Data Elements for Student Record Collection & Dec 1 Child Count 2023-2024

A tab delimiter must be included for all optional, retired and filler elements.

Reporting Rules:

1. Every student who depends on a public school division in Virginia for a free appropriate public education must be included in each student record collection. This includes all full-time and part-time students served in the division's schools as well as those the division has helped place in other public and private schools/centers regardless of how the placements are funded. Students in local or regional jails are

2. One record per student per school per record collection EXCEPT when Grade Level Code, GED Program Code, Tuition Paid Code, Non-public student FTE, Intensive Support Services Code, Full Time Virtual Program Code, or Primary Disability Code changes while still attending the same school. In these cases, a student MAY have more than one record per school per record collection.

3. If a student has more than one record, only one record can be Active.

revised 6/2023

Position on File Layout	Data Element Id	Data Element Name	Definition	Format	Max Length	Codes	Edits	FALL	SPR	EOY	SUM	DEC 1
2	650	State Testing Identifier	Unique 10-digit number that stays with the student throughout his or her PK-12 career. This number is assigned by STI.	N	10		One record per student per school except where noted in Reporting Rules #2 Duplicate records within a school will be rejected	X	X	X	X	X
3	010	Unique Local Student Identifier	Locally assigned code that uniquely identifies a student within the division. Code must consist of numbers 0-9 and alpha characters A-Z and should not include any special characters, i.e. dashes, slashes, etc.	A/N	12	Unique identifier for each student within a division						X
4	020	Responsible Division Number	Three-digit state-assigned Division number of the division where: A.) the student resides, B.) attends a school through open enrollment, C.) tuition is waived, or D.) any student with a disability for whom the division is legally responsible for providing a Free Appropriate Public Education (FAPE) (see Reporting Rule 1).	N	3	Valid division code from list of Virginia education agency numbers	Must be a valid educational agency Must be numeric If the Responsible Division and Serving Division are not the same AND the Responsible Division is the Reporting Division AND the Serving Division is less than or equal to 219, then the record can not be reported by the Responsible Division Separate out contractuals for March 31 and EOY	X	X	X	X	X
5	030	Responsible School Number	Four-digit state-assigned School number of the school where: A.) the student resides, B.) attends a school through open enrollment, or C.) tuition is waived.	N	4	Valid school code from list of Virginia school numbers by division	Must be a valid institution within the Division Must be numeric Note: The responsible school should be the zoned school based on the student's address for any students served in a community PK school.	X	X	X	X	X
6	040	Serving Division Code	Three or four-digit state-assigned Division number that identifies the division, agency or regional program that provides services to the student.	N	4	Valid division code from list of Virginia education agency numbers	Must be a valid educational agency Must be numeric Separate out contractuals for March 31 and EOY	X	X	X	X	X
7	050	Serving School/Center Code	Four-digit state-assigned School number that identifies the school, center, program, or placement that provides services to the student.	N	4	Valid school code from list of Virginia school numbers by division 9990 - Community PK school - this serving school number should be used 9991 - Home Educational Services - means instruction provided at the discretion of the LEA in the home setting as a result of a disciplinary action or other administrative decision unrelated to an IEP. This term does not include "Homebound instruction" as defined in 8VAC20-131-5 or "Home-based instruction" as defined in 8VAC20-81-10.	Must be a valid institution within the division, region, or private Must be numeric	X	X	X	X	X
8	060	Active Status Code	A code that identifies the active status of a student as of the snapshot date (10/1, 3/31, or EOY=6/30 of the current school year). An inactive student was enrolled at some point during this school year, but not as of the snapshot date. Use V records to report students who are actively enrolled in full time virtual programs. Use N records for updating information on students who are no longer enrolled in your division. N records will not have any days of membership during the current school year. Also use N records for reporting summer graduates and students being served in adult jails.	A	1	A = Active I = Inactive N = Not Enrolled (use only when there is no Entry Code or Entry Date - when the record will not have any days of membership) V = Only participates in a virtual program	Must be A, V, I, or N If code is A or V and Exit/Withdraw Date is prior to "as of date," record will be rejected (as of date refers to the snapshot date) If A, V or I record reported on the Fall SRC, then the student must be reported with an A, V or I record on the Spring submission If A, V, or I record reported on the Spring SRC, then the student must be reported with an A, V or I record on the EOY submission Must be A, V, or N on Dec 1 Child Count Collection Must be N on the Summer SRC	X	X	X	X	X
9	070	Entry Code	A code that indicates the process by which the student first entered the school during a given school year.	A/N	4	Blank (only if active status code is N) or Select from list of valid 4 character entry codes	All A, V or I records must have a valid entry code Entry code reflects the first entrance into this school Must be a valid state assigned code	X	X	X		X
10	080	Entry Date	Date associated with entry code that represents the pupil's first day of enrollment in the reporting school for the school year. (The reporting school is the school within the division that is submitting the record.)	Date	10	Blank (only if active status code is N) or mm/dd/yyyy format (including slashes)	Valid date All A, V, or I records must have a date within the current school year and must be prior to exit/withdraw date if exit not blank	X	X	X		X

