# **VA - Student Record Collection (SRC)**

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## **Version Control**

Version	Date	Author(s)	Brief Description of Change
1.0	9/25	Collette Hoppe	Initial Version

Overview

Summary

To comply with the information and reporting requirements for report cards, and the performance indicators of the Elementary and Secondary Education Act (ESEA), the Department of Education has implemented a Student Record Collection System to consolidate and promote efficiency in processing multiple data collections. The Student Record Collection is submitted 4 times throughout the school year (Fall, Spring, End of Year, Summer). Not all 4 reports ask for all of the data elements.

The SRC also handles the Dec 1 extract for SPED reporting

**Product Version** 

**District Edition** 

**File Name Convention** 

Tab Delimited (State Format): SRC\_Report Type\_Date

CSV: SRC\_Report Type\_Date

**HTML** 

**Reporting Year** 

Extract can be run in the active year and past years

**Reporting Scope** 

The Extract can be run across multiple schools for 1 year at a time

**Due Dates** 

**Collections** 

**Fall** - Membership as of 09/30. **December** - Special Ed student count. **Spring** - Membership up to 03/31. **EOY** - Membership as of last instructional day. **Summer** - Students that graduated in the summer session.

Due dates vary yearly and are published in the Tuesday Telegram from VADOE.

#### Reporting Population - #: RP

- 1. Only create a record if a student has an enrollment Type of P: Primary
  - a. If a student has more than one overlapping Primary enrollment in the same or different Calendars/Schedule Structures the following will be reported:
    - i. If the enrollments are exactly the same by having the same start date, end date (or end date is NULL), 1 record will report from highest enrollment ID
    - ii. If the enrollments have different start dates and/or different end dates, a record will report for each Primary enrollment
      - 1. both of these scenarios are considered bad data and the district should mark enrollments as Primary/Secondary or remove duplicate enrollments.
  - b. If a student has two Primary enrollments in the same calendar or schedule structure the student will report two active records which will error at the state upon upload. To correct this issue, one enrollment needs to be Primary and one enrollment needs to listed as S: Partial.
- 2. One record per student, **per school**, except when the following data elements have a change during the school year, that case, a student may have more then one record:

#### a. Grade Level

i. This will be identified by student having at least two primary enrollments where previous enrollments grade level < > current enrollment grade level

#### b. Tuition Paid

i. This will be identified by student having at least two primary enrollments where previous enrollments Tuition Paid code < > current enrollment Tuition Paid code

#### c. Non-public Student FTE

i. This will be identified by student having at least two primary enrollments where previous enrollments Non-Public Student FTE < > current enrollment Non-Public Student FTE code

#### d. Primary Disability

- i. The student must have at least two primary enrollments in the school to determine field reporting.
  - 1. This will be identified by student having at least two **LOCKED** IEPs, corresponding with the separate primary enrollments, where the Primary Disability < > current IEP Primary Disability.
  - 2. The student has at least one enrollment not associated with a corresponding IEP, where there is no Primary Disability to report, AND at least one enrollment associated with a LOCKED IEP where the Primary Disability is not null.
- ii. This is for Fall, Spring, EOY and Summer. Only 1 record can report for Dec 1 and student must have an active enrollment and IEP to report.

#### e. GED Program change

- i. When the student's enrollment end status = W016: Withdrawn to enter ISAEP or W221: Transfer from an ISAEP, report that enrollment and the subsequent enrollment.
  - 1. In this scenario, reported fields should be relevant to each enrollment (not duplicated).
- ii. When the student's enrollment start status = E099: Entry into an ISAEP or R099: Re-Entry into an ISAEP or R298: Re-Entry into a school from an ISAEP, report that enrollment and the student's prior enrollment
  - 1. In this scenario, reported fields should be relevant to each enrollment (not duplicated).

- f. If the student does have more than one record, based on the above criteria, only one record may be ACTIVE (Active Status code = A)
  - i. If student is Active or Inactive in one of reporting periods, student is expected to be on the remaining reports as Active or Inactive.
- 3. All columns that report from the IEP will come from the same plan. Use the following criteria to determine what IEP to use and when:
  - a. For the Dec 1 count:
    - i. Report students with any Active Status Code (A, N, V)
    - ii. Report from the student's most recent locked education plan that falls within the enrollment being reported
      - 1. Plan start date must be on or before snapshot date and Plan end date must be on or after the snapshot date
      - 2. If start dates are the same, report from highest PlanID
  - b. For all other reporting periods, at least 1 of the following conditions must be true:
    - i. Plan start date must be on or before snapshot date and Plan end date must be on or after the snapshot date **OR**
    - ii. Enrollment > Tuition Paid = 7 or the enrollment's responsible school number = 9997 (responsible school number is the number after the dash in Enrollment > Responsible Division-School)
       AND

Enrollment end date is on or before the snapshot date, and plan end date is on or before the snapshot date, and plan end date is on or after enrollment start date.

OR

- iii. If a student has a Primary Disability change in the same School and Year
  - 1. This will be identified by student having at least two **LOCKED** IEPs where the Primary Disability < > current IEP Primary Disability.
    - a. At least 1 Plan start date must be on or before the snapshot date and the Plan end date must be on or after the snapshot date
      - i. The Plan Start date must be on or after the Active enrollments start date
    - b. The previous plan must have Plan end date that falls on or after the previous enrollment start date and on or before the previous enrollment end date

OR

- iv. Student enrollment has ended and a locked education plan exists that was active (not ended) on the student's enrollment end date
- 4. Do not report state excluded Enrollments, Calendars or Grade Levels.
- 5. No Shows/Summer Withdrawals will report enrollment end information
  - a. When enrollment core No Show or SRC No Show checkbox is checked OR their enrollment Exit Date is before the first instructional day of the calendar report the record:
  - b. A record will print with an active status in column 8 of 'N' if there are no enrollments created after the No Show/Withdrawal enrollment
    - i. If the student has an enrollment after the no show or withdrawal enrollment, use the report snapshot date to determine which enrollment to report from:
      - 1. If the report Snapshot date is before the enrollment start date(s) on the enrollment(s) that are not a no show/withdrawal AND the snapshot date is on or after the no show/withdrawal enrollment start date, then report the no show/withdrawal enrollment with a 'N' in active status (column 8)

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- 2. If the report Snapshot date is on or after the enrollment(s) not marked as a no show/withdrawal, ignore the No Show enrollment record and report from the non-No Show enrollments
- 3. When Core No Show check box checked and enrollment end date on or after first instructional day do not report student \*\*If a student is marked as a No Show and SRC No Show and an ad hoc filter is used in the report editor, the student will not appear in results as the ad hoc Student View will not report No Show students.
- 6. Do not report enrollments that have a State Grade Level = LU: Local Use
- 7. When the 'Pre-Submissions' checkbox is checked, the DataType in the header will be STUDENT\_PRESUB, all other report information will remain the same
- 8. When the 'Report Required Fields Only' checkbox is checked, only the elements required for the Report Type that is indicated (Fall, Spring, EOY, Summer, or Dec 1 count) will report data.
  - a. When left unchecked, all elements will report data if reporting criteria is met.

\*\*\*Students who meet the following criteria from the state requirements in order to report multiple records will be handled as the following (This is for informational purposes only)

**Kindergarten Half Day** - This will be identified by a student having at least two primary enrollments where grade levels must be in KA, KP or KG and the previous enrollments grade < > current enrollment grade level. This is handled with requirement 2.a as any student with a grade level change will report multiple records.

**GED Program** - We do not have a current way to track a change in GED program. This will not generate a 2nd record and will need to be a manual entry by the district.

### CAMPUS STATE SPECIFIC LOCALIZATIONS - VA - STUDENT RECORD COLLECTION (SRC)

**Functional Requirements** 

Reporting Population and Business Rules

#	Requirement
R1	An extract exists to meeting Student Demographic and Enrollment reporting requirements
R2	An Extract Editor exists for the report
R2.BR1	The Editor will allow user to run for all report types: Fall, Spring, EOY, Summer, Dec 1
R2. BR2	Report results based on selection criteria from the extract editor.
R3	Report students with an active enrollment in a State Grade
R3.BR1	Exclude students who are mapped to a grade level LU: Local Use
R4	Only 1 record per student will report unless the student has a change in Grade Level, KG half day, GED Program, Tuition Paid or non-public FTE
R4.BR1	Only enrollments types of P: Primary will be considered for record population
R4.BR2	Enrollment types of S: Partial will not be considered in reporting
R4.BR3	Enrollment Start Date must be on or before snapshot date and end date must be NULL or on or after snapshot date
R4.BR4	Records sort by most recent Start Date. most recent End Date, highest EnrollmentID
R5	All columns that report from the IEP will come from the same, LOCKED IEP
R6	Do not report state excluded Enrollments, Calendars or Grade Levels, or enrollments marked No Show where end date is not before first instructional day
R6.BR1	Report students where SRC No Show is checked. Records that are marked as SRC No Show will NOT be excluded from the report

	Report student where core No Show is checked and enrollment start date is before instructional day
R6.BR2	Enrollments marked SRC Exclude will be excluded from the report for record generation and all calculations
R7	Report records according to the layout and Data Element Business Rules
R8	User will be able to generate the report in CSV, Tab Delimited or HTML formats



CAMPUS STATE SPECIFIC LOCALIZATIONS - VA - STUDENT RECORD COLLECTION (SRC)

#### Header

```
SenderID=
<division number="">
(3 digits include leading zeros)
CreateDate = <current date="" mm="" d="" yyy="">
CreateTime =
<current time="" hh.mm.ss="">
Email =
<sender's email="">
two tildes
DATATYPE =
<student_fall> - This will change based on the options selected on the report editor
Use: <STUDENT_FALL> when Record Type = Fall
    <STUDENT_SPR> when Record Type = Spring
    <STUDENT_EOY> when Record Type = EOY
    <STUDENT_SUM> when Record Type = Summer
    <SpecialED> when Record type = Dec 1
    <STUDENT_PRESUB> when the Pre-Submissions check box is checked
one tilde
```

Record Type+File Submission Type, Beginning School Year + Division Number
ex: A12005001
Record Type = A
File Submission Type :
Fall: 1
Spring: 2
EOY: 3
Summer: 4
Dec. 1 count: 8
YYYY: Beginning of School Year = 4 digit year for the beginning of the school year
xxx: Division Number = 3 digits, include leading zero

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### **Header Layout**

#	Seq.	Data Element Label	State Description	Business Rules	Data Source GUI Path	Format
HE1	Header	SenderID		Report the State District Number	System Administration > Resources > District Information > State District Number State District Number - Core	<division number=""&gt; &lt; /division&gt;</division 
HE2	Header	CreateDate		Take the date off of the computer	System Generated	<pre><current d="" date="" mm="" yyy=""> &lt; /current&gt;</current></pre>
HE3	Header	CreateTime		Take the time off of the computer	System Generated	<pre><current hh.mm.ss="" time=""> &lt; /current&gt;</current></pre>
HE4	Header	Email		The user will be responsible for updating this information.	NA	sender's email
HE5	Header	"Two Tildes"			System Generated	
HE6	Header	DATATYPE		1. Depending what Report Type is selected on the extract editor use: <student_fall> when Record Type = Fall  <student_spr> when Record Type = Spring</student_spr></student_fall>	See Logic	

			<student_eoy> when Record Type = EOY  <student_sum> when Record Type = Summer <specialed> when Record Type = Dec 1  2. When the Pre- Submissions Check box is checked use:  <student_presub></student_presub></specialed></student_sum></student_eoy>		
HE7	Header	One Tilde		System Generated	
HE8	Header	Record Type + File Submission Type+Beginning School Year + Division Number	Record Type = A  File Submission Type :  1: Fall  2: Dec1  3: Spring  4: EOY  5: Summer  Beginning of School Year = 4 digit year for the beginning of the school year  Division Number = 3 digits, include leading zero	See Logic	ex: A12005001

end



CAMPUS STATE SPECIFIC LOCALIZATIONS - VA - STUDENT RECORD COLLECTION (SRC)

