

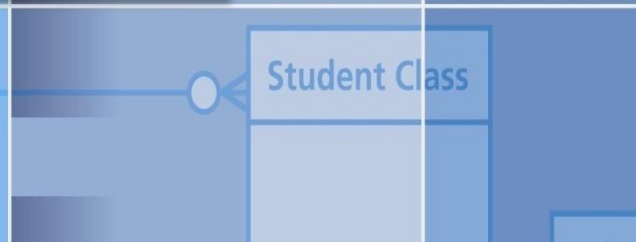
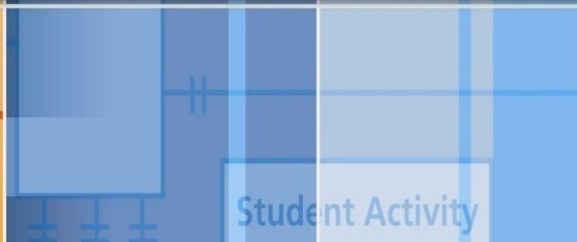


ESP Solutions Group

Idaho Unit Record Collections

April 2010 Statewide Trial

Please Mute your Phone while
waiting to get started



Agenda

- Introductions
- Housekeeping
- Automated Data Collection Process
 - SRM Overview
 - Collection File Layout and Contents
 - Data Collection Process Demonstration
- Wrap-up

Automated Data Collection

- State Report Manager from ESP Solutions Group
- Upload CSV, TXT (tab delimited) or SIF file
- Zipped or Unzipped
- Immediate Data Validation prior to Certification
- Friendly Interface

The screenshot shows the user interface of the State Report Manager. At the top, there is a banner for the Idaho State Department of Education. Below this, the header includes the Boise Independent District logo and the ESP Solutions Group State Report Manager logo. The user is logged in as Steve King. The main content area displays a welcome message and a list of current state reports. A table with one row is visible, showing a report named 'Unit Record Collection' with a 'Run a Trial' link.

BOISE INDEPENDENT DISTRICT

ESP Solutions Group
State Report Manager™

[Logout](#): Steve King

[Home](#) > **District 001**

Welcome to the Idaho State Department of Education State Report Manager

SRM has identified the following state reports. Please select a state report by clicking on a Trial Name below:

Current State Reports

Name	Collection Start Date	Due Date	Trial Name	Trial Date	Submission Status
Unit Record Collection			Run a Trial		

Collection Files and Relations

Student Demographics

Student Attendance

District Calendar

Special Education Students

Gifted/Talented Students

Staff Demographics

Staff Assignments

Student Courses

Teacher Attendance

Student Demographics

District Calendar

Student Attendance

Teacher Attendance

Student Courses

Staff Assignments

Student Demographics

One record for each Student enrolled at any time during the collection period.

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Special Education Students

Gifted/Talented Students

Student Demographics File

#	Item	Field Name	Data Type	Len, Decs	Format	Min / Max	Required
1	Idaho Student ID	IDStuld	varchar	9	XXXXXXXXXX		Required
2	Local Student ID	localStuld	varchar	15			Optional
3	Last Name	lastName	varchar	25			Required
4	First Name	firstName	varchar	20			Required
5	Middle Name	middleName	varchar	20			Optional
6	Name Suffix	suffix	varchar	8			Optional
7	Birth Date	birthDate	Date	10	MM/DD/YYYY or MM/DD/YY		Required
8	Gender	gender	Option Set Gender	1	X		Required
9	Is Hispanic	hispanic	Option Set Yes/No	1	X		Required
10	Is Asian	asian	Option Set Yes/No	1	X		Required
11	Is American Indian or Alaska Native	indian	Option Set Yes/No	1	X		Required
12	Is Black or African American	black	Option Set Yes/No	1	X		Required
13	Is Native Hawaiian or Pacific Islander	islander	Option Set Yes/No	1	X		Required
14	Is White	white	Option Set Yes/No	1	X		Required

Student Demographics File

#	Item	Field Name	Data Type	Len, Decs	Format	Min / Max	Required
15	District ID	districtId	Option Set Districts	3	999		Required
16	Zip Code	zip	Character	9	99999 or 999999999		Optional
17	Grade Level	gradeLevel	Option Set Grade Level	2	XX		Required
18	Lunch Status	lunchStatus	Option Set Lunch Status	1	X		Required
19	Is Special Ed	specialEd	Option Set Yes/No	1	X		Required
20	Is 504	504	Option Set Yes/No	1	X		Required
21	LEP Status	LEPStatus	Option Set LEP Status	1	XX		Required
22	LEP Language	LEPLanguage	Option Set Languages	3	XXX		Conditional
23	Is Title I Served	servedTitleI	Option Set Yes/No	1	X		Required
24	is Migrant	migrant	Option Set Yes/No	1	X		Required
25	Is Gifted/Talented	gifted	Option Set Yes/No	1	X		Required
26	Is Neglected or Delinquent	nOrD	Option Set Yes/No	1	X		Required

