2001 Updates to the 2000 Student Data Handbook

The 2001 Student Data Handbook update pages are a supplement to the 2000 Student Data Handbook (NCES 2000–343). The changes have been made to maintain the integrity of the 2000 Student Data Handbook structure as much as possible.

The insertion pages with content changes are signified by the date “2001” under the page number. Discard the corresponding page of the 2000 Student Data Handbook and replace it with the 2001 page. The insertion pages are formatted so that both the front and the back pages are available. A “2001” signifies that something on the page changed. You will also note that some of the insert pages do not have “2001” under the page number. These pages are without changes, but formatting of a 2001 change caused the non-2001 insert page to be needed.

In chapters 4 and 5, data elements that have been revised or added are marked with an asterisk symbol (*). Glossary definitions that were updated are also marked with an asterisk symbol. If it was possible, changes and updates to pages were made on the original 2000 numbered page. However, when space was limited on a page, a new page was created. For example, there was not enough space for an addition of a data element on page 104 and therefore a new page, 104a, was created.

Below is a list of the changes made to the Handbook. All changes are contained in this packet. Some definitions were revised, i.e., the meaning changed, and others were updated slightly to correct grammar or because of changes made to the Staff Data Handbook (NCES 2001–305) that were applicable to the Handbook.

Executive Summary
Third paragraph, second sentence changed.

Table of Contents
Appendix M “Data Elements Common to the Student and Staff Data Handbooks” added.

Chapter 2 (p. 12)
Discussions of race/ethnicity revised to reflect ongoing work in this area.

Data Element Outline (p. 29–34)
Data elements that have been updated for the 2001 Student Data Handbook are marked with an asterisk symbol.

Data Element 0140: Identification System (p. 38, 60, 80, 112, 122, 123, and 139)
Options 6, 7, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, and 25 updated. Due to the additions of new options, other option numbers changed.
Data Elements 0149 and 0150: Hispanic or Latino Ethnicity and Race (p. 39)
Data element definitions and footnote updated.

Data Element 0210: County of Birth (p. 41)
Reference to 5-digit FIPS removed.

Data Elements 0220 and 0221: State of Birth Code and Name of State of Birth (p. 41)
Data element “State of Birth” split into two data elements.

Data Elements 0260 and 0261: Country of Citizenship Code and Name of Country of Citizenship (p. 42)
Data element “Country of Citizenship” split into two data elements.

Data Element 0291: Name of Language (p. 43)
Data element definition updated.

Data Element 0300: Religious Background (p. 43)
Options 25 and 26 added.

Data Elements 0410 and 0411: State Code and Name of State (p. 47 and 59)
Data element “State” split into two data elements.

Data Elements 0430 and 0431: Country Code and Name of Country (p. 47 and 59)
Data element “Country” split into two data elements.

Data Elements 0470 and 0490: Communication Number and Electronic Mail Address (p. 48, 59, 60, 103, 120, 138, and 143)
Data element definitions updated.

Data Element 0491: Web Site Address (URL) (p. 48a, 60, and 103)
Data element added.

Data Element 0620: Number of Dependents (p. 52)
Data element definition revised.

Data Element 0720: Highest Level of Education Completed (p. 57 and 107)
Options 11, 12, 14, 15, 16, 20, and 24 revised or added. Due to the additions of new options, other option numbers changed.

Data Element 0770: School Type Code (p. 62)
Data element name changed from “School Type” to “School Type Code,” and options 06 and 07 revised.

Data Element 0800: Entry Date (p. 64)
Data element definition updated.

Data Elements 1011 and 1012: Number of Days in Attendance and Number of Days Absent (p. 70 and 79)
Data element definitions updated.

Data Element 1013: Number of Tardies (p. 71 and 79)
Data element definition updated.

Data Element 1220: Course Code System (p. 81)
Option 02 revised, Option 06 added.

Data Element 1221: Course Code (p. 81)
Data element definition updated.
**Data Element 1223: Unique Course Code** (p. 82)
Data element added.

**Data Element 1240: Course Title** (p. 84)
Data element name changed from “Descriptive Title” to “Course Title” and definition revised.

**Data Element 1241: Course Description** (p. 84)
Data element added.

**Data Element 1300: Credit Type Earned** (p. 85)
Data element name changed from “Credit Type Offered” to “Credit Type Earned” and options 11–18 added.

**Data Element 1360: Grade Earned in Course** (p. 87)
Data element name changed from “Grade Assigned” to “Grade Earned in Course.”

**Data Elements 1410–1560: Credits Attempted and Received and Grade Points and Average** (p. 88–90)
Data element definition updated.

**Data Element 1560: Grade Point Average (GPA): Cumulative** (p. 90)
Data element definition updated.

**Data Elements 1601 and 1602: Activity Code and Activity Description** (p. 93)
Data element definitions updated.

**Data Elements 1612 and 1613: Activity Involvement Beginning Date and Activity Involvement Ending Date** (p. 96)
Data element definitions updated.

**Data Element 1614: Amount of Activity Involvement** (p. 96)
Data element definition updated.

**Data Element 1621: Diploma/Credential Type** (p. 97)
Options 12, 13, 14, and 15 added.

**Data Element 1625: Non-Course Graduation Requirement Code** (p. 98)
Option 5 added.

**Data Element 1701: Work Experience Required** (p. 104a)
Data element added.

**Data Element 1702: Work Experience Paid** (p. 104a)
Data element added.

**Data Elements 1760 and 1770: Employment Start Date and Employment End Date** (p. 105)
Data element definitions updated.

**Data Element 1880: Purpose** (p. 109)
Data element name changed from “Purpose” to “Assessment Purpose.” Option 15 added.

**Data Element 1881: Assessment Requirement Authority** (p. 110)
Data element added.

**Data Element 1900: Assessment Title/Description** (p. 111)
Data element name changed from “Assessment Title” to “Assessment Title/Description.”
Data Element 1901: Assessment Code (p. 111)
Data element added.

Data Element 2030: Position Title (p. 114 and 142)
Data element name changed from “Position” to “Position Title,” and definition revised.

Data Element 2040: Assessment Reference Type (p. 114)
Option 3 revised.

Data Element 2480: Injury Type Code (p. 127)
Data element name changed from “Injury” to “Injury Type Code,” and definition updated.

Data Element 2481: Injury Description (p. 127)
Data element added.

Data Element 2540: Medical Examination Type (p. 128)
Options 07 and 08 added and reference in definition added.

Data Element 2690: Primary Disability Type (p. 131)
Options 01 and 12 revised.

Data Element 2980: Hospital Preference (p. 140)
Data element definition revised.

Data Element 3200: Program Funding Source (p. 149)
Data element definition revised.

Chapter 5 Tables
Data elements have been modified and added in tables A-H in order to reflect the updates in the chapter 4 data elements. All tables from chapter 5 have been reprinted for ease of use.

