

***Specifications for Completing the***

***Student Record Collection***

***2023 - 2024***

# General Information

To comply with the information and reporting requirements for report cards, and the performance indicators of the Every Student Succeeds Act (ESSA), the Department of Education has implemented a Student Record Collection System to consolidate and promote efficiency in processing multiple data collections.

# Reporting Cycles

The SRC is collected four times a year:

* **Fall**: The Fall SRC submission should include student records from the first day of school up through October 1st. This data collection is primarily used to calculate Fall Membership as of 9/30. The Fall submission must also include records for students that were active on the previous End-of-Year submission.
* **Spring**: The Spring SRC submission should include student records up through March 31st. This data collection is primarily used to calculate the March 31st Average Daily Membership.
* **EOY**: The End-of-Year submission should include student records up through the last day of school. Note: The last day of school is a “logical” date and not a calendar date because of the variation in school calendars.
* **Summer**: The Summer submission should only include records for students that graduated during the summer session.

# Individual Student Level Records

* 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 reported by the division that serves the jail.
* 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, Primary Disability Code, or Full Time Virtual Program code changes while still attending the same school. In these cases, a student MAY have more than one record per school per record collection.
* If a student has more than one record, only one record can be Active.

# Compile your data for each student

* Include all required elements. Any element not required is optional. A tab character must be included for all optional, retired and filler elements. Any record that does not have the correct number of tab characters will FAIL the second of five first round validation checkpoints.
* Any student who is receiving educational services that are in whole or in part being paid for with state or federal money must be included in the Student Record Collection.
	+ Any student who receives educational serves at a public school in Virginia OR who attends a private school where a Local Education Agency (LEA) pays the tuition should be reported.
	+ In general, the school division (Serving Division) that provides the educational services to the student will submit a record(s) for the student. An exception to this rule is when Tuition Code 19 is used to report a student served in a non-membership school in another LEA. Only the LEAs, the School for the Deaf and Blind, and the Department of Juvenile Justice (formerly Correctional Education) report data to the Virginia Department of Education. If a student receives educational services from another source, then the division that is fiscally responsible for that student will report a record(s) for the student.

**Note:** The LEAs’ division numbers are all less than or equal to 218, the Department Juvenile Justice’s division number is 917. Therefore, if the Serving Division number is greater than 218 OR not equal to 917, the Responsible Division will report the record(s). If a student is receiving services from a State Operated Program (SOP), then the LEA is still responsible for reporting that student because SOPs do not report data to the Virginia Department of Education.

* + The record(s) of a student who receives 50% or more of their daily instruction at a Governor’s School, local Alternative Ed centers, regional Special Ed center, regional CTE centers, STEM Academies, Virtual Virginia or any other type of regional center or school should have the Governor’s School or other type of regional center or school listed as the Serving Division and Serving School/Center.
	+ When a non-resident student from a state outside of Virginia is served in Virginia, the Responsible Division is 888 and the Responsible School is the corresponding state code. The LEA in Virginia is the Serving Division.
* One record is due for each student at each school where the student has at least one day of membership. A student who entered and withdrew from several different schools during the school year will have one record for each school.
* **Exception:** All active, non-graduating students from the previous End-of-Year SRC should have a record on the Fall SRC. For the students who did not return to your division in the fall, a record with the appropriate Exit/Withdraw Code and Exit Date will be required. These students should be reported with Active Status Code = N. (See notes for Active Status Code element)
* **Exception:** A student, who completed the prior school year but did not report for the current school year by October 1, will also have one record on the current school year’s EOY collection even though the record may not have an Entry Code or Entry Date and will show zero days of Aggregate Days Present, Aggregate Days Absent and Aggregate Days Unscheduled. These students should be reported with Active Status Code = N and an Exit Code/Exit Date. (See notes for Active Status Code element)
* **Exception:** A student whose W880 Exit/Withdraw Code changed to W3xx, W4xx, W5xx, W650, or W7xx between the EOY submission and October 1 of the next school year, will have a “corrected” record on the current school year’s FALL collection even though the record may not have an Entry Code or Entry Date. The record must have an Exit Date prior to October 1. (See notes for Active Status Code element)
* **Exception:** A student, whose W9xx Exit/Withdraw Code changed to W3xx, W4xx, W5xx, W650, W7xx or W880 between the EOY submission and their expected return date, will have a “corrected” record on the current school year’s EOY collection even though the record may not have an Entry Code or Entry Date. The record must have an Exit Date. (See notes for Active Status Code element)
* **Exception:** 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. If a student has more than one record, only one record can be Active.
* **Exception:** A student, who returns to school after completing the 12th grade to take an SOL for verified credit, will also have a record on the Student Record Collection. These students should have a Grade Level Code = TT (Test Taker).

# Data Format Guidelines

* **Flags:** If the data element name contains the word “flag”, an **N** for ‘no’ or a **Y** for ‘yes’ is required. Blanks will not be accepted. VDOE recommends setting the default value for all “flag” fields to **N**.
* **Codes:** If the data element name contains the word “code”, only a valid state assigned code or blank will be accepted. Please refer to the lists of valid codes for each of these data elements.
* **Implied Characters:**In the Student Record Collection, the percent sign (%) for Spec Ed Weekly Time % is implied. Enter 65 for 65%. The decimal point (.) for Non-public Student FTE is also an implied character. Enter 50 for .50.
* **Blanks:**Blanks must truly be blanks. Do not enter a zero or blank character space (i.e. hit the spacebar one time) when leaving a field blank.

# Collect Data

* Collect the data within the division.
* Compile the aggregate data required on the Miscellaneous Web Data Collection Statistics.
* Use the File Layout to assemble a tab-delimited file of the student level data.

# Submit Data

* Log in to the Single Sign-On for Web Application Systems (SSWS).
	+ Enter the data for the Miscellaneous Web Data Collection Statistics.
	+ Upload the tab-delimited file of student records for the Student Record Collection.

# Check SSWS for Pass/Fail notifications

* The status of the submitted student records file can be found on the Status Tracking page of the SSWS.
* Once the Student Record data is processed, a color-coded notification table on the Submit Data page will indicate whether the uploaded file passed or failed the five (5) validation checkpoints.
* These checkpoints are only related to the file layout. Any file with a FAIL indicator must be corrected and resubmitted. (Return to Step 1.)

# View or Download the data edits from SSWS

* After the uploaded file of Student Record data passes the five validation checkpoints, the data elements for each record will be validated.
* Two types of errors could be generated. Fatal errors consist of erroneous data for the required elements and Warnings consist of questionable data for optional elements.
* Unless a Successful Upload Status is received in the Status Tracking table, all fatal errors must be corrected and resubmitted. (Return to Collect Data)

# Download the Verification Report from SSWS

* After all the fatal errors have been corrected, resubmitted and the file is error free, the verification reports can be viewed or downloaded.
* **Note:** If tuition is paid to other LEAs, the SRC Financial Verification Report is dependent upon the data of those LEAs. Therefore, the SRC Financial Verification Report may not be accurate until all the data from those LEAs has been submitted.
* These reports should be reviewed very carefully. If inaccurate, the Miscellaneous Web Data Collection Statistics or the tab-delimited file of student record data must be corrected and resubmitted. (Return to Step 1.)
* If the reports are correct, the electronic approval process should be followed. If there are any identified errors at this point, the entire Student Record Collection file must be corrected and resubmitted. (Return to Step 1.)

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# Element Descriptions

## State Testing Identifier (2)

| **Required Collections** | **Format** | **Maximum Length** |
| --- | --- | --- |
| FALL, SPR, EOY, SUM, STI, DEC1 | numeric | 10 |

The State Testing Identifier is a 10 digit numeric field and cannot begin with 0 or contain repetitive sequences such as 111, or 222, etc. It is unique for each student.

The State Testing Identifier will be the unique number provided by STI Management to uniquely identify the student within the State.

Edit checks for valid State Testing Identifier

* One record per student per school, 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.
* If a student has more than one record, only one record can be Active.
* The State Testing Identifier must be a valid STI assigned number.

## Unique Local Student Identifier (3)

| **Required Collections** | **Format** | **Maximum Length** |
| --- | --- | --- |
| STI, DEC1 | alpha-numeric | 12 |

The Unique Local Student Identifier is locally assigned to uniquely identify the student within the division. The code must consist of numbers 0-9 and alpha characters A-Z and should not include any special characters, i.e. dashes, slashes, etc.

## Responsible Division Number (4)

| **Required Collections** | **Format** | **Maximum Length** |
| --- | --- | --- |
| FALL, SPR, EOY, SUM, STI, DEC1 | numeric | 3 |

The Responsible Division Number is a three-digit, state-assigned number that identifies where the student resides **OR** where the student attends a school through open enrollment, **OR** where the student attends due to tuition being waived.

Codes for Responsible Division Number

Refer to the list of [Division/School codes](https://www.doe.virginia.gov/home/showpublisheddocument/2366/637992733330870000) .

Edit checks for valid Responsible Division Number

* + Valid three-digit, state-assigned division number
	+ Division number must be less than or equal to 218, OR equal to 917 or 888. Notes:
* In general, the Serving Division **reports** all the students served in their schools.
* Only divisions whose number is less than or equal to 218, OR equal to 917 will submit a report to VDOE.
* If the Serving Division number is greater than 218 OR not equal to 917, the Responsible Division must report the records of those students.

## Responsible School Number (5)

| **Required Collections** | **Format** | **Maximum Length** |
| --- | --- | --- |
| FALL, SPR, EOY, SUM, STI, DEC1 | numeric | 4 |

The Responsible School number is a four-digit, state-assigned number that identifies where the student resides **OR** where the student attends a school through open enrollment, **OR** where the student attends due to tuition being waived.

The record(s) of the student who is enrolled for half a day or more at a Governor’s School, Local Alternative Ed Centers, Regional Special Education, Regional CTE Centers, STEM Academies or other type of regional center or school including Virtual Virginia should have the Governor’s School or other type of regional center or school listed as the Serving Division and Serving School/Center.

Codes for Responsible School Number

Refer to the list of [Division/School codes](https://www.doe.virginia.gov/home/showpublisheddocument/2366/637992733330870000) Edit checks for valid Responsible School Number

* The school number must be a valid school code within the Responsible Division
* Valid four-digit, state-assigned school number

Notes:

* If a student is served outside of his/her Responsible School, the Serving Division and School must reflect appropriate center
* A Tuition Code is necessary if Serving Division is not in your LEA
* If the Serving Division is an LEA, the Serving Division reports the student otherwise Responsible Division reports

## Serving Division Number (6)

| **Required Collections** | **Format** | **Maximum Length** |
| --- | --- | --- |
| FALL, SPR, EOY, SUM, STI, DEC1 | numeric | 3 |

The Serving Division Number is a three-digit, state-assigned number used to identify the division or agency that provides services to the student.

Codes for Serving Division

Refer to the list of [Division/School codes](https://www.doe.virginia.gov/home/showpublisheddocument/2366/637992733330870000)Edit checks for valid Serving Division Code

* Valid three-digit, state-assigned division number

Notes:

* In general, the Serving Division **reports** all the students served in their schools.
* Only divisions whose number is less than or equal to 218, OR equal to 917 will submit a report to VDOE.
* If the Serving Division number is greater than 218 OR not equal to 917, the Responsible Division must report the records of those students.
* If the Serving Division is 501, then the Tuition Paid Code must be 18.
* If the Serving Division is 501, then the Full Time Virtual Program Code must be 8.

## Serving School/Center Number (7)

| **Required Collections** | **Format** | **Maximum Length** |
| --- | --- | --- |
| FALL, SPR, EOY, SUM, STI, DEC1 | numeric | 4 |

The Serving School/Center Number is a four-digit, state-assigned number used to identify the school, center, program, or placement that provides services to the student.

The record(s) of the student who is enrolled for half a day or more at a Governor’s School, Local Alternative Ed Centers, Regional Special Education, Regional CTE Centers, STEM Academies or other type of regional center or school including Virtual Virginia should have the Governor’s School or other type of regional center or school listed as the Serving Division and Serving School/Center.

Codes for Serving School/Center

Refer to the list of [Division/School codes](https://www.doe.virginia.gov/home/showpublisheddocument/2366/637992733330870000)Edit checks for valid Serving School/Center Code

* The school or center’s number must be a valid school code within the Serving Division
* Valid four-digit, state-assigned school number

Notes:

* If a student is served outside of their Responsible School, the Serving Division and School must reflect the appropriate center
* A Tuition Code is necessary if Serving Division is not in your LEA
* If the Serving Division is an LEA, the Serving Division reports the student otherwise Responsible Division reports

## Active Status Code (8)

| **Required Collections** | **Format** | **Maximum Length** |
| --- | --- | --- |
| FALL, SPR, EOY, SUM, STI, DEC1 | alpha | 1 |

The Active Status Code is used to indicate the status of the student as of the snapshot date (10/1, 3/31, or EOY). An inactive student has at least one day of membership at some point during the school year, but is not currently enrolled in the Serving School/Center as of the snapshot date. An N record will not have any days of membership during the current school year.

Codes for Active Status

| **Code** | **Description** |
| --- | --- |
| A | Active |
| I | Inactive |
| N | Not Enrolled (See notes below for examples of use) |
| V | Virtual |

Edit checks for valid Active Status

* A, I, V or N required
* Blanks are not permitted
* 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 (Warning)
* 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 (Fatal error)
* If A or V record reported on EOY SRC, then the student must be reported with an A, V, I, or N record on the following Fall SRC. (This does not include EOY or Summer graduates)

Notes:

* Use I when the student has at least one day of membership at some point during the school year, but is not currently enrolled in the Serving School/Center as of the snapshot date.
* Use N in the FALL Collection to identify the corrected W880 records from the EOY Collection
* Use N in the EOY Collection to identify the current exit status of a student who did not return. **You must include the Exit Codes and Exit Dates for these records (excluding the Summer SRC).**
* Use N in the FALL, SPR, or EOY Collections to identify a former high school student returning to take a Standards of Learning Test to earn verified credits for a diploma
* Use N when there will be zero (0) days of membership for the current school year.
* Use N to report students that are served in the Local or Regional Jails within your division.
* Students reported with Active Code = N
	+ Must have Responsible and Serving Division and School information and all basic demographic data such as date of birth, complete ethnic and race elements, gender, grade and names.
	+ Entry dates and entry codes are not required.
	+ Must have Exit codes and Exit dates (not required for the Summer SRC submission).
	+ Program Information such as primary disability (Jail students must report a valid disability code) and Receiving ESL Services should be reported.
	+ Gifted referral and others may be left blank.
	+ On the End of Year submission, a CTE Finisher Code must be submitted for a student in grades 09-12.
	+ All required flags should be defaulted to ‘N’ for those students submitted with Active Code = N.

## Entry Code (9)

| **Required Collections** | **Format** | **Maximum Length** |
| --- | --- | --- |
| FALL, SPR, EOY, SUM, STI, DEC1 | alpha-numeric | 4 |

The Entry Code identifiesthe process by which the student first entered the school during a given school year. Original Entries are, for each school year, those pupils entering any public school for the first time during that year. (See all codes for required E0xx, E1xx, or E2xx entry codes.) Re-entries are, for each school year, those pupils received from another classroom in the same school or from another public school in the State. In every case, these pupils have already been coded as Original Entries for each school year in some public school in the State.