Student Demographics File

#	Item	Field Name	Data Type	Len, Decs	Format	Min / Max	Required
27	Is Homeless	homeless	Option Set Yes/No	1	X		Required
28	Homeless Residence	homelessResidence	Option Set Homeless Residence	1	X		Conditional
29	Is PTE Concentrator	concentrator	Option Set Yes/No	1	X		Optional
30	Is Bus Rider	busRider	Option Set Yes/No	1	X		Optional
31	Is Border Student	borderStudent	Option Set Border Student	1	X		Required
32	Other Border District ID	borderId	varchar	10			Conditional
33	Is Immigrant	immigrant	Option Set Yes/No	1	X		Optional
34	Immigrant US Entry Date	immigrantEntry	Date	10	MM/DD/YYYY or MM/DD/YY		Conditional
35	Home Country Code	country	Option Set Country	2	XX		Conditional

Student Demographics File

#	Item	Field Name	Data Type	Len, Decs	Format	Min / Max	Required
36	First Year Immigrant: LA Participation Excused	FYILAPart	Option Set Yes/No/NA	1	X		Required
37	First Year Immigrant: LA Performance Excused	FYILAPerf	Option Set Yes/No/NA	1	X		Required
38	First Year Immigrant: Math Performance Excused	FYIMathPerf	Option Set Yes/No/NA	1	X		Required
39	First Year Immigrant: Science Performance Excused	FYISciPerf	Option Set Yes/No/NA	1	X		Required
40	District Entry Date	entryDate	Date	10	MM/DD/YYYY or MM/DD/YY		Required
41	District Entry Reason	entryType	Option Set Entry Reasons	2	XX		Required
42	District Exit Date	exitDate	Date	10	MM/DD/YYYY or MM/DD/YY		Optional
43	District Exit Reason	exitType	Option Set Exit Reasons	2	XX		Conditional
44	Notes	notes	varchar	250			Optional

District Calendar

Student Activity

Student Class

District Calendar

One record for each day for each calendar in use during the collection period.

Student Attendance

Teacher Attendance

Student Courses

Staff Assignments

Student Demographics

Staff Demographics

Special Education Students

Gifted/Talented Students

District Calendar File

#	Item	Field Name	Data Type	Len, Decs	Format	Min / Max	Required
1	District ID	districtId	Option Set Districts	3	999		Required
2	Calendar Number	calendarId	int	5	999999999	1 / 9999	Required
3	Calendar Type	calendarType	Option Set Calendar Type	1	X		Required
4	Kindergarten Session Type	kSessionType	Option Set Kindergarten Session Type	1	X		Conditional
5	Date	date	Date	10	MM/DD/YYYY or MM/DD/YY		Required
6	Instructional Time	instructionTime	decimal	4, 1	99.9	0 / 12	Required
7	Staff Development Time	staffDevTime	decimal	4, 1	99.9		Required
8	Vacation Time	vacationTime	decimal	4, 1	99.9		Required
9	Emergency Closure Time	emergClosureTime	decimal	4, 1	99.9		Required
10	Notes	notes	varchar	250			Optional

Student Attendance

Student Attendance

District Calendar

Teacher Attendance

One record for each day of instruction for each Student enrolled at any time during the collection period. Links to Student Demographics by Student ID and to District Calendar by Calendar ID and Date.

Student Demographics

Staff Demographics

Special Education Students

Gifted/Talented Students

Student Attendance File

#	Item	Field Name	Data Type	Len, Decs	Format	Min / Max	Required
1	Idaho Student ID	IDStuld	varchar	9	XXXXXXXXXX		Required
2	Local Student ID	localStuld	varchar	15			Optional
3	District ID	districtId	Option Set Districts	3	999		Required
4	Base School ID	baseSchoolId	Option Set Schools	4	9999		Required
5	Calendar Number	calendarId	int	9	999999999	1 / 9999	Required
6	Date	date	Date	10	MM/DD/YYYY or MM/DD/YY		Required
7	Kindergarten Session Type	kSessionType	Option Set Kindergarten Session Type		X		Conditional
8	Daily Attendance	attendance	decimal	4, 1	99.9	0 / 8	Required

Special Education Students

District Calendar

Student Attendance

Teacher Attendance

Student Courses

Staff Assignments

Student Demographics

Staff Demographics

One record for each Student on an IEP during the collection period. Links to Student Demographics on the Student ID

Special Education Students

Gifted/Talented Students

Special Education Students File

#	Item	Field Name	Data Type	Len, Decs	Format	Min / Max	Required
1	Idaho Student ID	IDStuld	varchar	9			Required
2	Local Student ID	localStuld	varchar	15			Optional
3	District ID	districtId	Option Set Districts	3			Required
4	Resident School ID	resSchoolId	Option Set Schools	4			Required
5	Service School ID	servSchoolId	Option Set Schools	4			Required
6	Exceptionality 1	exceptionality1	Option Set Exceptionality -- Special Education	2			Required
7	Exceptionality 2	exceptionality2	Option Set Exceptionality -- Special Education	2			Optional
8	Exceptionality 3	exceptionality3	Option Set Exceptionality -- Special Education	2			Optional
9	Exceptionality 4	exceptionality4	Option Set Exceptionality --	2			Optional
10	Exceptionality 5	exceptionality5	Option Set Exceptionality --	2			Optional