Sources (p. 205, 206)
NCES address updated.

Glossary
Definitions for the following terms have been revised: “Developmental Delay” (p. 211); “Infants and Toddlers with Disabilities” (p. 215); “Mild Retardation” (p. 217); “Moderate Retardation” (p. 217); and “Severe Retardation” (p. 221).

Appendix F and I
Web links in footnote updated.

Appendix L
Discussions of race/ethnicity revised to reflect ongoing work in this area.

Appendix M
Appendix added.
Student Data Handbook
Elementary, Secondary, and Early Childhood Education: 2001 Update

Administrative Records Development Project
Council of Chief State School Officers

Beth Young, Project Officer
National Center for Education Statistics

U.S. Department of Education
Office of Educational Research and Improvement
NCES 2000-343
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This document is the result of many individuals from around the country who generously contributed their knowledge, time, and commitment. Starting with the 1994 Student Data Handbook, it has been a collegial effort involving representatives from federal, state, and local education agencies, public and private educational institutions, and national professional associations, as well as educational practitioners and researchers. The 2000 Edition of the Handbook owes an incredible debt to all those who worked to develop the 1994 Edition of the Handbook.

For the 2000 Edition special thanks goes to the Student Handbook Working Group who spent many hours together going over the Handbook one data element at a time, giving invaluable advice and suggestions. A list of the Working Group members appears in appendix A.

There are a few people who, under contract from the National Center for Education Statistics (NCES) at the Council of Chief State School Officers (CCSSO), prepared the 2000 manuscript of this handbook. They are due extra special thanks for the research, phone calls, ideas, formatting, and care they gave the Handbook. Barbara Clements provided updated text for the chapters and invaluable expertise for the data elements; Oona Cheung provided overall guidance for the process and support for the CCSSO staff time; John Tai was the one who did the research when someone asked a question but didn’t provide the answer; and finally, Jason Dennison, who served as the keeper of the master copy and the one who had to do the detail work of formatting the document and incorporating all the suggestions received during the different review cycles of the document.

Reviewers of the final draft of the 2000 Handbook include Ron Danforth, New York State Education Department; Mary Schifferli and Peter McCabe from the Office for Civil Rights; Patricia McKee from the Office of Elementary and Secondary Education; and from NCES: Robert Atanda, Kathy Chandler, Kerry Gruber, Andrew Kolstad, Jerry Malitz, Edith McArthur, Marilyn McMillen, Jeffrey Owings. And as always, this revision could not have happened without the support, dedication, and “eagle eye” of Lee Hoffman, Program Director of the NCES Elementary/Secondary Cooperative and Institutional Studies Program.

Other local, state, and federal staff provided important reviews of the 2000 Handbook in the earlier phases. Their names are listed in appendix A. Thanks to the Education Information Advisory Committee for their support and encouragement. Last but not least, special thanks to members of the National Forum on Education Statistics and specifically, the National Education Statistics Agenda Committee for their help and guidance.

The working group for the 2001 update of the Handbook included: Lee Tack, Iowa; Peter Abeyta, New Mexico; Ron Danforth, New York; Barbara Andrepont, Louisiana; Blair Loudat, North Clackamas Schools, Oregon; Paul Gammill, formerly Prince Georges County, Maryland; Scott Brown, Office of Special Education and Rehabilitative Services; Mary Schifferli, Office of Civil Rights; Deborah Rudy, Safe and Drug-Free Schools; Lois Peak, National Education Goals Panel; Hugh Walkup, Program Evaluation Services; Vicky Schray,
Office of Vocational and Adult Education; and Lee Hoffman, National Center for Education Statistics.

Special thanks again go to the CCSSO Administrative Records Development staff for their efforts on the 2001 update. First, thanks go to Jinhee Lee for doing all the research and hard work of actually making the changes to the document, as well as creating the 2001 packet. Oona Cheung provided support as the project officer for the work and Barbara Clements, as always, provided her expert opinion and advice. And finally, thanks to Lee Hoffman for taking over the reigns of the 2001 update.

Beth Aronstamm Young
Project Officer
National Center for Education Statistics
EXECUTIVE SUMMARY

To make appropriate, cost-effective and timely decisions about students, educators must have accurate and complete information. Recognizing this need, most education systems have moved from paper documents in filing cabinets to automated student information systems. These systems provide teachers and others concerned with effective program design with day-to-day access to information about the students’ background, learning experiences, and performance. They also provide the flexibility necessary to supply aggregate data to school boards, state and federal governments, and other interested parties; and to conduct program evaluations. To be effective, however, these systems must record data accurately and comparably for all students, in all places, and at all times.

The Student Data Handbook for Elementary, Secondary, and Early Childhood Education was developed by the U.S. Department of Education's National Center for Education Statistics (NCES) to provide guidance concerning the consistent maintenance of student information. This handbook is useful to public and private education agencies, schools, early childhood centers, and other educational institutions, as well as to researchers involved in the collection of student data. In addition, the Handbook may be useful to elected officials and members of the public interested in student information. This handbook is not, however, a data collection instrument; nor does it reflect any type of federal data maintenance requirements. It is presented as a tool to help the public and the American school system make information about students more useful and effective in meeting student needs.

This handbook was developed with the assistance of local, state, and federal education representatives and researchers. The definitions included are generally consistent with current state and local practice, national standards movements, and most federal reporting requirements. The terms, definitions, and procedures represent a consensus of what is considered “best practice” in data collection; they should be interpreted and applied according to local, state, and federal reporting requirements and restrictions for confidentiality and security.

• Standard Data Elements and Definitions

The data elements included in this handbook represent the types of student information that could be collected and maintained in permanent or temporary student records, whether in paper format or in an automated database. An attempt has been made to be as complete as possible, with the understanding that many data elements will not be needed for all students.

Data elements are presented in nine areas:
A. Personal information
B. Enrollment
C. School participation and activities
D. Non-school and post-school experience
E. Assessment
F. Transportation
G. Health conditions  
H. Special program participation and student support services  
I. Discipline

Each data element is defined, and lists of options and definitions are included where applicable. Data elements are also associated with the entities to which they pertain, such as persons, places, or things, about which data may be stored.

• **Recommendations for Building a Student Record System**

This handbook provides guidelines for designing student record keeping systems for use by schools, school districts, state education agencies, and other educational institutions. Included is a discussion of the benefits of a well-designed student record system, as well as potential uses of such a system at the school, district, or state level. Also included is a description of a step-by-step process for designing an effective student record system.

• **Focus on State and Local Student Record Applications**

Communication among various levels of the education system is increasingly important. More and more, states are requiring that schools or districts submit portions of student records to the state. Another growing trend is the electronic transmission of student records when students switch schools/districts or apply to postsecondary institutions. This revision of the Handbook adds detail about automating and exchanging electronic records. Included in one chapter of the Handbook is information about automating student records, with suggestions for formatting data elements and arranging them in a logical and flexible design.