### Report Data Elements

#	Data Element	State Description	Business Requirement Business Rules	Data Source/Database Location	Format	Length	Default
DE1	Record Type		Always report B	System Generated			В
DE2	State Testing Identifier	Unique State Testing Identifier provided by EIMS	Report Student State ID entered for student     If NULL, report blank	Census > People > Demographics > Student State ID  Person.stateID	N	10	
DE3	Student Number	Locally assigned code that uniquely identifies a student within the division. Code must consist of numbers 0-9 and alpha characters A-Z and should not include any special characters, i.e. dashes, slashes, etc.	Report Local Student     Number entered for student     If NULL, report blank	Census > People > Demographics > Local Student Number  Person.studentNumber	A/N	12	
DE4	Responsible Division Number	Three-digit state- assigned Division number of the division where:	Report the numbers before the dash if populated on enrollment	Student Information > General > Enrollments > Responsible Division-School if NULL then	N	3	

		A.) the student resides  B.) attends a school through open enrollment  C.) tuition is waived, or  D.) any student with a disability for whom the division is legally responsible for providing a Free Appropriate Public Education (FAPE)	<ul> <li>a. Left pad with zeros to make 3-digits if applicable</li> <li>2. If NULL, report the State District Number</li> <li>a. Left pad with zeros to make 3-digits if applicable</li> </ul>	School & District Settings > District Information > State District Number  EnrollmentVA. responsibleDivSchool		
DE5	Responsible School Number	Four-digit state-assigned School number of the school where:  A.) the student resides  B.) attends a school through open enrollment, or  C.) tuition is waived.	1. Report the numbers after the dash if populated on enrollment a. Left pad with zeros to make 4-digits if applicable 2. If NULL, report the State School Number a. Left pad with zeros to make 4-digits if applicable	Student Information > General > Enrollments > Responsible Division-School  if NULL then School & District Settings > School Information > State School Number EnrollmentVA. responsibleDivSchool	N	4
DE6	Serving Division Code	Three-digit state- assigned Division number that identifies the division, agency or	Report the numbers before the dash if populated on enrollment	Student Information > General > Enrollments > Serving Division-School  if NULL then	N	3

		regional program that provides services to the student.	<ul> <li>a. Left pad with zeros to make 3-digits if applicable</li> <li>2. If NULL, report the State District Number</li> <li>a. Left pad with zeros to make 3-digits if applicable</li> </ul>	School & District Settings > District Information > State District Number  EnrollmentVA.  servingDivSchool			
DE7	Serving School Code	Four-digit state- assigned School number that identifies the school, center, program, or placement that provides services to the student.	1. Report the numbers after the dash if populated on enrollment a. Left pad with zeros to make 4-digits if applicable 2. If NULL, report the State School Number a. Left pad with zeros to make 4-digits if applicable	Student Information > General > Enrollments > Serving Division-School  if NULL then  School & District Settings > School Information > State School Number  EnrollmentVA.  servingDivSchool	N	4	
DE8	Active Status Code	A code that identifies the active status of a student as of the snapshot date (10/1, 3/31, or EOY=6/30 of the current school year). An inactive student was enrolled at some point during this school year, but not as of the snapshot date.	1. Report the following codes based on the student meeting the criteria in the following order:  a. Report N if the following criteria is met:  i. Report type is =  Summer  b. Report N if the following criteria is met:  i. Student has 0 days of membership and does not meet the	System Generated - see logic  A=Active I=Inactive  N=Not Enrolled (use only when there is no Entry Code or Entry Date - when the record will not have any days of membership	A	1	

Use V records to report students who are actively enrolled in a state school boardapproved MOP program. Use N records for updating information on students who are no longer enrolled in your division. N records will not have any days of membership during the current school year..

- criteria in Business Rule #2.
- ii. If the report type is Fall, Spring or EOY and Grade level = TT
- iii. If the report type is Fall and enrollment end status is = W870 or W880
- iv. If the student has an Exit Date that is before the first instructional day
- v. If the SRC No Show checkbox is checked on the enrollment in the State Reporting fields
- c. Report I if the following criteria is met:
  - The enrollment end date occurs before the report effective date but on or after the first instructional day
  - ii. The student has multiple records on the SRC, due to meeting criteria in the #2 Business Rules of the report. The earliest enrollment will report as 'I'
- d. Report 'V' when;

V=Only participates in a multidivision online provider (MOP) program.

Calculated

			<ul> <li>i. 'MOP Flag' column = 'Y'</li> <li>ii. Virtual Program' column = 'Y'</li> <li>e. Report A if the following criteria is met: <ol> <li>i. Student has one or more membership days and an enrollment start date &lt;= report effective date AND Enrollment end date is Null or &gt; = report effective date OR</li> <li>1. The end date is the last instructional day of the calendar</li> </ol> </li> </ul>				
DE9	Entry Code	This field identifies the process by which the student first entered the school during a given year	1. Report the Enrollment Start Status selected a. If the student has multiple enrollments but 1 record on the SRC, report the Start Status on the earliest eligible enrollment that is not marked as a 'No Show', 'SRC No Show', 'SRC Exclude' or 'State Exclude' b. If the student has multiple records on the SRC, report the Start	Student Information > General > Enrollments > Start Status  Enrollment.startStatus	A/N	4	

			Status from the enrollment record being reported 2. display 4 digit code 3. If the Active Status Code equals N, report NULL				
DE10	Entry Date	Date associated with entry code that represents the pupil's first day of enrollment in the reporting school for the school year.  Date must be in the current school year and prior to exit date	<ol> <li>If the student has multiple enrollments but 1 record on the SRC, report the first Start Date on the earliest enrollment that is not marked as a 'No Show', 'SRC No Show', 'SRC Exclude' or 'State Exclude'</li> <li>If the student has multiple records on the SRC due to enrollments in different schools, report the earliest enrollment Start Date in that school</li> <li>If the student has multiple records on the SRC in the same school due to data changes of Grade level, Tuition Paid, Non-public Student FTE or Primary Disability, report enrollment start date from the associated enrollment (data changed)</li> <li>If the student has an enrollment start date that is before the first instructional day on the Days tab, report the first instructional day as the start date</li> </ol>	Student Information > General > Enrollments > Start Date  Enrollment.startDate	Date mm/dd /yyyy	10	

			a. Exit Date must be Null or after the report effective date     5. If the Active Status Code equals N, report NULL			
DE11	Exit/Withdrawal Code	A code that indicates the circumstances under which the student last exited from membership in the school.	1. Report the Enrollment End Status selected a. If the student has multiple enrollments but 1 record on the SRC, report the End Status on the most recent enrollment b. If the student has multiple records on the SRC, report the End Status from the enrollment record being reported c. Only report value if enrollment End Date is before report Snapshot Date  2. Report as blank if: a. Enrollment end date is on or after report Snapshot Date b. Enrollment end date is NULL	Student Information > General > Enrollments > End Status  Enrollment.  exitWithdrawalCode	A/N	4
DE12	Exit/Withdrawal Date	Date associated with Exit/Withdraw code that represents the day after the pupil's	Report the Enrollment End     Date     a. If the student has     multiple enrollments but	Student Information > General > Enrollments > End Date  Enrollment.endDate	Date mm/dd /yyyy	10

		last day of attendance for the school year that is being reported. This date is not counted when determining days present and days membership.	1 record on the SRC, report the most recent End Date from the most recent enrollment b. If the student has multiple records on the SRC, report the End Date from the enrollment record being reported c. Only report value if enrollment End Date is before report Snapshot Date				
DE13	Filler 13		Used for Filler				
DE14	Gender	A code that identifies the student's gender.	Display M for Male     Display F for Female	Census > People > Identities > Gender  Identity.gender OR  legal.Gender	A	1	
DE15	Birthdate	The month, day, and year on which an individual was born.	Report the student's date of birth from the current identity record	Census > People > Identities > Birth Date  Identity.birthDate	Date mm/dd /yyyy	10	
DE16	Grade	A code that identifies the grade level at which a student receives services in a school or an educational	Report the state grade level code mapped to grade level in enrollment record being reported.	System Administration > Calendar > Calendar > Grade Levels > State Grade Level  Enrollment.grade	A/N	2	

DE17	Kindergarten Half Day Filler17	institution during a given academic session.  A flag that-identifies whether a kindergarten-student attends a half day session  No Longer Used	Report N for all records  No longer used				
DE18	Primary Disability	A code that identifies the primary disability type for a student who is eligible for services under the Individuals with Disabilities Education Act (IDEA) and who has an Individualized Education Program (IEP) or services planned.	<ol> <li>Report hard coded values based on disability selected in the IEP being reported.         <ol> <li>See Appendix A18 for hard coded values</li> <li>If the student has multiple records on the SRC, report the Primary Disability from IEP that corresponds with the enrollment record being reported</li> </ol> </li> <li>If the Report Type is not Dec 1, and if a Student Information &gt;Program Participation &gt; Section 504 record exists,THEN Report '15'         <ol> <li>If the student has an eligible Primary Disability and a Student Information &gt;Program Participation &gt; Section 504 record exists, report the Primary Disability</li> </ol> </li> </ol>	Student Information > Special Ed > Documents > IEP > Primary Disability  Student Information > Program Participation > Section 504  Enrollment.disability1	N	3	

			4. If the Report Type is = Dec 1 ignore Section 504 logic.				
DE19	Spec Ed Weekly Time%	The Special Education Weekly Time Percent represents the total percentage of time the student spends each week with a special education teacher.  (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.)  Must be valid number 1 - 100. R only if student has a disability code that is not 504 and Grade Level Code = KA, KP, KG, T1, 01, 02, or 03; Must be blank if no disability code or 504	1. Calculate the following and report aggregate value when Primary Disability is NOT NULL and not = 15: Section 504  a. Sped Primary Percent of Day + Sped Secondary Percent of Day + Sped Tertiary Percent of Day  i. Each percentage must have a corresponding disability to be counted in the sum ii. If any of the percentages are NULL, they are ignored in sum  2. If the student has multiple records on the SRC, calculate the % from IEP that corresponds with the enrollment record being reported  3. Display whole number only, percentage is implied	Student Information > Special Ed > Documents > IEP > SPED Primary Percent of Day, SPED Secondary Percent of Day, SPED Tertiary Percent of Day planState.primaryPct	N	3	
DE20	Disadvantaged		See appendix A20 for		Y or N	1	

		A flag that identifies a student as economically disadvantaged, at any point during the school year, if the student:  1) is eligible for Free/Reduced Meals  2) receives TANF, or 3) is eligible for Medicaid.	calculation	a. Provisional Status i. System Administration  Resources > School  Provision & Provision  Type b. Disadvantaged: i. FRAM > Eligibility ii. Student Information > General > Enrollments  Migrant iii. Student Information > General > Enrollments  Homeless iv. Student Information > General > Enrollments  Homeless iv. Student Information > General > Enrollments  Tany Nighttime Residence v. Student Information > General > Enrollments  TANF vi. Student Information > General > Enrollments  Medicaid		
				POSEligibility.eligiblity EnrollmentVA.tanf EnrollmentVA.medicaid Enrollment.migrant Enrollment.homeless EnrollmentVA.		
				primaryNighttimeResidence		
DE21	Filler 21					

DE22	Filler 22						
DE23	Birth Country	A code that identifies the name of the country in which the student was born. Leave blank if student was born in U.S.	1. Report value selected in the field of the most recent Identity if not = to US  a. If birth country is 2310:     United States, report blank  2. Else, report blank	Census > People > Identities > Birth Country  Identity.birthCountry	N	4	
DE24	Home Language	A code that identifies the language or dialect routinely spoken in an individual's home. This language or dialect may or may not be an individual's native language.	1. Report value selected in the field of the current Identity if not = 400: English a. If Home Language Code is 400: English, report blank 2. Else, report blank	Census > People > Identities > Home Primary Language  EnrollmentVA.HomeLanguage	A/N	4	
DE25	Immigrant	A flag that Identifies whether the student is classified as an "immigrant." Include foreign exchange students if parameters of the definition met.	1. Report 'Y' if checkbox is checked on enrollment being reported 2. Else, report N	Student Information > General > Enrollments > Immigrant  Enrollment.immigrant	Y/N	1	
DE26	Filler 26						
DE27	Filler 27						
DE28	Filler 28						
DE29	Filler 29						

