## Enrollment Field Definitions

| Column Letter in Enrollment File | Field | Format; Length | Required | Definition | Special Notes |
|---|---|---|---|---|---|
| A | Accountability_ District_Identifier | Alphanumeric; 30 | No | The unique code assigned to the district as listed in the state organizational table in Column D | The Accountability District Identifier (Column A) is **not** a required field in the Enrollment Upload Template file. It is available for state use if desired.<br>Save the file but do not close it before uploading it in Educator Portal because any special formatting will likely be lost, i.e., leading zeros. |
| B | Accountability_ School_Identifier | Alphanumeric; 30 | No | The unique code assigned to the school as listed in the state organizational table in column B | The Accountability School Identifier (Column B in the state organizational table) is **not** a required field in the Enrollment Upload Template file. It is available for state use if desired. |
| C | Attendance_District _Identifier | Alphanumeric; 30 | Yes | The unique code that has been assigned to the district where the student attends school. This identifies the parent organization for a school (such as the school district). | Use the District Number column (Column D in the state organizational table). An entry in the template must be identical to a district code in the organizational table.<br>If a code is numeric and contains leading zeroes, ensure that the leading zeros* are retained after each save. Save the file but do not close it before uploading it in Educator Portal because any special formatting will likely be lost, i.e., leading zeros.<br>Note: The Accountability District Identifier only becomes required if the Accountability School Identifier code is entered in column B. |
| D | Attendance_School_ Identifier | Alphanumeric; 10 | Yes | The school code (typically four digits) or other location identifier that represents where the student attends school (i.e., the school whose staff will access the student information, including the student username and password for Student Portal) | Use a School Number provided in the state organizational table (Column B in the state organizational table).<br>If the code is numeric and contains leading zeros, ensure the leading zeros* are retained in the attendance school program identifier. The number for the attendance school must exactly match a number in the organization table or the file upload will fail. Save the file but do not close it before uploading it in Educator Portal because any special formatting will likely be lost, i.e., leading zeros. |

| Column Letter in Enrollment File | Field | Format; Length | Required | Definition | Special Notes |
|---|---|---|---|---|---|
| E | School_Year | YYYY; 4 | Yes | The ending year of the current school year (e.g., for the 2022-2023 school year, enter 2023) | Use 2023. |
| F | State_Student_Identifier | Numeric; 10 | Yes | The student's state identifier | If the code is numeric and contains leading zeros, ensure the leading zeros* are retained in a student's local student identifier. Save the file but do not close it before uploading it in Educator Portal because any special formatting will likely be lost, i.e., leading zeros. The State Student Identifier may appear on the individual Student Score Report, depending on state policy. |
| G | Local_Student_Identifier | Alphanumeric; 10 | No | The unique code assigned to the student by the school or local education agency | If the code is numeric and contains leading zeros, ensure the leading zeros* are retained in a student's local student identifier. Save the file but do not close it before uploading it in Educator Portal because any special formatting will likely be lost, i.e., leading zeros. |
| H | Student_Legal_First_Name | Alphanumeric; 60 | Yes | The student's first name. | Use spaces, accent marks, and hyphenation where needed. This entry will appear on the Individual Student Score Report. |
| I | Student_Legal_Last_Name | Alphanumeric; 60 | Yes | The student's last name. | Use spaces, accent marks, and hyphenation where needed. This entry will appear on the Individual Student Score Report. |
| J | Student_Legal_Middle_Name | Alphanumeric; 60 | No | The student's middle name. | If this field is entered, this entry will appear on the Individual Student Score Report. Use spaces and hyphenation where needed. |
| K | Generation_Code | Alphanumeric; 10 | No | The part of the student's name used to denote the generation in his/her family (e.g., Jr., Sr., III, etc.) | If this field is entered, this entry will appear on the Individual Student Score Report. |