• **References to Other Related Documents**

This handbook, in conjunction with other NCES documents, provides state and local education officials with important tools for designing and implementing automated information systems. Recent NCES documents dealing with the confidentiality of student records, decision-making about the installation of technology, and ensuring security of technology are important adjuncts to this handbook.

**Organization of the Handbook**

Chapter 1 provides the user with an introduction to the Handbook and its uses.

Chapter 2 contains a more detailed description of the Handbook's contents and uses of the Handbook. Listings of other related documents that could be useful are also included. In anticipation of future updates, a description of the process for implementing suggested changes has been included.
Basic Definitions

Several terms are used throughout this handbook. Those terms are defined here to ensure clarity when reviewing the rest of the document.

In this handbook, a **student** is defined as an individual for whom instruction, services, and care are provided in an early childhood, elementary, or secondary educational program under the jurisdiction of a school, education agency, or other institution or program. A student may receive instruction and care in a school facility or at another location such as a home, hospital, or day care center. Instruction may be provided by direct student-teacher interaction, or through some other approved medium such as computer, television, radio, telephone, or correspondence.

The term **school system** is used to represent the education system as a whole, including schools, school districts and other local administrative units (such as dioceses), intermediate agencies (such as regional service centers), state education agencies, and the U.S. Department of Education. Included in the system are both public and private schools, and administrative agencies. For the purpose of discussion, the terms **local education agency**, **local administrative unit**, or **school district** refer to educational institutions, agencies, and administrative units that exist primarily to operate schools or to contract for educational services. These units need not be coextensive with county, city, or town boundaries. They oversee the functioning of schools within specific boundaries or jurisdictions; and have instructional, administrative, and record-keeping responsibility for students.

The term **school** is used to refer to all institutions that provide preschool, elementary, and/or secondary instruction, including early childhood centers and preschools, public and private schools serving children in kindergarten through grade 12 (and even grade 13), vocational or adult high schools, and schools that are classified as ungraded. These schools have one or more teachers to give instruction or care, are located in one or more buildings, and have an assigned administrator. The term **researchers** is used to describe those persons responsible for evaluating education programs, persons who conduct research activities to describe the status of the schools and students, and others with analytical responsibilities—regardless of who sponsors the activities.

The terms **data** and **information** are used extensively throughout the Handbook. **Data** are the raw facts about a person or other entity, such as the birthdate, a mark of “A” in a history course, or a residence address of “1234 Main Street.” **Information** is compiled, combined, summarized, or reported data that, in context, has a significant meaning. For example, Johnny Smith’s family income and test scores can be used as information to form the basis of his referral for special assistance or a compensatory program. The total number of students who participated in Title I programs in a district can also be derived from a student record system.

The Handbook describes how data may be defined or maintained. Chapter 4 contains terms and definitions for two levels of data maintenance: 1) entities and 2) data elements. In this handbook, an **entity** is a person, place, event, object, or concept about which data can be collected. A **data element** is a specific bit of data that can be defined and measured. When entities and data elements are combined, new unique data elements are created. For instance, the data element “Last/Surname” is defined each time it appears, but the corresponding entity is different for each appearance (e.g., Student or Parent/Guardian).

Data elements have been arranged into **categories**, that is groups of related data elements. For example, the category “Background Information” includes personal information about an individual, including data elements such as Identification Number, Race/Ethnicity, Sex, Birthdate, and Language Type.

For many data elements, a free-form (open-ended) description is the appropriate response when designing a data collection instrument or system. For example, the appropriate response for the data element “Name of Institution” is the full written name of the institution. However, many data elements in this handbook contain options. Options are alternatives or coded responses for data elements. This handbook attempts to include an exhaustive and mutually exclusive list of options whenever possible. For example, the data element “Sex” has two options listed: “Male” and “Female.” In this revised version of the Handbook, however, new code lists have been added that may not be comprehensive. The revision process described earlier in this chapter will allow
additional codes to be added as necessary or appropriate.

The options presented for each data element are generally illustrative, not mandatory. Local administrative units and institutions may adjust, adapt, or replace them as needed to meet their requirements. A subset of options might, in some instances, be sufficient when designing a data system or data collection instrument. Ideally, any modification should be done in such a way that it does not conflict with the basic handbook structure. In some instances, code lists are available from other sources and are referenced for a data element. For some data elements, a more extensive list of options might be needed and obtained from another source. In this handbook, the options listed for some data elements may be specified by laws or regulations. For example, there are options that are required for federal reporting to the Office of Special Education Programs of the U.S. Department of Education. Schools or school districts should also be prepared to adjust their option lists to reflect the current reporting requirements as specified by revised law and regulations. Care should be taken in combining categories and data elements in individual records to ensure that data can be compared or aggregated with data or information from other sources. In some cases, examples of options are listed within a data element definition, but a comprehensive list is not included. This is because major variations are possible due to local options or expectations. When a comprehensive list could not be developed, examples were included in the definition.

At the time of this handbook’s revision, changes were being made to the way information about how the “Racial/Ethnic Group” elements will be reported to the federal government. This will affect how information must be maintained by schools, districts, and states. Previously, there were five options for “Racial/Ethnic Group” used in education organizations: “American Indian or Alaskan Native,” “Asian or Pacific Islander,” “Black (not Hispanic),” “Hispanic,” and “White (not Hispanic).” Each student was identified by one of these five options.

Recent work completed by the federal Office of Management and Budget requires that information about five categories of race, in addition to Hispanic ethnicity, must be recorded for all persons. Specifically, students should be allowed to indicate if they consider themselves to be any one or more of the following: “American Indian or Alaska Native,” “Asian,” “Black or African American,” “Native Hawaiian or Other Pacific Islander,” or “White.” As a result, there will be major changes in how race and ethnicity information may be reported and maintained.

The U.S. Department of Education has not made its final recommendations on how aggregated data should be reported. For example, tabulation guidelines may allow some of the 63 possible combinations of race and ethnicity to be collapsed into broader categories. The Department of Education intends to allow education organizations three years to implement the guidelines for aggregating and reporting data, once these are established. Data for individuals, however, will be reported by the Department following the schedule set by OMB (January 2003). Maintenance at the school district level of complete information will be needed, therefore, to meet whatever requirements are eventually identified. While schools or school districts may wish to allow other more specific options than those included in the Handbook, new options should be designed in such a way that they can later be re-grouped or collapsed into the options included here, or as required by current law. (See appendix D for further explanation of Directive 15 and OMB’s work.)

In chapter 5, entities and data elements are combined to describe how this handbook may be used to set up a student record system. This chapter also provides suggested data element types and field lengths for readers creating an automated record system. An assumption was made in some cases that coded options would be used instead of an open-ended response.