DE30	Gifted	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.	Report code if populated in the enrollment being reported     Else, report blank	Student Information > General > Enrollments > Gifted  EnrollmentVA.gifted	A	4	
DE31	Gifted Referral Flag	The gifted referral flag identifies the student who was referred to the gifted program during the current school year  N=No the student was not referred to the gifted program between July 1 and June 30; Y=Yes, the student was referred to the gifted program between July 1 and June 30	Report Y if Gifted referral is selected on any eligible enrollment in the calendar year selected     Else, report N	Student Information > General > Enrollments > Gifted Referral  EnrollmentVA.giftedReferral	Y/N	1	
DE32	Title 1 Code	A code that indicates type of program funded by Title I if the student attends a Target Assisted school, i. e. reading, math, reading and math	1. Report Title 1 Code from the students enrollment if the Title 1 field on School editor is =  a. TGELGBTGPROG:  Targeted Assistance  Program  OR	Student Information > General > Enrollments > Title 1 Code  System Administration > Resources > School > Title 1	N	2	

			SWELIGTGPROG: Schoolwide Eligible - Targeted Assistance  2. Report blank when the Title 1 field on the School editor is = a. TGELGBNOPROG: Targeted Assistance Eligible - No Program OR SWELIGNOPROG: Title I Schoolwide Eligible - No Program OR SWELIGSWPROG: Schoolwide Program OR NOTTITLE1ELIG: Not a Title I School OR NULL  3. a. Report from the Original School record or School History record with an effective date that is on or before report Snapshot Date i. If multiple School History records exist, report most recent	SchoolAttribute.title1 Enrollment.title1			
DE33	GED Program Code	A code that indicates the student is enrolled in a program	Report the code selected on Graduation Record	Student Information > General > Graduation > GED Program  Graduation.  alternateGradCertificate	N	1	

		leading to a GED, such as ISAEP or GAD program.	Report blank when field is null or when student's Exit /Withdrawal Code = W221 : Transfer - ISAEP				
DE34	IB Flag	A code that indicates student is enrolled in the International Baccalaureate Program and working toward an IB diploma	Display 'Y' if checkbox is checked on enrollment being reported     Else, report 'N'	Student Information > General > Enrollment > IB Exam EnrollmentVA.ibProgram	A	1	
DE35	Graduate/Other Completer Code	A code to identify the type of gradation diploma or completion document the student received.	1. Report data for EOY when the student meets the following criteria  a. All Students where State Grade Level Grade = 12 AND b. Active Status code = 'A' i. Use logic from the Active Status Code that is reported in column 8 c. Then report numeric value from Diploma type field  2. Report data for Fall, Spring, Summer, EOY all students in grades 09,10,11,12. a. If student has an enrollment end status of W730, W731, or W732 b. Then report numeric value from diploma type field	Student Information > General > Graduation > Diploma Type Graduation.diplomaType	N	2	

			<ul><li>3. Grade = TT, report data</li><li>4. Else, report blank</li></ul>				
DE36	Graduation Plan	A code to identify the post-graduate plans of the student	<ol> <li>Report code selected in the drop down when Graduate /Other Completer Code is: 1, 2, 3, 4, 5, 6, 7, 8, or 9         AND Student has an enrollment end status of W730, W731, or W732</li> <li>Report blank if Graduate /Other Completer code is NULL or in 10, 11, 12,13</li> <li>Left 0 pad to two digits</li> </ol>	Student Information > General > Graduation > Post Grad Plans  Graduation.postGradPlans	N	2	
DE37	Advanced Placement Filler37	A code to identify that student is- enrolled in one or- more Advanced Placement courses and/or student has- taken the Advanced Placement test. (Indicator to- identify the percent- of students who- took an AP test)	<ol> <li>Report the code selected in the enrollment record being reported if Advanced Placement code is = 1,2 or 3         <ol> <li>If code is = X, report blank OR</li> </ol> </li> <li>Report the expected code column when the following criteria is met. Grade Level must = 09, 10, 11, or 12         <ol> <li>Report '1': If the student is enrolled in a course where Advanced Placement field is checked This includes classes they have taken, currently are</li> </ol> </li> </ol>	Student Information > General > Enrollments > State Reporting > AP Exam  OR  Assessment > Test Set Up  and/or  Scheduling > Course > Advanced Placement	H	4	

taking, or will take in the
<del>calendar selected on-</del>
report editor.

- b. Report '2': If the studentmeets the requirementabove (1) AND hastaken the AP: AdvancedPlacement test that istied to that samecourse. Assessmentmust be added toScheduling > Course >
  Assessments andAssessment must havea state code of: AP:
  Advanced Placement
  - i. The date the student completed the test must fall on or within the school's calendar start and end dates.
- c. Report '3': If the studentonly took the AP:
  Advanced Placementassessment during thecalendar year selectedon editor. Assessmentmust have a state codeof: AP: AdvancedPlacement. Test datemust be on or beforesnapshot date enteredon the report editor.
- d. If student meetsmultiple criteria, reporting priority is asfollows: 2,3,1

			3. If the student does not meet- any of the above criteria, report blank				
DE38	Filler38						
DE39	CTE Finisher Code	A code to identify the status of the student as related to CTE finisher classes  must be blank if grade equals PK, JK, KA, KP, KG, 0r 1-6	<ol> <li>Report selected code when grade level is in 07, 08, 09, 10, 11, 12, TT         <ol> <li>If Academic Program (CTE) exists See Appendix E for hierarchy</li> <li>CTE Program start date must be on or before report snapshot date and Program end date must be NULL or on or after report snapshot date to report.</li></ol></li></ol>	Student Information > Academic Planning > Programs  Student Information > General > Career Tech > Finisher  EnrollmentVA.cteFinisher	N	1	4/blank

			Do not report from records that have the Exclude from SRC check box checked.				
DE40	CTE Career Cluster Code	The CTE Career Family code identifies the career family of the state approved CTE course that the student has taken at anytime in this school year.	<ol> <li>Report selected code when grade level is in 07, 08, 09, 10, 11, 12, TT         <ol> <li>If Academic Program (CTE) exists See</li> <li>Appendix E for hierarchy</li> <li>CTE Program start date must be on or before report snapshot date and Program end date must be NULL or on or after report snapshot date to report.                 <ol> <li>If more than 1 record is eligible to report:</li></ol></li></ol></li></ol>	Student Information > Academic Planning > Programs  Student Information > General > Career Tech > CTE Career Cluster  CTEStatusVA.careerCluster	A	4	

DE41	CTE Special Populations	A code to identify the CTE special populations of the student that are not already collected.	<ol> <li>Report selected code when grade level is in 07, 08, 09, 10, 11, 12, TT         <ol> <li>If Academic Program (CTE) exists See Appendix E for hierarchy</li> <li>CTE Program start date must be on or before report snapshot date and Program end date must be NULL or on or after report snapshot date to report.</li></ol></li></ol>	Student Information > Academic Planning > Programs  Student Information > General > Career Tech > Special Populations  CTEStatusVA.  specialPopulations	N	3	
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DE42	W8 Reason Code	The W8 Reason Code is associated with the 'W870 or W880' Exit /Withdrawal Codes and identifies the reason the student left the school	<ol> <li>Report from Special Populations drop down. DO NOT report Y or N.</li> <li>If Exit/Withdrawal Code is = W870 or W880 report value selected in dropdown         <ol> <li>Only report value if enrollment End Date is on or before report Snapshot Date</li> </ol> </li> <li>Report blank if any of the following are true:         <ol> <li>If Exit/Withdrawal Code is not = W870 or W880</li> <li>Reason Code is NULL, c. Enrollment end date is after report Snapshot Date</li> <li>Enrollment end date is</li> <li>Enrollment end date is</li> </ol> </li> </ol>	Student Information > General > Enrollments > W8 Reason Code  Enrollment.  exitWithdrawalCode	N	2	
			NULL				
DE43	Filler43						
DE44	Days Present	The cumulative number of days a student has been present in the school from the beginning of the current school year to the time of snapshot	Only Primary enrollments will be used for attendance calculation  1. Count the distinct number of instructional days the student is enrolled as of the report snapshot date less the number of days absent calculated in column 45.	Calculated	N	3	000

			<ul> <li>a. See Appendix A44 for days present calculation</li> <li>2. If the student has multiple records on the SRC, report the Days Present from the enrollment record being reported</li> <li>3. Report '000' when Active Status code equals 'N'</li> <li>4. When value is less than three-digits, include leading zero(s)</li> <li>a. If zero is reported, columns will be formatted as '000'</li> </ul>				
DE45	Days Absent	The cumulative number of days a student has been absent from the school from the beginning of the current school year to the time of snapshot	Only Primary enrollments will be used for attendance calculation  1. Count the distinct number of days the student is absent as of the report snapshot date.  a. See Appendix A45 for attendance calculation  2. If the student has multiple records on the SRC, report the number of days absent from the enrollment record being reported  3. Report '000' when Active Status code equals 'N'  4. When value is less than three-digits, include leading zero(s)	Calculated	000	3	

			a. If zero is reported, columns will be formatted as '000'				
DE46	Filler 46		Report Blank/ NULL				
DE47	Filler 47 Formerly Truancy Conference	A flag to identify that a truancy conference was held with the student after the student had accumulated six absences during the school year without indication of the parent's or guardian's awareness and support of such absence.	1. Report 'Y' if the Truancy Conference check box is checked. 2. Report 'N' if the Truancy Conference check box is NULL Report blank	Student Information > General > Enrollments > Truancy Conference	Y/N	1	
DE48	Tuition Paid	A code to indicate tuition equivalent to the state's contribution towards educational costs (i. e. ADM) is paid by or received from a public entity for this student	Report selected code from enrollment record being reported     Else, report blank	Student Information > General > Enrollments > Tuition Paid  EnrollmentVA.tuitionPaid	N	2	
DE49	Non-Public Student FTE	A code to identify the FTE membership of a part-time student who is attending	Report selected code from enrollment record being reported     Else, report blank	Student Information > General > Enrollments > Non_Public Student FTE	N	2	

		school to take one (.25) or two (.5) courses. (Includes home-schooled and private school students)		EnrollmentVA. nonPublicStudentFTE			
DE50	FIller50						
DE51	Kindergarten Readiness Assessment Flag	A flag that identifies whether a kindergarten student who turns 5 between October 1 and December 31st was administered a readiness assessment PRIOR to the student's first day of kindergarten.	1. Report 'Y' if the checkbox is checked 2. Report 'N' if the checkbox is not checked	Student Information > General > Enrollments > Kindergarten Readiness Assessment EnrollmentVA. kindergartenReadinessAssessment	Y/N	1	
DE52	Filler 1920 was Homeroom Identifier		Report blank		A	10	
DE53	Filler		Report blank		N	1	
DE54	Filler54						
DE55	Filler55						
DE56	Diploma Seal	A state assigned code to identify any and all diploma seals earned by a graduate.	<ol> <li>Report code if student has an enrollment end status of W730, W731 or W732 and Graduate/other completer code is in 1, 2 or 6.</li> <li>Report from State Seal list and ensure codes report in</li> </ol>	Student Information > General > Graduation > Diploma Seal  GraduationSeal.stateSeal	N	6	

			order from 1-8 (not in the order in which they are entered on the tab) (Ex: first record = 4, second = 2, third = 8. Report as 248)  3. Must report all seals that the graduate earned. Reports a concatenated code based on the seals recorded in the Graduation Seal table on the Graduation tab  4. If no Graduation Seals are recorded, report blank				
DE57	Early College Scholar	A state assigned code to identify students who are participating in the Governor's Early College Scholar Program.	<ol> <li>Report selected code when grade level is in 09, 10, 11, 12, TT</li> <li>If field is not populated, or If grade level does not equal 09, 10, 11, 12, TT; then report blank</li> </ol>	Student Information > General > Graduation > Early College Scholar Program  Graduation.scholarship	N	1	
DE58	Filler58						
DE59	PK Experience	A stated assigned code to identify the current or most recent PK (pre-kindergarten) experience of PK and kindergarten students.	<ol> <li>Report the Value of the selected code when grade level is in PK, JK, KG, KA, KP or T1</li> <li>If field is not populated, or if grade level is not in PK, JK, KG, KA, KP or T1 report blank</li> </ol>	Student Information > General > Enrollments > PK Experience  EnrollmentVA.pkExperience	N	2	
DE60	PK Weekly Time				N	2	