| Column Letter in Enrollment File | Field | Format; Length | Required | Definition | Special Notes |
|---|---|---|---|---|---|
| L | Gender | Numeric; 1<br><br>0 = Female<br>1 = Male<br>2 = Nonbinary/ undesignated | Yes | The student's gender. | State policy in each state determines the gender codes available to use in the Enrollment Template Upload. Use of any other code will generate an error at the time of the upload. |
| M | Date_of_Birth | MM/DD/YYYY; 10 | Yes | The date (month, day, and year) of the student's birth. | Two-digit month/two-digit day/ four-digit year |
| N | Current_Grade_ Level | Numeric; 2<br>3-12.<br>Do NOT use leading zeros in single number grades. | Yes | The grade level at which a student enters and receives services in a school or an educational institution during a given academic session (e.g., 3 is grade 3, 11 is grade 11) | Some states provide a birthdate chart to help data managers align the student's age with the grade to be assessed. Data managers should refer to their state's DLM webpage. In the search feature, type birthdate chart. Select the one appropriate for your state.<br><br>The grade entered will appear on the Individual Student Score Report. |
| O | School_Entry_Date | MM/DD/YYYY; 10 | Yes | The date (month, date, and year) on which the student enrolls and begins to receive instructional services in a school. If the student leaves and then re-enrolls, this date is to reflect the most recent enrollment date. | Two-digit month/two-digit day/four-digit year<br><br>This entry cannot be left blank.<br><br>If date is unknown and a fictitious date is entered to satisfy the field, this date should be as realistic and accurate as possible.<br><br>If the student leaves and then reenrolls, this date is to reflect the most recent enrollment date. |
| P | District_Entry_Date | MM/DD/YYYY; 10 | No | The date (month, day, and year) on which the student enrolls and begins to receive instructional services in a school district. | Two-digit month/two-digit day/four-digit year<br><br>If unknown this entry can be left blank. |

| Column Letter in Enrollment File | Field | Format; Length | Required | Definition | Special Notes |
|---|---|---|---|---|---|
| Q | State_Entry_Date | MM/DD/YYYY; 10 | No | The date (month, date, and year) on which the student enrolls and begins to receive instructional services in the state. If the student leaves the state and then re-enrolls in school, this date should reflect the most recent enrollment date. | Two-digit month/two-digit day/four-digit year  If unknown, this entry can be left blank. |
| R | Comprehensive_ Race | Numeric; 1 | Yes | General racial category (or categories) that most clearly reflects the individual's recognition of their racial background. | A table of potential values is provided in a separate table below. |
| S | Primary_Disability_ Code | Alpha; 2 letters for each code | Yes | Indicates whether the student has an active Individual Education Plan (IEP) under the Individuals with Disabilities Education Act (IDEA—Part B). | Each entry is alpha (e.g., AM is Autism, DB is Deaf/blindness). Tables of potential values are provided in a separate table below. |
| T | Gifted_Student | Alpha; 5  TRUE or FALSE | No | Indicates whether the student has an active Individual Education Plan (IEP) for giftedness. | Must leave blank for students taking the DLM assessments. |
| U | Hispanic_Ethnicity | Alphanumeric; 3 | Yes | The code that reflects the individual's recognition of their Hispanic ethnicity background (Yes or No). | |
| V | First_Language | Alphanumeric; 1 or 2 | No | The code for the primary language or dialect (not ethnicity) of the student. | Tables of potential values are provided in a separate table below. |

| Column Letter in Enrollment File | Field | Format; Length | Required | Definition | Special Notes |
|---|---|---|---|---|---|
| W | ESOL_Participation_Code | Numeric; 1 number only | Yes | The number entered identifies the type of ESOL in which the student participates. | **English for Speakers of Other Languages (ESOL).** A table of potential values are provided in a separate table below. |
| X | Assessment_Program_1 | Alphanumeric; 30 | Yes | The code to enable the DLM system for the student. | Enter the code DLM in all caps. |
| Y | Assessment_Program_2 | Alphanumeric; 30 | No | Allows the student to be assigned to an additional assessment program. | Must leave blank |
| Z | Assessment_Program_3 | Alphanumeric; 30 | No | Allows the student to be assigned to an additional assessment program. | Must leave blank |

## Comprehensive_Race

Comprehensive_Race (column R) is a required field and cannot be left blank. Enter a number from the Table 1 that best aligns to the student's race.  For questions or directions about comprehensive race, ass the assessment coordinator or the state assessment administrator.