Codes for Entry Code

Listed below are the state-approved Entry Codes. For a more descriptive definition of each code, access the [[Student Record Collection Code Values | Virginia Department of Education](https://www.doe.virginia.gov/data-policy-funding/data-reports/data-collection/student-record-collection/student-records-code-values)](https://www.doe.virginia.gov/data-policy-funding/data-reports/data-collection/student-record-collection/student-records-code-values)

| **Code** | **Description** |
| --- | --- |
| E099 | Entry into an Individualized Student Alternative Education Program |
| E104 | Transfer from a private, non-religiously-affiliated school in the same locale education agency |
| E105 | Transfer from a private, non-religiously-affiliated school in a different local education agency in the same state  |
| E106 | Transfer from a private, non-religiously-affiliated school in a different state  |
| E107 | Transfer from a private, religiously-affiliated school in the same local education agency  |
| E108 | Transfer from a private, religiously-affiliated school in a different local education agency in the same state |
| E109 | Transfer from a private, religiously-affiliated school in a different state |
| E111 | Transfer from a state-operated institution |
| E112 | Original entry of a DJJ student into a juvenile detention facility. *For State Operated Programs use only*  |
| E113 | Transfer from home schooling  |
| E119 | Original entry into a United States school |
| E120 | Original entry into a United States school from a foreign country with no interruption in schooling  |
| E121 | Original entry into a United States school from a foreign country with an interruption in schooling |
| E203 | Transfer from a public school in a different state  |
| E204 | Student was enrolled in a public school in another state before 10/1 and then reenrolled in a Virginia public school after 10/1 |
| R099 | Entry into an Individualized Student Alternative Education Program |
| R111 | Re-entry from a state-operated institution |
| R112 | Re-entry of a DJJ student into a juvenile detention facility. *For State Operated Programs use only*  |
| R115 | Re-entry from the same school with no interruption of schooling  |
| R201 | Transfer from a public school in the same local education agency |
| R212 | Transfer from a charter school in the same local education agency |
| R214 | Matriculation from another school within the same local education agency |
| R216 | Re-entry from Homebound instruction |
| R217 | Re-entry into Homebound education within the same LEA |
| R218 | Re-entry from Home-based education |
| R219 | Re-entry into Home-based education within the same LEA |
| R220 | Re-entry from Home-education instruction |
| R221 | Re-entry into Home-education instruction within the same LEA |
| R298 | Re-entry into a school from an Individualized Student Alternative Education Program |
| R302 | Transfer from a public school in a different local education agency in the same state |
| R312 | Transfer from a charter school in a different local education agency in the same state |
| R402 | Reserved for local use. Do not report on the Student Record Collection |
| R403 | Reserved for local use. Do not report on the Student Record Collection |
| R415 | Re-entry into original school after transferring out of Virginia public education |
| R416 | Re-entry into a different school after transferring out of Virginia public education |
| R417 | Re-entry after a voluntary withdraw |
| R418 | Re-entry after an involuntary withdraw |
| R099 | Entry into an Individualized Student Alternative Education Program (ISAEP) - A student who has entered an ISAEP. A student in an ISAEP shall be counted in the membership and average daily membership (ADM) of the local education agency.  |

Edit checks for valid Entry Code

* Valid Entry Code, reflecting the student’s FIRST entrance into the Serving School/Center, is required
* If the Active Status Code is N, then an Entry Code is optional
* If the Entry Code is E204, the Entry Date must by after 10/1.

Notes:

* When a student transfers from a school division, such school division to the extent practicable, shall obtain written or electronic documentation of such transfer, in order to make an informed status classification of such student in an information management system prescribed by the Board of Education. §22.1-254.02, Code of Virginia

## Entry Date (10)

| **Required Collections** | **Format** | **Maximum Length** |
| --- | --- | --- |
| FALL, SPR, EOY, STI, DEC1 | Date | 10 |

The Entry Date will be the actual date associated with the entry code that represents the student’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.)

Edit checks for valid Entry Date

* mm/dd/yyyy (including slashes)
* All A & I records must have a valid date within the current school year
* Must be prior to exit/withdraw date if not exit date not blank
* The Entry Date corresponds to the Entry Code. Use the date reflecting the student’s FIRST entrance into the Serving School/Center
* If the Active Status Code is N, then an Entry Date is optional
* For FALL, the Entry Date must be on or before October 1st
* For SPR, the Entry Date must be on or before March 31st
* For EOY, the Entry Date must be on or before the last day of school

Notes:

* Regardless of the number of times the student withdraws and reenters a Serving School/Center, the **ORIGINAL** Entry Code and Entry Date must be reported.

## Exit/Withdraw Code (11)

| **Required Collections** | **Format** | **Maximum Length** |
| --- | --- | --- |
| FALL, SPR, EOY, STI | alpha-numeric | 4 |

The Exit/Withdraw code identifies the circumstances under which the student last exited from membership in the school.

Codes for Exit/Withdraw Code

Listed below are the state-approved Exit/Withdraw Codes. For a more descriptive definition of each code, access the

[[Student Record Collection Code Values | Virginia Department of Education](https://www.doe.virginia.gov/data-policy-funding/data-reports/data-collection/student-record-collection/student-records-code-values)](https://www.doe.virginia.gov/data-policy-funding/data-reports/data-collection/student-record-collection/student-records-code-values)

| **Code** | **Description** |
| --- | --- |
| W016 | Withdraw to enter Individualized Student Alternative Education Program (ISAEP) - A student who withdraws from school and enrolls in a GED preparation program as a part of an ISAEP as defined in Code of Virginia &sect; 22.1-254.D and Board of Education guidelines. A student in an ISAEP will maintain this withdraw code until he or she exits the program. A student in an ISAEP shall be counted in the membership and average daily membership (ADM) of the local education agency.  |
| W115 | Transfer to another room in the same school - A student who transfers to another room within the same school. |
| W118 | Transfer to a special education program from regular education program within the school - A student who transfers to a special education program within the same school from a regular education program during the school year. |
| W119 | Transfer to regular education program from special education program within the same school - A student who transfers during the school year to a regular education program from a special education program within the same school. |
| W201 | Transfer to a public school in the same local education agency - A student who transfers to a public school that is located within the administrative boundaries of the same local education agency. |
| W212 | Transfer to a charter school in the same local education agency - A student who transfers to a charter school, operated in accordance with state regulations, within the same local education agency. |
| W214 | Matriculation to another school within the same local education agency - A student who enters another school after successful completion and promotion from the highest instructional level of the current school to the next higher level. |
| W217 | Transfer to Homebound instruction - A student who transfers to a period of Homebound instruction provided by the local education agency. |
| W218 | Transfer to a special education program from regular education program that is located within the same local education agency - A student who transfers to a special education program that is located within the same local education agency. |
| W219 | Transfer to regular education program from special education program that is located within the same local education agency - A student who transfers during the school year to a regular education program from a special education program within the same local education agency. |
| W221 | Transfer from an Individualized Student Alternative Education Program (ISAEP) to a regular education program in a school within the same local education agency - A student who discontinues involvement in an ISAEP and transfers to a regular education program in a school within the same local education agency. |
| W222 | Transfer to Home-based instruction - A student who transfers to a period of Home-based instruction provided by the local education agency. |
| W223 | Transfer to Home-education instruction- a student who transfers to a period of Home-ed instruction provided by the local education agency. |
| W304 | Transfer to a private, non-religiously-affiliated school in the same local education agency - A student who transfers to a private school (operated by a non-governmental, non-religious group or organization) that is located within the administrative boundaries of the same local education agency, including hospital teaching programs. |
| W305 | Transfer to a private, non-religiously-affiliated school in a different local education agency in the same state - A student who transfers to a private school (operated by a non-governmental, non-religious group or organization) that is not located within the administrative boundaries of the same local education agency but is in the same state, including hospital teaching programs. |
| W306 | Transfer to a private, non-religiously-affiliated school in a different state - A student who transfers to a private school (operated by a non-governmental, non-religious group or organization) that is located in another state, including hospital teaching programs. |
| W307 | Transfer to a private, religiously-affiliated school in the same local education agency - A student who transfers to a private school (affiliated with and operated by a non-governmental, religious group or organization) that is located within the administrative boundaries of the same local education agency, including hospital teaching programs. |
| W308 | Transfer to a private, religiously-affiliated school in a different local education agency in the same state - A student who transfers to a private school (affiliated with and operated by a non-governmental, religious group or organization) that is not located within the administrative boundaries of the same local education agency but is in the same state, including hospital teaching programs. |
| W309 | Transfer to a private, religiously-affiliated school in a different state - A student who transfers to a private school (affiliated with and operated by a non-governmental, religious group or organization) that is located in another state, including hospital teaching programs. |
| W310 | Transfer to a school outside of the country - A student who transfers to a school outside the country that is not a United States overseas dependents school (includes private and public school systems). Students who leave the United States are not considered dropouts. Pursuant to 34 C.F.R. §200.19(b)(1)(ii)(B), a school must have written confirmation that a student has emigrated to another country, but need not obtain official written documentation. |
| W311 | Leaves school under the authority of a US government agency – A student who leaves a Virginia Public School under the authority of a United States federal government agency. This code does not include students incarcerated in federal prison. It also does not pertain to students of military families who transfer into Department of Defense schools or who relocate due to a parent’s military duty. |
| W312 | Transfer to a charter school that is not located within the administrative boundaries of the same local education agency but is in the same state- A student who transfers to a charter school, operated in accordance with state regulations, that is not located within the administrative boundaries of the same local education agency but is in the same state. |
| W313 | Transfer to home schooling - A student who transfers to a period of instruction in a home environment for reasons other than health. |
| W314 | Transfer to Job Corps/Virginia Commonwealth Challenge Youth Academy - A student who withdraws to enter these public educational and vocational training programs and is not concurrently enrolled in a school in the local education agency. |
| W321 | Transfer to a full-time, baccalaureate or associate's degree seeking program at an accredited postsecondary institution - A student, who is fully prepared for postsecondary education, transfers to an accredited postsecondary institution of higher education to enter into a full time program leading to a baccalaureate or associate's degree. This code can only be used for the student who has left Virginia public schools without a credential and is enrolled full-time at an accredited postsecondary institution in a program of study that leads to a baccalaureate or an associate's degree. |
| W400 | Summer withdrawal from the educational component of a state-operated program. |
| W402 | Transfer to a public school in a different local education agency in the same state - A student who transfers to a public school that is not located within the administrative boundaries of the same local education agency but is in the same state.  ***This******DOES NOT include correctional institutions operated by the Department of Juvenile Justice (formerly Department of Correctional Education schools).*** |
| W411 | Transfer to a state-operated juvenile detention center institution - A student who transfers to a state-operated institution that has an educational program. This ONLY includes juvenile service agencies and detention facilities. |
| W412 | Transfer from a State Operated (SOP’s) educational program to the same or different SOP with an educational program and are referred as Community Placement Program, Central Admission and Placement (CAP) and Re-Entry. ***For State Operated Programs use only*** |
| W415 | Transfer to a state-operated hospital institution - A student who transfers to a state-operated institution that has an educational program. This ONLY includes hospital education programs, mental health institutions and care shelters. |
| W423 | Transfer into an institution operated by the Department of Juvenile Justice, Yvonne B. Miller. |
| W503 | Transfer to a public school in a different state - A student who transfers to a public school that is located in another state, to a United States overseas dependents school, **or to a Department of Defense (DOD) school**. |
| W650 | Death - A student whose membership is terminated because he or she died during or between regular school sessions. |
| W730 | Graduated with diploma - A student who has received a standard, advanced studies, International Baccalaureate or other type of diploma upon completion of state and local requirements for both coursework and assessment. |
| W731 | Completed school with other credentials - A student who has received a GED, certificate of completion, or other credential in lieu of a high school diploma. |
| W732 | Leaves school after earning a non-terminal diploma or certificate of completion in a previous school year – A student with an IEP who returns for eligible services after completing high school in a previous school year. |
| W870 | Discontinued schooling - A student who stops attending school because of incarceration, who is sentenced to serve time in a local, regional, or adult jail (regardless of the state or country of imprisonment) or federal prison. Do not use this code for youth adjudicated in state operated programs. |
| W880 | Discontinued schooling - A student who stops attending school. For students in K-12, this is considered to constitute "dropping out." |
| W960 | Withdrawn after being absent fifteen (15) consecutive days for extended illness - A student who left school for an indefinite period of time because of a physical, extended illness and is expected to return to school. |
| W961 | Suspension exceeding 15 days - A student who left school involuntarily due to a school-approved suspension that exceeded 15 days and is expected to return to school. |
| W970 | Withdrawn after being absent fifteen (15) consecutive days - A student who has been absent for fifteen (15) consecutive days who is expected to re-enter school. At the end of the school year, a student who has not returned to school should be recoded to the appropriate exit/withdraw type. |

**Edit checks for valid Exit/Withdraw Codes**

* Must be a valid Exit/Withdraw Code
* If the Active Status Code is I, then an Exit/Withdraw Code is required
* If the Active Status Code is N, then an Exit/Withdraw Code is required

Notes:

* When a student transfers from a school division, such school division to the extent practicable, shall obtain written or electronic documentation of such transfer, in order to make an informed status classification of such student in an information management system prescribed by the Board of Education. §22.1-254.02, Code of Virginia
* Code W321 can only be used for the student who has left Virginia public schools without a credential and is enrolled full-time at an accredited postsecondary institution in a program of study that leads to a baccalaureate or an associate's degree. The student must be enrolled in the program, not just accepted.
* Code W732 should be used in conjunction with Graduate/Other Completer Code 10.

## Exit/Withdraw Date (12)

| **Required Collections** | **Format** | **Maximum Length** |
| --- | --- | --- |
| FALL, SPR, EOY, STI | Date | 10 |

The Exit/Withdraw Date will be the actual date associated with the Exit/Withdraw Code. It will represent the day after the student’s last day of attendance for the school year that is being reported.

Edit checks for valid Exit/Withdraw Date

* mm/dd/yyyy (including slashes)
* Valid date within the current school year
* The Exit/Withdraw Date corresponds to the Exit/Withdraw Code
* Use the date reflecting the day after the student’s last day of attendance for the school year
* If the Active Status Code is I, then an Exit/Withdraw Date is required
* If the Active Status Code is N, then an Exit/Withdraw Date is required (this does not include "N" records on the Summer SRC or Jail records)

Notes:

* The Entry Date and Exit/Withdraw Date are NOT used in the calculation of Average Daily Attendance (ADA) or Average Daily Membership (ADM). The calculation of ADA and ADM requires the Number of Days School was in Session from the Miscellaneous Web Data Collection Statistics Form and Aggregate Days Present, Aggregate Days Absent and Aggregate Days Unscheduled from the Student Records Data Collection

## Gender Code (14)

| **Required Collections** | **Format** | **Maximum Length** |
| --- | --- | --- |
| FALL, SPR, EOY, SUM, STI, DEC1 | alpha | 1 |

The Gender Code identifiesthe student's gender.

Codes for Gender

| Code | Description |
| --- | --- |
| M | Male |
| F | Female |
| A | Other |

Edit checks for Gender Code

* Valid Gender Code

## Birth Date (15)

| **Required Collections** | **Format** | **Maximum Length** |
| --- | --- | --- |
| FALL, SPR, EOY, SUM, STI, DEC1 | Date | 10 |

The Birth Date is the month, day, and year on which the student was born.

Edit checks for valid Birth Date

* mm/dd/yyyy (including slashes)
* Birth date is before current date
* Valid date within the expected age range for grade level and school
* Less than 20 years old as of August 1st for regular education students
* Less than 22 years old as of September 30th for special education students
* Less than 22 years old as of August 1st for Limited English Proficient students
* Greater than 8 years old as of August 1st for SLIFE

## Grade Level Code (16)

| **Required Collections** | **Format** | **Maximum Length** |
| --- | --- | --- |
| FALL, SPR, EOY, SUM, STI, DEC1 | alpha-numeric | 2 |

The Grade Level Code identifies the grade level at which the student receives services in a school or an educational institution during a given academic session.

