school because of poor health.
- 22 - Entered Youth Challenge, Job Corps, VOA**
- 97 – Reason unknown**
- 99 – Other**

Notes:

- Required when [Exit Reason](#) = 02 [*Dropped Out*]
- Optional with [Exit Reasons](#) 11 [*Adult Education*] and 13 [*Transferred to Vocational Technical School*]. For all others, this field must be left blank.

RECORD LAYOUT(S) and POSITION(S): Enrollment/Exit (040), Position 7

DATA ELEMENT: *English Proficiency Code*

LENGTH: 2

FORMAT: Numeric

DEFINITION:

The student'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
- d) *Speaking skills* – the ability to use oral language appropriately and effectively

Code Values:

01 – Fully English Proficient: The student is able to use English to ask questions, to understand dialogue and reading materials, to test ideas, and to interpret what is being presented. Reading, listening, writing, and speaking all contribute to the student's proficiency in the language.

02 – Limited English Proficient (LEP): The student has a language background other than English, and the student's proficiency in English is such that the probability of the individual's success in an English-only environment is below that of a successful peer with an English language background.

Notes:

- If the English Proficiency code is 02 (Limited English Proficient), then the Limited English Funding Source Code is required.
- If English Proficiency code is 01 (Fully English Proficient), the Limited English Funding Source Code must be left blank.
- Every student must be given an English Proficiency Code.
- If a student is flagged as 02 [Limited English Proficient] their [Language Code](#) cannot be 034 [English].

RECORD LAYOUT(S) and POSITION(S): Enrollment/Exit (040), Position 80

DATA ELEMENT: <i>Entry Date</i>	
LENGTH: 8	FORMAT: Numeric; (MMDDYYYY)
<p>DEFINITION:</p> <p>This is the Calendar date on which a student enters school for the current school year. For most students, the first day of class will be used. For students entering after the first day of class, the actual date entered will be used.</p> <p>Notes:</p> <ul style="list-style-type: none"> • For students who enter after the first day of class, the entry date should be the first day they receive full day attendance credit at the site. <i>*A full day of attendance credit is awarded when the student is present over 50% of the instructional day.</i> • Entry Date must be an instructional day. • A student who was registered to show up for class for the start of school or who rolls over from the previous year must still have an entry date as of the first day of school and accrue absences for the days that missed until they show up. These absences must be carried throughout this enrollment unless one of two things occur: <ul style="list-style-type: none"> ○ The student never shows up, at which point you would remove the absences and exit the student on the first day as a no show. ○ You have determined the student was otherwise enrolled during those first school days (i.e., at another site, out of state, in a non-public or home school setting, etc.) 	
RECORD LAYOUT(S) and POSITION(S): Enrollment/Exit (040), Position 42	

DATA ELEMENT: Entry Reason Code

LENGTH: 2

FORMAT: Alphanumeric

DEFINITION:

This code describes the student's entry status when they initially enrolled in school. Every student must be given an entry code for every enrollment. **Code Values:**

E1	Original enrollment within same district - Registered during last school year and includes Preschool, Pre-Kindergarten, and Kindergarten registrants. (NOTE: Includes "rollover" enrollment and those students who move to another school within the same district. Entry date must = first day of school. <ul style="list-style-type: none"> • Student entered/enrolled at same site in previous year as C5 (entry from non-public school) and finished the year without exiting. On the first day of school for the present year, the student will be entered as E1. • Student was enrolled at the middle school in the previous year as 8th grader. Student finished the year without exiting. The student moves (within the same LEA) to the high school (another site). Entry code will be E1. • Student is entering Kindergarten and this is student's first enrollment in any Louisiana public school program. For first time Preschool, Pre-Kindergarten and Kindergarten students, Entry Code is E1.
E2	Entry (gain) from outside Louisiana - Registered after the last day of the previous school year Student's most recent enrollment was in a school outside the state. Student moved from outside state and was not enrolled in Louisiana school system in most recent enrollment.
C2	Entry (gain) from another school within the district - Student's prior enrollment was at different school in the LEA. Cannot be used on first day of school for students returning to any school in your district that did not exit the previous year.
C3	Entry (gain) from another district within Louisiana - Registered after the last day of the previous school year. Student's most recent enrollment was within a different LEA.
C4	Re-entry into school - Student has not registered at any other public or private school since having exited <ul style="list-style-type: none"> • Student is exited during the year with Exit Reason 15 – "Exit from grade for reassignment to another grade." Re-enter student with Entry Code C4 same date as exit with Exit Reason 15. • Student exited during prior school year. Student was not enrolled in public or private school since having exited. • Student exited earlier within the current school year. Student was not enrolled in public or private school since having exited.
C5	Entry (gain) from a non-public school within Louisiana - Student's most recent enrollment was in a non-public school.
C6	Entry (gain) from home schooling within Louisiana - Prior to this enrollment, student was in home schooled
C7	Entry (gain) / Other: To be reserved for students not meeting criteria for other entry codes - Use in cases not covered by other entry codes.
C8	Entry only to take GEE (Graduate Exit Exam) or EOC (End of Course Test) - Student last exited public school with Exit Reason 17 – "Completed all Carnegie Units requirements but not GEE/EOC. The student has now passed the GEE/required EOC's. Enter the student with Entry Code C8 and Exit on same day with Exit Reason "04" Graduated
C9	Entry required for Program "DRP001"
A1	Entry under SBESE Academic School Choice Policy - Student is transferring under SBESE Academic School Choice Policy from a school with an LDE approved plan. Entry date may = first day of school if applicable even if student was not in district last year. (Not for use with the Student Scholarship for Excellence Program)
A2	Entry under SBESE Unsafe School Choice Policy - Student is transferring under SBESE Unsafe School Choice Policy from a school with an LDE approved plan. Entry date may = first day of school if applicable even if student was not in district last year. (Not for use with the Student Scholarship for Excellence Program)
N1	Disaster Entry from another Public school within Louisiana - Public Louisiana school student from within Louisiana who was displaced at some point in the school year as a result of a Disaster. Disasters include but are not limited to Hurricanes. Once an "N" code has been used for a student, it should be used every time the students enter anywhere else for the remainder of the year.
N2	Disaster Entry from a Non- Public school within Louisiana - Non-Public Louisiana school student who was displaced at some point in the school year as a result of a Disaster. Disasters include but are not limited to Hurricanes. Once an "N" code has been used for a student, it should be used every time the student enters anywhere else for the remainder of the year.
N3	N3—Disaster Entry from Out of State - Out of State student who was displaced at some point in the school year as a result of a Disaster. Disasters include but are not limited to Hurricanes. Once an "N" code has been used for a student, it should be used every time the student enters anywhere else for the remainder of the year.

RECORD LAYOUT(S) and POSITION(S): Enrollment/Exit (040), Position 8

DATA ELEMENT: *Ethnicity/Race Flags*

LENGTH: 6

FORMAT: Alphanumeric

DEFINITION:

Flags used to define the ethnicity/race(s) to which a student belongs.

Code Values:

- Y or N: Hispanic
- Y or N: American Indian or Alaskan Native
- Y or N: Asian
- Y or N: Black or African American
- Y or N: Native Hawaiian or other Pacific Islander
- Y or N: White

Notes:

- Ethnicity/Race Flags are self-reported. Students may identify themselves as any or all ethnicity/race(s) they choose and need not provide any documentation.
- Ethnicity/Race Flags are required. If a student or parent refuses to select an ethnicity/race the LEA must select for them based on a best guess or from supporting documentation. An example of supporting documentation would be how another LEA reported them in the past.
- The student or guardian may choose at a later date to specify different ethnicity/race(s) for current and future reporting to SIS, however, once SIS is closed for a given year this information for that year cannot be altered.
- **Edits**
 - At least one flag must equal Y
 - All flags must contain either Y or N

RECORD LAYOUT(S) and POSITION(S): Demographic (010), Position 118-123

DATA ELEMENT: <i>Exit Date</i>	
LENGTH: 8	FORMAT: Numeric; (MMDDYYYY)
<p>DEFINITION:</p> <p>This is the date on which the student is determined to have exited the school. This date is the first instructional day the student is not present. If the student leaves during the day, you would exit them on that day only if they are present for less than 50% of that instructional day.</p> <p>Special Notes about Graduates: End-of-Year high school graduates <u>must be exited on the last day of school.</u> Summer graduates enter and exit on the <u>first day of the following school year.</u> Mid-term graduates should be exited on <u>last instructional day of the semester.</u></p> <p>Special Notes about MFP Funding Date: The MFP funding date is October 1 unless:</p> <ul style="list-style-type: none"> • October 1 falls on a Saturday; then the reporting and funding date is September 30 • October 1 falls on a Sunday; then the reporting and funding date is October 2. <p>Other Notes:</p> <ul style="list-style-type: none"> • The exit date must be an instructional day as per your reported school calendar. • If a student is exited on October 1 (or September 30 or October 2; the current year's MFP funding date), that student will not be included in the MFP membership. • The exit date is intended to denote those students who exit during a school session only. Students, other than high school graduates, should not be exited from a school simply because a school session ends. • This rule includes students who transfer to a new school as part of normal promotion procedures. • When Exit Reason code 15 (Exit from grade for reassignment to another grade) is used, an accompanying enrollment record must be submitted with an entry date equal to the date exited or to the next instructional day with the reassigned grade. • Holidays and other non-instructional days are not appropriate days on which to exit a student. • For students exited as a result of a hurricane, students are to be exited on the last day of school before the respective storm. 	
RECORD LAYOUT(S) and POSITION(S): Enrollment/Exit (040), Position 62	

DATA ELEMENT: *Exit Reason Code*

LENGTH: 2

FORMAT: Alphanumeric

DEFINITION:

This is a code indicating why a student no longer attends school or where the student went when they left.

Code	Code Description	Exit Reason Code Documentation Example
01 **	Expelled - Required with Out-of-School Expulsion . Use of this code requires a Discipline Record for the student.	Due process documentation supporting expulsion
02 *	Dropped Out *- Used for students who dropped out or transferred to the Youth Challenge Schools, VOA or Job Corps programs. Requires Dropout Reason Code	N/A
03 **	Illness - Student is ill and intends to return to school	Letter from a physician stating the student's date(s) of care written on the doctor office's letterhead with the doctor's original signature
04	Graduated (High School Diploma) - LDE has received certificate of high school credits	Official transcript showing successful completion of requirements
05	GED or HiSet Only - Passed the GED exam	LDE confirmation document. GED Score Report.
06	Certificate of Achievement (Special Education)	Official transcript showing successful completion of requirements
07	Death/Incapacitation - May be used if recovery is not expected and incapacitation is of a nature that makes schooling impossible.	Death Certificate, obituary, or similar form. Signed statement by a physician indicating student's inability to return.
08 *	Transfer To Another Public School Within District	Request for records from the receiving school (or similar form located in the student's cumulative records, signed and dated by the parent/guardian or adult student and an authorized representative of the school). Documentation proving a student was a foreign exchange student.
09 *	Transfer To Public school in Louisiana	Request for records from the receiving school (or similar form located in the student's cumulative records, signed and dated by the parent/guardian or adult student and an authorized representative of the school). Documentation proving a student was a foreign exchange student.
10	Transfer Out Of State or Country	Request for records from the receiving school (or similar form located in the student's cumulative records, signed and dated by the parent/guardian or adult student and an authorized representative of the school). Documentation proving a student was a foreign exchange student.
11 *	Transfer to Adult Education: Transfer out of parish school system to an adult education center. Dropout Reason Code =22 (Optional).	N/A
12	Correctional Institution/State Custody (ages under 17 or receiving services)	A signed statement from the sentencing judge, Office of Juvenile Justice, representative of the correctional facility or DSS-Office of Community Services (OCS)
13 *	Transferred to Vocational Technical School : Dropout Reason Code =22 (Optional). NOTE: do not use this exit reason if the student is active in the Options Program	N/A

RECORD LAYOUT(S) and POSITON(S): Enrollment/Exit (040), Position 70

DATA ELEMENT: <i>Exit Reason Code Contd.</i>		
DEFINITION: Recommended Exit Reason Code Documentation		
Code	Code Description	Exit Reason Code Documentation Example
14	Transferred to Non-public school (must award diplomas, if a high school). - Must be on the list of approved nonpublic schools (except Youth Challenge Schools – Use Exit Code="11" or use Exit Code="02" with Dropout Code="22")	Request for records from the receiving school (or similar form located in the student's cumulative records, signed and dated by the parent/guardian or adult student and an authorized representative of the school). Documentation proving a student was a foreign exchange student.
15	Exit For Reassignment To Another Grade - Requires a second enrollment with entry into new grade	Test results, summer school grades or similar forms located in the student's cumulative records supporting the grade change
16	Transferred to Home Study – Must be enrolled in SBESE-Approved Home Study Program .	LDE Approval letter
17 *	Completed Carnegie Unit Req; Failed GEE or EOC - Completed all Carnegie Unit requirements but failed the GEE/EOC	Official transcript showing successful completion of requirements
18 *	Did Not Return to School Before 10/1 (No Show) - Entry Date = Exit Date = First day of school; Entry Code must be E1	Does not require documentation
19	Exit from Non-Mandatory Attendance Program - (i.e., if student already received a GED, diploma or Certificate of Achievement and came back for vocational training)	N/A
20 **	Transfer to Early College Admissions Program - Student must be re-entered on the first day of following year as a graduate	School withdrawal form and request for records from the College or University and proof of full-time enrollment in an academic program.
22	Completer: GED and Industry Based Certificate – Skills Certificate and GED/HiSet	Official transcript showing successful completion of requirements
24	Completer: Industry Based Certification – Skills Certificate Only	Official transcript showing successful completion of requirements
27 *	Exit under SBESE Academic School Choice Policy - District Accountability Coordinator identifies eligible schools	Request for records from the receiving school
28 *	Exit under SBESE Unsafe School Choice Policy - District Accountability Coordinator identifies eligible schools	Request for records from the receiving school
34 *	Correctional Institution/State Custody (ages 17 and older) - Student is not known to be receiving services.	A signed statement from the sentencing judge, Office of Juvenile Justice, representative of the correctional facility or DSS-Office of Community Services (OCS)
35 **	Transferred to LEA-monitored Adult Ed to pursue GED - Student intends to obtain GED.	Withdrawal Form signed by student and parent
36	Completer: State Skills Certificate - Skills Certificate Only [New for 2012/2013]	Official transcript showing successful completion of requirements
37	Disaster Exit [New for 2012/2013]	N/A
97 *	Unknown - Student has exited school system and their status is currently unknown.	Does not require documentation
<ul style="list-style-type: none"> * = Potential Dropout **= Temporary Exclusion from dropout status. Student will require a later enrollment. <p>LDE will perform audits on schools' usage of all exit codes to ensure districts are maintaining the required documentation for student exits showing why a particular exit reason code was used. Legitimate leaver exit codes remove a student from the graduation cohort calculation.</p>		

DATA ELEMENT: <i>First Entry Date (into the United States)</i>	
LENGTH: 8	FORMAT: Numeric; (MMDDYYYY)
<p>DEFINITION:</p> <p>The month, day, and year of a student’s initial arrival into the United States in order to establish residency.</p> <p>Notes:</p> <ul style="list-style-type: none"> • Required anytime Country of Birth Code is something other than “US” • If Country of Birth Code is “US”, this field must be left blank. • Used to determine immigrant counts and identify recent immigrants. 	
RECORD LAYOUT(S) and POSITION(S): Demographic (010), Position 110	

DATA ELEMENT: <i>First Name</i>	
LENGTH: 15	FORMAT: Alphanumeric
<p>DEFINITION:</p> <p>The first name of the student.</p> <p>Notes:</p> <p>The first character of the First Name must not be a space and each character in positions 2-16 must be A-Z, dash, period, apostrophe, or space. Any name ending with space and suffix will result in an error.</p>	
RECORD LAYOUT(S) and POSITION(S):	
Demographic (010), Position 60	

DATA ELEMENT: *Free or Reduced Price Lunch/Breakfast Eligibility*

LENGTH: 1

FORMAT: Alphanumeric

DEFINITION:

This code indicates whether a student is eligible for free or reduced meal benefits.

Code Values:

1 – Free meal benefits eligible 2 – Reduced meal benefits eligible <blank> - Ineligible

Notes:

- Once a student is reported as FREE or REDUCED, their status will remain through EOY

Policy Note:

This is considered confidential information. These data will be released by the State only in aggregate forms; they will not be used for identification of individual students. Because of the confidential nature of these data, stringent security policies and procedures preventing unauthorized access and viewing should be documented and enforced at all levels.

For Public districts and Charters who choose the Community Eligibility Program (CEP) option, students are identified as either free lunch eligible or ineligible for free depending on their direct certification status. Students are considered directly certified if:

- They, or any household member, receive benefits under Assistance **Programs** (e.g. Supplemental Nutrition Assistance Program-SNAP)
- They are designated as members of Other Source Categorically Eligible Designations (e.g. Homeless, runaway, migrant, foster care, siblings)

Please refer to Part 5: Categorical Eligibility and Part 6: Direct Certification For Assistance Programs in the [USDA Eligibility Manual for School Meals 2014](#)

CEP	<ul style="list-style-type: none"> • Report as Free (“1”) – Students Direct cert eligible • Report as Ineligible for free (blank)– All other students
Traditional FRL	<ul style="list-style-type: none"> • Report as Free (“1”) - Students Direct cert eligible • Report as Reduced (“2”) – Students eligible for reduced cost as determined by Other means such as Free/Reduced Lunch Forms • Report as Ineligible for free or reduced (blank) – All other students

RECORD LAYOUT(S) and POSITION(S): Enrollment/Exit (040), Position 61

DATA ELEMENT: Grade Placement	
LENGTH: 1	FORMAT: Alphanumeric
<p>DEFINITION:</p> <p>This is the grade in which a student is currently placed</p> <p>CODE VALUES:</p> <ul style="list-style-type: none"> 01 – First 02 – Second 03 – Third 04 – Fourth 05 – Fifth 06 – Sixth 07 – Seventh 08 – Eighth T9 – Transitional Ninth 09 – Ninth 10 – Tenth 11 – Eleventh 12 – Twelfth 15 – Infant Program: (Ages Birth to 2 SPED) for infants who are receiving special education services and/or direct/related services, e.g., speech, OT, PT, etc. <i>*Students must be enrolled in the Special Education SER system to use this grade</i> 20 – Preschool Services: (Ages 3 to 5 SPED) for preschool students, not in a state-approved kindergarten, who are receiving special education services and/or direct/related services, e.g., speech, OT, PT, etc. <i>* Students must be enrolled and in the Special Education SER system to use this grade</i> 24 – Pre-Kindergarten: Regular Education students who are younger than the age required to enter kindergarten in a particular district. <i>*All pre-kindergarten students must have a Pre-Kindergarten Funding Source Code. These students should not have active IEPs in SER.</i> 25 – Kindergarten <p>NOTES:</p> <p>In SIS, use of grades 15 [Infant Program: (Ages Birth to 2 SPED)] and 20 [Preschool Services: (Ages 3 to 5 SPED)] require the student should be active in the Special Education System (SER), receiving services from your LEA and not enrolled in a nonpublic school.</p>	
RECORD LAYOUT(S) and POSITION(S): Enrollment/Exit (040), Position 52	

DATA ELEMENT: <i>Home Base Site Code</i>	
LENGTH: 5	FORMAT: Alphanumeric
<p>DEFINITION:</p> <p>Site code used to route dropouts and attendance information back to a student’s “home” site for accountability purposes. This is a required code for Options 3 students (valid prior to 2011/2012) and students attending alternative schools.</p> <p>Notes:</p> <ul style="list-style-type: none"> • Home Based sites are schools that actually sent a student to the alternative school or Options 3 program (valid prior to 2011/2012) • This code value must be blank if the student was not enrolled in an Options 3 program (valid prior to 2011/2012) or at an alternative school. • Alternative schools are schools with a “routing option” code of 1 or 2 on the accountability table on SPS. Currently, there are no routing options for alternative schools. A student that does not meet FAY will be routed back to the sending school using the home based site code. However, we are still in discussion about alternative school accountability, and there is the possibility that we will have options in the future. • Home Based Site codes must be valid on SPS, they must be open, and they cannot be another alternative school. • Options 3 students may be routed to the same school where they are enrolled (valid prior to 2011/2012). • Routing Codes can cross LEA lines, but we don’t expect to route accountability data across LEA lines • Accountability data for students who are in an alternative setting or options program (valid prior to 2011/2012) for a full year will not be routed, but once a student is enrolled in an alternative setting/school, LEAs will have to submit the Home Based Site Code for every enrollment until the student drops out or completes education experience at the alternative setting/school • This field will be used in conjunction with EOY data. • Each LEA has a generic site code that students can be routed to, if a specific home based site cannot be determined, but a specific district can be determined. These site codes are xxx999, where “xxx” is the LEA code and the “999” is the site number. These site codes will also be used for closed schools. • Questions involving unusual situations (such as when a home based site code cannot be determined or are not applicable) should be directed to the LDE SIS Coordinator. 	
RECORD LAYOUT(S) and POSITION(S): Enrollment/Exit (040), Position 88	

DATA ELEMENT: <i>Homeless Indicator</i>	
LENGTH: 1	FORMAT: Alphanumeric
<p>DEFINITION:</p> <p>Indicator used to flag a student as being homeless at some point during their enrollment. Refer to the federal statute below for a more precise definition.</p> <ul style="list-style-type: none"> • <i>The McKinney-Vento Homeless Assistance Act defines “homeless children and youth” as individuals who lack a fixed, regular, and adequate nighttime residence. The term includes:</i> • <i>Children and youth who are:</i> <ul style="list-style-type: none"> ○ <i>Sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason (sometimes referred to as doubled-up)</i> ○ <i>Living in motels, hotels, trailer parks, or camping grounds due to lack of alternative adequate accommodations</i> ○ <i>Living in emergency or transitional shelters</i> ○ <i>Abandoned in hospitals</i> ○ <i>Awaiting foster care placement</i> • <i>Children and youth who have a primary nighttime residence that is a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings</i> • <i>Children and youth who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and</i> • <i>Migratory children who qualify as homeless because they are living in circumstances described above.</i> <p>Code Values:</p> <p>1 – Shelters</p> <p>2 – Doubled-up (sharing housing with other persons)</p> <p>3 – Unsheltered/FEMA (cars, parks, campgrounds without running water/electricity, abandoned building or substandard housing)</p> <p>4 – Hotels/Motels</p> <p>Notes:</p> <ul style="list-style-type: none"> • This code value may be blank if the child was not considered homeless during their enrollment. • A child should be flagged as homeless if they meet the definition during a given enrollment. A student moving to another school in your district that was homeless at some point during their enrollment at school number 1 can be flagged as homeless at school number 2 during the same school year. • Students living in FEMA trailers are considered homeless unless the trailer is located in a trailer park among other large non-FEMA trailers and the parents pay for the utilities and upkeep themselves. You will use code 3, unsheltered, to classify these students as homeless. Note: This means that students living in a FEMA trailer on their parents’ property, while the parents are having their house repaired, are also considered homeless. • Students should be flagged as homeless for the remainder of the school year for every subsequent enrollment even if they no longer meet the homeless criteria. • If the Homeless Indicator field is not blank, then the Unaccompanied youth flag is supplied by the LEA defining whether a homeless student is considered unaccompanied or not for a given enrollment. • Students flagged as homeless and unaccompanied for a particular enrollment should be flagged as such for the remainder of the school year for every subsequent enrollment even if they no longer meet the criteria for such designation. 	
RECORD LAYOUT(S) and POSITION(S): Enrollment/Exit (040), Position 87	

DATA ELEMENT: *Homeless Reason Code*

LENGTH: 2

FORMAT: Alphanumeric

DEFINITION:

The primary reason student is homeless

Code Values:

01 – Mortgage Foreclosure

Natural Disasters:

02 - Flooding

03 - Hurricane

04 - Tropical Storm

05 - Tornado

06 - Wildfire or Fire

07 – Man-made Disaster (Major)

99 – Other-*i.e., lack of affordable housing, long-term poverty, unemployment or underemployment, lack of affordable health care, mental illness, domestic violence, forced eviction, etc.*

Notes:

- If the [Homeless Indicator](#) field is not blank, then, this code is supplied by the LEA defining the reason for homelessness for a given enrollment.
- If the Homeless Indicator field is blank, then, this code must be blank.
- Students flagged as homeless for a particular enrollment should be flagged as such for the remainder of the school year for every subsequent enrollment even if they no longer meet the criteria for such designation.

RECORD LAYOUT(S) and POSITION(S): Enrollment/Exit (040), Position 95

DATA ELEMENT: <i>IAP Review Date</i>	
LENGTH: 8	FORMAT: Numeric; (MMDDYYYY)
<p>DEFINITION:</p> <p>This is the calendar date for when a student’s Individual Accommodation Plan (IAP) was reviewed</p> <p>Notes:</p> <ul style="list-style-type: none"> • Submitted for 504 students as applicable • Should be done every year • Initially, once you have a 504 Evaluation Date or meeting, you do not have an IAP review date for at least 1 year or less • Once an IAP review date is submitted, this date should be submitted until an updated review date applies • The last IAP review date should be submitted regardless of school year 	
RECORD LAYOUT(S) and POSITION(S): Section 504 Record (130), Position 36	

DATA ELEMENT: *Language Code*

LENGTH: 3

FORMAT: Numeric

DEFINITION:

These codes should be used to represent the dominant (first, home, native, primary) language or dialect that the student uses to communicate. (The list is alphabetical but the most commonly used codes are bolded to make locating them easier.)

Code Values:

001 Abkhazian	042 Frisian	083 Moldavian	123 Tibetan Bodskad
002 Afan Oromo	043 Galician	084 Mongolian	124 Tigrinya
003 Afar	044 Georgian Kartuli	085 Nauru	125 Tonga
004 Afrikaans	045 German	086 Nepali	126 Tsonga
005 Albanian Shqip	046 Greek	087 Norwegian	127 Turkish
006 Amharic	047 Greenlandic Kalaallisut	088 Occitan	128 Turkmen
007 Arabic	048 Guarani	089 Oriya	129 Twi
008 Armenian Hayeren	049 Gujarati	090 Pashto, Pushto	130 Ukrainian
009 Assamese	050 Hausa	091 Polish	131 Urdu
010 Aymara	051 Hebrew Iwrith	092 Portuguese	132 Uzbek
011 Azerbaijani	052 Hindi	093 Punjabi Panjabi	133 Vietnamese
012 Bashkir	053 Hungarian Magyar	094 Quechua	135 Welsh
013 Basque Euskera	054 Icelandic Islenzk	095 Rhaeto - Romance	136 Wolof
014 Bengali Bangla	055 Indonesian Bahasa Indonesia	096 Romanian	137 Xhosa
015 Bhutani	055 Indonesian Bahasa Indonesia	097 Russian	138 Yiddish; Jiddisch
016 Bihari	058 Inupiak	098 Samoan	139 Yoruba
017 Bislama	059 Irish Gaeilge	099 Sangho	140 Zulu
018 Breton	060 Italian	100 Sanskrit	141 Other
019 Bulgarian	061 Japanese Nihongo	101 Scots Gaelic	
020 Burmese Myanmasa	062 Javanese Bahasa Jawa	102 Serbian Srpski	
021 Byelorussian	063 Kannada	103 Serbo-Croatian	
022 Cambodian Khmer	064 Kashmiri	104 Sesotho	
023 Catalan	065 Kazakh	105 Setswana	
024 Cherokee	066 Kinyarwanda	106 Shona	
025 Chetemacha	067 Kirghiz Kyrgyz	107 Sindhi	
026 Chinese/Cantonese/Mandarin/Zhongwen	068 Kirundi	108 Singhalese	
027 Choctaw	069 Korean Choson-o	109 Siswati	
028 Corsican	070 Kurdish Zimany Kurdy	110 Slovak	
029 Coushatta	071 Laothian Pha Xa Lao	111 Slovenian	
030 Croatian Hrvatski	072 Latin	112 Somali	
031 Czech	073 Latvian, Lettish	113 Spanish	
032 Danish	074 Lingala	114 Sundanese	
033 Dutch Nederlands	075 Lithuanian	115 Swahili	
034 English	076 Macedonian	116 Swedish Svenska	
036 Estonian	077 Malagasy	117 Tagalog	
037 Faroese	078 Malay Bahasa Malaysia	118 Tajik	
038 Farsi (Persian)	079 Malayalam	119 Tamil	
039 Fiji	080 Maltese	120 Tatar	
040 Finnish Suomi	081 Maori	121 Telugu	
041 French	082 Marathi	122 Thai	

RECORD LAYOUT(S) and POSITION(S): Enrollment/Exit (040), Position 77

DATA ELEMENT: <i>Last Name</i>	
LENGTH: 20	FORMAT: Alphanumeric
<p>DEFINITION:</p> <p>The last name of the student.</p> <p>Notes: The first character of the last name must not be a space and each character in positions 2-20 must be A-Z, dash, period, apostrophe, or space. The Last Name must be at least 2 characters. Any name ending with space and suffix will result in an error. For example, if student's last name is X, data has to be entered as X.</p>	
<p>RECORD LAYOUT(S) and POSITION(S):</p> <p>Demographic (010), Position 37</p>	

DATA ELEMENT: <i>Last 504 Evaluation Date</i>	
LENGTH: 8	FORMAT: Numeric; (MMDDYYYY)
<p>DEFINITION:</p> <p>This is the date of student's last 504 evaluation.</p> <p>Notes:</p> <ul style="list-style-type: none"> • Required for 504 students • Should be done every 3 years • Once a 504 Evaluation Date is submitted, this date should be submitted until an updated evaluation date applies • The last 504 Evaluation Date should be submitted on a yearly basis regardless of school year even if the user has to send a prior year's Evaluation Date 	
<p>RECORD LAYOUT(S) and POSITION(S): Section 504 Record (130), Position 44</p>	

DATA ELEMENT: *LEP (Limited English Proficient) Funding Source Code*

LENGTH: 2

FORMAT: Numeric

DEFINITION:

Code indicating title of program denoting the primary funding source for instructional language services for students identified as Limited English Proficient (LEP)

Code Values:

- 01 – Title I Basic Program
- 02 – Even Start
- 03 – Migrant Education
- 04 – Special Education
- 05 – Vocational Education
- 06 – Title VII - Bilingual Education, Part B (inactive for school year 2005-2006 and beyond)
- 07 – Emergency Immigrant Education Program, Part C
- 08 – MFP Only
- 09 – 8(g) Block Grant
- 10 – 8(g) Competitive Grant
- 11 – Local funding
- 12 – Other state programs
- 13 – No instructional language program provided
- 14 – Title III English Language Acquisition Grant Part A (new for 2005-2006)

Notes:

- This field must be filled whenever [English Proficiency Code](#) = 02[Limited].
- If [English Proficiency Code](#) = 01, this field must be left blank.
- SIS will track former LEP students, students identified as having a limited proficiency in English at some point in their school career, for two years following their last reported LEP status. This is done to comply with State and Federal reporting requirements. This tracking will begin in the 2005-2006 school year.
- If students qualify as LEP but refuse LEP services, use code 13.

RECORD LAYOUT(S) and POSITION(S): Enrollment/Exit (040), Position 82

DATA ELEMENT: *Local Educational Agency (LEA) / Sponsor Code*

LENGTH: 3

FORMAT: Alphanumeric

DEFINITION:

LDE assigned codes that define independent, education departments, or schools.

Must always be the same as the submitting Sponsor.

001 - Acadia Parish	047 - St. James Parish	347 - Lycee Francais de la Nouvelle-Orleans
002 - Allen Parish	048 - St. John the Baptist Parish	348 - New Orleans Military/Maritime Academy
003 - Ascension Parish	049 - St. Landry Parish	349 - Outreach Community Dev. Corp. (OCDC)
004 - Assumption Parish	050 - St. Martin Parish	361 - RSD-Crescent Leadership Academy
005 - Avoyelles Parish	051 - St. Mary Parish	363 - RSD-Crescent City Schools
006 - Beauregard Parish	052 - St. Tammany Parish	364 - RSD-Comm. Leaders Advocating Student Success
007 - Bienville Parish	053 - Tangipahoa Parish	366 - RSD-Lagniappe Academies of New Orleans
008 - Bossier Parish	054 - Tensas Parish	367 - RSD-Spirit of Excellence Academy
009 - Caddo Parish	055 - Terrebonne Parish	368 - RSD-Morris Jeff Community School
010 - Calcasieu Parish	056 - Union Parish	369 - RSD-ReNEW-Reinventing Education, Inc.
011 - Caldwell Parish	057 - Vermilion Parish	371 - Shreveport Charter School, Inc.
012 - Cameron Parish	058 - Vernon Parish	373 - RSD-Arise Academy.
013 - Catahoula Parish	059 - Washington Parish	374 - RSD-Success Preparatory Academy.
014 - Claiborne Parish	060 - Webster Parish	381 - RSD-Akili Academy of New Orleans
015 - Concordia Parish	061 - West Baton Rouge Parish	382 - RSD-Advocacy for Science and Math Education
016 - DeSoto Parish	062 - West Carroll Parish	384 - RSD-Miller-McCoy Acad for Math and Business
017 - East Baton Rouge Parish	063 - West Feliciana Parish	385 - RSD-New Orleans College Preparatory Academies
018 - East Carroll Parish	064 - Winn Parish	388 - RSD-Broadmoor Charter School Board
019 - East Feliciana Parish	065 - City of Monroe School District	389 - RSD-Pelican Educational Foundation
020 - Evangeline Parish	066 - City of Bogalusa School District	390 - RSD-Dryades YMCA
021 - Franklin Parish	067 - Zachary Community School District	391 - RSD-Friends of King
022 - Grant Parish	068 - City of Baker School District	392 - RSD-New Orleans Charter Schools Foundation
023 - Iberia Parish	069 - Central Community School District	393 - RSD-Choice Foundation
024 - Iberville Parish	101 - Special School District	395 - RSD-Algiers Charter Schools Association (ACSA)
025 - Jackson Parish	300 - RSD-UNO New Beginnings School Found.	363 - RSD-Crescent City Schools
026 - Jefferson Parish	302 - LSMSA	397 - RSD-SUNO Institute for Academic Excellence
027 - Jefferson Davis Parish	304 - Louisiana School for the Deaf	398 - RSD-Knowledge is Power Program (KIPP) N.O.
028 - Lafayette Parish	306 - Louisiana Special Education Center	399 - RSD-FirstLine Schools, Inc.
029 - Lafourche Parish	318 - LSU Laboratory School	3A1 - Jefferson Chamber Foundation Academy
030 - LaSalle Parish	319 - Southern University Lab School	3A2 - Madison-Tallulah Education Center
031 - Lincoln Parish	321 - New Vision Learning Academy	3A3 - South Louisiana Charter Foundation, Inc.
032 - Livingston Parish	328 - Southwest Louisiana Charter	3A4 - Delta Charter Group
033 - Madison Parish	329 - V. B. Glencoe Charter School	3A5 - RSD-Better Choice Foundation
034 - Morehouse Parish	331 - International School of Louisiana	3A6 - Northshore Charter School, Inc.
035 - Natchitoches Parish	333 - Avoyelles Public Charter School	3A7 - Louisiana Key Academy
036 - Orleans Parish	334 - New Orleans Center For Creative Arts	3A8 - Education Explosion, Inc.
037 - Ouachita Parish	336 - Delhi Charter School	3A9 - Learning Solutions, Inc.
038 - Plaquemines Parish	337 - Belle Chasse Academy, Inc.	3AP - Celerity Schools Louisiana, Inc.
039 - Pointe Coupee Parish	339 - Milestone SABIS Academy of New Orleans	3AQ - Baton Rouge University.
040 - Rapides Parish	340 - The MAX Charter School	3B1 - Louisiana Achievement Charter Academies
041 - Red River Parish	341 - D'Arbonne Woods Charter School	3B5 - Cajun Butterflies.
042 - Richland Parish	342 - School For A New Millennium, Inc.	3B6 - Lafayette Charter Foundation, Inc.
043 - Sabine Parish	343 - Community School for Apprenticeship Learning	3B9 - Friendship Louisiana, Inc.
044 - St. Bernard Parish	344- Voices for International Business & Education	A02 - Office of Juvenile Justice
045 - St. Charles Parish	345 - Louisiana Connections Academy	
046 - St. Helena Parish	346 - Lake Charles Charter Academy Foundation, Inc.	

RECORD LAYOUT(S) and POSITION(S): Enrollment/Exit (040), Position 4

DATA ELEMENT: <i>Local Identification Number</i>	
LENGTH: 9	FORMAT: Alphanumeric
DEFINITION: <p>The used by the local educational authorities as the primary means for identifying students.</p>	
RECORD LAYOUT(S) and POSITION(S): Enrollment/Exit (040), Position 10	

DATA ELEMENT: <i>Middle Name</i>	
LENGTH: 15	FORMAT: Alphanumeric
DEFINITION: <p>The middle name of the student.</p>	
Notes: <p>The first character of the middle name must not be a space and each character in positions 2-16 must be A-Z, dash, period, apostrophe, or space. Any middle name ending with space and suffix will result in an error.</p>	
RECORD LAYOUT(S) and POSITION(S): <p>Demographic (010), Position 75</p>	

DATA ELEMENT: <i>Military Reside Flag</i>	
LENGTH: 1	FORMAT: Alphanumeric
DEFINITION: This is a Y/N indicator allowing LEA to show if the address is located on a Military base. This is to help direct the funding.	
RECORD LAYOUT(S) and POSITION(S): Address Record (120), Position 124	

DATA ELEMENT: <i>Non-District Funding Site Flag</i>	
LENGTH: 1	FORMAT: Alphanumeric
DEFINITION: This is a Y/N indicator allowing LEA to show if the student attending is in a non-district building. This is to help direct the funding	
RECORD LAYOUT(S) and POSITION(S): Address (120), Position 125	

DATA ELEMENT: *Option Code*

LENGTH: 1

FORMAT: Alphanumeric

DEFINITION:

This is a code indicating whether 4th or 8th grade students have failed the LEAP 21 test or whether a student has enrolled in a particular program or pathway.

Code Values:

1 – Option 1: 4th or 8th grade repeater due to LEAP 21 failure (student will retake full and complete 4th or 8th grade LEAP 21 test.)

4 – Career Diploma Pathway/Track: Added due to the Career-Track Diploma Law (Act 298, HB 612) approved by the Legislature Spring 2009. Its goal is to keep students who do not plan to attend college from dropping out of high school by steering them into more technical and vocational course work and by relaxing state academic requirements for students entering ninth grade. A grade of 9 – 12 is required when assigning the option 4 code to a student.

5 - Student Enrolled in Non-Diploma Bound School or Program (not previous Connections participant): Added to meet a federal requirement to assign non-diploma bound student's final completion outcome back to their last regular high school. Since the option code lives on the SIS enrollment record, you would code non-Connections, non-diploma bound students as option 5 at the point where they enter the non-diploma program. Students who are pursuing anything other than a diploma, such as a Certificate of Achievement (COA) or GED should be coded as this option 5 code. This would include Marines Institute students, or anyone who is not pursuing a diploma and not previous Connections participants. The key point is that they are no longer working toward a diploma.