Contents of the Handbook

This handbook contains both general information about data collection activities and individual student record systems, and specific information about what might be included in a student record.

Chapter 1, Introduction, provides the user with an introduction to the Handbook and its uses.

Chapter 2, The Handbook, contains a more detailed description of the Handbook's contents and uses of the Handbook. Listings of other related documents that could be useful are also included. In anticipation of future updates, a description of the
process for implementing suggested changes has been included.

Chapter 3, Building a Student Record System, discusses the collection, use, and dissemination of data and information about individual students and how student record systems can benefit the students and the school system. Suggestions for policy development are given regarding the design of a student data system, the kinds of data that should be collected, the updating of these data, the uses of the data, and the control of access to individual student files. Recommendations are also included concerning school or school district development of policies and guidelines for student data within the parameters of existing laws, regulations, and policies.

Chapter 4, Data Elements and Definitions, includes a complete list of data terms (with definitions) considered important to the management of schools and the provision of services to students. Each entity listed refers to something, or someone, about which data should be maintained. Each data element refers to a particular aspect of student data for which some need was perceived within the school system. A definition is included for each entity and data element. A data element's definition may include options or classifications that describe the term and can be used as codes within a student record system. In addition, potential entity uses are listed for each data element.

Chapter 5. Applications of the Handbook, describes possible applications of the Handbook. The major portion of this chapter is dedicated to the potential design of a student record system, which joins entities with data elements to describe how data could be maintained. A table is provided that includes information about data element type and field length, attributes that could be useful to readers designing a data collection system, a survey, or a reporting format.

The Handbook also includes a Glossary of selected student-related terms used in the text, but not defined in earlier chapters, as well as other important terms in student data management. The Handbook also contains a detailed Index for easy reference. Following the Glossary and Index are twelve appendices that contain important supplemental information. The appendices include comprehensive lists of coding options for some of the data elements in chapter 4. Included are code designations for states and outlying areas, countries, languages, occupational groupings, medical conditions and treatments, and listings of federal education programs and the names of those who contributed to the development of this revision.
Data Element Outline

The following is an outline of the organization of the section headings, categories, and data elements (with the data element numbers) included in this handbook. A number of data elements in the Data Element Outline are marked with a dagger symbol (†), which denotes data elements identified as essential for inclusion in a student information system. Data elements and options that have been updated for the 2001 Student Data Handbook are marked with an asterisk symbol (*).

### A. PERSONAL INFORMATION

<table>
<thead>
<tr>
<th>Data Element</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>0010 †</td>
<td>First Name</td>
</tr>
<tr>
<td>0020 †</td>
<td>Middle Name</td>
</tr>
<tr>
<td>0030 †</td>
<td>Last/Surname</td>
</tr>
<tr>
<td>0040 †</td>
<td>Generation Code/Suffix</td>
</tr>
<tr>
<td>0050</td>
<td>Personal Title/Prefix</td>
</tr>
<tr>
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<td>Alias</td>
</tr>
<tr>
<td>0070</td>
<td>Former Legal Name</td>
</tr>
<tr>
<td>0080</td>
<td>Last/Surname at Birth</td>
</tr>
<tr>
<td>0090</td>
<td>Nickname</td>
</tr>
<tr>
<td>0100</td>
<td>Tribal or Clan Name</td>
</tr>
<tr>
<td>0110 †</td>
<td>Name of Individual</td>
</tr>
<tr>
<td>0120 †</td>
<td>Name of Institution</td>
</tr>
<tr>
<td>0130 †</td>
<td>Identification Number</td>
</tr>
<tr>
<td>0140 †</td>
<td>Identification System</td>
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<tr>
<td>0149 †</td>
<td>Hispanic or Latino Ethnicity</td>
</tr>
<tr>
<td>0150 †</td>
<td>Race</td>
</tr>
<tr>
<td>0160</td>
<td>National/Ethnic Origin Subgroup</td>
</tr>
<tr>
<td>0170 †</td>
<td>Sex</td>
</tr>
<tr>
<td>0180 †</td>
<td>Birthdate</td>
</tr>
<tr>
<td>0190</td>
<td>Birthdate Verification</td>
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<tr>
<td>0200</td>
<td>City of Birth</td>
</tr>
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<td>0210 †</td>
<td>County of Birth</td>
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<tr>
<td>0220 †</td>
<td>State of Birth Code</td>
</tr>
<tr>
<td>0221 †</td>
<td>Name of State of Birth</td>
</tr>
<tr>
<td>0230 †</td>
<td>Country of Birth Code</td>
</tr>
<tr>
<td>0231 †</td>
<td>Name of Country of Birth</td>
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<tr>
<td>0232</td>
<td>Born Outside of the U.S.</td>
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<tr>
<td>0240</td>
<td>First Entry Date (into the United States)</td>
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<td>Citizenship Status</td>
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<td>Country of Citizenship Code</td>
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<td>0261 †</td>
<td>Name of Country of Citizenship</td>
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<td>0270 †</td>
<td>English Proficiency</td>
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<td>Language Type</td>
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<td>0290</td>
<td>Language Code</td>
</tr>
<tr>
<td>0291 †</td>
<td>Name of Language</td>
</tr>
<tr>
<td>0292</td>
<td>Languages Other Than English</td>
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<tr>
<td>0300 †</td>
<td>Religious Background</td>
</tr>
<tr>
<td>0310</td>
<td>Minor/Adult Status</td>
</tr>
<tr>
<td>0315</td>
<td>Homelessness Status</td>
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<tr>
<td>0320 †</td>
<td>Migratory Status</td>
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<td>0330</td>
<td>Migrant Classification Subgroup</td>
</tr>
<tr>
<td>0340</td>
<td>Migrant National Certificate of Eligibility (COE) Status</td>
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Data Element Outline

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0650 Family Public Assistance Status
0660 Relationship to Student
0670 Life Status
0680 School/Local Education Agency Status
0690 Occupation
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0710 Employer Type
0720 *Highest Level of Education Completed

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0120 Name of Institution
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0380 Apartment/Room/Suite Number
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0460 Communication Status
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0800 *Entry Date
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1260 Time Element
1270 Principal Medium of Instruction
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1310 †Number of Credits Attempted
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1440 †*Credits Attempted: Cumulative
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1460 †*Credits Received: Given Session
1470 *Credits Received: Given School Year
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Data Element Outline

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<td>0490 *Electronic Mail Address</td>
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- 1700 Program of Study Relevance
- 1701 *Work Experience Required
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- 1901 *Assessment Code
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- 0130 † Identification Number
- 0140 † *Identification System
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- 1960 Administration Method
- 1970 Administration Form
- 1980 Response Form
- 1990 Administration Language
- 2000 † Special Accommodation
- 2010 † Administration Date
- 2020 Location
- 0110 † Name of Individual
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0140  † *Identification System
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2250  Weight
2260  Hair Color
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2280  Birthmark
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2530  Evaluation Sequence
2540  *Medical Examination Type
2550  Medical Examination Instrument Description/Title
2560  Medical Examination Date
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2580  Corrected Score/Results
2590  Medical Examination Unit of Measure