Codes for Grade Level

| **Code** | **Description** |
| --- | --- |
| PK | PreKindergarten |
| KG | Kindergarten |
| 01 | Grade 1 |
| 02 | Grade 2 |
| 03 | Grade 3 |
| 04 | Grade 4 |
| 05 | Grade 5 |
| 06 | Grade 6 |
| 07 | Grade 7 |
| 08 | Grade 8 |
| 09 | Grade 9 |
| 10 | Grade 10 |
| 11 | Grade 11 |
| 12 | Grade 12 |
| PG | Post Graduate |
| TT | Test Taker |

Edit checks for valid Grade Level Code

* Valid Grade Level Code must be within the low/high grade range of the Responsible School/Center and the Serving School/Center
	+ The Active Status Code must be “N” when the Grade Level Code = TT. TT students are non-enrolled students that return to take an SOL test to fulfill graduation requirements.

Notes:

* + Enrolled students who have received High School Equivalency Credentials or an Applied Studies Diploma *should not* be considered Postgraduate (PG) students and may be included in March 31 and End-of Year ADM.
	+ Students listed as PG students will be *excluded* from March 31 and End-Of-Year ADM

## Primary Disability Code (18)

| **Required Collections** | **Format** | **Maximum Length** |
| --- | --- | --- |
| FALL, SPR, EOY, SUM, STI, DEC1 | alpha-numeric | 3 |

The Primary Disability Code identifies the primary disability type for the student who is eligible for services under the Individuals with Disabilities Education Act (IDEA) and who has an Individualized Education Program (IEP) or services plan. This is not the classroom placement.

Codes for Primary Disability

Listed below are the state-approved Disability Codes. The numeric code must be used for this element. For a more descriptive definition for each code, visit the [SRC Code Value](https://www.doe.virginia.gov/data-policy-funding/data-reports/data-collection/student-record-collection/student-records-code-values) webpage.

| **Code** | **Description** |
| --- | --- |
| 3 | MD: Multiple Disabilities |
| 4 | OI: Orthopedic impairment |
| 5 | VI: Visual impairment (including blindness) |
| 6 | HI: Hearing impairment |
| 7 | SLD: Specific learning disability |
| 8 | ED: Emotional disturbance |
| 9 | SLI: Speech or language |
| 10 | OHI: Other health impairment |
| 12 | DB: Deaf-blindness |
| 13 | AUT: Autism |
| 14 | TBI: Traumatic brain injury |
| 15 | 504: Qualified individual with disabilities under Section 504 of the Rehabilitation Act |
| 16 | DD: Developmental delay |
| 19 | ID: Intellectual Disabilities |

Edit checks for valid Primary Disability Codes

* Blank or a valid numeric Disability code
* Required if Serving Division Code is 600, Special Education Private School
* If the Disability code = 16 (DD Developmental delay), then the student must be less than 7 years of age as of December 1st

Notes:

The *Individuals with Disability Education Act (IDEA)* guarantees a free and appropriate public education in the least restrictive environment to all children with disabilities. The services and placement of students with disabilities, who are eligible for special education, are developed through an Individualized Education Program (IEP), which is the responsibility of local education agencies (LEA). The divisions are required to submit information and data for reporting, monitoring and compliance purposes. Disability categories are used for students who are eligible for services under IDEA and must be reported by LEAs to the Virginia Department of Education (VDOE).

## Special Education Weekly Time Percent (19)

| **Required Collections** | **Format** | **Maximum Length** |
| --- | --- | --- |
| FALL | numeric | 3 |

The Special Education Weekly Time Percent represents the total percentage of time that the student spends each week with a special education teacher(s).

Edit checks for valid Special Education Weekly Time Percent

* Enter only whole numbers 1-100. The percent sign is implied.
* If Grade Level Code is KG, 01, 02 or 03 AND Primary Disability Code is not blank, then Special Education Weekly Time Percent is required
* If Primary Disability Code is blank or 15 (504) then Special Education Weekly Time Percent must be blank

Notes:

* 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.

## Disadvantaged Status Flag (20)

| **Required Collections** | **Format** | **Maximum Length** |
| --- | --- | --- |
| FALL, SPR, EOY, SUM, STI, DEC1 | alpha | 1 |

The Disadvantaged Status Flag identifiesthe 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.

The student’s Disadvantaged Status is ‘as of any point in the school year’ and for the duration of that school year. If the student is identified as experiencing homelessness at any point during the school year, the student is automatically identified as Disadvantaged and is also eligible for the Free and Reduced Meals Program. Although it is well within the scope of the division to store the homeless status in their Student Information Systems, it is only the division’s homeless education liaison that should coordinate the benefits for the student.

Edit checks for Disadvantaged Status Flag

* Y or N required
* Must be Y if Initial Primary Nighttime Residence Code is not blank (does not apply to the Dec 1 data collection)
* If Y Fall, then must be identified as Disadvantaged on Spring (this is a Warning)
* If Y Spring, then must be identified as Disadvantaged on EOY

Notes:

* In many cases, the Disadvantaged status is determined after 10/1 (after the Fall SRC submission). Because of this, the edit to check Disadvantaged Status from Fall to Spring is a Warning. The Disadvantaged Status should remain the same once it has been determined for the current school year and should not change from Spring to EOY.
* Free/Reduced Meals applications are not collected in schools participating in the Community Eligibility Program (CEP). Students in CEP schools are identified as economically disadvantaged based primarily on direct certification data. Students identified as eligible for Medicaid and students identified as experiencing Homelessness will continue to be identified. This information is outlined in [Superintendent’s Memo #113-23](https://www.doe.virginia.gov/home/showpublisheddocument/45501).

## Country of Birth Code (23)

| **Required Collections** | **Format** | **Maximum Length** |
| --- | --- | --- |
| FALL | alpha-numeric | 4 |

The Country of Birth Code identifiesthe name of the country in which the student was born.

Codes for Country of Birth

The Country Codes are posted at:

[[Student Record Collection Code Values | Virginia Department of Education](https://www.doe.virginia.gov/data-policy-funding/data-reports/data-collection/student-record-collection/student-records-code-values)](https://www.doe.virginia.gov/data-policy-funding/data-reports/data-collection/student-record-collection/student-records-code-values)

Edit checks for Country of Birth Code

* Blank, if US or a valid country code
* If Country of Birth is 2310 (United States), leave blank

## Home Language Code (24)

| **Required Collections** | **Format** | **Maximum Length** |
| --- | --- | --- |
| FALL, SPR, EOY | alpha-numeric | 4 |

The Home Language code identifiesthe language or dialect routinely spoken in a student’s home. This language or dialect may or may not be a student’s native language.

Codes for Home Language

The Language Codes are posted at:

[[Student Record Collection Code Values | Virginia Department of Education](https://www.doe.virginia.gov/data-policy-funding/data-reports/data-collection/student-record-collection/student-records-code-values)](https://www.doe.virginia.gov/data-policy-funding/data-reports/data-collection/student-record-collection/student-records-code-values)

Edit checks for Home Language

* Blank or a valid language code
* If Home Language Code is 400 (English), leave blank
* If Receiving EL Services Code is not blank, Home Language Code is required

## Immigrant Status Flag (25)

| **Required Collections** | **Format** | **Maximum Length** |
| --- | --- | --- |
| FALL, SPR, EOY | alpha | 1 |

The Immigrant Status Flag identifieswhether the student is classified as an "immigrant." Include foreign exchange students if parameters of the definition are met. Children born overseas to U.S. military personnel may be counted by an LEA as “immigrant” and included in the count of immigrant students utilized for funding purposes for the Title III immigrant children and youth program.

Edit checks for Immigrant Status

* Y or N required
* If Immigrant Status is Y, then the Country of Birth Code is required
* If Immigrant Status is Y, then the Date of Entry into U.S. Schools is required
* Warning received if Country Code is not blank and Grade Code is KG, 01, or 02

**Notes:**

* **As defined by P.L. 107-100, Title III, Part C, Sec. 3301, (6)**

The term ‘immigrant children and youth’ means individuals who—

* are aged 3 through 21;
* were not born in any State; and
* have not been attending one or more schools in any one or more States for more than 3 full academic years. (The 3 full academic years should be applied on a ***cumulative*** basis.)
* **Further Clarification on the Definition of Immigrant Children and Youth (IY) Under Section 3101(14) of the ESEA**

The term “state” means each of the 50 states, the District of Columbia, and the Commonwealth of Puerto Rico.  Therefore, students born in Puerto Rico are not considered immigrant.  Students born in U.S. territories other than Puerto Rico, such as Guam, American Samoa, or the U.S. Virgin Islands, may be considered immigrant.

The following students may be considered as immigrant if they meet all of the criteria in the federal definition of immigrant children and youth:

* Children of U.S. military personnel;
* Children of NATO families;
* Children of visiting faculty;
* Children who are temporarily residing in the U.S. because of parental employment; and
* Students on Exchange Visitor (J-1) visas or Exchange High School Student (F-1) visas.

## Gifted Code (30)

| **Required Collections** | **Format** | **Maximum Length** |
| --- | --- | --- |
| EOY | numeric | 5 |

The Gifted Code identifies the area of giftedness for the student placed in the gifted program or for the student who was referred to and found eligible for the gifted program.

Codes for Gifted Code

| **Code** | **Description** |
| --- | --- |
| 1 | General Intellectual Aptitude only |
| 2 | Specific Academic Aptitude only |
| 3 | Visual/Performing Arts only |
| 4 | Career and Technical Aptitude only |
| 12 | General Intellectual Aptitude & Specific Academic Aptitude |
| 13 | General Intellectual Aptitude & Visual/Performing Arts |
| 14 | General Intellectual Aptitude & Career and Technical |
| 23 | Specific Academic Aptitude & Visual/Performing Arts |
| 24 | Specific Academic Aptitude & Career and Technical |
| 34 | Visual/Performing Arts & Career and Technical |
| 123 | General Intellectual Aptitude, Specific Academic Aptitude, and Visual Performing Arts |
| 124 | General Intellectual Aptitude, Specific Academic Aptitude, & Career and Technical |
| 234 | Specific Academic Aptitude, Visual/Performing Arts, & Career and Technical |
| 1234 | General Intellectual Aptitude, Specific Academic Aptitude, Visual/Performing Arts & Career and Technical |

Edit checks for valid Gifted Code

* Blank or a valid Gifted Code

Notes:

* Student is to be coded **whether or not the student participates**
* Student remains coded as long as the student is enrolled

## Gifted Referral Flag (31)

| **Required Collections** | **Format** | **Maximum Length** |
| --- | --- | --- |
| EOY | alpha | 1 |

The Gifted Referral Flag identifies the student who was referred to the Gifted Program during the current school year, July 1st through June 30th.

Edit checks for valid Gifted Referral Flag

* Y or N required.

Notes:

* Flag should be removed at the end of the current school year.

## Title I Status Code (32)

| **Required Collections** | **Format** | **Maximum Length** |
| --- | --- | --- |
| FALL, SPR, EOY, STI | alpha-numeric | 2 |

The Title I Status Code identifies the type of program funded by Title I the student participates in if the student attends a Target Assisted school.

Codes for Title I

| **Code** | **Description** |
| --- | --- |
| 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 |

Edit checks for valid Title I Code

* Blank or a valid Title I Code
* If not blank, Serving School/Center must be identified as a Title I Target Assistance School

Notes:

* Regardless of the number of times he/she may begin or discontinue a Title I program throughout the year, use the student’s status as of the snapshot date.
* Sec. 1115 – Targeted Assistance Schools

**Public Law 107-100, Title I, Sec. 1115**

(a) IN GENERAL **-** In all schools selected to receive funds under section 1113(c) that are ineligible for a school wide program under section 1114, or that choose not to operate such a school wide program, a local educational agency serving such school may use funds received under this part only for programs that provide services to eligible children under subsection (b) identified as having the greatest need for special assistance.

(b) ELIGIBLE CHILDREN **-**

(1) ELIGIBLE POPULATION **-**

(A) IN GENERAL **-** The eligible population for services under this section is **-**

(i) children not older than age 21 who are entitled to a free public education through grade 12; and

(ii) children who are not yet at a grade level at which the local educational agency provides a free public education.

(B) ELIGIBLE CHILDREN FROM ELIGIBLE POPULATION - From the population described in subparagraph (a), eligible children are children identified by the school as failing, or most at risk of failing, to meet the State’s challenging student academic achievement standards on the basis of multiple, educationally related, objective criteria established by the local educational agency and supplemented by the school, except that children from preschool through grade 2 shall be selected solely on the basis of such criteria as teacher judgment, interviews with parents, and developmentally appropriate measures.

(2) CHILDREN INCLUDED***-***

(A) IN GENERAL **-** Children who are economically disadvantaged, children with disabilities, migrant children or limited English proficient children, are eligible for services under this part on the same basis as other children selected to receive services under this part.

(B) HEAD START, EVEN START, OR EARLY READING FIRST CHILDREN **-** A child who, at any time in the 2 years preceding the year for which the determination is made, participated in a Head Start, Even Start, or Early Reading First program, in preschool services under this title, is eligible for services under this part.

(C) PART C CHILDREN **-** A child who, at any time in the 2 years preceding the year for which the determination is made, received services under part C is eligible for services under this part.

(D) NEGLECTED OR DELINQUENT CHILDREN **-** A child in a local institution for neglected or delinquent children and youth or attending a community day program for such children is eligible for services under this part.

(E) HOMELESS CHILDREN **-** A child who is homeless and attending any school served by the local educational agency is eligible for services under this part.

(3) SPECIAL RULE.—Funds received under this part may not be used to provide services that are otherwise required by law to be made available to children described in paragraph (2) but may be used to coordinate or supplement such services.

## GED Program Code (33)

| **Required Collections** | **Format** | **Maximum Length** |
| --- | --- | --- |
| FALL, SPR, EOY, SUM | alpha-numeric | 1 |

The GED Program Code identifies the student that is enrolled in a program leading to a GED, such as ISAEP program.

**Codes for GED Program**

| **Code** | **Description** |
| --- | --- |
| 1 | GED |
| 2 | ISAEP |

Edit checks for valid GED Program Code

* If GED Program Code is 1, the student must be at least 16 years old

Notes:

* If GED Program Code is 1, the LEA must have facilitated the GED program by providing instructional services.

## International Baccalaureate Program Flag (34)

| **Required Collections** | **Format** | **Maximum Length** |
| --- | --- | --- |
| EOY, SUM | alpha | 1 |

The International Baccalaureate Program Flag identifies the student that is enrolled in the International Baccalaureate Program and is working toward an IB diploma.

Edit checks for valid International Baccalaureate Program Flag

* Y or N required
* Serving School/Center must be identified as having an IB program

Notes:

* If a student is taking a state-approved IB course but is not participating in the program, the flag must be N. Those students should be identified with the **IB Code**.

## Graduate/Other Completer Code (35)

| **Required Collections** | **Format** | **Maximum Length** |
| --- | --- | --- |
| FALL, SPR, EOY, SUM | alpha-numeric | 2 |

The Graduate/Other completer code identifies the type of graduation diploma or completion document that the student received.