6 - Student Enrolled in Connections Process: Added to identify students enrolled in the Connections Process, generally a one-year process for over age students to receive targeted instruction and accelerated remediation aimed at attaining a High School diploma, GED, or State-approved Skills Certificate. Also, 8th grade is required when assigning the option code 6 to a student.

7 - Student Pursuing State-approved Skills Certificate after participation in Connections Process: Added to identify students who pursued a State-approved Skills Certificate after participation in the Connections Process

8 – Student Pursuing GED after participation in Connections Process: Added to identify students who pursued a GED after participation in the Connections Process.

Notes:

- Students that are exited as 04, graduate, but have the option code 4, Career Diploma Pathway/Track flag, will allow us to track students getting their career tech degrees. Likewise, if they drop out after being flagged for this we will be able to track them as well.
- A grade of 9 – 12 is required when assigning the Option 4, Option 5, Option 7 or Option 8 code to a student.
- Grade 8 is required when assigning the Option 6 to a student.

Non-diploma bound students will participate in assessment at their enrolled grade level.

RECORD LAYOUT(S) and POSITION(S): Enrollment/Exit (040), Position 84

DATA ELEMENT: *Pre-Kindergarten Funding Source Code*

LENGTH: 2

FORMAT: Alphanumeric

DEFINITION:

Code indicates title of program which denotes the primary funding source for students who are younger than those children eligible to enter kindergarten in a particular district.

Code Values:

- 01 – Title I (formerly Chapter 1)
- 03 – Starting Points
- 04 – Even Start
- 05 – 8(g) (Preschool Block or Student Enhancement Block Grant)
- 06 – Locally Funded
- 07 – Head Start (4-year-olds)
- 08 – Head Start (3-year-olds)
- 09 – LA 4 Program (formerly Early Childhood Development)
- 10 – REAP Rural Education Achievement Program
- 11 – EEF Education Excellency Fund
- 98 – Other

Notes:

- This code is required for [Grade Placement Code](#) 24, "Pre-Kindergarten."
- This code may be used with [Grade Placement Code](#) 20, "Preschool."
- Code 02 has been intentionally omitted from the code list.
- LA 4 funding will be determined from SIS starting in 2007-2008.
- LA 4 funding students need to qualify for free or reduced lunch to qualify for the program unless parents are providing funding.

RECORD LAYOUT(S) and POSITION(S): Enrollment/Exit (040), Position 59

DATA ELEMENT: *Prior Education Experience to Kindergarten Code*

LENGTH: 2

FORMAT: Alphanumeric

DEFINITION:

Code indicating where the student received at least 6 consecutive months of Prekindergarten experiences prior to entering Kindergarten. This is needed because of one of the critical goals of our Education Reform Plan: 1. Students enter Kindergarten ready to learn. Measure: Percentage of Kindergarteners Meeting Benchmark on DIBELS. If students are not ready to learn by Kindergarten, then, we need to know why by looking at where students received services for PreK.

Code Values:

01 – PUBLIC School Prekindergarten

This code covers all of the prekindergarten classes in public school settings---LA 4, 8(g), Title I, Even Start, EEF, locally and/or federally-funded. Classes in charter schools and self-contained special education preschool classes would also fall under this group.

02 – NONPUBLIC Prekindergarten

This code covers state-approved programs located in parochial/faith based settings.

03– LICENSED Childcare

Childcare/day care centers that meet licensing requirements of DCFS

04 – FAMILY DAY CARE HOME PROGRAM

These are programs in which someone keeps a maximum of 6 children under the age of 12 in their home.

05 – HEAD START PROGRAMS

Prekindergarten program operated by a Head Start grantee

06 – TRIBAL SCHOOLS

Prekindergarten programs located in tribal schools

07– HOME

Child did not attend any of the above prekindergarten programs on a regular basis but remained at home with parent or guardian.

Notes:

- Please be aware that these codes and definitions are subject to change based on further review of data.
- This code is required for [Grade Placement Code](#) 25, "Kindergarten."
- For students who repeat Kindergarten, LEAs will use the code indicating where the student received at least 6 consecutive months of Prekindergarten experiences prior to entering Kindergarten the first time.

RECORD LAYOUT(S) and POSITION(S): Enrollment/Exit (040), Position 98

DATA ELEMENT: <i>Program Code</i>		
LENGTH: 6	FORMAT: Alphanumeric	
DEFINITION:		
Code which uniquely identifies a program or pathway. A Program Record (050) must be submitted for each of these programs in which a student is enrolled.		
Code Values:		Grades:
ASA001	ASAP	Grade 9-12
COA001	COA Pathway/ Non-Connections Students	Grade 9-12
CON001	Connections	Grade 8
CON002	GED Pathways after participation in Connections	Grade 9-12
CON003	SASC Pathway after participation in Connections	Grade 9-12
DRP001	Dropout Recovery Program	
GED001	GED Pathway/ Non-Connections Students	Grade 9-12
JAG001	JAG-LA	Grade 6-12
LSW001	Louisiana Seat Time Waiver	
NTP001	New Tech Program	
SSC001	SASC Pathway for Non-Connections Students	Grade 9-12
WLI001	World Lang Immersion Learning (French)	
WLI002	World Lang Immersion Learning (Spanish)	
WLI003	World Lang Immersion Learning (Chinese)	
RECORD LAYOUT(S) and POSITION(S): Program Record (050), Position 42		

DATA ELEMENT: <i>Program Start Date</i>		
LENGTH: 8	FORMAT: Numeric; (XXXXYYYY)	
DEFINITION:		
The calendar date when the student began the Program participation including the first day of school.		
RECORD LAYOUT(S) and POSITION(S): Program Record (050), Position 42		

DATA ELEMENT: *Record Type Code*

LENGTH: 3

FORMAT: Alphanumeric

DEFINITION:

The code indicating the record type within the record set.

Code Values:

- 010 – [Demographic Record](#): include only one per student
- 040 – [Enrollment/Exit Record](#): include at least one per student (One for each enrollment)
- 050 – [Program Record](#): include as many (or no) records, as applicable
- 110 – [Class Schedule Records](#): include at least one per student (PK-12) during Oct. 1 LEADS data collection
- 120 – [Address Record](#): include one per student enrolled at Type 2 Charters, Office of Juvenile Justice (A02) Special School District (101), LSMSA (302), LSDVI (304), and NOCCA (334) students enrolled full time.
- 130 – [504 Record](#): include only one per 504 student
- 007 – [Event Record](#): include as many (or no) records, as applicable
- 091 – [Student Perpetrator and Instance Record](#): include as many (or no) records, as applicable
- 092 – [Actions and Interventions Record](#): include as many (or no) records, as applicable
- 093 – [Victim Record](#): include as many (or no) records, as applicable
- 094 – [Non-Student Perpetrator and Instance Record](#): include as many (or no) records, as applicable

Notes:

- Each time a student's records are submitted, all of their previous records are removed and replaced with the new set. It is imperative that you submit all of a student's records each time you update that student - or their records will be incomplete.
- With an Event Record, you can have separate perpetrators and lesser-related instances of behavior that need to be addressed.
- You could have a fight involving multiple perpetrators as well as numerous witnesses who watched the fight but did nothing to stop or report it, students that prevented teachers from breaking it up, students that described the incident using profanities, and students that refused to return to class or further exacerbated the conflict.

RECORD LAYOUT(S) and POSITION(S): Enrollment/Exit (040), Position 7; 504 Record (130), Position 7;

DATA ELEMENT: *Residing Parish Code*

LENGTH: 2

FORMAT: Alphanumeric

DEFINITION:

This is the 2-digit parish/city code of the School District (attendance zone) in which student lives or if student is enrolled in a residential school, the School District in which the legal guardian lives (01-69).

Code Values:

01	Acadia Parish	24	Iberville Parish	47	St. James Parish
02	Allen Parish	25	Jackson Parish	48	St. John the Baptist Parish
03	Ascension Parish	26	Jefferson Parish	49	St. Landry Parish
04	Assumption Parish	27	Jefferson Davis Parish	50	St. Martin Parish
05	Avoyelles Parish	28	Lafayette Parish	51	St. Mary Parish
06	Beauregard Parish	29	Lafourche Parish	52	St. Tammany Parish
07	Bienville Parish	30	LaSalle Parish	53	Tangipahoa Parish
08	Bossier Parish	31	Lincoln Parish	54	Tensas Parish
09	Caddo Parish	32	Livingston Parish	55	Terrebonne Parish
10	Calcasieu Parish	33	Madison Parish	56	Union Parish
11	Caldwell Parish	34	Morehouse Parish	57	Vermilion Parish
12	Cameron Parish	35	Natchitoches Parish	58	Vernon Parish
13	Catahoula Parish	36	Orleans Parish	59	Washington Parish
14	Claiborne Parish	37	Ouachita Parish	60	Webster Parish
15	Concordia Parish	38	Plaquemines Parish	61	West Baton Rouge Parish
16	DeSoto Parish	39	Pointe Coupee Parish	62	West Carroll Parish
17	East Baton Rouge Parish	40	Rapides Parish	63	West Feliciana Parish
18	East Carroll Parish	41	Red River Parish	64	Winn Parish
19	East Feliciana Parish	42	Richland Parish	65	City of Monroe School District
20	Evangeline Parish	43	Sabine Parish	66	City of Bogalusa School District
21	Franklin Parish	44	St. Bernard Parish	67	Zachary Community School District
22	Grant Parish	45	St. Charles Parish	68	City of Baker School District
23	Iberia Parish	46	St. Helena Parish	69	Central Community School District

RECORD LAYOUT(S) and POSITION(S): Address (120), Position 122

DATA ELEMENT: <i>School/ Site Code</i>	
LENGTH: 6	FORMAT: Alphanumeric
<p>DEFINITION:</p> <p>This is the code assigned by the LDE to the student's home/base school. The code is comprised the three-digit LEA Code plus a three-digit School/Site Code.</p> <p>Special Notes:</p> <ul style="list-style-type: none"> • Infants (Grade Placement Code 15) and Preschool (Grade Placement Code 20) may be assigned the School/Site Code of 700 if that student record is not connected with a particular site. • On the Class Schedule Record (110), Site Code refers to the site where the student is actually taking the class. <p>Notes:</p> <ul style="list-style-type: none"> • The Student Information System checks against the Sponsor Site (SPS) database for school/site codes, open/close dates, grade configuration, and the SIS flag that denotes whether the site should submit SIS data. • The Site Code must be a valid Course Choice Provider when the Class is taught under Course Choice (Distance Learning Code=04) 	
RECORD LAYOUT(S) and POSITION(S): Enrollment/Exit (040), Position 36;	

DATA ELEMENT: *Section 504 Disability Category Code*

LENGTH: 2

FORMAT: Alphanumeric

DEFINITION:

This is the code indicating one or more Section 504 disabilities of a particular student.

Code Values:

Characteristics of:

- 01 - Dyslexia
- 02 - Dysgraphia
- 03 - ADHD
- 04 - Other Academic/Learning Disability (e.g., Dyscalculia; Central Auditory Processing Disorder)

Social/Emotional Characteristics of:

- 05 - Behavior Disorder
- 06 - Oppositional Defiant Disorder
- 07 - Anxiety Disorder
- 08 - Bipolar Disorder
- 09 - Asperger's Syndrome/Tourette's Syndrome

Medical:

- 10 - Diabetes/Hypoglycemia/Other Related Disease
- 11 - Severe Asthma or Other Respiratory
- 12 - Severe Allergies or Anaphylaxis
- 13 - Chronic Fatigue Syndrome
- 14 - Migraine Headaches
- 15 - Broken (expected 6+ months duration) or Missing Body Part
- 16 - Eye Abnormality or Vision Impairment
- 17 - Ear Abnormality or Hearing Impairment
- 18 - Digestive or Eating Disorder
- 19 - Bladder Disorder
- 20 - Neurological Disorder
- 21 - Circulatory/Endocrine Disorder
- 22 - Other Syndrome or Rare Disease
- 23 - Drug-Related

Other:

- 24 - Social/Emotional: Other (one of the above do not apply)
- 25 - Medical: Other (one of the above do not apply)

Notes: Unused are blank: one is required. An LEA must populate the Section 504 Disability #1 - #7 fields sequentially with no blanks in between field values.

RECORD LAYOUT(S) and POSITION(S): 504 (130), Position 52-64

DATA ELEMENT: <i>Section 504 Services Exit Date</i>	
LENGTH: 8	FORMAT: (MMDDYYYY)
DEFINITION: This is the date on which the student is determined to have exited all 504 services	
RECORD LAYOUT(S) and POSITION(S): 504 (130), Position 66	

DATA ELEMENT: <i>Section 504 Services Exit Reason Code</i>	
LENGTH: 2	FORMAT: Alphanumeric
DEFINITION: This is a code indicating why a student no longer receives 504 services.	
Code Values: <ul style="list-style-type: none"> 01 – No Longer Qualifies 02 – Refuses Services 03 – Qualifies for IDEA Services 99 – Other 	
RECORD LAYOUT(S) and POSITION(S): 504 (130), Position 74	

DATA ELEMENT: *Services Provided Flag*

LENGTH: 1

FORMAT: Alphanumeric

DEFINITION:

A flag used to determine if homeless students are being served (for students can refuse services).

Notes:

- If the [Homeless Indicator](#) field is not blank, then, this Y/N flag is supplied by the LEA defining whether a homeless student is being served or not for a given enrollment.
- If the Homeless Indicator field is blank, then, this field must be blank.
- Students flagged as homeless for a particular enrollment should be flagged as such for the remainder of the school year for every subsequent enrollment even if they no longer meet the criteria for such designation.

Policy Note:

Families and youth in homeless situations frequently will not identify themselves as such. This may be due to the stigma and prejudices associated with homelessness or because the youth or family does not recognize that the living situation would be considered a homeless situation under the McKinney-Vento Act. Indeed, most families and youth are likely unaware of the McKinney-Vento Act. Therefore, schools must ensure that families and youth are aware of the Act, who it covers, and what it provides. 42 U.S.C. §§11432(g)(6)(A)(i), (iv). The Act requires school districts to disseminate public notice of the education rights of children and youth in homeless situations where such children and youth receive services, such as schools, family shelters, and soup kitchens. 42 U.S.C. §11432(g)(6)(A)(v). Identification and outreach strategies must be administered sensitively and without stigma, to create an environment in which families, children and youth will be comfortable seeking support. Once a school sensitively and discreetly has explained the rights available under the McKinney-Vento Act, families or youth may choose not to take advantage of McKinney-Vento services, at their discretion. The school district should still count all children and youth who have been identified as homeless in their data collection, even if additional services are not provided.

RECORD LAYOUT(S) and POSITION(S): Enrollment/Exit (040), Position 97

DATA ELEMENT: <i>Session Year</i>	
LENGTH: 8	FORMAT: Numeric; (XXXXXXXX)
<p>DEFINITION:</p> <p>This code defines the 12-month period of time denoting the beginning and ending dates for school accounting purposes. The time period runs from July 1, xxxx through June 30, yyyy.</p> <p>Example: <i>For July 1, 2014, through June 30, 2015, the school session will be 20142015</i></p>	
<p>RECORD LAYOUT(S) and POSITION(S):</p> <p>Demographic (010), Position 100; Enrollment/Exit (040), Position 28; Class Schedule (110), Position 28; Address (120), 28; Section 504 Record (130) (130), Position 28; Event (007), Position 20; Student Perpetrator and Instance (091), Position 38; Actions and Interventions (092), Position 38; Victim (093), Position 30; Non-Student Perpetrator and Instance (094), Position 38; Program (050), Position 38</p>	

DATA ELEMENT: <i>Sex Code</i>	
LENGTH: 1	FORMAT: Alphanumeric
<p>DEFINITION:</p> <p>This the student's gender</p> <p>Code Values: M – Male F – Female</p>	
<p>RECORD LAYOUT(S) and POSITION(S): Demographic (010), Position 98</p>	

DATA ELEMENT: <i>State</i>	
LENGTH: 2	FORMAT: Alphanumeric
<p>DEFINITION:</p> <p>This is the two-letter abbreviation for the state in which the student’s physical street address is located.</p> <p>Example: LA for Louisiana</p>	
RECORD LAYOUT(S) and POSITION(S): Address (120), Position 120	

DATA ELEMENT: <i>State Identification Number</i>	
LENGTH: 9	FORMAT: Alphanumeric
<p>DEFINITION:</p> <p>A unique number assigned to each student for state records. Whenever available, this identification number should be the student's social security number (SSN).</p> <p>Notes:</p> <ul style="list-style-type: none"> • For Students to be identified as First Time (College) Freshmen (FTF), to be linked to the Student Transcript System (STS), to be eligible to receive TOPS awards, and to be pre-certified for Free or Reduced Lunch status, a correct SSN must be submitted to SIS. • For purposes of correctly identifying students between enrollments, it is strongly recommended the student’s social security number be used. • If no social security number is available, the district must assign a unique State Identification Number -- according to state guidelines. See the Guidelines for Assigning State Identification Numbers section for additional information. 	
<p>RECORD LAYOUT(S) and POSITION(S):</p> <p>Demographic (010), Position 19; Enrollment/Exit (040), Position 19; Class Schedule (110), Position 19; Address (120), Position 19; Section 504 Record (130) (130), Position 19</p>	

DATA ELEMENT: *State Identification Number Reassignment*

LENGTH: 9

FORMAT: Numeric

DEFINITION:

This is an optional field that can be used to update a student's [State ID](#) without having to send a complete delete/replace file or having to manually delete them.

Instructions:

- 1) First, enter original identification number in [State ID number](#) field on the [Demographic Record \(010\)](#).
- 2) Next, enter new identification number in reassignment field on the same [Demographic Record \(010\)](#).
- 3) After making these two entries, enter the original identification number on the [Enrollment/Exit Record \(040\)](#), and on any other records sent on that student, until verification of the change of identification number has been noted.

A STATE IDENTIFICATION NUMBER SHOULD BE REASSIGNED IF

- An officially verified Social Security Number is obtained.
- Two students in two different districts are using the same State Identification Number (Students will appear on a Multiple Students Reported with Same ID Report.)
**Reassignment of a State Identification Number should then be made by the district whose student ID number is in error.*
- A data entry error to the ID has been made.

Notes:

- It is not necessary to use the State Identification Number Reassignment procedure if a complete delete/replace file is being sent. With this file, simply insert the new identification number in the [State ID](#) field.
- Also, the State Identification Number may be reassigned online via the Student Information System (SIS) update function, using the reassignment field.
- The original state identification number should be kept on file at the district until the reassigned identification number has been verified to be successfully recorded on SIS.

RECORD LAYOUT(S) and POSITION(S): Demographic (010), Position 28

DATA ELEMENT: <i>Street Address (Physical)</i>	
LENGTH: 50	FORMAT: Alphanumeric
<p>DEFINITION:</p> <p>This the actual physical street address of the student’s legal residence (i.e. guardian’s residency).</p> <p>Example: 700 Martin Luther King Drive</p> <p>Only the first letter of each word in the street address should be capitalized.</p> <p>Notes:</p> <ul style="list-style-type: none"> • LEA A02; LEA 101/Sites 101018, 101021, 101022; and all Type 2 Charters (both virtual and not), must submit Address Records (120) for all students for MFP funding purposes. • Not mandatory for students who have entry date=exit date • **NOT ALLOWED for other LEAs at this time** • For any student under split custody, enter the address for which the student’s school district was determined. • We need the physical address, not a P.O. Box, as we will not be able to edit at this level. • Only one address will be recorded per student per data collection period. • We will not be able to accommodate two-line addresses. 	
RECORD LAYOUT(S) and POSITION(S): Address (120), Position 36	

DATA ELEMENT: <i>Suffix Name</i>	
LENGTH: 3	FORMAT: Alphanumeric
<p>DEFINITION:</p> <p>The suffix name of the student.</p> <p>Notes:</p> <p>Valid suffix names are ESQ, II, III, IV, V, VI, VII, IX, JR, JR., SR, SR.</p>	
RECORD LAYOUT(S) and POSITION(S): Demographic (010), Position 57	

DATA ELEMENT: <i>System Indicator</i>	
LENGTH: 3	FORMAT: Alphanumeric
DEFINITION: Code used to define the file type being submitted. This code must always be “ SIS ” for Student Information System records.	
RECORD LAYOUT(S) and POSITION(S): Demographic (010), 1; Enrollment/Exit (040), 1; Class Schedule (110), 1; Address (120), 1; Section 504 Record (130) (130), 1; Event (007), 1; Student Perpetrator and Instance (091), 1; Actions and Interventions (092), 1; Victim (093), 1; Non-Student Perpetrator and Instance (094), Position 1	

DATA ELEMENT: *Truancy Flag*

LENGTH: 1

FORMAT: Alphanumeric

DEFINITION:

This is a required Y/N flag supplied by the LEA defining whether a student is truant for a given enrollment. Truancy is defined as any student having either 5 unexcused tardies or 5 unexcused absences within a school semester per RS 17:233. (e.g., 3 absences and 2 tardies should not flag a student as being truant)

Notes:

- Truancy data beginning with the **2010-2011** school is based on a school semester with school semesters defined as the school year split into 2 equal parts or semesters.
- Truancy data for the **2008-2009** school year and following was based on a month which also consisted of 30 consecutive days at the LEA's discretion.
- Truancy data for the **2004-2005** school year and following was based on a month which consisted of either a calendar month or 4 consecutive weeks at the LEA's discretion.
- [Out-of-School Suspensions and Expulsions](#) do not count towards a student being considered truant.
- It should be programmatically flagged based on reported/recorded attendance data, not manually updated or overridden.

RS 17 § 233. Cases of habitual absence or tardiness referred to juvenile or family court; denial or suspension of driving privileges

A. Any student who is a juvenile and who is habitually absent from school or is habitually tardy shall be reported by visiting teachers and supervisors of child welfare and attendance to the family or juvenile court of the parish or city as a truant child, pursuant to the provisions of Chapter 2 of Title VII of the Louisiana Children's Code relative to families in need of services, there to be dealt with in such manner as the court may determine, either by placing the truant in a home or in a public or private institution where school may be provided for the child, or otherwise.

B.(1)(a) A student shall be considered habitually absent or habitually tardy when either condition continues to exist after all reasonable efforts by any school personnel, truancy officer, or other law enforcement personnel have failed to correct the condition after the fifth unexcused absence or fifth unexcused occurrence of being tardy within any school semester.

RECORD LAYOUT(S) and POSITION(S): Enrollment/Exit (040), Position 86

DATA ELEMENT: <i>Unaccompanied Youth Flag</i>	
LENGTH: 1	FORMAT: Alphanumeric
<p>DEFINITION:</p> <p>The term “unaccompanied youth” includes youth in homeless situations who are not in the physical custody of a parent or guardian. Unaccompanied youth include young people who have run away from home, been thrown out of their homes, and/or been abandoned by parents or guardians.</p> <p>Notes:</p> <ul style="list-style-type: none"> • If the Homeless Indicator field is not blank, then this Y/N flag is supplied by the LEA defining whether a homeless student is considered unaccompanied or not for a given enrollment. • If the Homeless Indicator field is blank, then this Unaccompanied Youth field must be blank. • Students flagged as homeless and unaccompanied for a particular enrollment should be flagged as such for the remainder of the school year for every subsequent enrollment even if they no longer meet the criteria for such designation. 	
RECORD LAYOUT(S) and POSITION(S): Enrollment/Exit (040), Position 94	

DATA ELEMENT: <i>Zip Code (Physical)</i>	
LENGTH: 9	FORMAT: Alphanumeric
<p>DEFINITION:</p> <p>This is the zip code of the student’s legal residence (i.e. guardian’s residency).</p> <p>Example: 70578 or 705780361</p>	
RECORD LAYOUT(S) and POSITION(S): Address (120), Position 111	

EVENT RECORD LAYOUTS & DATA ELEMENTS

RECORD LAYOUT: <i>Event Record (007)</i>					
Start	Name	Length	Type	Description	Requirement
1	System Indicator	3	X	Must always be "SIS"	Required
4	LEA Code	3	X	LEA code assigned by LDE	Required
7	Record Type Code	3	X	Code indicating record type. Must be "007"	Required
10	Event ID	10	X	Code used by state to identify a reportable Event	Required
20	Session Year	8	N	The beginning and ending years of applicable school year Format: XXXXYYYY	Required
28	Site Code (Event)	6	X	Site where Event took place	Required
34	Event Date	8	N	Date of Event. Format: MMDDYYYY	Required
42	Time Code	2	X	Code describing the portion of day an Event occurred	Required
44	Location Code	2	X	Code defining the exact location an Event occurred	Required
46	Primary Reason Code (Event)	2	X	Most serious offense associated with the Event	Required
Total Length 47 N – Numeric (right justified, padded with zeroes) X – Alphanumeric (left justified, padded with spaces)					

RECORD LAYOUT: Student Perpetrator and Instance Record (091)					
Start	Name	Length	Type	Description	Requirement
1	System Indicator	3	X	Must always be "SIS"	Required
4	LEA Code	3	X	LEA code assigned by LDE	Required
7	Record Type Code	3	X	Code indicating record type. Must be "091"	Required
10	Student's Local ID Number	9	X	Code used by local authorities to identify a student	Required
19	Perpetrator ID Number	9	X	Code used to identify a Perpetrator; Send the Student Id for Student Perpetrators	Required
28	Event ID	10	X	Code used by state to identify a reportable Event	Required
38	Session Year	8	N	The beginning and ending years of applicable school year. Format: XXXXYYYY	Required
46	Site Code (Perpetrator)	6	X	Site with which the perpetrator is associated	Required
52	Perpetrator Type Code	2	X	Code indicating what type of Perpetrator is involved in the Event	Required
54	Primary Reason Code (Perpetrator)	2	X	Most serious offense associated with this Perpetrator for this Event	Required
56	Firearms and Explosives Weapons Code	2	X	Weapon code required if Primary Reason Code 13 or 30 used	Req if Applicable
58	Other Weapons Code	2	X	Weapon code required if Primary Reason Code 14, 15 or 31 used	Req if Applicable
60	Filler	1	X	<i>Filler</i>	BLANK
61	Filler	1	X	<i>Filler</i>	BLANK

62	Bullying Code	2	X	Code indicating the sub-classification of a Bullying Event; Required field if Primary Reason Code is 35[Bullying] or 36 [Cyber bullying]	Req if Applicable
64	Electronic Aggression Flag	1	X	Required field if Primary Reason Code is 35[Bullying] or 36 [Cyber bullying]	Req if Applicable
65	Emotional Aggression Flag	1	X	Required field if Primary Reason Code is 35[Bullying] or 36 [Cyber bullying]	Req if Applicable
66	Physical Aggression Flag	1	X	Required field if Primary Reason Code is 35[Bullying] or 36 [Cyber bullying]	Req if Applicable
67	Verbal Aggression Flag	1	X	Required field if Primary Reason Code is 35[Bullying] or 36 [Cyber bullying]	Req if Applicable
68	Witness Count	2	N	Count of witnesses interviewed in connection with an Event	As Applicable
70	Physical Evidence Code	2	X	Code indicating the primary source of physical evidence of the Event	As Applicable
72	Filler	1	X	<i>Filler</i>	BLANK
73	Filler	1	X	<i>Filler</i>	BLANK
74	Filler	2	X	<i>Filler</i>	BLANK
76	Parent Contacted Flag (Perpetrator)	1	X	Y/N indicator showing if parent was contacted regarding Event	Required
77	Reported to Law Enforcement Flag	1	X	Y/N indicator showing if Event was reported to Law Enforcement	Required
78	Arrest Resulted Flag	1	X	Y/N indicator showing if Event resulted in arrest of Perpetrator	Required
79	Serious Injury Resulted Flag	1	X	Y/N indicator showing if Event resulted in Serious Injury to Perpetrator	Required
80	Medical Treatment Flag (Perpetrator)	1	X	Y/N indicator showing if Perpetrator required offsite medical treatment	Required
81	Filler	2	X	<i>Filler</i>	BLANK
Total Length 82 N – Numeric (right justified, padded with zeroes) X – Alphanumeric (left justified, padded with spaces)					

RECORD LAYOUT: Actions and Interventions Record (092)					
Start	Name	Length	Type	Description	Requirement
1	System Indicator	3	X	Must always be "SIS"	Required
4	LEA Code	3	X	LEA code assigned by LDE	Required
7	Record Type Code	3	X	Code indicating record type. Must be "092"	Required
10	Student's Local ID Number	9	X	Code used by local authorities to identify a student	Required
19	Perpetrator ID Number	9	X	Code used to identify a Perpetrator; Send the Student Id for Student Perpetrators	Required
28	Event ID	10	X	Code used by state to identify a reportable	Required

				Event	
38	Session Year	8	N	The beginning and ending years of applicable school year. Format XXXXXXXY	Required
46	Action/Intervention Code	3	X	Code indicating what punishment, treatment, intervention or actions were taken following an Event	Required
49	Discipline Start Date	8	N	The calendar date when the disciplinary action begins Format: MMDDYYYY	Required
57	Discipline Return Date	8	N	Calendar date when a student will be allowed to return to school after a disciplinary action occurs. Format MMDDYYYY	Required
65	Discipline Administered Date	8	N	The calendar date the discipline was administered. Format: MMDDYYYY	Required
73	Corporal Punishment Directly Authorized by Uninvolved Third Party Flag	1	X	Y/N indicator showing whether the Corporal Punishment decision was reviewed by third party and deemed warranted	Required if Applicable
74	Administrator Type Code	2	X	Code designating the role of the person administering the Action/Intervention	Required
76	Administrator's Last Name	20	X	Last name of the person administering the Action/Intervention	Required
96	Administrator's First Name	15	X	First name of the person administering the Action/Intervention	Required
111	Manifestation Hearing Date	8	N	Date Manifestation Hearing was held (for SPED students to determine if behavior was related to disability for removals)	Required
119	Disability-Related Flag	1	X	Y/N indicator showing if a student's behavior was determined by an MDR hearing to be related to their disability	Required
120	Minutes Removed	6	N	The number of minutes a student was removed from class from their regular setting	Required i
126	Alternate Site Code	6	X	Site where the Action/Intervention was administered. Required for Action/Intervention codes of 006, 007, 010	Required if Applicable

Total Length 131 N – Numeric (right justified, padded with zeroes) X – Alphanumeric (left justified, padded with spaces)

RECORD LAYOUT: Victim Record (093)

Start	Name	Length	Type	Description	Requirement
1	System Indicator	3	X	Must always be "SIS"	Required
4	LEA Code	3	X	LEA code assigned by LDE	Required
7	Record Type Code	3	X	Code indicating record type. Must be "093"	Required
10	Event ID	10	X	Code used by state to identify a reportable Event	Required
20	Anonymous ID (Victim)	10	X	Unique ID that can be assigned to a victim the first time they are victimized	Required
30	Session Year	8	N	The beginning and ending years of applicable school year Format: XXXXXXXY	Required
38	School/Site Code (Victim)	6	X	Site the victim is associated with	Required
44	Victim Type Code	2	X	Code indicating what type of Victim is involved in the Event	Required
46	Age at Incident Date	3	N	Victim's age at the time of the Event	Required
49	Gender	1	X	Gender of the victim {M,F}	Required
50	Grade Level at Incident Date	2	X	Grade Level of the Victim at the time of Event	Required
52	HispanicLatinoEthnicFlg	1	X	Y if Hispanic; N if not	Required
53	AmericanIndianOrAlaskanNativeRaceFlg	1	X	Y if American Indian/Alaskan; N if not	Required
54	AsianRaceFlg	1	X	Y if Asian; N if not	Required
55	BlackOrAfricanAmericanRaceFlg	1	X	Y if Black or African American; N if not	Required
56	NativeHawaiianOrOtherPacificIslanderRaceFlg	1	X	Y if Native Hawaiian/Pac Islander; N if not	Required
57	WhiteRaceFlg	1	X	Y if White; N if not	Required
58	Parent Contacted Flag (Victim)	1	X	Y/N indicator showing if parent was contacted regarding Event	Required
59	Counseling Flag	1	X	Y/N indicator showing if Victim was provided counseling by the LEA to cope with the Event	Required
60	Other Support Flag	1	X	Y/N indicator showing if Victim received some other measure of support from the LEA to cope with or address the Event	Required
61	Injury Code	2	X	Code indicating the severity of any injury sustained as a Result of the Event	Required
63	Medical Treatment Flag (Victim)	1	X	Y/N indicator showing if Victim required offsite medical treatment	Required

Total Length=63 N – Numeric (right justified, padded with zeroes) X – Alphanumeric (left justified, padded with spaces)

RECORD LAYOUT: Non-Student Perpetrator and Instance Record (094)

Start	Name	Length	Type	Description	Requirement
1	System Indicator	3	X	Must always be "SIS"	Required
4	LEA Code	3	X	LEA code assigned by LDE	Required
7	Record Type Code	3	X	Code indicating record type. Must be "091"	Required
10	Event ID	10	X	Code used by state to identify a reportable Event	Required
20	Filler	9	X		Blank
29	Perpetrator ID Number	9	X	Code used to identify a Perpetrator; Send a P***** number as assigned and tracked by LEA	Required
38	Session Year	8	N	The beginning and ending years of applicable school year Format: XXXXYYYY	Required
46	School/Site Code (Perpetrator)	6	X	Site with which the perpetrator is associated	Required
52	Perpetrator Type Code	2	X	Code indicating what type of Perpetrator is involved in the Event	Required
54	Primary Reason Code (Perpetrator)	2	X	Most serious offense associated with this Perpetrator for this Event	Required
56	Firearms and Explosives Weapons Code	2	X	Weapon code required if Primary Reason Code 13 or 30 used	Req if Applicable
58	Other Weapons Code	2	X	Weapon code required if Primary Reason Code 14, 15 or 31 used	Req if Applicable
60	Filler	1	X	<i>Filler</i>	BLANK
61	Filler	1	X	<i>Filler</i>	BLANK
62	Bullying Code	2	X	Code indicating the sub-classification of a Bullying Event; Required field if Primary Reason Code is 35/36, Bullying/Cyberbullying	Req if Applicable
64	Electronic Aggression Flag	1	X	Required field if Primary Reason Code is 35/36, Bullying/Cyberbullying	Req if Applicable
65	Emotional Aggression Flag	1	X	Required field if Primary Reason Code is 35/36, Bullying/Cyberbullying	Req if Applicable
66	Physical Aggression Flag	1	X	Required field if Primary Reason Code is 35/36, Bullying/Cyberbullying	Req if Applicable
67	Verbal Aggression Flag	1	X	Required field if Primary Reason Code is 35/36, Bullying/Cyberbullying	Req if Applicable
68	Witness Count	2	N	Count of witnesses interviewed in connection with an Event	As Applicable
70	Physical Evidence Code	2	X	Code indicating the primary source of physical evidence of the Event	As Applicable
72	Filler	1	X	<i>Filler</i>	BLANK
73	Filler	1	X	<i>Filler</i>	BLANK
74	Filler	2	X	<i>Filler</i>	BLANK
76	Parent Contacted Flag (Perpetrator)	1	X	Y/N indicator showing if parent was contacted regarding Event	Required
77	Reported to Law Enforcement Flag	1	X	Y/N indicator showing if Event was reported to Law Enforcement	Required
78	Arrest Resulted Flag	1	X	Y/N indicator showing if Event resulted in arrest of Perpetrator	Required

79	Serious Injury Resulted Flag	1	X	Y/N indicator showing if Event resulted in Serious Injury to Perpetrator	Required
80	Medical Treatment Flag (Perpetrator)	1	X	Y/N indicator showing if Perpetrator required offsite medical treatment	Required
81	Filler	2	X	Filler	BLANK
Total Length=82 N – Numeric (right justified, padded with zeroes) X – Alphanumeric (left justified, padded with spaces)					

DATA ELEMENT: <i>Action/Intervention Code</i>		
LENGTH: 3	FORMAT: Alphanumeric	
DEFINITION: This is the code describing what punishment, treatment, intervention or actions were taken following an Event.		
Code	Action/Intervention	Date Code
000	No Action – should only be used if no reportable actions were taken	N-No Date Required or Allowed
001	Expulsion Recommendation	A-Discipline Administered Date is required
002	Suspension – Out-of-School	D-Discipline Start Date/Discipline Return Date are required
003	Expulsion – Out-of-School	D-Discipline Start Date/Discipline Return Date are required
004	Suspension – In-School	D-Discipline Start Date/Discipline Return Date are required
005	Expulsion – In-School	D-Discipline Start Date/Discipline Return Date are required
006	Suspension – Alternate Site	D-Discipline Start Date/Discipline Return Date are required
007	Expulsion – Alternate Site	D-Discipline Start Date/Discipline Return Date are required
008	Suspension –OOS (partial day)	A-Discipline Administered Date is required
009	Suspension-IS (partial day)	A-Discipline Administered Date is required
010	Suspension-Alt S (partial day)	A-Discipline Administered Date is required
011	Referred to Office	A-Discipline Administered Date is required
012	Referred to Counselor	A-Discipline Administered Date is required
013	Referred to Social Worker	A-Discipline Administered Date is required
014	Referred to SBLC	A-Discipline Administered Date is required
015	Referred to IEP Teacher	A-Discipline Administered Date is required
016	Court Referral	A-Discipline Administered Date is required
017	Law Enforcement Referral	A-Discipline Administered Date is required
018	Secondary Referral (PBIS)	A-Discipline Administered Date is required
019	Tertiary Referral (PBIS)	A-Discipline Administered Date is required
020	TOR (Time Out Room)-no services provided	A-Discipline Administered Date is required
021	TOR (Time Out Room)-services provided (with highly qualified teacher) *This designation will not count toward the 10-day rule.	A-Discipline Administered Date is required
022	Therapeutic Removal	A-Discipline Administered Date is required
025	Intervention Room	A-Discipline Administered Date is required
030	Restorative Approach Implemented	A-Discipline Administered Date is required
040	In-School Detention	E- Either DisciplineAdmin OR DisciplineStart /DisciplineReturnDate required
043	After-School Detention	E- Either DisciplineAdmin OR DisciplineStart /DisciplineReturnDate required
045	Weekend Detention	E- Either DisciplineAdmin OR DisciplineStart /DisciplineReturnDate required
048	Positive Action Class	A-Discipline Administered Date is required
070	Removed from bus (inc. bus suspensions)	E- Either DisciplineAdmin OR

		DisciplineStart /DisciplineReturnDate required	
080	Assigned Remedial Work	A-Discipline Administered Date is required	
090	Physical Restraint	A-Discipline Administered Date is required	
095	Mechanical Restraints	A-Discipline Administered Date is required	
100	Confinement with seclusion (i.e., locked or guarded room, cell – by self)	A-Discipline Administered Date is required	
105	Confinement without seclusion (i.e., locked room, cell – with others)	A-Discipline Administered Date is required	
120	Student Conference	A-Discipline Administered Date is required	
130	Probation	D-Discipline Start Date/Discipline Return Date are required	
140	Student Reprimand	A-Discipline Administered Date is required	
160	Loss of Privileges	E- Either DisciplineAdmin OR DisciplineStart /DisciplineReturnDate required	
170	Call to Parents or Guardian	A-Discipline Administered Date is required	
173	Conference with Parents or Guardian	A-Discipline Administered Date is required	
175	Conference with Principal	A-Discipline Administered Date is required	
180	Corporal Punishment	A-Discipline Administered Date is required	
999	Other	E- Either DisciplineAdmin OR DisciplineStart /DisciplineReturnDate required	