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2770  Immunizations Mandated by State Law for Participation
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2880  Limitation Beginning Date
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2920 Provider Authority
2930 Referral Status
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0440 Complete Permanent Address
0460 Communication Status
0461 Communication Number Type
0470 *Communication Number
0489 Electronic Mail Address Type
0490 *Electronic Mail Address
0130 † Identification Number
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2950 † Related Emergency Needs
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3030 † Identification Results
0110 † Name of Individual
2030 * Position Title
0120 † Name of Institution
0440 Complete Permanent Address
0460 Communication Status
0461 Communication Number Type
0470 *Communication Number
0489 Electronic Mail Address Type
0490 *Electronic Mail Address
0340 † Program Eligibility Indicator
0350 † Program Participation Reason
0360 † Program Participation Identification Date

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3070 † Caregiver/Early Childhood Program Provider
3080 † Early Childhood Program Setting
3090 Family Day Care Status
3100 Caregiver/Early Childhood Program Description
3110 † Early Childhood Program Sponsorship
3120 Early Childhood Program Funding Source

3130 Early Childhood Program Components
3131 Early Childhood Special Education Setting
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3150 † Individualized Program Date Type
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3260 Care/Service Day Status
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3280 † Care/Service Duration
3290 † Care/Service Beginning Date
1280 Location of Instruction/Services Description
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1290 Location of Instruction/Services Description
3300 † Service Setting

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3310 Service Provider Type

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3320 Monitoring Method
3330 Remarks

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3370 Incident Description
3380 † Incident Occurrence Date
3390 † Incident Occurrence Location
3391 Offense/Incident Occurrence Time
### Disciplinary Action

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DATA ELEMENT DEFINITIONS

A. PERSONAL INFORMATION

Section A, Personal Information, includes information about a student's personal, family, and demographic status.

Entity Uses: Student
              Parent/Guardian
              Employer
              Sibling(s) or Other School-Age Children Living in Student's Household
              Responsible Adult of Student's Household
              Other Adult Living in Student's Household
              Sponsor
              Emergency Contact

Name—A word or series of words by which a subject is known and distinguishable.

0010 † First Name—A name given to an individual at birth, baptism, or during another naming ceremony, or through legal change.

   Entity Uses: Student
                Parent/Guardian

0020 † Middle Name—A secondary name given to an individual at birth, baptism, or during another naming ceremony, or through legal change.

   Entity Uses: Student
                Parent/Guardian

0030 † Last/Surname—The name borne in common by members of a family.

   Entity Uses: Student
                Parent/Guardian

0040 † Generation Code/Suffix—An appendage, if any, used to denote an individual's generation in his family (e.g., Jr., Sr., III).

   Entity Uses: Student
                Parent/Guardian

0050 Personal Title/PREFIX—An appellation, if any, used to denote rank, placement, or status (e.g., Mr., Ms., Reverend, Sister, Dr., Colonel).

   Entity Uses: Student
                Parent/Guardian

0060 Alias—An assumed name, or a name by which an individual is otherwise known.

   Entity Uses: Student
                Parent/Guardian
Chapter 4 - Data Elements and Definitions

Data Element Definitions

A. Personal Information

0070  **Former Legal Name**—A previously recognized legally accepted name that is no longer valid.

   Entity Uses:  
   - Student  
   - Parent/Guardian

0080  **Last/Surname at Birth**—The original surname of an individual as identified at birth before any subsequent changes (e.g., the surname of a woman before accepting a married surname).

   Entity Uses:  
   - Student  
   - Parent/Guardian

0090  **Nickname**—A familiar form of a proper name, a descriptive name, or other colloquial name given instead of or in addition to an individual's formal name.

   Entity Uses:  
   - Student

0100  **Tribal or Clan Name**—A name borne in common by members of a tribe or clan (e.g., the Matai name in Samoa).

   Entity Uses:  
   - Student

0110 †  **Name of Individual**—The full, legally accepted, proper name given to an individual at birth, baptism, or during another naming ceremony, or through legal change (generally used when component parts are not required or requested separately).

   Entity Uses:  
   - Sibling(s) or Other School-Age Children Living in Student's Household  
   - Responsible Adult of Student's Household  
   - Other Adult Living in Student's Household  
   - Sponsor  
   - Emergency Contact

0120 †  **Name of Institution**—The full legally or popularly accepted name of an organization (e.g., a school, an association, or a company).

   Entity Uses:  
   - Employer

**Background Information**—Personal information about (and particular to) an individual, organization, or institution.

0130 †  **Identification Number**—A unique number assigned to an individual, organization, or institution by a school, an education agency, a state, or other organization.

   Entity Uses:  
   - Student  
   - Sibling(s) or Other School-Age Children Living in Student's Household

0140 †*  **Identification System**—A numbering scheme that is used for identification and record-keeping purposes by schools, social services, or other agencies to refer to an individual, organization, or institution.

   01 Driver’s license number (not applicable for this entity)  
   02 Health record number  
   03 Medicaid number  
   *04 Professional certificate or license number (not applicable for this entity)  
   *05 School-assigned number  
   *06 District-assigned number
### Data Element Definitions

#### A. Personal Information

- **07 State-assigned number**
- **08 Selective service number (not applicable for this entity)**
- **09 Migrant number**
- **10 Social Security administration number**
- **11 US government Visa number**
- **12 Personal identification number (used for access into system)(not applicable for this entity)**
- **13 Family unit number**
- **14 College Board/ACT code set of PK-grade 12 institutions (not applicable for this entity)**
- **15 LEA number for school (not applicable for this entity)**
- **16 SEA number for school (not applicable for this entity)**
- **17 SEA number for LEA (not applicable for this entity)**
- **18 NCES number for school (not applicable for this entity)**
- **19 NCES number for a LEA (not applicable for this entity)**
- **20 Other agency number(e.g., Roman Catholic diocese or association member) (not applicable for this entity)**
- **21 Integrated Postsecondary Education Data System (IPEDS) number (not applicable for this entity)**
- **22 College Board Admission Testing Program (ATP) number (not applicable for this entity)**
- **23 American College Testing (ACT) Program number (not applicable for this entity)**
- **24 Federal identification number (not applicable for this entity)**
- **25 Dunn and Bradstreet number (not applicable for this entity)**
- **99 Other**

**Entity Uses:**
- Student
- Sibling(s) or Other School-Age Children Living in Student's Household
0149 **Hispanic or Latino Ethnicity**—An indication that the individual traces his or her origin or descent to Mexico, Puerto Rico, Cuba, Central and South America, and other Spanish cultures, regardless of race. The term, “Spanish origin,” can be used in addition to “Hispanic or Latino.”