Codes for Graduate/Other Completer

Listed below are the state-approved Graduate/Other Completer Codes. For a more descriptive definition for each code, visit the [SRC Code Value](https://www.doe.virginia.gov/data-policy-funding/data-reports/data-collection/student-record-collection/student-records-code-values) webpage.

| **Code** | **Description** |
| --- | --- |
| 1 | Standard Diploma |
| 2 | Advanced Studies Diploma |
| 3 | Applied Studies Diploma |
| 4 | Certificate of Program Completion |
| 5 | High School Equivalency (HSE) Certificate (formerly GED) |
| 6 | International Baccalaureate (IB) Diploma |
| 7 | Modified Standard Diploma |
| 8 | High School Equivalency (HSE) Certificate as a part of an ISAEP (formerly GED as part of 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 student |
| 12 | No award in this school year - student whose age and EL status allows for multiple years in grade 12 |
| 13 | No award in this school year - non-IEP students who previously earned a non-terminal diploma from another state or from a non-public Virginia School. This code should also be used for students who receive a diploma from another state or from a non-public Virginia School.  |

Edit checks for valid Graduate/Other Completer Code

* Blank or a valid Graduate/Other Completer Code.
* The Graduate/Other Completer Code should not be null if Grade Level Code is 12 on the EOY SRC.
* Warning received if Grade Level Code is not 11 or 12
* If Graduate/Other Completer Code is 6, then IB Program Flag must be 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 Graduate/Other Completer Code is 5 or 8, the student must be at least 16 years old
* If Graduate/other Completer Code is 3, 7, or 10 then the Primary Disability Code cannot be blank or 15 (504)
* If Graduate/Other Completer Code is 10, 11 or 12, then Student’s Grade Code must be 12
* If Graduate/Other Completer Code is 12, the Receiving EL Services Code cannot be blank.
* If Graduate/Other Completer Code is 13, the Primary Disability Code *should be* blank.

## Graduation Plan Code (36)

| **Required Collections** | **Format** | **Maximum Length** |
| --- | --- | --- |
| FALL, SPR, EOY, SUM | alpha**-**numeric | 2 |

The Graduation Plan Code identifies the post-graduate plan of the student.

Codes for Graduate Plan

Listed below are the state-approved Graduate Plan Codes. For a more descriptive definition for each code, visit the [SRC Code Value](https://www.doe.virginia.gov/data-policy-funding/data-reports/data-collection/student-record-collection/student-records-code-values) webpage.

| **Code** | **Description** |
| --- | --- |
| 1 | 4 - yr college |
| 2 | 2 - yr college |
| 3 | Other education plans |
| 4 | Military |
| 5 | Employment |
| 6 | None |

Edit checks for valid Graduate Plan Code

* Blank or a valid Graduation Plan Code.
* If the Graduate/Other Completer Code is 1, 2, 3, 4, 5, 6, 7, or 8, a Graduate Plan Code is required
* Graduate Plan Code must be blank if the Graduate/Other Completer Code is 10, 11, or 12.
* Warning if student’s Grade Code is not 11 or 12

## Advanced Placement Code (37)

| **Required Collections** | **Format** | **Maximum Length** |
| --- | --- | --- |
| EOY | numeric | 1 |

The Advanced Placement Code identifies the student enrolled in one or more Advanced Placement courses and/or the student who has taken the Advanced Placement exam. The purpose of this indicator is to identify the percent of students who have taken an AP course or exam during the school year.

Codes for Advanced Placement

| **Code** | **Description** |
| --- | --- |
| 1 | Enrolled in AP Class |
| 2 | Enrolled in AP Class and took AP exam |
| 3 | Took AP exam |

Edit checks for valid Advanced Placement Code

* Blank or a valid Advanced Placement Code
* Warning received if Grade Level Code is not 09, 10, 11 or 12

## CTE Finisher Code (39)

| **Required Collections** | **Format** | **Maximum Length** |
| --- | --- | --- |
| EOY, SUM | numeric | 1 |

The CTE Finisher Code identifies the student who either has finished a required Career and Technical Education sequence of courses to be a completer OR has taken at least one state approved CTE course at anytime in grades 7 through 12, but has not finished CTE Course requirements for completion OR has not taken any state-approved CTE courses since 7th grade OR has finished CTE Course requirements for completion and a dual-enrollment CTE course(s)

Codes for CTE Finisher

| **Code** | **Description** |
| --- | --- |
| 1 | Finished CTE Course requirements for completion (Perkins IV) |
| 3 | Took at least one state-approved CTE course for high school credit since 7th grade but has not finished CTE Course requirements for completion |
| 4 | Has not taken any state-approved CTE courses for high school credit since 7th grade |
| 5 | Finished CTE requirements to be a completer and completion of a CTE dual enrollment course(s) |
| 6 | Student has completed 2 state-approved CTE courses in a sequence but has not met the requirements for graduation (Perkins V) |
| 7 | Student has completed at least 3 years Junior Reserve Officers’ Training Corps (JROTC). Only used for CCCRI inclusion and is not a considered a finisher. |

Edit checks for valid CTE Finisher Code

* Must be a valid CTE Finisher Code
* Must be blank if grade is PK, KG 1, 2, 3, 4, 5, or 6
* Required if grade is 7, 8, 9, 10, 11, or 12.
* If CTE Finisher code is 6, then Graduate/Other Completer code must be null, 10, 11, 12 or 13.

Notes:

* For additional information, refer to [*The Career and Technical Education Reporting System (CTERS) User’s Manual*](https://www.doe.virginia.gov/data-policy-funding/data-reports/data-collection/career-technical-education)

## CTE Career Cluster Code (40)

| **Required Collections** | **Format** | **Maximum Length** |
| --- | --- | --- |
| EOY, SUM | alpha | 4 |

The CTE Career Cluster Code identifies the career cluster of the state-approved CTE course that the student has taken at any time in this school year. If the student has taken more than one course that falls into different clusters, choose the cluster that most closely aligns with the student’s career interests.

Codes for CTE Career Cluster

| **Code** | **Description** |
| --- | --- |
| 1 | Agriculture, Food and Natural Resources  |
| 2 | Architecture and Construction  |
| 3 | Arts, Audio-Video Technology and Communications  |
| 4 | Business Management and Administration  |
| 5 | Education and Training  |
| 6 | Finance |
| 7 | Government and Public Administration |
| 8 | Health Science |
| 9 | Hospitality and Tourism |
| 10 | Human Services |
| 11 | Information Technology |
| 12 | Law, Public Safety, Corrections and Security |
| 13 | Manufacturing |
| 14 | Marketing |
| 15 | Science, Technology, Engineering, and Mathematics |
| 16 | Transportation, Distribution and Logistics |
| 17 | Energy |

Edit checks for valid CTE Career Cluster Code

* Must be a valid CTE Career Cluster Code
* Must be blank if grade is PK, 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, 5, 6 or 7 when CTE Cluster Code is NOT blank

Notes:

For additional information, refer to [*The Career and Technical Education Reporting System (CTERS) User’s Manual*](https://www.doe.virginia.gov/data-policy-funding/data-reports/data-collection/career-technical-education)

## CTE Special Populations Code (41)

| **Required Collections** | **Format** | **Maximum Length** |
| --- | --- | --- |
| EOY, SUM | numeric | 3 |

The CTE Special Populations Code identifies the student populations that are not already collected in other elements. See your local CTE Administrator for assistance. The CTE Special Populations Code applies to the CTE Career Cluster course and to the Career Pathway Code as reported on the EOY and Summer file submissions.

**Codes for CTE Special Populations**

| **Code** | **Description** |
| --- | --- |
| 4 | Nontraditional Career Preparation |
| 5 | Single Parent |
| 6 | Displaced Homemaker |
| 45 | Nontraditional and Single Parent |
| 46 | Nontraditional and Displaced Homemaker |
| 56 | Single Parent and Displaced Homemaker |
| 456 | Nontraditional, Single Parent and Displaced Homemaker |

Edit checks for valid CTE Special Populations Code

* Must be valid CTE Special Populations Code
* Must be blank if Grade Code is PK, KG, 1, 2, 3, 4, 5, or 6

Notes:

* Displaced Homemaker: The term means a student who:
	+ has worked primarily without remuneration to care for a home and family, and for that reason has diminished marketable skills, has been dependent on the income of another family member but is no longer supported by that income, or is a parent whose youngest dependent child will become ineligible to receive assistance under Part A of Title IV of the Social Security Act (42 U.S.C. 601 et.seq.) not later than 2 years after the date on which the parent applies for assistance under this title; and
	+ is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment.
* Nontraditional Training and Employment: Students who are classified as the nontraditional gender who are enrolled in one or more of the courses identified for Nontraditional Career Preparation. This term means occupations or fields of work, including careers in computer science, technology, and other emerging high skill occupations, for which individuals from one gender comprise less than 25 percent of the individuals employed in each such occupation or field of work. To identify the Nontraditional student by gender:
	+ Review the CTE program areas’ course information in *The Career and Technical Education Reporting System (CTERS) User’s Manual*
	+ Determine which courses from the CTE program areas’ course information lists are offered at each high school within the division and the nontraditional gender classification assigned to these courses; and
	+ Review the class roster for the courses offered to identify each student enrolled in nontraditional careers by gender.
* Single Parent: Students who are unmarried or legally separated from a spouse and have a minor child or children for whom the parent has either custody or joint custody. This term includes single pregnant women.

For additional information, refer to [*The Career and Technical Education Reporting System (CTERS) User’s Manual*](https://www.doe.virginia.gov/data-policy-funding/data-reports/data-collection/career-technical-education)

## W8 Reason Code (42)

| **Required Collections** | **Format** | **Maximum Length** |
| --- | --- | --- |
| FALL, SPR, EOY | alpha**-**numeric | 2 |

The W8 Reason Code is associated with the W880 Exit/Withdraw Code and identifies the reason the student left school.

Codes for W8 Reason Codes

Listed are the state-approved W8 Reason Codes.

Listed below are the state-approved Graduate Plan Codes. For a more descriptive definition for each code, visit the [SRC Code Value](https://www.doe.virginia.gov/data-policy-funding/data-reports/data-collection/student-record-collection/student-records-code-values) webpage.

| **Code** | **Description** |
| --- | --- |
| 10 | Achievement problems (low achievement, low motivation, low interest) |
| 20 | Behavioral difficulties (suspension or expulsion, incarceration, runaway, truancy, poor relationships with peers or adults) |
| 30 | Health problems (physical or mental illness, injury, substance abuse)  |
| 40 | Family (pregnancy, parenthood, marriage, needed at home) |
| 41 | Parental Privilege: Age/maturity (for kindergarten and pre-kindergarten only) |
| 42 | PK Student (non-applicable) |
| 50 | Financial hardship (extreme poverty, working to support self or family) |
| 60 | Employed (took a job, joined armed forces)  |
| 70 | Moved (no longer resides in the area and current status is unknown after appropriate investigation by the attendance officer) |
| 80 | Reached maximum age to receive qualified services |
| 81 | Personal choice; over 18 years of age, but still qualified to receive services |
| 82 | Post Graduate; discontinued program (post graduate only) |
| 90 | Expulsion (left school involuntarily due to an expulsion approved by appropriate school authorities) |

Edit checks for valid W8 Reason Code

* Blank or a valid W8 Reason code
* If Exit/Withdraw Code is W870 or W880 a W8 Reason Code is required
* If W8 Reason Code = 41, then student must be in grade PK or KG
* If W8 Reason Code = 42, then student must be in grade PK

## Aggregate Days Present (44)

| **Required Collections** | **Format** | **Maximum Length** |
| --- | --- | --- |
| FALL, SPR, EOY | numeric | 3 |

The Aggregate Days Present represents the cumulative number of days the student had been present in the school from the beginning of the current school year to the time of the snapshot. Include only the days present in the regular school term. Do not include summer school.

Edit checks for Aggregate Days Present

* A whole number less than or equal to Number of Days School was in Session
* If Active Status Code is N, then Aggregate Days Present must be zero
* Attendance (Aggregate Days Present plus (+) Aggregate Days Absent plus (+) Aggregate Days Unscheduled) cannot be greater than the Number of Days School was in Session
* Error received if the Number of Days School was in Session has not been completed on the Miscellaneous Web Data Collection Statistics Form
* Division level Warning if left blank on Fall
* Error received if not at least one day present reported for each Active or Inactive student.

Notes:

* For the student whose Serving Division is not the Reporting Division, it is imperative that the Reporting Division gets the accurate Aggregate Days Present from the Serving School/Center for the student.
* If the student withdraws and re-enters the same school during the school year, include all the days present at that school for the regular school year.
* Days in Membership = the sum of Aggregate Days Present and (+) Aggregate Days Absent and (+) Aggregate Days Unscheduled
* Average Daily Attendance (ADA) = the sum of Aggregate Days Present (+) Aggregate Days Unscheduled divided by (÷) Number of Days School was in Session
* Average Daily Membership (ADM) = the sum of Aggregate Days Present and (+) Aggregate Days Absent and (+) Aggregate Days Unscheduled divided by (÷) Number of Days School was in Session

## Aggregate Days Absent (45)

| **Required Collections** | **Format** | **Maximum Length** |
| --- | --- | --- |
| FALL, SPR, EOY | numeric | 3 |

The Aggregate Days Absent represents the cumulative number of days the student had been absent from the school from the beginning of the current school year to the time of the snapshot. Include only the days absent in the regular school term. Do not include summer school. Days absent plus (+) days present equal (=)days in membership.

Edit checks for Aggregate Days Absent

* A whole number less than or equal to Number of Days School was in Session
* Attendance (Aggregate Days Present plus (+) Aggregate Days Absent plus (+) Aggregate Days Unscheduled) cannot be greater than the Number of Days School was in session
* Error received if the Number of Days School was in Session has not been completed on the Miscellaneous Web Data Collection Statistics Form
* Warning received on Fall if Aggregate Days Absent is greater than 15.

Notes:

* For the student whose Serving Division is not the Reporting Division, it is imperative that the Reporting Division gets the accurate Aggregate Days Absent from the Serving School/Center for the student.
* If the student withdraws and re-enters the same school during the school year, include all the days absent at that school for the regular school year.
* Days in Membership = the sum of Aggregate Days Present and (+) Aggregate Days Absent and (+) Aggregate Days Unscheduled
* Average Daily Attendance (ADA) = the sum of Aggregate Days Present + Aggregate Days Unscheduled divided by (÷) Number of Days School was in Session
* Average Daily Membership (ADM) = the sum of Aggregate Days Present and (+) Aggregate Days Absent and (+) Aggregate Days Unscheduled divided by (÷) Number of Days School was in Session

## Tuition Paid Code (48)

| **Required Collections** | **Format** | **Maximum Length** |
| --- | --- | --- |
| FALL, SPR, EOY, SUM, STI, DEC1 | numeric | 2 |

A code to identify tuition equivalent to one of the three options below is paid/received for this student by the responsible division, parent or student:

Local Share of Tuition: The local share of the total operational cost per pupil based on the Composite Index for the serving division.

State Share of Tuition: The state share of the Average Daily Membership (ADM) funding on a per pupil basis.