Special Education Students File

#	Item	Field Name	Data Type	Len, Decs	Format	Min / Max	Required
11	Environment	environment	Option Set Special Ed Environment	2			Required
12	Related Service 1	relServ1	Option Set Related Service	2			Optional
13	Related Service 2	relServ2	Option Set Related Service	2			Optional
14	Related Service 3	relServ3	Option Set Related Service	2			Optional
15	Related Service 4	relServ4	Option Set Related Service	2			Optional
16	Related Service 5	relServ5	Option Set Related Service	2			Optional
17	Related Service 6	relServ6	Option Set Related Service	2			Optional
18	Related Service 7	relServ7	Option Set Related Service	2			Optional
19	Related Service 8	relServ8	Option Set Related Service	2			Optional
20	Related Service 9	relServ9	Option Set Related Service	2			Optional
21	Related Service 10	relServ10	Option Set Related Service	2			Optional
22	Minutes Per Week	minPerWeek	int	4		0 / 2100	Required

Special Education Students File

#	Item	Field Name	Data Type	Len, Decs	Format	Min / Max	Required
23	Early Childhood Transition Date	ECTransDate	Date	10	MM/DD/YYYY or MM/DD/YY		Optional
24	Early Childhood Referring Agency ID	ECRefAgency	Option Set Early Childhood Referring Agency	3			Conditional
25	Program Entry Date	SEEntryDate	Date	10	MM/DD/YYYY or MM/DD/YY		Required
26	Special Ed Status	SEStatus	Option Set Program Status	1			Required
27	Inactive Reason	SEExitReason	Option Set Special Ed Exit Reason	2			Conditional
28	Inactive Date	SEExitDate	Date	10	MM/DD/YYYY or MM/DD/YY		Conditional
29	Notes	notes	varchar	250			Optional

Gifted/Talented Students

District Calendar

Student Attendance

Teacher Attendance

Student Courses

Staff Assignments

Student Demographics

One record for each Student identified as Gifted or Talented during the collection period. Links to Student Demographics on the Student ID

Special Education Students

Gifted/Talented Students

Gifted/Talented Students File

#	Item	Field Name	Data Type	Len, Decs	Format	Min / Max	Required
1	Idaho Student ID	IDStuld	varchar	9			Required
2	Local Student ID	localStuld	varchar	15			Optional
3	District ID	districtId	Option Set Districts	3			Required
4	Service School ID	servSchoolId	Option Set Schools	4			Required
5	Academically Gifted	academicGift	Option Set Yes/No	1	X		Required
6	Creatively Gifted	creativeGift	Option Set Yes/No	1	X		Required
7	Intellectually Gifted	intellectualGift	Option Set Yes/No	1	X		Required
8	Leadership Gifted	leadershipGift	Option Set Yes/No	1	X		Required
9	Visual/Performing Arts Gifted	artsGift	Option Set Yes/No	1	X		Required
10	Gifted Service 1	relServ1	Option Set Related Service	2			Optional
11	Gifted Service 2	relServ2	Option Set Related Service	2			Optional
12	Gifted Service 3	relServ3	Option Set Related Service	2			Optional
13	Gifted Service 4	relServ4	Option Set Related Service	2			Optional
14	Gifted Service 5	relServ5	Option Set Related Service	2			Optional

Gifted/Talented Students File

#	Item	Field Name	Data Type	Len, Decs	Format	Min / Max	Required
15	Gifted Service 6	relServ6	Option Set Related Service	2			Optional
16	Gifted Service 7	relServ7	Option Set Related Service	2			Optional
17	Gifted Service 8	relServ8	Option Set Related Service	2			Optional
18	Gifted Service 9	relServ9	Option Set Related Service	2			Optional
19	Gifted Service 10	relServ10	Option Set Related Service	2			Optional
20	Minutes Per Week	minPerWeek	int	4		0 / 2100	Required
21	Gifted Status	GTStatus	Option Set Program Status	1			Required
22	Gifted Program Entry Date	GTEnterDate	Date	10	MM/DD/YYYY or MM/DD/YY		Required
23	Inactive Reason	GTExitReason	Option Set Program Exit Reason	2			Conditional
24	Inactive Date	GTExitDate	Date	10	MM/DD/YYYY or MM/DD/YY		Conditional
25	Notes	notes	varchar	250			Optional

Staff Demographics

District Calendar

Student Attendance

Teacher Attendance

Student Courses

Staff Assignments

Student Demographics

Staff Demographics

One record for each employee of the school district employed during the collection period. Includes certified staff and non-certified staff