		A state assigned code to represent the average amount of time the student spends each week in the program specified by the PK Experience Code.	<ol> <li>Report selected code when grade level is in PK, JK, KG, KA, KP or T1</li> <li>If field is not populated, or if grade level is not in PK, JK, KG, KA, KP or T1 report blank</li> </ol>	Student Information > General > Enrollments > PK Weekly Time  EnrollmentVA.pkWeeklyTime			
DE61	Filler61						
DE62	CTE Competency Attainment	A flag to identify the student who has achieved a satisfactory rating (one of the three highest marks) on the Student Competency Record (SCR) rating scale on at least 80% of the R (essential) competencies in a CTE course.	1. If Academic Program (CTE) exists See Appendix E for hierarchy 2. Report 'Y' if checkbox is checked on CTE record being reported.  a. CTE Program start date must be on or before report snapshot date and Program end date must be NULL or on or after report snapshot date to report.  b. If more than 1 record is eligible to report:  i. Report most recent start date ii. If date is the same, report highest recordid 3. Do not report from records that have the Exclude from SRC check box checked. 4. Else, report 'N	Student Information > Academic Planning > Programs  Student Information > General > Career Tech > Competency Attainment  CTEStatusVA.  competencyAttainment	Y/N	1	
DE63	Filler63						

DE64	Address 1	The house number and street or post office box of the CTE Completer.	1. Report Number, Prefix, Street, Tag & Direction from the active, primary address a. If Report Type is "Fall" and the PO Box checkbox is checked for the Primary Address i. Then report a physical address that does not have the PO Box checkbox checked. (Can not be PO Box) b. Else, report the primary address. Report PO Box and number if checked.  2. If multiple primary address, use most recent start date:  a. If start date is the same:  i. Check to see if PO Box checkbox is checked. Report address where checkbox is not checked.  ii. Else, report highest address but a Secondary address, report secondary	Census > People > Household > Address Address.street	A	30	
DE65	Address 2	continuation of Address 1, if needed		Census > People > Household > Address	A	30	

			<ol> <li>Report Apt. Number from address reported above if populated</li> <li>Else, blank</li> </ol>	Address.city Address.state			
DE66	Zip Code	The zip code of the CTE Completer's mailing address	Report first 5 digits of zip code from address reported above if populated     Else, blank	Census > People > Household > Address  Address.zipCode	N	5	
DE67	Telephone Number	A telephone number of the CTE Completer Code	1. Report active, primary household phone number.  a. If multiple primary address, use earliest start date.  i. f start date is the same use lowest address id.  ii. If no active Primary household, use secondary  2. Display number only (no dashes)	Census > People > Household > Household Phone  Household.phoneNumber	N	10	
DE68	Filler 1920 was uxec absence		Report blank				
DE69	Primary Nighttime Residence	A code to identify the initial primary night residence when the student was identified as homeless at any	Report code from enrollment record being reported.     Else, report blank	Student Information > General > Enrollment > Primary Nighttime Residence	N	1	

		time during the school year.		EnrollmentVA. primaryNighttimeResidence			
DE70	Filler70						
DE71	Virtual Program	A code to identify the student enrolled in a full course of study for all educational services in a virtual program. This virtual program of study may or may not be a boardapproved MOP program.	<ol> <li>Report code from enrollment record being reported.</li> <li>Else, report blank</li> </ol>	Student Information > General > Enrollment > Virtual Program  EnrollmentVA.virtualProgram	N	1	
DE72	Foster Care Flag	A flag to identify if the student is in Foster Care.	<ol> <li>Report Y, when student has a Foster Care record where start date is not null and on or before Snapshot date of report generation and End date is null, or after Snapshot date of report generation.</li> <li>Report N, when student has no Foster care record OR</li> <li>a. Foster Care record start date is after Snapshot date of report generation OR</li> <li>b. Foster Care record End date is before Snapshot date of report generation.</li> </ol>	Foster Care tab Calculated	Y/N	1	

			Default to N.				
DE73	Ethnic Flag	A flag to identify if the student is Hispanic/Latino	<ol> <li>Report 'Y' if Latino question = Y</li> <li>ELSE; 'N'</li> </ol>	Census > People > Demographics > Person Information > Race /Ethnicity > Hispanic/Latino Identity.raceEthnicity	Y/N	1	
DE74	Race Code	A code for one or more races the student identifies with.	Report the code calculated in the state Race Ethnicity mapped field based on the race or combination of races checked.	Census > People > Demographics > Person Information > Race /Ethnicity  Identity.raceEthnicity	N	2	
DE75	Filler75						
DE76	EL Code	A code to identify the student's current status.	1. Use the following logic to determine if a student is a 1,2, 3 or Null:  a. Report a 1 if student has an EL Program status of EL where EL identified date is on or prior to the report snap shot date OR EL status is Exited EL AND exit date is on or after the report snap shot date, then report 1.  b. A student must report as a 2 WHEN the most recent EL service (index > student information > program participation > LEP > Services) is	Student Information > Program Participation > LEP  Calculated	N	1	

		marked as parent refused AND has a refusal date that falls on or between the calendar start date of the enrollment being reported and the calendar end date. IF student meets this requirement report 2 and stop. ELSE; i. If student has multiple services with the same start date and one service meets the above requirement and the other services does not, use logic in steps A, C or D for reporting 1, 4 or NULL c. Report a 4 if the student's most recent EL record has an EL status that is EL exited and exit date is prior to the report snap shot date, but is within -4 years of the snap shot date, then report 4. ELSE; d. If student meets none of the above requirements report a null record		
DE77	Filler77			

DE78	IB Code Filler78	A code to identify that student is enrolled in one or more IB courses and/or has taken the IB exam.	1. Report 1 if enrolled in IB-class only  a. Student rester start datemust be NULL or on orbefore report Snapshot date  b. Course term start datemust be on or before report snapshot date  2. Report 2 if enrolled in IB-class based on criteria in #1 and IB exam is checked on enrollment being reported.  3. Report 3 if IB exam is checked on the enrollment being reported.  4. Else, report blank	Scheduling > Course > International Baccalaureate  AND/OR  Student Information > General > Enrollments > IB Exam	N A	4	
DE79	Unaccompanied Homeless Youth Flag	A flag to identify if the student is an unaccompanied homeless youth according	1. Report Y if checked on enrollment being reported. 2. Else, report N.	Student Information > General > Enrollments > Unaccompanied Homeless Youth Enrollment.  mvUnaccompaniedYouth	Y/N	1	
DE80	Special Ed Student Placement Code	A code to identify the placement of the special education student	Report code from the student's <b>locked</b> IEP being reported	Student Information > Special Education > General > Documents > IEP > Enrollment Status > Student Placement  PlanState.specialEdSetting	N	2	
DE81	Special Ed Student Regular Class Percent	The percent of the day that the special education			N	3	

		student spends in the regular class	Report whole number entered in the student's locked IEP being reported     Percent is implied	Student Information > Special Education > General > Documents > IEP > Enrollment Status > Regular Class Percent  PlanState.regularClassPct			
DE82	Special Ed Primary Service Percent of Day	The percent of day that the student receives services for the primary disability.	Report whole number entered in the student's locked IEP being reported     Percent is implied	Student Information > Special Education > General > Documents > IEP > Enrollment Status > SPED Primary Percent of Day PlanState.primaryPct	N	3	
DE83	Special Ed Secondary Disability Code	A code to identify the additional disability determined by the eligibility committee. For certain disabilities this is not necessarily the classroom placement.	<ol> <li>Report Secondary Disability code from the student's locked IEP being reported</li> <li>Report hard coded values based on disability selected a. See appendix A83 for hard coded values</li> <li>If Secondary Disability is NULL, report blank</li> </ol>	Student Information > Special Education > General > Documents > IEP > Enrollment Status > SPED Secondary Disability  (Currently not reporting code 15 (504) from the IEP nor the Section 504 tab)  PlanState.disability2	N	2	
DE84	Special Ed Secondary Service Percent of Day	The percent of day that the student receives services for the secondary disability.	1. Report whole number entered in the student's locked IEP being reported a. Percent is implied 2. If NULL or Secondary Disability field is not populated, report blank	Student Information > Special Education > General > Documents > IEP > Enrollment Status > SPED Primary Percent of Day  PlanState.secondaryPct	N	3	
DE85	Special Ed Secondary Serving Division		Report value before dash from Disability Division-	Student Information > Special Education > General > Documents > IEP > Enrollment Status >	N	3	

		The Serving Division of the Secondary Disability if required	School (secondary) field if Secondary Disability field is not NULL a. If Division-School (secondary) is NULL, report State District Number b. Left pad with zeros to make 3-digits if applicable 3. If Secondary Disability field is not populated, report blank	Disability Division-School (Secondary)  OR  System Administration > Resources > District Information > State District Number  PlanState.secondarySchool			
DE86	Special Ed Secondary Serving School	The Serving Division of the Secondary Disability if required	1. Report value after dash from Disability Division-School (secondary) field if Secondary Disability field is not NULL  a. If Division-School (secondary) is NULL, report State School Number  b. Left pad with zeros to make 4-digits if applicable  2. If NULL or Secondary Disability field is not populated, report blank	Student Information > Special Education > General > Documents > IEP > Enrollment Status > Disability Division-School (Secondary)  OR  System Administration > Resources > District Information > State School Number  PlanState.secondarySchool	N	4	
DE87	Special Ed Third Disability Code	A code to identify the additional disability determined by the eligibility committee. For	Report Tertiary Disability code from the student's locked IEP being reported     Report hard coded values based on disability selected	Student Information > Special Education > General > Documents > IEP > Enrollment Status > SPED TertiaryDisability		2	

		certain disabilities this is not necessarily the classroom placement.	<ul> <li>a. See appendix A87 for listing of hard coded values</li> <li>3. If Tertiary Disability is NULL, report blank</li> </ul>	(Currently not reporting code 15 (504) from the IEP nor the Section 504 tab)  PlanState.disability3		
DE88	Special Ed Third Service Percent of Day	The percent of day that the student receives services for the third disability.	1. Report whole number entered in the student's locked IEP being reported a. Percent is implied 2. If NULL or Tertiary Disability field is not populated, report blank	Student Information > Special Education > General > Documents > IEP > Enrollment Status > SPED Tertiary Percent of Day PlanState.tertiaryPct	3	
DE89	Special Ed Third Serving Division	The Serving Division of the Third Disability if required	1. Report value before dash from Disability Division-School (tertiary) field if Tertiary Disability field is not NULL  a. If Division-School (tertiary) is NULL, report State District Number  b. Left pad with zeros to make 3-digits if applicable  2. If Tertiary Disability field is not populated, report blank	Student Information > Special Education > General > Documents > IEP > Enrollment Status > Disability Division-School (Tertiary)  OR  System Administration > Resources > District Information > State District Number  PlanState.tertiarySchool	3	
DE90	Special Ed Third Serving School	The Serving School of the Third Disability if required	Report value after dash from Disability Division-	Student Information > Special Education > General > Documents > IEP > Enrollment Status > Disability Division-School (Tertiary)	4	0.00