Position on File Layout	Data Element Id	Data Element Name	Definition	Format	Max Length	Codes	Edits	F A L L	S P R	E O Y	S U M	D E C 1
11	090	Exit/Withdraw Code	A code that indicates the circumstances under which the student last exited from membership in the school.	A/N	4	Select from list of valid 4 character exit/withdraw codes	Inactive students must have a valid withdraw code and date Required if the Active Status Code is "I" or "N" (this does not include "N" records on the Summer SRC or Jail records) Must be a valid state assigned code	X	X	X		
12	100	Exit/Withdraw Date	Date associated with Exit/Withdraw code that represents the day after the pupil's last day of attendance for the school year that is being reported. This date is not counted when determining days present and days membership.	Date	10	Blank (only if active status code is N) or mm/dd/yyyy format (including slashes)	Valid date All I records must have a date within the current school year Must be after entry date Required if the Active Status Code is "I" or "N" (this does not include "N" records on the Summer SRC or Jail records)	X	X	X		
13	110	Retired	Formerly Racial/Ethnic Code									
14	120	Gender Code	A code that identifies the student's gender.	A	1	M = Male F = Female A = Other	Must have a valid gender code	X	X	X	X	X
15	130	Birth date	The month, day, and year on which an individual was born.	Date	10	mm/dd/yyyy format (including slashes)	Error - Birth date is after current date; date is outside range for school ages 2-19 (reg. ed) or 0-22+ (spec. ed) or 2-22 (LEP)	X	X	X	X	X
16	140	Grade Level Code	A code that identifies the grade level at which a student receives services in a school or an educational institution during a given academic session.	A/N	2	JK, PK, KG, 01 thru 12, PG, TT (Use TT for Test Takers, former students who return for SOL testing only)	Must be a valid state assigned code Must be within the low/high grade range reported for the school Must be character Cannot be Grade Level Code TT or PG on Dec 1 Child Count	X	X	X	X	X
17	150	Retired	Formerly Kindergarten Half Day Flag									
18	160	Primary Disability Code	A code that identifies the primary disability type for a student who is eligible for services under the Individuals with Disabilities Education Act (IDEA) and who has an Individualized Education Program (IEP) or services planned. This is not he classroom placement.	N	3	Blank (student does not have a disability) or valid numeric disability code	Must be blank or a valid state assigned code Required if Serving Division Code = 600 Cannot be blank for Dec 1 Child Count If Primary Disability Code = 16 (Developmental Delay), then student's age must be < 7 as of Dec 1 2 (Severe Disability) is no longer a valid code as of 2012-2013.	X	X	X	X	X
19	170	Spec Ed Weekly Time %	The total percentage of time that the student spends each week with a special education teacher(s). (This percentage should be the sum of the primary, secondary, and tertiary percentages if the student has more than one disability and more than one special education teacher.)	N	3		Must be valid number 1 - 100 Required only if student has a disability code that is not 504 and Grade Level Code = KG, 01, 02, or 03; Must be blank if no disability code or 504	X				
20	180	Disadvantaged Status Flag	The Disadvantaged Status Flag identifies the student as economically disadvantaged if the student: 1) is eligible for Free/Reduced Meals to include Foster, Head Start, Migrant, and Homeless students or 2) receives TANF, or 3) is eligible for Medicaid.	A	1	N = No, student is NOT Disadvantaged Y = Yes, student is Disadvantaged	Must be Y or N Must be Y if Initial Primary Nighttime Residence Code is not blank Note: Edit for Initial Primary Nighttime Residency Code does not apply for the Dec. 1 Child Count.	X	X	X	X	X
21	190	Retired	Formerly LEP Status Code									
22	191	Retired	Formerly LEP Proficiency Code									
23	200	Country of Birth Code	A code that identifies the name of the country in which the student was born. Leave blank if student was born in U.S.	N	4	Blank or select from list of country codes	Must be blank or valid state assigned code	X				
24	210	Home Language Code	A code that identifies the language or dialect routinely spoken in an individual's home. This language or dialect may or may not be an individual's native language.	N	4	Blank or select from list of language codes	Must be blank or valid state assigned code If Home Language Code = 400 (English) then error.	X	X	X		
25	220	Immigrant Status Flag	A flag that Identifies whether the student is classified as an "immigrant." Include foreign exchange students if parameters of the definition met.	A	1	N = No, student is not identified as an immigrant Y = Yes, student is identified as an immigrant	Must be Y or N If Y, student's country of birth cannot be blank If Y, Date of Entry in to U.S. Schools is required Alert if country code is not blank and grade is JK, KG, 01, 02	X	X	X		
26	230	Retired	Formerly Refugee Flag									
27	240	Retired	Formerly Migrant Status Flag									
28	250	Retired	Formerly Homeless Flag									
29	260	Retired	Formerly Neglected Flag									

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30	270	Gifted Code	A code that identifies the area of giftedness for a student placed in a gifted program or that the student was referred to and found eligible for the gifted program.	A	4	1 = General Intellectual Aptitude only 2 = Specific Academic Aptitude only 3 = Visual/Performing Arts only 4 = Career and Technical only 12 = General Intellectual and Specific Academic Aptitude 13 = General Intellectual and Visual/Performing Arts 14 = General Intellectual and Career and Technical 23 = Specific Academic and Visual/Performing Arts 24 = Specific Academic and Career and Technical 34 = Visual/Performing and Career and Technical 123 = General Intellectual, Specific Academic and Visual/Performing Arts 124 = General Intellectual, Specific Academic and Career and Technical 234 = Specific Academic, Visual/Performing and Career and Technical 1234 = General Intellectual, Specific Academic, Visual/Performing and Career and Technical	Must be blank or valid state assigned code			X		
31	271	Gifted Referral Flag	A flag that identifies any student who was referred to the Gifted Program between July 1 and June 30 of the current school year.	A	1	N = No the student was not referred to the gifted program between July 1 and June 30; Y = Yes, the student was referred to the gifted program between July 1 and June 30	Must be Y or N			X		
32	280	Title I Code	A code that indicates type of program funded by Title I if the student attends a Target Assisted school, i.e. reading, math, reading and math.	N	2	Blank = Not identified as being funded by Title I 01 = Reading 02 = Math 03 = Reading & Math 04 = Math & Health 05 = Reading & Health 06 = Reading, Math Health 07 = Math & Support Services 08 = Reading & Support Services 09 = Reading, Math & Support Services 10 = Reading, Math, Support Services & Health	Complete for all Title I Targeted Assistance Schools Must be a valid state assigned code or blank	X	X	X		
33	290	GED Program Code	A code that indicates the student is enrolled in a program leading to a GED, such as ISAEP.	N	1	Blank = Not identified as participating in a GED program 1 = GED 2 = ISAEP	Must be at least 16 years old to work towards a GED Check against birth date.	X	X	X	X	
34	300	International Baccalaureate Program Flag	A code that indicates student is enrolled in the International Baccalaureate Program and working toward an IB diploma	A	1	N = No, student is not in IB program Y = Yes, student is in IB program	Must be Y or N. If Y, then the serving school must be have a focus area of IB See your Educational Registry Application (ERA) contact person for more details			X	X	
35	310	Graduate /Other Completer Code	A code that identifies the type of graduation diploma or completion document that the student received	N	2	1 = Standard Diploma 2 = Advanced Studies Diploma 3 = Applied Studies Diploma (Previously Special Diploma) 4 = Certificate of Program Completion 5 = GED 6 = IB Diploma 7 = Modified Standard Diploma 8 = GED as a part of an ISAEP 10 = No award in this school year - school-age student whose IEP allows for multiple years in grade 12 11 = No award in this school year - foreign exchange, part-time private, or part-time home school student 12 = No award in this school year - seniors whose age and LEP status allow for multiple years in grade 12 13 = No award in this school year - previously earned a Graduate/Other Completer Codes 3-5 or 7-9 in a prior school year or another state.	Alert if grade is not 12 or 11 If Graduate/Other Completer Code is 6, then IB flag must = Y If Graduate/Other Completer Code is 5, then GED Program Code must be 1 or 2 If Graduate/Other Completer Code is 8, then GED Program Code must be 2 If student receives GED or ISAEP, age must be at least 16 If Graduate/Other Completer Code =3, 7, or 10 then Primary Disability Code can not be blank or 15 If Graduate/Other Completer Code = 10, 11, or 12, then Grade Code must be 12 If Exit/Withdraw Code = W730, W731, or W732, then Graduate/Other Completer Code is required	X	X	X	X	
36	320	Graduate Plan Code	A code that identifies the post-graduate plans of the student	N	2	1 = 4 - Year College: Plans to attend a four year college 2 = 2 - Year College: Plans to attend a two year college 3 = Other Educational Plans: Plans to attend business, technical, apprenticeship, or other educational opportunity 4 = Military: Plans to enter the military 5 = Employment: Plans to enter employment 6 = None: No plans or is undecided	Required if Graduate/Other Completer Code is 1, 2, 3, 4, 5, 6, 7, or 8; Must be blank if Graduate/Other Completer Code is 10, 11, 12, or 13; Warning if grade is not 11 or 12 Must be a valid state assigned code	X	X	X	X	
37	330	Advanced Placement Code	A code to identify that student is enrolled in one or more Advanced Placement courses and/or student has taken the Advanced Placement test. (Indicator to identify the percent of students who took an AP test)	N	1	Blank = Not identified as participating in AP courses 1 = enrolled in AP class 2 = enrolled in AP and took AP exam 3 = took AP exam	Must be blank or valid state assigned code Alert if grade code is not 09, 10, 11, or 12			X		
38	340	Retired	Formerly Dual Enrollment Flag									

