



Dr. John D. Barge, State School Superintendent
“Making Education Work for All Georgians”

GEORGIA DEPARTMENT OF EDUCATION (GADOE)

Office of Technology Services - Technology Management

FY 2014 Student Class File Layout

FY2014 Student Class Data File Layout

Document Revision Updates

REVISION DATE	DATA ELEMENTS AFFECTED	COMMENTS
08-19-2013	Initial File Layout update	Posted to web
10-03-2013	Report Period; Course Number; Inclusion Code	Added reporting period months; added E5052; removed E5053; changed E5025 to W5025
10-07-2013	Gifted Delivery Model	Removed E140

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Layout ID	Element	Field Type	Format	Length	Starting Position	Ending Position	Description	Edits
P001	Fiscal Year	A	YYYY	4	1	4	Fiscal year of record.	E010 - yyyy is the complete year. '2014' is the value for this current fiscal year.
P002	Period	A	X	1	5	5	Enter the code that represents the reporting period for the collection cycle. A superintendent sign off is required for the September, October, February, and March cycles.	E1020 - Must equal one of the following values: 'A' - SCP only (July, August, November, December, January, April, May, June) 'C' - Class Rosters (September) 'D' - Class Size & Class Rosters (October) 'H' - Class Rosters (February) 'I' - Class Size & Class Rosters (March)
P003	System Code	A	NNN	3	6	8	The 3-digit system code that identifies the school district for state reporting.	E040 - System Code missing or not valid. Must be an active SCHOOL SYSTEM code in the Facilities Database in the range of 601-799.
P004	School Code	A	NNNN	4	9	12	School Code The 4-digit school code that identifies the school for state reporting. School Code will check against the Facilities database for active, FTE data reporting schools (E050).	E050 - SCHOOL CODE must be an active school in the Facilities Database. E3148 - If active school reported FTE, then Student-Class data should be reported. E027 - No courses reported for a school with projected grades of 6-12 in the Facilities Database.
P005	Record Type	A	XXX	3	13	15	Identifies Record Layout.	E821 - Record Type: must equal Pnn, where nn is from 01 to 75.

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Layout ID	Element	Field Type	Format	Length	Starting Position	Ending Position	Description	Edits
P006	Student ID	A	NNNNN NNNN	9	16	24	Student's Social Security Number (SSN) or a state-approved Social Security-like number. It must be the same number used to report the student for FTE.	<p>E059 - STUDENT ID not valid. ID cannot be all one number or an invalid series. (Ex: 111111111, 123456789, etc.).</p> <p>E061 - Must be 9-digit numeric.</p> <p>E008 - STUDENT ID cannot be the same as the COURSE TEACHER ID.</p> <p>E5004 - STUDENT ID reported with GTID in Class Size does not match STUDENT ID in GTID system.</p>
P007	GTID	N	N(10)	10	25	34	The student's Georgia Testing Identifier.	<p>E048 - GTID missing or invalid. GTID submitted was not found in GTID system.</p> <p>W047 - Student with same GTID is reported with courses in more than one district and/or school.</p>
P008	Student Last Name	A	X(30)	30	35	64	Indicates the last name of the student. Numbers are not allowed in the Student Last Name.	<p>E3106 - STUDENT LAST NAME must be at least two characters and cannot contain numbers or selected special characters.</p> <p>E133 - The active student's name (LAST NAME, FIRST NAME, MIDDLE NAME) submitted does not match the student name in GTID. Make the necessary corrections where needed (SIS or GTID) before re-validating.</p>
P009	Student First Name	A	X(30)	30	65	94	Indicates the first name of the student. Numbers are not allowed in the Student First Name.	<p>E3100 - STUDENT FIRST NAME must be at least two characters and cannot contain numbers or selected special characters.</p> <p>E133 - The active student's name (LAST NAME, FIRST NAME, MIDDLE NAME) submitted does not match the student name in GTID. Make the necessary corrections where needed (SIS or GTID) before re-validating.</p>