			School (tertiary) field if Tertiary Disability field is not NULL a. If Division-School (Tertiary) is NULL, report State School Number b. Left pad with zeros to make 4-digits if applicable 2. If NULL or Tertiary Disability field is not populated, report blank	OR  System Administration > Resources > District Information > State School Number  PlanState.tertiarySchool			
DE91	First Semester SpEd Regional Tuition Reimbursement	The Special Ed Regional Tuition Reimbursement amount requested to be paid for first semester.  Must be a valid positive number with a two place decimal, report dollars and cents. Decimal must be included.	Report value entered in the enrollment being reported     a. Decimal must be included     Else, blank	Student Information > General > Enrollments > Special Ed Fields > Semester 1 Tuition Reimbursement  Enrollment. semester1TuitionReimbursement	N.NN	9	
DE92	Gambridge Programme- Gode Filler92	A code to identify- that student is- enrolled in one or- more Cambridge Programm (IGCSE- & AICE) courses- and/or has taken- an IGCSE or AICE- exam.	This field currently reports as a blank field. No logic to support this	Blank	H	4	

		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					
DE93	Sped Tuition Reimb Disability	A code to identify the disability for which Regional Tuition Reimbursement is being claimed.	1. Report the numeric value for the code selected on the enrollment record being reported, if the field is populated 2. Else, blank	Student Information > General > Enrollments > Special Ed Fields > Sped Tuition Reimb Disability	N	2	N
DE94	Time in Regular Early Childhood Setting	A flag to identify if the student spends 10 or more hours a week in the Regular Early Childhood Setting	Report Type = December and reports a Y/N only when field 80 = 17.  1. Report Y, when Early Learning tab > Educational Environment = 1 and when field 80, Sped Placement code = 17.  a. All else reports N as default  2. If Report Type = December and field 80 not = 17, report blank	Early Learning tab > Educational Environment = 1  EarlyLearning.  educationalEnvironment	Y/N	1	N
DE95					Y/N	1	N

	Special Ed in Regular Early Childhood Setting	A flag to identify if the student receives the majority of their special education and related services in the Regular Early Childhood Setting.	<ol> <li>Report 'Y' when Student Placement = 17</li> <li>Else, report 'N'</li> </ol>	Student Information > Special Education > General > Documents > IEP > Enrollment Status > Student Placement PlanState.enrollmentStatus			
DE96	Parentally Placed Students	A flag to identify if the student was parentally placed.	<ol> <li>For the Dec 1 Count, if the locked IEP reported from has the Parentally Placed box checked, report "Y"         <ol> <li>Otherwise, report 'N"</li> </ol> </li> <li>For all other Report Types, report blank</li> </ol>	Student information > General > Special Education > General > Documents > IEP > Enrollment Editor > Parentally Placed  Calculated	Y/N	1	N
DE97	MOP Flag		1. Report 'Y' when student is scheduled in a Course Section where Online Course (Override) is = MOP: Multi-Divisional Online Provider Program or DL-MOP Distance Learning & MOP  a. If Online Course (Override) on the section is NULL, report from Online Course and the Course editor  b. Consider course(s) the student is scheduled from the first	Scheduling > Course > Online Course/Section (Override) Calculated		1	

			Instructional Day of school to the Snapshot Date of the report.  2. Else; report 'N'				
DE98	Filler 1920 was MOP Number of Classes		Report blank		N	2	
DE99	Resident Division	Three-digit state-assigned Division number of the division where the student physically resides for students in virtual schools/programs where the curriculum and delivery is provided by an approved Multidivision Online Provider. Future use of this element may be expanded to capture resident information of students for other funded programs such as foster care.	1. Report the numbers before the dash if populated on enrollment a. Left pad with zeros to make 3-digits if applicable 2. If NULL, report blank	Student Information > General > Enrollments > Resident Division  EnrollmentVA.residentDivision		3	
DE100	Second Semester Special Ed Regional Tuition Reimbursement	The Special Ed Regional Tuition Reimbursement	Report value entered in the enrollment being reported     a. Decimal must be included     Else, blank	Student Information > General > Enrollments > Special Ed Fields > Semester 2 Tuition Reimbursement  Enrollment.	N 0.00	9	

		amount requested to be paid for second semester.  This dollar amount is required when Serving Division is between 280 and 299, except Division 283.		semester2TuitionReimbursement			
DE101	Summer Semester Special Ed Regional Tuition Reimbursement	The Special Ed Regional Tuition Reimbursement amount requested to be paid for summer semester.  This dollar amount is required when Serving Division is between 280 and 299, except Division 283.	Report value entered in the enrollment being reported a. Decimal must be included     Else, blank	Student Information > General > Enrollments > Special Ed Fields > Summer Tuition Reimbursement Enrollment.  summerTuitionReimbursement	N 0.00	9	N
DE102	Military Compact Statute Flag	A flag used to indicate an underage student can attend kindergarten in Virginia under the Interstate Compact on Educational Opportunity for Military Children	1. Report 'Y' when:  a. Military Compact Statute' field is checked: AND b. Student is enrolled in one of the following State Grade Levels i. KA: Half-day Kindergarten-AM ii. KP: Half-day Kindergarten-PM iii. KG: Kindergarten  2. ELSE; report 'N'	Student Information > General > Enrollments > Military Compact Statute  EnrollmentVA.  militaryCompactStatute  Enrollment.grade	Y/N	1	

DE103	Reporting School	Four-digit state- assigned School number that identifies the school for which membership, funding, graduation status and high school completion status are attributed. The use of this field is restricted to specific situations where non- residential students attend a regional program instead of a local school.	1. Report numeric value after the dash for the Responsible Division-School when code set has a prefix of '888'.  a. If value after dash is less than 4-digits, left pad with zeros.  2. Else, report blank	Student Information > General > Enrollments > Responsible Division School  EnrollmentVA. responsibleDivisionSchool	N	4	N
DE104	Uniform- Certificate of General Studios /Associate- Degree Flag Filler104	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	1. Report 'Y' if checkbox is checked 2. Report 'N' if checkbox is not checked	Student Information > General > Graduation	<del>-A</del>	4-	
DE105	Career Pathway	A state assigned			N	4	N

	Code	code to identify the Career Pathway finished by the student. The Career Pathway Codes are not the same as the course codes.	<ol> <li>If Academic Program (CTE) exists See Appendix E for hierarchy</li> <li>Report selected code from Career Tech record that falls within extract effective date         <ol> <li>Career Tech start date must be on or before report snapshot date</li> <li>Career Tech end date must NULL or on or after report snapshot date</li> <li>If CTE dates are the same, report from highest recordID</li> </ol> </li> <li>Do not report from records that have the Exclude from SRC check box checked.</li> <li>Else, report blank</li> </ol>	Student Information > Academic Planning > Programs  Student Information > General > Career Tech  CTEStatusVA.careerPathway			
DE106	Filler Field  was Credit- Accommodation- Flag	A flag used to- indicate a student used credit accommodations- as outlined in their IEP to obtain a Standard Diploma	Report Blank  1. Report 'Y' if checkbox is checked AND Diploma. Type is = '01'  2. Report 'N' if checkbox is checked or Diploma Type is NOT = '01'	Student Information > General > Graduation	<del>Y/N</del>	1	
DE107	Military Connected Students Code	A state assigned code to identify students who have a parent in the uniformed services.	Report the numeric value from the droplist on the Enrollment being reported	Student Information > General > Enrollment > Military Connected Code  EnrollmentVA.militaryConnected	N	2	

			Else, report the default value of the Military     Connected Code Attribute				
DE108	PK Funding Code	A state assigned code to identify the funding sources of public PK students. This includes all PK students whose placement (public or private) is paid for with public funds.	1. If the State Grade for the enrollment being reported = PK,  a. Report the numeric value from the droplist on the Enrollment being reported  b. If NULL, report blank  2. Else, report blank	Student Information > General > Enrollment > PK Funding Code  Calculated	N	2	
DE109	Filler 1920 was Attendance Plan Code				N	1	
DE110	Filler 1920 was Attendance Conference Code				N	1	
DE111	Filler 1920 was Court Referral /Complaint or Proceedings Filed Code				N	1	
DE112	Aggregate Days Unscheduled	The Aggregate Days Unscheduled represents the	Count one for each day the student is not scheduled in	Calculated	N	3	

		cumulative number of days the student was enrolled in school but due to his course schedule, was not expected to attend school.	courses and the Day Detail is an Instructional day  1. Count from enrollment start date to enrollment end date or report generation Snapshot date, whichever comes first				
DE113	Language Instruction Educational Program Code	A state assigned code to identify the Language Instruction Educational Program provided to English Learner students.	Report when student EL Program Status = EL  1. Report from EL Services tab > Service Type when service has a state code associated with the service, where end date is blank or after report generation Snapshot Date. Report state code. a. If student is not EL or no EL service with state code, report blank	English Language Learner tab  LepServiceType.code	N	1	
DE114	Unexcused Absence - Truancy	Absences where student whereabouts are unknown and not supported by parent	Reported in Fall, spring and EOY. Report blank for all other reporting periods.  1. Count the number of days student has unexcused absences with Attendance State Code = ST, associated with it.  a. Student must be absent all day for a count of 1. Do not consider partial days.	Calculated			

			b. Use attendance records found in column 45: Absent Days i. Count the absent days where the Attendance Code > State Code is associated with all instructional minutes of their schedule c. If the student has multiple records on the SRC, count the Unexcused Absence - Truancy associated with the enrollment record being reported d. When value is less than three-digits, include leading zero(s) i. Report '000', if no attendance code associated with state code for unexcused absences ii. Report '000' when: Active Status code is 'N'			
DE115	Unexcused Absence - Locally Defined	Absences where student whereabouts are known or supported by parent but administration or local policy still deems the	Reported in Fall, spring and EOY. Report blank for all other reporting periods. See logic in Summary above.  1. Use the logic from the field 68, Unexcused Absence a. Count the number of days student has	Calculated		

		absence unexcused	unexcused absences where Status = A and the Excuse Code is Unexcused or Unknown, associated with it. Student must be absent all day for a count of 1. Do not consider partial days. i. Use attendance records found in column 45: Absent Days ii. If the student has multiple records on the SRC, count the Unexcused Absence - Locally Defined, associated with the enrollment record being reported iii. When value is less than three-digits, include leading zero (s) 1. Report '000', if no locally defined unexcused absences 2. Report '000' when: Active Status code is 'N'		
DE116	Attendance Plan Code 2019	A code to indicate whether a plan was jointly	When UNX absences are 5 or greater (fields 114 + 115 = 5 or more), look to the student's	Truancy tab	

		developed to resolve the student's nonattendance when the student accrues five unexcused absences for the year.	Truancy tab, report the Attendance Plan Code for record where the Truancy > Start Date- End Date range is within enrollment dates reporting in field 10, Entry Date and field 12, Exit Withdrawal Date  1. If there is more than one record with an Attendance Plan with start date within entry and exit dates, report latest record.	Report code from selection in Attendance Plan Code drop list, when Truancy Type = Attendance Plan  Calculated		
DE117	Attendance Conference Code 2019	A code to indicate whether a conference was held, with or without a parent, within ten school days from the date of the tenth unexcused absence	When UNX absences are 10 or greater (fields 114 + 115 = 10 or more), look to the student's Truancy tab, report the Attendance Conference Code for record where the Truancy > Start Date- End Date range is within enrollment dates reporting in field 10, Entry Date and field 12, Exit Withdrawal Date  1. If there is more than one record with an Attendance Conference Code with start date within entry and exit dates, report latest record.	Report code from selection in Attendance Conference Code drop list, when Truancy Type = Attendance Conference  Calculated	Truancy	
DE118	Court Referral Code 2019	A code to indicate whether the student is making progress in	When UNX absences are 10 or greater (fields 114 + 115 = 10 or more), look to the student's Truancy tab, report the Court	Report code from selection in Attendance Conference Code drop list, when Truancy Type = Court Referral	Truancy tab	