Position on File Layout	Data Element Id	Data Element Name	Definition	Format	Max Length	Codes	Edits	F A L L	S P R	E O Y	S U M	D E C 1
39	351	CTE Finisher Code	A code to identify the student who either 1.) has finished a required Career and Technical Education sequence of courses to be considered a completer, or 3.) took at least one state approved CTE course at anytime in grades 7 through 12, but has not finished CTE Course requirements for completion, 4.) has not taken any state-approved CTE courses since 7th grade, 5.) finished CTE Course requirements for completion and a dual-enrollment CTE course(s), or 6.) has completed 2 state-approved CTE courses in a sequence but has not met the requirements for graduation, or 7.) completed at least 3 state-approved Junior Reserve Officers' Training Corps (JROTC) courses.	N	1	1 = finished CTE requirements for completion (Perkins IV) 3 = took at least one state-approved CTE course since 7th grade but has not finished CTE requirements for completion 4 = has not taken any state-approved CTE courses since 7th grade 5 = finished CTE requirements to be a completer and completion of a CTE dual enrollment course(s) 6 = has completed 2 state-approved CTE courses in a sequence but has not met the requirements for graduation (Perkins V) 7 = has completed at least 3 state-approved Junior Reserve Officers' Training Corps (JROTC) courses	Must be NULL if grade is PK, JK, KG, 1, 2, 3, 4, 5 or 6 Required if grade is 7, 8, 9, 10, 11, 12, or TT	Blank cell	Blank cell	X	X	Blank cell
40	361	CTE Career Cluster Code	A code to identify the career cluster of the state-approved CTE course that any student has taken at anytime during the current school year. If the student has taken more than one course which fall into different clusters, choose the cluster that most closely aligns with that student's career interests. Refer to the CTERS User's Manual for assistance.	A	4	Blank List of state-assigned CTE Career Cluster Codes	Must be a valid Career Cluster Code Must be NULL if grade is PK, JK, KG, 1, 2, 3, 4, 5 or 6 Required if the CTE Special Populations Code is not blank. CTE Finisher Code must be 1, 3 or 5 when CTE Cluster Code is NOT blank.			X	X	
41	371	CTE Special Populations Code	A code to identify the CTE special populations of the student that are not already collected in other elements. Refer to the CTERS User's Manual for assistance.	N	3	Blank List of state-assigned CTE Special Population Codes	Must be NULL if grade is PK, JK, KG, 1, 2, 3, 4, 5 or 6			X	X	
42	380	W8 Reason Code	A code associated with W880 to identify the reason the student discontinued school	N	2	Blank or Valid W8 Reason Code	Required for all W880s Must be a valid W8 Reason Code	X	X	X		
43	381	Retired	Formerly Summer Dropout Flag									
44	390	Aggregate Days Present	The cumulative number of days a student has been present in the school from the beginning of the current school year to the time of snapshot (days absent + days present + days unscheduled = days in membership) A pupil shall be counted present only when he is present for roll calls or is in attendance for approved participation at approved school-sponsored field trips or other approved activities or events. A pupil reporting after roll call will be recorded present and tardy. (8VAC20-110-40)	N	3		Attendance cannot be greater than total days school was in session Alert if Days in Session has not been completed in the SRC web form. If Active Status Code is N, then Aggregate Days Present must be zero	X	X	X		
45	400	Aggregate Days Absent	The cumulative number of days a student has been absent from the school from the beginning of the current school year to the time of snapshot (days absent + days present + days unscheduled = days in membership) A student is absent when he was expected to be present but is missing for roll call or is not in attendance for school sponsored activities.	N	3		Attendance cannot be greater than total days school was in session Alert if Days in Session has not been completed in the SRC web form If Active Status Code is N, then Aggregate Days Absent must be zero	X	X	X		
46	410	Retired	Formerly Retention Flag									
47	420	Retired	Formerly Truancy Conference Flag									
48	430	Tuition Paid Code	A code to indicate tuition equivalent to the state's contribution towards educational costs (i.e. ADM) is paid by or received from a public entity for this student	N	2	Blank or Valid Tuition Paid Code	Must be blank or valid state assigned code If not blank, Responsible Division cannot equal Serving Division Only tuition codes 5, 9, 10, 11, 12, or 18 can be used when the Active Code is V	X	X	X	X	X
49	440	Non-public student FTE	The Non-public Student FTE identifies the part-time student attending school to take one or two courses. This includes home-schooled and private schooled students. Non-public school students enrolled by a school division for an on-line course may be included as part-time students in ADM up to .25 ADM per class and capped at .50 ADM.	N	2	Blank = Not identified as a Non-public school student 10 = student takes one or more courses NOT approved for SOQ reimbursement 25 = student takes 1 course approved for SOQ reimbursement 50 = student takes 2 or more courses approved for SOQ reimbursement These are reported as implied decimals without the decimal point	Must be 10, 25, 50, or blank	X	X	X		
50	460	Retired	Formerly First Year in 9th Grade									
51	154	Kindergarten Readiness Assessment Flag	A flag that identifies whether a kindergarten student who turns 5 between October 1 and December 31st was administered a readiness assessment PRIOR to the student's first day of kindergarten.	A	1	N = No, student was NOT given a kindergarten readiness assessment Y = Yes, student was given a kindergarten readiness assessment	Must be Y or N If Y, the student must turn 5 between October 1 and December 31 AND Grade Level Code = KG	X	X	X		
52	156	Retired	Formerly NAEP Homeroom Identifier									
53	283	Retired	Formerly School Choice Status Code									
54	285	Retired	Formerly Supplemental Education Services Status Code									
55	286	Retired	Formerly Multiple Years in 12th Grade Flag									
56	287	Diploma Seal	A state assigned code to identify any and all diploma seals earned by a graduate.	N	10	List of Diploma Seal Codes	Must be a valid state assigned code If not blank, Graduate/Other Completer Code must be 1, 2 or 6			X	X	