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Layout ID	Element	Field Type	Format	Length	Starting Position	Ending Position	Description	Edits
P010	Student Middle Name	A	X(30)	30	95	124	Indicates the middle name of the student. Numbers are not allowed in the Students Middle Name.	<p>E3102 - MIDDLE NAME must be either alpha characters (A-Z) or BLANK.</p> <p>E133 - The active student's name (LAST NAME, FIRST NAME, MIDDLE NAME) submitted does not match the student name in GTID. Make the necessary corrections where needed (SIS or GTID) before re-validating.</p>
P011	Grade Level	N	NN	2	125	126	Grade level in which the student is enrolled for the 2013-2014 school year.	<p>E070 - Grade level missing or not valid for SCHOOL CODE. Must be one of the following valid GRADE LEVELS:</p> <p>'PK' Pre-Kindergarten 'UK' Underage Kindergarten 'KK' Kindergarten 'U1' Underage Grade 1 '01' Grade 1 '07' Grade 7' '02' Grade 2 '08' Grade 8 '03' Grade 3 '09' Grade 9 '04' Grade 4 '10' Grade 10 '05' Grade 5 '11' Grade 11 '06' Grade 6 '12' Grade 12</p>
P012	Filler			25	127	151	Filler	Filler
P013	Marking Period	A	XX	2	152	153	The first position in the code indicates the period type, and the number indicates the sequence within the year. (Ex: X4 = 4th Six Week, S2 = 2nd Semester).	<p>E3091 - Code for Marking Period is missing or not valid: Must equal one of the following codes:</p> <p>'Y1' = Year 'N1', 'N2', 'N3', 'N4' = Nine Week 'S1', 'S2' = Semester T1', 'T2', 'T3' = Trimester 'X1', 'X2', 'X3', = Six-week 'X4', 'X5', 'X6'</p> <p>E5005 - Marking period is inconsistent with student start and end date of class.</p>

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Layout ID	Element	Field Type	Format	Length	Starting Position	Ending Position	Description	Edits
P014	Course Number	A	XX.XXXX XXX	10	154	163	<p>The 9-digit number designating an official course as specified in SBOE Rule 160-4-2-.03 and SBOE Rule 160-4-2-.20.</p> <p>Courses in 160-4-2-.03 are valid for students entering 9th grade prior to 2008.</p> <p>Courses in 160-4-2-.20 are valid for students entering 9th grade in 2008 or later.</p> <p>All grade levels use the following format: xx.xxxxxx</p>	<p>E905 - Invalid COURSE NUMBER. Must be in compliance with SBOE Rules 160-4-2-.03 and 160-4-2-.20.</p> <p>E927 - Submitted COURSE NUMBER must be numeric.</p> <p>E907 - Duplicate course record. Multiple course records have been submitted for this student that has the same COURSE NUMBER, COURSE SECTION and MARKING PERIOD.</p> <p>E830 - Student must be in GRADE LEVEL '09' –'12', when the reported COURSE NUMBER is for Dual Enrollment (xx.xxxx4xx).</p> <p>E831 - Student GRADE LEVEL must be '10' - '12' to be reported with Work-Based Learning Course (xx.7xxxxxx).</p> <p>W913 - The GRADE LEVEL of the COURSE NUMBER reported is not consistent with the GRADE LEVEL reported for student.</p> <p>W9007 - GRADE LEVEL = 'KK' – '05' for a duplicate course record. Multiple course records have been submitted for this student that has the same COURSE NUMBER, COURSE SECTION and MARKING PERIOD.</p> <p>E8311 - If first digit after the decimal = '7', then positions 5, 6, & 7 after the decimal must = '114', '115', '116', '124', '125', '126', '214', '215', '216', '224', '225', or '226'.</p> <p>E5052 - PK courses should only be reported for students in grade PK.</p>