		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.	Referral/Complaint /Proceedings Code for record where the Truancy > Start Date- End Date range is within enrollment dates reporting in field 10, Entry Date and field 12, Exit Withdrawal Date  1. If there is more than one record with an Court Referral/Complaint /Proceedings Code with start date within entry and exit dates, report latest record.	Calculated		
DE119	Early Intervening Services Flag (IDEA Part B)	A flag to indicate whether the student received CEIS or CCEIS services at any point during the school year.	report from a Flag or Program where code = <b>CEIS</b> and end date is blank or within Effective Date and First Term Start Date or on the Effective Date of report generation and Flag or Program has State Reported checked and Active Checked.  1. Report a value when SRC Report Type = EOY, during SRC report generation.  a. Report Y when a CEIS coded record exists within the date range b. Report N when no record exists within the date range 2. Report Blank when Report Type is not EOY.	Flag or Program where code = <b>CEIS</b> and end date is blank or within Effective Date and First Term Start Date or on the Effective Date of report generation and Flag or Program has State Reported checked and Active Checked  Calculated	Y/N	

DE120	Seclusion	The cumulative number of times that a student in a private school for students with disabilities was put into seclusion	When student's <b>Serving</b> Division (State Reporting fields) = left leading 600 <b>schools</b> , count the number of Behavior referrals where Response type = S: Seclusion (Behavior > Admin > Response Types > Type = Seclusion) as of Snapshot date of report generation.  1. Count all behavior responses where type = Seclusion a. Behavior event can be any event b. Incident Status must = Submitted as of Snapshot date of report generation to be counted c. Else, report 0	Calculated		
DE121	Restraint	The cumulative number of times that a student in a private school for students with disabilities was restrained	When student's Serving     Division (State Reporting fields) = left leading 600     schools, count the number     of Behavior referrals where     Response type =M:     Mechanical Restraint or P:     Physical Restraint     (Behavior > Admin >     Response Types > Type =     Mechanical Restraint or	Calculated		

			Physical Restraint) as of Snapshot date of report generation.  1. Count all behavior responses where type = M: Mechanical Restraint or P: Physical Restraint a. Behavior event can be any event b. Incident Status must = Submitted as of Snapshot date of report generation to be counted c. Else, report 0			
DE122	Locally Awarded Verified Credits	The cumulative number of locally awarded verified credits earned by a student	Reported values in EOY and Summer only and when student's enrollment End Status = W730 or W731. Report blank for all other reporting periods or if End Status does not = W730 or W731  1. EOY and Summer: Count of the number of credits where Verified Credit Type Override = LV: Locally Verified, on the student's transcript tab a. Report Blank, If no Locally Verified credits b. If more than a length of 1, (ex: 10 credits), report 9	Transcript Detail > Verified Credit Type Override = LV: Locally Verified  Calculated		
DE123		The cumulative		Transcript Detail > Verified Credit		

	Special Permission Locally Awarded Verified Gredits Filler123	number of special permission locally awarded verified eredits earned by a student with disabilities	Reported values in EOY and Summer only and when student's enrollment End Status = W730 or W731. Report blank for all other reporting periods or if End Status does not = W730 or W731  1. EOY and Summer: Count of the number of credits where Verified Credit Type Override = SP: Special Permission Local, on the student's transcript tab a. Report Blank, If no Special Permission Locally Awarded Verified Credits b. If more than a length of 1, (ex: 10 credits), report 9	Type Override = SP: Special Permission Local		
DE124	Credit- Accommodation- Codes Filler124	All credit- accommodations- that a student with- disabilities used to- earn-credits- required to- graduate with a- Standard Diploma	Reported values in EOY and Summer only and when student's enrollment End Status = W730 or W731. Report blank for all other reporting periods or if End Status does not = W730 or W731  1EOY and Summer: Report from the Gredit Accommodation area on the Graduation tab. Multiple codes can report. Report code for each one checked.	Credit Accommodation check-boxes on the Graduation tab	6	

			a. When Course Taught in Two Parts is checked report '1' b. When Expanded Score-Range for Retake is checked report '2' c. When Subs for Economics/Finance is checked report '3' d. When Alt Assessment AVMAST is checked report '4' e. report 5, when Computer Science subfor World language checked in the Graditiaccommodation are on the Graduation tab f. Courses Taught in Two-Parts AND Expanded Score Range for Retake reports 12 g. Courses Taught in Two-Parts AND Subs for Economics/Finance reports 13 h. Courses Taught in Two-Parts AND Alt Assessment/VMAST reports 14 2. Report Blank, if no credit accommodations checked 3. Do not zero fill the field just report the code(s)			
DE125	Intensive Support Services Code	A state assigned code which designates a	VA SRC field 125, Intensive Support Services, when	Enrollment sped fields > Intensive Support Code		

		program, through which students with Intensive Support Needs receive special education services and which allows the student to be claimed for reimbursement funds	report required fields only is checked, report Intensive support code only when, field 91, First/Second /Summer Semester Tuition Reimbursement is not null  a. If First/Second/Summer Semester Tuition Reimbursement is blank, report blank even if Intensive Support Services is populated (Enrollment sped fields > Intensive Support Code)  b. When report required fields only is not checked, report intensive support code if populated even if Intensive Support Code is blank (Enrollment sped fields > Intensive Support Code is blank (Enrollment sped fields > Intensive Support Code	Enrollment.intensiveSupportCode			
DE126	Head Start Provider Code		<ol> <li>Report from Head Start         Provider text box in state         reporting fields     </li> <li>If blank report blank</li> </ol>	Enrollments > State reporting fields > Head Start Provider text box  EnrollmentVA.headStartProvider	N	2	
DE127	Regional/Local Center Percent of Time		<ol> <li>Report from Regional         Student Percent of Time text box in state reporting fields     </li> <li>If blank, report blank</li> </ol>	Enrollments > State reporting fields > Regional Student Percent of Time text box  EnrollmentVA.	N	3	

			regionalPercentOfTime			
DE128	Remote Instruction Percent of Time	. Calculate student's instructional minutes within report generation dates. Look for blended learning groups the student is in for the in-seat and distance learning minutes. Calculate the percentage of minutes the student is distance learning for percentage.  a. For date ranges where a student is not in a blended learning group, report from the Digital Equity (DE) tab Remote Instruction Percent of Time textbox.  i. If there are multiple DE records within date range, average the percentages ii. If the Remote Instruction Percent of Time textbox is blank and the Parent remote Learning Decision = Y: Yes, this will = 100% b. If there is not BL group look to the DE record's percentage	Program Participation > State Programs > Program Participation > Remote Instruction Percent of Time textbox  DigitalEquity. instructionPercentOfTime	N	1	

			<ul> <li>c. If there is no DE record and the student is in no blended learning group, this will = 0</li> <li>d. Default = 0</li> </ul>				
DE129	Internet Access for Remote Learning		1. Report from Internet Access for Remote Learning drop list on the Digital Equity tab in State Programs (Program Participation)	Student Information > State Programs > Digital Equity > Internet Access for Remote Learning drop list  DigitalEquity.internetAccessType	N	1	
DE130	Device Access for Remote Learning		Report from Device Access for Remote Learning, drop list on the Digital Equity tab in State Programs (Program Participation)	Student Information > State Programs > Digital Equity > Device Access for Remote Learning, drop list  DigitalEquity.deviceAccess	N	1	
DE131	Parental Remote Learning Decision		1. Report Y, from the Parental Remote Learning Decision drop list on the Digital Equity tab in State Programs (Program Participation)  2. If N or blank, report N	Student Information > State Programs > Digital Equity> Parental Remote Learning Decision drop list  DigitalEquity.parentDecision	A	1	
DE132	SLIFE Status Flag	A flag to identify a student with limited and/or interrupted formal education defined as an English learner	Report Y when checked  Report N when not checked	EL tab > SLIFE Lep.slife	A	1	

DE133	Date of Entry into U.S. Schools	The Date of Entry in to U.S. schools is the actual date associated with the original entry that represents the student's first day of enrollment in a U.S. school.	<ul> <li>SLIFE Status Flag = Y (EL tab &gt; SLIFE checked)</li> <li>Immigrant Status Flag = Y (Student Information &gt; General &gt; Enrollments &gt; Immigrant is checked)</li> <li>Else report blank</li> </ul>	Census > Demographics > Date Entered US School Calculated	Date	10	
DE134	Hours of Flexible Instruction	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.	Add all Hours of Flexible Instruction for Calendar Year Note: Possible values are 0-999	Calculated from  Student Information > State Programs > Extended Learning Opportunities (ELO)	N	3	
DE135	Student's Email	If Available, the school provided student email to be used for the Military directory data exchange in compliance with U. S.C. Title 10	If provided, Report Email  Else  Blank	Census > Demographics > Personal Contact Information > Email Contact.email	A		

DE136	Parent Opt-out Flag	A flag to indicate that the parent has opted out of the Military directory data exchange (U. S.C. Title 10). Student directory data such as name, telephone number and address will not be collected to be shared with the Military if this flag is Y.	If Student Information > Program Participation > FERPA > Question 2 = N (do not give permission)  Then Y  Else N  Default is Y  ** Note - this Opt out flag for Military is Y if Opt out, N if not. So if there is a N is question 2, this field is a Y for opt out.	If Student Information > Program Participation > FERPA > Question 2 = N (do not give permission)  ferpa.dataOptOut	A		
DE137	Post Secondary Attainment Code	A code used to identify a student that has earned an Associate Degree, the one year Uniform Certificate of General Studies or a Passport from a community college in the Commonwealth concurrent with a high school diploma.	Report blank		N	1	
DE138	Foreign Exchange Program Participation Flag	A flag to identify student participation in foreign exchange program to comply with 8VAC20-132-40.	If Student Information > Flags Then Y Else N Default N	Student Information > Flags Calculated	A	1	

DE139	CTE Credit Accommodation Flag	A flag to indicate a Student Competency Record was used to evaluate the student's proficiency of skills attained for the CTE course competencies to satisfy the Standard Diploma requirements where it is determined that the credentialing assessment is not appropriate.	Report blank		A	1	
DE140	Filler		Report blank				
DE141	Filler		Report blank				
DE142	Filler		Report blank				
DE143	Filler		Report blank				
DE144	Student's First Name	Student's First Name	Report first name of student being reported	Census > People > Identity > First Name  Identity.firstName OR  Iegal.firstName	A	15	
DE145	Student's Middle Name	Student's Middle Name	Report middle name of the student being reported  If NULL, report blank	Census > People > Identity > Middle Name  Identity.middleName OR  Iegal.middleName	A	15	

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DE146	Student's Last Name	Student's Last Name	Report last name of the student being reported	Census > People > Identity > Middle Name	A	25	
				Identity.lastName OR			
				legal.lastName			

### **Footer Layout**

RecordCount=<number of A and B records included in this file (A record plus all B records)>



CAMPUS STATE SPECIFIC LOCALIZATIONS - VA - STUDENT RECORD COLLECTION (SRC)

Report Design/layout

# Calculations or Logic

#		
1	Identify the Report Data Elements that use this calculation.	Type calculation or logic requirements here.
2		
3		
4		
5		

## Data Elements Reporting Periods

## Chart showing which elements are needed for which reporting periods

#### **Report Layout**

#	Reporting	Period			
	Fall Spr	ing EOY Sum	Dec 1		
DE1					
DE2	X	X	X	X	X
DE3					X
DE4	X	X	X	X	X
DE5	X	X	X	X	X
DE6	X	X	Х	Х	Х
DE7	X	X	Х	Х	Х
DE8	X	X	Х	X	Х
DE9	X	X	Х		Х
DE10	Х	X	Х		Х
DE11	Х	X	Х		
DE12	X	X	Х		
DE13					
DE14	X	Х	Х	Х	Х
DE15	X	Х	Х	Х	Х