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57	345	Early College Scholar Program Code	A state assigned code to identify students who are participating in the Governor's Early College Scholar Program and/or the Commonwealth Scholar Program. The Governor's Early College Scholars Program agreement must be signed by participating students, their parents/guardians, and the high school principal and school counselor.	N	1	1 = Student has completed the Early College Scholar Program agreement 2 = Student has earned the Governor's Early College Scholar certificate 3 = Commonwealth Scholar Program 4 = Early College certificate & Commonwealth Scholar medallion 5 = Student is participating in the Early College Scholar and the Commonwealth Scholar Programs 6 = Commonwealth Scholar medallion	Must be a valid state assigned code If 2 then Graduate/Other Completer Code must be 2 or 6. Grade Level must be 9, 10 , 11, 12 or TT if not blank. Commonwealth Scholar Program Focus Area will be required - See your Educational Registry Application (ERA) contact person for more details	X	X	X		
58	347	Retired	Formerly Distance Learning Flag									
59	450	PK Experience Code	A stated assigned code to identify the current or most recent PK (pre-kindergarten) experience of PK and kindergarten students.	N	2	1 = Head Start 2 = Public Preschool 3 = Private Preschool/Day Care 4 = Department of Defense Child Development Program 5 = Family Home Daycare Provider 6 = No Preschool Experience	Must be valid state assigned code Student must be in grade PK, JK, or KG, If PK Experience Code = 3, 4, 5, or 6 grade cannot be PK	X	X	X		
60	451	PK Weekly Time Code	A state assigned code to represent the average amount of time the student spends each week in the program specified by the PK Experience Code.	N	2	0 = No time in a formal or institutional PK program 1 = less than 15 hours per week 15 = 15 hours or more but less than 30 hours per week 30 = 30 or more hours per week	Must be a valid state assigned code Required if student is in grades PK, JK, or KG PK Weekly Code = 0 can only be used with PK Experience Codes 6	X	X	X		
61	452	Retired	Formerly CTE Dual Enrollment Flag									
62	453	CTE Competency Attainment	A flag to identify the student who has finished a required Career and Technical Education sequence of courses to be a CTE Finisher AND has achieved a satisfactory rating (one of the three highest marks) on the Student Competency Record (SCR) rating scale on at least 80% of the required (essential) competencies in a CTE course.	A	1	N = No, the student has not finished both of the requirements and at least 80% of the essential competencies in a CTE course Y = Yes, the student has finished the CTE course requirements to be a CTE Finisher AND has obtained a satisfactory rating on at least 80% of the essential competencies.	Must Y or N If Y then CTE Finisher Code = 1 or 5			X	X	
63	454	Retired	Formerly CTE Program Codes									
64	455	Address line 1	The current street address of the student –Please include the house number and street name. Note: VDOE is participating in a USED poverty study. The address lines have been activated for Fall SRC while the study is ongoing.	A	30		For EOY and Summer, Required if CTE Finisher Code = 1 or 5 and Graduate Code is 1 -9 and Phone Number is null For Fall, required for all students	X		X	X	
65	456	Address line 2	Continuation of Address line 1, if needed Note: VDOE is participating in a USED poverty study. The address lines have been activated for Fall SRC while the study is ongoing.	A	30			X		X	X	
66	457	Zip Code	The Zip Code of the student's residence Note: VDOE is participating in a USED poverty study. The address lines have been activated for Fall SRC while the study is ongoing.	N	5		For EOY and Summer, Required if CTE Finisher Code = 1 or 5 and Graduate Code is 1 - 9 and valid Phone Number is missing For Fall, required for all students	X		X	X	
67	458	Phone Number	A telephone or cell phone number of the CTE Completer Include the area code and 7-digit phone number. Parentheses, dashes or other special characters are implied, do not include them with the phone number	N	10		Required if CTE Finisher Code = 1 or 5 and Graduate Code is 1 - 9 and valid Address data is missing			X	X	
68	459	Retired	Formerly Unexcused Absences field									
69	460	Initial Primary Nighttime Residence Code	A code to identify the initial primary night residence when the student was identified as homeless at any time during the school year.	N	1	Blank = Not identified as a homeless child or youth 1 = Unsheltered 2 = Shelters 3 = Doubled-up 4 = Hotel/motel	Must be blank or valid state assigned code If not blank, then Disadvantaged Status Flag must be Y If not blank on Fall, then must be identified as homeless on Spring If not blank on Spring, then must be identified as homeless on EOY	X	X	X	X	
70	461	Retired	Formerly Neglected/Delinquent Code									
71	462	Full Time Virtual Program Code	A code to identify the student enrolled in a full course of study for all educational services in a virtual program. This virtual program of study may or may not be a board-approved MOP program.	A	1	Blank = Not identified as participating in a virtual program 1 = Participates from home, not homebound, not home-based 2 = Participates from home while on homebound or homebased education 3 = Participates from home during a home-ed expulsion or long-term suspension 4 = Participates from home during a home-ed short-term suspension 5 = Participates from a public school facility 6 = Participates from a private school facility 7 = Participates from another location 8 = Participates in the full-time Virtual Virginia program	Must be a valid state assigned code	X	X	X		
72	463	Foster Care Flag	Foster care is defined as 24-hour substitute care for children placed away from their parents and for whom the agency under title IV-E of the Social Security Act has placement and care responsibility. The care settings include, but not limited to, family foster homes, relative foster homes, group homes, emergency shelters, residential facilities, child care institutions, and pre-adoptive homes.	A	1	Y = Yes, student is in a foster care setting N = No, student is not in a foster care setting	Can not be blank. Must be Y or N	X	X	X	X	X
73	464	Ethnic Flag	A flag to identify if the student is Hispanic/Latino	A	1	Y = Yes, student is Hispanic/Latino N = No, student is not Hispanic/Latino	Can not be blank Must be Y or N	X	X	X	X	X
74	465	Race Code	A code for one or more races the student identifies with	N	2	Must be a valid state assigned race code	Can not be blank Must be a valid state assigned Race Code	X	X	X	X	X
75	466	Retired	Formerly LEP State Code									

