

Student Enrollment File Format

Format: CSV

Frequency of upload: This file will be placed on SFTP on a daily basis
(Process it at 2 AM Mountain time)

File Naming Convention: UT_StudentExtract.txt.

Sort Order: student data, USOE will sort it by SSID, **GRADE (highest first)**, Course Enrollment Date (earliest first), CoreID, LEA ID (highest first), School ID.

**Vendor will receive a replacement file every night
(Tuesday through Saturday).**

Add/Update Threshold: None

Delete Threshold: None

Column	UTREx SIF ID	Field Name	Data Element Name	Width	Re-quired	Data Element Description	Acceptable Values	Definitions	Business Rules
1	UT.05	STATEWIDE STUDENT ID	State Student Identifier	10	Y	Unique student identifier within state	Numeric: Up to 10 digits		MUST be numeric and unique to that student.
2	UT.00	STUDENT NUMBER	LEA Student ID	10	Y	Unique student identifier within LEA	Numeric: Up to 10 digits		MUST be numeric and unique to that student. If less than 10 digits. note: a student may reside in multiple LEAs/schools at any time.
3	UT.02	GRADE LEVEL	Enrolled Grade	2	Y	Student's enrolled grade	Numeric: Exactly 2 digits		Include a leading zero for grades K–9 (e.g. 00, 01, etc.) note: a student may reside in multiple LEAs/schools at any time. In this case, the lowest grade from the UTREX upload will be stored. See exceptions tab for details
4	UT.01	FIRST NAME	Student First Name	40	Y	Student's First Name	All ASCII characters except comma and pipes.		There will be one set of demographic data aligned to each SSID. If more than one record for this SSID, the demographic data will be stored for the record with the latest course enrollment date.
5	UT.01	LAST NAME	Student Last Name	40	Y	Student's Last Name	All ASCII characters except comma and pipes.		The 2016 test administration year, need first, middle, and last to be up to 100 characters each.

6	UT.0 13	MIDDLE NAME	Student Middle Name	40	N	Student's Middle Name	All ASCII characters except comma and pipe.		
7	UT.0 15	GENDER	Gender	1	Y	Student's gender	M F	M: Male F: Female	
8	UT.0 14	BIRTH DATE	Date of Birth (YYYYMMDD)	8	Y	Student's birth date	Numeric: 4 digit year, 2 digit month, 2 digit day		
9	UT.0 16	ETHNICITY	Hispanic or Latino	1	Y	Hispanic Ethnic Flag	Y N	Y: Yes N: No	For each student, there must be a Y/N for Hispanic ethnicity. If Hispanic is Y, report Hispanic. Each student can select one or more races. If non-hispanic, the ethnicity reported will be either the one race selected or 'One or More Races'
10	UT.0 17	AMER INDIAN/ ALASKAN NATIVE	American Indian or Alaska Native	1	N	American Indian/ Alaskan Native Race Flag	Y N <BLANK>	Y: Yes N: No <BLANK>	
11	UT.0 18	ASIAN	Asian	1	N	Asian Race Flag	Y N <BLANK>	Y: Yes N: No <BLANK>	
12	UT.0 19	BLACK OR AFRICAN AMER	Black or African American	1	N	African American Race Flag	Y N <BLANK>	Y: Yes N: No <BLANK>	
13	UT.0 21	WHITE	White	1	N	White Race Flag	Y N <BLANK>	Y: Yes N: No <BLANK>	
14	UT.0 20	HAWAIIAN / PACIFIC ISL	Native Hawaiian or Other Pacific Islander	1	N	Native Hawaiian/ Other Pacific Islander Race Flag	Y N <BLANK>	Y: Yes N: No <BLANK>	
15	UT.0 37	MIGRANT	Migrant Student Indicator	1	N	Migrant Student Indicator	Y <BLANK>	Y: Yes <BLANK>	
16	Created during extract process	SpecialEdFg	Special Ed. Indicator	1	N	Special Ed. Indicator	Y <BLANK>	Y: Yes <BLANK>	if student is marked sp ed at any point in the school year but is exited prior to testing, do they still count as sp ed.?

17	UT.0 34	ECONOMIC DISADV	Low Income	1	N	Low Income	F R Y <BLANK>	F: Eligible for Free Lunch R: Eligible for Reduced Price Lunch Y: Economically Disadvantaged <BLANK>: NOT economically disadvantaged	
18	UT.0 33	LIMITED ENGLISH	LEP Code	1	N	LEP Code	F Y N O <BLANK>	F: The student is fluent Y: The student is ELL N: Tested and determined not to be ELL O: Refused services offered through NCLB Title II. <BLANK>:Not tested - not ELL	
19	ut.0 01	LEA NUMBER	Attending LEA Number	2	Y	Unique LEA identifier within state	Alphanumeric: Exactly 2 characters		Must be present in database prior to adding students to it note: a student may reside in multiple LEAs/schools at any time. Vendor will store at most, one school-student relationship per core code. If there are students that need to be added to multiple schools for the same core code, the user can contact the SAGE help desk to get that student added
20	UT.0 03	SCHOOL NUMBER	Attending School Number	3	Y	Unique school identifier within state	Alphanumeric: Exactly 3 digits		Must be present in database prior to adding students to it. note: a student may reside in multiple LEAs/schools at any time. Vendor will store at most, one school-student relationship per core code. If there are students that need to be added to multiple schools for the same core code, the user can contact the SAGE help desk to get that student added