DE16	X	X	X	X	X
DE17					
DE18	X	X	X	X	Х
DE19	X				
DE20	X	X	X	X	X
DE21					
DE22					
DE23	X				
DE24	X	X	X		
DE25	X	X March 23, 2122 errors if empty	X		
DE26					
DE27					
DE28					
DE29					
DE30			X		
DE31			X		
DE32	X	X	X		
DE33	X	X	X	X	
DE34			×	×	

DE35	X	X	X	X	
DE36	X	X	X	X	
DE37			×		
DE38					
DE39			X	X	
DE40			X	X	
DE41			X	X	
DE42	X	X	X		
DE43					
DE44	X	X	X		
DE45	X	X	X		
DE46					
DE47			X		
DE48	X	X	Х	X	Х
DE49	X	X	Х		
DE50					
DE51	X	X	X		
DE52	X				
DE53	DNR	DNR	DNR	DNR	DNR
DE54					
DE55					

DE56			X	X	
DE57	Х	X	Х		
DE58					
DE59	Х	X	Х		
DE60	Х	X	Х		
DE61					
DE62			X	X	
DE63					
DE64	X	X	X	X	
DE65	X	X	X	X	
DE66	X	X	X	X	
DE67	X	X	X	X	
DE68	X	X	X		
DE69	X	X	X	X	
DE70					
DE71	X	X	Х		
DE72	X	X	X	X	X
DE73	X	X	X	X	Х
DE74	Х	X	Х	Х	Х
DE75					
DE76	X	X	X	X	Х

DE77					
DE78			Х		
DE79	X	X	X	X	
DE80					Х
DE81					Х
DE82					X
DE83					X
DE84					X
DE85					X
DE86					X
DE87					X
DE88					X
DE89					X
DE90					X
DE91		X			
DE92			×	-	
DE93		X	X		X
DE94					X
DE95					X
DE96					X
DE97	X	X	X		

81

DE98	X	X	X		
DE99	Х	X	X		
DE100			Х		
DE101					X
DE102	Х	X	Х		
DE103	Х	X	Х	Х	X
DE104			Х	X	
DE105			X	X	
DE106	X	X	X	X	
DE107	X	X	X	DNR	
DE108	X	X	X	DNR	
DE109	DNR	0	R	DNR	DNR
DE110	DNR	0	R	DNR	DNR
DE111	DNR	0	R	DNR	DNR
DE112	0	0	0	DNR	
DE113					
DE114					
· · ·	X	X	X		
DE115	X	X	X		
DE115	X	Х	X		
DE115 DE116	X X	X X	X X		

DE119		X	X		
DE120			X		
DE121			X		
DE122			X	X	
DE123			×	×	
DE124			×	×	
DE125	X	X	Х		X
DE126	X	X	Х		
DE127					
DE128	X	X	Х		
DE129	X				
DE130	X				
DE131	Х	X	Х		
DE132	Х				
DE133					
DE134			Х		
DE135	Х	Х			
DE136	Х	Х			
DE137			X	X	
DE138	X	X	Х	X	
DE139			X	X	

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DE140					
DE141					
DE142					
DE143					
DE144	X	X	X	X	X
DE145	X	X	X	X	X
DE146	X	X	X	X	X

4

## **Appendices**

#### Appendix A: Special Ed IEP selection logic

Field(s)	Additional Logic
DE18 Primary Disability	All columns that report from the IEP will come from the same plan. Use the following criteria to determine what IEP to use and when:
DE19 Spec Ed Weekly Time%	
DE80 Special Ed Student	For the Dec 1 count:
Placement Code	1. Only report students with an Active Status Code of 'A', 'N', or 'V'
DE81 Special Ed Student Regular Class Percent	<ol> <li>Report from the student's most recent <b>locked</b> education plan that falls within the enrollment being reported         <ul> <li>Plan start date must be on or before snapshot date and Plan end date must be on or after the snapshot date</li> <li>If start dates are the same, report from highest PlanID</li> </ul> </li> </ol>
DE82 Special Ed Primary	1. For all other reporting periods, at least 1 of the following conditions must be true:
Service Percent of Day	<ul> <li>a. Plan start date must be on or before snapshot date and Plan end date must be on or after the snapshot date</li> <li>OR</li> </ul>
DE83 Special Ed Secondary Disability Code	<ul> <li>b. Enrollment &gt; Tuition Paid = 7 or the enrollment's responsible school number = 9997 (responsible school number is the number after the dash in Enrollment &gt; Responsible Division-School)</li> <li>AND</li> </ul>
DE84 Special Ed Secondary Service Percent of Day	Enrollment end date is on or before the snapshot date, and plan end date is on or before the snapshot date, and plan end date is on or after enrollment start date.
DE85 Special Ed Secondary	OR c. If a student has a Primary Disability change in the same School and Year
Serving Division	i. This will be identified by student having at least two <b>LOCKED</b> IEPs where the Primary Disability < >
DE86 Special Ed Secondary Serving School	current IEP Primary Disability.  1. At least 1 Plan start date must be on or before the snapshot date and the Plan end date must be on or after the snapshot date
DE87 Special Ed Third Disability Code	<ul> <li>a. The Plan Start date must be on or after the Active enrollments start date</li> <li>2. The previous plan must have Plan end date that falls on or after the previous enrollment start date and on or before the previous enrollment end date</li> </ul>
DE88 Special Ed Third Service Percent of Day	<ul> <li>OR</li> <li>d. Student enrollment has ended and a locked education plan exists that was active (not ended) on the student's enrollment end date</li> </ul>

DE89 Special Ed Third Serving Division	
DE90 Special Ed Third Serving School	
DE95 Special Ed in Regular Early Childhood Setting	
DE96 Parentally Placed Students	

#### **Appendix B1: Branching Conditions for Multiple Record Results**

- 1. One record per student, per school, except when the factoring data elements have a change during the school year. In that case, a student may have more then one record:
  - a. If the student does have more than one record, based on the branching criteria, only one record may be ACTIVE (Active Status code = A)
    - i. If student is Active or Inactive in one of reporting periods, student is expected to be on the remaining reports as Active or Inactive.
  - b. Multiple Overlapping Primary Enrollments
    - i. This is BAD data and will error at the State, however it is an expected outcome if the bad data is present.
    - ii. In this case, both records will report Active Status = A

Reference	Factor	Condition(s)	Visualization (s) / Result
А	Grade Level	This will be identified by student having at least two primary enrollments where the previous enrollment grade level <> current enrollment grade level	
В	Tuition Paid	This will be identified by student having at least two primary enrollments where the previous enrollment Tuition Paid code <> current enrollment Tuition Paid code	
С	Non-public student FTE	This will be identified by student having at least two primary enrollments where the previous enrollment Non-Public Student FTE <> current enrollment Non-Public Student FTE code	
D	Primary Disability	This will be identified by student having at least two <b>LOCKED</b> IEPs where the Primary Disability <> current IEP Primary Disability.	

		<ul> <li>a. They must have at least two primary enrollments in the school; each with a corresponding IEP to determine field reporting.</li> <li>2. This is for Fall, Spring, EOY and Summer. Only 1 record can report for Dec 1 and student must have an active enrollment and IEP to report.</li> </ul>	
F	Multiple Overlapping Primary Enrollments	<ol> <li>This is BAD data and will error at the State, however it is an expected outcome if the bad data is present.</li> <li>In this case, both records will report Active Status = A</li> </ol>	

### Appendix B2: Merging Conditions for Multiple Enrollments in a Single Calendar

Data from multiple primary enrollments in the same calendar is compiled into a single record for the SRC extract.

#	Merging Rule	Impacted Fields	Version Added
MR1	Students are re-enrolled in the same school calendar.  2 or more primary enrollments exist for the same school calendar.  Only non-excluded enrollments will be considered when compiling the SRC record.		2.0
MR2	Certain fields must be the same across all enrollments in the calendar.	Responsible Division Number (DE4) Responsible School Number (DE5) Serving Division Code (DE6) Serving School Code (DE7) Grade (DE16)	2.0

		Primary Disability (18)	
		Tuition Paid (DE48)	
		Non-public student FTE (DE49)	
MR3	If the set of records can be combined, the single record reported reports the SUM of all Attendance that would have reported for each record separately.	Days Present (DE44)  See Appendix A44 for calculating days present across multiple enrollments  Days Absent (DE45)  See Appendix A45 for calculating days present across multiple enrollments  Unexcused Absences (DE68)	2.0
MR4	If the records are combined, the field reports from the earliest enrollment.	Entry Code (DE9) Entry Date (DE10)	2.0
MR5	If the records are combined, the field reports from the enrollment active as of the report effective date.  If no enrollment is active as of the report effective date, reports from the most recent enrollment that is prior to the effective date.	Exit/ Withdrawal Code (DE11)  Exit/ Withdrawal Date (DE12)  Active Status (DE8)  Immigrant (DE25)  Gifted (DE30)  Gifted Referral (DE31)  IB Flag (DE34)  Advanced Placement (DE37)  W8 Reason Code (DE42)	2.0

	Homeroom Identifier (DE52)	
	Choice School Status (DE53)	
	PK Experience (DE59)	
	PK Weekly Time Field (DE60)	
	Virtual Program (DE71)	
	IB Code (DE78)	
	First Semester SpEd Regional Tuition Reimbursement (DE91)	
	SpEd Tuition Reimb Disability (DE93)	
	Resident Division (DE99)	
	Second Semester Special Ed Regional Tuition Reimbursement (DE100)	
	Summer Semester Special Ed Regional Tuition Reimbursement (DE101)	
	PK Funding Code (DE108)	
	Disadvantaged (DE20)	2.0
value (True/Yes) the field is reported as true in the single	See Appendix A20 for special field logic.	
combined record.	Truancy Conference (DE47)	
	Kindergarten Readiness Assessment (DE51)	
	Primary Nighttime Residence (DE69)	
If a student has an enrollment from 14-15 where Foster Care = Y, they would not report as "Y" in 15-16 if the field was not checked in any 15-16 enrollment record.	<ul> <li>DE69 is not a binary field and can have a value of 1-4.</li> <li>If any of the enrollments have codes 1-4 report that code</li> </ul>	
	enrollment* prior to the report effective date has a positive value (True/Yes) the field is reported as true in the single combined record.  *Only enrollments from the reporting year are considered.  If a student has an enrollment from 14-15 where Foster Care = Y, they would not report as "Y" in 15-16 if the field was not checked	Choice School Status (DE53)  PK Experience (DE59)  PK Weekly Time Field (DE60)  Virtual Program (DE71)  IB Code (DE78)  First Semester SpEd Regional Tuition Reimbursement (DE91)  SpEd Tuition Reimb Disability (DE93)  Resident Division (DE99)  Second Semester Special Ed Regional Tuition Reimbursement (DE100)  Summer Semester Special Ed Regional Tuition Reimbursement (DE100)  Summer Semester Special Ed Regional Tuition Reimbursement (DE101)  PK Funding Code (DE108)  Certain fields are considered, "once true, always true". If any enrollment* prior to the report effective date has a positive value (True/Yes) the field is reported as true in the single combined record.  Certain fields are considered, "once true, always true". If any enrollment* prior to the report effective date has a positive value (True/Yes) the field is reported as true in the single combined record.  Certain fields are considered, "once true, always true". If any enrollment prior to the report effective date has a positive value (True/Yes) the field is reported as true in the single combined record.  Certain fields are considered, "once true, always true". If any enrollment prior to the report effective date has a positive value (True/Yes) the field logic.  Truancy Conference (DE47)  Kindergarten Readiness Assessment (DE51)  Primary Nighttime Residence (DE69)  DE69 is not a binary field and can have a value of 1-4.

 If multiple enrollments have different values for Primary Nighttime Residence report the value from the earliest enrollment.