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76	467	Receiving EL Services Code	A code to identify the student's current status.	N	1	1 = Identified as EL and receives EL Services 2 = Identified as EL but has refused EL services 4 = Identified as formerly EL for each of the four years after exiting EL services	Must be blank or valid state assigned code	X	X	X	X	X
77	468	Retired	Formerly Projected LEP State Code									
78	469	IB Code	A code to identify that student is enrolled in one or more IB (International Baccalaureate Program) courses and/or has taken the IB exam.	N	1	Blank = Not identified as participating in an IB Program 1 = enrolled in IB class 2 = enrolled in IB class and took IB exam 3=took IB exam	Must be blank or valid state assigned code Alert if grade code is not 09, 10, 11, or 12 Responsible or Serving school must have International Baccalaureate Program Focus Area				X	
79	470	Unaccompanied Homeless Youth Flag	A flag to identify if the student is an unaccompanied homeless youth according to Section 725(6) of the McKinney-Vento Act (Title X, Part C of the No Child Left Behind Act)	A	1	Y = Yes, the student is an Unaccompanied Homeless Youth as defined in Section 725(6) of the McKinney-Vento Act N = No, the student is not an Unaccompanied Homeless Youth	Must be Y or N	X	X	X	X	
80	471	Special Ed Student Placement Code	A code to identify the placement of the special education student	N	2	1 = Public Day School 2 = Public Separate School 3 = Private Day School 4 = Public Residential Facility 5 = Private Residential School 6 = Home Placement 7 = Hospital 8 = Correctional Facility ; Codes 9 - 16 are Retired 17 = Regular Early Childhood Program 18 = Special Ed Separate Class 19 = Special Ed Separate School 20 = Special Ed Residential Facility 21 = Home Placement 22 = Service Provider Location	Required if Primary Disability is not blank Valid code determined by child's age as of 12/1 If Placement Code = 17, then Time in Regular Early Childhood Setting cannot be blank. If Placement Code = 17, then Special Ed in Regular Early Childhood Setting cannot be blank.					X
81	472	Special Ed Student Regular Class Percent	The percent of the day that the special education student spends in the regular class	N	3	0- 100 Percent must be calculated using amount of time special education student spends in a regular class divided by the full school day (bell to bell), not a reduced school day.	Required if Primary Disability is not blank and not 15 (504) If Placement Code <> 1 or 17, then Regular Class % should = 0					X
82	473	Special Ed Primary Disability Service Percent of Day	The percent of day that the student receives services for the primary disability.	N	3	1- 100 Percent must be calculated using amount of special ed service for the primary disability divided by the normal instructional day, not a reduced school day.	Required if Primary Disability is not blank and not 15 (504)					X
83	474	Special Ed Secondary Disability Code	A code to identify the additional disability determined by the eligibility committee. This is not the classroom placement.	N	2	Must be a valid numeric disability code	Valid disability code Cannot be the same as primary or third disability					X
84	475	Special Ed Secondary Disability Service Percent of Day	The percent of day that the student receives services for the secondary disability.	N	3	1- 100 Percent must be calculated using amount of special ed service for the secondary disability divided by the normal instructional day, not a reduced school day.	Required if Secondary Disability is not blank and not 15 (504) Total of the primary, secondary and third percents may not exceed 100.					X
85	476	Special Ed Secondary Disability Serving Division	The Serving Division of the Secondary Disability if required	N	3	Valid division code from list of Virginia education agency numbers	Required if Secondary Disability is not blank and not 15 (504)					X
86	477	Special Ed Secondary Disability Serving School	The Serving School of the Secondary Disability if required	N	4	Valid school code from list of Virginia school numbers by division	Required if Secondary Disability is not blank and not 15 (504)					X
87	478	Special Ed Third Disability Code	A code to identify the additional disability determined by the eligibility committee. This is not the classroom placement.	N	2	Must be a valid numeric disability code	Valid disability code Cannot be the same as primary or secondary disability					X
88	479	Special Ed Third Disability Service Percent of Day	The percent of day that the student receives services for the third disability.	N	3	1- 100 Percent must be calculated using amount of special ed service for the third disability divided by the normal instructional day, not a reduced school day.	Required if Third Disability is not blank and not 15 (504) Total of the primary, secondary and third percents may not exceed 100					X
89	480	Special Ed Third Disability Serving Division	The Serving Division of the Third Disability if required	N	3	Valid division code from list of Virginia education agency numbers	Required if Third Disability is not blank and not 15 (504)					X
90	481	Special Ed Third Disability Serving School	The Serving School of the Third Disability if required	N	4	Valid school code from list of Virginia school numbers by division	Required if Third Disability is not blank and not 15 (504) Total of the primary, secondary and third percents may not exceed 100					X
91	482	First Semester Special Ed Regional Tuition Reimbursement	The Special Ed Regional Tuition Reimbursement amount requested to be paid for first semester. This dollar amount is required when Serving Division is between 280 and 299.	N	9	Dollar amount of tuition reimbursement requested to be paid for this student	Must be a valid positive number with a two place decimal, report dollars and cents Decimal must be included Required if the Special Ed Regional Tuition Reimbursement Disability Code is not null		X			
92	483	Cambridge Programme Code	A code to identify that student is enrolled in one or more Cambridge Programme (IGCSE & AICE) courses and/or has taken an IGCSE or AICE exam.	N	1	Blank = Not identified as participating in a Cambridge Programme 1 = enrolled in Cambridge Programme course 2 = enrolled in Cambridge Programme course and took IGCSE or AICE exam 3 = took IGCSE or AICE exam only	Must be blank or valid state assigned code Alert if grade code is not 09, 10, 11, or 12				X	