Full Tuition: The total operational cost per pupil for a serving division or private institution

**Codes for Tuition Paid Code**

| **Code** | **Description** |
| --- | --- |
| 2 | Paid tuition to a State-Supported Institution |
| 3 | Paid tuition to a Private Institution (does not include students funded with CSA funds) |
| 4 | Regional Center (full-day or half-day programs:  governors, CTE, special education or alternative) |
| 5 | Received tuition in excess of the Serving Division’s local share from another school division in Virginia (LEA) |
| 7 | State’s share of tuition was paid by the Comprehensive Services Act (CSA) |
| 9 | Tuition received from an Inter-State Compact Placement agreement |
| 10 | Contiguous Out-of-State Students: with same attendance privileges |
| 11 | Contiguous Out-of-State Students: without same attendance privileges |
| 12 | Non-Contiguous State or Territory outside of the United States |
| 13 | Tuition in Excess of the Local Share Received from Contiguous Out-of-State Students : same attendance privileges |
| 15 | Tuition paid to a school outside of Virginia |
| 16 | Tuition waived; student served through Public School Choice agreement |
| 17 | Tuition waived; applicable only to Fairfax/Falls Church DJJ and Community SVCS BD students |
| 18 | Virtual program (full-day or part-day programs, Virtual Virginia (full-day))  |
| 19 | Local Center within a Public School Division (full day or half-day programs: CTE, STEM, Health, special education or alternative) |

Edit checks for Tuition Paid Code

* Blank or a valid Tuition Paid Code
* If Tuition Paid Code is not blank, then the 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

Notes:

* If an LEA pays another LEA tuition that exceeded the amount of the local share, then the serving LEA should use tuition code of 5.

If a student’s educational services are paid for with CSA funds, a division cannot also receive ADM for that student. In the case where a student is concurrently enrolled in a CSA private placement and a public school where both settings provide educational services, both records should be reported with a Tuition Paid Code = 7 since the educational services will be paid for by CSA funds (instead of ADM).

## Non-public Student FTE (49)

| **Required Collections** | **Format** | **Maximum Length** |
| --- | --- | --- |
| FALL, SPR, EOY, SUM, DEC1 | numeric | 2 |

The Non-public Student FTE identifies the part-time non-public school students attending public schools who take one or more 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.

Codes for Non-public student FTE

| **Code** | **Description** |
| --- | --- |
| 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 |

Edit checks for Non-public Student FTE

* Blank, 10, 25, or 50
* Decimal point is implied

 Notes:

* These are reported as implied decimals without the decimal point.
* VPI half-day students should have 50 as the value

## Kindergarten Readiness Assessment Flag (51)

| **Required Collections** | **Format** | **Maximum Length** |
| --- | --- | --- |
| FALL, SPR, EOY | alpha | 1 |

The Kindergarten Readiness Assessment Flag identifies the kindergarten student who turns 5 between October 1st and December 31st and was administered a readiness assessment PRIOR to the student’s first day of kindergarten. **This flag should also be used to identify the underage transfer student from a military family who shall be allowed to continue their enrollment at grade level.**

On July 1, 2009, Virginia entered into the [Interstate Compact on Educational Opportunity for Military Children (§ 22.1-360 of the Code)](https://law.lis.virginia.gov/vacode/22.1-360/).

This compact facilitates the timely enrollment of children of military families and ensures that they are not placed at a disadvantage due to difficulty in the transfer of education records from the previous school district(s) or variations in entrance requirements. According to the compact, children of military families, without documentation of immunizations, should be immediately enrolled and shall have up to 30 days from the date of enrollment to obtain any immunization(s) required by the receiving state. The compact does not waive the physical examination requirement for these children.

“D. Kindergarten and first grade entrance age. Students shall be allowed to continue their enrollment at the grade level in the receiving state commensurate with their grade level (including kindergarten) from a local education agency in the sending state at the time of transition, regardless of minimum age. A student who has satisfactorily completed the prerequisite grade level in the local education agency in the sending state shall be eligible for enrollment in the next highest grade level in the receiving state, regardless of minimum age. A student transferring after the start of the school year in the receiving state shall enter the school in the receiving state on their validated level from a local education agency in the sending state.”

Edit checks Kindergarten Readiness Assessment Flag

* Must be Y or N
* Required if student turns 5 between October 1st and December 31st and student in Grade Level Code KG.

Notes:

* There is no edit check if a student is not in grade KG and has a Y in this field.

## Diploma Seal (56)

| **Required Collections** | **Format** | **Maximum Length** |
| --- | --- | --- |
| EOY, SUM | numeric | 10 |

The Diploma Seal code identifies any and all diploma seals earned by a graduate. For a more descriptive definition for each code, visit the [SRC Code Value](https://www.doe.virginia.gov/data-policy-funding/data-reports/data-collection/student-record-collection/student-records-code-values) webpage.

Edit checks for Diploma Seal Codes

* Must be a valid state assigned Diploma Seal Code.
* If not blank, then the Graduate/Other Completer Code must be 1, 2, or 6.
* If Graduate/Completer Code is 7 (Modified Standard Diploma), then the Diploma Seal must be blank or 5 (Board of Education Seal for Excellence in Civics Education).

## Early College Scholar Program Code (57)

| **Required Collections** | **Format** | **Maximum Length** |
| --- | --- | --- |
| FALL, SPR, EOY | numeric | 1 |

The Early College Scholar Program Code identifies the student who is participating in the Governor’s Early College Scholars Program. Participating students, their parents/guardians, the high school principal, and the school counselor must sign the Governor’s Early College Scholar Program agreement.

“Commonwealth Scholar” means a student who completes all of the requirements for at least a Standard Diploma and additional prescribed rigorous coursework in foreign language, history, mathematics, science, and other approved discipline areas consistent with the United States Department of Education’s State Scholars Initiative.

Codes for Early College Scholar Program Code

| **Code** | **Description** |
| --- | --- |
| 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 | Student has earned the Early College certificate & Commonwealth Scholar medallion |
| 5 | Student has earned both the Governor’s Early College Scholar and the Commonwealth Scholar certificates |
| 6 | Student has earned the Commonwealth Scholar medallion |

Edit checks for Early College Scholar Program Code

* Blank or a valid Early College Scholar Program Code.
* If 3 or 4, serving or responsible school must be identified with Commonwealth Scholar focus area.
* If 2 then Graduate/Other Completer Code must be 2 or 6.
* Grade level must be 9 – 12, or TT.

Notes:

* Any student identified with any of the Early College Scholar Codes on the Spring Student Record Collection will populate the SSWS Certificate Generator application to allow divisions to print certificates for those students.
* The Student Record Data Collection is not asking for everyone who is eligible, it is asking for those students who have made the commitment and signed the agreement and whose parents, principals and counselors have agreed to help that student achieve this goal. All high schools should currently collect the pertinent data. Schools should be aware of:
	+ Students who are completing dual enrollment/dual credit courses and earning a “C” or better in the courses; and/or
	+ Students who are completing advanced placement courses i.e., AP, IB, or Cambridge and
		- Scoring a “3” or higher on the AP examinations or
		- Scoring a “4” or higher on any form of the IB examinations or
		- Scoring a “D” or better on the Cambridge examinations; and/or
		- Students who are earning college credits by passing College Level Examination Program (CLEP) examinations.
		- The preceding are the Early College Scholar criteria. The SRC is not asking for all students who have scored at the above levels on one of the listed exams. Only the students who have signed the agreement and have scored at those levels on the listed exams should be reported.

## PK Experience Code (59)

| **Required Collections** | **Format** | **Maximum Length** |
| --- | --- | --- |
| FALL, SPR, EOY | numeric | 2 |

The PK Experience Code identifies the current or most recent PK (pre-kindergarten) experience of PK and kindergarten students. Any student currently enrolled in pre-kindergarten that are locally, state, or federally funded are reported. If a PK program is affiliated with the Local Educational Agency, the students of that program are included on the Student Record Collection.

**Codes for PK Experience**

Listed below are the state-approved PK Experience Codes. The numeric code must be used for this element. For a more descriptive definition for each code, visit the [SRC Code Value](https://www.doe.virginia.gov/data-policy-funding/data-reports/data-collection/student-record-collection/student-records-code-values) webpage.

| **Code** | **Description** |
| --- | --- |
| 1 | Head Start |
| 2 | Public Preschool |
| 3 | Private Preschool / Daycare |
| 4 | Department of Defense Child Development Program |
| 5 | Family Home Daycare Provider |
| 6 | No Preschool Experience |

Edit checks for PK Experience Codes

* Must be valid state assigned code.
* Student must be in grade PK or KG.
* If PK Experience Code is 1, 4, 5, or 6 then the grade cannot be PK.

Notes:

* This data element is required for all students in grades PK or KG.
* For PK, the data collected should reflect the student’s current experience.
* For kindergarten, the data collected should reflect the most recent PK experience, within the year prior to kindergarten.
* For PK, the data collected should reflect the PK experience as of the SRC collection date.
* PK Experience Code for PK students is provided by the LEA.
* PK Experience Code for KG students is provided by the LEA for public preschool within the LEA (Code 2). In all other cases, the PK Experience Code is provided by parents.

## PK Weekly Time Code (60)

| **Required Collections** | **Format** | **Maximum Length** |
| --- | --- | --- |
| FALL, SPR, EOY | numeric | 2 |

The PK Weekly Time Code represents the average amount of time the student spends each week in the program specified by the PK Experience Code.

**Codes for PK Weekly Time**

| **Code** | **Description** |
| --- | --- |
| 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 |

Edit checks for valid PK Weekly Time Code

* Must be a valid state assigned code.
* Required if student is in grades PK or KG.
* PK Weekly Time Code = 0 can only be used with PK Experience Code 6 (No Preschool Experience)

Notes:

* This data element is required for all students in grades PK or KG.
* For PK students, the number of hours per week should reflect the student’s current PK experience.
* For Kindergarten students, the number of hours per week should reflect the most recent PK experience, within the year prior to kindergarten.
* Code 0 can only be used with PK Experience Code 6 = No Preschool Experience

## CTE Competency Attainment Flag (62)

| **Required Collections** | **Format** | **Maximum Length** |
| --- | --- | --- |
| EOY, SUM | alpha | 1 |

The CTE Competency Attainment Flag identifies the student who has **finished** a required *Career and Technical Education sequence of courses to be a CTE Finisher* **AND** hasachieved 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.

Edit checks for CTE Competency Attainment Flag

* Must be Y or N
* If Y then the CTE Finisher Code must be 1 or 5

## Address line 1 (64)

| **Required Collections** | **Format** | **Maximum Length** |
| --- | --- | --- |
| FALL, EOY, SUM | alpha-numeric | 30 |

Address line 1 provides the house number and street or post office box of the student. For EOY and SUM, the address is required for a student who is a Graduate and a CTE Finisher. This information will be used by the division in the Follow-Up survey of the CTE Completers.

Edit checks for Address line 1

* Required for all students for Fall
* Required if CTE Finisher Code is 1 or 5 and Graduate/Other Completer Code is 1 - 9 and Phone Number is blank (EOY and SUM)
* Post Office boxes are not accepted for Fall

## Address line 2 (65)

| **Required Collections** | **Format** | **Maximum Length** |
| --- | --- | --- |
| FALL, EOY, SUM | alpha-numeric | 30 |

Address line 2 provides a continuation of Address line 1, if necessary.

## Zip Code (66)

| **Required Collections** | **Format** | **Maximum Length** |
| --- | --- | --- |
| FALL, EOY, SUM | numeric | 5 |

This is the zip code of the student’s address provided above.

Edit checks for Zip Code

* Must be 5 numerical characters
* Required for all students on Fall
* Required if CTE Finisher Code is 1 or 5 and Graduate/Other Completer Code is 1 - 9 and Phone Number is blank (EOY and SUM)

## Phone Number (67)

| **Required Collections** | **Format** | **Maximum Length** |
| --- | --- | --- |
| EOY, SUM | numeric | 10 |

This the telephone or cell phone number of the student who has a Graduate/Other Completer Code of 1 - 9 and a CTE Finisher Code of 1 or 5. The area code and 7-digit phone number should be included. Parentheses, dashes or other special characters are implied; do not include them with the phone number.

Edit checks for Phone Number

* Required if CTE Finisher Code is 1 or 5 and Graduate/Other Completer Code is 1 - 9 and Address Line 1 is blank
* Must be 10 digits.

## Initial Primary Nighttime Residence Code (69)

| **Required Collections** | **Format** | **Maximum Length** |
| --- | --- | --- |
| FALL, SPR, EOY, SUM | numeric | 1 |

The Initial Primary Nighttime Residence Code identifies the primary nighttime residence when the student was identified as a homeless child or youth at any point during the current school year. It is the responsibility of the local homeless education liaison to ensure the recording and reporting of the type of primary nighttime residence at the time of identification.

Codes for Initial Primary Nighttime Residence

Listed below are the state-approved Initial Primary Nighttime Residence Codes. For a more descriptive definition for each code, visit the [SRC Code Value](https://www.doe.virginia.gov/data-policy-funding/data-reports/data-collection/student-record-collection/student-records-code-values) webpage.

| **Code** | **Description** |
| --- | --- |
| Blank | Not Identified |
| 1 | Unsheltered |
| 2 | Shelters |
| 3 | Doubled-up |
| 4 | Hotel/Motel |

Edit checks for Initial Primary Nighttime Residence Code

* Blank or a valid state assigned Initial Primary Nighttime Residence Code is required
* If Initial Primary Nighttime Residence Code is not blank, then Disadvantaged Status Flag must be Y
* If not blank on Fall, then must be identified as a homeless child or youth on Spring
* If not blank on Spring, then must be identified as a homeless child or youth on EOY

Notes:

* Once the student is identified as experiencing homelessness at any point in the school year, the student is automatically eligible for the Free and Reduced Meals Program and therefore identified as Disadvantaged. Although it is well within the scope of the division to store the Initial Primary Nighttime Residence Code in their Student Information Systems, it is the Homeless education liaison who should coordinate the benefits for the student.
* Initial Primary Nighttime Residence is defined as the type of residence (e.g., shelter, hotel, doubled-up in the home of a relative or friend) where a homeless child or youth was staying at time of enrollment or type of residence where a currently enrolled child or youth was staying when he or she was identified as homeless.
* **As defined by McKinney-Vento Homeless Education Assistance Act**

**Title VII, Part B, Sec. 725, (2)**

The term ‘homeless children and youths’ -

(A) means individuals who lack a fixed, regular, and adequate nighttime residence (within the meaning of section 103(a)(1)); and

(B) includes -

(i) children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement;

(ii) children and youths 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 (within the meaning of section 103(a)(2)(C));

(iii) children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and

(iv) migratory children (as such term is defined in section 1309 of the Elementary and Secondary Education Act of 1965) who qualify as homeless for the purposes of this subtitle because the children are living in circumstances described in clauses (i) through (iii).

* For additional information, visit[McKinney-Vento – National Center for Homeless Education](https://nche.ed.gov/legislation/mckinney-vento/)

## Full Time Virtual Program Code (71)

| **Required Collections** | **Format** | **Maximum Length** |
| --- | --- | --- |
| FALL, SPR, EOY | numeric | 1 |

The Full Time Virtual Program Code is used to identify the student enrolled in a full course of study for all educational services in a virtual program at the Serving School.

Codes for Full Time Virtual Program

| **Code** | **Description** |
| --- | --- |
| Blank | Not identified as participating in a virtual program |
| 1 | Participates from home, not homebound, not homebased |
| 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 |

Edit checks for Full Time Virtual Program Code

* Must be a valid state assigned code.
* The Full Time Virtual Program Code is required when the Non-Public FTE Code is null and the Active Status Code = V.
* If the Full Time Virtual Program Code is not null, then the Remote Instruction Percent of Time must be >0%.
* If the Full Time Virtual Program Code = 8, then the Serving Division must = 501.

## Foster Care Flag (72)

| **Required Collections** | **Format** | **Maximum Length** |
| --- | --- | --- |
| FALL, SPR, EOY | alpha | 1 |

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. This includes, but is not limited to, placements in family foster homes, relative foster homes, group homes, emergency shelters, residential facilities, childcare institutions, and pre-adoptive homes. A child is in foster care in accordance with this definition regardless of whether the foster care facility is licensed and payments are made, whether adoption subsidy payments are being made prior to the finalization of an adoption, or whether there is Federal matching of any payments that are made.