#### Foster Care Flag (DE72)

Unaccompanied Homeless Youth Flag (DE79)

Military Compact Statute Flag (DE102)

Military Connected Students Code (DE107)

- DE107 is not a binary field and can have a value of 1-3.
- If any of the enrollments have codes 1-3 report that code
- If multiple enrollments have different values for Military Connected Students report the value active as of the effective date or the value from the most recent enrollment before the report effective date.

#### **Appendix C: Field Level Logic**

Reference #	Field	Additional Logic
A18	DE18 Primary Disability	WHEN disability = 'MR' THEN '01'
A83	DE83 Special	WHEN disability = 'SD' THEN '02'
A87	Ed Secondary Disability	WHEN disability = 'MD' THEN '03'
	Code	WHEN disability = 'OI' THEN '04'
		WHEN disability = 'VI' THEN '05'
		WHEN disability = 'HI' THEN '06'
1	I	

	DE87 Special Ed Third Disability Code	WHEN disability = 'SLD' THEN '07'  WHEN disability = 'ED' THEN '08'  WHEN disability = 'SLI' THEN '09'
		WHEN disability = 'OHI' THEN '10'
		WHEN disability = 'DB' THEN '12'
		WHEN disability = 'AUT' THEN '13'
		WHEN disability = 'TBI' THEN '14' '
		WHEN disability = 'DD' THEN '16'
		WHEN disability = 'ID' THEN '19'
A20	DE20 Disadvantaged	Report Y when the school is participating in a provision program or a student is considered disadvantaged at ANY time during the school year:
		<ol> <li>Report Y when school meets criteria for provision program:         <ul> <li>a. Provision dropList is not NULL; AND-Provision Type = 'NSLP'</li> <li>AND-School year being generated &gt; = Provision Base Year and &lt;= Provision End Year</li> </ul> </li> <li>Display 'Y' if student is disadvantaged at ANY time during the school year.         <ul> <li>a. The student has an Eligibility record that is mapped to a state code of F or R with start date on or before snapshot date and and end date on or after snapshot date.</li></ul></li></ol>

		3. If the Fall report is 'N', but the Spring report is 'Y', then the remainder of the year reports must display 'Y'
		Else, report N
A44	DE44 Days Present	Count the number of distinct instructional days between enrollment start date and report snapshot date and subtract the total number of absences calculated in column 45.
		If enrollment end date is not null and is before the report snapshot date, count the number of days between enrollment start and end dates
		2. If the student has multiple enrollments but 1 record on the SRC, report the aggregate total number of distinct days Present from all enrollments that have a Service Type of P or S
		<ul> <li>a. If the student has two eligible enrollments that overlap (Ex: Primary &amp; Secondary) only count distinct days present</li> </ul>
		3. If the student has multiple records on the SRC, report the Days Present from the enrollment record being reported
		1. When the Student Schedule Attendance check box is checked during report generation, use the following attendance logic.(Do not use the current attendance logic that looks to the Calendar > Whole Day Absence minutes for the absent minute threshold): Look to each student's individual daily schedule for each day's instructional minutes. Count all of the instructional minutes for each period that the student is rostered to get the daily instructional minutes threshold.
		<ul> <li>a. When a student has been absent for every instructional minute for that day of their schedule, count the day as absent into field 45, Days Absent and subtract from Days Present. (use the same absent code logic that is currently used: Attendance Status must be = A: Absent and Attendance Excuse is Excused, Unexcused or Unknown)</li> </ul>
		<ul> <li>i. If multiple courses are skinnied into one period, use that period's instructional minutes as the absent minutes threshold (Calendar &gt; Periods count the instructional minutes)</li> </ul>
		<ol> <li>Do not sum the total of the skinnied course's instructional minutes use the period's instructional minutes. Ex: 3 courses skinnied into a 50 minute period. Period minutes = 50, not 150.</li> </ol>
		<ul><li>2. Do not include non-instructional minutes or lunch time minutes</li><li>b. field 112, Aggregate Days Unscheduled number will be subtracted from the present days sum</li></ul>
		As of SIS-106254, the Student Schedule Attendance calculation only counts days that the student is scheduled for the Days Present. I emailed Fauqueir County, who put in the ticket about how the day count should work but they never got back to me. Hence, this is how it works, although it may not be correct.
A45	DE45 Days Absent	Count the number of distinct absent days between enrollment start date and report snapshot date. Student must have a whole day absence to be considered absent (see calculation below).

- a. If enrollment end date is not null and is before the report snapshot date, count the number of days between enrollment start and end dates
- b. If the student has multiple enrollments but 1 record on the SRC, report the aggregate total number of distinct days absent. If student has Primary & Secondary enrollments and is scheduled in both, aggregate absences from each enrollment
  - If the student has two eligible enrollments that overlap (Ex: Primary & Secondary) only count distinct days absent.
- 2. Attendance Status must be = A: Absent and Attendance Excuse is Excused, Unexcused or Unknown
  - a. Sum the distinct number of absent minutes for the day and compare that value to the Whole Day Absence minutes on the grade level or calendar from the Primary enrollment. Mark the student as whole day absence if the sum of minutes is = or greater to the value entered in the field
  - b. Add the days in field 114, Unexcused Absence Truancy and field 115, Unexcused Absence Locally Defined to the sum
    - i. If Whole Day Absence Minutes on Grade Level is null, use Whole Day Absences from Calendar
      - 1. If Whole Day Absences is null on calendar, use default of 360 minutes
      - 2. If a student is enrolled in more than 1 calendar use minutes from calendar with Primary enrollment
        - a. If multiple enrollments are marked as primary use most recent start date
          - i. if start dates are the same, use highest enrollmentID
  - c. Only consider absences that are marked in Instructional Periods
  - d. Present Minutes are considered. If the student's attendance tab has even 1 present minute, the student will not be absent.

#### Appendix D: No Show v. SRC No Show

**Background**: VA Divisions are required to keep track of students who are anticipated to return to their division, but ultimately do not return. These students must be searchable, show up on Rosters and in ad hoc, and report special logic on the Student Record Collection (SRC) Report. Both NO Shows work the same as of 1920 school year, SIS-125863

#### Appendix E: Academic Planning / Career Tech Tab Hierarchy

If student has an active Academic Plan then report from that first, else look at Career Tech Tab.

Hierarchy rules:

1. SRC will look to for an academic plan to report CTE related fields of 39-41, 62 and 105 (Program Admin > Programs > Academic Programs > Program Type = CTE)

- a. If academic plan exists, do not look to Career Tech tab
  - 1. If no academic program, continue to report from Career Tech tab with all current logic
  - ii. Academic Plan Program Type = CTE (Program Admin > Programs > Academic Programs > Program Type = CTE)
  - iii. Cluster and VA Career Pathway are populated (Program Admin > Programs > Academic Programs)
  - iv. Active is checked
  - v. State reported is checked
- 2. Student's academic program Start Date is not after the effective date of report generation
  - a. Academic Program Start date is on or before Effective date of report generation
    - i. Academic Program end date can be blank, or populated. The reporting hierarchy below is what record will report.
    - i. If multiple academic programs, report with following hierarchy. Highest code reports first.
      - 1. First look for an academic program where Student Status code = 7: Completed at least 3 years of JROTC. (Hierarchy = 5 the highest number)
        - a. If no program with Student Status code = 7, look for an academic program where Student Status code = 5: Finished CTE completer req and CTE dual enr course. (Hierarchy = 4)
          - i. If no Student Status code = 5, report code = 1: Finished CTE Course requirements for completion. (Hierarchy = 3)
            - 1. If no Student Status code = 1, report code = 6: 2 CTE course sequence complete/grad req not met. (Hierarchy = 2)
              - a. If no Student Status code = 6, report code = 3: Took min 1 state-appv course/has not finished req. (Hierarchy = 1)
                - i. If no Student Status code = 3, report code = 4: Has not taken state-appv CTE course since grade 7. (Hierarchy = 0)
        - b. If Student Status code is blank but a record exists, report record and CTE fields and field 39 will report default code = 4

5	7: Completed at least 3 yrs JROTC = 5
4	5: Finished CTE completer req and CTE dual enr course = 4
3	1: Finished CTE Course requirements for completion = 3
2	6: 2 CTE course sequence complete/grad req not met = 2
1	3: Took min 1 state-appv course/has not finished req = 1
0	4: Has not taken state-appv CTE course since grade 7 = 0

- 3. Field 39, CTE Finisher Code, will report selected code from the student's Academic Planning Program (not graduation plan) Student Status drop list i. Report default of **4**, if Student Status is blank
- 4. 40, CTE Cluster Code, will report the code from the associated academic program's Academic Program Detail > Cluster droplist
- 5. 41, CTE special population, will report from the student's Academic Program Detail > Special Populations
  - a. When checked, Report the value (not the description)
  - b. When not checked, report blank
- 6. 62, CTE Competency Attainment, will report from the student's Academic Program Detail > Competency Attained check box
  - a. When checked, report Y
  - b. When not checked, report N
- 7. 105, Career Pathway, will report the code from the associated academic program's Academic Program Detail > VA Career Pathway droplist

Change Version	Date	Author (s)	Description of Change	Campus Effective Version (s)
2.2	October 2016	L. Bresette	Added logic to populate DE56 Diploma Seal from the new Graduation Seal table location.  Change Request	1645
2.1	9/22/2016	A. Larson	Add filler fields DE113 - DE118 (6 filler fields)  Change Request	1641
2.0	September 2016	L. Bresette	Addition of Appendix B2 for Merging logic and 16-17 Updates. <u>Change Request</u>	1641
1.8	June 2016	L. Bresette	The required collection (Fall, Spring, EOY, Summer, Dec 1) were out of order. Many elements that are supposed to be in the EOY collection were listed under the Summer collection. Need to verify the proper elements report for each collection, it is known that DE107 is not correctly pulled into the EOY report.  Change Request	RX on 1625

1.7	May 2016	L. Bresette	Added logic to populate DE56 Diploma Seal if new diploma seal "Board of Education-Biliteracy Seal" is checked then a code of 6 reports for the seal.	1625
			Must report all seals that the graduate earned. Reports a concatenated code based on the seal checkboxes checked on Graduation tab:  1: Governors Seal  2: Board of Education Seal  3: Board of Education-CTE Seal  4: BE-Advanced Math/Technology  5: BE-Excellence in Civics Education  6: Board of Education-Biliteracy Seal  Change Request	
1.6	November	A.	Added logic to populate DE35 Graduate/Other Completer Code, DE36 Graduation Plan, and DE56	1601
1.0	2015		Diploma Seal if Enrollment End Status is W732	1001
			Added R6.BR2 to exclude students from selection criteria if SRC Exclude is checked on Enrollment	
			Change Request	
1.5	August 2015		Changed DE107 to Military Connected Students Code instead of a filler field	1537
		Laison	Changed DE108 to PK Funding Code instead of a filler field	
			Changed DE70 to a filler field (logic moved to Deprecated Elements)	
			Change Request	
1.4	July 2015	,	Added Appendix D for Merging records	Not Yet
		Larson	Change Request	Developed
1.3	June 2015	A.	Added 3.b.iv to report Special Ed fields if the Plan was active at the time the student withdrew	1529
		Larson	Change Request	

## CAMPUS STATE SPECIFIC LOCALIZATIONS - VA - STUDENT RECORD COLLECTION (SRC)

1.2	March 2015	A. Larson	Enforced Attendance logic for multiple consecutive enrollments in the same year: DE44 Days Present BR1a / A44.1b and DE45 Days Absent BR1a / A45.1b  Change Request	E.1513.1, E.1517
1.1	Jan. 2015	A. Larson	Added logic to report "Y" Parentally Placed Students (DE96) on Dec 1 count  Updated logic for Sped Tuition Reimb Disability (DE93) on all Report Types to report numeric value instead alpha code  Change Request	E.1509
1.0	legacy	legacy	Initial creation of SRC - New	