Special Education Students

Gifted/Talented Students

Staff Demographics File

#	Item	Field Name	Data Type	Len, Decs	Format	Min / Max	Required
1	Idaho Staff ID	IDStaffId	varchar	9	XXXXXXXXXX		Required
2	Local Staff ID	LocalStaffID	varchar	15	999999999999999 999		Optional
3	Name Prefix	prefix	varchar	8			Optional
4	Last Name	lastName	varchar	25			Required
5	First Name	firstName	varchar	20			Required
6	Middle Name	middleName	varchar	20			Optional
7	Name Suffix	suffix	varchar	8			Optional
8	Former Name(s)	formerName	varchar	50			Optional
9	Birth Date	birthDate	Date	10	MM/DD/YYYY or MM/DD/YY		Required
10	Gender	gender	Option Set Gender	1	X		Required
11	Is Hispanic	hispanic	Option Set Yes/No	1	X		Required
12	Is Asian	asian	Option Set Yes/No	1	X		Required
13	Is American Indian or Alaska Native	indian	Option Set Yes/No	1	X		Required
14	Is Black or African American	black	Option Set Yes/No	1	X		Required
15	Is Native Hawaiian or Pacific Islander	islander	Option Set Yes/No	1	X		Required
16	Is White	white	Option Set Yes/No	1	X		Required

Staff Demographics File

#	Item	Field Name	Data Type	Len, Decs	Format	Min / Max	Required
17	Is Citizen	citizen	Option Set Yes/No	1	X		Required
18	Proficient in Language other than English	language	Option Set Languages	3	XXX		Optional
19	Initial Certification Year	certificationYear	varchar	4	YYYY		Conditional
20	Highest Degree Claimed	highestDegree	Option Set Education Degree	2	XX		Required
21	Year of Degree Claimed	degreeYear	varchar	4	YYYY		Required
22	Institution Where Highest Claimed Degree was Obtained	claimDegreeInst	Option Set Higher Ed Institution	3	999		Conditional
23	State of Institution Granting Claimed Degree	claimDegreeState	Option Set State Province	2	XX		Conditional
24	Major for Degree Claimed	claimedMajor	Option Set CIP Codes	7	99.9999		Required
25	Minor of Degree Claimed	claimedMinor	Option Set CIP Codes	7	99.9999		Optional

Staff Demographics File

#	Item	Field Name	Data Type	Len, Decs	Format	Min / Max	Required
26	Additional Credits beyond the claimed highest degree	addlCredits	Number	2	99	0 / 99	Conditional
27	Additonal Degree 1	addlDegree1	Option Set Education Degree	2	XX		Optional
28	Year of Additional Degree 1	degree1Year	varchar	4	YYYY		Optional
29	Institution Granting Additonal Degree 1	degree1Institution	Option Set Higher Ed Institution	3	999		Optional
30	Institution's State for Additional Degree 1	degree1State	Option Set State Province	2	XX		Optional
31	Degree 1 Major	degree1Major	Option Set CIP Codes	7	99.9999		Optional
32	Degree 1 Minor (if any)	degree1Minor	Option Set CIP Codes	7	99.9999		Optional
33	Additonal Degree 2	addlDegree2	Option Set Education Degree	2	XX		Optional
34	Year of Additional Degree 2	degree2Year	varchar	4	YYYY		Optional
35	Institution Granting Additonal Degree 2	degree2Institution	Option Set Higher Ed Institution	3	999		Optional

Staff Demographics File

#	Item	Field Name	Data Type	Len, Decs	Format	Min / Max	Required
36	Institution's State for Additional Degree 2	degree2State	Option Set State Province	2	XX		Optional
37	Degree 2 Major	degree2Major	Option Set CIP Codes	7	99.9999		Optional
38	Degree 2 Minor	degree2Minor	Option Set CIP Codes	7	99.9999		Optional
39	Additonal Degree 3	addlDegree3	Option Set Education Degree	2	XX		Optional
40	Year of Additional Degree 3	degree3Year	varchar	4	YYYY		Optional
41	Institution Granting Additonal Degree 3	degree3Institution	Option Set Higher Ed Institution	3	999		Optional
42	Institution's State for Additional Degree 3	degree3State	Option Set State Province	2	XX		Optional
43	Degree 3 Major	degree3Major	Option Set CIP Codes	7	99.9999		Optional
44	Degree 3 Minor	degree3Minor	Option Set CIP Codes	7	99.9999		Optional

Staff Demographics File

#	Item	Field Name	Data Type	Len, Decs	Format	Min / Max	Required
45	Additonal Degree 4	addlDegree4	Option Set Education Degree	2	XX		Optional
46	Year of Additional Degree 4	degree4Year	Varchar	4	YYYY		Optional
47	Institution Granting Additonal Degree 4	degree4Institution	Option Set Higher Ed Institution	3	999		Optional
48	Institution's State for Additional Degree 4	degree4State	Option Set State Province	2	XX		Optional
49	Degree 4 Major	degree4Major	Option Set CIP Codes	7	99.9999		Optional
50	Degree 4 Minor	degree4Minor	Option Set CIP Codes	7	99.9999		Optional