Edit checks for Foster Care Flag

* Must be Y or N

## Ethnic Flag (73)

| **Required Collections** | **Format** | **Maximum Length** |
| --- | --- | --- |
| FALL, SPR, EOY, SUM, STI, DEC1 | alpha | 1 |

The Ethnic Flag is used to identify if the student is Hispanic or Latino.

Edit checks for Ethnic Flag

* Must be Y or N

**Notes:**

* This element cannot be blank.

## Race Code (74)

| **Required Collections** | **Format** | **Maximum Length** |
| --- | --- | --- |
| FALL, SPR, EOY, SUM, STI, DEC1 | numeric | 2 |

The Race Code is used to identify the one or more races the student identifies with.

Edit checks for Race Code

* Must be a valid state assigned race code

For a more descriptive definition for each code, visit the [SRC Code Value](https://www.doe.virginia.gov/data-policy-funding/data-reports/data-collection/student-record-collection/student-records-code-values) webpage.**Notes:**

* Virginia Race Codes are to be used in conjunction with the implementation of the two-part race or ethnicity question that was effective beginning with the 2010 – 2011 School Year.
* This element cannot be blank.

## Receiving EL Services Code (76)

| **Required Collections** | **Format** | **Maximum Length** |
| --- | --- | --- |
| FALL, SPR, EOY, SUM, STI, DEC1 | numeric | 1 |

The Receiving EL Services Code is used to identify the EL student's current level of participation in an EL program.

Codes for Receiving EL Services Code

| **Code** | **Description** |
| --- | --- |
| 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 |

Edit checks for Receiving EL Services Code

* Blank or a valid state assigned code

Notes:

* As defined by Public Law 107-100, Title IX, Part A, Sec.9101 (25)

The term ‘limited English proficient’ when used with respect to an individual, means an individual—

(A) who is aged 3 through 21;

(B) who is enrolled or preparing to enroll in an elementary school or secondary school;

(C) (i) who was not born in the United States or whose native language is a language other than English;

(ii) (I) who is a Native American or Alaska Native, or a native resident of the outlying areas and (II) who comes from an environment where a language other than English has had a significant impact on the individual’s level of English language proficiency; or

(iii) who is migratory, whose native language is a language other than English, and who comes from an environment where a language other than English is dominant; and

(D) whose difficulties in speaking, reading, writing, or understanding the English language may be sufficient to deny the individual—

(i) the ability to meet the State’s proficient level of achievement on State assessments described in section 1111(b)(3);

(ii) the ability to successfully achieve in classrooms where the language of instruction is English; or

(iii) the opportunity to participate fully in society. [P.L. 107-100, Title IX, Part A, Sec. 9101, (25)]

## IB Code (78)

| **Required Collections** | **Format** | **Maximum Length** |
| --- | --- | --- |
| EOY | numeric | 1 |

IB Code is used to identify the student who is enrolled in one or more IB (International Baccalaureate) courses and/or has taken the IB Exam.

Codes for IB Code

| **Code** | **Description** |
| --- | --- |
| 1 | Enrolled in IB Class |
| 2 | Enrolled in IB Class and took IB exam |
| 3 | Took IB exam only |

Edit checks for IB Code

* Blank or a valid state assigned code
* Must be blank or a valid IB Code.
* If not blank, then Responsible or Serving school must have IB Program focus area.
* Alert if grade code is not 9 – 12.

**Notes:**

* This data will be used to expand the School Report card to include enrollment in IB courses.

## Unaccompanied Homeless Youth Flag (79)

| **Required Collections** | **Format** | **Maximum Length** |
| --- | --- | --- |
| FALL, SPR, EOY, SUM | alpha | 1 |

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)

Edit checks for Unaccompanied Homeless Youth Flag

* Must be a Y or N.
* If Y, then Initial Primary Nighttime Residence Code cannot be blank.

## Special Ed elements for Dec 1 Child Count (80 – 90) (94 – 96) (101)

The Special Ed data elements for Dec 1 Child Count are defined and explained on the [Special Education December 1 Child Count](https://www.doe.virginia.gov/programs-services/special-education/reports-plans-statistics/special-education-child-count) webpage.

## First Semester Special Ed Regional Tuition Reimbursement (91)

| **Required Collections** | **Format** | **Maximum Length** |
| --- | --- | --- |
| SPR | numeric | 9 |

The Regional Tuition Reimbursement is the amount of money requested to be paid for the first semester (September 1st through January 31st) for students receiving intensive support services.

Edit Checks for Special Ed Regional Tuition Reimbursement

* The dollar amount is required when the Intensive Support Services Code is not blank.
* The Intensive Support Services Code cannot be blank if there is a dollar amount reported for Tuition Reimbursement.
* If there is a dollar amount in the Special Ed Regional Tuition Reimbursement field, then the Special Ed Regional Tuition Reimbursement Disability code cannot be blank.
* If there is a dollar amount in the Special Ed Regional Tuition Reimbursement field, then the Special Ed Regional Tuition Reimbursement Disability code must be one of the following disability codes:

| **Code** | **Description** |
| --- | --- |
| 3 | MD: Multiple Disabilities |
| 6 | HI: Hearing Impairment |
| 8 | ED: Emotional Disturbance |
| 12 | DB: Deaf-Blindness |
| 13 | AUT: Autism |
| 14 | TBI: Traumatic Brain Injury |

* The dollar amount submitted for a student on the End-of-Year SRC cannot be the same dollar amount submitted on the Spring SRC.

**Notes:**

* If a student was actively enrolled as of March 31st but after January 31st, a dollar amount of zero is still required on Spring SRC.

## Cambridge Programme Code (92)

| **Required Collections** | **Format** | **Maximum Length** |
| --- | --- | --- |
| EOY | numeric | 1 |

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.

Codes for Cambridge Programme Code

| **Code** | **Description** |
| --- | --- |
| 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 |

Edit Checks for Cambridge Programme Code

* Blank or a valid assigned state code
* Grade code should be 09, 10, 11, or 12

## Special Ed Regional Tuition Reimbursement Disability Code (93)

| **Required Collections** | **Format** | **Maximum Length** |
| --- | --- | --- |
| SPR, EOY | numeric | 2 |

The Regional Tuition Reimbursement Disability Code is the disability for which the reimbursement it being claimed for the first semester (SPR-SRC), second semester (EOY-SRC), or the summer semester (DEC 1) for students receiving intensive support services.

Edit Checks for Special Ed Regional Tuition Reimbursement

* Cannot be blank if Special Ed Regional Tuition Reimbursement field is not null.
* Must be a valid disability code.
* Must be one of the following reimbursable disability codes:

| **Code** | **Description** |
| --- | --- |
| 3 | MD: Multiple Disabilities |
| 6 | HI: Hearing Impairment |
| 8 | ED: Emotional Disturbance |
| 12 | DB: Deaf-Blindness |
| 13 | AUT: Autism |
| 14 | TBI: Traumatic Brain Injury |

## MOP Flag (97)

| **Required Collections** | **Format** | **Maximum Length** |
| --- | --- | --- |
| FALL, SPR, EOY | alpha | 1 |

A flag to identify students participating full-time in virtual schools/ programs where the curriculum and instruction is provided by an approved Multi-division Online Provider.

Edit Checks for MOP Flag

* Must be Y or N
* If Y, Division must contract with Stride (formerly Virginia Virtual K-12 Academy) or Edgenuity where the curriculum and instruction is provided
* If Y, the Active Status Code cannot be ‘A’

## Resident Division (99)

| **Required Collections** | **Format** | **Maximum Length** |
| --- | --- | --- |
| FALL, SPR, EOY | numeric | 3 |

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.

Edit Checks for Resident Division

* Blank or Must be a valid educational agency
* Must be numeric
* Required if MOP Flag is Y
* Must be an open Local Education Agency (numbers less than or equal to 207)
* If not null, the Active Status Code cannot be A

## Second Special Ed Semester Regional Tuition Reimbursement (100)

| **Required Collections** | **Format** | **Maximum Length** |
| --- | --- | --- |
| EOY | numeric | 9 |

The Regional Tuition Reimbursement is the amount of money requested to be paid for the second semester (February 1st through June 30th) for students receiving intensive support services.

Edit Checks for Special Ed Regional Tuition Reimbursement

* The dollar amount is required when the Intensive Support Services Code is not blank.
* The Intensive Support Services Code cannot be blank if there is a dollar amount reported for Tuition Reimbursement.
* If there is a dollar amount in the Special Ed Regional Tuition Reimbursement field, then the Special Ed Regional Tuition Reimbursement Disability code cannot be blank.
* If there is a dollar amount in the Special Ed Regional Tuition Reimbursement field, then the Special Ed Regional Tuition Reimbursement Disability code must be one of the following disability codes:

| **Code** | **Description** |
| --- | --- |
| 3 | MD: Multiple Disabilities |
| 6 | HI: Hearing Impairment |
| 8 | ED: Emotional Disturbance |
| 12 | DB: Deaf-Blindness |
| 13 | AUT: Autism |
| 14 | TBI: Traumatic Brain Injury |

* The dollar amount submitted for a student on the End-of-Year SRC cannot be the same dollar amount submitted on the Spring SRC.

## Military Compact Statute Flag (102)

| **Required Collections** | **Format** | **Maximum Length** |
| --- | --- | --- |
| FALL, SPR, EOY | alpha | 1 |

A flag used to indicate an underage student can attend kindergarten in Virginia under the Interstate Compact on Educational Opportunity for Military Children.

Edit checks for Military Compact Statute Flag

* Must be Y or N
* Grade Level Code = KG.

## Reporting School (103)

| **Required Collections** | **Format** | **Maximum Length** |
| --- | --- | --- |
| FALL, SPR, EOY, DEC1 | numeric | 4 |

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 or a student is served in a center within the reporting LEA.

Edit Checks for Reporting School

* Must be a valid school within the reporting division
* Must be a valid school code from list of Virginia school numbers by division
* Must be numeric.
* The Serving Division must be a regional based program or Center within 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.

## Uniform Certificate of General Studies/Associate Degree Flag (104)

| **Required Collections** | **Format** | **Maximum Length** |
| --- | --- | --- |
| EOY, SUM | alpha | 1 |

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.

Edit Checks for Uniform Certificate of General Studies/Associate Degree

* Must by Y or N
* Alert if grade is not 11 or 12
* If Y, the Graduate/Other Completer Code must be 1-9

## Career Pathway Code (105)

| **Required Collections** | **Format** | **Maximum Length** |
| --- | --- | --- |
| EOY, SUM | numeric | 4 |

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.

**Codes for Career Pathway**

For additional information, refer to [The Career and Technical Education Reporting System (CTERS) User’s Manual](https://www.doe.virginia.gov/data-policy-funding/data-reports/data-collection/career-technical-education) Edit Checks for Reporting School

* 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, KG, 1, 2, 3, 4, 5, or 6
* Warning if the CTE Special Populations Code is not blank, then the CTE Career Pathway Code should not be blank

## Military Connected Students Code (107)

| **Required Collections** | **Format** | **Maximum Length** |
| --- | --- | --- |
| FALL, SPR, EOY | numeric | 2 |

A state assigned code to identify students who have a parent or legal guardian in the uniformed services.

**Codes for Military Connected Students**

Listed below are the state-approved Military Connected Students Codes. For a more descriptive definition for each code, visit the [SRC Code Value](https://www.doe.virginia.gov/data-policy-funding/data-reports/data-collection/student-record-collection/student-records-code-values) webpage.

| **Code** | **Description** |
| --- | --- |
| 1 | Student is not military connected |
| 2 | Active Duty |
| 3 | Reserve |
| 4 | National Guard: Active or Reserve |

Edit Checks for Military Connected Students Code

Must be a valid state assigned code

**Notes:**

* If one parent is an active member of the US Armed Services and one is a member of the National Guard, code for the parent that is on active duty.

## PK Funding Source Code (108)

| **Required Collections** | **Format** | **Maximum Length** |
| --- | --- | --- |
| FALL, SPR, EOY | numeric | 2 |

A state assigned code to identify the funding sources of public Pre-Kindergarten (PK) Students. This includes all PK students whose placement (public or private) is paid for with public funds.

**Codes for PK Funding Source**

Listed below are the state-approved PK Funding Source Codes. For a more descriptive definition for each code, visit the [SRC Code Value](https://www.doe.virginia.gov/data-policy-funding/data-reports/data-collection/student-record-collection/student-records-code-values) webpage.

| **Code** | **Description** |
| --- | --- |
| 1 | Head Start |
| 3 | VPI |
| 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 |

Edit Checks for PK Funding Source Code

* Must be a valid state assigned code
* Grade Code must be PK
* When the PK Experience Code is 3, then the PK Funding Source Code cannot be 1, 7, 8, or 10
* If PK funding source code = 3, or 14 the non-public student FTE cannot be 10 or 25.
* If PK funding source code = 3, or 14 the age as of 9/30 must be >= 4 and < 5.
* If PK funding source code = 12, the age as of 9/30 must be >= 3 and < 4.
* If PK funding source code = 14, Primary Disability code is required

## Aggregate Days Unscheduled (112)

| **Required Collections** | **Format** | **Maximum Length** |
| --- | --- | --- |
| FALL, SPR, EOY | numeric | 3 |

The Aggregate Days Unscheduled represents the cumulative number of days the student was enrolled in school but due to his course schedule, was not expected to attend school. 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

Edit checks for Aggregate Days Unscheduled

* A whole number less than or equal to Number of Days School was in Session
* If Active Status Code is N, then Aggregate Days Unscheduled must be zero
* Attendance (Aggregate Days Present plus Aggregate Days Absent plus Aggregate Days Unscheduled) cannot be greater than the Number of Days School was in Session
* Error received if the Number of Days School was in Session has not been completed on the Miscellaneous Web Data Collection Statistics Form

Notes:

* For the student whose Serving Division is not the Reporting Division, it is imperative that the Reporting Division gets the accurate Aggregate Days Present from the Serving School/Center for the student.
* If the student withdraws and re-enters the same school during the school year, include all the days present at that school for the regular school year.
* Days in Membership = the sum of Aggregate Days Present and (+) Aggregate Days Absent and (+) Aggregate Days Unscheduled
* Average Daily Attendance (ADA) = the sum of Aggregate Days Present (+) Aggregate Days Unscheduled divided by (÷) Number of Days School was in Session
* Average Daily Membership (ADM) = the sum of Aggregate Days Present and (+) Aggregate Days Absent and (+) Aggregate Days Unscheduled divided by (÷) Number of Days School was in Session

## Language Instruction Educational Program Code (113)

| **Required Collections** | **Format** | **Maximum Length** |
| --- | --- | --- |
| FALL, SPR, EOY | numeric |  1  |

A state assigned code to identify the Language Instruction Educational Program provided to English Learner students.

**Codes for Language Instruction Educational Program**

Listed below are the state-approved Language Instruction Educational Program Codes. For a more descriptive definition for each code, visit the [SRC Code Value](https://www.doe.virginia.gov/data-policy-funding/data-reports/data-collection/student-record-collection/student-records-code-values) webpage.

| **Code** | **Description** |
| --- | --- |
| 1 | English as a 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 |

Edit Checks for Language Instruction Educational Program Code

* Must be blank or valid Language Instruction Educational Program Code
* If not blank, then student must have an EL Service Code
* Required if EL Service Code = 1

## Unexcused Absence – Truancy (114)

| **Required Collections** | **Format** | **Maximum Length** |
| --- | --- | --- |
| FALL, SPR, EOY | numeric | 3 |

Absences where student whereabouts are unknown and not supported by parent (i.e. student skips a day of school)

Edit checks for Unexcused Absence – Truancy

* Sum of Unexcused Absence – Truancy and Unexcused Absence – Locally Defined cannot be greater than Aggregate Days Absent

## Unexcused Absence – Locally Defined (115)

| **Required Collections** | **Format** | **Maximum Length** |
| --- | --- | --- |
| FALL, SPR, EOY | numeric | 3 |

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)

Edit checks for Unexcused Absence - Truancy

* Sum of Unexcused Absence – Truancy and Unexcused Absence – Locally Defined cannot be greater than Aggregate Days Absent

## Attendance Plan Code 2019 (116)

| **Required Collections** | **Format** | **Maximum Length** |
| --- | --- | --- |
| FALL, SPR, EOY | numeric | 1 |

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.