RECORD LAYOUT(S) and POSITION(S): Actions and Interventions (092), Position 46

DATA ELEMENT: *Administrator Type Code*

LENGTH: 2

FORMAT: Alphanumeric

DEFINITION:

This is the code designating the role of the person administering the Action/Intervention

Code Values:

- 01** – Child Welfare and Attendance Supervisor
- 02** – Teacher
- 03** – Principal
- 04** – Assistant Principal
- 05** – Guidance Counselor
- 06** – Coach
- 07** – Designated Disciplinarian
- 08** – Student’s family member
- 09** – School Social Worker
- 10** – School Psychologist
- 99** - Other

Notes:

- An Assistant Principal that also functions as a teacher, but is administering the punishment as a function of his Assistant Principal duties, would be coded as the Assistant Principal.
- Required for Corporal Punishment (180), Physical Restraint (090), Mechanical Restraints (095), and Confinement with seclusion (100)

RECORD LAYOUT(S) and POSITION(S): Actions and Interventions (092), Position 74

DATA ELEMENT: <i>Administrator's First Name</i>	
LENGTH: 15	FORMAT: Alphanumeric
<p>DEFINITION:</p> <p>The first name of the person administering the Action/Intervention to the student</p> <p>Notes:</p> <ul style="list-style-type: none"> • Required for Corporal Punishment (180), Physical Restraint (090), Mechanical Restraints (095), and Confinement with seclusion (100) • Acceptable characters are A-Z, apostrophe, dash, period, and space. • Space in position 1 will not be allowed. • Dashes, periods, apostrophes, and spaces are allowed in positions 2-16. • Any name ending with space will result in an error. 	
RECORD LAYOUT(S) and POSITION(S): Actions and Interventions (092), Position 96	

DATA ELEMENT: <i>Administrator's Last Name</i>	
LENGTH: 20	FORMAT: Alphanumeric
<p>DEFINITION:</p> <p>The last name of the person administering the Action/Intervention to the student</p> <p>Notes:</p> <ul style="list-style-type: none"> • Required for Corporal Punishment (180), Physical Restraint (090), Mechanical Restraints (095), and Confinement with seclusion (100) • Acceptable characters are A-Z, apostrophe, dash, period, and space (except in pos. 1) • Dashes, periods, apostrophes, and spaces are allowed in positions 2-16. • Any name ending with space and suffix will result in an error. • Last Name has to be at least 2 bytes and not greater than 20 bytes. For example, if administrator's last name is X, data has to be entered as X-. Edit is in place to prevent submission of initials as administrator's last name. 	
RECORD LAYOUT(S) and POSITION(S): Actions and Interventions (092), Position 76	

DATA ELEMENT: <i>Age at Incident Date</i>	
LENGTH: 3	FORMAT: Numeric
<p>DEFINITION:</p> <p>This is the victim's age at the time of the Event.</p> <p>Notes:</p> <ul style="list-style-type: none"> • This field should be left padded with zeros, a student who is 17 would be sent as "017" • Round up to 001 if victim was less than one. 	
RECORD LAYOUT(S) and POSITION(S): Victim (093), Position 46	

DATA ELEMENT: <i>Alternate Site Code</i>	
LENGTH: 6	FORMAT: Alphanumeric.
<p>DEFINITION:</p> <p>Required for Action/Intervention codes of 006 Suspension Alternate Site, 007 Expulsion Alternate site and 010 Suspension Alternate Site Partial Day.</p> <p>This Site code is used for Alternate Site Suspension and Expulsions. It identifies the site where the Action/Intervention was administered. Actions and interventions to an Alternate site must not be on the same site on the same campus as the student's site of enrollment.</p>	
RECORD LAYOUT(S) and POSITION(S): Actions and Intervention Record (092); Position 126	

DATA ELEMENT: <i>Anonymous ID (Victim)</i>	
LENGTH: 10	FORMAT: Alphanumeric
<p>DEFINITION:</p> <p>This is the code that will serve as a unique ID that can be assigned to a victim the first time they are victimized, so that we can track subsequent victimizations, treatments, and demographics, but still keep the victim’s identity private.</p> <p>NOTES:</p> <ul style="list-style-type: none"> • A recommended method for tracking this will be to have no student assigned a victim ID until an Event occurs where they get defined as a Victim <ul style="list-style-type: none"> ○ Since this is a 10 character code, you will enter your first victim as 0000000001 and your last as 9999999999 ○ Once a student is classified as a Victim, you would assign a 1 (0000000001) to them. ○ You will then increment your victim counter by one. ○ For example, the next victim will be assigned a 2 (0000000002). ○ Then, you will increment your victim counter by one to 3 (0000000003). • You can keep track of the specifics of this student on your local system so services, counseling, protective measures and monitoring can take place. • However, for state reporting purposes, we don’t need the name John Doe or Jane Smith. We merely need a unique number that will allow us to run statistical reports showing how many students are repeatedly victimized, what services are common for given types of victimization, and what demographic groups may be getting disproportionately targeted. • Once a student is given a victimization ID, you should retain the ID for the remainder of their tenure in your school system in their demographic record so patterns of victimization can be tracked longitudinally. • Victim code will overlap across districts. 	
RECORD LAYOUT(S) and POSITION(S): Victim (093), Position 20	

DATA ELEMENT: <i>Arrest Resulted Flag</i>	
LENGTH: 1	FORMAT: Alphanumeric
DEFINITION: This is a Y/N indicator allowing LEA to show if Event resulted in arrest of the Perpetrator, regardless of guilt determination.	
RECORD LAYOUT(S) and POSITION(S): Student Perpetrator and Instance (091), Position 78; Non-Student Perpetrator and Instance (094), Position 78	

DATA ELEMENT: <i>Bullying Code</i>	
LENGTH: 2	FORMAT: Alphanumeric
DEFINITION: This is a code indicating the sub-classification of a Bullying Event. Code Values: 01 – Harassment 02 – Intimidation 03 – Bullying 04 – Cyber bullying	
RECORD LAYOUT(S) and POSITION(S): Student Perpetrator and Instance (091), Position 62; Non-Student Perpetrator and Instance (094), Position 62	

DATA ELEMENT: <i>Corporal Punishment Directly Authorized by Uninvolved Third Party Flag</i>	
LENGTH: 1	FORMAT: Alphanumeric
<p>DEFINITION:</p> <p>This is a Y/N indicator showing whether the Corporal Punishment decision was reviewed by an uninvolved third party and deemed warranted.</p> <p>Notes:</p> <ul style="list-style-type: none"> • If a principal gives a “blank check” to teachers to use Corporal Punishment as they “see fit” that does not qualify, you would set indicator to “N” if a teacher disciplined a student in their classroom after they witnessed or was the victim of a behavior that triggered the corporal punishment response. • If the student was referred to the office, and the office or uninvolved administrator deemed corporal punishment was appropriate, you would set this flag to “Y”. 	
RECORD LAYOUT(S) and POSITION(S): Actions and Interventions (092), Position 73	

DATA ELEMENT: <i>Counseling Flag (Victim)</i>	
LENGTH: 1	FORMAT: Alphanumeric
<p>DEFINITION:</p> <p>This is a Y/N indicator allowing LEA to indicate the Victim was provided counseling by the LEA to cope with the Event.</p>	
RECORD LAYOUT(S) and POSITION(S): Victim (093), Position 59	

DATA ELEMENT: <i>Disability-Related Flag</i>	
LENGTH: 1	FORMAT: Alphanumeric
<p>DEFINITION:</p> <p>This is a Y/N indicator allowing LEA to indicate a student’s behavior was determined by an MDR hearing to be related to their disability.</p> <p>Notes:</p> <p>An indicator of “N” does not always mean the behavior was not related to their disability. It may mean that no Manifestation Hearing was held.</p>	
RECORD LAYOUT(S) and POSITION(S): Actions and Interventions (092), Position 119	

DATA ELEMENT: <i>Discipline Administered Date</i>	
LENGTH: 8	FORMAT: Numeric; (MMDDYYYY)
<p>DEFINITION:</p> <p>Calendar date on which the discipline was administered</p> <p>Notes:</p> <p>This field is only used for discipline actions that occur on a single day, such as corporal punishment, TOR, restraints, student reprimand, etc.</p>	
RECORD LAYOUT(S) and POSITION(S): Actions and Interventions (092), Position 65	

DATA ELEMENT: *Discipline Return Date*

LENGTH: 8

FORMAT: Numeric; (MMDDYYYY)

DEFINITION:

The Implementation Date is the Calendar date on which the student is allowed to return to his or her school and/or regular setting after a [disciplinary action](#).

Notes:

- This field is only used for discipline actions that have durations of time.
- For students expelled through the end of the year, the Discipline Return Date must be the beginning of the following year.
- The Return Date can be before school start date; August 15 (081520xx) is recommended. The year must be the correct starting year.
- Students expelled for one calendar year can have a Discipline Return Date exactly one year later.
- The return date does not need to be an instructional day, but it must be greater than the [Discipline Start Date](#). This will ensure suspensions and expulsions comprise at least one full school day.
- Students may be expelled in excess of a single school year in certain circumstances (for instance 24 calendar months for drug violations and 12 calendar months for weapon violations).
- For suspension records ([Action/Intervention Codes](#), 002, 004 or 006), the Disciplinary Return Date cannot be greater than the last day of school +1. If you need to suspend a student for the last day of school, you can use the last day of school as the start date and the day after as the return date. This will cut down on improper use of suspensions when expulsions are the correct code and for mistakes when incorrect years or months are entered.

RECORD LAYOUT(S) and POSITION(S): Actions and Interventions (092), Position 57

DATA ELEMENT: *Discipline Start Date*

LENGTH: 8

FORMAT: Numeric; (MMDDYYYY)

DEFINITION:

This is the calendar date for the current year on which the disciplinary action begins. A student should be out of school or in the different setting starting on that day.

Notes:

This field is only used for discipline actions that have durations of time.

- For an Out-of-School expulsion ([Action/Intervention Code=003](#)), the Discipline Start Date must be the same date as the [Exit Date](#).
- Exiting the student is optional for Alternate Site expulsions ([Action/Intervention Code=007](#)). If exited, student must be exited to another school in district [Exit Reason=08](#) or to another public school in LA [Exit Reason=09](#) if the alternative center is outside your LEA
- A student should not exit school with an In-School expulsion ([Action/Intervention Code=005](#)).
- Discipline Start Date must be an instructional day.
- Anytime a student is exited with [Exit Reason=01](#) [expelled], there must be an accompanying [Actions and Interventions Record \(092\)](#) with [Action/Intervention Code=003](#). The Discipline Start Date must be the same as the student's [Exit Date](#).

RECORD LAYOUT(S) and POSITION(S): Actions and Interventions (092), Position 49

DATA ELEMENT: <i>Electronic Aggression Flag</i>	
LENGTH: 1	FORMAT: Alphanumeric
<p>DEFINITION:</p> <p>This is a Y/N indicator allowing LEA to show if Event involved text messages, e-mails or other forms of electronic communication such as offensive or threatening messages, rumors, degrading images, or assuming someone else's identity with intent to cause harm.</p>	
<p>RECORD LAYOUT(S) and POSITION(S):</p> <p>Student Perpetrator and Instance (091), Position 64; Non-Student Perpetrator and Instance (094), Position 64</p>	

DATA ELEMENT: <i>Emotional Aggression Flag</i>	
LENGTH: 1	FORMAT: Alphanumeric
<p>DEFINITION:</p> <p>This is a Y/N indicator allowing LEA to show if Event was emotional in nature.</p> <p>Notes:</p> <ul style="list-style-type: none"> Some examples of emotional aggression include spreading rumors, excluding from group activities, being forced to do something against their will, and offensive graffiti. 	
<p>RECORD LAYOUT(S) and POSITION(S):</p> <p>Student Perpetrator and Instance (091), Position 65; Non-Student Perpetrator and Instance (094), Position 65</p>	

DATA ELEMENT: <i>Ethnicity/Race Flags (Victim)</i>	
LENGTH: 6	FORMAT: Alphanumeric
<p>DEFINITION:</p> <p>Flags used to define the ethnicity/race(s) to which a Victim belongs.</p> <p>Code Values:</p> <ul style="list-style-type: none"> • Y or N: Hispanic • Y or N: American Indian or Alaskan Native • Y or N: Asian • Y or N: Black or African American • Y or N: Native Hawaiian or other Pacific Islander • Y or N: White <p>Notes:</p> <ul style="list-style-type: none"> • Ethnicity/Race Flags (Victim) are self-reported. Victims may identify themselves as any or all ethnicity/race(s) they choose and need not provide any documentation. • Ethnicity/Race Flags (Victim) are required. If a Victim refuses to select an ethnicity/race, the LEA must select for them based on a best guess or from supporting documentation. An example of supporting documentation would be how another LEA reported them in the past. • The Victim may choose at a later date to specify different ethnicity/race(s) for current and future reporting to SIS; however, once SIS is closed for a given year, this information for that year cannot be altered. • At least one flag must equal Y • All flags must contain either Y or N 	
RECORD LAYOUT(S) and POSITION(S): Victim (093), Position 52-57	

DATA ELEMENT: <i>Event Date</i>	
LENGTH: 8	FORMAT: Numeric; MMDDYYYY
<p>DEFINITION:</p> <p>This is the date of the Event.</p>	
RECORD LAYOUT(S) and POSITION(S): Event (007), Position 34	

DATA ELEMENT: <i>Event ID</i>	
LENGTH: 10	FORMAT: Alphanumeric
<p>DEFINITION:</p> <p>This is a unique ID to an LEA for a reportable Event. Cannot be blank or contain spaces.</p> <p>Notes:</p> <ul style="list-style-type: none"> • Cannot be blank or contain spaces. • LDE recommends using numeric sequential numbering for Events such that the first Event would start with 0000000001 and go to 9999999999. This will ensure Event numbers don't get reused across years. • An event is one or more offenses committed by an offender, or group of offenders acting in concert at the same "time" and "location" • Events that are reported should be both significant to school students or personnel, and of a measurable nature. • All events are reported by individual sponsors or LEAs. • While Events may actually take place outside of school hours and sites, and while the individuals involved in an event may span site codes, the Event record should only contain relevant information to the site reporting the Event. • For most Event records you would expect to see a student victim and/or perpetrator, because this information is being stored on, the Student Information System (SIS) database. • However, because we are also interested in overall school climate, and keeping victims' identities anonymous, it's possible that some events you may wish to report are not directly relatable to a specific student. • To get a better grasp on factors that may impact school climate and safety outside of identifiable students, we will allow some events to have records that do not contain identifiable student information. 	
<p>RECORD LAYOUT(S) and POSITION(S):</p> <p>Event (007), Position 10; Student Perpetrator and Instance (091), Position 28; Actions and Interventions 092), Position 28; Victim (093), Position 10; Non-Student Perpetrator and Instance (094), Position 10</p>	

DATA ELEMENT: Firearms and Explosives Weapons Code

LENGTH: 2

FORMAT: Alphanumeric

DEFINITION:

This is the code used to denote type of weapon used if Primary Reason Code (Perpetrator) of 13 or 30 is submitted.

Code Values:

01 – Not used

02 – the frame or receiver of any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive

03 – any firearm muffler or firearm silencer

04 – any explosive, incendiary, or poison gas, such as a: bomb; grenade; rocket having a propellant charge of more than four ounces; missile having an explosive or incendiary charge of more than one-quarter ounce; mine; or similar device

05 – any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter

06 – any combination of parts either designed or intended for use in converting any device into any destructive device described in 04 and 05, above, and from which a destructive device may be readily assembled

07 – Handguns

08 – Rifles/shotguns

Notes:

- Weapon code required if Primary Reason Code 13 or 30 used.

RECORD LAYOUT(S) and POSITION(S):

Student Perpetrator and Instance (091), Position 56;

Non-Student Perpetrator and Instance (094), Position 56

DATA ELEMENT: <i>Gender (Victim)</i>	
LENGTH: 1	FORMAT: Alphanumeric
<p>DEFINITION:</p> <p>This is the Victim's gender.</p> <p>Code Values:</p> <p>M – Male</p> <p>F – Female</p>	
RECORD LAYOUT(S) and POSITION(S): Victim (093), Position 49	

DATA ELEMENT: <i>Grade Level at Incident Date</i>													
LENGTH: 2	FORMAT: Alphanumeric												
<p>DEFINITION:</p> <p>This is the grade level of the Victim at the time of Event.</p> <p>Code Values:</p> <p>00 – Victim was not a student</p> <table border="0"> <tr> <td>01 – First</td> <td>07 – Seventh</td> </tr> <tr> <td>02 – Second</td> <td>08 – Eighth</td> </tr> <tr> <td>03 – Third</td> <td>09 – Ninth</td> </tr> <tr> <td>04 – Fourth</td> <td>10 – Tenth</td> </tr> <tr> <td>05 – Fifth</td> <td>11 – Eleventh</td> </tr> <tr> <td>06 – Sixth</td> <td>12 – Twelfth</td> </tr> </table> <p>15 – Infant Program – <i>Must be active in the Special Education System (SER).</i></p> <p>20 – Preschool Services: Preschool students, not in a state-approved kindergarten, who are receiving special education services and/or direct/related services, e.g., speech, OT, PT, etc. – <i>Must be active in the Special Education System (SER).</i></p> <p>24 – Pre-Kindergarten: Regular Education students who are younger than the age required to enter kindergarten in a particular district. These students should not have active IEPs in SER.</p> <p>25 – Kindergarten</p> <p>Notes: Use of grades 15 and 20 require the student should be active in the Special Education Reporting (SER) system.</p>		01 – First	07 – Seventh	02 – Second	08 – Eighth	03 – Third	09 – Ninth	04 – Fourth	10 – Tenth	05 – Fifth	11 – Eleventh	06 – Sixth	12 – Twelfth
01 – First	07 – Seventh												
02 – Second	08 – Eighth												
03 – Third	09 – Ninth												
04 – Fourth	10 – Tenth												
05 – Fifth	11 – Eleventh												
06 – Sixth	12 – Twelfth												
RECORD LAYOUT(S) and POSITION(S): Victim (093), Position 50													

DATA ELEMENT: *Injury Code*

LENGTH: 2

FORMAT: Alphanumeric

DEFINITION:

This is the code indicating the severity of any injury sustained as a result of the Event.

Code Values:

00 – Nothing significant or visible (Can be used for bullying, harassment victims not requiring counseling or medical treatment, victims of theft, etc.)

01 – Minor (Cuts, bruises, scrapes not requiring offsite medical attention)

03 – Intermediate (Serious injury requiring offsite treatment, x-rays, not expected to miss school or work as result)

05 – Major (Hospitalization, Loss of Consciousness, significant blood loss, expected to miss some school or work but not life-threatening and recovery prognosis high)

09 – Permanently Debilitating (brain damage, amputation, loss of hearing, sight, mobility)

20 – Mental Trauma – lesser (Requiring some treatment or counseling)

21 – Mental Trauma – greater (Requiring extensive counseling or treatment; debilitating)

50 – Life-Threatening, ICU, Coma, rehabilitation necessary

59 – Loss of Life

99 – Other

Notes:

- Select most serious if more than one applies.

RECORD LAYOUT(S) and POSITION(S): Victim (093), Position 61

DATA ELEMENT: *Location Code*

LENGTH: 2

FORMAT: Alphanumeric

DEFINITION:

This is the code defining the exact location an Event occurred.

Code Values:

- 01 – Classroom
- 02 – Restroom
- 03 – Lunchroom
- 04 – Hallway
- 05 – Playground
- 06 – School Bus
- 07 – Bus Stop
- 08 – Parking Lot
- 09 – Locker Room
- 10 – Cell Phone
- 11 – Internet
- 12 – On the way to or from School
- 13 – At a School sponsored event or activity off school property
- 14 – Home
- 15 – Library
- 16 – Gymnasium
- 17 - Auditorium
- 98 – Offsite Program
- 99 – Other

RECORD LAYOUT(S) and POSITION(S): Event (007), Position 44

DATA ELEMENT: <i>Manifestation Hearing Date</i>	
LENGTH: 8	FORMAT: Numeric; MMDDYYYY
DEFINITION: This is the date Manifestation Hearing was held (for SPED students to determine if behavior was related to disability for removals).	
RECORD LAYOUT(S) and POSITION(S): Actions and Interventions (092), Position 111	

DATA ELEMENT: <i>Medical Treatment Flag (Perpetrator)</i>	
LENGTH: 1	FORMAT: Alphanumeric
DEFINITION: This is a Y/N indicator allowing LEA to show if Perpetrator in the Event required offsite medical treatment.	
Notes: <ul style="list-style-type: none"> • Should submit “N” if perpetrator received minor treatments handled by school nurse, band aids, etc. • Should submit “Y” if perpetrator underwent hospitalization for observation, x-rays or treatment by paramedics responding to scene • Should submit “Y” if perpetrator received referral by nurse to seek further medical treatment regardless of whether treatment is received 	
RECORD LAYOUT(S) and POSITION(S): Student Perpetrator and Instance (091), Position 80; Non-Student Perpetrator and Instance (094), Position 80	

DATA ELEMENT: <i>Medical Treatment Flag (Victim)</i>	
LENGTH: 1	FORMAT: Alphanumeric
<p>DEFINITION:</p> <p>This is a Y/N indicator allowing LEA to show if Victim in the Event required offsite medical treatment.</p> <p>Notes:</p> <ul style="list-style-type: none"> • Should submit “N” if victim received minor treatments handled by school nurse, band aids, etc. • Should submit “Y” if victim underwent hospitalization for observation, x-rays and treatment by paramedics responding to scene • Should submit “Y” if victim received referral by nurse to seek further medical treatment regardless of whether treatment is received 	
RECORD LAYOUT(S) and POSITION(S): Victim (093), Position 63	

DATA ELEMENT: *Minutes Removed*

LENGTH: 6

FORMAT: Alphanumeric

DEFINITION:

This is the number of minutes a student was removed from class from their regular setting.

Notes:

- This field applies to both regular and disabled students, and it applies regardless of whether FAPE was provided for the disabled students.
- Partial and full days will be calculated by using the minutes per day submitted to the Calendar System for a given site or LEA.
- This field must be left padded with zeros so you would show 30 minutes as 000030 and 380 minutes as 000380.
- You can exclude time that would have gone toward lunch, recess and changing class.

Detention

- Minutes for removal should not be entered for detentions that happen outside of normal hours.
- You would enter zero minutes if the student was not detained for any normal school time; and if there was any overlap, you would indicate that by reporting those minutes of applicable removal time.

Time Out Room (TOR)

- For TOR, enter as many minutes as there were in the classes the student missed in their normal setting.

Full Days vs. Partial Days

- For a full day removal, send the minutes based on a full day in your Calendar System.
- You don't need to enter minutes for suspensions or expulsions: but we do not have an edit to prevent entering them. We will base the calculation of a day on minutes in a day submitted in Calendar. You will send minutes for all other removals regardless of whether they were productive removals or not.
- For the partial days involved, put the minutes of instruction missed in their regular setting.
- Most importantly, the 10 day SPED rule calculation will be based on "equivalent" 10 days of removals. For example, if a school goes 380 minutes per day and if the LEA sends 3 full days of suspensions + 1200 minutes of assorted partial day removals = 3 full days (suspensions) + 3.16 (partial days) for a total of 6.16 days of which 6 will be reported.
- Only the reported minutes will go into the calculation regardless of the Discipline Start Date and Discipline Return Date.

RECORD LAYOUT(S) and POSITION(S): Actions and Interventions (092), Position 120

DATA ELEMENT: <i>Other Support Flag</i>	
LENGTH: 1	FORMAT: Alphanumeric
DEFINITION: This is a Y/N indicator allowing LEA to show if Victim received some other measure of support from the LEA to cope with or address the Event.	
RECORD LAYOUT(S) and POSITION(S): Victim (093), Position 60	

DATA ELEMENT: <i>Other Weapons Code</i>	
LENGTH: 2	FORMAT: Alphanumeric
DEFINITION: This is a code used to describe a weapon other than an explosive or firearm that was used or found in the course of the Event.	
Code Values: 01 – Single bladed knife with blade less than 2.5 inches – includes box cutters if max length is less than 2.5 inches 02 – Single Bladed Knife with blade 2.5 inches or greater – includes box cutters if max length is 2.5 inches or more 03 – Large or dual bladed implement (Sword, machete, saber, bowie knife, dagger) 10 – Makeshift Sharp Object (i.e., sharp stick, pencil, comb with pointed end, fork, etc.) 20 – Makeshift Blunt Object (i.e., rocks, stick or board used as club, book, etc.) 30 – Substance used as a weapon (i.e., mace, tear gas, acid, etc.) 40 – Gun not described under Firearms and Explosives Weapons Code (i.e., air gun, BB gun, pellet gun, etc.) 50 – Manufactured Device normally or easily used as weapon not previously defined (i.e., nunchaku, crossbow, shiv throwing star, dart, axe, hammer, bow and arrow, stun gun, brass knuckle, etc.) 99 – Other Weapon	
Notes: <ul style="list-style-type: none"> • Weapon code required if Primary Reason Code 14, 15 or 31 used 	
RECORD LAYOUT(S) and POSITION(S): Student Perpetrator and Instance (091), Position 58; Non-Student Perpetrator and Instance (094), Position 58	

DATA ELEMENT: <i>Parent Contacted Flag (Perpetrator)</i>	
LENGTH: 1	FORMAT: Alphanumeric
DEFINITION: This is a Y/N indicator allowing LEA to show if parent was contacted in regards to Event.	
RECORD LAYOUT(S) and POSITION(S): Student Perpetrator and Instance (091), Position 76; Non-Student Perpetrator and Instance (094), Position 76	

DATA ELEMENT: <i>Parent Contacted Flag (Victim)</i>	
LENGTH: 1	FORMAT: Alphanumeric
DEFINITION: This is a Y/N indicator allowing LEA to show if parent was contacted in regards to Event.	
RECORD LAYOUT(S) and POSITION(S): Victim (093), Position 58	

DATA ELEMENT: <i>Perpetrator ID Number</i>	
LENGTH: 9	FORMAT: Alphanumeric
<p>DEFINITION:</p> <p>A unique number assigned to each Perpetrator for state records.</p> <p>Notes:</p> <ul style="list-style-type: none"> • If Perpetrator is a student enrolled in your LEA, this identification number should be the student's social security number (SSN). • If no social security number is available, the district must assign a unique State Identification Number -- according to state guidelines. See the Guidelines for Assigning State Identification Numbers section for additional information. • If Perpetrator is a non-student or student enrolled in another LEA, this identification number must be a P***** number as assigned and tracked by LEA. 	
<p>RECORD LAYOUT(S) and POSITION(S):</p> <p>Student Perpetrator and Instance (091), Position 19; Actions and Interventions (092), Position 19; Non-Student Perpetrator and Instance (094), Position 29</p>	

DATA ELEMENT: <i>Perpetrator Type Code</i>	
LENGTH: 2	FORMAT: Alphanumeric
<p>DEFINITION:</p> <p>This is a code indicating what type of Perpetrator is involved in the Event.</p> <p>Code Values:</p> <ul style="list-style-type: none"> 01 – Student Enrolled at this Site 02 – Student Enrolled at another Site in LEA than where Event transpired (i.e., cyberbullying may take place with students from one school harassing other students electronically) 03 – Student Enrolled at a nonpublic Site 10 – Teacher or Instructor (includes coaches and band directors) 13 – Non-Instructional Office Staff (Principal, Counselor, secretary, janitor, cafeteria workers, etc.) 15 – Other LEA Employee not assigned to this Site, exclusively 17 – Contractor or Vendor 20 – Parent or legal guardian of enrolled student 21 – Non-Custodial parent of enrolled student 23 – Other Relative of staff or student other than parent of Perpetrator 99 – Other <p>Notes:</p> <ul style="list-style-type: none"> • Most Perpetrators will be students; however, Perpetrators can be offsite visitors, employees, students from other schools or strangers creating disruptive or dangerous situations on school campuses. • Student Perpetrators must contain a student ID but Non-Student Perpetrators will not. • This information is being stored on SIS, and most likely coming from local SIS systems; but we do not record demographics on non-student perpetrator information outside of the perpetrator type code. • To give an example we may have heard about anecdotally, a non-custodial parent may show up and check a child out of school and flee the state. • You would be able to report the above as a kidnapping primary reason code with an anonymous (on the state side of the equation) child victim and a non-custodial parent perpetrator. • Other examples of Events that would not contain identifiable student information could relate to abuse of students by an employee of the school system, gang violence that spills over onto school grounds, a former student selling drugs to current students, vandalism or burglary of school property where non student perpetrators are caught, etc. 	
<p>RECORD LAYOUT(S) and POSITION(S):</p> <p>Student Perpetrator and Instance (091), Position 52; Non-Student Perpetrator and Instance (094), Position 52</p>	

DATA ELEMENT: <i>Physical Aggression Flag</i>	
LENGTH: 1	FORMAT: Alphanumeric
<p>DEFINITION:</p> <p>This is a Y/N indicator allowing LEA to show if Event had a physical component.</p> <p>Notes:</p> <ul style="list-style-type: none"> Some examples of physical components are kicking, hitting or pushing, pinching, stalking and inappropriate touching. 	
<p>RECORD LAYOUT(S) and POSITION(S):</p> <p>Student Perpetrator and Instance (091), Position 66; Non-Student Perpetrator and Instance (094), Position 66</p>	

DATA ELEMENT: <i>Physical Evidence Code</i>	
LENGTH: 2	FORMAT: Alphanumeric
<p>DEFINITION:</p> <p>This is the code indicating the primary source of physical evidence of the Event.</p> <p>Code Values:</p> <p>01 – Graffiti 02 – Notes 03 – E-mail 04 – Websites 05 – Video/Audio Tape 99 – Other</p>	
<p>RECORD LAYOUT(S) and POSITION(S):</p> <p>Student Perpetrator and Instance (091), Position 70; Non-Student Perpetrator and Instance (094), Position 70</p>	

DATA ELEMENT: <i>Primary Reason Code (Event)</i>	
LENGTH: 2	FORMAT: Alphanumeric
<p>DEFINITION:</p> <p>This is the primary reason or most serious offense associated with an Event.</p> <p>Notes:</p> <ul style="list-style-type: none"> You will indicate lesser related participatory roles on the individual perpetrator records. These are the same codes as the Disciplinary Action Reason Codes. <p>Code Values: See APPENDIX G: Primary Reason Code Definitions</p>	
RECORD LAYOUT(S) and POSITION(S): Event (007), Position 46	

DATA ELEMENT: <i>Primary Reason Code (Perpetrator)</i>	
LENGTH: 2	FORMAT: Alphanumeric
<p>DEFINITION:</p> <p>This is the primary reason or most serious offense associated with a Perpetrator for this Event.</p> <p>Notes:</p> <ul style="list-style-type: none"> These are the same codes as the Disciplinary Action Reason Codes. <p>Code Values: See APPENDIX G: Primary Reason Code Definitions</p>	
<p>RECORD LAYOUT(S) and POSITION(S):</p> <p>Student Perpetrator and Instance (091), Position 54; Non-Student Perpetrator and Instance (094), Position 54</p>	

DATA ELEMENT: <i>Reported to Law Enforcement Flag</i>	
LENGTH: 1	FORMAT: Alphanumeric
<p>DEFINITION:</p> <p>This is a Y/N indicator allowing LEA to show if Event was reported to Law Enforcement.</p> <p>Notes:</p> <p>You would also use this code if you have a police officer at the school that took the student into custody.</p>	
<p>RECORD LAYOUT(S) and POSITION(S):</p> <p>Student Perpetrator and Instance (091), Position 77; Non-Student Perpetrator and Instance (094), Position 77</p>	

DATA ELEMENT: <i>Serious Injury Resulted Flag</i>	
LENGTH: 1	FORMAT: Alphanumeric
<p>DEFINITION:</p> <p>This is the Y/N indicator allowing LEA to show if a Serious Injury to Perpetrator or Victim resulted from the Event.</p> <p>Notes:</p> <ul style="list-style-type: none"> Any injury requiring offsite treatment, X-rays, etc. would be considered serious. 	
<p>RECORD LAYOUT(S) and POSITION(S):</p> <p>Student Perpetrator and Instance(091), Position 79; Non-Student Perpetrator and Instance (094), Position 79</p>	

DATA ELEMENT: <i>Site Code (Event)</i>	
LENGTH: 6	FORMAT: Alphanumeric
<p>DEFINITION:</p> <p>This is the code assigned by the LDE describing where the Event took place.</p> <p>Notes:</p> <ul style="list-style-type: none"> • Most reportable Events will take place at a specific school; however, some events can transpire at offsite alternative programs, in virtual space from a student’s home in the case of cyber bullying, or contracted offsite stadiums for sporting events. • When those Events involved perpetrators from multiple schools in your LEA, you can use the XXX999 site code at the Event level. • You will use the specific student’s site code for the Perpetrator record. 	
RECORD LAYOUT(S) and POSITION(S): Event (007), Position 28	

DATA ELEMENT: <i>Site Code (Perpetrator)</i>	
LENGTH: 6	FORMAT: Alphanumeric
<p>DEFINITION:</p> <p>This is the code assigned by the LDE describing the site with which the perpetrator is associated. While the Event Record records the site at which the Event took place, the site code on the perpetrator record is the site code a student was enrolled in at the time of the incident.</p> <p>Notes:</p> <ul style="list-style-type: none"> • If perpetrators come from different schools, you could differentiate that here. • If the perpetrator is an employee, you can use the site code they were serving in at the time of the Event. • If the perpetrator is employed at the main School Office, you will use the XXX700 code. • If the perpetrator is not an employee or student, you will have a Perpetrator Type Code that shows this and you will use the XXX999 site code to indicate this occurred in your LEA but that the perpetrator was not associated with a specific site. 	
<p>RECORD LAYOUT(S) and POSITION(S):</p> <p>Student Perpetrator and Instance (091), Position 46; Non-Student Perpetrator and Instance (094), Position 46</p>	

DATA ELEMENT: <i>Site Code (Victim)</i>	
LENGTH: 6	FORMAT: Alphanumeric
<p>DEFINITION:</p> <p>This is the code assigned by the LDE describing the site with which the victim is associated.</p> <p>Notes:</p> <ul style="list-style-type: none"> • If the victim is neither an employee nor a student, you will have a Victim Type Code that indicates this, and you will use the XXX999 site code to show this happened in your LEA but that the victim was not associated with a particular school. 	
<p>RECORD LAYOUT(S) and POSITION(S): Victim (093), Position 38</p>	

DATA ELEMENT: <i>Time Code</i>	
LENGTH: 2	FORMAT: Alphanumeric
<p>DEFINITION:</p> <p>This is the code describing the portion of day an Event occurred.</p> <p>Code Values:</p> <ul style="list-style-type: none"> 01 – Before School (but on grounds) 02 – During Class 03 – Between Classes 04 – After Normal School Hours (while under supervision or at sponsored activity) 05 – In transit (to or from school) 06 – At bus stop or transfer station 07 – At Extracurricular Event or Assembly (during normal school hours) 08 – At Recess, club, or free-time period 09 – Homeroom 10 – Breakfast or Lunch 99 – Outside of school hours and supervision 	
RECORD LAYOUT(S) and POSITION(S): Event (007), Position 42	

DATA ELEMENT: <i>Verbal Aggression Flag</i>	
LENGTH: 1	FORMAT: Alphanumeric
<p>DEFINITION:</p> <p>This is a Y/N indicator allowing LEA to show if Event contained a Verbal component such as name-calling, taunting or ridiculing, mocking, making offensive comments, teasing, demeaning comments, etc.</p>	
<p>RECORD LAYOUT(S) and POSITION(S):</p> <ul style="list-style-type: none"> Student Perpetrator and Instance (091), Position 67; Non-Student Perpetrator and Instance (094), Position 67 	

DATA ELEMENT: <i>Victim Type Code</i>	
LENGTH: 2	FORMAT: Alphanumeric
<p>DEFINITION:</p> <p>This is the code describing the type of Victim involved in the Event. You will need to use the Victim Type Code to identify if the victim is a student at the school or some other classification of victim.</p> <p>Code Values:</p> <p>01 – Student Enrolled at this Site</p> <p>02 – Student Enrolled at another Site in LEA than where Event transpired or where the Perpetrator attends (i.e., cyber bullying may take place with students from one school harassing other students electronically)</p> <p>03 – Student Enrolled at a nonpublic Site</p> <p>10 – Teacher or Instructor (includes coaches and band directors)</p> <p>13 – Non-Instructional Office Staff (Principal, Counselor, secretary, janitor, cafeteria workers, etc.)</p> <p>15 – Other LEA Employee not assigned to this Site, exclusively</p> <p>17 – Contractor or Vendor</p> <p>20 – Parent or legal guardian of enrolled student</p> <p>21 – Non-Custodial parent of enrolled student</p> <p>23 – Other Relative of staff or student other than parent of Victim</p> <p>99 – Other</p> <p>Notes:</p> <ul style="list-style-type: none"> • Most Victims will be students; however, you can have visitors, relatives, and school personnel that are the target of theft, vandalism and aggression. 	
RECORD LAYOUT(S) and POSITION(S): Victim (093), Position 44	

DATA ELEMENT: <i>Witness Count</i>	
LENGTH: 2	FORMAT: Numeric
<p>DEFINITION:</p> <p>This is a count of witnesses interviewed in connection with an Event.</p> <p>Notes:</p> <ul style="list-style-type: none"> • If LEAs are required or permitted to record the specific name(s), they would just send the count for a given Event. • This field should be left padded with zero if count is less than 10. For example, a witness count of 2 would be sent as "02" 	
<p>RECORD LAYOUT(S) and POSITION(S):</p> <p>Student Perpetrator and Instance (091), Position 68; Non-Student Perpetrator and Instance (094), Position 68</p>	

APPENDIX C – SIS Extract Files and Reports

The following are a list of the SIS reports and the run schedules for each. A description of each report and a sample layout can be found following this section.