01 Hispanic or Latino  
02 Non-Hispanic/Latino  

Entity Uses: Student

0150 **Race**—The general racial category which most clearly reflects the individual's recognition of his or her community or with which the individual most identifies. [The way this data element is listed, it must allow for multiple entries so that each individual can specify all appropriate races. An alternative would be to list the options as separate data elements and have a yes/no option for each one.]

01 American Indian or Alaska Native—A person having origins in any of the original peoples of North and South America (including Central America), and who maintains cultural identification through tribal affiliation or community recognition.

02 Asian—A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent. This area includes, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

03 Black or African American—A person having origins in any of the black racial groups of Africa. Terms such as “Haitian” or “Negro” can be used in addition to “Black or African American.”

04 Native Hawaiian or Other Pacific Islander—A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

05 White—A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.

Entity Uses: Student

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1 These categories reflect the revised Standards for the Classification of Federal Data on Race and Ethnicity (Statistical Policy Derivatives No. 15) by the Office of Management and Budget (OMB). While these categories do not reflect the current reporting requirements for all federal programs, they will be required for reporting data on individuals according to the schedule set by OMB (January 2003). See appendix L for further detail.
Chapter 4 - Data Elements and Definitions

Data Element Definitions

A. Personal Information

0160 National/Ethnic Origin Subgroup—The national or ethnic subgroup of a person other than "American." Examples for Asian include: Chinese, Japanese, Korean, Filipino, Vietnamese, Asian Indian. For Native Hawaiian or Other Pacific Islander, examples include: Samoan, Hawaiian, or Guamanian. For Hispanics, examples include: Puerto Rican, Mexican-American, Cuban, Argentinean, Dominican, Colombian, Nicaraguan, Salvadoran, or Spaniard. Tribal background could be listed for Alaska Natives or American Indians (e.g., Navaho).

Entity Uses:
- Student
- Parent/Guardian

0170 † Sex—A person's gender.

01 Female—A woman or a girl.
02 Male—A man or a boy.

Entity Uses:
- Student
- Parent/Guardian
- Sibling(s) or Other School-Age Children Living in Student's Household

0180 † Birthdate—The month, day, and year on which an individual was born.

Entity Uses:
- Student
- Sibling(s) or Other School-Age Children Living in Student's Household

0190 Birthdate Verification—The evidence by which an individual's date of birth is confirmed.

01 Baptismal or church certificate—A form, issued by a church, listing the birthdate and certifying the baptism of a child.

02 Birth certificate—A written statement or form issued by an office of vital statistics verifying the name and birthdate of the child as reported by the physician attending at the birth.

03 Entry in a family Bible—An entry in a family Bible on a special page for recording births, marriages, and other vital information about the family.

04 Hospital certificate—A certificate issued by a hospital verifying the name and birthdate of a child.

05 Parent's affidavit—A sworn, written statement made by an individual's parent to verify his or her age, birthdate, and place of birth.

06 Passport—Any travel document issued by a recognized authority showing the bearer's origin, identity, birthdate, and nationality that is valid for the entry of the bearer into a foreign country.

07 Physician's certificate—A certificate issued by the physician attending at birth, verifying the name and birthdate of the child. A physician's certificate is considered to be a birth certificate when acceptable as such by the political subdivision where issued.

08 Previously verified school records—A school record with the birthdate previously verified that is issued in lieu of more direct evidence to verify the birthdate.
**Chapter 4 - Data Elements and Definitions**

**Data Element Definitions**

**A. Personal Information**

**09 State-issued ID (e.g., from Department of Public Safety)**—An official document issued by a state government agency, usually the department of public safety or the department of motor vehicles, that formally identifies the holder of the document. It usually is not accompanied by an approval for the holder to operate a vehicle of any type.

**10 Driver’s license**—An official document issued by a state government agency, usually the department of public safety or the department of motor vehicles, that formally allows the holder to operate a motor vehicle, with specifications as to the type of vehicle that he or she can operate.

**11 Immigration document (e.g., passport and immigration visas)**—An official document issued by a national government that would formally identify the holder of the document.

**98 None**

**99 Other**

Entity Uses:  Student

**0200 City of Birth**—The name of the city in which an individual was born.

Entity Uses:  Student

**0210 *County of Birth**—The name of the county, parish, borough, or comparable unit (within a state) in which an individual was born.

Entity Uses:  Student

**0220 †*State of Birth Code**—The code for the name of the state (within the United States) or extra-state jurisdiction in which an individual was born.

(Note: A list of states and outlying areas and their codes can be found in appendix E.)

Entity Uses:  Student

**0221 †*Name of State of Birth**—The name of the state (within the United States) or the outlying area in which an individual was born.

Entity Uses:  Student

**0230 † Country of Birth Code**—The code for the name of the country in which an individual was born.

(Note: A list of countries and codes can be found in appendix F.)

Entity Uses:  Student

**0231 † Name of Country of Birth**—The name of the country in which an individual was born.

Entity Uses:  Student
Chapter 4 - Data Elements and Definitions

Data Element Definitions

A. Personal Information

0232  **Born Outside of the U.S.**—An indication that an individual was born outside of the 50 states, the District of Columbia, and the outlying areas (e.g., U.S. territories, embassies, military bases, etc.).

- 01 Yes
- 02 No
- 03 Unknown

Entity Uses: Student

0240  **First Entry Date (into the United States)**—The month, day, and year of an individual’s initial arrival into the United States in order to establish residency.

Entity Uses: Student

0250  **Citizenship Status**—The description that best identifies the status of an individual’s citizenship and/or residency in the United States.

- 01 Dual national—An individual who is a citizen of more than one country.
- 02 Non-Resident alien—An individual who has been admitted temporarily to the United States as a non-immigrant, but is not a citizen, including those granted student visas solely for the purpose of study (e.g., alien students).
- 03 Resident alien—An individual who has been admitted to the United States for permanent residency but is not a citizen of the United States.
- 04 United States citizen—An individual who is a citizen of only the United States regardless of how this status was acquired.
- 99 Other

Entity Uses: Student

0260  †*Country of Citizenship Code*—The code for the country to which an individual acknowledges citizenship.

(Note: A list of countries and codes can be found in appendix F.)

Entity Uses: Student

0261  *Name of Country of Citizenship*—The name of the country to which an individual acknowledges citizenship.

Entity Uses: Student

0270  † English Proficiency—An individual’s adeptness at English as indicated by: a) reading skills (the ability to comprehend and interpret text); b) listening skills (the ability to understand verbal expressions of the language); c) writing skills (the ability to produce written text with content and format); and d) speaking skills (the ability to use oral language appropriately and effectively).