Staff Demographics File

#	Item	Field Name	Data Type	Len, Decs	Format	Min / Max	Required
51	Non cert Minimum Credits Date	minCreditsDate	Date	10	MM/DD/YYYY or MM/DD/YY		Conditional
52	Minimum Credits Institution	minCreditsIHE	Option Set Higher Ed Institution	3	999		Conditional
53	Minimum Credits Institution State	minCreditsIHEState	Option Set State Province	2	XX		Conditional
54	Parapro High School Diploma Type	paraHSDiplomaType	Option Set Parapro High School Degree	1	X		Conditional
55	ParaPro Exam Date	paraExamDate	Date	10	MM/DD/YYYY or MM/DD/YY		Conditional
56	ParaPro Exam Score	paraExamScore	Number	3	999	0 / 999	Conditional
57	Is ParaPro Praxis	paraPraxis	Option Set Yes/No	1	X		Conditional
58	Is ParaPro Out of State	paraExamOS	Option Set Yes/No	1	X		Conditional
59	Competency Checklist Date	competencyDate	Date	10	MM/DD/YYYY or MM/DD/YY		Conditional
60	Verifier Position	verifierRole	Option Set Competency Test Verifier Role	1	X		Conditional
61	Verifier Staff ID	veriferStaffId	Varchar	9			Conditional

Staff Demographics File

#	Item	Field Name	Data Type	Len, Decs	Format	Min / Max	Required
62	District ID	districtId	Option Set Districts	3	999		Required
63	Base School ID	schoolId	Option Set Schools	4	9999		Required
64	Transcript Year	transcriptYear	varchar	4	YYYY		Conditional
65	Prior Idaho Teaching Experience	idahoK12Experience	Number	4, 1	99.9	0 / 99.9	Conditional
66	Prior Public Teaching Experience	k12PublicExperience	Number	4, 1	99.9	0 / 99.9	Conditional
67	Prior Private/Parochial Teaching Experience	k12PrivateExperience	Number	4, 1	99.9	0 / 99.9	Conditional
68	Prior Idaho Higher Ed Teaching Experience	idahoHEExperience	Number	4, 1	99.9	0 / 99.9	Conditional
69	Prior Higher Ed Teaching Experience - other states	HEExperience	Number	4, 1	99.9	0 / 99.9	Conditional
70	Calculated State Salary Schedule Row	scheduleRow	int	2	99	0 / 99	Conditional
71	Calculated State Salary Schedule Column	scheduleColumn	int	2	99	0 / 99	Conditional
72	Calculated State Salary Table Index Value	scheduleIndex	Number	7, 5	9.99999	0 / 9.99999	Conditional

Staff Demographics File

#	Item	Field Name	Data Type	Len, Decs	Format	Min / Max	Required
73	Employment Date	hireDate	Date	10	MM/DD/YYYY or MM/DD/YY		Required
74	Years in District	yearsInDistrict	Number	4, 1	99.9	0 / 99.9	Required
75	Employment Status	employmentStatus	Option Set Employment Status	2	XX		Required
76	Contract 1 Type	contractType1	Option Set Contract Type	2	XX		Conditional
77	Contract 2 Type	contractType2	Option Set Contract Type	2	XX		Optional
78	Contract 1 Base Salary	baseSalary1	Number	6	999999	0 / 999999	Conditional
79	Contract 1 Days	contractDays1	Number	3	999	0 / 261	Conditional
80	Contract 1 Hours	contractHours1	Number	4	9999	0 / 2080	Conditional
81	Contract 1 FTE	contractFTE1	Number	4, 2	9.99	0 / 9.99	Required
82	Contract 2 Base Salary	baseSalary2	Number	6	999999	0 / 999999	Conditional
83	Contract 2 Days	contractDays2	Number	3	999	0 / 261	Conditional
84	Contract 2 Hours	contractHours2	Number	4	9999	0 / 9999	Conditional
85	Contract 2 FTE	contractFTE2	Number	4, 2	9.99	0 / 9.99	Conditional

Staff Demographics File

#	Item	Field Name	Data Type	Len, Decs	Format	Min / Max	Required
86	Extra Pay 1 Code	extraPay1	Option Set Extra Pay Type	2	XX		Optional
87	Extra Pay 1 Amount	extraPayAmount1	Number	6	999999	0 / 999999	Conditional
88	Extra Pay 2 Code	extraPay2	Option Set Extra Pay Type	2	XX		Optional
89	Extra Pay 2 Amount	extraPayAmount2	Number	6	999999	0 / 999999	Conditional
90	Extra Pay 3 Code	extraPay3	Option Set Extra Pay Type	2	XX		Optional
91	Extra Pay 3 Amount	extraPayAmount3	Number	6	999999	0 / 999999	Conditional
92	Extra Pay 4 Code	extraPay4	Option Set Extra Pay Type	2	XX		Optional
93	Extra Pay 4 Amount	extraPayAmount4	Number	6	999999	0 / 999999	Conditional
94	Funding Code 1	fundSource1	Option Set Funding Source	2	XX		Required
95	Fund 1 FTE	fundedFTE1	Number	4, 2	9.99	0 / 9.99	Required
96	Funding Code 2	fundSource2	Option Set Funding Source	2	XX		Optional
97	Fund 2 FTE	fundedFTE2	Number	4, 2	9.99	0 / 9.99	Conditional
98	Funding Code 3	fundSource3	Option Set Funding Source	2	XX		Optional
99	Fund 3 FTE	fundedFTE3	Number	4, 2	9.99	0 / 9.99	Conditional
100	Funding Code 4	fundSource4	Option Set Funding Source	2	XX		Optional
101	Fund 4 FTE	fundedFTE4	Number	4, 2	9.99	0 / 9.99	Conditional