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Layout ID	Element	Field Type	Format	Length	Starting Position	Ending Position	Description	Edits
P015	Class Section Number	A	XXX	3	164	166	A unique number or alphanumeric code which identifies the particular section of a class.	E911 - Must equal 000-999 or an alphanumeric code. Cannot contain special characters.
P016	Class Period	A	XX	2	167	168	The start period of this course in the student's schedule.	E913 - Must equal 00-99 or null. (ex: 01, 02, 03, etc.).
P017	Filler			6	169	174	Filler	Filler
P018	Online Course	A	X	1	175	175	Enter 'Y' if the student is taking this course online. Blank or null values will default to 'N'.	E5018 - ONLINE COURSE for the student must be one of the following valid values: 'Y' - Yes, the student is taking this course online. 'N' - No, the student is not taking this course online.
P019	Filler			15	176	190	Filler	Filler

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Layout ID	Element	Field Type	Format	Length	Starting Position	Ending Position	Description	Edits
P020	Teacher ID	N	nnnnnnn nn	9	191	199	<p>The Teacher ID (SSN) of the teacher of the course.</p> <p>Teacher ID must be reported in CPI (Cycle 1 or 2)/ Virtual Schools with a valid Job Code (080-199)</p> <p>NOTE: The Teacher ID (i.e. SSN) must be reported for long-term subs.</p> <p>All 5's are accepted for third-party contract teachers where an SSN is not available. However, this will generate warning W009 and E5019.</p>	<p>E925 - TEACHER ID must be 9 digit number</p> <p>E064 - Teacher ID cannot be all one value (111111111, 222222222) or a number series (123456789, 012345678, etc). Must be 9-digit number.</p> <p>W009 - TEACHER ID must be reported either in PSC certification file or 77700xxxx for PSO courses.</p> <p>E5019 - Teacher ID must be reported in CPI (Cycle 1 or 2)/ Virtual Schools with a valid Job Code OR equal one of the valid alternate IDs.</p> <p>E906 - For PSO courses, the TEACHER ID should be a nine-digit number with format: 77700xxxx, where 'xxxx' is the four-digit number identifying the college/university where the student is taking the PSO course.</p> <p>E5030 - Transfer ClassTeacher ID's 8's and 9's are not valid for current classes.</p> <p>E5006 - Teacher ID 444444444 is only valid for credit recovery and online courses.</p> <p>E5016 - COURSE TEACHER ID = '444444444'. COURSE NUMBER should have "0" (xx.0xxxxxx) or '3' (xx.3xxxxxx) as the first digit after the decimal.</p>

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Layout ID	Element	Field Type	Format	Length	Starting Position	Ending Position	Description	Edits
P021	Additional Teacher ID 1	N	nnnnnnn nn	9	200	208	<p>Enter the SSN of ADDITIONAL TEACHER ID 1 assigned to assist this student in this class OR the additional teacher that is assigned to all students in the class.</p> <p>For SCP (XX.0 courses), ADDITIONAL TEACHER ID may be a person assigned some administrative responsibility for this student.</p>	<p>E925 - Must be 9 digit number Ex. '000123456'.</p> <p>W009 - ADDITIONAL TEACHER ID must be reported in PSC certification file.</p> <p>E5019 - ADDITIONAL TEACHER ID must be reported in CPI (Cycle 1 or 2) with a valid Job Code (080-199).</p> <p>E142 - ADDITIONAL TEACHER ID cannot be all '0' (zeros). ADDITIONAL TEACHER ID should be BLANK if there are no additional teachers to report for the course.</p>
P022	Additional Teacher ID 2	N	nnnnnnn nn	9	209	217	<p>Enter the SSN of ADDITIONAL TEACHER ID 2 assigned to assist this student in this class OR the additional teacher that is assigned to all students in the class.</p> <p>For SCP (XX.0 courses), ADDITIONAL TEACHER ID may be a person assigned some administrative responsibility for this student.</p>	<p>E925 - Must be 9 digit number Ex. '000123456'.</p> <p>W009 - ADDITIONAL TEACHER ID must be reported in PSC certification file.</p> <p>E5019 - ADDITIONAL TEACHER ID must be reported in CPI (Cycle 1 or 2) with a valid Job Code (080-199).</p> <p>E142 - ADDITIONAL TEACHER ID cannot be all '0' (zeros). ADDITIONAL TEACHER ID should be BLANK if there are no additional teachers to report for the course.</p>