Position on File Layout	Data Element Id	Data Element Name	Definition	Format	Max Length	Codes	Edits	FALL	SPR	EOY	SUM	DEC1
93	484	Special Ed Regional Tuition Reimbursement Disability Code	A code to identify the disability for which Regional Tuition Reimbursement is being claimed.	N	2	Must be a valid numeric disability code	Must be a valid numeric disability code Must be a reimbursable disability type: 3 = MD - Multiple disabilities, 6 = HI - Hearing impairment, 8 = ED - Emotional disturbance, 12 = DB - Deaf-blindness, 13 = AUT - Autism, or 14 = TBI - Traumatic brain injury Required if the Summer, First or Second Semester Special Ed Regional Tuition Reimbursement is not null		X	X		X
94	485	Time in Regular Early Childhood Setting	A flag to identify if the student spends 10 or more hours a week in the Regular Early Childhood Setting.	A	1	Y = Yes, student spends 10 or more hours a week in the Regular Early Childhood Setting N = No, student does not spend 10 or more hours a week in the Regular Early Childhood Setting	If Time in Regular Early Childhood Setting = Y/N, then Placement Code must be 17					X
95	486	Special Ed in Regular Early Childhood Setting	A flag to identify if the student receives the majority of their special education and related services in the Regular Early Childhood Setting.	A	1	Y = Yes, student does receive the majority of their special education and related services in the Regular Early Childhood Setting N = No, student does not receive the majority of their special education and related services in the Regular Early Childhood Setting	If Special Ed in Regular Early Childhood Setting = Y/N, then Placement Code must be 17					X
96	487	Parentally Placed Students	A flag to identify if the student was parentally placed.	A	1	Y = Yes, student was parentally placed N = No, student was not parentally placed	Must be Y or N If Y, the serving division <> 600 Regular class % must equal 0 if Parentally Placed Students = Y					X
97	488	MOP Flag	A flag to identify students participating in a MOP	A	1	Y = Yes, student participates in a full time MOP N = No, student does not participate in a full time MOP	If MOP flag = Y, then Active Status Code must be V	X	X	X		
98	489	Retired	Formerly MOP Number of Classes									
99	490	Resident Division	Three-digit state-assigned Division number of the division where the student physically resides. This field is used for students enrolled in virtual schools/programs as well as out of division students placed into local centers. Future use of this element may be expanded to capture resident information of students for other funded programs such as foster care.	N	3	Valid division code from list of Virginia education agency numbers	Must be a valid educational agency Must be numeric Must be an open Local Education Agency (numbers less than or equal to 207) Required if MOP Flag is Y Required if Active Code is V	X	X	X		
100	491	Second Semester Special Ed Regional Tuition Reimbursement	The Special Ed Regional Tuition Reimbursement amount requested to be paid for second semester. This dollar amount is required when Serving Division is between 280 and 299.	N	9	Dollar amount of tuition reimbursement requested to be paid for this student	Must be a valid positive number with a two place decimal, report dollars and cents Decimal must be included Required if the Special Ed Regional Tuition Reimbursement Disability Code is not null			X		
101	492	Summer Semester Special Ed Regional Tuition Reimbursement	The Special Ed Regional Tuition Reimbursement amount requested to be paid for summer semester. This dollar amount is required when Serving Division is between 280 and 299.	N	9	Dollar amount of tuition reimbursement requested to be paid for this student	Must be a valid positive number with a two place decimal, report dollars and cents Decimal must be included Required if the Special Ed Regional Tuition Reimbursement Disability Code is not null					X
102	493	Military Compact Statute Flag	A flag used to indicate an underage student can attend kindergarten in Virginia under the Interstate Compact on Educational Opportunity for Military Children	A	1	Y = Yes, the underage student qualifies for enrollment under the Interstate Compact N = No, the student does not qualify for enrollment under the Interstate Compact	Must by Y or N Grade Level Code = KG	X	X	X		
103	494	Reporting School	Four-digit state-assigned School number that identifies the school for which membership, funding, graduation status and high school completion status are attributed. The use of this field is restricted to specific situations where non-residential students attend a regional program instead of a local school.	N	4	Valid school code from list of Virginia school numbers by division	Must be a valid school within the reporting division Must be numeric The Serving Division must be a regional based program OR Serving School must be a center withing the Reporting Division The Reporting School must belong to the reporting division If Reporting Division & Responsible Division are different AND the Serving School is a center, then a Reporting School is required.	X	X	X	X	X
104	495	Uniform Certificate of General Studies/Associate Degree Flag	A flag used to identify a student that has earned the one year Uniform Certificate of General Studies or an Associate Degree from a community college in the Commonwealth concurrent with a high school diploma.	A	1	Y = Yes, the student earned the Uniform Certificate of General Studies or an Associate Degree N = No, the student did not earn the Uniform Certificate of General Studies or an Associate Degree	Must by Y or N Alert if grade is not 12 or 11 If Y, the Graduate/Other Completer Code must be 1-9			X	X	