Extract File/Report Number and Name	Run during: Oct. 1 and Feb. 1 MFP	Run during: Oct. 1 LEADS	Run during EOY	Run Year-Round
SISF01 Student Extract File				X
SISF02 Direct Certification Validation Extract File (same data as SISR59)	X		X	
SISF03 Direct Certification Match Extract File (same data as SISR58)	X			
SISF04 Enrollment Derivation Extract				X
SISF05 LRS Class Data Extract File		X		
SISF06 Student Data Extract File		X		
SISF07 Extract Files (Rosters)				X
SISR01 Membership Roster	X		X	
SISR03 Membership Roster Report	X		X	
SISR04 Enrollment Count Report	X		X	
SISR06 Enrollment Roster Report	X		X	
SISR07 Free/Reduced Lunch Enrollment Count	X		X	
SISR09 Multiple Enrollment Report	X			X
SISR11 At Risk Count Report	X		X	X
SISR13 Free/Reduced Lunch Count Report	X		X	
SISR15 Same ID Report	X			X
SISR17 Duplicate Student Report	X			X
SISR19 Option Code Roster Report	X		X	X
SISR20 Class Detail Report		X		
SISF21 Class Summary Report		X		
SISR22 Aggregate Dropout Cleanup Roster			X	X
SISR24 Potential Dropout Roster Report			X	X
SISR25 Preliminary Graduate Roster Report			X	
SISR26 Enrollment Data Verification Site Level Report				X
SISR27 Enrollment Data Verification and LEA Level Report				X
SISR31 Discipline Data Verification Site Level Report				X
SISR32 Discipline Data Verification LEA Level Reports				X
SISR36 Lep Roster Report	X		X	
SISR37 Homeless Roster Report	X		X	
SISR38 Homeless Summary Report	X		X	
SISR39 Truancy Count Roster				X

Extract File/Report Number and Name	Run during: Oct. 1 and Feb. 1	Run during: Oct. 1 LEADS	Run during EOY	Run Year-Round
SISR40 Truancy Summary Count				X
SISR41 Students Without Class Schedule Roster		X		
SISR43 Not Flagged as Free Lunch Roster	X			
SISR44 Not Flagged as Free Lunch LEA Summary Count	X			
SISR46 Grade Level Does Not Match SPED Indicator Roster				X
SISR47 Grade Level Does Not Match SPED Indicator LEA Summary				X
SISR51 PreK Funding LA4 Roster	X			X
SISR52 Data Integrity by SITE		X		
SISR53 Data Integrity by Class		X		
SISR56 Grade Level Does Not Match SPED Indicator Roster LIVE	X			
SISR57 Grade Level Does Not Match SPED Indicator Rost LEA Summary LIVE	x			
SISR58 Direct Cert Match Report	X		X	
SISR59 Direct Cert Report	X		x	
SISR65 Student Address Roster Report				X
SISR66 MFP School District Summary Count Report	X			
SISR70 504 Student Roster				X
SISR71 504 Student Summary Count Report				X
SISR72 504 Compliance Report				X
SISR73 504 Evaluation Management Roster				X
SISR74 504 Status in Previous Enrollment Roster				X
SISR83 GED Completer's				X

Student Extract Files

SISF01 Student File

DESCRIPTION: A file of student data is created for the record type selected (see below). The data is created in CSV or fixed-width format.

To run, select the:

- (1) *Beginning School Session Year* (e.g., 2014)
- (2) *Processing Period* (e.g., Oct. 1 MFP)
- (3) *Record Type*

ID	File Name
SISC02	Cohort Student Extract File
SISC03	Cohort Rates Extract
SISF01	Student File
SISF02	Direct Certification Validation Extract File
SISF03	Direct Certification Match Extract File
SISF04	Enrollment Derivation Extract File
SISF05	LRS Class Table Extract File
SISF06	LRS Student Table Extract File
SISF07	Extract Files (Rosters)
SISF09	Dropout Extract Roster
SISF10	Event Records (2012 and later)

Beginning School Session Year: 2014

Processing Period: Oct. 1 MFP

Sponsor: 027 Jefferson Davis Parish

Export Demographic Record

Export Enrollment Record

Export Discipline Record (090 records for 2011 and earlier)

Export Class Schedule Record

Export Address Record

Export 504 Student Record

Export Program Record

Export All Records

Create Fixed-Width Records

Create Comma Separated Value Records

Select the desired information and click 'Export' to create your text file

SISF02 Direct Certification Validation Extract File (also see [SISR59 Direct Certification Verification Report](#))

To run, select the: *Beginning School Session Year* (e.g., 2014)

ID	File Name
SISC02	Cohort Student Extract File
SISC03	Cohort Rates Extract
SISF01	Student File
SISF02	Direct Certification Validation Extract File
SISF03	Direct Certification Match Extract File
SISF04	Enrollment Derivation Extract File
SISF05	LRS Class Table Extract File
SISF06	LRS Student Table Extract File
SISF07	Extract Files (Rosters)
SISF09	Dropout Extract Roster
SISF10	Event Records (2012 and later)

Beginning School Session Year: 2014

Sponsor Code: 001 Acadia Parish Schools

Create Comma Separated Value Records

Select the desired information and click 'Export' to create your file

SISF03 Direct Certification Match Extract File (also see [SISR58 Direct Certification Match Report](#))

To run, select the:

- (1) *Beginning School Session Year* (e.g., 2014)
- (2) *Processing Period* (e.g., Oct. 1 MFP)

ID	File Name
SISC02	Cohort Student Extract File
SISC03	Cohort Rates Extract
SISF01	Student File
SISF02	Direct Certification Validation Extract File
SISF03	Direct Certification Match Extract File
SISF04	Enrollment Derivation Extract File
SISF05	LRS Class Table Extract File
SISF06	LRS Student Table Extract File
SISF07	Extract Files (Rosters)
SISF09	Dropout Extract Roster
SISF10	Event Records (2012 and later)

Beginning Schl Sess Yr:	2012
Processing Period:	EOY
FNS Processing Year:	2013
Sponsor Cd:	001 Acadia Parish Schools
As Of Date:	EOY
<input checked="" type="checkbox"/> Create Comma Separated Value Records	
<input type="button" value="Export"/> <input type="button" value="Reset Page"/>	

Select the desired information and click 'Export' to create your file

SISF04 Enrollment Derivation Extract

DESCRIPTION: A file of the SIS Enrollment Derivation student records for the district is created Based on the format requested (CSV or Fixed-width).

To run, select the:

- (1) *Beginning School Session Year* (e.g., 2014)
- (2) *Processing Period* (e.g., Oct. 1 MFP)
- (3) *Format Type*

ID	File Name
SISC02	Cohort Student Extract File
SISC03	Cohort Rates Extract
SISF01	Student File
SISF02	Direct Certification Validation Extract File
SISF03	Direct Certification Match Extract File
SISF04	Enrollment Derivation Extract File
SISF05	LRS Class Table Extract File
SISF06	LRS Student Table Extract File
SISF07	Extract Files (Rosters)
SISF09	Dropout Extract Roster
SISF10	Event Records (2012 and later)

Beginning School Session Year:	2014
Processing Period:	Oct. 1 MFP
Sponsor:	027 Jefferson Davis Parish
<input checked="" type="checkbox"/> Create Fixed-Width Records	
<input type="checkbox"/> Create Comma Separated Value Records	
<input type="button" value="Export"/> <input type="button" value="Reset Page"/>	

Select the desired information and click 'Export' to create your text file.

SISF05 LRS Class Data Extract File

DESCRIPTION: A file of the student data represented on the *SISR20 LEADS Class Detail Report* and *SISR21 LEADS Class Summary Report* is created. *Verify when last derivation was run.*

To run, select the:

- (1) *Beginning School Session Year* (e.g., 2014)
- (2) *Processing Period* (e.g., Oct. 1 MFP)
- (3) *Site*

ID	File Name
SISC02	Cohort Student Extract File
SISC03	Cohort Rates Extract
SISF01	Student File
SISF02	Direct Certification Validation Extract File
SISF03	Direct Certification Match Extract File
SISF04	Enrollment Derivation Extract File
SISF05	LRS Class Table Extract File
SISF06	LRS Student Table Extract File
SISF07	Extract Files (Rosters)
SISF09	Dropout Extract Roster
SISF10	Event Records (2012 and later)

Beginning School Session Year:	2011
Processing Period:	Oct. 1 LEADS
Sponsor:	001 Acadia Parish
Site:	All Sites
Version Number:	1
<input checked="" type="checkbox"/> Create Comma Separated Value Records	
<input type="button" value="Export"/> <input type="button" value="Reset Page"/>	

Select the desired information and click 'Export' to create your text file.

SISF06 LRS Student Data Extract File

DESCRIPTION: For Voc Ed student rosters, you will have to import student data as well as SISF05 LRS Class Data Extract File and link to it in query. 1 is Version Number, 2 is collection period, V is Vocational for Academic Area Code.

To run, select the:

- (1) *Beginning School Session Year* (e.g., 2014)
- (2) *Processing Period* (e.g., Oct. 1 MFP)
- (3) *Site*

ID	File Name
SISC02	Cohort Student Extract File
SISC03	Cohort Rates Extract
SISF01	Student File
SISF02	Direct Certification Validation Extract File
SISF03	Direct Certification Match Extract File
SISF04	Enrollment Derivation Extract File
SISF05	LRS Class Table Extract File
SISF06	LRS Student Table Extract File
SISF07	Extract Files (Rosters)
SISF09	Dropout Extract Roster
SISF10	Event Records (2012 and later)

Beginning School Session Year:	2013
Processing Period:	Oct. 1 LEADS
Sponsor:	017 East Baton Rouge Parish
Site:	017016 Broadmoor Senior High School
Version Number:	1
<input checked="" type="checkbox"/> Create Comma Separated Value Records	
<input type="button" value="Export"/> <input type="button" value="Reset Page"/>	

Select the desired information and click 'Export' to create your text file.

SISF07 Extract Files (Rosters)

DESCRIPTION: A CSV file of student data is created based the record type requested (see below).

To run, select the:

- (1) *Beginning School Session Year* (e.g., 2014)
- (2) *Processing Period* (e.g., Oct. 1 MFP)
- (3) *Site*
- (4) *Record Type*

ID	File Name
SISC02	Cohort Student Extract File
SISC03	Cohort Rates Extract
SISF01	Student File
SISF02	Direct Certification Validation Extract File
SISF03	Direct Certification Match Extract File
SISF04	Enrollment Derivation Extract File
SISF05	LRS Class Table Extract File
SISF06	LRS Student Table Extract File
SISF07	Extract Files (Rosters)
SISF09	Dropout Extract Roster
SISF10	Event Records (2012 and later)

Beginning School Session Year:	2014
Processing Period:	Oct. 1 MFP
Sponsor:	032 Livingston Parish
Site:	All Sites
As Of Date:	10/1/2014

<input type="checkbox"/> Export Membership Text File (SISR03)	<input type="checkbox"/> Export Truancy Text File (SISR39)
<input type="checkbox"/> Export Enrollment Text File (SISR06)	<input type="checkbox"/> Export Students Without Class Schedule Text File (SISR41)
<input type="checkbox"/> Export Option Code Text File (SISR19)	<input type="checkbox"/> Export Not Flagged as Free Lunch Text File (SISR43)
<input type="checkbox"/> Export Aggregate Dropout Cleanup Text File (SISR22)	<input type="checkbox"/> Export Grade Level Does Not Match SPED Indicator Text File (SISR46)
<input type="checkbox"/> Export Potential Dropout Text File (SISR24)	<input type="checkbox"/> Export Student Address Text File (SISR65)
<input type="checkbox"/> Export Preliminary Graduate Text File (SISR25)	<input type="checkbox"/> Export 504 Student Text File (SISR70)
<input type="checkbox"/> Export LEP Text File (SISR36)	<input type="checkbox"/> Export 504 Status In Previous Enrollment Text File (SISR74)
<input type="checkbox"/> Export Homeless Text File (SISR37)	<input type="checkbox"/> Export Aggregated Homeless - Site Level Text File (HOMR25)

Create Comma Separated Value Records

SISR10 Event Records (2012 and later)

DESCRIPTION: A file of student discipline data is created (record types 007, 093, 094) based the format requested (CSV or Fixed-Width).

To run, select the:

- (1) *Beginning School Session Year* (e.g., 2014)
- (2) *Processing Period* (e.g., Oct. 1 MFP)
- (3) *Record Type*
- (4) *Format*

ID	File Name
SISC02	Cohort Student Extract File
SISC03	Cohort Rates Extract
SISF01	Student File
SISF02	Direct Certification Validation Extract File
SISF03	Direct Certification Match Extract File
SISF04	Enrollment Derivation Extract File
SISF05	LRS Class Table Extract File
SISF06	LRS Student Table Extract File
SISF07	Extract Files (Rosters)
SISF09	Dropout Extract Roster
SISF10	Event Records (2012 and later)

Beginning School Session Year:	2014	(Must be greater than 2011)
Processing Period:	Oct. 1 MFP	
Sponsor:	032 Livingston Parish	

<input type="checkbox"/> Export Event Record (007)
<input type="checkbox"/> Export Victim Record (093)
<input type="checkbox"/> Export Non Student Perpetrator Record (094)
<input type="checkbox"/> Export All Records (007, 093, 094)

Create Fixed-Width Records

Create Comma Separated Value Records

Select the desired information and click 'Export' to create your text file

Food and Nutrition Extract Files and Reports

SISR07 Free/Reduced Lunch Enrollment Count

DESCRIPTION: By site, includes a count of enrolled students who have been reported as eligible for Free-or Reduced meal benefits.

REPORT: SISR07 RUN DATE: 4/16/2014		LOUISIANA DEPARTMENT OF EDUCATION STUDENT INFORMATION SYSTEM FREE/REDUCED LUNCH ENROLLMENT COUNT SCHOOL SESSION 2013-2014 10/01/2013 LUNCH CODE(S) 1,2													PAGE: Page 1 of 1 RUN TIME: 1:34:22 PM			
LEA: 002 Allen Parish																		
SITE CODE/NAME	INF	PRE SCH	PRE K	1	2	3	4	5	6	7	8	9	10	11	12	NON GR	TOTAL	
002001 Elizabeth High School	0	0	13	18	20	11	21	8	15	12	9	17	15	4	13	8	0	184
002002 Fairview High School	0	0	11	25	19	19	17	13	14	21	15	24	21	7	12	9	0	227
002003 Kinder Elementary School	0	6	56	59	85	69	58	60	0	0	0	0	0	0	0	0	0	393
002004 Kinder High School	0	0	0	0	0	0	0	0	0	0	0	0	63	44	33	28	0	168
002005 Oakdale Elementary School	0	2	74	102	75	82	74	73	0	0	0	0	0	0	0	0	0	482
002006 Oakdale High School	0	0	0	0	0	0	0	0	0	0	0	0	55	33	33	40	0	161
002007 Oakdale Middle School	0	0	0	0	0	0	0	0	76	78	67	71	0	0	0	0	0	292
002008 Oberlin Elementary School	0	4	12	33	33	34	26	26	19	40	0	0	0	0	0	0	0	227
002009 Oberlin High School	0	0	0	0	0	0	0	0	0	0	33	36	33	37	24	20	0	183
002010 Reeves High School	0	1	7	10	16	12	12	14	15	17	13	15	18	14	12	10	0	186
002015 Kinder Middle School	0	0	0	0	0	0	0	0	49	56	51	66	0	0	0	0	0	222
TOTAL	0	13	173	247	248	227	208	194	188	224	188	229	205	139	127	115	0	2725

SISR13 Free/Reduced Lunch Count Report

DESCRIPTION: By site, includes a count of MFP students who have been reported as eligible for Free or Reduced meal benefits.

REPORT: SISR13 RUN DATE: 4/16/2014		LOUISIANA DEPARTMENT OF EDUCATION STUDENT INFORMATION SYSTEM FREE/REDUCED LUNCH MEMBERSHIP COUNT SCHOOL SESSION 2013-2014 10/01/2013 LUNCH CODE(S) 1,2													PAGE: 1 of 1 RUN TIME: 1:41:40 PM	
LEA: 002 Allen Parish																
SITE CODE / NAME	INF	PRE SCH	K	1	2	3	4	5	6	7	8	9	10	11	12	TOTAL
002001 Elizabeth High School	0	0	18	20	11	21	8	15	12	9	17	15	4	13	8	171
002002 Fairview High School	0	0	25	19	19	17	13	14	21	15	24	21	7	12	9	216
002003 Kinder Elementary School	0	6	59	85	69	58	60	0	0	0	0	0	0	0	0	337
002004 Kinder High School	0	0	0	0	0	0	0	0	0	0	0	63	44	33	28	168
002005 Oakdale Elementary School	0	2	102	75	82	74	73	0	0	0	0	0	0	0	0	408
002006 Oakdale High School	0	0	0	0	0	0	0	0	0	0	0	55	33	33	40	161
002007 Oakdale Middle School	0	0	0	0	0	0	0	76	78	67	71	0	0	0	0	292
002008 Oberlin Elementary School	0	4	33	33	34	26	26	19	40	0	0	0	0	0	0	215
002009 Oberlin High School	0	0	0	0	0	0	0	0	0	33	36	33	37	24	20	183
002010 Reeves High School	0	1	10	16	12	12	14	15	17	13	15	18	14	12	10	179
002015 Kinder Middle School	0	0	0	0	0	0	0	49	56	51	66	0	0	0	0	222
TOTAL	0	13	247	248	227	208	194	188	224	188	229	205	139	127	115	2552

SISR43 Not Flagged as Free Lunch Roster

DESCRIPTION:

Provides a list of students for the LEA by Site who are:

- Flagged as homeless according to [homeless code](#) but not flagged in SIS as eligible for free meal benefits.
- Directly certified via SNAP and eligible for free meal benefits, but flagged as PAID in SIS.
- Directly certified via SNAP and eligible for free meal benefits, but flagged as REDUCED in SIS.

REPORT: SISR43 RUN DATE: 11/21/2014	LOUISIANA DEPARTMENT OF EDUCATION STUDENT INFORMATION SYSTEM NOT FLAGGED AS FREE LUNCH ROSTER 10/01/2014 SCHOOL SESSION 2014-2015	PAGE: 1 of 10 RUN TIME: 2:33:36 PM									
LEA: 002 Allen Parish SITE: 002001 Elizabeth High School											
STUDENT NAME	STATE ID	LOCAL ID	BIRTH DATE	SEX	RACE/ ETHNICITY	GRADE	ENTRY DATE	FREE/RED CODE	DIRECT CERT	HOMELESS CODE	
TOTAL FOR	Homeless Not Flagged as Free Lunch					0					
	Paid, but Direct Certified for Free Lunch					1					
	Reduced, but Direct Certified for Free Lunch					0					

SISR44 Not Flagged as Free Lunch LEA Summary Count

DESCRIPTION:

- Provides a summary count for the LEA of students who are:
 - Flagged as homeless according to [homeless code](#) but not flagged in SIS as eligible for free meal benefits.
 - Directly certified via SNAP and eligible for free meal benefits, but flagged as PAID in SIS.
 - Directly certified via SNAP and eligible for free meal benefits, but flagged as REDUCED in SIS.

REPORT: SISR44 RUN DATE: 3/31/2016	LOUISIANA DEPARTMENT OF EDUCATION STUDENT INFORMATION SYSTEM NOT FLAGGED AS FREE LUNCH LEA SUMMARY 10/01/2014 SCHOOL SESSION 2014-2015	PAGE: 1 of 1 RUN TIME: 1:10:00 PM
LEA: 002 Allen Parish		
	Homeless, but not Flagged as Free Lunch	0
	Paid, but Direct Certified as Free Lunch	11
	Reduced, but Direct Certified for Free Lunch	9
TOTAL FOR LEA		20

SISR58 Direct Certification Match Report
SISF03 Direct Certification Match Extract File

DESCRIPTION: The SISR58 report and the SISF03 extract file contain recipient and household data supplied via the Supplemental Nutrition Assistance (SNAP) file. This data identifies students enrolled in your district who are directly certified through the National School Lunch Program (NSLP) to receive free meal benefits.

- The fields **First Name, State ID, and DOB must match** for a student to be considered directly certified and to be flagged in SIS
- Compare this list to your current enrollment to identify any students that would qualify as directly certified but that match on only one or two elements instead of **all 3**.
- According to Federal Regulations, only the name and one (1) other identifier must match for the child to be directly certified. Other eligible students may be identified by using fields on the *SISF02 Direct Cert Verification Extract file/SISR59 Direct Cert Verification Report* (addresses, siblings who have already been identified as free, etc.).
- You will need to verify students listed are the students actually enrolled at your school.
- For the beginning school year, the SIS EOY data is matched against the (SNAP) Master File as of June 30 and used by Food Supervisors to determine the preliminary eligibility for the following school year. When SIS opens for the Oct 1 MFP data collection, the prior year EOY SIS data is used for the *SISR43 Report Not flagged as Free Lunch* and updated *SISR58 Direct Certification Match* reports.
- You may have students that will not be listed but they will be found on the SISF02/SISR59 Verification File or Report if they signed up for supplemental Nutrition Assistance in another parish.
- A sample *SISR58 Direct Certification Match Report* is shown below:

Report: SISR58 Louisiana Department of Education Page 1 of 62
 Run Date: 11/21/2014 Student Information System Run Time: 02:53
 Direct Certification Match Report
 School Session: 2014 - 2015 / Processing Period: 1 / FNS BSSY: 2014 / Sponsor: 002 / As-Of Date: 10/1/2014
 School System: 002 Allen Parish

STUDENT					FOOD STAMP				*** Match Status ***		
Student ID	Last Name	First Name	MI	D.O.B.	D.O.B.	Last Name	First Name	MI	SSN	DOB	F-Name

- The record layout for the *SISF03 Direct Certification Match Extract File* is shown below:
- If there are problems with uploading the file to the Food Service Software, try the following:
 - Click SISF03 file in SIS web, click export, click save, rename and save to desktop
 - Right-click file on desktop, select send to, mail recipient
 - Email to Food Service Supervisor
 - Food Service Supervisor will right-click on attachment in email and “save as” to desktop (**Do not open!**)
 - Import file from desktop into Food Service Software
 - If you have problems, hold down the CTRL key before selecting EXPORT and continue to hold it down until you save the file.

SISF03 Direct Certification Match Extract File layout			
Field Name	Max Length	Type	Description
System Indicator	3	Char	Always "FNS"
School Session	6	Char	The beginning and ending years of applicable school year, Format: XXXXXXXY
Sponsor Code	3	Char	Sponsor code assigned by LDE
Student ID	9	Varchar	Code used by state to identify a student. Either a SSN or temporary ID that has been used/assigned by district.
Student Local ID	9	Varchar	Code used by local authorities to identify a student.
Student Last Name	20	Varchar	Student's Last Name
Student Suffix Name	3	Varchar	Student's Suffix
Student First Name	15	Varchar	Student's First Name
Student Middle Name	15	Varchar	Student's Middle Name
Student Birth Date	8	Date	Calendar date of birth in format YYYYMMDD
Student Gender Code	1	Char	Gender of the student {M, F}
Student Ethnicity	1	Char	Student Ethnicity {1, 2, 3, 4, 5}; Filler for 2010-2011 and later
Enrollment Site Code	6	Char	Code used to identify the school where student is enrolled
Matched SSN Flag	1	Char	Code indicating whether the Student ID matches the Recipient SSN {Y, N}
Matched Birth Date Flag	1	Char	Code indicating whether the Student Birth Date matches the Recipient Birth Date {Y, N}
Matched First Name Flag	1	Char	Code indicating whether the Student First Name matches the Recipient First Name {Y, N}
Recipient Birth Date	8	Date	Calendar date of birth in format YYYYMMDD
Recipient Last Name	15	Varchar	Recipient's Last Name
Recipient First Name	9	Varchar	Recipient's First Name
Recipient Middle Name	1	Varchar	Recipient's Middle Initial
Household ID	9	Varchar	SSN used by state to identify a household
Household Name	25	Varchar	String household name
Grade Placement Code	2	Char	The student's grade for this enrollment
Audit Sponsor Code	3	Char	Sponsor code
Audit Date Received	8	Date	Calendar date of SNAP upload to system in format YYYYMMDD
Audit Download Type	1	Char	Always "F"
Audit Date Processed	8	Date	Calendar date of SNAP file processing in format YYYYMMDD
			2010-2011 and later
Hispanic Flag	1	Char	Y if Hispanic; N if not
Am Indian Race Flag	1	Char	Y if American Indian/Alaskan; N if not
Asian Race Flag	1	Char	Y if Asian; N if not
Black Race Flag	1	Char	Y if Black or African American; N if not
Pac Islander Race Flag	1	Char	Y if Native Hawaiian/Pac Islander; N if not
White Race Flag	1	Char	Y if White; N if not

SISR59 Direct Certification Validation Report
SISF02 Direct Certification Validation Extract File

DESCRIPTION: The SISR59 report and the SISF02 extract file contain recipient and household data supplied via the Supplemental Nutrition Assistance (SNAP) file. This data identifies students from the enrolling parishes for your district who are directly certified through the National School Lunch Program (NSLP) to receive free meal benefits.

- Includes additional identifiers, not found on the SISF03/SISR58 Match File or Report, that can be used for secondary matches in identifying students enrolled at your school.
- A sample *SISR59 Direct Certification Verification Report* is shown below:

Report: SISR59 Louisiana Department of Education Page: 1 of 73
 Run Date: 11/21/2014 Student Information System Run Time: 02:52:03
 Direct Certification Verification Report
 School Session 2014 - 2015

Sponsor: 002 Allen Parish

Recipient						Household	
Parish	Last Name	First Name	MI	SSN	DOB	Name	SSN

- The record layout for the *SISF02 Direct Certification Validation Extract File* is shown below:

SISF02 Direct Certification Validation Extract File layout

Field Name	Max Length	Type	Description
Sponsor Code	3	char	Sponsor Code assigned by LDE
Parish Code	2	char	The 2-digit code assigned to each parish
Recipient SSN	9	varchar	SSN used by state to identify a recipient
Recipient Last Name	15	varchar	Recipient's Last Name
Recipient First Name	9	varchar	Recipient's First Name
Recipient Middle Name	1	varchar	Recipient's Middle Initial
Recipient Birth Date	8	date	Calendar date of birth in format YYYYMMDD
Household ID (SSN)	9	varchar	SSN used by state to identify a household
Household Name	25	varchar	String household name
Residence Address-Street 1	25	varchar	Physical Street Address1
Residence Address-Street 2	25	varchar	Physical Street Address2
Residence Address- City	20	Varchar	Physical City Address
Residence Address-ZIP	5	varchar	Physical Zip Code
Residence Address-State	2	varchar	Physical State Address
Mailing Address-Street-1	25	varchar	Mailing Street Address1
Mailing Address-Street 2	25	varchar	Mailing Street Address2
Mailing Address-City	20	varchar	Mailing City Address
Mailing Address-ZIP	5	varchar	Mailing Zip Code
Mailing Address-State	2	varchar	Mailing State Address
Recipient's Ethnicity	1	varchar	Recipient's Ethnicity
Recipient's Gender	1	varchar	Recipient's Gender
Recipient's Race	1	varchar	Recipient's Race

October 1 MFP and February 1 MFP Reports

SISR01 Membership Count Report

DESCRIPTION: Lists a count of students who are not in grade 24 (PK) and not 22 years old the first day of school

REPORT: SISR01 RUN DATE: 4/16/2014		LOUISIANA DEPARTMENT OF EDUCATION STUDENT INFORMATION SYSTEM STUDENT MEMBERSHIP 10/01/2013 SCHOOL SESSION 2013-2014													PAGE: 1 of 1 RUN TIME: 1:26:15 PM	
LEA: 002 Allen Parish																
SITE CODE/NAME	PRE															TOTAL
	INF	SCH	K	1	2	3	4	5	6	7	8	9	10	11	12	
002001 Elizabeth High School	0	2	29	40	23	38	23	37	30	22	34	28	21	26	17	370
002002 Fairview High School	0	0	36	36	32	29	22	34	29	34	42	37	23	26	29	409
002003 Kinder Elementary School	0	10	109	124	104	95	103	0	0	0	0	0	0	0	0	545
002004 Kinder High School	0	0	0	0	0	0	0	0	0	0	0	111	74	71	62	318
002005 Oakdale Elementary School	0	5	125	105	110	92	92	0	0	0	0	0	0	0	0	529
002006 Oakdale High School	0	0	0	0	0	0	0	0	0	0	0	81	66	60	75	282
002007 Oakdale Middle School	0	0	0	0	0	0	0	98	104	92	97	0	0	0	0	391
002008 Oberlin Elementary School	0	8	41	48	43	51	43	36	49	0	0	0	0	0	0	319
002009 Oberlin High School	0	0	0	0	0	0	0	0	0	39	57	47	53	41	43	280
002010 Reeves High School	0	1	17	22	18	23	14	25	22	26	27	24	21	25	23	288
002015 Kinder Middle School	0	0	0	0	0	0	0	87	97	80	107	0	0	0	0	371
TOTAL	0	26	357	375	330	328	297	317	331	293	364	328	258	249	249	4102

SISR03 Membership Roster Report

DESCRIPTION: Lists a roster of the students included in *SISR01 Membership Count Report*

REPORT: SISR03 RUN DATE: 4/16/2014		LOUISIANA DEPARTMENT OF EDUCATION STUDENT INFORMATION SYSTEM STUDENT MEMBERSHIP ROSTER 10/01/2013 SCHOOL SESSION 2013-2014							PAGE: 1 of 233 RUN TIME: 1:29:15 PM	
LEA: 002 Allen Parish										
SITE: 002001 Elizabeth High School										
GRADE: 01 FIRST										
STUDENT NAME	ID NUMBER	LOCAL ID	BIRTH DATE	SEX	RACE/ETHNICITY	ENROLL DATE	EXIT DATE			

SISR04 Enrollment Count Report

DESCRIPTION: Lists a count of all enrolled students

REPORT: SISR04 RUN DATE: 4/16/2014		LOUISIANA DEPARTMENT OF EDUCATION STUDENT INFORMATION SYSTEM STUDENT ENROLLMENT COUNT 10/01/2013 SCHOOL SESSION 2013-2014													PAGE: Page 1 of 1 RUN TIME: 1:31:02 PM		
LEA: 002 Allen Parish																	
SITE CODE/NAME	INF	PRE SCH	PRE K	K	1	2	3	4	5	6	7	8	9	10	11	12	TOTAL
002001 Elizabeth High School	0	2	23	29	40	23	38	23	37	30	22	34	28	21	26	17	393
002002 Fairview High School	0	0	27	36	36	32	29	22	34	29	34	42	37	23	26	29	436
002003 Kinder Elementary School	0	10	90	109	124	104	95	103	0	0	0	0	0	0	0	0	635
002004 Kinder High School	0	0	0	0	0	0	0	0	0	0	0	0	111	74	71	62	318
002005 Oakdale Elementary School	0	5	89	125	105	110	92	92	0	0	0	0	0	0	0	0	618
002006 Oakdale High School	0	0	0	0	0	0	0	0	0	0	0	0	81	66	60	75	282
002007 Oakdale Middle School	0	0	0	0	0	0	0	0	98	104	92	97	0	0	0	0	391
002008 Oberlin Elementary School	0	8	25	41	48	43	51	43	36	49	0	0	0	0	0	0	344
002009 Oberlin High School	0	0	0	0	0	0	0	0	0	0	39	57	47	53	41	43	280
002010 Reeves High School	0	1	12	17	22	18	23	14	25	22	26	27	24	21	25	23	300
002015 Kinder Middle School	0	0	0	0	0	0	0	0	87	97	80	107	0	0	0	0	371
TOTAL	0	26	266	357	375	330	328	297	317	331	293	364	328	258	249	249	4368

SISR06 Enrollment Roster Report

DESCRIPTION: Lists a roster of students included in *SISR04 Enrollment Count Report*

REPORT: SISR06 RUN DATE: 4/16/2014		LOUISIANA DEPARTMENT OF EDUCATION STUDENT INFORMATION SYSTEM ENROLLMENT ROSTER REPORT 10/01/2013 SCHOOL SESSION 2013-2014							PAGE: Page 1 of 231 RUN TIME: 1:33:18 PM	
LEA: 002 Allen Parish										
SITE: 002001 Elizabeth High School										
GRADE: 01 FIRST										
STUDENT NAME	ID NUMBER	LOCAL ID	BIRTH DATE	SEX	RACE/ETHNICITY	ENROLL DATE	EXIT DATE			

SISR09 Multiple Enrollment Report

DESCRIPTION: Lists students enrolled in 2 districts with overlapping dates of enrollment.

- A student cannot be enrolled in different districts on any given date. One district may have the student listed as absent when in fact he/she was enrolled in another district.
- May indicate a student wasn't exited on the correct date or in a timely manner from the previous district
- Use this report to fix warning message [901 "Student enrolled in another LEA"](#)
- When "as of date" is set to blank, the report shows when the same student appears to be enrolled at two locations simultaneously

REPORT: SISR09 RUN DATE: 11/21/2014	LOUISIANA DEPARTMENT OF EDUCATION STUDENT INFORMATION SYSTEM MULTIPLE ENROLLMENT REPORT 10/01/2014 SCHOOL SESSION 2014-2015	PAGE: Page 1 of 143 RUN TIME: 3:02:39 PM						
LEA: 003 Ascension Parish								
SITE: 003033 Spanish Lake Primary School								
STATE ID	STUDENT NAME	BIRTH DATE	RACE/ ETHNICITY	SITE CD	SITE NAME	GRADE	ENROLL DATE	EXIT DATE

SISR11 At Risk Count Report

DESCRIPTION: Lists a count of students who are Free-Lunch Eligible, Reduced-Lunch Eligible or LEP (Limited English Proficient)

REPORT: SISR11 RUN DATE: 4/16/2014	LOUISIANA DEPARTMENT OF EDUCATION STUDENT INFORMATION SYSTEM AT RISK MEMBERSHIP 10/01/2013 SCHOOL SESSION 2013-2014	PAGE: 1 of 1 RUN TIME: 1:39:44 PM														
LEA : 002 Allen Parish																
	PRE															
SITE CODE/NAME	INF	SCH	K	1	2	3	4	5	6	7	8	9	10	11	12	TOTAL
002001 Elizabeth High School	0	0	18	20	11	21	8	15	12	9	17	15	4	13	8	171
002002 Fairview High School	0	0	25	19	19	17	13	14	21	15	24	21	7	12	9	216
002003 Kinder Elementary School	0	6	59	85	69	58	60	0	0	0	0	0	0	0	0	337
002004 Kinder High School	0	0	0	0	0	0	0	0	0	0	0	63	44	33	28	168
002005 Oakdale Elementary School	0	2	102	75	82	74	73	0	0	0	0	0	0	0	0	408
002006 Oakdale High School	0	0	0	0	0	0	0	0	0	0	0	55	33	33	40	161
002007 Oakdale Middle School	0	0	0	0	0	0	0	76	78	67	72	0	0	0	0	293
002008 Oberlin Elementary School	0	4	33	33	34	26	26	19	40	0	0	0	0	0	0	215
002009 Oberlin High School	0	0	0	0	0	0	0	0	0	33	36	33	37	24	20	183
002010 Reeves High School	0	1	10	16	12	12	14	15	17	13	15	18	14	12	10	179
002015 Kinder Middle School	0	0	0	0	0	0	0	49	56	51	66	0	0	0	0	222
TOTAL	0	13	247	248	227	208	194	188	224	188	230	205	139	127	115	2553

SISR15 Same ID Report

DESCRIPTION: Lists students with identical SSNs/State IDs but different demographics

REPORT: SISR15
RUN DATE: 11/21/2014

LOUISIANA DEPARTMENT OF EDUCATION
STUDENT INFORMATION SYSTEM
SAME ID REPORT
10/01/2014
SCHOOL SESSION 2014-2015

PAGE: Page 1 of 6
RUN TIME: 3:04:33 PM

LEA: 398 RSD-Knowledge is Power Program (KIPP) N.O.
SITE: 398001 KIPP Believe College Prep (Phillips)

STATE ID	STUDENT LAST NAME	SITE CD	SITE NAME
----------	-------------------	---------	-----------

SISR17 Duplicate Students Report

DESCRIPTION: List students with identical demographics but differing State IDs. This may occur when LEAs changes a State ID and enrolls the student with the new State ID without deleting the old student record

REPORT: SISR17
RUN DATE: 4/16/2014

LOUISIANA DEPARTMENT OF EDUCATION
STUDENT INFORMATION SYSTEM
DUPLICATE STUDENTS
10/01/2013
SCHOOL SESSION 2013-2014

PAGE: 1 of 3
RUN TIME: 1:51:19 PM

LEA: 026 Jefferson Parish

STATE ID	LOCAL ID	STUDENT NAME	BIRTH DATE	SEX	RACE/ ETHNICITY	SITE CODE / NAME	GRADE	ENTRY DATE	EXIT DATE	ENTRY REASON
----------	----------	--------------	------------	-----	--------------------	------------------	-------	------------	-----------	--------------

SISR19 Option Code Roster Report

DESCRIPTION: Lists a roster of students enrolled in the selected Option.

- Option 1- 4th/8th Fail LEAP 21,
- Option 3 – Pre-GED Skills Option,
- Option 4 – Career Diploma Path,
- Option 5 - Student Enrolled in Non-Diploma Bound School or Program (not in Options Program),
- Option 6 – Student Enrolled in Connections Process,
- Option 7 - Student Pursuing State-approved Skills Certificate after participation in Connections Process and/or
- Option 8 – Student Pursuing GED after participation in Connections Process.

SISR19 - Option Code Roster Report

Beginning Schl Sess Yr: 2014 ▼

Processing Period: Oct. 1 MFP ▼

Sponsor: All Sponsors ▼

As Of Date: 10/1/2014

Option Cd:

- 1 4th/8th Fail LEAP21
- 4 Career Diploma path
- 5 Non-Diploma Students
- 6 Connections Process
- 7 State Skills Cert.
- 8 GED after Connection

Enter your selection criteria and click 'Request this Report'

[Request this Report](#)

REPORT: SISR19
RUN DATE: 4/16/2014

LOUISIANA DEPARTMENT OF EDUCATION
STUDENT INFORMATION SYSTEM
OPTION CODE ROSTER
SCHOOL SESSION 2013-2014
10/01/2013
OPTION CODE 1,4,5,6,7

PAGE: 1 of 33
RUN TIME: 1:53:47 PM

LEA: 003 Ascension Parish
SITE: 003003 Donaldsonville High School

SISR37 Homeless Roster

SISR38 Homeless Summary Report

DESCRIPTION: Lists enrolled students identified as Homeless.

- Request for Beginning of the year (BOY) to include only students who were actively enrolled (or entered first day) during the school year
- Request with an “as of date” such as 10/01/2010 for students who were actively enrolled on that particular date
- Request for End of year (EOY) to include only students who were actively enrolled (or exited last day) at the end of the school year
- Request with blank to include all homeless students that were enrolled at any time in the year
- This report will also show those students who were updated with entry/exit the same day (which is NOT a true enrollment, just a status update).