21		CORE CODE	Course Assignment	11	Y		Numeric: Exactly 11 digits		This is the 11 digit Core Code that will be looked up in the mapping table. If the core code is not found, the record is rejected. The code may have leading zeroes which needs to be preserved.
22	UT.0 93	COURSE ENTRY DATE	Course Enrollment Date	8	Y	Latest date of enrollment of the Course ID	YYYYMMDD		
23		FIRST ENROLL IN US	First Enroll in US	8	N	Date the student was first enrolled in any US school	YYYYMMDD		This field will be used to determine test eligibility for EL students. If this date is on or after April 15 of the current test administration year and the LEP code is marked 'Y' or 'O', all test assignments will be made as courtesy tests. If this date is between April 15 of the previous test administration year and April 15 of the current test administration year, ELA test will be courtesy tests (math and science will be normal).
24		DeleteFg	Delete Record	1	N	Flag to indicate whether record should be deleted	Y	Y: Yes <BLANK>	When incremental files are provided, this will become a required field. If a student needs to be deleted from the system e.g., student left the state or went from a public school to charter school, the enrollment file have the student record with the Delete flag set to "Y". Vendor will need a valid SSID for that record but the rest of the records could have dummy values for the required fields.

Class File Format

Format: CSV

Frequency of upload: Replacement file will be placed on SFTP on a daily basis (Process it at 2 AM Mountain time)

File Naming Convention: UT_ClassExtract.txt.

Add/Update Threshold: None

Delete Threshold: None

Column	UTREx SIF ID	Field Name	Data Element Name	Width	Re-quired	Data Element Description	Acceptable Values	Definitions	Business Rules
1	UT.05	SSID	State Student Identifier	10	Y	Unique student identifier within state	Numeric: Up to 10 digits		MUST be numeric and unique to that student.
2	UT.07	CORE CODE	Test assignment	11	Y	Unique course identifier within the state for all core subjects.	Numeric: Exactly 11 digits		This is the 11 digit Core Code that will be looked up in the mapping table. If the core code is not found, the record is rejected. There may be leading zeroes which will need to be preserved.
3	UT.07	Course Section ID	Course Section Identifier	12	Y	Class period	All ASCII characters except comma and pipes. Up to 12 characters.		This is the often unique alphanumeric course + section id's that you are using to identify a class within the school (this field will not be unique for block classes since it will be submitted under multiple periods). The Course and section id's should be combined making a single number and then placed left justified in this field with trailing blanks. Between 2 and 12 characters

4	Period	Period		2Y	Class period	Alphanumeric: Up to 2 characters	(Col 016-017; required) This the a two digit field indicating which period the class is being taught. It should contain alphanumeric data and any leading zero should be included. Note: The course/section and period fields are combined to form a key that must be unique within each school In other words, each individual class (period) that meets during the year must have a unique number (course/section + period). If more than an 'AC' record is found for a school with the same 10 digit key, an error condition exists and any duplicate will NOT be loaded into UTREx.
UT.08 54	CourseTitle	CourseTitle		20Y	Course name to be displayed on reports	All ASCII characters except comma and pipes. Up to 20 characters.	
UT.08 61	Teacher1	Cactus ID of the teacher		9Y	Required	Numeric: Up to 9 characters	All class records will have at least one cactus ID for Teacher 1.
UT.08 76	Teacher2	Cactus ID of the teacher		9N	Optional cactus ID	Numeric: Up to 9 characters	
UT.08 87	Teacher3	Cactus ID of the teacher		9N	Optional cactus ID	Numeric: Up to 9 characters	
UT.07 99	LEANumber	LEA number		2Y	LEA number	Alphanumeric: Exactly 2 characters	
UT.08 100	School-Number	School number		3Y	School number	Alphanumeric: Exactly 3 characters	

Institution File Format

File format:

CSV

Header row: Header row with the Field Name will be included in every file

Frequency: As needed

Business Rules: School cannot be deleted in the middle of the year.

File Naming Convention: UT_InstExtract_MMDDYYYY_HHMMSS.txt.

Row	Field Name	Field Name	Width	Re-	Data Element Description	Acceptable Values	Definitions	Business Rules
1	SchoolYear	SchoolYear	4	Y	School year of the extract. School year runs from 7/1/20XX to 6/30/20YY.	XXYY (i.e. 0910)		Acceptable value is "1415"
2	LEANumber	LEANumber	2	Y	LEA ID	Alphanumeric: 2 characters		
3	LEAname	LEAName	100	Y	LEA Name	Up to 100 ASCII characters (no pipes)		
4	SchoolNumber	School-Number	3	Y	School Number	Exactly 3 alphanumeric characters		will be 000 for LEA records.
5	SchoolName	SchoolName	100	Y	School Name	Upto 100 ASCII characters		
6	RecordType	RecordType	1	Y	Code indicating the school type associated with the School.	D, S	D: LEA S: School	Any record with values outside of the acceptable ones will be rejected.

Mapping Core Codes

Format: XLS

Frequency of upload: This file will be provided by USOE prior to the start of the school year. If any core codes are changed, USOE will provide a new file.

File Naming Convention:

UT_USOECoreCodes_MMDDYYYY.XLS.

Column	Field Name	Data Element Name	Width	Re- required	Data Element Description	Acceptable Values	Definitions	Business Rules
1	Subject	Subject	10	Y		ELA, MATH, SCIENCE		
2	Core Code	CoreCode	11	Y		Numeric: Up to 11 digits		Core codes submitted with less than 11 digits will be left filled (by vendor) with leading zeros to become 11 digits.
3	Course Name	CourseName	40	Y		All ASCII except comma and pipe.		
3	Test Name	TestName	20	Y		All ASCII except comma and pipe.		test names are required for all core codes, even if the test is not EOC.
4	isEOC	EOC flag to identify if a test is EOC	1	Y	value = Y if this is an EOC test	Y or N		

USOE sort should be:

- SSID
- Grade (Highest to Lowest)
- Course enrollment date (latest enrollment date last)
- Core code
- LEA number (highest to lowest)
- School number

Vendor will keep the last record