Position on File Layout	Data Element Id	Data Element Name	Definition	Format	Max Length	Codes	Edits	FALL	SPR	EOY	SUM	DEC1
105	496	Career Pathway Code	A state assigned code to identify the Career Pathway finished by the student. The Career Pathway Codes are not the same as the course codes.	N	4	See list of state-assigned Career Pathway Codes	Must be a valid state assigned code Required if CTE Finisher Code = 1 or 5 The CTE Career Pathway Code must be blank if the Grade Level Code is PK, JK, KG, 1, 2, 3, 4, 5, or 6 Alert if the CTE Special Populations Code is not blank, then the CTE Career Pathway Code should not be blank			X	X	
106	497	Retired	Formerly Credit Accommodation Flag									
107	498	Military Connected Students Code	A state assigned code to identify students who have a parent in the uniformed services.	N	2	1 = Student is not military connected 2 = Active duty; student is a dependent of a member of the Active Duty Forces (Army, Navy, Air Force, Marine Corps, Coast Guard, Spaceforce, the Commissioned Corps of the National Oceanic and Atmospheric Administration, or the Commissioned Corps of the U.S. Public Health Services) 3 = Reserve; student is a dependent of a member of the Reserve Forces (Army, Navy, Air Force, Marine Corps, or Coast Guard) 4 = National Guard; active or reserve	Must be valid state assigned code	X	X	X		
108	499	PK Funding Source Code	A state assigned code to identify the funding sources of public PK students. This includes all PK students whose placement (public or private) is paid for with public funds.	N	2	1 = Head Start 3 = VPI (Four-Year-Old Students) 5 = Special Education Preschool 7 = Title I 8 = Local Funding for VPI Placement 10 = Local Funding for Other Public Preschool Program 12 = VPI (Pilot for Three-Year-Old Students) 13 = Mixed Delivery Grant Program (administered by VECF) 14 = Special Education Funding for VPI Placement	Must be valid state assigned code Grade Code must be PK Number of Active PK students with codes of 3 or 4 or 12 cannot be higher than the budget allotment If PK funding source code = 3, non-public student FTE cannot be 10 or 25. If PK funding source code = 3, age as of 9/30 must be >=4 and < 5. If PK funding source code = 12, age as of 9/30 must be >= 3 and < 4.	X	X	X		
109	500	Retired	Formerly Attendance Plan Code									
110	501	Retired	Formerly Attendance Conference Code									
111	502	Retired	Formerly Court Referral or Proceedings Filed									
112	503	Aggregate Days Unscheduled	The cumulative number of schools days a student was enrolled in the school but due to his course schedule, was not expected to attend school. (Aggregate Days Present + Aggregate Days Absent + Aggregate Days Unscheduled Days = Days in Membership) A student is considered unscheduled when he is: • not expected to be present in school, some examples include: -no classes on even or odd day schedules -virtual or alternative class schedule that does not meet on a given day • not expected to participate in a school sponsored activity, some examples include: -attendance is not required for senior students who graduate before the regular term is over -students who do not have semester/final exams on a given day when school is open to those who do	N	3		Attendance cannot be greater than total days school was in session Alert if Days in Session has not been completed in the SRC web form If Active Status Code is N, then Aggregate Days Unscheduled must be zero May be blank if not applicable	X	X	X		
113	504	Language Instruction Educational Program	A state assigned code to identify the language instruction educational program provided to EL students.	N	1	1 = English as Second Language (ESL) or English Language Development (ELD) 2 = Content Classes with integrated ESL support 3 = Newcomer Program 4 = Transitional Bilingual 5 = Dual Language or Two-way Immersion	Blank or valid code Valid code is required if EL service code = 1	X	X	X		
114	505	Unexcused Absence - Truancy	Absences where student whereabouts are unknown and not supported by parent (i.e. student skips a day of school)	N				X	X	X		
115	506	Unexcused Absence - Locally Defined	Absences where student whereabouts are known or supported by parent but _administration or local policy_ still deems the absence unexcused (i.e. student is missing from school to play in a 4 day travel tournament)	N				X	X	X		
116	507	Attendance Plan Code 2019	A code to indicate whether a plan was jointly developed to resolve the student's nonattendance when the student accrues five unexcused absences for the year. Such plan shall include documentation of the reasons for the student's nonattendance.	N	1	1 - Plan was developed 2 - Plan was not developed	Blank or Valid code Required if sum of Unexcused truancy and Unexcused locally defined is greater than or equal to 5	X	X	X		
117	508	Attendance Conference Code 2019	A code to indicate whether a conference was held, with or without a parent, within ten school days from the date of the tenth unexcused absence. The conference shall include a principal, or principal's designee, and incorporate a multi-disciplinary team to address concerns and plan additional interventions to address nonattendance.	N	1	1 - Conference held within 10 days of 10th absence with parent 2 - Conference held within 10 days of 10th absence without parent 3 - Conference held but not within 10 days of 10th absence with parent 4 - Conference held but not within 10 days of 10th absence without parent 5 - Conference not held	Blank or Valid code Required if sum of Unexcused truancy and Unexcused locally defined is greater than or equal to 10	X	X	X		
118	509	Court Referral Code 2019	A code to indicate whether the student is making progress in improving attendance, or for circumstances in which the parent is intentionally noncompliant, the parent is referred to court; or for circumstances in which the student is resisting parental efforts to comply with compulsory attendance requirements, the student has been referred to court.	N	1	1 - No Court Referral Needed/Progress Monitoring 2 - Student referred to court 3 - Parent referred to court	Blank or valid code Required if Attendance Conference Code is not blank	X	X	X		
119	510	Early Intervening Services Flag (IDEA Part B)	A flag to indicate whether the student received CEIS or CCEIS services at any point during the school year.	N	1	Y/N - receives services or not	Y will check against sub grantee type in ERA to determine CEIS or CCEIS At least one Y required for divisions on CEIS or CCEIS list				X	