- 01 Native English speaker
- 02 Fluent English proficient
- 03 Limited English proficient/English language learner
- 04 Non-English speaking
- 05 Redesignated as fluent English proficient
- 99 Status unknown

Entity Uses: Student
0280 † **Language Type**—An indication of the function and context in which an individual uses a language to communicate.

   **01 Correspondence language**—The language or dialect to be used when sending written communication (e.g., letters, facsimiles, or electronic mail) to an individual.

   **02 Dominant language**—The language or dialect an individual best understands and with which he or she is most comfortable. A person may be dominant in one language in certain situations and another for others.

   **03 Home language**—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.

   **04 Native language**—The language or dialect first learned by an individual or first used by the Parent/Guardian with a child. This term is often referred to as primary language.

   **05 Other language proficiency**—Any language or dialect, other than the dominant language, in which an individual is proficient.

   **99 Other**

   Entity Uses: Student
   Parent/Guardian

0290 **Language Code**—The code for the specific language or dialect that an individual uses to communicate.

   (Note: A list of languages and dialects can be found in appendix G.)

   Entity Uses: Student
   Parent/Guardian

0291 † **Name of Language**—The name of the specific language or dialect that an individual uses to communicate.

   Entity Uses: Student
   Parent/Guardian

0292 **Languages Other Than English**—An indicator that an individual speaks or uses a language other than English.

   **01 Yes**
   **02 No**
   **03 Unknown**

   Entity Uses: Student
   Parent/Guardian

0300 **Religious Background**—The religion or religious group (i.e., the specific unified system of religious expression) with which an individual most identifies.

   **01 Amish**
   **02 Assembly of God**
   **03 Baptist**
   **04 Buddhist**
   **05 Calvinist**
Chapter 4 - Data Elements and Definitions

Data Element Definitions

A. Personal Information

06 Catholic
07 Eastern Orthodox
08 Episcopal
09 Friends
10 Greek Orthodox
11 Hindu
12 Islamic
13 Jehovah's Witnesses
14 Jewish
15 Latter Day Saints
16 Lutheran
17 Mennonite
18 Methodist
19 Pentecostal
20 Presbyterian
21 Other Christian denomination
22 Seventh Day Adventist
23 Tao
24 Unitarian Universalist
*25 Christian Scientist
*26 Nazarene
98 None
99 Other

Entity Uses: Student

0310 Minor/Adult Status—A person's status in relation to legal adulthood as specified by state law.

01 Emancipated minor—An individual who has not reached a specified minimum age of adulthood, but is free (emancipated) from parental control as a result of a court ruling and therefore may be exempt from the provisions of compulsory school attendance.

02 Legal adult—An individual who has reached a specified minimum age of adulthood.

03 Legal minor—An individual who has not reached a specified minimum age of adulthood.

Entity Uses: Student

0315 Homelessness Status—An indication that an individual lacks a fixed, regular, and adequate nighttime residence and has a primary nighttime residence that is: 1) a supervised, publicly or privately operated shelter designed to provide temporary living accommodations (including welfare hotels, congregate shelters, and transitional housing for the mentally ill); 2) an institution that provides a temporary residence for individuals intended to be institutionalized; or 3) a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings. (See Section 103 of the McKinney Act for a more detailed description of this data element.)

01 Yes
02 No

Entity Uses: Student
Chapter 4 - Data Elements and Definitions
Data Element Definitions
A. Personal Information

0400 ♦ **County**—The name of the county, parish, borough, or comparable unit (within a state) in which an address is located.

(Note: A five-digit FIPS code that identifies counties across the United States is available from the National Technical Information Service, 5285 Port Royal Road, Springfield, VA 22161)

Entity Uses: Student
Parent/Guardian

0410 †**State Code**—The code for the state (within the United States) or outlying area in which an address is located.

(Note: A list of states and outlying areas and their codes can be found in appendix E.)

Entity Uses: Student
Parent/Guardian

0411 †**Name of State**—The name of the state (within the United States) or outlying area in which an address is located.

Entity Uses: Student
Parent/Guardian

0420 † **Zip Code**—The five or nine digit zip code portion of an address.

Entity Uses: Student
Parent/Guardian

0430 †**Country Code**—The code for the country in which an address is located.

(Note: A list of countries and codes can be found in appendix F.)

Entity Uses: Student
Parent/Guardian

0431 †**Name of Country**—The name of the country in which an address is located.

Entity Uses: Student
Parent/Guardian

0440 **Complete Permanent Address**—The street number and name, apartment/room/suite number, city, county, state, zip code, and country of an individual’s or organization’s permanent address (generally used when component parts are not required or requested separately).

Entity Uses: Employer
Sponsor
Emergency Contact

0460 **Communication Status**—An indication of special circumstances which affect communication to an individual, organization, or institution via a telephone (e.g., no telephone connection, no one available to answer the telephone during certain hours).

Entity Uses: Student
Parent/Guardian
Employer
Chapter 4 - Data Elements and Definitions

Data Element Definitions

A. Personal Information

Sponsor
Emergency Contact

0461 **Communication Number Type**—The type of communication number listed for an individual or organization.

*01 Alternate telephone number*
*02 Answering service*
*03 Beeper number*
*04 Telephone extension*
*05 Home facsimile number*
*06 Home telephone number*
*07 Night telephone number*
*08 Other residential facsimile number*
*09 Other residential telephone number*
*10 Appointment telephone number*
*11 Personal cellular number*
*12 Personal telephone number*
*13 Telex number*
*14 Telemail*
*15 Voice mail*
*16 Work cellular number*
*17 Work facsimile number*
*18 Work telephone number*

Entity Uses:  
Student  
Parent/Guardian

0470 *Communication Number*—The telephone number or other communication type number including the international code, area code, and extension, if applicable.

Entity Uses:  
Student  
Parent/Guardian  
Employer  
Sponsor  
Emergency Contact

0489 **Electronic Mail Address Type**—The type of electronic mail (email) address listed for an individual or organization.

*01 Home/personal*
*02 Work*
*99 Other*

Entity Uses:  
Student  
Parent/Guardian  
Employer  
Sponsor  
Emergency Contact

0490 *Electronic Mail Address*—The numbers, letters, and symbols used to identify an electronic mail (E-mail) user within the network to which the individual or organization belongs.

Entity Uses:  
Student  
Parent/Guardian  
Employer
**Data Element Definitions**

**A. Personal Information**

- Sponsor
- Emergency Contact

**0491**  
*Web Site Address (URL)*—Unique Resource Locator. The unique address of a Web page.

**Entity Uses:**  
Student  
Parent/Guardian  
Employer  
Sponsor

**0520**  
**Zone Number**—The number assigned to a geographical area for purposes of census enumeration. For a public school census, this number is generally assigned by the local education agency (LEA).