Staff Demographics File

#	Item	Field Name	Data Type	Len, Decs	Format	Min / Max	Required
102	Inactive/Termination Date	terminationDate	Date	10	MM/DD/YYYY or MM/DD/YY		Optional
103	Inactive/Termination Reason Code	terminationReason	Option Set Staff Exit Reason	2	XX		Conditional
104	Notes	notes	varchar	250			Optional

Staff Assignments

District Calendar

Student Attendance

Teacher Attendance

Student Courses

Staff Assignments

Student

One record for each assignment of each employee employed during the collection period. Links to Staff Demographics on the Idaho Staff ID and Contract Number. For teachers, there should be at least one record for each class period.

Demographics

Special Education Students

Gifted/Talented Students

Staff Assignments File

#	Item	Field Name	Data Type	Len, Decs	Format	Min / Max	Required
1	Idaho Staff ID	IDStaffId	varchar	9	XXXXXXXXXX		Required
2	District ID	districtId	Option Set Districts	3	999		Required
3	School ID	schoolId	Option Set Schools	6	999999		Required
4	School Type	schoolType	Option Set School Type				Required
5	Contract Number	contractNo	Number	1	9	1 / 2	Required
6	Period or Assignment Number	period	int	2	99	1 / 20	Required
7	Assignment Code	assignment	Option Set Staff Assignment	5	99999		Required
8	Grade Level	gradeLevel	Option Set Assignment Grade Level	2	XX		Conditional
9	Class Level	classLevel	Option Set Class Level	1	X		Conditional
10	Teaching Role	teachingRole	Option Set Teaching Role	1	X		Conditional
11	Instructional Setting	setting	Option Set Instructional Setting	2	XX		Conditional
12	Course Standards	standards	Option Set Course Standards	1	X		Conditional

Staff Assignments File

#	Item	Field Name	Data Type	Len, Decs	Format	Min / Max	Required
13	Highly Qualified	HQT	Option Set Yes/No	1	X		Conditional
14	Qualifications Override	qualOverride	Option Set Qualifications Override Reason	1	X		Optional
15	Expected Date for HQ	HQDate	Date	10	MM/DD/YYYY or MM/DD/YY		Conditional
16	Retention Program	retention	varchar	20			Conditional
17	Recruitment Program	recruitment	varchar	20			Conditional
18	Year entered Retension or Recruitment Program	programYear	Date	4	YYYY		Conditional
19	Years required to Teach	recruitObligation	int	2, 0	99	0 / 15	Conditional
20	FTE	FTE	Number	4, 2	9.99	0 / 9.99	Required
21	Non-certified Rate	noncertRate	Number	6, 2	999.99	0 / 999.99	Conditional
22	Non-certified Hours per week	noncertHours	Number	2	99	0 / 40	Conditional
23	Non-certified Weeks	noncertWeeks	Number	2, 0	99	0 / 52	Conditional
24	Notes	notes	varchar	250			Optional

Student Courses

Student Activity

Student Class

District Calendar

One record for each class for each student enrolled during the collection window. Links to Student Demographics on the Student ID; links to staff assignments on Staff ID and period number; and links to Staff Demographics on Staff ID

Teacher Attendance

Student Courses

Staff Assignments

Student Demographics

Staff Demographics

Special Education Students

Gifted/Talented Students

Student Course Enrollment File

#	Item	Field Name	Data Type	Len, Decs	Format	Min / Max	Required
1	Idaho Student ID	IDStuld	varchar	9			Required
2	Local Student ID	localStuld	varchar	15			Optional
3	Idaho Staff ID	IDStaffId	varchar	10	XXXXXXXXXX		Required
4	District ID	districtId	Option Set Districts	3	999		Required
5	School ID	schoolId	Option Set Schools	6	999999		Required
6	Course Code	courseCode	Option Set Course Codes	5	99999		Required
7	Period Number	period	int	2	99	1 / 20	Required
8	Independent Study	independentStudy	Option Set Yes/No	1			Required
9	Course Entry Date	entryDate	Date	10	MM/DD/YYYY or MM/DD/YY		Required
10	Course Exit Date	exitDate	Date	10	MM/DD/YYYY or MM/DD/YY		Optional
11	Course Exit Reason	exitReason	Option Set Course Exit Reason	2	XX		Conditional
12	Notes	notes	varchar	250			Optional

Teacher Attendance

Student Activity

Student Class

District Calendar

Student Attendance

Teacher Attendance

To be added in the Fall: One record for each period of each day for each Teacher employed during the collection window. "Teacher" means assigned to a course with students.