REPORT: SISR37 RUN DATE: 4/16/2014	LOUISIANA DEPARTMENT OF EDUCATION STUDENT INFORMATION SYSTEM HOMELESS CD ROSTER ALL STUDENTS 10/01/2013 SCHOOL SESSION 2013-2014										PAGE: 1 of 8 RUN TIME: 4:19:47 PM
LEA: 002 SITE: 002003	Allen Parish Kinder Elementary School										
STUDENT NAME	STATE ID	BIRTH DATE	ETHNICITY/SEX RACE	ENTRY DATE	EXIT DATE	GRADE	FREE/RED LUNCH	HOMELESS INDICATOR	HOMELESS REASON	SVCS PROVIDED	UNACC AWAIT YOUTH FOSTER

REPORT: SISR38 RUN DATE: 4/16/2014	LOUISIANA DEPARTMENT OF EDUCATION STUDENT INFORMATION SYSTEM HOMELESS CD SUMMARY ALL STUDENTS 10/01/2013 SCHOOL SESSION 2013-2014										PAGE: 1 of 1 RUN TIME: 12:29:15 PM
SPONSOR CODE / NAME 002 Allen Parish											
GRADE CODE	HOMELESS CODE AND DESCRIPTION	HOMELESS REASON CODE AND DESCRIPTION	SVCS PROVIDED FLG		UNACCOMPANIED YOUTH		TOTAL				
			YES	NO	YES	NO					
01	2 DOUBLE-UP	99 Other	2	0	1	1	2				
02	2 DOUBLE-UP	99 Other	2	0	0	2	2				
03	2 DOUBLE-UP	06 Wildfire or Fire	1	0	1	0	1				
04	2 DOUBLE-UP	99 Other	4	0	0	4	4				
05	2 DOUBLE-UP	99 Other	1	0	1	0	1				
06	2 DOUBLE-UP	99 Other	4	0	0	4	4				
07	2 DOUBLE-UP	99 Other	2	0	0	2	2				
08	2 DOUBLE-UP	99 Other	1	0	0	1	1				
09	2 DOUBLE-UP	99 Other	2	0	0	2	2				
10	2 DOUBLE-UP	99 Other	1	0	1	0	1				
11	2 DOUBLE-UP	99 Other	2	0	2	0	2				
12	2 DOUBLE-UP	99 Other	1	0	1	0	1				
24	2 DOUBLE-UP	99 Other	2	0	1	1	2				
25	2 DOUBLE-UP	99 Other	1	0	0	1	1				
TOTAL FOR Allen Parish								26			

SISR36 LEP Roster Report

DESCRIPTION: Lists a roster of students that have a language background other than English, and the student's proficiency in English is such that the probability of the individual's success in an English-only environment is below that of a successful peer with an English language background.

REPORT: SISR36 RUN DATE: 4/16/2014	LOUISIANA DEPARTMENT OF EDUCATION STUDENT INFORMATION SYSTEM LEP ROSTER END OF YEAR SCHOOL SESSION 2013-2014	PAGE: 1 of 1304 RUN TIME: 2:12:27 PM							
LEA: 002 Allen Parish SITE: 002003 Kinder Elementary School									
STUDENT NAME	STATE ID	BIRTH DATE	SEX	RACE/ETHNICITY	ENTRY DATE	EXIT DATE	GRADE	LEP FUND	LANGUAGE

SISR46 Grade Level Does Not Match SPED Indicator Roster SISR47 Grade Level Does Not Match SPED Indicator & LEA Summary

DESCRIPTION: These reports show discrepancies between the two systems, SIS and SER. To be considered active in SPED, the student must meet the conditions on the as-of date:

- Have a current IEP (Do not include Interim IEPs) OR current Services Plan (student had a valid evaluation)
- Must be Receiving Services, No SPED Exit Record
- If students do not have the SPED indicator, you should put them in SIS as grade 24 and when they meet the conditions, then, you can do a grade reassignment entry in SIS as of the date they officially become SPED
- Students should be active in SPED (SER) if submitted in grade 15 or 20 on SIS
- Students should **not** be active in SPED (SER) if submitted in grade 24 on SIS

REPORT: SISR46 DATA AS OF: 11/7/2013 6:47:55 AM	LOUISIANA DEPARTMENT OF EDUCATION STUDENT INFORMATION SYSTEM GRADE LEVEL DOES NOT MATCH SPECIAL ED INDICATOR ROSTER 10/01/2013 SCHOOL SESSION 2013-2014	PAGE: 1 of 1 REPORT REQUESTED: 4/16/2014 12:44:14 PM						
LEA: 002 Allen Parish SITE: 002003 Kinder Elementary School								
STUDENT NAME	STATE ID	LOCAL ID	BIRTH DATE	SEX	RACE/ETHNICITY	GRADE	ENTRY DATE	SPED IND

REPORT: SISR47 DATA AS OF: 11/4/2014 5:00:22 AM	LOUISIANA DEPARTMENT OF EDUCATION STUDENT INFORMATION SYSTEM GRADE LEVEL DOES NOT MATCH SPECIAL ED INDICATOR LEA SUMMARY 10/01/2014 SCHOOL SESSION 2014-2015	PAGE: 1 of 1 REPORT REQUESTED: 11/20/2014 5:34:12 PM							
LEA: 009 Caddo Parish									
Infant / Pre-School not flagged as Special Ed						14			
Pre-Kindergarten flagged as Special Ed						1			
TOTAL FOR DISTRICT 009 Caddo Parish						15			

**SISR56 Grade Level Does Not Match SPED Indicator Roster and
SISR57 Grade Level Does Not Match SPED Indicator LEA Summary**

DESCRIPTION: LIVE versions of SISR46 and SISR47

REPORT: SISR56 RUN DATE: 9/4/2014	LOUISIANA DEPARTMENT OF EDUCATION STUDENT INFORMATION SYSTEM GRADE LEVEL DOES NOT MATCH SPED INDICATOR ROSTER 10/01/2014 SCHOOL SESSION 2014-2015	PAGE: 1 of 4 RUN TIME: 11:59:27 AM
LEA: 004 Assumption Parish SITE: 004004 Belle Rose Primary School		

REPORT: SISR57 RUN DATE: 9/4/2014	LOUISIANA DEPARTMENT OF EDUCATION STUDENT INFORMATION SYSTEM GRADE LEVEL DOES NOT MATCH SPECIAL ED INDICATOR LEA SUMMARY 10/01/2014 SCHOOL SESSION 2014-2015	PAGE: 1 of 1 RUN TIME: 12:00:39 PM
LEA: 004 Assumption Parish		
Infant / Pre-School not flagged as Special Ed		9
Pre-Kindergarten flagged as Special Ed		0
TOTAL FOR DISTRICT 004 Assumption Parish		9

Enrollment / Discipline / Truancy Reports

SISR26 Enrollment Data Verification Site Level Report

SISR27 Enrollment Data Verification and LEA Level Report

DESCRIPTION: Reports by site/LEA, with Enrollment by grade at BOY, 10/1 and EOY; Net Gains and Losses; Cumulative Enrollment; Aggregate Days of Enrollment, Absence and Attendance; Average Daily Enrollment and Attendance; Dropouts (all grades); NCES Dropouts (grades 7-12); Graduates; Items at bottom that are marked with an "X" need to be reviewed for accuracy

REPORT: SISR26 DATA AS OF: 11/7/2013 6:47:55 AM		LOUISIANA DEPARTMENT OF EDUCATION STUDENT INFORMATION SYSTEM ENROLLMENT DATA VERIFICATION SITE LEVEL REPORT SCHOOL SESSION 2013-2014										PAGE: 1 of 15 REPORT REQUESTED: 4/16/2014 2:04:03 PM		
LEA: [REDACTED]														
SITE: [REDACTED]														
Grade	10/1/2013	Enrollment Beg-Yr	End-Yr	Net Gain	Loss	Cumul Enroll	Aggregate Days Enroll	Absence	Attend	Average Daily Enroll	Daily Attend	Drop	NCES Drop	Grad
01	40	40	40	0	0	40	7,120.0	22.0 0.3 %	7,098.0 99.7 %	40.0	39.9	0.0 0.0 %		0.0
02	23	22	23	1	0	23	4,073.0	17.0 0.4 %	4,056.0 99.6 %	22.9	22.8	0.0 0.0 %		0.0
03	38	37	38	1	0	39	6,785.0	38.0 0.6 %	6,747.0 99.4 %	38.1	37.9	2.0 4.9 %		0.0
04	23	23	23	0	0	23	4,094.0	12.5 0.3 %	4,081.5 99.7 %	23.0	22.9	1.0 4.2 %		0.0
05	37	35	37	2	0	37	6,563.0	16.0 0.2 %	6,547.0 99.8 %	36.9	36.8	0.0 0.0 %		0.0
06	30	31	30	0	(1)	32	5,359.0	38.5 0.7 %	5,320.5 99.3 %	30.1	29.9	0.0 0.0 %		0.0

REPORT: SISR27 DATA AS OF: 11/7/2013 6:47:55 AM		LOUISIANA DEPARTMENT OF EDUCATION STUDENT INFORMATION SYSTEM ENROLLMENT DATA VERIFICATION LEA LEVEL REPORT SCHOOL SESSION 2013-2014										PAGE: 1 of 1 REPORT REQUESTED: 4/16/2014 2:05:20 PM		
LEA: [REDACTED]														
Grade	10/01/2013	Enrollment Beg-Yr	End-Yr	Net Gain	Loss	Cumul Enroll	Aggregate Days Enroll	Absence	Attend	Average Daily Enroll	Daily Attend	Drop	NCES Drop	Grad
01	375	372	375	3	0	383	66,724.0	416.5 0.6 %	66,307.5 99.4 %	374.9	372.5	0.0 0.0 %		0.0
02	330	329	330	1	0	336	58,777.0	358.0 0.6 %	58,419.0 99.4 %	330.2	328.2	0.0 0.0 %		0.0
03	328	329	328	0	(1)	339	58,511.0	393.5 0.7 %	58,117.5 99.3 %	328.7	326.5	2.0 0.6 %		0.0
04	297	300	297	0	(3)	306	52,883.0	321.5 0.6 %	52,561.5 99.4 %	297.1	295.3	2.0 0.6 %		0.0
05	317	311	317	6	0	323	56,416.0	318.5 0.6 %	56,097.5 99.4 %	316.9	315.2	0.0 0.0 %		0.0
06	331	321	331	10	0	336	58,794.0	367.0 0.6 %	58,427.0 99.4 %	330.3	328.2	0.0 0.0 %		0.0
07	293	281	293	12	0	299	52,083.0	394.0 0.8 %	51,689.0 99.2 %	292.6	290.4	1.0 0.3 %	1.0 0.3 %	0.0
08	364	352	364	12	0	380	64,790.0	520.5 0.8 %	64,269.5 99.2 %	364.0	361.1	1.0 0.3 %	1.0 0.3 %	0.0
09	328	324	328	4	0	340	58,368.0	620.0 1.1 %	57,748.0 99.0 %	327.9	324.4	2.0 0.6 %	2.0 0.6 %	0.0
10	258	257	258	1	0	267	45,852.0	418.0 0.9 %	45,434.0 99.1 %	257.6	255.2	2.0 0.7 %	2.0 0.7 %	0.0
11	249	253	249	0	(4)	255	44,307.0	419.5 0.9 %	43,887.5 99.1 %	248.9	246.6	2.0 0.8 %	2.0 0.8 %	0.0
12	249	257	249	0	(8)	258	44,427.0	494.0 1.1 %	43,933.0 98.9 %	249.6	246.8	1.0 0.4 %	1.0 0.4 %	0.0
20	26	25	26	1	0	26	4,612.0	20.5 0.4 %	4,591.5 99.6 %	25.9	25.8	0.0 0.0 %		0.0
24	266	264	266	2	0	272	47,256.0	385.5 0.8 %	46,870.5 99.2 %	265.5	263.3	0.0 0.0 %		0.0
25	357	360	357	0	(3)	366	63,675.0	545.5 0.9 %	63,129.5 99.1 %	357.7	354.7	1.0 0.3 %		0.0
TOTAL	4,368	4,335	4,368	52	(19)	4,486	777,475.0	5,992.5 0.8 %	771,482.5 99.2 %	4,367.8	4,334.2	14.0 0.3 %	9.0 0.5 %	
TOTAL AVERAGE DAILY ENROLL & ATTEND EXCLUDE GRADES 15 & 20 ==>										4,341.9	4,308.4			

SISR31 Discipline Data Verification Site Level Report
SISR32 Discipline Data Verification LEA Level Reports

DESCRIPTION: Reports that include by site/LEA, the number of students who have had suspensions by grade, Out-of-School and In-School (includes Alternate Site); the number of students who have had expulsions by grade, Out-of-School and In-School (include Alternate Site); Items at bottom that are marked with an "X" need to be reviewed for accuracy

REPORT: SISR31 DATA AS OF: 4/16/2014 5:00:01 AM		LOUISIANA DEPARTMENT OF EDUCATION STUDENT INFORMATION SYSTEM DISCIPLINE DATA VERIFICATION SITE LEVEL REPORT SCHOOL SESSION 2013-2014				PAGE: 1 of 1 REPORT REQUESTED: 4/16/2014 2:06:31 PM	
LEA:							
SITE:							
GRADE	SUSPENSIONS		EXPULSIONS				
	IN-SCHOOL	OUT-OF-SCHOOL	IN-SCHOOL	OUT-OF-SCHOOL			
03	1	0	0	0			
	2.4 %	0.0 %	0.0 %	0.0 %			
05	1	1	0	0			
	2.6 %	2.6 %	0.0 %	0.0 %			
06	0	1	0	0			
	0.0 %	2.8 %	0.0 %	0.0 %			
07	1	0	0	0			
	4.0 %	0.0 %	0.0 %	0.0 %			
08	2	4	0	0			
	5.0 %	10.0 %	0.0 %	0.0 %			
09	2	0	0	0			
	6.9 %	0.0 %	0.0 %	0.0 %			
TOTAL	7	6	0	0			
	1.6 %	1.4 %	0.0 %	0.0 %			
IN-SCHL SUSPENSION WARNING 8% OR MORE:							
IN-SCHL SUSPENSION WARNING LESS THAN 1%:							
OUT-SCHL SUSPENSION WARNING 8% OR MORE:							
OUT-SCHL SUSPENSION WARNING LESS THAN 1%:							
IN-SCHL EXPULSIONS WARNING GREATER THAN 3%:							
IN-SCHL EXPULSIONS WARNING LESS THAN 0.5%: X							
OUT-SCHL EXPULSIONS WARNING GREATER THAN 3%:							
OUT-SCHL EXPULSIONS WARNING LESS THAN 0.5%: X							

REPORT: SISR32 DATA AS OF: 11/7/2013 6:47:55 AM		LOUISIANA DEPARTMENT OF EDUCATION STUDENT INFORMATION SYSTEM DISCIPLINE DATA VERIFICATION LEA LEVEL REPORT SCHOOL SESSION 2013-2014				PAGE: 1 of 1 REPORT REQUESTED: 4/16/2014 2:09:34 PM	
LEA:							
GRADE	SUSPENSIONS		EXPULSIONS				
	IN-SCHOOL	OUT-OF-SCHOOL	IN-SCHOOL	OUT-OF-SCHOOL			
02	0	1	0	0			
	0.0 %	0.3 %	0.0 %	0.0 %			
03	1	1	0	0			
	0.3 %	0.3 %	0.0 %	0.0 %			
04	1	1	0	0			
	0.3 %	0.3 %	0.0 %	0.0 %			
05	8	3	0	0			
	2.5 %	0.9 %	0.0 %	0.0 %			
06	12	10	0	0			
	3.6 %	4.8 %	0.0 %	0.0 %			
07	14	15	0	0			
	4.7 %	5.0 %	0.0 %	0.0 %			
08	10	10	0	0			
	4.2 %	4.2 %	0.0 %	0.0 %			
09	23	7	0	0			
	6.8 %	2.1 %	0.0 %	0.0 %			
10	18	5	0	0			
	6.7 %	1.9 %	0.0 %	0.0 %			
11	12	3	0	0			
	4.7 %	1.2 %	0.0 %	0.0 %			
12	9	6	0	0			
	3.5 %	2.3 %	0.0 %	0.0 %			
25	0	1	0	0			
	0.0 %	0.3 %	0.0 %	0.0 %			
TOTAL	114	75	0	0			
	2.5 %	1.7 %	0.0 %	0.0 %			

SISR39 Truancy Count Roster
SISR40 Truancy Summary Count

DESCRIPTION: These reports show roster/count of students flagged as truant along with a truancy rate

REPORT: SISR39 RUN DATE: 4/16/2014	LOUISIANA DEPARTMENT OF EDUCATION STUDENT INFORMATION SYSTEM TRUANCY COUNT ROSTER SCHOOL SESSION 2013-2014	PAGE: 1 of 60 RUN TIME: 12:32:10 PM					
LEA: [REDACTED]							
SITE: [REDACTED]							
STUDENT NAME	STATE ID	BIRTH DATE	SEX	RACE/ ETHNICITY	ENTRY DATE	EXIT DATE	GRADE

REPORT: SISR40 RUN DATE: 4/16/2014	LOUISIANA DEPARTMENT OF EDUCATION STUDENT INFORMATION SYSTEM TRUANCY SUMMARY COUNT SCHOOL SESSION 2013-2014	PAGE: 1 of 12 RUN TIME: 4:22:43 PM		
LEA: [REDACTED]				
SITE: [REDACTED]				
GRADE CODE	TRUANT	NOT TRUANT	ENROLLMENT	% OF TRUANT
01	3	37	40	7.50%
02	0	23	23	.00%
03	5	34	39	12.82%
04	2	21	23	8.70%
05	1	36	37	2.70%
06	4	28	32	12.50%
07	0	24	24	.00%
08	0	35	35	.00%
09	1	28	29	3.45%
10	1	20	21	4.76%
11	4	23	27	14.81%
12	0	17	17	.00%
24	2	21	23	8.70%
25	1	29	30	3.33%
TOTAL	24	376	400	6.00%

October 1 LEADS Reports

SISR20 LEADS Class Detail Report

DESCRIPTION: Report that lists the details of every class by site including Class data, Course data, Teacher data and student lists, counts by grade

REPORT: SISR20
RUN DATE: 4/16/2014

LOUISIANA DEPARTMENT OF EDUCATION
STUDENT INFORMATION SYSTEM
LEADS CLASS DETAIL REPORT
ALL COURSES
SCHOOL SESSION 2013-2014

PAGE: 1 of 3416
RUN TIME: 1:56:18 PM

LEA: 002 Allen Parish
ACADEMIC AREA: A All Grades (K-12)

SITE OF CLASS: 002001 Elizabeth High School

CLASS CD: 001127
COURSE CD: 600088 GIFTED ENRICHMENT PULLOUT (NO CREDIT)
CORE COURSE: N
HQ: N

COURSE TYPE: SE
SPED PLACEMENT CD: 05
DIST LEARNING TYPE CD:
STARTING SEM NUM: 1

CLASS BEGIN DT: 08/09/2013
CLASS END DATE: 05/23/2014
TOT CLASS TIME CNT: 0
CLASS SETTING NUM: 02

COUNT BY GRADE	12	11	10	09	08	07	06	05	04	03	02	01	K	PK	PS	INF	TOTAL
	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

INSTRUCTOR: [REDACTED] SSN: [REDACTED]

OBJECT: 112 TEACHERS
FUNCTION: 1220 GIFTED AND TALENTED

SPED CERT: 0.00
CERT CD: [REDACTED] COURSE CERTIFIED? N

NAME	STUDENT ID	GRADE	BIRTH	SEX	SITE	ENTRY DT	PRIME EX	SPED CERTIFIED
					002001			

TOTAL STUDENT COUNT 0

SISR21 LEADS Class Summary Report

DESCRIPTION: Summary version of data listed on the SISR20 LEADS Class Detail Report

REPORT: SISR21
RUN DATE: 9/4/2014

LOUISIANA DEPARTMENT OF EDUCATION
STUDENT INFORMATION SYSTEM
LEADS CLASS SUMMARY REPORT
ALL COURSES
SCHOOL SESSION 2013-2014

PAGE: 1 of
RUN TIME: 11:36:11

LEA: 002 Allen Parish
ACADEMIC AREA: A All Grades (K-12)

SITE OF CLASS: 002001 Elizabeth High School

INSTRUCTOR SSN: [REDACTED]
INSTRUCTOR: [REDACTED]
CLASS CODE: 001127
COURSE TYPE: SE SPECIAL EDUCATION
CLASS BEGIN DATE: 8/9/2013
STARTING SEM NUM: 1

OBJECT-FUNCTION: 112 TEACHERS -- 1220 GIFTED AND TALENTED
COURSE CODE / NAME: 600088 GIFTED ENRICHMENT PULLOUT (NO CREDIT)
CERTIFICATE CODE: [REDACTED] STUDENT COUNT: 0
SPED PLACEMENT CODE: 05 Resource Center (Gifted or Talented) DISTANCE LEARNING TYPE CODE:
CLASS END DATE: 5/23/2014 CLASS INSTRUCTIONAL TIME: 0
CLASS SETTING NUM: 02

INSTRUCTOR SSN: [REDACTED]
INSTRUCTOR: [REDACTED]
CLASS CODE: 001214
COURSE TYPE: RG REGULAR
CLASS BEGIN DATE: 8/9/2013
STARTING SEM NUM: 1

OBJECT-FUNCTION: 112 TEACHERS -- 1110 ELEMENTARY PROGRAM
COURSE CODE / NAME: 000010 COORDINATION/SUPERVISION
CERTIFICATE CODE: [REDACTED] STUDENT COUNT: 0
SPED PLACEMENT CODE: DISTANCE LEARNING TYPE CODE:
CLASS END DATE: 5/23/2014 CLASS INSTRUCTIONAL TIME: 10010
CLASS SETTING NUM: 04

INSTRUCTOR SSN: [REDACTED]
INSTRUCTOR: [REDACTED]
CLASS CODE: 001210
COURSE TYPE: SE SPECIAL EDUCATION
CLASS BEGIN DATE: 8/9/2013
STARTING SEM NUM: 1

OBJECT-FUNCTION: 112 TEACHERS -- 1110 ELEMENTARY PROGRAM
COURSE CODE / NAME: 500099 ACADEMIC ASSISTANCE (NO CREDIT)
CERTIFICATE CODE: [REDACTED] STUDENT COUNT: 17
SPED PLACEMENT CODE: 09 Self-Contained Departmentalized DISTANCE LEARNING TYPE CODE:
CLASS END DATE: 5/23/2014 CLASS INSTRUCTIONAL TIME: 0
CLASS SETTING NUM: 01

SISR41 Students Without Class Schedule Roster

DESCRIPTION: Lists any student enrolled as of 10/1 who does not have any Class Schedules. All students in grades PK – 12 and enrolled as of 10/1 must have at least one [Class Schedule \(110\)](#) record

REPORT: SISR41 RUN DATE: 9/4/2014	LOUISIANA DEPARTMENT OF EDUCATION STUDENT INFORMATION SYSTEM STUDENTS WITHOUT CLASS SCHEDULE ROSTER 10/01/2014 SCHOOL SESSION 2014-2015	PAGE: 1 of 25 RUN TIME: 11:43:30 AM						
LEA : 059 Washington Parish								
SITE: 059002 Enon Elementary School								
STUDENT NAME	STATE ID	LOCAL ID	BIRTH DATE	SEX	RACE/ ETHNICITY	ENTRY DATE	EXIT DATE	GRADE

SISR52 Data Integrity by Site

DESCRIPTION: Cross-check between the Sponsor Site, School Calendar, SIS, PEP, and CUR databases

Report: SISR52 Run Date: 09/04/2014	Louisiana Department of Education Student Information System Data Integrity Report School Session 2014-2015, Processing Period 2	Page: 1 of 1 Run Time: 11:51		
Sponsor: 059 Washington Parish				
Site	Calendar	SIS	PEP	Curriculum
059002 Enon Elementary School			NO STAFF NO PRINCIPAL/ADM	
059003 Franklinton Elementary School			NO STAFF NO PRINCIPAL/ADM	
059004 Franklinton Junior High School			NO STAFF NO PRINCIPAL/ADM	
059005 Franklinton Primary School			NO STAFF NO PRINCIPAL/ADM	
059006 Franklinton High School		GRADE 08 MISSING	NO STAFF NO PRINCIPAL/ADM	
	GRADE T9 MISSING			
059007 Mt. Hermon School			NO STAFF NO PRINCIPAL/ADM	
	GRADE T9 MISSING	GRADE T9 MISSING		
059008 Pine School			NO STAFF NO PRINCIPAL/ADM	
	GRADE T9 MISSING			
059009 Thomas Elementary School			NO STAFF NO PRINCIPAL/ADM	
059011 Varnado High School			NO STAFF NO PRINCIPAL/ADM	
	GRADE T9 MISSING	GRADE T9 MISSING		
059013 Wesley Ray Elementary School			NO STAFF NO PRINCIPAL/ADM	
059014 Adult Education			NO STAFF NO PRINCIPAL/ADM	
059015 Franklinton Resource Center			NO STAFF NO PRINCIPAL/ADM	

SISR53 Data Integrity by Class

DESCRIPTION: Shows Curriculum (CUR) records (classes) that are:

- Missing an Instructor, but has students on SIS
- Missing Students, but has an instructor on PEP
- Orphaned (missing both)
- All CUR records (classes) should be linked to an instructor
- All CUR records (classes) should be linked to students unless course's "zero student count flag" is set to yes

Note: Remember, any core class with students enrolled and without an instructor will lower your HQ percentage for any impacted school and your district.

Report: SISR53
Run Date: 09/04/2014

Louisiana Department of Education
Student Information System
Class Data Integrity Report
School Session 2014-2015, Processing Period 2

Page 1 of 63
Run Time: 11:56

Sponsor: 059 Washington Parish

Site Code: 059002 Enon Elementary School

Class Code	Course Code	Course Description	Error Message
002001	700000	KINDERGARTEN	ORPHANED CUR RECORD
002003	400010	ELEMENTARY ENRICHMENT CLASS (K-8 ONLY) NO CREDIT	ORPHANED CUR RECORD
002005	700000	KINDERGARTEN	ORPHANED CUR RECORD
002006	400010	ELEMENTARY ENRICHMENT CLASS (K-8 ONLY) NO CREDIT	ORPHANED CUR RECORD
002007	500099	ACADEMIC ASSISTANCE (NO CREDIT)	ORPHANED CUR RECORD
002008	120300	LANGUAGE ARTS; ELEMENTARY GRADES	ORPHANED CUR RECORD
002009	400010	ELEMENTARY ENRICHMENT CLASS (K-8 ONLY) NO CREDIT	ORPHANED CUR RECORD
002010	160300	MATHEMATICS; ELEMENTARY GRADES	ORPHANED CUR RECORD
002012	400010	ELEMENTARY ENRICHMENT CLASS (K-8 ONLY) NO CREDIT	ORPHANED CUR RECORD
002013	500099	ACADEMIC ASSISTANCE (NO CREDIT)	ORPHANED CUR RECORD
002015	190178	HEALTH AND PHYSICAL EDUCATION; ELEMENTARY GRADES	ORPHANED CUR RECORD
002016	120300	LANGUAGE ARTS; ELEMENTARY GRADES	ORPHANED CUR RECORD
002017	400010	ELEMENTARY ENRICHMENT CLASS (K-8 ONLY) NO CREDIT	ORPHANED CUR RECORD

End-Of-Year (EOY) Reports

SISR25 Preliminary Graduate Roster Report

DESCRIPTION: List of students listed as graduating for the current school year.

REPORT: SISR25
DATA AS OF:
11/21/2014 7:50:36 AM

LOUISIANA DEPARTMENT OF EDUCATION
STUDENT INFORMATION SYSTEM
PRELIMINARY GRADUATE ROSTER REPORT
SCHOOL SESSION 2013-2014

PAGE: 1 of 1974
REPORT REQUESTED:
11/21/2014 3:15:16 PM

LEA: 001 Acadia Parish

SITE: 001005 Church Point High School

NAME	STATE ID	LOCAL ID	BIRTH DATE	SEX	RACE/ ETHNICITY	ENTRY DATE	ENTRY CODE	EXIT DATE	EXIT REASON
------	----------	----------	------------	-----	--------------------	------------	------------	-----------	-------------

[SISR01 Membership Count Report](#)

[SISR04 Enrollment Count Report](#)

[SISR06 Enrollment Roster Report](#)

[SISR07 Free/Reduced Lunch Enrollment Count](#)

[SISR11 At Risk Count Report](#)

[SISR13 Free/Reduced Lunch Count Report](#)

[SISR19 Option Code Roster Report](#)

[SISR36 Lep Roster Report](#)

[SISR37 Homeless Roster Report](#)

Dropout Reports

SISR22 Aggregate Dropout Cleanup Roster

DESCRIPTION:

- Displays student enrollment records for the 3 years relevant to a dropout record. For example for the 2013-14 Dropout Correction Period the report will list:
 - Previous year EOY enrollments (e.g. 2012 EOY)
 - Current year Oct. 1 MFP enrollments (e.g. 2013 Oct. 1)
 - Current year EOY enrollments (e.g. 2013 EOY)
- Can be used to spot check for differing State IDs for the same student.
- Multiple IDs entered for the same student can be corrected by using the Reassignment (within same LEA) or Matching State ID (different LEAs) features of SIS. Refer to the [SIS User Guide](#) for a description of how to use these features.
- May be generated for all grade levels; however, grades pertaining to dropouts are 7 – 12
- Performs 3 matching tests to locate students
 - State ID
 - First + Last Name DOB
 - Matching State ID (linked State IDs for student)
- To run during End Of Year, select current year EOY
- To run during the Dropout Correction Period, select previous year EOY.

REPORT: SISR22
DATA AS OF:
11/4/2014 5:00:22 AM

LOUISIANA DEPARTMENT OF EDUCATION
STUDENT INFORMATION SYSTEM
AGGREGATE DROPOUT CLEANUP ROSTER
SCHOOL SESSION 2014-2015

PAGE: 1 of 4
REPORT REQUESTED:
11/21/2014 3:18:47 PM

LEA: 004 Assumption Parish
SITE: 004001 Assumption High School

STUDENT NAME	STATE ID	MATCHING STATE ID	SEX CD	RACE/ETH	GRD CD	BIRTH DATE	SITE CD	LEA CD	SCHL SESS	ENTRY DATE	ENTRY CD	EXIT DATE	EXIT CD	DRP TYP
--------------	----------	-------------------	--------	----------	--------	------------	---------	--------	-----------	------------	----------	-----------	---------	---------

SISR24 Potential Dropout Roster Report

DESCRIPTION:

- Lists students identified as potential dropouts along with the dropout type.
- Can be used to verify exit date and [exit reason code](#).
- To run during the school year, select [current year](#).
- To run during the Dropout Correction period, select [previous year](#) EOY.

REPORT: SISR24 DATA AS OF: 11/4/2014 5:00:22 AM	LOUISIANA DEPARTMENT OF EDUCATION STUDENT INFORMATION SYSTEM POTENTIAL DROPOUT ROSTER REPORT SCHOOL SESSION 2014-2015	PAGE: 1 of 9 REPORT REQUESTED: 11/21/2014 3:19:43 PM									
LEA: 003 Ascension Parish SITE: 003003 Donaldsonville High School											
STUDENT NAME	STATE ID	LOCAL ID	BIRTH DATE	SEX CD	RACE/ ETHNICITY	ENTRY DATE	ENTRY CODE	EXIT DATE	EXIT CODE	GRAD E	DROP TYPE

SISR83 GED Completers Report

DESCRIPTION: Roster report of students who have completed their GED

- Based on when the GED was received, the student may still be considered a dropout
- Can be used to correct records for students incorrectly listed as dropouts.
- To run during End-Of-Year, select [current year](#).
- To run during the Dropout Correction period, select [previous year](#) EOY.

REPORT: SISR83 RUN DATE: 11/21/2014	LOUISIANA DEPARTMENT OF EDUCATION GED COMPLETERS REPORT SCHOOL SESSION 2013-2014	PAGE: 1 RUN TIME: 3:21:					
LEA: 001 Acadia Parish							
BSSY	STUDENT ID	STUDENT NAME	BIRTH DATE	GED PASS DATE	STILL CONSIDERED A DROPOUT?	ENTRY DATE	EXIT DATE
2013			12/24/1997	05/23/2014	N	08/14/2013	10/15/2013
DATE TO USE IN 2013: Update with enter-exit on PassDt (if w/in schl yr) or FDOS.							
DATE TO USE IN 2012: Update with enter-exit on PassDt or exit cd change to 05 or enter-exit on LDOS.							
2013			06/03/1997	12/17/2013	Y	08/14/2013	08/14/2013
DATE TO USE IN 2013: Update with enter-exit on PassDt if w/inschl yr or enter-exit on FDOS.							
DATE TO USE IN 2012: Update with enter-exit on PassDt if w/inprev schl yr or enter-exit on LDOS.							

Special Reports

SISR51 PreK Funding LA4 Roster

DESCRIPTION: Lists students in Grades 20 and 24 who have been identified with LA 4 (09) Pre-K Funding source code.

REPORT: SISR51	LOUISIANA DEPARTMENT OF EDUCATION										PAGE: 1 of 10	
RUN DATE: 4/16/2014	STUDENT INFORMATION SYSTEM										RUN TIME: 4:25:11 PM	
											PRE-K	
											FREE/RED	
											LUNCH CD	
											504 EXIT	
											DATE	
LEA: 002 Allen Parish												
SITE: 002001 Elizabeth High School												
STUDENT NAME	STATE ID	LOCAL ID	BIRTH DATE	SEX	RACE/ ETHNICITY	ENTRY DATE	EXIT DATE	GRADE	PRE K CODE	FREE/RED LUNCH CD		

Data for the students listed on the SISR83 GED Completer's report can be corrected if the student:

- Passed the GED within the school year of the drop
 - Use Exit Date=GED pass date and [Exit Reason Code](#)= 05 [GED]
- Passed the GED over the summer (after last day of school for previous year)
 - Use Exit Date=last day of school and [Exit Reason Code](#)= 05 [GED]
- Passed the GED between the first day of school and Oct. 1 of the current school year
 - If enrolled for current year, use Exit Date=GED pass date
 - If not enrolled for current year, use Exit Date=last day of school and [Exit Reason Code](#) = 05 [GED]

SISR70 504 Student Roster

DESCRIPTION: Roster report of 504 students grouped by site code for each LEA and sorted by last name. This report is not static and names may be added or deleted each day you run the report

REPORT: SISR70	LOUISIANA DEPARTMENT OF EDUCATION										PAGE: 1 of 78		
RUN DATE: 11/21/2014	STUDENT INFORMATION SYSTEM										RUN TIME: 3:27:19 PM		
											504 EXIT		
											DATE		
LEA: 009 Caddo Parish													
SITE: 009002 Arthur Circle Elementary School													
STUDENT NAME	STATE ID	BIRTH DT	LAST GRAD E	IAP REVIEW DT	LAST 504 EVAL DT	DISAB CD #1*	DISAB CD #2*	DISAB CD #3*	DISAB CD #4*	DISAB CD #5*	DISAB CD #6*	DISAB CD #7*	504 EXIT DATE

SISR71 504 Student Summary Count Report

DESCRIPTION: Shows a list of counts by Disability Category Code (horizontally) and by Grade (vertically). The “by disability category” totals are a true total of the numbers represented on this report, whereas the “by grade” totals represent students totals. For example, if you see one count of 03 ADHD and one count 04 Academic/Learning under the Grade K column, but the total at the bottom is 1, this means that one student in kindergarten had those two Disability Category Codes. This report is not static and numbers may be added or deleted each day you run the report

REPORT: SISR71
RUN DATE: 4/16/2014

LOUISIANA DEPARTMENT OF EDUCATION
STUDENT INFORMATION SYSTEM
504 STUDENT SUMMARY COUNT
10/01/2013
SCHOOL SESSION 2013-2014

PAGE: 1 of 1
RUN TIME: 1:16:17 PM

LEA:

DISABILITY CD & DESC	INF	PRE SCH	PRE K	K	01	02	03	04	05	06	07	08	09	10	11	12	DISAB TOTAL
01 Dyslexia	0	0	0	0	0	0	1	1	1	0	1	0	0	0	0	2	6
02 Dysgraphia	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
03 ADHD	0	0	0	0	0	1	9	5	8	2	3	6	2	4	2	1	43
04 Academic/Learning	0	0	0	0	0	0	0	0	0	4	1	2	1	1	0	0	9
05 Behavior Disorder	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
06 Opp. Def. Disorder	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
07 Anxiety Disorder	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
08 Bipolar Disorder	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
09 Aspergers/Tourettes	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	1
10 Diabetes/Hypoglycem.	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	1
11 Severe Asthma/Resp.	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
12 Severe Allergies	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
13 Chronic Fatigue	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
14 Migraine Headaches	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
15 Missing Body Part	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
16 Eye Abnormality	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	1
17 Ear Abnormality	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
18 Eating Disorder	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
19 Bladder Disorder	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
20 Neurologic. Disorder	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1
21 Circulatory/Endo.	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
22 Rare Disease	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	1
23 Drug-Related	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
24 Other Soc./Emotional	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
25 Other Medical	0	0	0	0	0	0	0	1	1	0	0	1	0	0	0	0	3
STUDENT TOTAL	0	0	0	0	0	2	9	7	11	5	4	9	3	4	2	3	

SISR72 504 Compliance Report

DESCRIPTION: Listing of 504 students, grouped by Site Code and sorted by Last Name, whose last IAP Review date is over a year old according to the last IAP Review date submitted to SIS. This report is not static and new names may be added each day you run the report according to their last IAP Review date.