**Codes for Attendance Plan Code 2019**

Listed below are the state-approved Attendance Plan Codes. For a more descriptive definition for each code, visit the [SRC Code Value](https://www.doe.virginia.gov/data-policy-funding/data-reports/data-collection/student-record-collection/student-records-code-values) webpage.

| **Code** | **Description** |
| --- | --- |
| 1 | Plan was developed |
| 2 | Plan was not developed |

Edit Checks for Attendance Plan Code 2019

* Blank or Valid code
* Required if sum of Unexcused Truancy and Unexcused Locally Defined is greater than or equal to 5

## Attendance Conference Code 2019 (117)

| **Required Collections** | **Format** | **Maximum Length** |
| --- | --- | --- |
| FALL, SPR, EOY | numeric | 1 |

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.

**Codes for Attendance Conference Code 2019**

Listed below are the state-approved Attendance Conference Codes. For a more descriptive definition for each code, visit the [SRC Code Value](https://www.doe.virginia.gov/data-policy-funding/data-reports/data-collection/student-record-collection/student-records-code-values) webpage.

| **Code** | **Description** |
| --- | --- |
| 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 |

Edit Checks for Attendance Conference Code 2019

* Blank or Valid code
* Required if sum of Unexcused Truancy and Unexcused Locally Defined is greater than or equal to 10

## Court Referral Code 2019 (118)

| **Required Collections** | **Format** | **Maximum Length** |
| --- | --- | --- |
| FALL, SPR, EOY | numeric | 1 |

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.

**Codes for Court Referral Code 2019**

Listed below are the state-approved Court Referral Codes. For a more descriptive definition for each code, visit the [SRC Code Value](https://www.doe.virginia.gov/data-policy-funding/data-reports/data-collection/student-record-collection/student-records-code-values) webpage.

| **Code** | **Description** |
| --- | --- |
| 1 | No Court Referral Needed/Progress Monitoring |
| 2 | Student Referred to Court |
| 3 | Parent Referred to Court |

Edit Checks for Court Referral Code 2019

* Blank or Valid code
* Required if Attendance Conference Code 2019 is not null

## Early Intervening Services Flag (IDEA Part B) (119)

| **Required Collections** | **Format** | **Maximum Length** |
| --- | --- | --- |
| EOY | alpha | 1 |

A flag to indicate whether the student received CEIS or CCEIS services at any point during the school year.

Edit checks for Early Intervening Services Flag

* Must be Y or N
* At least one record with a flag of Y is required for divisions on the CEIS or CCEIS list, which is determined by VDOE staff.

Notes:

* A flag of Y will check against subgrantee type assigned by VDOE staff to determine CEIS or CCEIS for reports

## Seclusion (120)

| **Required Collections** | **Format** | **Maximum Length** |
| --- | --- | --- |
| EOY | numeric | 4 |

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.*

Edit checks for Seclusion

* Must be valid number between 0 and 9,999 for all students

## Restraint (121)

| **Required Collections** | **Format** | **Maximum Length** |
| --- | --- | --- |
| EOY | numeric | 4 |

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.*

Edit checks for Restraint

* Must be valid number between 0 and 9,999 for all students

## Locally Awarded Verified Credits (122)

| **Required Collections** | **Format** | **Maximum Length** |
| --- | --- | --- |
| EOY | numeric | 1 |

The cumulative number of locally awarded verified credits (LAVC) earned by a student, in accordance with the Board of Education’s regulations and guidance, *Guidance Governing the User 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.

Edit checks for Locally Awarded Verified Credits

* Must be valid number less than or equal to 9
* If Primary Disability Code is null, must be a valid number less than or equal to 9
* Locally Awarded Verified Credits must be blank if graduate/completer code is blank or not codes 1-8.

## Special Permission Locally Awarded Verified Credits (123)

| **Required Collections** | **Format** | **Maximum Length** |
| --- | --- | --- |
| EOY | numeric | 1 |

The cumulative number of special permission locally awarded verified credits earned by a student with disabilities, in accordance with the Board of Education’s regulations and guidance, *Guidelines for Standard Diploma Credit Accommodations for Students with Disabilities.*

Edit checks for Special Permission Locally Awarded Verified Credits

* Must be valid number less than or equal to 6
* If not blank, Primary Disability Code cannot be null
* Special Permission Locally Awarded Verified Credits must be blank if graduate/completer code is not 1.

## Credit Accommodations Codes (124)

| **Required Collections** | **Format** | **Maximum Length** |
| --- | --- | --- |
| EOY | numeric | 6 |

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.

**Codes for Credit Accommodations**

Listed below are the state-approved Credit Accommodation codes. For a more descriptive definition for each code, visit the [SRC Code Value](https://www.doe.virginia.gov/data-policy-funding/data-reports/data-collection/student-record-collection/student-records-code-values) webpage.

| **Code** | **Description** |
| --- | --- |
| 1 | Courses Taught in Two Parts - Two standard credits for one sequence in a content area |
| 2 | Expanded Score Range for Expedited Retake - Students with a scaled score between 350-374 are eligible for an expedited retake on that test with the exception of English Writing |
| 3 | Economics and Personal Finance - Personal Living and Finance (3120) substitutes for Economics and Personal Finance (6120) |
| 4 | Alternative Assessment - VMAST (EOC English Reading\*) \*VMAST EOC Reading assessment will no longer be available after the 2018-2019 school year |
| 5 | World Language and Computer Science – Computer Science substitutes for World Language |
| 12 | Courses Taught in Two Parts - Two standard credits for one sequence in a content area AND Expanded Score Range for Expedited Retake - Students with a scaled score between 350-374 are eligible for an expedited retake on that test with the exception of English Writing |
| 13 | Courses Taught in Two Parts - Two standard credits for one sequence in a content area AND Economics and Personal Finance - Personal Living and Finance (3120) substitutes for Economics and Personal Finance (6120) |
| 14 | Courses Taught in Two Parts - Two standard credits for one sequence in a content area AND Alternative Assessment - VMAST (EOC English Reading\*) \*VMAST EOC Reading assessment will no longer be available after the 2018-2019 school year |
| 23 | Expanded Score Range for Expedited Retake - Students with a scaled score between 350-374 are eligible for an expedited retake on that test with the exception of English Writing AND Economics and Personal Finance - Personal Living and Finance (3120) substitutes for Economics and Personal Finance (6120) |
| 24 | Expanded Score Range for Expedited Retake - Students with a scaled score between 350-374 are eligible for an expedited retake on that test with the exception of English Writing AND Alternative Assessment - VMAST (EOC English Reading\*) \*VMAST EOC Reading assessment will no longer be available after the 2018-2019 school year |
| 34 | Economics and Personal Finance - Personal Living and Finance (3120) substitutes for Economics and Personal Finance (6120) AND Alternative Assessment - VMAST (EOC English Reading\*) \*VMAST EOC Reading assessment will no longer be available after the 2018-2019 school year |
| 123 | Courses Taught in Two Parts - Two standard credits for one sequence in a content area AND Expanded Score Range for Expedited Retake - Students with a scaled score between 350-374 are eligible for an expedited retake on that test with the exception of English Writing AND Economics and Personal Finance - Personal Living and Finance (3120) substitutes for Economics and Personal Finance (6120) |
| 124 | Courses Taught in Two Parts - Two standard credits for one sequence in a content area AND Expanded Score Range for Expedited Retake - Students with a scaled score between 350-374 are eligible for an expedited retake on that test with the exception of English Writing AND Alternative Assessment - VMAST (EOC English Reading\*) \*VMAST EOC Reading assessment will no longer be available after the 2018-2019 school year |
| 134 | Courses Taught in Two Parts - Two standard credits for one sequence in a content area AND Economics and Personal Finance - Personal Living and Finance (3120) substitutes for Economics and Personal Finance (6120) AND Alternative Assessment - VMAST (EOC English Reading\*) \*VMAST EOC Reading assessment will no longer be available after the 2018-2019 school year |
| 234 | Expanded Score Range for Expedited Retake - Students with a scaled score between 350-374 are eligible for an expedited retake on that test with the exception of English Writing AND Economics and Personal Finance - Personal Living and Finance (3120) substitutes for Economics and Personal Finance (6120) AND Alternative Assessment - VMAST (EOC English Reading\*) \*VMAST EOC Reading assessment will no longer be available after the 2018-2019 school year |
| 1234 | Courses Taught in Two Parts - Two standard credits for one sequence in a content area AND Expanded Score Range for Expedited Retake - Students with a scaled score between 350-374 are eligible for an expedited retake on that test with the exception of English Writing AND Economics and Personal Finance - Personal Living and Finance (3120) substitutes for Economics and Personal Finance (6120) AND Alternative Assessment - VMAST (EOC English Reading\*) \*VMAST EOC Reading assessment will no longer be available after the 2018-2019 school year |

Edit checks for Credit Accommodations Codes

* Must be blank or a valid code
* If not blank, Primary Disability code cannot be null
* Credit Accommodations must be blank if Graduate/Other Completer code is not 1
* If Credit Accommodations code is 5, Graduate/Other Completer code must be 2

## Intensive Support Services Code (125)

| **Required Collections** | **Format** | **Maximum Length** |
| --- | --- | --- |
| FALL, SPR, EOY, DEC1 | numeric | 2 |

A state assigned code which designates the program, through which students with intensive support needs receive special education services. This code allows the division to claim reimbursement for services provided. (Formerly known as the special education regional tuition reimbursement program).

**Codes for Intensive Support Services**

Listed below are the state-approved Intensive Support Services Codes. For a more descriptive definition for each code, visit the [SRC Code Value](https://www.doe.virginia.gov/data-policy-funding/data-reports/data-collection/student-record-collection/student-records-code-values) webpage.

| **Code** | **\*Serving Division** | **Special Education Regional Program Name** |
| --- | --- | --- |
| 2 |  | Middle Peninsula Regional Special Education Center |
| 3 | 282 | Laurel Regional Program |
| 4 |  | Northern Neck Regional Program |
| 5 | 284 | Northwestern Regional Education Program |
| 6 | 285 | New Horizons Regional Education Center |
| 7 | 286 | Piedmont Regional Education Center |
| 8 |  | Shenandoah Valley Regional Program |
| 9 | 288 | Southeastern Cooperative Education Program (SECEP) |
| 10 | 290 | Northern Virginia Regional Special Ed Program |
| 11 |  | Henry Co Public Schools/Martinsville Regional Program |
| 12 |  | Roanoke Valley Regional Board |
| 13 |  | Region I Consortium |
| 14 |  | Rockbridge Regional Partnership |
| 15 |  | Stafford/Fredericksburg Regional Partnership |
| 16 |  | Caroline/King George Regional Partnership |
| 17 |  | Far Southwest Regional Partnership |
| 18 |  | Mid Southwest Regional Partnership |
| 19 |  | Near Southwest Regional Partnership |
| 20 |  | Westmoreland Regional Partnership |
| 21 |  | Fairfax Regional Partnership |
| 22 |  | Potomac Regional Partnership |
| 23 |  | Fauquier Regional Partnership |
| 24 |  | Highlands Regional Partnership |
| 25 |  | Eastern Shore Regional Partnership |
| 26 |  | St. Mary’s Infant Home |
| 27 |  | Roanoke Collaborative Partnership |
| 28 |  | Region 8 Quad County Regional Program |
| 29 |  | Danville/Pittsylvania Sped Regional Program |
| 30 |  | Halifax/Mecklenburg Sped Regional Program |
| 31 |  | Intensive Supports Needs Special Education Program (Bristol, Buchanan, Smyth, Washington, and Wythe) |
| 32 |  | Carroll-Grayson-Galax Special Education Regional Program |

Edit checks for Intensive Support Services Code

* Must be blank or a valid code
* Required if First/Second/Summer Semester Tuition Reimbursement is not null
* Must be null if Serving Division = 600.
* \*Serving Division to be used only when services are physically provided at that location

## Head Start Provider Code (126)

| **Required Collections** | **Format** | **Maximum Length** |
| --- | --- | --- |
| FALL, SPR, EOY | numeric | 2 |

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.*

**Codes for Head Start Providers**

Listed below are the state-approved Head Start Provider Codes. For a more descriptive definition for each code, visit the [SRC Code Value](https://www.doe.virginia.gov/data-policy-funding/data-reports/data-collection/student-record-collection/student-records-code-values) webpage.

| **Code** | **Description** |
| --- | --- |
| 1 | Augusta County School Board |
| 2 | Buchanan County Head Start |
| 3 | CDI HS/ East Virginia |
| 4 | CDI HS/ Frederick and Clarke Counties |
| 5 | Chesterfield County Public Schools |
| 6 | Child Development Resources, Inc. |
| 7 | City of Alexandria |
| 8 | Clinch Valley Community Action, Inc. |
| 9 | Community Improvement Council, Inc. |
| 10 | County of Fairfax |
| 11 | County of York |
| 12 | Culpeper Human Services |
| 13 | East Coast Migrant Center (EHS & HS) |
| 14 | Eastern Shore AAA/CAA |
| 15 | Fauquier Community Action Committee Incorporated |
| 16 | Fredericksburg City School District |
| 17 | Hampton Roads Community Action Program, Inc. |
| 18 | Hanover County School District |
| 19 | Henrico County Public Schools |
| 20 | Higher Horizons Day Care Center, Inc. |
| 21 | Hopewell City School Board |
| 22 | Kids Central, Inc. |
| 23 | Lee County School District |
| 24 | Loudoun County School District |
| 25 | Lynchburg Community Action Group Inc. |
| 26 | Mile High Kids and Community Development, Inc. |
| 27 | Monticello Area Community Action Agency |
| 28 | New River Community Action, Inc. |
| 29 | Northern Virginia Family Service |
| 30 | Orange County Public Schools |
| 31 | Parent-Child Development Corporation |
| 32 | People Incorporated of Virginia |
| 33 | Pittsylvania County Community Action, Inc. |
| 34 | Prince William County School Board |
| 35 | Richmond City Public Schools |
| 36 | Rooftop of Virginia Community Action Program |
| 37 | Rural Family Development |
| 38 | Scott County Public School Head Start |
| 39 | Skyline Cap, Inc. |
| 40 | Southside Training Employment and Placement Services Inc. |
| 41 | Spotsylvania County School Board |
| 42 | Stafford County School District |
| 43 | STEP, Inc. |
| 44 | The Campagna Center, Inc. |
| 45 | The Children's Center |
| 46 | The Improvement Association |
| 47 | Total Action Against Poverty in the Roanoke Valley |
| 48 | Tri-County Community Action Agency |
| 49 | Williamsburg James City County Community Action Agency Inc. |

Edit checks for Head Start Provider Code

* Must be blank or a valid code
* Required if Grade = PK and PK funding code = 1

## Regional/Local Center Percent of Time (127)

| **Required Collections** | **Format** | **Maximum Length** |
| --- | --- | --- |
| EOY | numeric | 3 |

The overall percentage of time that the student spends throughout the school year in a regional or local center.