Staff Assignments

Student Demographics

Staff Demographics

Special Education Students

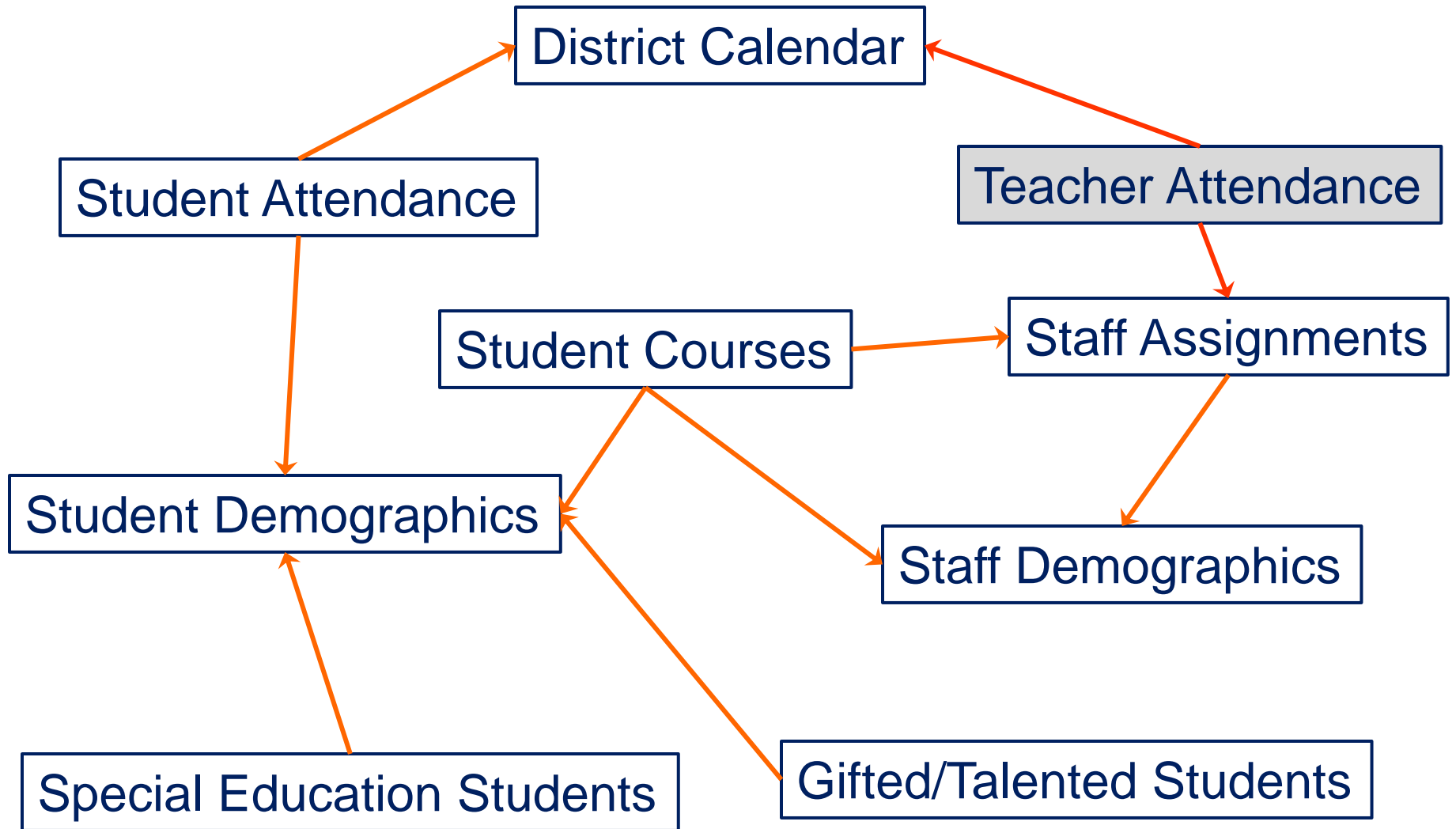
Gifted/Talented Students

Teacher Attendance File

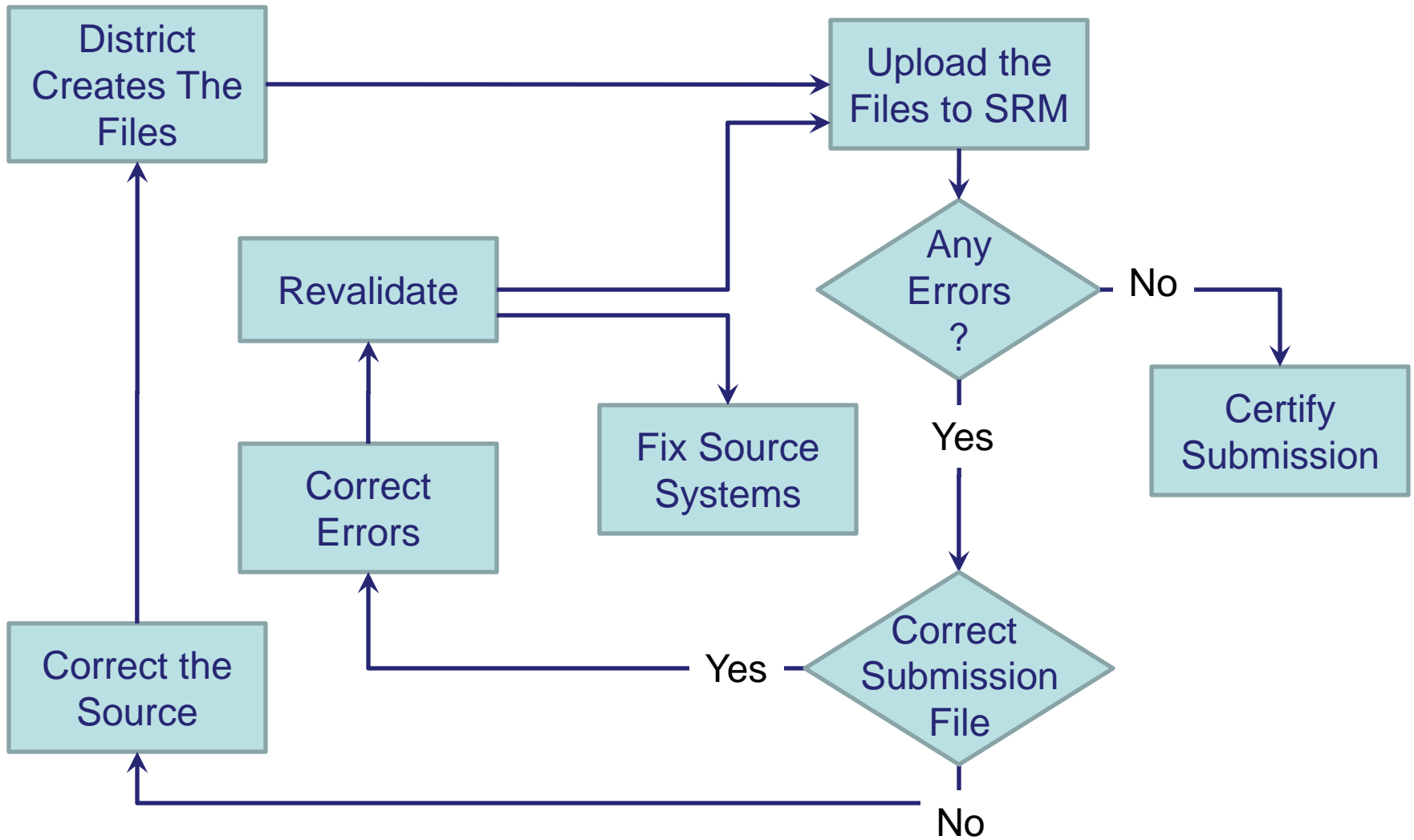
#	Item	Field Name	Data Type	Len, Decs	Format	Min / Max	Required
1	Idaho Staff ID	IDStaffId	varchar	9			Required
2	Local Staff ID	localStaffId	varchar	15			Optional
3	District ID	districtId	Option Set Districts	3	999		Required
4	School ID	schoolId	Option Set Schools	4	9999		Required
5	Period Number	period	Int	2	99		Required
6	Date	date	Date	10	MM/DD/YYYY or MM/DD/YY		Required
7	Is Present	present	Option Set Yes/No	1	X		Required
8	Absent Reason	absentReason	Option Set Staff Absent Reasons	2	XX		Conditional
9	Notes	notes	varchar	250			Optional

DRAFT

The Files and Their Relations



The Process



The File Specification Documents

- Collection Information
- Item Details
- Option Sets
- Data Validation Rules

State Report Manager

<http://portal.sde.idaho.gov>

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ANNOUNCEMENTS

Testing Alerts

by Blackfin Temp Account

3/29/2010 3:22 PM

Testing Profiles

by Blackfin Temp Account
Testing Alerts!!

3/29/2010 2:15 PM

AUTHORIZED SITES

SDE Portal

AUTHORIZED APPLICATIONS

- SRM Production
- SRM Test

Collection Schedule

Collection Period Covered	Submission Window
Statewide Trial: Mar 29 – Apr 30	Apr 30 – May 21
Fall Test: Start of School – Oct 1	Oct 1 – Oct 15
Fall Live: Start of School – Nov 5	Nov 5 – Nov 19
Ongoing: End of Prior Period to First Friday of the Month	First Friday to Third Friday

Wrap-up and Next Steps

- Go to the website and be sure you can log-in
- Create your data submission file to comply with the file specifications doc
- Submit a test file and review any error messages
- Submit the real file to SRM
- Correct any errors in your source data
- Certify a clean submission for SDE

Contact Information

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 - sking@espsg.com

<http://portal.sde.idaho.gov>