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Layout ID	Element	Field Type	Format	Length	Starting Position	Ending Position	Description	Edits
P023	Additional Teacher ID 3	N	nnnnnnn nn	9	218	226	<p>Enter the SSN of ADDITIONAL TEACHER ID 3 assigned to assist this student in this class OR the additional teacher that is assigned to all students in the class.</p> <p>For SCP (XX.0 courses), ADDITIONAL TEACHER ID may be a person assigned some administrative responsibility for this student.</p>	<p>E925 - Must be 9 digit number Ex. '000123456'.</p> <p>W009 - ADDITIONAL TEACHER ID must be reported in PSC certification file.</p> <p>E5019 - ADDITIONAL TEACHER ID must be reported in CPI (Cycle 1 or 2) with a valid Job Code (080-199).</p> <p>E142 - ADDITIONAL TEACHER ID cannot be all '0' (zeros). ADDITIONAL TEACHER ID should be BLANK if there are no additional teachers to report for the course.</p>
P024	# of Parapros	N	N	1	227	227		<p>W500 -More than one paraprofessional is reported for this class.</p> <p>E5041 - # Parapros must be numeric or blank.</p>
P025	Filler			10	228	237	Filler	Filler

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Layout ID	Element	Field Type	Format	Length	Starting Position	Ending Position	Description	Edits
P026	Primary Area	A	X	1	238	238		<p>E562 - PRIMARY AREA must be one of the following valid values: 'P' Mild Intellectual Disability 'Q' Moderate Intellectual Disability 'R' Severe Intellectual Disability 'S' Profound Intellectual Disability 'T' Emotional/Behavioral Disorder 'U' Specific Learning Disability 'V' Orthopedic Impairment 'W' Hearing Impairment 'X' Deaf 'Y' Other Health Impairment 'Z' Visual Impairment '1' Blind '2' Deaf and Blind '3' Speech/Language Impairment '6' Autism '7' Traumatic Brain Injury '8' Significant Developmental Delay</p> <p>E085 - PRIMARY AREA = '8', GRADE LEVEL must = 'PK', 'KK', 'UK', 'U1', '01', '02', '03', '04' or '05'.</p> <p>E5020 - PRIMARY AREA reported in Class Size differs from Primary Area in FTE.</p>

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Layout ID	Element	Field Type	Format	Length	Starting Position	Ending Position	Description	Edits
P027	Inclusion Code	A	X	1	239	239		<p>E5021 - INCLUSION CODE must be one of the following valid values:'4' Paraprofessional'5' Interpreter'6' Job Coach'7' Assistive or Other personnel'8' Certified Teacher-Not Special Education'9' Certified Special Education Teacher/Collaborative Model</p> <p>E5022 - INCLUSION CODE is valid for special education students only (PRIMARY AREA is not null).</p> <p>E5023 - An ADDITIONAL TEACHER ID is required when INCLUSION CODE '9' is reported.</p> <p>E5053 - INCLUSION CODE is valid for XX.0 or XX.9 courses.</p>

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Layout ID	Element	Field Type	Format	Length	Starting Position	Ending Position	Description	Edits
P028	Gifted Delivery Model	A	N	1	240	240	The Gifted Delivery Model represents the method by which gifted services are delivered.	<p>E2530 - Must equal one of the following values: '1' – Resource Model (RM) '2' – Advanced Content (AC) '3' – Cluster Group (CG) Modification '4' – Collaborative Teaching (CT) Modification '5' – Internship/Mentorship '7' –Approved Innovative Model '8' – Advanced Placement (AP) '9' – International Baccalaureate (IB)Blank – N/A</p> <p>E3027 - If the first digit after the decimal is '2', then GIFTED DELIVERY MODEL is required.</p> <p>W405 - GIFTED DELIVERY MODEL was reported. The first digit after the decimal should = '2'</p> <p>E1007 - GIFTED DELIVERY MODEL not valid for grade level.</p> <p>E140 - If GRADE LEVEL = KK-05, then GIFTED DELIVERY MODEL '2' cannot be reported for more than 2 courses in the same content area.</p> <p>E2321 - If GDM = '7', the dcxistrict must be approved to use the innovative model for delivery of gifted education services.</p>