REPORT: SISR72 RUN DATE: 9/4/2014	LOUISIANA DEPARTMENT OF EDUCATION STUDENT INFORMATION SYSTEM 504 COMPLIANCE REPORT 10/01/2014 SCHOOL SESSION 2014-2015	PAGE: 1 of 8 RUN TIME: 12:10:31 PM									
LEA: 022 Grant Parish											
SITE: 022002 Grant Junior High School											
STUDENT NAME	STATE ID	LAST IAP REVIEW DT	LAST 504 EVAL DT	DISAB CD #1*	DISAB CD #2*	DISAB CD #3*	DISAB CD #4*	DISAB CD #5*	DISAB CD #6*	DISAB CD #7*	504 EXIT DATE

SISR73 504 Evaluation Management Roster

DESCRIPTION: Listing of 504 students, grouped by Site Code and sorted by Last Name, whose next IAP Review is coming due (based on a 1-year review increment) per the last IAP Review date submitted to SIS. Also, shows 504 students whose next 504 Evaluation Date is coming due (based on a 3-year review increment) per the last 504 Evaluation date submitted to SIS. This report is not static and names may be added or deleted each day you run the report

REPORT: SISR73 RUN DATE: 9/4/2014	LOUISIANA DEPARTMENT OF EDUCATION STUDENT INFORMATION SYSTEM 504 EVALUATION MANAGEMENT ROSTER 10/01/2014 SCHOOL SESSION 2014-2015	PAGE: 1 of 8 RUN TIME: 12:12:01 PM											
LEA: 022 Grant Parish													
SITE: 022002 Grant Junior High School													
STUDENT NAME	STATE ID	LAST IAP REVIEW DT	LAST 504 EVAL DT	*DISA B CD #1	*DISA B CD #2	*DISA B CD #3	*DISA B CD #4	*DISA B CD #5	*DISA B CD #6	*DISA B CD #7	*DAYS UNTIL IAP REV DT	*DAYS UNTIL NEXT EVAL DT	504 EXIT DT

SISR74 504 Status in Previous Enrollment Roster

DESCRIPTION: Listing of 504 students, grouped by Site Code and sorted by Last Name, whose previous enrollment had a 504 record. Also, shows which students were previously enrolled with a 504 record, but are currently enrolled with no 504 record. This report is not static and names may be added or deleted each day you run the report

REPORT: SISR74 RUN DATE: 9/4/2014	LOUISIANA DEPARTMENT OF EDUCATION STUDENT INFORMATION SYSTEM 504 STATUS IN PREVIOUS ENROLLMENT ROSTER 10/01/2014 SCHOOL SESSION 2014-2015	PAGE: 1 of 4 RUN TIME: 12:13:53 PM												
LEA: 022 Grant Parish														
SITE: 022002 Grant Junior High School														
STUDENT NAME	STATE ID	BIRTH DT	SITE CD	ENTRY DT	EXIT DT	IAP REV DT	LAST 504 EVAL DT	DISAB CD #1*	DISAB CD #2*	DISAB CD #3*	DISAB CD #4*	DISAB CD #5*	DISAB CD #6*	DISAB CD #7*

SISR65 Student Address Roster Report

DESCRIPTION: Roster of students by Site and by Grade level showing the Physical Address and Residing Parish Code for students attending districts and schools required to provide addresses for their students

REPORT: SISR65 RUN DATE: 4/16/2014	LOUISIANA DEPARTMENT OF EDUCATION STUDENT INFORMATION SYSTEM STUDENT ADDRESS ROSTER 10/01/2013 SCHOOL SESSION 2013-2014	PAGE: 1 of 18 RUN TIME: 1:03:53 PM							
LEA: 302 Louisiana School For Math Science & the Arts									
SITE: 302006 Louisiana School for Math Science & the Arts									
GRADE: 10 TENTH									
STUDENT NAME	STATE ID	BIRTH DATE	ENROLL DATE	EXIT DATE	PHYSICAL STREET ADDRESS	CITY, STATE	ZIP CODE	PARISH CODE	MILITARY BASE RESIDE FLG

SISR66 MFP School District Summary Count Report

DESCRIPTION: Count of students by grade and by Residing parish code attending districts and schools required to provide addresses for their students

REPORT: SISR66 RUN DATE: 11/21/2014	LOUISIANA DEPARTMENT OF EDUCATION STUDENT INFORMATION SYSTEM MFP SCHOOL DISTRICT SUMMARY COUNT 10/01/2014 SCHOOL SESSION 2014-2015	PAGE: 1 of 1 RUN TIME: 3:36:22 PM															
LEA: 334 New Orleans Center for Creative Arts																	
SCHOOL DISTRICT CODE / NAME	INF	PRE SCH	K	1	2	3	4	5	6	7	8	9	T9	10	11	12	TOTAL
03 ASCENSION	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	1
26 JEFFERSON	0	0	0	0	0	0	0	0	0	0	0	19	0	18	15	17	69
29 LAFOURCHE	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	1
32 LIVINGSTON	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	1
36 ORLEANS	0	0	0	0	0	0	0	0	0	0	0	26	0	27	29	19	101
38 PLAQUEMINES	0	0	0	0	0	0	0	0	0	0	0	1	0	1	0	0	2
44 ST. BERNARD	0	0	0	0	0	0	0	0	0	0	0	1	0	2	1	4	8
45 ST. CHARLES	0	0	0	0	0	0	0	0	0	0	0	2	0	3	3	3	11
48 ST. JOHN	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1
52 ST. TAMMANY	0	0	0	0	0	0	0	0	0	0	0	21	0	10	11	1	43
53 TANGIPAOHA	0	0	0	0	0	0	0	0	0	0	0	2	0	2	0	0	4
TOTAL	0	0	0	0	0	0	0	0	0	0	0	72	0	64	61	45	242

Note: *Derivation reports in italics*

When you request derivation reports on SIS Web, you will see data of last derivation on the request screen: *Data is reflective of system updates thru 1/30/2010 5:43:49 AM*

APPENDIX D – ERROR CODES & MESSAGES

The following error code definitions describe error messages that may be received after processing data for the Student Information System (SIS). These messages are designed to facilitate the correction of errors before data are resubmitted.

Errors beginning with the noted number relate to that particular SIS Record Layout: 0=Administrative; 1=All record layouts; 2=Demographic Record (010); 3=Enrollment Record (040); 45=Class Schedule Record (110); 6=Address Record (120); 7=Section 504 Record (130); 8=Event (007, 091, 094, 092, 093); 9=Warnings.

ERROR CODE	ERROR MESSAGE	CAUSE	SOLUTION
001 002	Student Profile ADD or UPDATE not allowed	Function is restricted by administrative settings.	You cannot ADD OR UPDATE a student at this time.
003 004 005	Enrollment Add, Update, or Delete not allowed	Function is restricted by administrative settings.	You cannot ADD, UPDATE or DELETE an enrollment for a student at this time.
009 010	Class Schedule ADD or DELETE not allowed	Function is restricted by administrative settings.	You cannot ADD or DELETE Class Schedules at this time.
011 012 013	Address ADD, UPDATE or DELETE not allowed	Function is restricted by administrative settings.	You cannot ADD, UPDATE or DELETE student address data at this time.
014 015 016	504 Student ADD, UPDATE or DELETE not allowed	Function is restricted by administrative settings.	You cannot ADD, UPDATE or DELETE 504 student data at this time.
017 018 019	Event ADD, UPDATE or DELETE not allowed	Function is restricted by administrative settings.	You cannot ADD, UPDATE or DELETE Event data at this time.
020 021 022	Perpetrator ADD, UPDATE or DELETE not allowed	Function is restricted by administrative settings.	You cannot ADD, UPDATE or DELETE Perpetrator data at this time.
023 024 025	Action ADD, UPDATE or DELETE not allowed	Function is restricted by administrative settings.	You cannot ADD, UPDATE or DELETE Actions and Interventions data at this time.
026 027 028	Victim ADD, UPDATE or DELETE not allowed	Function is restricted by administrative settings.	You cannot ADD, UPDATE or DELETE Victim data at this time.
029 030 031	Program ADD, UPDATE or DELETE not allowed	Function is restricted by administrative settings.	You cannot ADD, UPDATE or DELETE Program data at this time.

ERROR CODE	ERROR MESSAGE	CAUSE	SOLUTION
100	Invalid record length	The record length is incorrect.	Verify the record layout of applicable file and resubmit, or, if correct, contact the Data Management staff at (225) 342-2089.
101	Invalid Record Type	An attempt was made to process a file that contained an invalid Record Type Code .	Verify that the Record Type Codes are correct for this file (Demographic = 010; Enrollment/Exit = 040; Class Schedule = 110; Address = 120; 504 = 130; Event = 007; Student Perpetrator and Instance = 091; Actions and Interventions = 092; Victim = 093; Non-Student Perpetrator and Instance=094).
102	Invalid System Indicator	An attempt was made to process a record with something other than "SIS" in the System Indicator field.	Verify that the System Indicator is "SIS." Only a value of "SIS" in the System Indicator field will be accepted.
103	Invalid LEA Code	An attempt was made to process a record that contained an invalid three-digit LEA code .	Verify the correct three-digit LEA code .
104	Invalid School Session Year	An attempt was made to process a record that contained an invalid School Session .	Verify that the School Session provided is the correct one for this file. School Session must contain the current or previous school year, expressed in two valid, consecutive years. (Example: 20022003)
110	Invalid Student ID	An attempt was made to process a record that did not contain a valid State ID Number .	Enter a valid State ID Number for that student record.
111	Invalid LEA code for assigned Student ID	An attempt was made to process a record that contained an invalid LEA Code in the student's assigned State ID number .	Verify that the student's State ID is correct. Verify that the student's State ID is correct.
200	Another student with same Student ID exists	More than one Demographic Record (010) using the same State ID Number was found on your current file.	To correct the State ID Number(s) for the student(s) identified with the incorrect State ID Number(s) on your current file, determine which ID is correct. Then, resubmit one Demographic Record (010) and as many Enrollment/Exits (040) and Discipline Records as applicable for that student for the current school session.

ERROR CODE	ERROR MESSAGE	CAUSE	SOLUTION
			NOTE: The "Data in Error" column on the SIS Error Report indicates the other site in which this student ID is being used.
201	Another student with same Reassign ID exists	More than one Demographic Record (010) using the same Reassigned State ID Number was found on your current file.	To correct the Reassigned State ID Number(s) for the student(s) identified with the incorrect Reassigned State ID Number(s), determine the correct student ID. Then, resubmit one Demographic Record (010) and as many Enrollment/Exits (040) and discipline records as applicable for that student for the current school session. NOTE: The "Data in Error" column on the SIS Error Report indicates the other site in which this reassigned student ID is being used.
210	Invalid Reassign Student ID	An attempt was made to reassign a Student ID with no numbers greater than zero.	Verify that the correct student ID is a valid 9-digit id number the State Identification Number Reassignment field.
211	Invalid LEA code for Reassign Student ID	An attempt was made to reassign a State Identification Number with an invalid State Identification Number.	Verify that the reassignment of the State Identification Number follows the general guidelines as stated in this guide.
212	Reassign Student ID equal to Student ID	The Student ID Number and the State ID Number Reassignment fields contain the same number.	Verify what type of transaction is being attempted. If the correct Student ID is currently in the Student ID field, enter spaces in the ID Reassignment field and resubmit.
213	Matching ID required if Matching Sponsor entered	An attempt was made to enter Matching Sponsor without a Matching ID.	Enter valid 9-digit state id number in Matching ID field.
214	Matching Sponsor required if Matching ID entered	An attempt was made to enter Matching ID without a Matching Sponsor.	Enter valid 3-digit LEA code in Matching Sponsor Field.
215	No student found for Matching ID and Sponsor	An attempt was made to enter an incorrect Student ID as a Matching ID for a particular Matching Sponsor.	Verify the Student ID and/or Sponsor and reenter.

ERROR CODE	ERROR MESSAGE	CAUSE	SOLUTION
216	Matching Student ID equal to Student ID	An attempt was made to enter a Matching Student ID that equals the Student ID.	Verify the Matching Student ID and reenter.
217	Matching Sponsor cannot be your own	An attempt was made to enter a Matching Sponsor Code that equals your own Sponsor Code.	Verify the Matching Sponsor Code and reenter.
220	Invalid Last Name	An attempt was made to process a record with an invalid student Last Name . Any name ending with space and suffix will result in an error. Last Name has to be at least 2 characters. For example, if student's last name is X, data has to be entered as X.	Verify the student's correct Last Name and resubmit as necessary.
221	Invalid First Name	An attempt was made to process a record with an invalid student First Name .	Verify the student's correct First Name and resubmit as necessary.
222	Invalid Middle Name	An attempt was made to process a record with an invalid student Middle Name .	Verify the student's correct Middle Name and resubmit as necessary.
223	Invalid Suffix Name	An attempt was made to process a record with an invalid student Suffix . This error is issued if suffix does not match pre-approved table entries such as JR., SR., I-VII, IX, ESQ.	Verify the student's correct Suffix and resubmit as necessary.
240	Invalid Birth Date	An attempt was made to process a record that contained an invalid value in the student's Birth Date field.	Verify that the Birth Date provided is a valid date less than the current date and in the format MMDDYYYY.
250	Invalid Sex	An attempt was made to process a record that contained an invalid value in the Sex Code field.	Verify the correct Sex Code for this student. Sex Code must be either 'M' or 'F'.
260	Invalid Ethnicity	An attempt was made to process a record that contained an invalid value in the Ethnic Code field for BSSY <=2009 or contained an invalid value in the Ethnicity/Race Flag fields for BSSY >= 2010.	Verify the correct Ethnic Code for this student. 1-5 are valid codes for BSSY <=2009 or for BSSY >= 2010 verify the Ethnicity/Race Flags, 'Y' or 'N'.

ERROR CODE	ERROR MESSAGE	CAUSE	SOLUTION
261	Only 'Y' or 'N' is acceptable for Ethnicity/Race	An attempt was made to process a record that contained an invalid value in the Ethnicity/Race Flag fields for BSSY >= 2010.	Verify the correct Ethnicity/Race Flags, and submit 'Y' or 'N', for BSSY >= 2010.
262	At least one Ethnicity/Race Flag must be a 'Y'	An attempt was made to process a record that contained all 'N's in the Ethnicity/Race Flag fields for BSSY >= 2010.	Verify the correct Ethnicity/Race Flags, 'Y' or 'N', for BSSY >= 2010. At least one of the 6 new ethnicity/race flag fields must contain a 'Y'.
266	Invalid Birth Country	Country of birth code is incorrect.	Verify correct country of birth in <i>SIS User Guide</i> .
267	Invalid First Entry Date into the U.S.	The student's First Entry Date is not a valid date (format MMDDYYYY) falling on or between the student's date of birth and the enrollment date .	Verify and correct First Entry Date. Note: This field must be left blank when country of birth = "US"
268	First Entry Date into U.S. is missing	The student's Country of birth is not "US" and the First Entry Into U.S. date field is not completed.	Fill in the student's First Entry Into U.S. code if not a naturally born U.S. citizen or change student's country of birth code to "US" NOTE: When not in use, this field must be filled with spaces (not zeros).
269	First Entry Date into U.S. not allowed	The student's country of birth is "US". If born in U.S., then, a First Entry Date is not allowed.	Verify country of birth, correct file and resubmit as necessary.
270	First Entry Date into U.S. > Entry Date	The student's First Entry Date in US cannot be greater than the enrollment date .	Verify and correct First Entry Date.
271	First Entry Date into U.S. < Birth Date	The student's First Entry Date in US cannot be less than the student's date of birth .	Verify and correct First Entry Date or DOB.
300	No Enrollments for Student ID	No Enrollment Record (040) was transmitted for the Student ID indicated, but there was a Demographic (010) and/or Discipline Record(s) included.	Add the student's Enrollment/Exit Record (040) and resubmit the entire file. Each student must have one Demographic (010) and at least one Enrollment/Exit Record (040) .
302	Overlapping Enrollments	An attempt was made to process an Enrollment/Exit Record (040) for a student with two active Enrollment records; that is, the student appears to be actively enrolled in more than one school at the same time.	Verify the correct entry and exit dates for each Enrollment/Exit Record (040) and resubmit. Note: Entry date of record with overlapping date will be displayed in error message.

ERROR CODE	ERROR MESSAGE	CAUSE	SOLUTION
303	Calendar Code required	An attempt was made to process an Enrollment/Exit Record (040) with spaces in the Calendar Code field. Calendar Code is required on all Enrollment records.	Include the correct Calendar Code and resubmit.
304	Invalid Calendar Code	An attempt was made to process an Enrollment/Exit Record (040) that contained an invalid Calendar Code for the LEA.	Verify in the School Calendar System that the Calendar Code submitted is a valid code for the LEA and the particular site at which the student is enrolled and resubmit.
310	Invalid Entry Date	An attempt was made to process a Record that contained an invalid value in the student's school Entry Date field.	Verify that the school Entry Date is correct for this student (i.e., Month > 0 and < 13, Day > 0 and < the maximum number of days in the month entered, and Year > 1900).
311	Entry Date greater than Current date	Entry Date cannot be greater than "run date" as noted at the top of the Error Report.	Correct the student's Entry Date on the Enrollment/Exit Record (040) and resubmit.
312	Entry Date less than Beginning of School Year	An attempt was made to process an Enrollment/Exit Record (040) for a student whose Entry Date is prior to the first day of school for the specified session .	Verify that the LEA Code , School/Site Code , School Session year and Entry Date are correct for this file. In addition, verify that the school calendar has been entered correctly for this school. Entry Date cannot be prior to date of first day of school as entered on school calendar table. (To verify whether the correct dates are recorded on the school calendar, call [225] 342-2089 for assistance.)
313	Entry Date greater than End of School Year	An attempt was made to process an Enrollment/Exit Record (040) for a student whose Entry Date exceeds the date of the last day of school.	Verify that the LEA code , School/Site Code , School Session and Entry Date are correct for this file. Entry Date cannot exceed date of the last day of school as entered on school calendar table.
314	Entry Date less than Date School was opened	An attempt was made to process an Enrollment/Exit Record (040) with a School/Site Code which, when compared against the Sponsor Site Database, was found to be a site which was not yet opened as of the Entry Date entered on the student record.	Verify the correct Entry Date. Questions about the opening date for a school/site may be directed to Data Management, (225) 342-2089.

ERROR CODE	ERROR MESSAGE	CAUSE	SOLUTION
315	Entry Date greater than Date School was closed	An attempt was made to process an Enrollment/Exit Record (040) for a student whose school has permanently closed, and this closing date precedes the student's Entry Date .	Verify that the LEA code , School/Site Code , School Session and Entry Date are correct for this file. The School Closing Date as entered on the Sponsor Site Database cannot precede the Entry Date. (Questions regarding closing dates may be directed to Data Management at (225) 342-2089.)
316	Entry Date not equal first day of school	An attempt was made to process a Record with an Entry Code of E1 (Original Enrollment) and an Entry Date > or < the first day of school. (NOTE: Applies only to grades 1-12.)	Verify the Entry Code and Entry Date and resubmit. If the Entry Code is E1, then the Entry Date must equal the first day of school for grades 1-12.
317	Entry Date prior to Student's Birth Date	An attempt was made to process a Record that contained a birth date after the student's entry date .	Verify the correct birth date and/or entry date and resubmit. Verify the correct birth date and/or entry date and resubmit.
319	Entry Date does not fall on instructional day	An attempt was made to process a Record in which the entry date does not occur on an instructional day as submitted on the calendar(s) provided by the district.	Confirm the correct entry date and resubmit.
320	Invalid Entry Reason	An attempt was made to process a Record with an invalid school Entry Code .	Verify that the school Entry Code is correct and resubmit.
321	E1 Entry Reason Required for Exit Reason 18	An attempt was made to process an Enrollment/Exit record (040) with exit reason 18 with entry code other than E1.	Verify the entry code or exit code and resubmit.
322	Improper Entry Reason: Prior Year Enrollment	Entry Code A1 or A2 was not used on a rollover student who was enrolled during the prior year in same LEA and in same Site with A1 or A2 entry code. Only applies to entry dates on first day of school, grades 1 -- 12.	Verify the Entry Code and resubmit.
323	Incorrect Entry Reason: Prior Year Enrollment	Entry Code other than E1, A1, or A2 was used on a rollover student. This student was enrolled during the prior year in same LEA, and did not exit. Only applies to entry dates on first day of school, grades 1 – 12.	Verify the Entry Code and resubmit.

ERROR CODE	ERROR MESSAGE	CAUSE	SOLUTION
324	Entry Reason E1 used on student not a Rollover	Entry Code E1 was used for a student with no prior year enrollment. E1 is reserved for rollover students (prior year enrollment in same LEA without exiting). Check <i>SIS User Guide</i> for correct Entry Code, depending on student's status prior to this entry (for example, if the student is coming from a private school, use Entry Code C5. Only applies to grades 1 – 12.	Verify the Entry Code and resubmit.
325	Invalid Grade Placement	An attempt was made to process a Record that contained an invalid value in the current Grade Placement field.	Verify the correct Grade Placement code and resubmit.
326	Grade is not offered in School/Site indicated	An attempt was made to process a file in which the grade indicated on an Enrollment/Exit Record (040) did not match the grade configuration noted on the Sponsor Site database.	Verify the correct Grade and School/Site Code . If correct, contact Data Management, (225) 342-2089, to verify the grade configuration for the site indicated on the Sponsor Site database.
327	Incorrect Institution Type for Grade	An attempt was made to process a file in which the grade (PK-12) indicated on an Enrollment/Exit Record (040) is not allowed for school/site code with Institution Type other than 01(school) or 07 (education site—not a school) on Sponsor Site Database.	Verify the correct Grade of student. If correct, contact Data Management, (225) 342-2089, to verify the Institution Type for the site indicated on the Sponsor Site database. You cannot report students in grades PK-12 at Central Office Sites (XXX700 or XXX000.)
330	Invalid Enrollment School/Site	An attempt was made to process a Record with an incorrect Sponsor Site Database school/site code.	Verify the correct school/site code . Questions about school/site codes may be directed to Data Management, (225) 342-2089.
331	Enrollment School/Site not allowed on SIS	An attempt was made to process a Record for a school that is not included on the Sponsor Site Database (SPS), or the SIS 'flag' is not 'yes' in SPS.	Verify that the LEA code , School/Site Code and School Session are correct for this file. The School/Site Code on the file must correspond to a school listed on the Sponsor Site Database. Questions regarding school/site codes may be directed to Data Management, (225) 342-2089.

ERROR CODE	ERROR MESSAGE	CAUSE	SOLUTION
332	First 3 positions of Enrollment Site not = LEA	An attempt was made to process a Record in which the first three positions of the School/Site Code did not match the LEA Code.	Verify that the correct School/Site Code has been entered. The first three digits of the School/Site Code must match the LEA Code.
345	Invalid Free/Reduced Lunch	An attempt was made to process a Record with an incorrect Free or Reduced Price Lunch/Breakfast Eligibility code	Verify that the correct code is used.
351	Days Absent must be whole or half days	A number other than "0" or "5" was sent in the last field of the Absences field .	Verify that the correct number was entered in the Absences field. An implied decimal exists; for example, if a student is absent five and a half days, this field should contain 0055.
352	Days Absent must be numeric	An attempt was made to process a Record with a combination of numeric and non-numeric data in the absences field .	If no absences exist, this field must be filled with zeros (0000). If absences exist, the data must be entirely numeric
353	Days Absent exceeds enrollment days	An attempt was made to process a Record with more absences than possible days enrolled at that site.	Verify the number of absences at that site and resubmit.
354	Days Absent less than Days Suspended	The total number of absences for this enrollment is less than the number of days student was suspended out of school .	Correct the number of absences so they are at least equal to number of school days student was suspended out-of-school. Note: If student was suspended out-of-school more than once, the total must equal combined number of days suspended.
355	Invalid Pre-Kindergarten Funding Source	An attempt was made to process a Record with an invalid Pre-Kindergarten Funding Source Code .	Verify that the Pre-Kindergarten Funding Source Code is correct.
356	Pre-K Funding Source Required for Grade	An attempt was made to process a Record that did not contain a Pre-K Funding Source Code for a student with a grade code of 24 (Pre-Kindergarten).	Verify the correct grade code for the student. If grade code 24 is correct, provide an appropriate Pre-K Funding Source Code for that student.
357	Pre-K Funding Source not allowed for Grade	An attempt was made to process a Record that contained a Pre-K Funding Source code for a student whose Grade Placement is not coded 24 (Pre-Kindergarten) or 20 (Preschool).	Verify the correct Grade Placement code for the student's record.

ERROR CODE	ERROR MESSAGE	CAUSE	SOLUTION
358	Grade Placement Invalid for Exit Reason 35	An Exit Reason Code 35 (Transferred to LEA-monitored Adult Ed) was transmitted with a Grade Placement Code other than grade placement represented in a previous enrollment record with the exit reason code 35.	Verify that the Exit Reason and Grade Placement codes are correct. If a student has been exited with exit reason code 35 in a previous enrollment record, the Grade Placement code of current enrollment record must be equal to the grade level represented in that previous enrollment record. Districts must keep the student enrolled in the same grade level when reporting him as still enrolled across the years.
360	Invalid Exit Date	An attempt was made to process an Enrollment/Exit Record (040) that contained an invalid date in the Exit Date field.	Verify that the Exit Date is correct for this student. Verify that the Exit Date is a valid date (Month > 0 and < 13, Day > 0 and < the maximum number of days in the month entered, and Year > 1900). In addition, verify that the Exit Date is greater than or equal to the student's Entry Date .
361	Exit Date Prior to Entry Date	An attempt was made to process an Enrollment/Exit Record (040) with an invalid Exit Date .	Verify that the Student ID , LEA Code , Site Code , School Session , and Exit Date are correct for this student. Also, verify that the student has been successfully enrolled in this school. If not, resubmit the student's entire file. Exit Date cannot precede the student's Enrollment Date .
362	Exit Date greater than Current Date	The Exit Date cannot be greater than "run date" as noted at the top of the Error Report.	Correct the student's Exit Date on the Enrollment/Exit Record (040) and resubmit
363	Exit Date less than Beginning of School Year	An attempt was made to process an Enrollment/Exit Record (040) for a student whose Exit Date is prior to the first day of school for the specified session.	Verify that the LEA Code , School/Site Code , School Session year , and Exit Date are correct for this record. In addition, verify that the school calendar has been entered correctly for this school. Exit Date cannot be prior to date of first day of school as entered on school calendar table.
364	Exit Date greater than End of School Year	An attempt was made to process an Enrollment/Exit Record (040) for a student whose Exit Date exceeds the date of the last day of school.	Verify that the LEA code , School/Site Code , School Session and Exit Date are correct for this record. Exit Date cannot exceed date of the last day of school as entered on school calendar table. (Questions about calendars may be

ERROR CODE	ERROR MESSAGE	CAUSE	SOLUTION
			directed to Data Management at [225] 342-2089.)
365	Exit Date less than Date School was Opened	An attempt was made to process a Record with an Exit Date less than the date the school was opened, as noted on the Sponsor Site Database.	Verify the correct Exit Date and resubmit.
366	Exit Date greater than Date School was Closed	An attempt was made to process an Enrollment/Exit Record (040) for a student whose school has permanently closed: this closing date precedes the student's Exit Date .	Verify that the LEA Code , School/Site Code , School Session , and Exit Date are correct for this Record . The School Closing Date as entered on the Sponsor Site Database cannot precede the Exit Date.
367	Exit Date invalid for Exit Reason code 18	An attempt was made to process a Record with an invalid Exit Date for Exit Reason 18.	Determine whether the correct Exit Reason Code was submitted. If Exit Reason 18 is used correctly, the Exit Date must be on or before October 1 (or September 30, or October 2, depending on which day of the week October 1 falls).
368	Exit Date required for Closed School/Site	An attempt was made to process a Record for a School/Site that has a closed date on the Sponsor Site database.	Confirm the correct School/Site Code and its closing date. If the school/site is closed, resubmit the student records with an Exit Date and appropriate Exit Reason . If the data appear to be in error, contact Data Management, (225) 342-2089, regarding this Sponsor Site database information.
369	Exit Date does not fall on Instructional Day	An attempt was made to process a Record in which the exit date does not occur on an instructional day as submitted on the calendar(s) provided by the district.	Confirm and correct the exit date and resubmit.
370	Invalid Exit Reason	An attempt was made to process an Enrollment/Exit Record (040) that contained an invalid value in the Exit Reason Code field.	Verify that the Exit Reason Code is correct for this student. Exit Reason Code must be a valid code.
371	Absences not allowed with Exit Reason 18	An Enrollment/Exit Record (040) was sent with absences recorded for a student who has been exited with Exit Reason Code 18 (No show).	Make sure the absences field is filled with spaces for a student exited with Exit Reason 18.

ERROR CODE	ERROR MESSAGE	CAUSE	SOLUTION
373	No valid Discipline Type for Exit Reason 01	If Exit Reason Code is 01 (Expelled) on the Enrollment/Exit record (040) , then the corresponding Disciplinary Type on the Discipline record must be 3 (Expulsion/Out-of-School).	If a student has been exited as expelled, assure that the submitted Discipline record contains a Disciplinary Type Code of 3.
374	Grade Placement Invalid for Exit Reason 04	An Exit Reason Code 04 (Graduated) was transmitted with a Grade Placement Code other than 12.	Verify that the Exit Reason and Grade Placement codes are correct. If a student has graduated, the Grade Placement code must be 12.
375	Invalid Dropout Reason	An attempt was made to process an Enrollment/Exit Record (040) that contained an invalid value in the Dropout Reason Code field.	If provided, Verify that the Dropout Reason Code is correct for this student. Otherwise, enter spaces. A Dropout Reason Code should only be provided for Exit Reason Code 02 (Dropped Out) Exit Reason Code 11 (Transferred to Adult Education) and Exit Reason Code 13 (Transferred to Vocational Technical School). Verify that the Dropout Reason Code is correct for this student. If provided, this must be a valid code. Otherwise, enter spaces. A Dropout Reason Code should only be provided for Exit Reason Code 02 (Dropped Out) Exit Reason Code 11 (Transferred to Adult Education) and Exit Reason Code 13 (Transferred to Vocational Technical School).
376	Dropout Reason required for Exit Reason 02	An Exit Reason Code of 02 (Dropped Out) was sent without the accompanying Dropout Reason Code .	Verify the correct Exit Reason Code. If it is 02, verify and enter the correct Dropout Reason Code and resubmit as necessary.
377	Dropout Reason Not Allowed for Exit Reason	An attempt was made to process an Enrollment/Exit Record (040) with invalid data in the Dropout Reason Code field.	Verify that the Student ID , LEA Code , Site Code , School Session , and Exit Code are correct for this student's record. A Dropout Reason Code is only allowed when Exit Reason Code = 02 (Dropped Out), 11 (Transferred to Adult Education), and 13 (Transferred to Vocational Technical School).

ERROR CODE	ERROR MESSAGE	CAUSE	SOLUTION
378	Entry & Exit Date Must = 1st day School for Exit Reason	An attempt was made to process an Enrollment/Exit Record (040) with exit reason 18 with entry date and exit date not first day of school.	Verify entry dates, exit dates , and resubmit.
379	No matching Enrollment with Grade Reassignment	An attempt was made to process an Enrollment/Exit Record (040) with exit reason 15 (exit from one grade for reassignment to another grade) without a corresponding enrollment record re-enrolling the student on the same day or the next day.	Verify that students exited for reassignment to another grade have corresponding enrollment record with entry date same day or next day from record with exit reason 15.
380	Language required	An attempt was made to process an Enrollment/Exit Record (040) with spaces in the Language Code field. Language Code is required on all Enrollment/Exit Record records.	Include the correct Language Code and resubmit.
381	English Proficiency required	An attempt was made to process an Enrollment/Exit Record (040) with spaces in the English Proficiency Code field. Proficiency Code is required on all Enrollment records.	Include the correct English Proficiency Code and resubmit.
382	LEP Funding Source required	An attempt was made to process a Record with no LEP Funding Source Code when the Limited English Proficiency code is set to 02. The LEP Funding Source Code is required if the English Proficiency Code is 02.	Include the LEP Funding Source Code in all records for which English Proficiency Code is 02. Include the LEP Funding Source Code in all records for which English Proficiency Code is 02.
383	Invalid Language	An attempt was made to process a Record containing an invalid Language Code .	Verify the correct Language Code and resubmit.
384	Invalid English Proficiency	An attempt was made to process a Record with an invalid English Proficiency Code . Valid codes are 01(Fully English proficient) and 02 (Limited English proficient).	Verify the English Proficiency Code and resubmit.
385	Invalid LEP Funding	An attempt was made to process a record with an invalid LEP Funding Source Code .	Verify the correct LEP Funding Source Code and resubmit.

ERROR CODE	ERROR MESSAGE	CAUSE	SOLUTION
386	Invalid Option	The Option Code is not a valid Option Code. Option must equal space, 1, 4, 5, 6, 7 or 8. This is a one-byte field.	Submit a valid Option Code.
389	Grade Disagrees with Option	Option Code 1 only applies to students in grades 4 and 8. Option Code 3, 4, 5, 7 and 8 can only be used in grades 9 – 12. Option Code 6 can only be used in grade 8.	Verify Option Code and Grade for this enrollment and resubmit.
392	LEP Funding invalid if fully English proficient	An attempt was made to process a Record with a LEP Funding Source Code when the English Proficiency code is set to 01. The LEP Funding Source Code must be blank if student is fully English proficient.	Change the LEP Funding Source Code to spaces or change the English Proficiency code to 02.
393	Invalid Truancy Flag	The Truancy Flag field in your submission file contains something other than a 'Y' or 'N' which are the only two valid options for this required field.	Determine whether the child is truant for the given enrollment record and send either a 'Y' or 'N'
394	Invalid Homeless Indicator	The Homeless Indicator Code must be 1, 2, 3, or 4 if a student is homeless for a given enrollment. This field may be blank.	Send a valid code value or leave field blank if student was not homeless.
395	English Proficiency not = 01, Language = English	For a student to be considered (LEP) Limited English proficient (English Proficiency code of 02) their primary language code cannot be 034, English.	If a student has qualified for LEP determine what their true primary language code is and send this. If the student is not LEP then send in an English Proficiency code of 01.
396	Home Base Site required for alternative sites	A student attends an alternative school (based on this school's classification in SPS) and you must supply a Home Based Site Code to route the student's information to their home based school.	Send a Home Based Site Code to route the student's information to the school that actually sent a student to the alternative school or Options 3 program (prior to 2011/2012). If your school was incorrectly flagged as an alternative school you may have the school designation changed on SPS.

ERROR CODE	ERROR MESSAGE	CAUSE	SOLUTION
398	Invalid Home Base Site	A Home Based Site Code was sent to route a student's information to an invalid or ineligible site. School may not be flagged to allow SIS data on SPS.	If data in error is Site Code, then, home based school is closed or is an alternative school (based on this school's classification in SPS). You may have to get the school designations changed on SPS.
399	Home Base Site not allowed	The student is not eligible to be routed using the Home Based Site Code because he does not attend an alternative school (based on this school's classification in SPS) or because he is not enrolled in an Options 3 Pre-GED/Skills program (prior to 2011/2012).	Remove the Home Based Site Code from this student's record if not enrolled in an Options 3 Pre-GED/Skills program (prior to 2011/2012) or alternative school. If he should be listed in an Options 3 Pre-GED/Skills program (prior to 2011/2012), you will need to make sure this code is being sent on the enrollment record. If the school they attend should be classified as an alternative school, the school's classification must be changed on Sponsor Site (SPS.)
39A	Home Base Site is an alternative site	A Home Based Site Code was sent to route a student's information to an alternative site based on the school's classification on SPS.	Verify the correct Home Based Site Code or ask to have the school designation changed on SPS and resubmit.
39B	Home Base Site is closed	A Home Based Site Code was sent to route a student's information to a school that is closed on the Sponsor Site Database.	Verify the Home Based Site Code or route the student to the LEA level routing site code of xxx999 where the "xxx" represents your 3-digit LEA code.
39E	Unaccompanied Youth Flag is required	Unaccompanied Youth Flag is required if Homeless code is not blank.	Verify the correct Homeless code designation or add the appropriate Unaccompanied Youth Flag and resubmit.
39F	Unaccompanied Youth Flag not allowed	Unaccompanied Youth Flag not allowed if Homeless code is blank.	Verify the correct Homeless code designation or remove the Unaccompanied Youth Flag and resubmit.
39G	Homeless Reason Code is required	Homeless Reason Code is required if Homeless code is not blank.	Verify the correct Homeless code designation or add the appropriate Homeless Reason code and resubmit.
39H	Homeless Reason Code not allowed	Homeless Reason Code not allowed if Homeless code is blank.	Verify the correct Homeless code designation or remove the Homeless Reason code and resubmit.

ERROR CODE	ERROR MESSAGE	CAUSE	SOLUTION
39I	Invalid Homeless Reason Code	The Homeless Reason Code must 01 – 07, 99, or blank if a student is homeless for a given enrollment.	Send a valid code value or leave field blank if student was not homeless.
39J	Services Provided Flag is required	Services Provided Flag is required if Homeless code is not blank.	Verify the correct Homeless code designation or add the appropriate Services Provided Flag and resubmit.
39K	Services Provided Flag not allowed	Services Provided Flag not allowed if Homeless code is blank.	Verify the correct Homeless code designation or remove the Services Provided Flag and resubmit.
39L	Invalid Services Provided Flag	The Services Provided Flag field in your submission file contains something other than a ‘Y’ or ‘N’ which are the only two valid options for this field.	Send either a ‘Y’ or ‘N’ for this field.
39M	Invalid Prior Education Experience to Kindergarten Code	The Prior Education Experience to Kindergarten Code must be 01 – 07 or blank if a student is not in Kindergarten for a given enrollment.	Send a valid code value or leave field blank if student was not a Kindergartner.
39N	Grade not = Kindergarten for Prior Experience to Kindergarten Code	An attempt was made to process an Enrollment/Exit Record (040) with Prior Education Experience to Kindergarten Code and grade not Kindergarten.	Verify grade , send a valid code value or leave field blank if student was not a Kindergartner, and resubmit.
39S	Awaiting Foster Care Placement Flag required	Awaiting Foster Care Placement Flag required if Homeless Indicator is not blank.	Verify the correct Homeless Indicator designation or add the appropriate Awaiting Foster Care Placement Flag and resubmit.
39T	Awaiting Foster Care Placement Flag not allowed	Awaiting Foster Care Placement Flag not allowed if Homeless Indicator is blank.	Verify the correct Homeless Indicator designation or remove the Awaiting Foster Care Placement Flag and resubmit.
501	Invalid Class Code	Class Code does not exist on the CUR database or Class Code = Spaces.	Modify Class Code on SIS Class Schedule Record (110) as needed. Modify Class Code on CUR if needed.
502	Class Data is required	Student was enrolled as of Oct. 1 and no Class Schedule (110) records were submitted. If ‘Class Schedules Only’ selected, then Class Schedule data must not match database.	Submit at least one Class Schedule (110) Record for any student enrolled as of Oct. 1.

ERROR CODE	ERROR MESSAGE	CAUSE	SOLUTION
504	SIS Entry Date > Class End Date	The entry date on an Enrollment Record (040) was later than the Class End Date on a corresponding CUR Class Schedule Record associated with this student. This association is based on the Class Code on the student's Class Schedule (110) Record and Class Code on the CUR record.	Either modify the Enrollment Date or Class End Date on the CUR Class Schedule Record or remove the SIS Class Schedule (110) record from this student's record set.
505	Duplicate Class Records	Duplicate SIS Class Schedule (110) records were submitted.	Send only one Class Schedule (110) record for each class taken.
507	Class Schedule records are not allowed	Class Schedule (110) records were submitted during an invalid data collection period.	Only submit Class Schedule (110) records during the Oct. 1 LEADS data collection (Processing Period 2).
509	No open enrollment exists for class record	Class Schedule (110) records were sent in for a student that had an enrollment entry date = to the enrollment exit date on the SIS database.	You must resubmit file with a valid open enrollment for student or remove Class Schedule (110) records from file.
530	Invalid Class School/Site	An attempt was made to process a Class Schedule (110) record with a site code not found on the Sponsor Site Database.	Verify the correct school/site code . Questions about school/site codes may be directed to Data Management, (225) 342-2089.
610	Physical Street Address missing	The student is enrolled in a Type 2 Charter or in an A02 site or in either site 101018, 101021, or 101022. Physical Street Address is required for these students and this record is not complete.	Submit an Address Record (120) for the student.
611	Physical City Address missing	The student is enrolled in a Type 2 Charter or in an A02 site or in either site 101018, 101021, or 101022. Physical City Address is required for these students and this record is not complete.	Submit a complete Address Record (120) for the student.