Position on File Layout	Data Element Id	Data Element Name	Definition	Format	Max Length	Codes	Edits	FALL	SPR	EOY	SUM	DEC1
120	511	Seclusion	The cumulative number of times that a student was put into seclusion. This includes students in public elementary and secondary schools as per Regulations Governing the Use of Restraint and Seclusion in Elementary and Secondary Schools in Virginia and private schools for students with disabilities as per the Regulations Governing the Operation of Private Schools for Students with Disabilities	N	4		Must be valid number between 0-9,999			X		
121	512	Restraint	The cumulative number of times that a student was restrained. This includes students in public elementary and secondary schools as per Regulations Governing the Use of Restraint and Seclusion in Elementary and Secondary Schools in Virginia and private schools for students with disabilities as per the Regulations Governing the Operation of Private Schools for Students with Disabilities.	N	4		Must be valid number between 0-9,999			X		
122	513	Locally Awarded Verified Credits	The cumulative number of locally awarded verified credits earned by a student, in accordance with the Board of Education's regulations and guidance, *Guidance Governing the Use of Locally-Awarded Verified Credits and Emergency Guidelines for Locally Awarded Verified Credits Due to COVID-19.* This number may exceed the LAVC cap if certain LAVC were awarded.	N	1	Blank cell	Blank or valid number (<=9) If primary disability code is blank, limit of <= 9	Blank cell	Blank cell	X	X	Blank cell
123	514	Special Permission Locally Awarded Verified Credits	The cumulative number of special permission locally awarded verified credits earned by a student with disabilities, in accordance with the *Guidelines for Standard Diploma Credit Accommodations for Students with Disabilities.*	N	1		Blank or valid number (<=6) Primary disability code cannot be blank			X	X	
124	515	Credit Accommodation Codes	A state assigned code to indicate any and all credit accommodations that a student with disabilities used to earn credits required to graduate with a Standard Diploma.	N	6	Valid code from list of Credit Accommodation Codes	Blank or valid code Primary disability code cannot be blank			X	X	
125	516	Intensive Support Services Code	A state assigned code which designates a program, through which students with Intensive Support Needs receive special education services and which allows the student to be claimed for reimbursement funds (Formerly known as the special education regional tuition reimbursement program)	N	2	Valid code from list of Intensive Support programs	Blank or valid code Required if First/Second/Summer Semester Tuition Reimbursement is not null	X	X	X		X
126	517	Head Start Provider Code	A state assigned code which designates a Head Start Program. Budget's note: Any division that has students that reside in that division that are enrolled in a Head Start program should be flagged as such.	N	2	Valid code from list of Head Start Providers	Blank or valid code Required if grade = PK and PK funding code = 1	X	X	X		
127	518	Regional/Local Center Percent of Time	The overall percentage of time that the student spends throughout the school year in a regional or local center. The percent of time spent in a regional or local center plus the percent of time spend in the Responsible School would equal 100. SRC does not collect the percent of time spent in the Responsible School but divisions can use it to validate "Regional/Local Center Percent of Time"	N	3	0- 100	Required where serving division or serving school is a regional center Must be blank or valid number 1-100			X		
128	519	Remote Instruction Percent of Time	The total percent of time from the first day of school through the as of date where the student received remote instruction. The percent of time spent in remote instruction plus the percent of time spend in in-person instruction would equal 100. SRC does not collect the percent of time spent in in-person instruction but divisions can use it to validate "Remote Instruction Percent of Time"	N	3	0-100	Valid number 0-100 required	X	X	X		
129	520	Internet Access for Remote Learning	A state assigned code which describes a student's most readily available internet access for remote learning. **This is required for all students, regardless of instruction method.** If more than one choice applies to the student, choose the lowest numbered choice (i.e. if a student has access to both Internet Access at home that allows for live streaming and a Public connection not at home, choose Internet access at home because 1 is less than 3).	N	1	1 - Internet access at home allows for live streaming, classroom instruction, real time interaction with teachers and classmates 2 - Internet access at home is available but too slow for live streaming or real time interaction 5 - No internet connection available for unknown reasons 7 - No internet connection due to cost of service 8 - No internet connection due to availability	Valid state assigned code	X	Blank cell	Blank cell	Blank cell	Blank cell
130	521	Device Access for Remote Learning	A state assigned code which describes a student's most readily available access to a device for remote learning. **This is required for all students, regardless of instruction method.** If more than one choice applies to the student, choose the lowest numbered choice (i.e. if a student has both a School Provided device and a Shared Family device choose School Provided device 1 is less than 3).	N	1	1 - School Provided (desktop, laptop, Chromebook, tablet) 2 - Personal (desktop, laptop, Chromebook, tablet) 3 - Shared with family members (desktop, laptop, Chromebook, tablet) 4 - Smartphone only 5 - Any public device (library, community center, etc.) 6 - No device access	Valid state assigned code	X	Blank cell	Blank cell	Blank cell	Blank cell
131	522	Parental Remote Learning Decision	A flag to indicate that the parent has opted for the student to not attend school in-person and will participate in only remote learning.	A	1	Y or N	Must be Y or N	X	X	X		
132	523	SLIFE Status Flag	A flag to identify a student with limited and/or interrupted formal education defined as an English learner who: • enters or re-enters any school in the United States at or after the age of 8; AND • is identified at English Language Proficiency (ELP) Level 1 or 2; AND • has at least 2 years less schooling than their similar-age peers.	A	1	Y or N	Must be Y or N If SLIFE Status flag = Y, Receiving EL Services Code must be 1 or 2 If SLIFE Status flag = Y, age must be 8 as of 8/1	X	X	X		
133	524	Date of Entry into U.S. Schools	The Date of Entry in to U.S. schools is the actual date associated with the original entry that represents the student's first day of enrollment in a U.S. school.	Date	10	Blank (only if active status code is N) or mm/dd/yyyy format (including slashes)	Required if SLIFE Status Flag = Y Required if Immigrant Youth Flag = Y If not null, IY Flag or SLIFE Flag is required Must be prior to exit/withdraw date if exit date not blank	X	X	X		
134	525	Filler #1	Reserved for future use									
135	526	Filler #2	Reserved for future use									
136	527	Filler #3	Reserved for future use									
137	528	Filler #4	Reserved for future use									
138	529	Filler #5	Reserved for future use									

Position on File Layout	Data Element Id	Data Element Name	Definition	Format	Max Length	Codes	Edits	F A L L	S P R	E O Y	S U M	D E C 1
139	660	Student's First Name	Student's First Name	A	15			X	X	X	X	X
140	670	Student's Middle Name	Student's Middle Name	A	15		May be blank if not applicable	X	X	X	X	X
141	680	Student's Last Name	Student's Last Name	A	25			X	X	X	X	X