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Layout ID	Element	Field Type	Format	Length	Starting Position	Ending Position	Description	Edits
P029	ESOL Delivery Model	N	N	1	241	241	The ESOL DELIVERY MODEL that represents the method EL LEARNER services are delivered.	<p>E219 - Missing or invalid ESOL DELIVERY MODEL reported. ESOL DELIVERY MODEL must equal one of the following codes: '1' Pull-Out (PO) '2' Push-In (PI) '3' Cluster Center (CC) '4' Resource Center (RC) '5' Scheduled Language Acquisition '6' Approved Innovative Delivery Model '8' Sheltered Content Blank N/A</p> <p>W5031 - Segment(s) reported in FTE for ESOL Itinerant or ESOL Non-Itinerant. ESOL Delivery Model must be reported in Class Size.</p> <p>E5024- An ADDITIONAL TEACHER ID is required when ESOL Delivery Model '2' (Push-In) is reported.</p>

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Layout ID	Element	Field Type	Format	Length	Starting Position	Ending Position	Description	Edits
P030	EIP Delivery Model	A	X	1	242	242	The EIP Delivery Model represents the instructional model used to deliver EIP services to students.	<p>E5009 - EIP DELIVERY MODEL must equal one of the following codes: '1' Augmented '2' Self-Contained '3' Pull-Out '4' Reduced Class Model '5' Reading Recovery '6' Other Approved School Design Blank N/A</p> <p>E5010 - EIP Delivery Model required when course is XX.1 for student in grades K-5.</p> <p>E5011 - EIP Delivery Model not valid for students in grades 6-12.</p> <p>W5012- EIP segment(s) reported in FTE. EIP Delivery Model required in Class Size.</p> <p>W5025 - An ADDITIONAL TEACHER ID is required when EIP Delivery Model '1' (Augmented) is reported.</p>
P031	Credit Recovery	A	X	1	243	243	<p>Flag to indicate that the student is taking this course as Credit Recovery.</p> <p>Blank or null values will default to 'N'.</p>	<p>E550 - CREDIT RECOVERY must be one of the following valid values: 'Y' - Yes, the student is taking this course as credit recovery. 'N' - No, the student is not taking this course as credit recovery.</p>
P032	Alternative Ed	A	X	1	244	244	<p>Flag to indicate whether or not the student is taking the course through the Alternative Education Program.</p> <p>Blank or null values will default to 'N'.</p>	<p>E5026 - ALTERNATIVE ED must be one of the following valid values: 'Y' - Yes, the student is taking this course through the Alternative Ed program. 'N' - No, the student is not taking this course through the Alternative Ed program.</p>
P033	Filler			18	245	262	Filler	Filler

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Layout ID	Element	Field Type	Format	Length	Starting Position	Ending Position	Description	Edits
P034	Local Course Name	A	X(31)	31	263	293	The local course name used to identify the course on the teacher roster and grade book. If blank, default display will be the official course name as defined in board rule.	No Edits; not required.
P035	Student Class Start Date	A	YYYYM MDD	8	294	301	Enter the date the student enrolled in the class.	E5013 - Start Date cannot be prior to Marking Period Start Date. E5017 - Date must not be blanks or zeros, and must be in yyymmdd format.
P036	Student Class End Date	A	YYYYM MDD	8	302	309	Enter the date the student exited the class.	E5015 - End Date cannot be after the Marking Period End Date. E5017 - Date must not be blanks or zeros, and must be in yyymmdd format.
P037	Filler			34	310	343	Filler	Filler