ERROR CODE	ERROR MESSAGE	CAUSE	SOLUTION
612	Physical Zip Code Address missing	The student is enrolled in a Type 2 Charter or in an A02 site or in either site 101018, 101021, or 101022. Physical Zip Code Address is required for these students and this record is not complete.	Submit a complete Address Record (120) for the student
613	State missing	The student is enrolled in a Type 2 Charter or in an A02 site or in either site 101018, 101021, or 101022. State Address is required for these students and this record is not complete.	The student is enrolled in a Type 2 Charter or in an A02 site or in either site 101018, 101021, or 101022. State Address is required for these students and this record is not complete.
614	State Code not entered in upper case	An Address Record was submitted for the student in which the State Code was not in upper case.	Submit an Address Record (120) for the student with the State Code in upper case.
615	State should not be included in City Address	An Address Record was submitted for the student in which the State Code was included in the Physical City Address field.	Submit an Address Record (120) for the student without the State Code in the Physical City Address field.
616	Residing Parish Code missing	The student is enrolled in a Type 2 Charter (opened after 7/1/2008) or in an A02 site or in either site 101018, 101021, or 101022. Residing Parish Code is required for these students and this record is not complete.	Submit a complete Address Record (120) for the student.
617	Invalid Residing Parish Code	An attempt was made to process a Record with an invalid Residing Parish Code .	Verify and correct the Residing Parish Code and resubmit.
618	Address not entered in Upper/Lower Case	An Address Record was submitted for the student in which the address text was not in upper/lower case.	Submit an Address Record (120) for the student with the address text in upper/lower case.
619	Invalid comma in address	An Address Record was submitted for the student with a comma in the address text.	Submit an Address Record (120) for the student with no commas in the address text.
620	Address Record Type 120 required	An attempt was made to process a Record without an Address Record (120) .	Verify and submit Address Record (120). Type 2 Charters, all LEA 'A02' sites, and Sites '101018', '101021', and '101022' are required to enter Address Record (120) Type 120.

ERROR CODE	ERROR MESSAGE	CAUSE	SOLUTION
621	Address Record Type 120 not allowed	An attempt was made to process a Record that contained an Address Record (120) .	Address Record (120) type not allowed unless LEA is A02 or 101 or a type 2 charter. Verify, correct file, and resubmit as necessary.
622	Zip Code must be numeric	An Address Record (120) was submitted for the student in which the zip code was not numeric.	Submit an Address Record (120) for the student with a numeric zip code.
623	Residing Parish Code not valid for non-LA address	An Address Record (120) was submitted for the student in which the address was located outside LA.	Submit an Address Record (120) for the student with Residing Parish Code set to spaces.
624	Invalid Military Base Reside Flag	An Address Record (120) was submitted for the student in which the Military Base Reside Flag was something other than 'Y' or 'N' which are the only 2 valid options for this required field.	Determine whether the student resides on a military base for the given record and send either a 'Y' or 'N'.
625	Zip Code is not a valid length	An Address Record (120) was submitted for the student in which the zip code was invalid.	Submit an Address Record (120) for the student with a valid zip code.
626	Zip Code is Invalid For The Current District Code	An Address Record (120) was submitted for the student in which the zip code was invalid for the current district.	Verify the Zip Code on the Address Record (120) . If the Zip Code is correct, contact DM at (225) 342-2089 to update the Zip Code table in Sponsor Site.
628	Invalid Non-District Funding Site Flag	An Address Record (120) was submitted for the student in which the non-district building flag was invalid	Correct the non-district funding site flag and resubmit.
710	Invalid Disability	An attempt was made to process a Record with an invalid Section 504 Disability Category Code .	Verify and correct the Disability Category Code and resubmit.
711	First Disability required	An attempt was made to process a Record without Disability Category Code .	Verify and submit Section 504 Record (130) with the Disability Category Code. At least one disability is required for 504 student.
712	Disabilities must be entered sequentially	An attempt was made to process a Record with Disability Category Codes in non-sequential fields.	Verify and submit Section 504 Record (130) with the Disability Category Codes in sequential field order.
713	Invalid IAP Review Date	An attempt was made to process a Record that contained an invalid value in the student's IAP Review Date field.	Verify that the IAP Review Date provided is a valid date (i.e., Month > 0 and < 13, Day > 0 and < the maximum number of days in the month entered,

ERROR CODE	ERROR MESSAGE	CAUSE	SOLUTION
			and Year > 1900). In addition, verify that the IAP Review Date provided is before the current date. IAP Review Date should be in the format MMDDYYYY.
714	Invalid Last 504 Evaluation Date	An attempt was made to process a Record that contained an invalid value in the student's Last 504 Evaluation Date field.	Verify that the Last 504 Evaluation Date provided is a valid date (i.e., Month > 0 and < 13, Day > 0 and < the maximum number of days in the month entered, and Year > 1900). In addition, verify that the Last 504 Evaluation Date provided is before the current date. Last 504 Evaluation Date should be in the format MMDDYYYY.
715	Last 504 Evaluation Date is missing	The student's Section 504 Record (130) does not include Last 504 Evaluation Date . This is a required field for 504 students.	Fill in the student's Last 504 Evaluation Date and resubmit file.
716	IAP Review Date Prior to Student's Birth Date	An attempt was made to process a Record that contained a birth date after the student's IAP Review Date .	Verify the correct birth date and/or IAP Review Date and resubmit.
717	Last 504 Evaluation Date prior to Student's Birth Date	An attempt was made to process a Record that contained a birth date after the student's Last 504 Evaluation Date .	Verify the correct birth date and/or Last 504 Evaluation Date and resubmit.
719	Duplicated Disability not allowed	An attempt was made to process a Record that contained duplicate Disability Category Codes . Disability cannot be duplicated within the 7 occurrences.	Verify Disability Category Codes, correct file and resubmit as necessary.
720	Disabilities must be entered in numeric order	An attempt was made to process a Record that contained Disability Category Codes that were not in numeric order. Disability Category Codes must be entered in numeric order (least to greatest).	Verify Disability Category Codes, correct file and resubmit as necessary.
721	Invalid 504 Services Exit Date	An attempt was made to process a Record that contained an invalid value in the student's 504 Services Exit Date field.	Verify that the 504 Services Exit Date is correct for this student (i.e., Month > 0 and < 13, Day > 0 and < the maximum number of days in the month entered, and Year > 1900).

ERROR CODE	ERROR MESSAGE	CAUSE	SOLUTION
722	504 Services Exit Date prior to Student's Birth Date	An attempt was made to process a Record that contained a birth date after the student's 504 Services Exit Date .	Verify the correct birth date and/or 504 Services Exit Date and resubmit.
723	504 Services Exit Date greater than Current Date	The 504 Services Exit Date cannot be greater than "run date" as noted at the top of the Error Report.	Correct the student's 504 Services Exit Date on the Section 504 Record (130) and resubmit
724	504 Services Exit Date prior to Last 504 Evaluation Date	An attempt was made to process a Record that contained a Last 504 Evaluation Date after the student's 504 Services Exit Date .	Verify the correct Last 504 Evaluation Date and/or 504 Services Exit Date and resubmit.
725	504 Services Exit Date prior to IAP Review Date	An attempt was made to process a Record that contained a IAP Review Date after the student's 504 Services Exit Date .	Verify the correct IAP Review Date and/or 504 Services Exit Date and resubmit.
726	Invalid Section 504 Services Exit Reason Code	An attempt was made to process a Section 504 Record (130) that contained an invalid value in the 504 Services Exit Reason Code field.	Verify that the 504 Services Exit Reason Code is correct for this student. 504 Services Exit Reason Code must be a valid code.
750	Invalid Program Code	An attempt was made to process a Program Record (050) that contained an invalid value in the Program Code field.	Verify that the Program Code is correct for this student. Program Code must be a valid code.
751	Invalid Program School/Site	An attempt was made to process a Program Record (050) that contained an incorrect Sponsor Site Database school/site code .	Verify the correct school/site code. If you feel the data is correct, contact Data Management at (225) 342- 2089.
752	Invalid Grade for Program Code	An attempt was made to process a Program Record (050) that contained an invalid Grade for the Program	The Connections Program Code only applies to grade 8. Other Program Codes apply to grades 9-12.
753	Invalid Program Start Date	An attempt was made to process a Program Record (050) that contained an invalid Start Date for the Program.	Verify the Program Start Date for this record (i.e., Month > 0 and < 13, Day > 0 and < the maximum number of days in the month entered, and Year > 1900) in MMDDYYYY format. Correct the Program Start Date for this record and resubmit.

ERROR CODE	ERROR MESSAGE	CAUSE	SOLUTION
754	No Open Enrollment Exists for Program	An attempt was made to process a Program Record (050) for a student that contained an invalid Start Date for the Program Code.	Verify the Program Start Date for this record falls between the student's enrollment entry date and exit date. Correct the Program Start Date for this record and resubmit.
755	Duplicate Program Records not allowed	An attempt was made to process a Program Record (050) that contains the same Program Code as an existing record for a specific student.	Send only one Program Record (050) for each Program Code in which the student is enrolled. Remove duplicate Program Records.
756	Entry Reason 'C9' Required for Program 'DRP001'	An attempt was made to process a Record that contained an invalid Program Entry Reason.	For Program 'DRP001', the Entry Reason should be 'C9'.
800	Perpetrator/Action data not allowed for Exit Reason 18	An attempt was made to process a student Perpetrator/Action Record for Exit Reason Code 18 (No Show).	Verify the correct Exit Reason Code and resubmit.
801	Event ID required	An attempt was made to process a Record with spaces in the Event ID field.	Event ID is required on all Event; Perpetrator and Instance; Actions and Interventions; and Victim records. Include the correct Event ID and resubmit.
802	Invalid Event Site Code	An attempt was made to process an Event Record (007) with an incorrect Sponsor Site Database school/site code .	Verify the correct school/site code. If you feel the data is correct, contact Data Management at (225) 342- 2089.
803	Invalid Event Date	An attempt was made to process an Event Record (007) that contained an invalid value in the Event DateFirst Entry field.	Verify that the Event Date is correct for this record (i.e., Month > 0 and < 13, Day > 0 and < the maximum number of days in the month entered, and Year > 1900) in MMDDYYYY format and correct Event Date.
804	Event Date greater than current date	Event Date cannot be greater than "run date" as noted at the top of the Error Report.	Correct the Event Date on the Event Record (007) and resubmit.
805	Event Date less than Beginning of Event Reporting Year	An attempt was made to process an Event Record (007) for an Event where the Event Date is prior to the first day of the Event Reporting Year for the specified School Session Year . Event	Verify that the LEA Code , School/Site Code , School Session year and Event Date are correct for this file.

ERROR CODE	ERROR MESSAGE	CAUSE	SOLUTION
		Reporting Year begins on July 1 of a given School Session Year and ends on June 30 of the next calendar year.	
806	Event Date greater than Event Reporting Year	An attempt was made to process an Event Record (007) for an Event where the Event Date exceeds the last day of the Event Reporting Year for the specified School Session Year . Event Reporting Year begins on July 1 of a given School Session Year and ends on June 30 of the next calendar year.	Verify that the LEA Code , School/Site Code , School Session year and Event Date are correct for this file.
807	Event Date less than date the school was opened	An attempt was made to process an Event Record (007) where the Event Date was before the date the school was opened.	Correct the Event Date and resubmit.
808	Event Date greater than date the school was closed	An attempt was made to process an Event Record (007) where the Event Date was after the date the school was closed.	Correct the Event Date and resubmit.
809	Invalid Time Code	An attempt was made to process an Event Record (007) that contained an invalid value in the Time Code field.	Verify that the Time Code is correct for this Event. Time Code must be a valid code.
810	Invalid Location Code	An attempt was made to process an Event Record (007) that contained an invalid value in the Location Code field.	Verify that the Location Code is correct for this Event. Location Code must be a valid code
811	Invalid Event Primary Reason Code	An attempt was made to process an Event Record (007) that contained an invalid value in the Event Primary Reason Code field.	Verify that the Primary Reason Code is correct for this Event. Primary Reason Code must be a valid code.
812	Invalid Perpetrator ID	An attempt was made to process a Perpetrator and Instance Record that did not contain a valid Perpetrator ID Number according to Perpetrator Type Code .	Enter a valid Perpetrator ID Number for the Perpetrator and Instance Record. If Perpetrator is a student enrolled in your LEA, you must send the Student ID. If Perpetrator is a non-student or a student not enrolled in your LEA, you must send a P***** number and must be tracked by LEA.

ERROR CODE	ERROR MESSAGE	CAUSE	SOLUTION
813	Invalid Perpetrator Site Code	An attempt was made to process a Perpetrator and Instance Record with an incorrect Sponsor Site Database school/site code .	Verify the correct school/site code. If you feel the data is correct, contact Data Management, (225) 342-2089.
814	Invalid Perpetrator Site Code for Perpetrator Type	An attempt was made to process a Perpetrator and Instance Record with an incorrect Sponsor Site Database school/site code for a perpetrator who is not an employee and not a student.	Verify the correct Perpetrator Type Code or correct site code. You will use the XXX999 site code to indicate incident took place in your LEA but that the perpetrator was not associated with a specific site as an employee or a student.
815	Invalid Perpetrator Type Code	An attempt was made to process a Perpetrator and Instance Record that contained an invalid value in the Perpetrator Type Code field. An attempt was made to process a Perpetrator and Instance Record that contained an invalid value in the Perpetrator Type Code field. An attempt was made to process a Perpetrator and Instance Record that contained an invalid value in the Perpetrator Type Code field.	Verify that the Perpetrator Type Code is correct for this Perpetrator. Perpetrator Type Code must be a valid code.
816	Invalid Perpetrator Primary Reason Code	An attempt was made to process a Perpetrator and Instance Record that contained an invalid value in the Perpetrator Primary Reason Code field.	Verify that the Perpetrator Primary Reason Code is correct for this Perpetrator. Perpetrator Primary Reason Code must be a valid code.
817	Invalid Firearms and Explosives Weapons Code	An attempt was made to process a Perpetrator and Instance Record with an invalid Firearms and Explosives Weapons Code .	Verify and correct the Firearms and Explosives Weapons Code and resubmit. Verify and correct the Firearms and Explosives Weapons Code and resubmit.
818	Firearms and Explosives Weapons Code required	Perpetrator Primary Reason Code 13 or 30 was submitted without including a Firearms and Explosives Weapon Code .	Include the correct Firearms and Explosives Weapons Code and resubmit.

ERROR CODE	ERROR MESSAGE	CAUSE	SOLUTION
819	Firearms and Explosives Weapons Code not allowed	An attempt was made to process a Perpetrator and Instance Record with a Firearms and Explosives Weapon Code included with a Perpetrator Primary Reason Code other than 13 or 30.	Firearms and Explosives Weapons Code may be included only when Perpetrator Primary Reason Code 13 or 30 is submitted. Verify the correct Perpetrator Primary Reason Code and resubmit.
820	Invalid Other Weapons Code	An attempt was made to process a Perpetrator and Instance Record with an invalid Other Weapons Code .	Verify and correct the Other Weapons Code and resubmit.
821	Other Weapons Code required	Perpetrator Primary Reason Code 14, 15 or 31 was submitted without including an Other Weapons Code .	Include the correct Other Weapons Code and resubmit.
822	Other Weapons Code not allowed	An attempt was made to process a Perpetrator and Instance Record with an Other Weapons Code included with a Perpetrator Primary Reason Code other than 14, 15, or 31.	Other Weapons Code may be included only when Perpetrator Primary Reason Code 14, 15 or 31 is submitted. Verify the correct Perpetrator Primary Reason Code and resubmit.
827	Invalid Bullying Code	An attempt was made to process a Perpetrator and Instance Record that contained an invalid value in the Bullying Code field. Current codes are 01-04 and this field may be blank, but may not be anything else.	Verify that the Bullying Code is correct for this Perpetrator. Bullying Code must be a valid code or leave field blank if Perpetrator Primary Reason Code is not 35Bullying or 36 Cyberbullying.
828	Bullying Code 04 is required	Bullying Code 04 – Cyberbullying is required if Perpetrator Primary Reason Code is 36 Cyberbullying	Verify the correct Perpetrator Primary Reason Code designation or add the appropriate Bullying Code and resubmit.
829	Bullying Code 04 not allowed	Bullying Code of 04 not allowed if Perpetrator Primary Reason Code is not 36 Cyberbullying.	Verify the correct Perpetrator Primary Reason Code designation or add the appropriate Bullying Code and resubmit.
830	Bullying Code 01-03 is required	Bullying Code is required if Perpetrator Primary Reason Code is 35Bullying.	Verify the correct Perpetrator Primary Reason Code designation or add the appropriate Bullying Code and resubmit.

ERROR CODE	ERROR MESSAGE	CAUSE	SOLUTION
831	Bullying Code 01-03 not allowed	Bullying Code of 01 – Harassment, 02 – Intimidation or 03 – Bullying not allowed if Perpetrator Primary Reason Code is not 35 Bullying.	Verify the correct Perpetrator Primary Reason Code designation or add the appropriate Bullying Code and resubmit.
832	Invalid Aggression Flag	Aggression Flag of ‘Y’ or ‘N’ is required if Perpetrator Primary Reason Code is 35 Bullying or 36 Cyberbullying.	Verify the correct Perpetrator Primary Reason Code designation or add the appropriate Aggression Flag and resubmit.
833	Aggression Flag not allowed	Aggression Flag not allowed if Perpetrator Primary Reason Code is not 35 Bullying or 36 Cyberbullying.	Verify the correct Perpetrator Primary Reason Code designation or remove the Aggression Flag and resubmit.
834	Electronic Aggression Flag is required	Electronic Aggression Flag of ‘Y’ is required if Perpetrator Primary Reason Code is 36 [Cyberbullying].	Verify the correct Perpetrator Primary Reason Code designation or submit Electronic Aggression Flag of ‘Y’ and resubmit.
835	Electronic Aggression Flag not allowed	Electronic Aggression Flag is not allowed if Perpetrator Primary Reason Code is not 36 Cyberbullying.	Verify the correct Perpetrator Primary Reason Code designation or submit Electronic Aggression Flag of ‘N’ and resubmit.
836	At least one Aggression Flag must be a ‘Y’	An attempt was made to process a Perpetrator and Instance Record that contained all ‘N’s in the Aggression Flag fields for record with Perpetrator Primary Reason Code of 35 Bullying or 36 Cyberbullying.	Verify the correct Aggression Flags, ‘Y’ or ‘N’. At least one of the 4 new aggression flag fields must contain a ‘Y’.
837	Witness Count must be numeric	An attempt was made to process a Perpetrator and Instance Record with a combination of numeric and non-numeric data in the Witness Count field.	If no witnesses exist, this field must be filled with zeros (00). Witness Count must be numeric (00 or greater).
838	Invalid Physical Evidence Code	An attempt was made to process a Perpetrator and Instance Record that contained an invalid value in the Physical Evidence Code field.	Verify that the Physical Evidence Code is correct for this Perpetrator. Physical Evidence Code must be a valid code.

ERROR CODE	ERROR MESSAGE	CAUSE	SOLUTION
844	Invalid Perpetrator Parent Contacted Flag	The Perpetrator Parent Contacted Flag field in your submission file contains something other than a 'Y' or 'N' which are the only two valid options for this required field.	Determine whether the parent was contacted regarding Event for the given record and send either a 'Y' or 'N'.
845	Invalid Reported to Law Enforcement Flag	The Reported to Law Enforcement Flag field in your submission file contains something other than a 'Y' or 'N' which are the only two valid options for this required field.	Determine whether the Event was reported to Law Enforcement for the given record and send either a 'Y' or 'N'.
846	Invalid Arrest Resulted Flag	The Arrest Resulted Flag field in your submission file contains something other than a 'Y' or 'N' which are the only two valid options for this required field.	Determine whether the Event resulted in arrest of Perpetrator for the given record and send either a 'Y' or 'N'.
847	Invalid Serious Injury Resulted Flag	The Serious Injury Resulted Flag field in your submission file contains something other than a 'Y' or 'N' which are the only two valid options for this required field.	Determine whether the Event resulted in Serious Injury to Perpetrator for the given record and send either a 'Y' or 'N'.
848	Invalid Perpetrator Medical Treatment Flag	The Perpetrator Medical Treatment Flag field in your submission file contains something other than a 'Y' or 'N' which are the only two valid options for this required field.	Determine whether the Perpetrator required offsite medical treatment for the given record and send either a 'Y' or 'N'.
850	Action = No action, other data not allowed	An attempt was made to process an Actions and Interventions Record (092) with Action/Intervention Code of 000 – No Action with data entered at position(s) 49 through 120	Verify Action/Intervention Code and remove data. Other data not allowed for Action/Intervention Code of 000 – No Action.
851	Action Record had no matching Enrollment Record	An attempt was made to process an Actions and Interventions Record (092) for a student who had an Entry Date on the Enrollment/Exit Record (040) that occurs after the Discipline Start Date and/or an Exit Date	Confirm and correct the dates as necessary and resubmit.

ERROR CODE	ERROR MESSAGE	CAUSE	SOLUTION
		that occurs before the Discipline Start Date. Entry/exit dates and site codes must correspond on enrollment, exit, and Action and Intervention records. For example, if a student has an Entry Date of 9/16, yet a Disciplinary Start Date is stated to be 9/2, there is an error because the student was not enrolled on that date.	
852	Invalid Action/Intervention Code	An attempt was made to process an Actions and Interventions Record (092) that contained an invalid value in the Action/Intervention Code field.	Verify that the Action/Intervention Code is correct for this Event. Action/Intervention Code must be a valid code.
853	No valid Action/Intervention Code for Exit Reason 01 (expelled)	If Exit Reason Code is 01 (Expelled) on the Enrollment/Exit record (040) , then the corresponding Action/Intervention Code on the Actions and Interventions record must be 003 (Expulsion/Out-of-School).	If a student has been exited as expelled, ensure that the submitted Actions and Interventions record contains an Action/Intervention Code of 003.
854	No Exit Reason of 01 (Expelled) for Action Expulsion	An attempt was made to process an Actions and Interventions Record (092) with an Action/Intervention Code =003 [Expulsion-Out-of-School] without an accompanying Enrollment/Exit Record (040) with an Exit Reason Code of 01 (Expelled).	Confirm and correct the Exit Reason and/or Action/Intervention Codes and resubmit. Note: For an Out-of-School Expulsion (Action/Intervention Code 003), the Discipline Start Date must be the same date as the Exit Date.
855	Overlapping Suspension/Expulsion Records	An attempt was made to process a file with more than one Action and Intervention Record (092) with Discipline Start Dates that overlap. <u>Exceptions:</u>	An Action/Intervention Code 002, suspension or 003, expulsion (Out-of-School) can overlap with a 004, 005, 006, or 007 Note: Should occur on or after the start date if it overlaps another suspension or expulsion. An Action/Intervention Code 004, suspension or 005, expulsion (In-School) can overlap with a 002, 003, 006, or 007

ERROR CODE	ERROR MESSAGE	CAUSE	SOLUTION
			<p>Note: Must occur on or before the start date of the Action/Intervention Code 002 or 003 discipline it overlaps</p> <p>An Action/Intervention Code 006, suspension or 007, expulsion (Alternate Site) can overlap with a 002, 003, 004, or 005</p> <p>Note: Must occur on or before the start date of the Action/Intervention Code 002 or 003 discipline it overlaps</p> <p>Confirm the correct Discipline Start Dates and Action/Intervention Codes and resubmit.</p>
856	Invalid Discipline Start Date	An attempt was made to process an Actions and Interventions Record (092) that contained an invalid value in the Discipline Start DateFirst Entry field.	Verify that the Discipline Start Date is correct for this record (i.e., Month > 0 and < 13, Day > 0 and < the maximum number of days in the month entered, and Year > 1900) in MMDDYYYY format and correct Discipline Start Date.
857	Discipline Start Date greater than current date + 1 month	Discipline Start Date cannot be greater than "run date" as noted at the top of the Error Report + 1 month.	Correct the Discipline Start Date on the Actions and Interventions Record (092) and resubmit.
858	Discipline Start Date less than Beginning of School Year	An attempt was made to process an Actions and Interventions Record (092) for an Action/Intervention where the Discipline Start Date is prior to the first day of school for the specified School Session Year .	Verify that the LEA Code , School/Site Code , School Session year and Discipline Start Date are correct for this file. In addition, verify that the school calendar has been entered correctly for this school. Discipline Start Date cannot be prior to date of first day of school as entered on school calendar table. (To verify whether the correct dates are recorded on the school calendar, call [225] 342- 2089 for assistance.)
859	Discipline Start Date greater than End of School Year	An attempt was made to process an Actions and Interventions Record (092) for an Action/Intervention where the Discipline Start Date exceeds the date of the last day of school.	Verify that the LEA code , School/Site Code , School Session year and Discipline Start Date are correct for this file. Discipline Start Date cannot exceed date of the last day of school as entered on school calendar table.
860	Discipline Start Date less than Date School was opened	An attempt was made to process an Actions and Interventions Record (092) with a School/Site	Verify the correct Discipline Start Date . Questions about the opening date for a school/site may be directed to Data

ERROR CODE	ERROR MESSAGE	CAUSE	SOLUTION
		Code which, when compared against the Sponsor Site Database, was found to be a site which was not yet opened as of the Discipline Start Date entered on the student record.	Management, (225) 342-2089.
861	Discipline Start Date greater than Date School was closed	An attempt was made to process an Actions and Interventions Record (092) with a School/Site Code which, when compared against the Sponsor Site database, was found to be a site which has permanently closed; and this closing date precedes the student's Discipline Start Date .	Verify that the LEA code , School/Site Code , School Session year and Discipline Start Date are correct for this file. The School Closing Date as entered on the Sponsor Site Database cannot precede the Discipline Start Date . (Questions regarding closing dates may be directed to Data Management at (225) 342-2089.)
862	Invalid Discipline Return Date	An attempt was made to process an Actions and Interventions Record (092) that contained an invalid value in the Discipline Return Date field.	Verify that the Discipline Return Date is correct for this record (i.e., Month > 0 and < 13, Day > 0 and < the maximum number of days in the month entered, and Year > 1900) in MMDDYYYY format and correct Discipline Return Date.
863	Discipline Return Date <= Disc Start Date	An attempt was made to process an Actions and Interventions Record (092) with a Discipline Return Date that is before or the same as the Discipline Start Date .	A Discipline Return Date cannot occur before the Discipline Start Date or on the same day. Confirm the correct dates and resubmit
864	Discipline Return Date < Begin School Date	An attempt was made to process an Actions and Interventions Record (092) with a Discipline Return Date that is before the beginning of the school year.	Confirm the correct dates and resubmit.
865	Discipline Return Date < Open School Date	An attempt was made to process an Actions and Interventions Record (092) with a Discipline Return Date less than the date the school was opened, as noted on the Sponsor Site database.	Confirm the correct Discipline Return Date . If the date the school was opened appears to be incorrect on the Sponsor Site database, contact Data Management, (225) 342-2089.
866	Discipline Return Date > End School Date + 1	An attempt was made to process an Actions and Interventions Record (092)	Confirm the correct Discipline Return Date and resubmit.

ERROR CODE	ERROR MESSAGE	CAUSE	SOLUTION
		(Action/Intervention Code 002, 004, or 006) with a Discipline Return Date greater than the last day of school +1.	
867	Discipline Return Date > Discipline Start Date + 3 years	An attempt was made to process an Actions and Interventions Record (092) (Action/Intervention Code 003, 005, or 007) with a Discipline Return Date greater than the Discipline Start Date + 3 years.	Confirm the correct Discipline Return Date and resubmit.
868	Invalid Discipline Administered Date	An attempt was made to process an Actions and Interventions Record (092) that contained an invalid value in the Discipline Administered Date field.	Verify that the Discipline Administered Date is correct for this record (i.e., Month > 0 and < 13, Day > 0 and < the maximum number of days in the month entered, and Year > 1900) in MMDDYYYY format and correct Discipline Administered Date.
869	Discipline Administered Date greater than current date	Discipline Administered Date cannot be greater than "run date" as noted at the top of the Error Report.	Correct the Discipline Administered Date on the Actions and Interventions Record (092) and resubmit.
870	Alternate Site Code is Required	An attempt was made to process an Actions and Interventions Record (092) for an Action/Intervention with no Alternate Site Code	Alternate Site Code is required for Action Type = "006", "007", "010.
871	Alternate Site Code not allowed	An attempt was made to process an Actions and Interventions Record (092) for an Action/Intervention with an Alternate Site Code.	Alternate Site Code not allowed if Action Type is not = "006", "007", "010. Alternate Site Code must be blank.
872	Discipline Administered Date less than Beginning of School Year	An attempt was made to process an Actions and Interventions Record (092) for an Action/Intervention where the Discipline Administered Date is prior to the first day of school	Verify that the LEA Code , School/Site Code , School Session year and Discipline Administered Date are correct for this file. In addition, verify that the school calendar has been entered correctly for this school. Discipline Administered

ERROR CODE	ERROR MESSAGE	CAUSE	SOLUTION
		for the specified School Session .	Date cannot be prior to date of first day of school as entered on school calendar table. (To verify whether the correct dates are recorded on the school calendar, call [225] 342-2089 for assistance.)
873	Discipline Administered Date greater than End of School Year	An attempt was made to process an Actions and Interventions Record (092) for an Action/Intervention where the Discipline Administered Date exceeds the date of the last day of school.	Verify that the LEA code , School/Site Code , School Session year and Discipline Administered Date are correct for this file. Discipline Administered Date cannot exceed date of the last day of school as entered on school calendar table
874	Discipline Administered Date less than Date School was opened	An attempt was made to process an Actions and Interventions Record (092) with a School/Site Code which, when compared against the Sponsor Site Database, was found to be a site which was not yet opened as of the Discipline Administered Date entered on the student record.	Verify the correct Discipline Administered Date . Questions about the opening date for a school/site may be directed to Data Management, (225) 342-2089.
875	Discipline Administered Date greater than Date School was closed	An attempt was made to process an Actions and Interventions Record (092) with a School/Site Code which, when compared against the Sponsor Site database, was found to be a site which has permanently closed, and this closing date precedes the student's Discipline Administered Date .	Verify that the LEA code , School/Site Code , School Session year and Discipline Administered Date are correct for this file. The School Closing Date as entered on the Sponsor Site Database cannot precede the Discipline Administered Date . (Questions regarding closing dates may be directed to Data Management at (225)-342-2089.)
876	Corporal Punishment Directly Authorized by Uninvolved Third Party Flag is required	Corporal Punishment Directly Authorized by Uninvolved Third Party Flag of 'Y' or 'N' is required if Action/Intervention Code is 180 Corporal Punishment.	Verify the correct Action/Intervention Code designation or add the appropriate Corporal Punishment Directly Authorized by Uninvolved Third Party Flag and resubmit.
877	Corporal Punishment Directly Authorized by	Corporal Punishment Directly Authorized by Uninvolved Third	Verify the correct Action/Intervention Code designation or remove the

ERROR CODE	ERROR MESSAGE	CAUSE	SOLUTION
	Uninvolved Third Party not allowed	Party Flag not allowed if Action/Intervention Code is not 180 Corporal Punishment.	Corporal Punishment Directly Authorized by Uninvolved Third Party Flag and resubmit.
878	Invalid Administrator Type Code	An attempt was made to process an Actions and Interventions Record (092) that contained an invalid value in the Administrator Type Code field. Current codes are 01-10, 99 and this field may be blank but may not be anything else.	Verify that the Administrator Type Code is correct for this Event. Administrator Type Code must be a valid code or leave field blank if Action/Intervention Code is not 090 Physical Restraint, 095 Mechanical Restraints, 100 Confinement with seclusion or 180 Corporal Punishment.
879	Administrator Type Code is required	Administrator Type Code is required if Action/Intervention Code is 090 Physical Restraint, 095 Mechanical Restraints, 100 Confinement with seclusion or 180 Corporal Punishment.	Verify the correct Action/Intervention Code designation or add the appropriate Administrator Type Code and resubmit.
880	Administrator Type Code not allowed	Administrator Type Code not allowed if Action/Intervention Code is not 090 Physical Restraint, 095 Mechanical Restraints, 100 Confinement with seclusion or 180 Corporal Punishment.	Verify the correct Action/Intervention Code designation or remove the Administrator Type Code and resubmit.
881	Invalid Administrator's Last Name	An attempt was made to process an Actions and Interventions Record (092) with an invalid Administrator Last Name . The first byte of the Last Name must not be a space and each byte in positions 2-16 must be A-Z, dash, period, apostrophe or space. Any name ending with space will result in an error. Last Name has to be at least 2 bytes and not greater than 20 bytes. For example, if administrator's name is X, data has to be entered as X-.	Verify the Administrator's correct Last Name and resubmit as necessary.

ERROR CODE	ERROR MESSAGE	CAUSE	SOLUTION
882	Administrator's Last Name is required	Administrator's Last Name is required if Action/Intervention Code is 090 Physical Restraint, 095 Mechanical Restraints, 100 Confinement with seclusion or 180 Corporal Punishment.	Verify the correct Action/Intervention Code designation or add the appropriate Administrator's Last Name and resubmit.
883	Administrator's Last Name is not allowed	Administrator's Last Name is not allowed if Action/Intervention Code is not 090 Physical Restraint, 095 Mechanical Restraints, 100 Confinement with seclusion or 180 Corporal Punishment.	Solution: Verify the correct Action/Intervention Code designation or remove the Administrator's Last Name and resubmit.
884	Invalid Administrator's First Name	An attempt was made to process an Actions and Interventions Record (092) with an invalid Administrator First Name . The first byte of the First Name must not be a space and each byte in positions 2-16 must be A-Z, dash, period, apostrophe or space. Any name ending with space will result in an error.	Verify the Administrator's correct First Name and resubmit as necessary.
885	Administrator's First Name is required	Administrator's First Name is required if Action/Intervention Code is 090 Physical Restraint, 095 Mechanical Restraints, 100 Confinement with seclusion or 180 Corporal Punishment.	Verify the correct Action/Intervention Code designation or add the appropriate Administrator's First Name and resubmit.
886	Administrator's First Name is not allowed	Administrator's First Name is not allowed if Action/Intervention Code is not 090 Physical Restraint, 095 Mechanical Restraints, 100 Confinement with seclusion or 180 Corporal Punishment.	Verify the correct Action/Intervention Code designation or remove the Administrator's First Name and resubmit.
887	Invalid Manifestation Hearing Date	An attempt was made to process an Actions and Interventions Record (092) that contained an invalid value in the Manifestation Hearing DateFirst Entry field.	Verify that the Manifestation Hearing Date is correct for this record (i.e., Month > 0 and < 13, Day > 0 and < the maximum number of days in the month entered, and Year > 1900) in MMDDYYYY format and correct Manifestation Hearing Date.

ERROR CODE	ERROR MESSAGE	CAUSE	SOLUTION
888	Manifestation Hearing Date greater than current date	Manifestation Hearing Date cannot be greater than "run date" as noted at the top of the Error Report.	Correct the Manifestation Hearing Date on the Actions and Interventions Record (092) and resubmit.
889	Manifestation Hearing Date less than Beginning of School Year	An attempt was made to process an Actions and Interventions Record (092) for an Action/Intervention where the Manifestation Hearing Date is prior to the first day of school for the specified School Session.	Verify that the LEA Code , School/Site Code , School Session year and Manifestation Hearing Date are correct for this file. In addition, verify that the school calendar has been entered correctly for this school. Manifestation Hearing Date cannot be prior to date of first day of school as entered on school calendar table. (To verify whether the correct dates are recorded on the school calendar, call [225] 342-2089 for assistance.)
890	Manifestation Hearing Date greater than End of School Year	An attempt was made to process an Actions and Interventions Record (092) for an Action/Intervention where the Manifestation Hearing Date exceeds the date of the last day of school.	Verify that the LEA code , School/Site Code , School Session year and Manifestation Hearing Date are correct for this file. Manifestation Hearing Date cannot exceed date of the last day of school as entered on school calendar table.
891	Manifestation Hearing Date less than Date School was opened	An attempt was made to process an Actions and Interventions Record (092) with a School/Site Code which, when compared against the Sponsor Site Database, was found to be a site which was not yet opened as of the Manifestation Hearing Date entered on the student record.	Verify the correct Manifestation Hearing Date . Questions about the opening date for a school/site may be directed to Data Management, (225) 342-2089.
892	Manifestation Hearing Date greater than Date School was closed	An attempt was made to process an Actions and Interventions Record (092) with a School/Site Code which, when compared against the Sponsor Site database, was found to be a site which has permanently closed, and this closing date precedes the student's Manifestation Hearing Date .	Verify that the LEA code , School/Site Code , School Session year and Manifestation Hearing Date are correct for this file. The School Closing Date as entered on the Sponsor Site Database cannot precede the Manifestation Hearing Date . (Questions regarding closing dates may be directed to Data Management at (225)-342-2089.)

ERROR CODE	ERROR MESSAGE	CAUSE	SOLUTION
893	Invalid Disability-Related Flag	An attempt was made to process an Actions and Interventions Record (092) that contained an invalid value in the Disability-Related Flag field.	Verify the correct Disability-Related Flag. Current values are 'Y' or 'N'.
894	Disability-Related Flag of 'Y' is not allowed	An attempt was made to process an Actions and Interventions Record (092) with a Disability-Related Flag of 'Y' and no Manifestation Hearing Date.	Verify Manifestation Hearing Date and Disability-Related Flag. Disability-Related Flag can only be "Y" if Manifestation Hearing Date is supplied.
895	Minutes Removed must be numeric	An attempt was made to process an Actions and Interventions Record (092) with a combination of numeric and non-numeric data in the Minutes Removed field.	If student was not removed from class from their regular setting, this field must be filled with zeros (000000). If student was removed, the data must be entirely numeric.
896	Invalid Anonymous ID (Victim)	An attempt was made to process a Victim Record (093) with an incorrect Anonymous ID.	Verify the Anonymous ID. The Anonymous ID cannot include the student's/employee's State ID or SSN.
897	Invalid Victim Site Code	An attempt was made to process a Victim Record (093) with an incorrect Sponsor Site Database school/site code .	Verify the correct school/site code. If the data appear to be correct, contact Data Management, (225) 342-2089
898	Victim Site Code invalid for non-student\ non-employee	An attempt was made to process a Victim Record (093) with an incorrect Sponsor Site Database school/site code for a victim who is not an employee or is not a student.	Verify the correct Victim Type Code or correct site code. You will use the XXX999 site code to indicate incident took place in your LEA but that the victim was not associated with a specific site as an employee or student. If the data appear to be correct, contact Data Management, (225) 342-2089.
899	Invalid Victim Type Code	An attempt was made to process a Victim Record (093) that contained an invalid value in the Victim Type Code field.	Verify that the Victim Type Code is correct for this Victim. Victim Type Code must be a valid code.
89A	Age at Incident Date must be numeric	An attempt was made to process a Victim Record (093) with a combination of numeric and non-numeric data in the Age at Incident Date field.	Verify the correct Age at Incident Date and resubmit. The data must be entirely numeric. If victim was less than one, round up to 001.
89B	Invalid Victim Gender	An attempt was made to process a Victim Record (093) that contained an invalid value in the Gender (Victim) field.	Verify the correct Gender Code for the victim. Gender Code must be either 'M' or 'F'.

