



# File Layout Overview

Each collection has a corresponding File Layout which displays data related to that collection. At the top section of File Layouts, there is an overview of the file, what the file is, expectations, etc. The second part of the File Layout is the data field list. The third piece of the File Layout is the data field descriptions. For each data element, we have a field description or definition for that data element. Some data elements may also have codes that are related to that data element. For example, under Gender, there are three codes listed as options to pick when assigning that data. File Layouts have crucial differences when referring to the different types of collections: Year-Round, Interchanges, Snapshots, and Periodic.

## File Layouts for Uploading Files (Year-Round, Interchanges, Periodic)


For Year-Round, Interchanges and Periodic collections, File Layouts describe the expectations of a file for which you will ultimately upload into the Data Pipeline System. These files are typically extracted from a Student Information System (SIS) or other reporting tool where the data elements listed in the File Layout are the order within that file.

File layouts include a data field list that indicates the order in which data fields should be listed on a data file and the required field length for each field. File extracts from a SIS or reporting tool should already be set up to pull data in this exact order with this populated data and in the exact format expected.

File layouts also include a data field description section to indicate the specific codes and circumstances under which to use each code for each data field.

## Interchange File Layout Example (Student Interchange-Student Demographic File)

File Layout page one, showing important information such as file dependencies and record expectations.



### 2024-2025 Student Interchange - Student Demographic

**Purpose:**  
The purpose of the Student Demographic (DEM) file is to capture and verify the attributes of a student while they attended your **Local Education Agency (LEA)** in the current school year.

**Dependencies:**  
Student has been assigned a SASID and updated in RITS.

**Record Expectation:**  
In the Student Interchange–Student Demographic file, the LEA should submit 1 record per student per LEA for any student who enrolled at any point in the currently selected school year.

**Use Summary:**  
Fields from this file are used in the following CDE Collections, which require LEA/AU effort.  
[Student October](#), [Student End of Year](#), [Special Education December Count](#), [Special Education End of Year](#), [Special Education Discipline](#), [SBD SAT](#), [SBD CMAS](#), [SBD DLM](#), [READ](#), [Attendance](#), [Student Discipline](#)

**File Notes:**

- New changes from 2023-2024 are emphasized with yellow shading.
- \*Indicates primary key
- **Zero fill all non-applicable data fields**
- A header row is required for .csv and .xlsx files

\*All references to Local Education Agency (LEA) include district, BOCES and CSI.

**Mandatory**  
FORM # DMC-106  
EDAC REVIEWED  
03/01/2024 for 2024-2025

Last Updated: February 2024 Page 1 of 16



File layout sample data field list section, showing the table with the name of the data field, data field length, text start and end positions, csv order, excel column, example, and remarks. Data field lengths are critical and may require leading zeros for some fields. Non-applicable fields should be zero filled. A header row is required for .csv and .xlsx files.

Data Field List:							
Name of Field	Field Length	Text Start Position	Text End Position	CSV Order	Excel Column	Example(s)	Remarks
School District/BOCES Code*	4	1	4	1	A2	0000	
Student's State ID (SASID)*	10	5	14	2	B2	0000000000	
Local ID (LASID)	10	15	24	3	C2	0000000000	Can be zero-filled if NA
Student's First Name	30	25	59	4	D2	Valid name	
Student's Middle Name	30	60	89	5	E2	Valid name	'NMN' for students that do not have a middle name
Student's Last Name	30	90	124	6	F2	Valid name	
Student's Gender	2	125	126	7	G2	01,02	
Student's Date of Birth	8	127	134	8	H2	12312013	Format is MDDYYYY

File layout sample data description section, showing list of data fields and their respective codes with descriptions.

Data Field Descriptions:	
<b>School District/BOCES Code</b>	
A unique code assigned to a district by CDE. <a href="#">Refer to School District/BOCES Code table.</a>	
<b>Student's State ID (SASID)</b>	
The name borne in common by members	
<b>Student's Gender</b>	
An individual's sex.	
Code	Description
01	Female - identified as female (including a transgender student who identifies exclusively as female)
02	Male - identifies as male (including a transgender student who identifies exclusively as male)
03	Nonbinary - does not identify as male or female. Nonbinary does not refer to a transgender student who identifies exclusively as either male or female

## File Layouts for Snapshots

Interchange files are the source of the data used in a snapshot. Each snapshot extracts specific data elements from certain interchange files when a snapshot is created or updated under the parameters for the point in time required by the snapshot. The snapshot also reflects data fields that are internally calculated within the CDE data pipeline system. This extracted information is combined into a new file layout reflecting the specified snapshot data elements. Data is **not** automatically added to or removed from a snapshot. You cannot edit snapshot data directly. Within snapshot file layouts, the data element list will indicate where that data element is pulled from, i.e. which interchange file the data is populated from or if it is an internal flag.

Snapshot File Layout Information:

- **Collection Purpose**—Information regarding the use of the data generated by this snapshot.
- **Dependencies**—Required interchange files and data necessary to create a snapshot.



- **Criteria**—Information regarding how records from interchange files are determined to meet the requirements of the data snapshot. Please note, some interchange files may include records that do not meet the parameters of the data collection and are excluded from the snapshot even if the record was necessary for a different snapshot that utilizes the same interchange files at another point in the collection year.
- **Data Field List**—List of data fields, field length, source interchange, and source file for the included data field. Data fields listed as Internal Flags or CDE Calculated Values contain codes that may be derived from interchange file data or other CDE supporting data sources instead of being pulled directly from an interchange file.
- **Internal Flag Descriptions**—Detailed descriptions of the logic and/or data source for CDE Calculated Values/Internal Flags.

## 2024-2025 Student End of Year Snapshot

### Dependencies:

Student has an assigned SASID and is updated in the RITS system.

*Student has records in the student interchange file*

- Student is a special education student

### Criteria:

For a SASID to be added to the snapshot it must:

- Be in both the Student Demographic and Student School Association files

- \*Indicates primary key

### Data Field List:

Name of Field	Field Length	Source Interchange	Source File	Remarks
*School District/BOCES Code	4	Student Profile	Student School Association	
Local ID (LASID)	10	Student Profile	Student Demographics	
*Student's State ID (SASID)	10	Student Profile	Student School Association	
Student's Last Name	30	Student Profile	Student School Association	
Student's First Name	30	Student Profile	Student School Association	
Student's Race: Native Hawaiian or Other Pacific Islander	1	Student Profile	Student Demographics	
Student's Federal Race/Ethnicity	2	Internal Flag	Internal Flag	More information below.
Language Background	3	Student Profile	Student Demographics	
Language Proficiency	1	Student Profile	Student Demographics	

### Internal Flag Descriptions:

#### Student's Federal Race/Ethnicity

The single category used to classify the student or staff member in aggregated federal or state reporting such as pupil counts, graduation rates, and assessment results. This designation is based on the race and ethnicity information provided to the reporting district by the student (or their parent/guardian) or staff member.

Code	Description
01	American Indian or Alaska Native
02	Asian
03	Black or African American
04	Hispanic or Latino
05	White
06	Native Hawaiian or Other Pacific Islander
07	Two or More Races