Edit checks for Regional/Local Center Percent of Time

* Must be blank or valid number, 1-100
* Must be null if serving division or serving school is not a regional or local center.
* Required if serving division or serving school is a regional center (division number > 207 and < 500) OR the Serving School is a local center in one of the following categories:
* Public center - Career and Technical Ed.
* Public center - Special Education
* Public center - Alternative
* Public center - Governors
* Public center - Governor's STEM Academy
* Public center - Governor's Health Academy
* Public center - Virtual
* Public Center - Division Defined
* Public Center – Hybrid

 **Notes**

* This does not include Community PK, Home Educational Services, Homebased or Homebound students.

## Remote Instruction Percent of Time (128)

| **Required Collections** | **Format** | **Maximum Length** |
| --- | --- | --- |
| FALL, SPR, EOY | numeric | 3 |

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."

Edit checks for Regional/Local Center Percent of Time

* Valid number 0-100
* Remote Instruction Percent of Time must be >0 if Active Status Code = V.
* If the Full Time Virtual Program Code is not null, then the Remote Instruction Percent of Time must be >0
* If the Active Status Code is N, then Remote Instruction Percent of Time must be zero
* If Parental Remote Learning Decision Flag = Y, then Remote Instruction Percent of Time must be >0.

## Internet Access for Remote Learning (129)

| **Required Collections** | **Format** | **Maximum Length** |
| --- | --- | --- |
| FALL | numeric | 1 |

A state assigned code which describes a student’s most readily available internet access for remote learning. Required for all students, regardless of method of instruction.

If more than one choice applies to the student, choose the lowest number 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).

**Codes for Internet Access for Remote Learning**

Listed below are the state-approved Internet Access for Remote Learning Codes. For a more descriptive definition for each code, visit the [SRC Code Value](https://www.doe.virginia.gov/data-policy-funding/data-reports/data-collection/student-record-collection/student-records-code-values) webpage.

Edit checks for Internet Access for Remote Learning

* Must be valid state assigned code

## Device Access for Remote Learning (130)

| **Required Collections** | **Format** | **Maximum Length** |
| --- | --- | --- |
| FALL | numeric | 1 |

A state assigned code which describes a student’s most readily available access to a device for remote learning. Required for all students, regardless of method of instruction.

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).

**Codes for Device Access for Remote Learning**

Listed below are the state-approved Device Access for Remote Learning Codes. For a more descriptive definition for each code, visit the [SRC Code Value](https://www.doe.virginia.gov/data-policy-funding/data-reports/data-collection/student-record-collection/student-records-code-values) webpage.

|  |  |
| --- | --- |
| **Code** | **Description** |
| 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 |

Edit checks for Device Access for Remote Learning

* Must be valid state assigned code

## Parental Remote Learning Decision Flag (131)

| **Required Collections** | **Format** | **Maximum Length** |
| --- | --- | --- |
| FALL, SPR, EOY | alpha | 1 |

A flag to indicate that the parent has opted for the student to not attend school in-person and the student will participate only in remote learning.

Edit checks for Parental Remote Learning Decision Flag

* Must be Y or N
* If Parental Remote Learning Decision Flag = Y, then Remote Instruction Percent of Time must be >0.

## SLIFE Status Flag (132)

| **Required Collections** | **Format** | **Maximum Length** |
| --- | --- | --- |
| FALL, SPR, EOY | alpha | 1 |

A flag to identify Student with Limited and/or Interrupted Formal Education is 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.

This is in accordance with [Senate Bill 933](https://lis.virginia.gov/cgi-bin/legp604.exe?201+sum+SB933) (2020). The Virginia Board of Education is to evaluate the supports and programs available to SLIFE in local school divisions, and determine whether the calculations for the school quality indicators within the Board's Regulations Establishing the Standards for Accrediting (SOA) Public Schools in Virginia are appropriate. This information is outlined in [Superintendent’s Memo #108-21](https://www.doe.virginia.gov/home/showpublisheddocument/9472/638025977980070000).

Edit checks for SLIFE Status Flag

* Must be Y or N
* If SLIFE Status flag = Y, Receiving EL Services Code must be 1 or 2
* If Y, age as of 8/1 must be >= 8

## Date of Entry into U.S. Schools (133)

| **Required Collections** | **Format** | **Maximum Length** |
| --- | --- | --- |
| FALL, SPR, EOY | Date | 10 |

The Date of Entry into U.S. schools will be the actual date associated with the original entry that represents the student’s first day of enrollment in a U.S. school.

This is in accordance with [Senate Bill 933](https://lis.virginia.gov/cgi-bin/legp604.exe?201+sum+SB933) (2020). The Virginia Board of Education is to evaluate the supports and programs available to SLIFE in local school divisions, and determine whether the calculations for the school quality indicators within the Board's Regulations Establishing the Standards for Accrediting (SOA) Public Schools in Virginia are appropriate. This information is outlined in [Superintendent’s Memo #108-21](https://www.doe.virginia.gov/home/showpublisheddocument/9472/638025977980070000).

Edit checks for valid Entry Date

* mm/dd/yyyy (including slashes)
* Required if SLIFE Status Flag = Y
* Required if Immigrant Status Flag = Y
* If not null, Immigrant Status Flag OR SLIFE Status Flag must be Y
* Must be prior to exit/withdraw date if exit date not blank

## Hours of Flexible Instruction Time (134)

|  |  |  |
| --- | --- | --- |
|  **Required Collections** |  **Format** |  **Maximum Length** |
|  EOY  |  numeric  | 3  |

Cumulative number of hours the student participated in flexible instructional programs provided outside of the normal school day. This instruction must be in-person, by a licensed teacher using meaningful and engaging coursework that resembles the regular classroom.

**Edit checks for Hours of Flexible Instruction Time**

* Must be a whole number 0-999.
* Must be zero if Active Status code is N.
* Must be zero if Grade Code in PK, TT, or PG.

**Notes**

* For more information see Superintendent’s email from January 31, 2024 “In-Person, Flexible Instructional Time Coding: How to Code Instruction Outside of Normal School Hours - *Scenarios Below Updated for Clarity”.*
* When a student is absent, they must be marked absent in your student information system per  [8VAC20-110-100](https://law.lis.virginia.gov/admincode/title8/agency20/chapter110/section100/).  Flexible in-person instructional hours cannot erase previous absences recorded in your SIS.
* Aggregate Days Present and Aggregate Days Absent cannot be altered.  The adjustment to the student’s chronic absenteeism calculation by attending flexible, in-person instructional time outside of the regular school day will be adjusted using this field.
* Even if a student participated in a program of meaningful engagement to make up time for lost instruction:
	+ A student must be withdrawn from school after 15 consecutive days of absence ([8VAC20-110-130](https://law.lis.virginia.gov/admincode/title8/agency20/chapter110/section130/)).
	+ The thresholds of unexcused absences for the Unexcused Absence Intervention Process ([8VAC20-730-30](https://law.lis.virginia.gov/admincode/title8/agency20/chapter730/section30/)) are based on attendance during the regular school day.

## Student’s First Name (139)

| **Required Collections** | **Format** | **Maximum Length** |
| --- | --- | --- |
| FALL, SPR, EOY, SUM, STI, DEC1 | alpha | 15 |

Edit checks for Student’s First Name

* Student’s First Name cannot be blank.

## Student’s Middle Name (140)

| **Required Collections** | **Format** | **Maximum Length** |
| --- | --- | --- |
| FALL, SPR, EOY, SUM, STI, DEC1 | alpha | 15 |

Edit checks for Student’s Middle Name

* Student’s Middle Name may be blank if not applicable.

## Student’s Last Name (141)

| **Required Collections** | **Format** | **Maximum Length** |
| --- | --- | --- |
| FALL, SPR, EOY, SUM, STI, DEC1 | alpha | 25 |

Edit checks for Student’s Last Name

* Student’s Last Name cannot be blank.

# Data Elements Listed in Extract Order

| Explanation | **Format** | **Max Length** |
| --- | --- | --- |
| State Testing Identifier | numeric | 10 |
| Unique Local Student Identifier | alpha numeric | 12 |
| Responsible Division Number | numeric | 3 |
| Responsible School Number | numeric | 4 |
| Serving Division Code | numeric | 3 |
| Serving School/Center Code | numeric | 4 |
| Active Status Code | alpha | 1 |
| Entry Code | alpha numeric | 4 |
| Entry Date | date | 10 |
| Exit/Withdraw Code | alpha numeric | 4 |
| Exit/Withdraw Date | date | 10 |
| Retired Racial/Ethnic Code |  |  |
| Gender Code | alpha | 1 |
| Birth date | date | 10 |
| Grade Level Code | alpha numeric | 2 |
| Retired Kindergarten Half-Day Flag |  |  |
| Primary Disability Code  | alpha numeric | 3 |
| Spec Ed Weekly Time % | numeric | 3 |
| Disadvantaged Status Flag | alpha | 1 |
| Retired Limited English Proficient Status Code  |  |  |
| Retired LEP Proficiency Level Code  |  |  |
| Country of Birth Code | alpha numeric | 4 |
| Home Language Code | alpha numeric | 4 |
| Immigrant Status Flag | alpha | 1 |
| Retired Refugee Flag |  |  |
| Retired Migrant Status Flag  |  |  |
| Retired Homeless Status Flag |  |  |
| Retired Neglected/Delinquent Status Flag |  |  |
| Gifted Code | alpha numeric | 5 |
| Gifted Referral Flag | Alpha-numeric | 1 |
| Title I Code | alpha numeric | 2 |
| GED Program Code | alpha numeric | 1 |
| International Baccalaureate Program Flag | alpha | 1 |
| Graduate /Other Completer Code | alpha numeric | 2 |
| Graduate Plan Code | alpha numeric | 2 |
| Advanced Placement Code | numeric | 1 |
| Retired Dual Enrollment Flag |  |  |
| CTE Finisher Code | numeric | 1 |
| CTE Career Cluster Code | alpha | 4 |
| CTE Special Populations Code | numeric | 3 |
| W8 Reason Code | alpha numeric | 2 |
| Retired Summer Dropout Flag  |  |  |
| Aggregate Days Present | numeric | 3 |
| Aggregate Days Absent | numeric | 3 |
| Retired Retention Flag |  |  |
| Retired Truancy Conference Flag |  |  |
| Tuition Paid Code | numeric | 2 |
| Non-public student FTE  | numeric | 2 |
| Retired First Year in 9th Grade Code |  |  |
| Kindergarten Readiness Assessment Flag | alpha | 1 |
| Retired NAEP Homeroom Identifier |  |  |
| Retired School Choice Status Code |  |  |
| Retired Supplemental Education Services Status Code |  |  |
| Retired Multiple Years in 12th Grade Flag |  |  |
| Diploma Seal | numeric | 6 |
| Early College Scholar Program Code | numeric | 1 |
| Retired Distance Learning Flag |  |  |
| PK Experience Code | numeric | 2 |
| PK Weekly Time Code | numeric | 2 |
| Retired CTE Dual Enrollment Flag |  |  |
| CTE Competency Attainment Flag | alpha | 1 |
| Retired CTE Program Code |  |  |
| Address line 1 | alpha numeric | 30 |
| Address line 2 | alpha numeric | 30 |
| Zip Code | numeric | 5 |
| Phone Number | numeric | 10 |
| Retired Unexcused Absences |  |  |
| Initial Primary Nighttime Residence Code | numeric | 1 |
| Retired Neglected/Delinquent Code |  |  |
| Full Time Virtual Program Code | numeric | 1 |
| Foster Care Flag  | Alpha | 1 |
| Ethnic Flag | Alpha | 1 |
| Race Code | numeric | 2 |
| Retired LEP State Code  |  |  |
| Receiving EL Services Code | numeric | 1 |
| Retired Projected LEP State Code  |  |  |
| IB Code | numeric | 1 |
| Unaccompanied Homeless Youth Flag | alpha | 1 |
| Special Ed Student Placement Code | numeric | 2 |
| Special Ed Student Regular Class Percent | numeric | 3 |
| Special Ed Primary Disability Service Percent of Day | numeric | 3 |
| Special Ed Secondary Disability Code | numeric | 2 |
| Special Ed Secondary Disability Service Percent of Day | numeric | 3 |
| Special Ed Secondary Disability Serving Division | numeric | 3 |
| Special Ed Secondary Disability Serving School | numeric | 4 |
| Special Ed Third Disability Code | numeric | 2 |
| Special Ed Third Disability Service Percent of Day | numeric | 3 |
| Special Ed Third Disability Serving Division | numeric | 3 |
| Special Ed Third Disability Serving School | numeric | 4 |
| First Semester Special Ed Regional Tuition Reimbursement | numeric | 9 |
| Cambridge Programme Code | numeric | 1 |
| Special Ed Regional Tuition Reimbursement Disability Code | numeric | 2 |
| Time in Regular Early Childhood Setting Flag | alpha | 1 |
| Special Ed in Regular Early Childhood Setting Flag | alpha | 1 |
| Parentally Placed Students Flag | alpha | 1 |
| MOP Flag | alpha | 1 |
| Retired MOP Number of Classes |  |  |
| Resident Division | numeric | 3 |
| Second Semester Special Ed Regional Tuition Reimbursement  | numeric | 9 |
| Summer Semester Special Ed Regional Tuition Reimbursement  | numeric | 9 |
| Military Compact Statute Flag | alpha | 1 |
| Reporting School | numeric | 4 |
| Uniform Certificate of General Studies/Associate Degree Flag | alpha | 1 |
| Career Pathway Code | numeric | 4 |
| Retired Credit Accommodation Flag |  |  |
| Military Connected Students Code | numeric | 2 |
| PK Funding Code | numeric | 2 |
| Retired Attendance Plan Code |  |  |
| Retired Attendance Conference Code |  |  |
| Retired Court Referral or Proceedings Filed Code |  |  |
| Aggregate Days Unscheduled | numeric | 3 |
| Language Instruction Educational Program Code | numeric | 1 |
| Unexcused Absence – Truancy | numeric | 3 |
| Unexcused Absence – Locally Defined | numeric | 3 |
| Attendance Plan Code 2019 | numeric | 1 |
| Attendance Conference Code 2019 | numeric | 1 |
| Court Referral Code 2019 | numeric | 1 |
| Early Intervening Services Flag | alpha | 1 |
| Seclusion | numeric | 4 |
| Restraint | numeric | 4 |
| Locally Awarded Verified Credits | numeric | 1 |
| Special Permission Locally Awarded Verified Credits | numeric | 1 |
| Credit Accommodations Codes | numeric | 6 |
| Intensive Support Services Code | numeric | 2 |
| Head Start Provider Code | numeric | 2 |
| Regional/Local Center Percent of Time | numeric | 3 |
| Remote Instruction Percent of Time | numeric | 3 |
| Internet Access for Remote Learning | numeric | 1 |
| Device Access for Remote Learning | numeric | 1 |
| Parental Remote Learning Decision Flag | alpha | 1 |
| SLIFE Status Flag | alpha | 1 |
| Date of Entry into U.S. Schools | date | 10 |
| ~~Filler #1 Reserved for future use~~ Hours of Flexible Instruction Time | numeric | 3 |
| Filler #2 Reserved for future use |  |  |
| Filler #3 Reserved for future use |  |  |
| Filler #4 Reserved for future use |  |  |
| Filler #5 Reserved for future use |  |  |
| Student First Name | alpha-numeric | 15 |
| Student Middle Name | alpha-numeric | 15 |
| Student Last Name | alpha-numeric | 25 |