ERROR CODE	ERROR MESSAGE	CAUSE	SOLUTION
89C	Invalid Grade Level at Incident Date	An attempt was made to process a Victim Record (093) that contained an invalid value in the current Grade Level at Incident Date field.	Verify the correct Grade Level at Incident Date and resubmit. Also, you must enter 00 if Victim was not a student.
89D	Invalid Ethnicity Flag	An attempt was made to process a Victim Record (093) that contained an invalid value in the Ethnicity/Race Flag fields.	Verify the correct Ethnicity/Race Flags, 'Y' or 'N'.
89E	Invalid Race Flag	An attempt was made to process a Victim Record (093) that contained an invalid value in the Ethnicity/Race Flag fields.	Verify the correct Ethnicity/Race Flags, and submit 'Y' or 'N'.
89F	At least one Ethnicity/Race Flag must be a 'Y'	An attempt was made to process a Victim Record (093) that contained all 'N's in the Ethnicity/Race Flag fields.	Verify the correct Ethnicity/Race Flags, 'Y' or 'N'. At least one of the 6 new ethnicity/race flag fields must contain a 'Y'.
89G	Invalid Parent Contacted Flag (Victim) Flag	The Parent Contacted Flag (Victim) field in your submission file contains something other than a 'Y' or 'N' which are the only two valid options for this required field.	Determine whether the parent was contacted regarding Event for the given record and send either a 'Y' or 'N'.
89H	Invalid Counseling Flag (Victim)	The Counseling Flag (Victim) field in your submission file contains something other than a 'Y' or 'N' which are the only two valid options for this required field.	Determine whether the Victim was provided counseling by the LEA to cope with the Event for the given record and send either a 'Y' or 'N'.
89I	Invalid Other Support Flag	The Other Support Flag field in your submission file contains something other than a 'Y' or 'N' which are the only two valid options for this required field.	Determine whether the Victim received some other measure of support from the LEA to cope with or address the Event for the given record and send either a 'Y' or 'N'.
89J	Invalid Injury Code	An attempt was made to process a Victim Record (093) that contained an invalid value in the Injury Code field.	Verify that the Injury Code is correct for this Victim. Injury Code must be a valid code.
89K	Invalid Victim Medical Treatment Flag	The Medical Treatment Flag (Victim) field in your submission file contains something other than a 'Y' or 'N' which are the only two valid options for this required field.	Determine whether the Victim required offsite medical treatment for the given record and send either a 'Y' or 'N'.

ERROR CODE	ERROR MESSAGE	CAUSE	SOLUTION
89L	Invalid Perpetrator Type for Event Upload	An attempt was made to process a Student Perpetrator and Instance Record (091) through Event Upload section of SIS Web.	Verify and re-submit. Student Perpetrators may only be submitted through Student Upload section of SIS Web.
89M	Invalid Perpetrator Type for Student Upload	An attempt was made to process a Non-Student Perpetrator and Instance Record (094) through Student Upload section of SIS Web --OR-- The Student Perpetrator and Instance Record (091) has an invalid Perpetrator Type Code .	Verify and re-submit. Non-Student Perpetrators may only be submitted through Event Upload section of SIS Web. --OR-- Correct the Perpetrator Type Code for the student.
89N	Event ID Does Not Exist	An attempt was made to process a Student Perpetrator and Instance Record (091) through Student Upload section of SIS Web prior to Event Record upload through the Event Upload section of SIS Web.	For the same data collection period, an Event (007) record with the Event ID must be uploaded first before submitting student perpetrator records referencing that Event ID. Upload the Event Record (007) , and then re-submit the Student Perpetrator and Instance Records (091).
89O	StartDate/ReturnDate and Admin Date Not Allowed	An attempt was made to process an Action/Intervention Record (092) , with a Discipline Start Date , Discipline Return Date and Discipline Administered Date for the supplied Action Intervention Code. Start Date/Return Date cannot be used in conjunction with Admin Date for supplied Action Code (This is for case where Date-Duration is "Either"...but not both)	Verify and re-submit.
89P	StartDate/ReturnDate or AdminDate is Required	An attempt was made to process an Action/Intervention Record (092) , with no Discipline Start Date , Discipline Return Date or Discipline Administered Date for Action Intervention Code. Start Date/Return Date or Admin Date is required for supplied Action Code (case "Either"...but at least one field group has value(s).)	Verify the correct Action/Intervention Code designation and add the Discipline Start Date/ Return Date or Admin Date and resubmit.

ERROR CODE	ERROR MESSAGE	CAUSE	SOLUTION
89Q	DisciplineStartDate is required for Action Code	An attempt was made to process an Action/Intervention Record (092) , with no Discipline Start Date for the supplied Action Intervention Code. Discipline Start Date is required for the supplied Action Intervention Code.	Verify the correct Action/Intervention Code designation or add the Discipline Start Date and resubmit.
89R	DisciplineStartDate is not allowed for Action Code	An attempt was made to process an Action/Intervention Record (092) , with a Discipline Start Date for the supplied Action Intervention Code. Discipline Start Date is not allowed for this Action Intervention Code .	Verify and re-submit.
89S	DisciplineReturnDate is required for Action Code	An attempt was made to process an Action/Intervention Record (092) , with no Discipline Return Date for the supplied Action Intervention Code. Discipline Return Date is required for the supplied Action Intervention Code.	Verify the correct Action/Intervention Code designation or add the Discipline Return Date and resubmit.
89T	DisciplineReturnDate not allowed for Action Code	An attempt was made to process an Action/Intervention Record (092) , with a Discipline Return Date for the supplied Action Intervention Code. Discipline Return Date is not allowed for this Action Intervention Code .	Verify and re-submit.
89U	DisciplineAdministeredDt is required for ActionCd	An attempt was made to process an Action/Intervention Record (092) , with no Discipline Administered Date for the supplied Action Intervention Code. Discipline Administered Date is required for the supplied Action Intervention Code.	Verify the correct Action/Intervention Code designation or add the Discipline Administered Date and resubmit.
89V	DisciplineAdministeredDt not allowed for ActionCd	An attempt was made to process an Action/Intervention Record (092) , with a Discipline Administered Date for the supplied Action Intervention Code. Discipline Administered Date is not allowed for this	Verify and re-submit.

ERROR CODE	ERROR MESSAGE	CAUSE	SOLUTION
		Action Intervention Code.	
89W	Missing Action/Intervention Record for Perpetrator Record	An attempt was made to process a Perpetrator and Instance Record without a corresponding Action/Intervention Record (092) . Each Perpetrator and Instance record must have at least one associated Action/Intervention record.	Confirm that at least one Action/Intervention record exists for each Perpetrator and Instance record.
89X	Duplicate Action/Intervention Record not Allowed	An attempt was made to process an Action/Intervention Record (092) that matches an existing Action/Intervention record for a specific student and event.	Remove duplicate Action/Intervention records.
89Y	Victim Record Type 093 Required	An attempt was made to process an Event Record (007) with a Primary Reason Code of either 35 or 36 without a coinciding Victim Record.	Verify Primary Reason Code and submit Victim Record. Victim Records are required for Primary Reason Codes of either 35[Bullying] or 36[Cyberbullying]
89Z	Victim Record not Allowed	An attempt was made to process an Event Record (007) with a Primary Reason Code that does not allow a Victim Record (093) .	Verify Primary Reason Code and remove Victim Record (093).
8A1	Alternate Site is Closed	An attempt was made to process an Action/Intervention Record (092) that specified an Alternate Site that is closed in SPS.	Verify Site Code in SPS. Correct and resubmit.
8A2	Alternate Site must have program code "03" in SPS	An attempt was made to process an Action/Intervention Record (092) that specified an Alternate Site with a Program Code other than "03" (Alternative Program).	Verify Program Code for the Alternate site in SPS. Correct and resubmit

Warning Codes

PLEASE NOTE: These warnings serve as alerts for possible errors. If a student's record received no other error messages, then the student's record was uploaded to the SIS database.

WARNING CODE	WARNING MESSAGE	CAUSE	SOLUTION
901	Student enrolled in another LEA	Student was enrolled in another LEA the same time he was enrolled in your LEA.	Verify whether or not student was enrolled in another district when you marked him as absent and correct exit date accordingly and resubmit. A list of these students can be found on the SISR09 Multiple Enrollment report.
902	Warning: Home Base Site missing student's grade	Home base site does not contain student's grade .	Verify that the Home Base Site is correct.
913	Warning: Student's Age Exceeds 22	The Student's 22nd birthday was on or before the first day of the current school session .	Verify that the student's Birth Date is correct.
924	Warning: Student is too young for this grade	The Student's birth date may be incorrect based on the reported grade level.	Verify that the student's Birth Date/ grade is correct.
925	Warning: Student is too old for this grade	The Student's birth date may be incorrect based on the reported grade level.	Verify that the student's Birth Date/ grade is correct.

APPENDIX E - STATE IDENTIFICATION NUMBER & GUIDELINES FOR ASSIGNING

ASSIGNING STATE IDENTIFICATION NUMBERS

Each student enrolled in school without a Social Security Number (SSN) is to be assigned a State identification number. The assignment of the State identification number is subject to the following regulations:

1. An accurate record of all State identification numbers must be maintained by each LEA; the record is subject to an audit by the State Department of Education.
2. The State identification number must be in the full legal name of the student.
3. The State identification number is to be used in all student record systems until an official SSN is secured.
4. Students who enroll in a district with no SSN and who are transfers from another district within the state should continue to use the original State identification number assigned by the prior district until a SSN is secured.

For LEAs 001 through 099 temporary State Identification Number guidelines:

1. The number must be nine numeric digits (the same number of digits as the SSN).
2. Reading left to right, position one must be a 9.
3. Positions two and three must be the second and third digit from the unique 3-digit code number assigned to individual districts by the State Department of Education: i.e., Assumption Parish is 004 so the digits used would be 04; St. Tammany is 052 so the digits used would be 52.
4. Positions four, five, six, seven, eight, and nine represent a sequential number beginning with 000001. This system allows each district 999,999 temporary numbers to be assigned. An example of a temporary State identification number for St. Tammany might be 952000001.

For LEAs 101 and above temporary State Identification Number guidelines:

1. The number must be nine numeric digits (the same number of digits as the SSN).
2. Reading left to right; position one and two must be 99.
3. Positions three, four and five must be the three-digit LEA code. For example, digits three, four, and five for LSU Lab School (LEA Code 318) would be 318. Positions six, seven, eight, and nine represent a sequential number beginning with 0001. This allows each district 9,999 temporary numbers to be assigned. An example of a temporary State identification number for LSU Lab might be 993180001.

APPENDIX F - DROPOUT DATA

Federal Reporting of Dropout Data

The Department of Education is required to report dropout statistics federally via the National Center for Education Statistics (NCES) *Common Core of Data (CCD) Local Education Agency Survey* website <http://nces.ed.gov/>. Dropout statistics are reported at the [school district level](#). Dropout data are based on a “snapshot” count of students at the beginning of the school year.

The NCES dropout definition is used by all states to ensure comparable data is reported across all school districts. NCES defines a dropout as an individual who:

- Was enrolled in school at some time during the previous school year and was not enrolled on October 1 of the current school year; or
- Was not enrolled on October 1 of the previous school year although expected to be in membership (i.e., was not reported as a dropout the year before); and
- Has not graduated from high school or completed a state- or district-approved educational program **and**
- Does not meet any of the following exclusionary conditions:
 - transfer to another public school district, private school, or state- or district-approved education program;
 - temporary school-recognized absence due to suspension or illness, or
 - death.

The CCD reports an *event* dropout count – the number of students who leave school during a defined period of time, in this case, a calendar year.

- CCD publications compute a dropout rate by dividing the number of dropouts for a year by the membership count taken at the beginning of that year.
- The event dropout count is taken on October 1 or the school day closest to this date, in order to agree with the CCD membership count that is taken on the same day.
- The defining decision is whether a student is a dropout on October 1.
 - A student who missed much of the previous school year but who is in membership on October 1, is not a dropout.
 - A student who is not in membership on October 1, but who returns later in that school year is a dropout (for the previous year).

For purposes of applying the NCES dropout definition, the following definitions also apply:

- **School year** is the 12-month period beginning on October 1, and ending September 30. Thus, it includes the summer following the regular school year.
- **School completer** is an individual who has graduated from high school or completed some other education program that is approved by the state or local education agency.
- **State- or district-approved program** is one that leads to the receipt of formal recognition of completion from school authorities. It may include special education programs, home-based instruction, and programs administered by a secondary education agency (but not adult or

postsecondary) leading to a GED-based diploma or some other certification differing from the regular diploma. Programs recognized as legitimate by the state are considered approved even if the public education system does not directly administer them; home schooling and charter schools may be examples of such programs.

- **Transfer to another school or program** may be confirmed by a method selected by the state or school district. A transcript request, withdrawal notice signed by a parent that includes assurances the student will be enrolled elsewhere, and the like are acceptable. States are discouraged from accepting hearsay reports or unsubstantiated statements of intent from departing students.
- **Race/ethnicity** of dropouts is reported using the current standards.
- **Sex** of dropouts is to be reported as male or female.
- **Grade classifications**, grades 7 through 12, are used to report dropouts, not the student’s age.
- **Ungraded dropouts** should be allocated to the grade most appropriate for their age.

Examples Of When Students Are Considered Dropouts

The following are examples of when students are or are not considered dropouts:

1. Graduated or received some other recognized credential, such as a certificate of attendance or GED?	No
2. Only attended summer school in this school district (was not enrolled during the regular school year)?	No
3. Left school without a diploma or other certification after passing age up to which the district was required to provide a free, public education?	Yes
4. Died?	No
5. Gone; status is unknown?	Yes
6. Moved to another district in this or some other state, not known to be in school?	Yes
7. Moved out of the United States, enrolment status not known?	No
8. Transferred, enrolled in:	
Another public school, a private school, or charter school?	No
Home schooling?	No
Early college (baccalaureate or associate’s program)?	No
Adult education program (unless monitored by LEA)?	Yes
9. Is in an institution that is not primarily academic (military, possibly Job Corps, corrections, etc.)	
Offers a secondary education program?	No
Does not offer a secondary education program?	Yes
10. Is not in school, but known to be:	
Planning to enroll late (e.g., extended family vacation, seasonal work)?	No
Ill, verified as legitimate?	No
Ill, not verified as legitimate?	Yes
Suffering long-term illness and not receiving education services (residential drug treatment, severe physical or mental illness)?	No
Suspended or expelled, term of suspension or expulsion not yet over?	No
Suspended or expelled, term of suspension or expulsion over?	Yes

Expelled, no option to return?	Yes
Expelled, enrolled in another school and/or district?	No
11. In a nontraditional education setting, such as hospital/homebound instruction, residential special education, correctional institution, community or technical college:	
Program administered by agency considered a special school district or extension of regular school district?	No
Program is off-campus offering of regular school district?	No
Program not approved or administered by regular district; classified as adult education?	Yes

Dropout Types

The Department of Education analyzes enrollment data using an algorithm that flags enrollment records of students determined to meet the federal definition of being a dropout. Based on the algorithm, a student will be reported as a dropout and assigned one of the following dropout types:

DROPOUT TYPE	DESCRIPTION
1	Reported summer drops (no-shows)
2	Reported drops during the school year (not summer drops)
3	Students not passing GEE and failing to return
4	Other exited students who do not return the following year
5	Non-reported summer drops
6	Expelled students who don't return
7	Non-return after Temporary Exit

Dropout Reports

Dropout Reports are created to assist in the correction of data for students identified as potential dropouts. Careful examination of the dropout reports is essential in order to provide accurate dropout data for every applicable school. Each LEA is responsible for determining whether or not students listed on the reports are truly dropouts. Factors exist that cause students to be listed as dropouts through the following school year. For this reason, dropout data is not finalized until about 30 days after the close of the October 1 MFP data collection period. The Final Dropout Roster is posted in February.

[SISR24 Potential Dropout Roster Report](#) list students who will become dropouts according to the data previously submitted to LDE. Normally, the majority of the students listed are truly dropouts; if some are not, the data will need to be updated/corrected in order to remove them.

[SISR22 Aggregate Dropout Cleanup Roster](#) performs 3 matching tests to locate students (Student ID, First + Last + DOB, Matching Student ID). This report can be used to spot check for differing IDs for the same student. This report can be generated for all grade levels; however, the only grades pertaining to dropouts are 7 – 12. This report finds student enrollment records for the 3 years relevant to a dropout record (previous, current and future).

Correcting Dropout Data During Annual Data Collection Periods

It is important to address school-year dropouts as they occur during all [data collection periods](#)

- During the October 1 MFP and October 1 LEADS data collection, districts should focus on current year No-Shows.
 - When a student fails to enroll within a school year, the school where they were expected to enroll should submit an enrollment record with entry date = exit date = first day of school with appropriate exit reason (dropped out, no show, unknown, etc.). This will allow the student to be attributed as a dropout toward the school they were supposed to attend.
 - If no enrollment record is received for a student, the student must be counted as a dropout toward the school and grade last attended, although the dropout is attributed in the current year (the year they fail to enroll).
- During End-Of-Year data collection, districts should focus on current year No-shows and those exited during the year.

When dropout data is being corrected during a normal data collection period, it can be corrected either online student by student or by submitting partial file uploads. A partial file upload should contain only those students you want to correct and the entire [student record set](#) must be included for each student. In addition, all data about specific students should remain the same as it was previously on the database. If changes to student data (from the way it was originally reported) is required, you can update the available fields, [Exit Date](#), [Exit Reason Code](#), [Dropout Reason Code](#) and [State Identification Number Reassignment](#).

Sometimes it will be necessary to create a new record for a student to remove them from the dropout reports:

- For example, in cases where no enrollment data was sent for the year, the student will be reported as a **Dropout Type=5** *“[Non-reported Summer drop (Summer no show)]*. If the student did not really drop out, send an enrollment record to SIS with appropriate entry and exit information.
- For example, a student started the year at a nonpublic school after previously being enrolled in your district. Originally, you did not submit any information to SIS for the student. Therefore, they would show up on the Potential Dropout Roster as a summer no show. To correct this, an enrollment records should be submitted with first day entry date = first day exit date with [Exit Reason Code = “14”](#) *“[Transferred to Nonpublic School (must award diplomas, if a high school)]* and then the student will not be considered a dropout. NOTE: Audits are performed annually on the use of Exit Reason Code so it is important that proper documentation is maintained to show why a particular [Exit Reason Code](#) was used.

Once a student’s data has been corrected, the dropout reports should be rerun and the updates verified. If the student(s) have not been removed from the dropout reports according to the changes you believe you have made, re-check the data (use the LEADS Inquiry Search Function) and re-submit as necessary.

Correcting Dropout Data During Dropout Correction Period

The annual Dropout Correction period occurs immediately following the previous school year's [End-Of-Year \(EOY\) data collection period](#). During this time, LDE re-opens the EOY data collection period for the exclusive purpose of correcting data for any students incorrectly identified as dropouts and not fixed during the normal data collection periods.

The following is an example of the Dropout Correction Period timeline for the 2013-2014 school year:

Aug 2013	2013-2014 School Year begins 2013-2014 October 1 data collection period begins
Oct 2013	2013-2014 October data collection period ends
Mar 2014	2013-2014 End-of-Year (EOY) collection period begins
Apr 2014	First set of 2013-2014 Preliminary Dropout Rosters available by report request
<i>2013-2014 Preliminary Dropout Rosters are updated weekly (according to submission timelines)</i>	
July 2014 – Dec 2014	Special Dropout Correction Period for 2013-2014 dropouts
<i>Districts make corrections to data for students incorrectly listed as 2013-2014 dropouts.</i>	
Aug 2014	2014-2015 School year begins 2014-2015 October Data Collection Period begins
Districts are submitting 2014-2015 October data	
Dec 2014	2013-2014 Special Dropout Correction Period ends
Jan 2015	2013-14 Dropout Roster becomes final

Some examples/reasons students are reported as dropouts

- Students who completed the previous school year, but who failed to enroll by October 1 are reported as Summer dropouts for the grade and school year for which they fail to report. For example, a student who completes the 10th grade in 2013-2014 but who is not re-enrolled on October 1, 2015, is reported as a 2014-2015 dropout for 11th grade.
- A student who was enrolled and exited at some point during the school year (days of enrollment must be at least one day) is expected to return before October 1 of following school year, or be reported a dropout in the year they exited. NOTE: Certain factors exist that [exclude](#) and/or [temporarily exclude](#) students from being reported as dropouts.
- Students who fail to meet some graduation requirements, and who leave school without a diploma or other credential, are dropouts even if they have completed the 12th grade.
- Students who drop out multiple times in a school year are reported only once for a single school year. However, students who drop out in more than one year are reported as dropouts for each year in which they are not in enrolled by October 1.
- A student who exits a school with the intention of transferring to another public school in the district or to another school district is expected to re-enroll in another school and/or school

district or they will be reported as a dropout . Districts/schools should make very attempt to determine what really happened to the student.

- If a student exits a school and transfers to an Adult Education Program ([Exit Reason Code="11"](#)) and does not receive their GED before October 1 of following year is reported as a dropout in the year they exited.
- Students who enroll in adult education programs in which the school district *remains responsible for the student* ([Exit Reason Code="35"](#)) and does not complete the program are reported as dropouts. The intent of this guideline is to ensure that students for whom the district no longer takes responsibility, are reported as dropouts.
- Student ID mismatch between enrollments may cause a student to be reported as a dropout. This is not a true dropout. The LEA should correct demographic data if possible (if incorrect data is from the current year), or match IDs between years. Example: a student transfers to a new school, but the new school enters a different State ID or spells the student’s name differently. SIS does not recognize these records as the same student, and a potential dropout exists for the original school. The [State ID Reassignment](#) feature (for students within your district) or the [Matching ID](#) feature (for students between LEAs) can be used to link the State IDs.

Exit Reason Codes Which Exclude Students from Dropout Reporting

The following [Exit Reason Codes](#) exclude students from being reported as dropouts:

Exit Reason Code	Description
04	<i>Graduated (High School Diploma)</i>
07	<i>Death/Incapacitation</i>
10	<i>Transfer Out of State or Country</i> - Students who leave the United States are not considered to be dropouts even if the school district cannot document the student’s subsequent enrollment in school. Students who move to another state or to DC and outlying areas are also excluded from the dropout counts.
12	<i>Correctional Institution/State Custody ages under 17 or receiving services</i> - Students who enroll in a school-operated program for high-risk students are <i>not reported as dropouts</i> , even if that program is preparing the student to take the GED examination. Transfer to an alternative education setting, if it is part of the elementary/secondary education system, is not considered dropping out. These may include elementary/secondary education in prisons, hospitals, ‘store front’ locations or other nontraditional locations.
14	<i>Transferred to Nonpublic School (must award diplomas, if a high school)</i> - Students who transfer to nonpublic schools are not considered to be dropouts. Refer to the current list of BESE Approved nonpublic schools . Does not include students entering Youth Challenge (Camp Beauregard, Camp Minden, Gillis Long) Job Corps, VOA or other schools that do not offer a diploma.
16	<i>Transferred to Home Study</i> – Students who transfer to home study are not considered to be dropouts. Refer to the current list of students approved for the BESE Approved Home Study Program.

Other reasons students are excluded from being reported as dropouts include the following:

- Underage dropouts, those who leave school when they are still too young to do so legally, should be reported on the CCD if they drop out of any of grades 7 through 12. These dropouts should be reported even if the state or district considers them “truants” rather than dropouts.
- Students who drop out during the school year but are re-enrolled on October 1 of the following school year are *not reported as dropouts*.

Exit Reason Codes Which Temporarily Exclude Students from Dropout Reporting

The following [Exit Reason Codes](#) temporarily exclude students from being reported as dropouts:

Exit Reason Code	Description
01	Expelled – Students who are expelled will not be considered a dropout during the period of expulsion (determined by the corresponding discipline record). However, when the period of expulsion is complete, the student will be expected to reenter school. At this point, if the student does not enroll, they will be reported as a Dropout Type=6 [<i>Expelled Students Who Don't Return</i>].
03	Illness - Students exited due to illness will not be reported as a dropout in the year exited. For each subsequent year the student is ill, an enrollment should be submitted for the student (entry date = exit date on first day of school, Entry Reason Code="C4" [Re-entry into school], Exit Reason Code="03"). The student will ultimately be expected to return to school or will be reported as a drop out, Dropout Type=5 [Non-reported summer dropout] for the year, when they were expected to return.
20	Transfer to Early College Admissions Program - Students who transfer to a postsecondary program leading to a baccalaureate or associate’s degree, Exit Reason Code="20" will not be considered a dropout in the year exited. For each subsequent year enrolled in the program an enrollment should be submitted for the student (entry date = exit date = first day of school, (Exit Reason Code="20"). The student will ultimately be expected to complete the program (Exit Reason Code="04" [<i>Graduated (High School Diploma)</i>], return to school or will be reported as a Dropout Type=7 [Non-return after temporary exit] for the year, when they were expected to return.
35	Transferred to LEA-monitored Adult Ed to pursue GED - Students transferred to a LEA-monitored Adult Ed Program to pursue a GED (Exit Reason Code="35") will not be considered a dropout in the year exited. For each subsequent year enrolled in the program an enrollment should be submitted for the student (<i>Entry Code="C4"</i> [Re-entry into school], Exit Reason Code="35"). The student will ultimately be expected to attain a GED, return to school, or will be reported as a drop out, Dropout Type=7 [Non-return after temporary exit] for the year, when they were expected to return.

APPENDIX G - Primary Infraction/Reason Code Definitions

Code Value	Infraction	Definition
01	Willful disobedience	Deliberate choice to break a rule or disobey a directive given by a person in authority
02	Treats an authority with disrespect	Talking back, mocking, gesturing. Any act which demonstrates a disregard or interference with authority or supervising personnel
03	Makes an unfounded charge against authority	Accusing a member of school staff of an act that is unlawful and/or a violation of school rules or policy not supported by evidence.; False statements or representations about individuals or identifiable groups of individuals that harm the reputation of the individuals or the group by demeaning them or deterring others from associating or dealing with them
04	Uses profane and/or obscene language	Vulgar verbal messages, words or gestures that include swearing, or name calling
05	Exhibits immoral behavior or vicious practices	Isolated incident that is unwelcome act or comment that is hurtful, degrading, humiliating or offensive to another person with a sexual, physical or racial component; Act that is dangerous, aggressive, or would be perceived as disturbing and not conforming to approved standard of social behavior and/or local community norms
06	Exhibits conduct or habits injurious to his/her associates	Any intentional but not malicious act that causes injury, damage, or pain to another
07	Uses or possesses any controlled dangerous substances governed by the Uniform Controlled Dangerous Substances Law, in any form	The possession, use, cultivation, manufacturing, distribution, intent to distribute, concealment, sale, or purchase of any drug, narcotic, controlled substance, or any paraphernalia linked to above on school grounds, at school-sponsored events, or on school transportation vehicles
08	Uses or possesses tobacco or lighter	The possession, use, purchase, intent to distribute, concealment, distribution or sale of tobacco products on school grounds, at school-sponsored events, or on school transportation vehicles
09	Uses or possesses alcoholic beverages	The possession, use, purchase, intent to distribute, concealment, distribution or sale of alcohol products on school grounds, at school-sponsored events, or on school transportations vehicles
10	Disturbs the school or habitually violates any rule	Behavior causing major disruption of instruction or any school activity and/or repeatedly violating any school rules in any area, includes but is not limited to sustained loud talking, yelling or screaming; noise with materials; and/or sustained out-of-seat behavior
11	Cuts, defaces, or injures any part of public school buildings/vandalism	Damage, destruction, or defacement of property belonging to the school or others
12	Writes profane and/or obscene language or draws obscene pictures	Writes or draws pictures, words, or images considered indecent or offensive (e.g., graffiti, letters, notes, posters, etc.)
13	Possesses weapon(s) as defined in Section 921 of Title 18 of the U.S. Code. *Use of code 13 requires additional submission of the Weapon Type code.	Possessing weapon designed to expel a projectile by action of an explosive; See any object described under "Weapon Type code" in SIS User Guide <i>*Use of this code requires *Firearms and Explosives Weapon Code* per SIS User Guide.</i>
14	Possesses firearms (not prohibited by federal law), knives, or other implements, which may be used as weapons, the careless use of which might inflict harm or injury (Excludes pocket knives with a blade length of less than 2 ½ inches, refer to code 31 for blades 2 ½ inches or smaller)	Possesses firearms, knives or blades > 2 ½ inches which may be used to inflict bodily injury or damage to property (i.e., any instrument, look-alike weapon or object not prohibited by federal law that can place a person in reasonable fear or apprehension of serious harm that is on a student's person or contained in the student's belongings, locker and/or storage space) <i>*Use of this code requires *Other Weapon Code* per SIS User Guide.</i>
15	Throws missiles liable to injure others	Throws any object toward a person that is either heavy, sharp and/or otherwise perceived to be harmful or with such velocity and force that it would cause physical harm or precipitate a fight or campus disturbance; <i>*Use of this code requires *Other Weapon Code* per SIS User Guide.</i>
16	Instigates or participates in fights while under school supervision	A hostile confrontation with physical contact involving two or more individuals

17	Violates traffic and safety regulations	To break any law that pertains to the obstruction and flow of traffic and/or safety regulations
18	Leaves school premises or classroom without permission	Leaving the school campus and/or assigned classroom or location without permission and/or failure to return to school/class
19	Is habitually tardy and/or absent	Reporting late to school or class when the day/period begins without permission
20	Takes another person's property without permission.	Taking or obtaining the property of another without permission or knowledge of the owner without violence
21	Commits any other serious offense	Any serious, harmful incident not covered by any other of these codes
22	Murder	Unlawful killing of another human being
23	Assault and/or Battery	Aggressive action directed at school staff or students, which may involve threats and/or unwanted physical contact, while on school grounds, or at a school related activity, including a situations where a staff member is intervening in a fight or other disruptive activity
24	Rape and/or Sexual Battery	Forced attempted or actual anal, oral, or vaginal penetration by using a sexual organ or an object simulating a sexual organ, or the anal or vaginal penetration of another by any body part or object
25	Kidnapping	Intentional, forcible seizing and carrying of any person from one place to another without his consent
26	Arson	Intentional damaging by any explosive substance or setting fire to any property of another, without the consent of the owner
27	Criminal damage to property	Intentional damage by any means other than fire or explosion to any property that requires a report to law enforcement (R.S. 14:5 may co-occur with other violations)
28	Burglary	The unauthorized entering of any school structure, vehicle or property, movable or immovable, with the intent to commit a felony or any theft therein
29	Misappropriation with violence to the person	Taking something of value using force, intimidation or weapons
30	Discharge or use of weapon(s) prohibited by federal law	Discharge or use of weapon described under " Weapon Type code" in SIS User Guide <i>*Use of this code requires *Firearms and Explosives Weapon Code* per SIS User Guide.</i>
31	Possesses pocket knife with a blade length of less than 2 ½ inches, (includes box cutters with a blade < 2 ½ inches)	Possesses pocket knife or blade cutter with a blade length < 2 ½ inches, refer to code 14 for blades greater than 2 ½ inches <i>*Use of this code requires *Other Weapon Code* per SIS User Guide.</i>
32	Serious bodily injury	An injury that involves a substantial risk of death ; extreme physical pain; protracted and obvious disfigurement; or protracted loss of impairment of the function of bodily member, organ or faculty
33	Use of OTC medication in a manner other than prescribed or authorized	The possession and/or distribution of any over-the-counter medicine whether prescribed or not without permission from school officials
34	Possession of Body Armor	Possession, including the wearing of any type of gear that protects the person from attack by another
35	Bullying	Unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by an adult or student Victim Record (093) is Required
36	Cyber bullying	Unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by an adult or student, which is carried out through any use of technology ; Cyber bullying can occur on or off school property. Victim Record (093) is Required
37	False Alarm/Bomb Threat	Initiating a warning of fire or other catastrophe without valid cause, misuse of 911, bomb threats, or discharging a fire extinguisher
38	Forgery	To use, make, or reproduce another's signature
39	Gambling	Wagering money or property
40	Public Indecency	Exposure of body parts such as genital/buttocks areas and female breasts in view of public
41	Obscene behavior or Possession of Obscene/Pornographic Material	Engaging in behavior of a sexual nature including consensual sexual activity; Possession of sexual images in any form (e.g., computer, book, magazine, phone, drawing, etc)
42	Unauthorized use of Technology	Use of pager/cellular telephone (texting, talking), camera or video device or other communication devices during the school day

43	Improper dress	Out of dress code or ID violation
44	Academic dishonesty	Cheating that occurs in relation to a formal academic exercise and may include plagiarism, fabrication, or deception
45	Trespassing Violation	Unauthorized entering onto school property by an individual who has been given prior legal notice that entry onto or use of the property has been denied, or who remains on the property once notified of the request to leave; This includes unauthorized presence of a student on school property while on a restrictive access, suspension, or expulsion.
46	Failure to Serve Assigned Consequence	Failure to serve Detention, Time Out Room, Saturday School, Suspension or other assigned consequences
47	Misusing Internet	Violating the district Internet Use Policy
48	Sexual Harassment	Intimidation, bullying or coercion of a sexual nature
49	False Report	The filing of a false report , verbally and/or in writing, by a student regarding another student that was known to be untrue at the time it was submitted.

APPENDIX H - DATA GLOSSARY

Average Daily Attendance – The average number (count) of students present on any given day within a school year. Takes into account absences submitted in SIS.

Average Daily Membership/Average Daily Enrollment - The average number of students enrolled on any given day within a school year. Same as average daily attendance except does not take absences into calculation. This will be a number, always \geq average daily attendance.

Attendance Rate - Percent of enrolled (instructional) days students were in attendance. If this rate is too high, over 98% for example, the district should verify whether or not all of the absences were submitted for each school. If no absences were submitted, the attendance rate will be 100%.

Cohort Graduation Rate - The Cohort Graduation Rate is the percentage of a school's high school students receiving a diploma within 4 years of entering the 9th grade. Each cohort of students is tracked for four years, from entry as first-time 9th grade students through the 12th grade.

In-school expulsion: A student temporarily removed from his/her usual classroom placement to an alternative setting for a period of time specified by the LEA; no interruption of instructional services occurs.

In-school suspension: A student temporarily removed from his/her usual classroom placement to an alternative setting for a minimum of one complete school day; no interruption of instructional services occurs.

Statement of Affirmation Form A form completed by each district which signifies the data for the data collection period has been verified and is correct. This form is usually submitted after the closing of the MFP data collections (October and February) and End-Of-Year (EOY). The form must be signed by the LEA Superintendent and the District's Coordinators (SIS, PEP, SER, etc.) and returned to the LDE.

Submission Deadlines – Approximately a week to 10 days prior to the system closing. Submitting data by this date provides an opportunity for LDE to look at the data and provide comparison reports for last minute corrections.

System Closings – The date the system will be closed and no additional updates can be made.

INDEX

A

Absences, 43
Action/Intervention Code, 92
Actions and Interventions Record (092), 88
ADD STUDENT DATA, 25
Address Record (120), 40
Administrator Type Code, 94
Administrator's First Name, 95
Administrator's Last Name, 95
Age at Incident Date, 96
Anonymous ID (Victim), 97
Arrest Resulted Flag, 98
Attendance Rate, 209
Average Daily Attendance, 209
Average Daily Membership, 209
Awaiting Foster Care Placement Flag, 44

B

Birth Date, 44
Bullying, 98

C

Calendar Code, 45
City (Physical), 45
Class Code, 12, 46
Class Schedule Record (110), 40
Cohort Graduation Rate, 209
Coordinator Portal, 21
Corporal Punishment Directly Authorized by Uninvolved Third Party Flag, 99
Counseling Flag (Victim), 99
Country of Birth Code, 47

D

data collection timeline, 32
Demographic Record (010), 37
Disability-Related Flag, 100
Discipline Administered Date, 100
Discipline Return Date, 101
Discipline Start Date, 102
Dropout Reason Code, 49
Dropout Reports, 151

E

Electronic Aggression Flag, 103
Emotional Aggression Flag, 103
End-Of-Year (EOY) Reports, 150
English Proficiency Code, 50
Enrollment Record (040), 38
Enrolment / Discipline / Truancy Reports, 144
Entry Date, 51

Entry Reason Code, 52
Ethnicity/Race Flags, 53
Ethnicity/Race Flags (Victim), 104
Event Date, 104
Event ID, 105
Event Record (007), 87
Exit Date, 54
Exit Reason Code, 55, 56
Extract Files, 127

F

Firearms and Explosives Weapons Code, 106
First Entry Date, 57
First Name, 57
Food and Nutrition Extract Files and Reports, 131
Free or Reduced Price Lunch/Breakfast Eligibility, 58

G

Gender (Victim), 107
Grade Level at Incident Date, 107
Grade Placement, 59

H

Home Base Site Code, 60
Homeless Indicator, 61
Homeless Reason Code, 62

I

IAP Review Date, 63
initial password, 18
Injury Code, 108
In-school expulsion, 209
In-school suspension, 209
INSIGHT Portal, 21
Internet Explorer (IE) Compatibility View, 19

L

Language Code, 64
Last 504 Evaluation Date, 65
Last Name, 65
LDE Login Screen, 20
LEP (Limited English Proficient), 66
Levels of User Access", 17
Local Educational Agency (LEA), 67
Local Identification Number, 68
Location Code, 109

M

Manifestation Hearing Date, 110
MATCHING STATE ID, 28

Medical Treatment Flag (Perpetrator), 110
Medical Treatment Flag (Victim), 111
Middle Name, 68
Military Reside Flag, 69
MINIMUM COMPUTER SYSTEM REQUIREMENTS, 18
Minutes Removed, 112

N

Non-District Building Flag, 69
Non-Student Perpetrator and Instance Record (094), 91

O

October 1 LEADS Reports, 147
October 1 MFP and February 1 MFP Reports, 136
Option Code, 70
Other Support Flag, 113
Other Weapons Code, 113

P

Parent Contacted Flag (Perpetrator), 114
Parent Contacted Flag (Victim), 114
Password Reset System (PRS), 18
Password Standards, 17
Perpetrator ID Number, 115
Perpetrator Type Code, 116
Physical Aggression Flag, 117
Physical Evidence Code, 117
Pre-Kindergarten Funding Source Code, 71
Primary Reason Code (Event), 118
Primary Reason Code (Perpetrator), 118
Prior Education Experience to Kindergarten Code, 72
Program Code, 73
Program Record (050), 41
Program Start Date, 73

R

Record Type Code, 74
Reported to Law Enforcement Flag, 119
Resetting A Password, 18
Residing Parish Code, 75

S

School/ Site Code, 76
Section 504 Disability Category Code, 77
Section 504 Record (130), 42

Section 504 Services Exit Date, 78
Section 504 Services Exit Reason Code, 78
SECURITY COORDINATOR, 17
Security Request Form, 17
Serious Injury Resulted Flag, 119
Services Provided Flag, 79
Session Year, 80
Sex Code, 80
Site Code (Event), 120
Site Code (Perpetrator), 121
Site Code (Victim), 121
Special Reports, 153
State, 81
STATE ID REASSIGNMENT, 28
State Identification Number, 81
State Identification Number Reassignment, 82
Statement of Affirmation Form, 11, 209
Street Address (Physical), 83
Student Perpetrator and Instance Record (091), 87
Submission Deadlines, 209
Suffix Name, 83
System Closings, 209
System Indicator, 84

T

Time Code, 122
Truancy Flag, 85

U

Unaccompanied Youth Flag, 86
UPDATE STUDENT DATA, 27
UPLOAD STUDENT DATA, 29
User IDs, 17

V

Verbal Aggression Flag, 122
Victim Record (093), 90
Victim Type Code, 123
VIEW STUDENT DATA, 23

W

Witness Count, 124

Z

Zip Code (Physical), 86