### Table 1

*Comprehensive Race*

| Entry | Definition |
|-------|------------|
| 1 | White |
| 2 | African American |
| 4 | Asian |
| 5 | American Indian |
| 6 | Alaska Native |
| 7 | Two or More Races |
| 8 | Native Hawaiian or Pacific Islander |

## Primary_Disability_Code

The column Primary_Disability_Code (column S) is a required field and cannot be left blank. Enter one of the codes from Table 2 that best aligns to the student's primary disability.

### Table 2

*Primary Disability Code*

| Entry | Definition | Entry | Definition |
|-------|------------|-------|------------|
| AM | Autism | ND | No disability |
| DB | Deaf/blindness | OH | Other health impairment |
| DD | Developmentally delayed (ages 3-9 only) | OI | Orthopedic impairment |
| ED | Emotional disturbance | SL | Speech or language impairment |
| HI | Hearing impairment | TB | Traumatic brain injury |
| ID | Intellectual disability | VI | Visual impairment |
| LD | Specific learning disability | WD | Documented disability |
| MD | Multiple disabilities | | |
| EI | Eligible individual | | |
| DA | Decline to answer | | |

### First_Language

First_Language (column V) is an optional field and can be left blank. If using this column, use one of the numbers from Table 3 that best aligns to the student's first language.

**Table 3**

*First Language*

| Entry | Definition | | Entry | Definition |
|-------|-----------|--|-------|-----------|
| 0 | English | | 25 | Urdu |
| 1 | Chinese (Mandarin or Cantonese) | | 26 | Swahili |
| 2 | Dinka (Sudanese) | | 27 | Nepali |
| 3 | French | | 28 | American Sign Language (ASL) |
| 4 | High German | | 29 | Serb |
| 5 | Hmong | | 30 | Croatian |
| 6 | Khmer (Cambodian) | | 31 | Turkish |
| 7 | Korean | | 32 | Karen languages (e.g., Burma, Myanmar) |
| 8 | Lao | | 33 | Haitian/Haitian Creole |
| 10 | Filipino or Tagalog (Philippines) | | 34 | Gujarati |
| 11 | Russian | | 35 | Punjabi |
| 13 | Spanish | | 36 | Pashto |
| 14 | Vietnamese | | 37 | Dari |
| 15 | Arabic | | 38 | Quiche |
| 16 | Other | | 39 | Mam |
| 17 | Somali | | 40 | Ilokano |
| 18 | Thai | | 41 | Visayan |
| 19 | Portuguese | | 42 | Low German |
| 20 | Farsi (Iranian) | | 43 | Other Signed Language |
| 21 | Chuukese (e.g., Marshall Island, Micronesian) | | 44 | English—with other language background |
| 22 | Bosnian | | 45 | Native American Languages |
| 23 | Burmese | | 46 | Japanese |
| 24 | Hindi | | 47 | Amharic |

## English for Speakers of Other Languages (ESOL)_Participation_Code

The column ESOL_Participation_Code (column W) is a required field and cannot be left blank. Enter the participation number from Table 4 that best aligns to the program in which the student participates.

**Table 4**

*ESOL Participation Code*

| Entry | Definition |
|---|---|
| 0 | Not an ESOL eligible student and not an ESOL monitored student |
| 1 | Title III Funded |
| 2 | State ESOL/Bilingual Funded |
| 3 | Both Title III and State ESOL/Bilingual Funded |
| 4 | Monitored ESOL student |
| 5 | ESOL program eligible, based on an English language proficiency test, but not currently receiving ESOL program services. Example: Parents/guardians who have waived their child out of ESOL services, but the district is still obligated to provide ESOL support. |
| 6 | Receives ESOL services and not funded with Title III and/or State ESOL Funding |