**Entity Uses:**  
Student

**0530**  
**Residence Block Number**—A number assigned to a particular block of residences.

**Entity Uses:**  
Student
05 Residential school/dormitory—A building (usually under general school or college supervision) with many rooms that provide sleeping and living accommodations for a number of students.

06 Family residence—A residence in which an individual lives alone, with his or her birth, adoptive, sponsoring, or guardian family (including relatives), or with roommates.

07 Foster home—A residence in which an individual is placed in an alternative living arrangement in an agency-supervised private home that is licensed to provide foster care.

08 Institution—A facility having a social, educational, health, or other purpose such as a community- or hospital-based facility.

09 Prison or juvenile detention center—A facility where individuals convicted of crimes are confined or where accused individuals are held while awaiting trial.

10 Rooming house—A residence in which one or more individuals or families occupy rooms, generally without meals being provided (e.g., a hotel or motel).

11 Transient shelter—A facility that provides a temporary place to stay for travelers, newcomers or homeless people in the community.

12 No home—An instance in which an individual is without a dwelling.

13 Other dormitory—A facility not under school supervision (e.g., migrant camps, orphanages).

99 Other

Entity Uses: Student

0580 Dwelling Ownership—An indication of the type of ownership of a residence in which an individual lives.

01 Owned property—Housing that an individual or the individual’s family owns in part (mortgaged) or completely and for which rent is not paid.

02 Public or subsidized housing—Housing owned by the local, state, or federal government that is provided to individuals on a rent-free or reduced-rent basis.

03 Rental property—Housing for which an individual or an individual’s family leases and pays rent at some fixed interval for the purpose of accommodation.

99 Other

Entity Uses: Student

0590 Head of Household—The individual with primary responsibility for the maintenance of a residence.

01 Agency official
02 Foster parent(s)
03 Institution official
04 Non-parental relative
05 Non-relative owner of property
06 Parent/Guardian
Chapter 4 - Data Elements and Definitions

Data Element Definitions

A. Personal Information

- 07 Prison official
- 08 School official
- 09 Spouse
- 10 Student
- 99 Other

Entity Uses: Student

Family Information—Information about the student's family condition and responsibilities.

0600 Marital Status—the condition of an individual with regard to marriage.

- 01 Legally separated
- 02 Married
- 03 Not married (never married, legally divorced, widowed, or marriage annulled)

Entity Uses: Student

Parent/Guardian

0610 Financial Dependency—the financial reliance of an individual.

- 01 Dependent on parent/guardian—An individual who relies primarily upon his or her parent/guardian for financial support or aid.
- 02 Dependent on relatives (other than parent/guardian)—An individual who relies primarily upon his or her relatives (other than parent/guardian) for financial support or aid.
- 03 Dependent on other—An individual who relies primarily upon someone other than his or her relatives (including parent/guardian) for financial support or aid.
- 04 Independent—An individual who relies upon himself or herself for financial support or aid (i.e., he or she is self-reliant).

Entity Uses: Student

Sibling(s) or Other School-Age Children Living in Student's Household

0620 Number of Dependents—the number of persons (minor or adult) for whom an individual provides primary support as defined by the taxing authority.

Entity Uses: Student

0630 Family Income Range—the category which best represents the total combined income during the past 12 months of all members of the family who share financial responsibility in a household. This includes money from jobs, net income from business, farm or rent, pensions, dividends, interest, social security payments and any other money income received by members of the family.

- 01 $0-2,999
- 02 $3,000 to 5,999
- 03 $6,000 to 8,999
- 04 $9,000 to 11,999
- 05 $12,000 to 14,999
- 06 $15,000 to 19,999
- 07 $20,000 to 29,999
- 08 $30,000 to 39,999
- 09 $40,000 to 49,999
0710 † Employer Type—An indication of the general nature of the major employment of an individual.

01 Government—A federal, regional, state or local government agency.

02 Military—Active duty in a branch of the armed forces.

03 Private organization—A non-governmental organization or business.

04 Self-employed—Earning income directly from one's own business, trade, or profession rather than as an employee of another individual or organization.

05 Military/Department of Defense—Civilian employment in a branch of the armed forces or the U.S. Department of Defense.

06 Agricultural/fishery seasonal employer—A farm, ranch, processing establishment, cannery, gin, packing shed, nursery, or entity that produces or conditions seed, and that recruits, solicits, hires, employs, furnishes, or transports any migrant or seasonal agricultural worker.

99 Other

Entity Uses: Employer

0720 †*Highest Level of Education Completed—The extent of formal instruction an individual has received (i.e., the highest grade in school or its equivalent or the highest degree received).

01 No school completed
02 Nursery school
03 Kindergarten
04 1st, 2nd, 3rd, or 4th grade
05 5th, 6th, 7th, or 8th grade
06 9th grade
07 10th grade
08 11th grade
09 12th grade, no diploma
*10 High school graduate
*11 High school diploma or the equivalent (e.g., GED or recognized homeschool)
*12 Adult Basic Education Diploma
*13 Post graduate (Grade 13)
*14 Vocational certificate
*15 Formal award, certificate or diploma (less than one year)
*16 Formal award, certificate or diploma (more than or equal to one year)
*17 Some college but no degree
*18 Associate's degree (two years or more)
*19 Bachelor's (Baccalaureate) degree (e.g., B.A., A.B., B.S.)
*20 Graduate certificate
*21 First-professional degree (e.g., D.C. or D.C.M., D.D.S. or D.M.D., M.D., O.D., D.O., D.Pharm., Pod.D. or D.P.M., D.V.M., LL.B. or J.D., M.Div., M.H.L., B.D., or Ordination)
*22 Master's degree (e.g., M.A., M.S., M.Eng, M.Ed, M.S.W., M.B.A., M.L.S.)
*23 Specialist's degree (e.g., Ed.S)
*24 Post-Professional degree
*25 Doctoral (Doctor's) degree (e.g., Ph.D, Ed.D)
99 Other

Entity Uses: Parent/Guardian
Chapter 4 - Data Elements and Definitions

Data Element Definitions

B. Enrollment

Section B, Enrollment includes data about a student's entrance or reentrance into the institution in which he or she receives instruction (including instruction in school or by correspondence), about his or her membership (including attendance, absence, tardiness, and early departure), and about his or her exit from school (including transfer, withdrawal, and death).

Entity Uses: School
Local Administrative Unit (LAU)
Student

School Information—The identification of the school(s), educational institution(s), and corresponding agencies that a student previously attended, currently attends, concurrently attends, or is transferring to attend.

0730 † Enrollment Status—An indication as to whether a student's name was, is, or will be officially registered on the roll of a school or schools.

01 Previously enrolled—A student was enrolled in a school at an earlier time but has since withdrawn.

02 Currently enrolled—A student is enrolled in a school at the present time.

03 Concurrently enrolled—An arrangement whereby a student is enrolled in and regularly attends two separate schools that share direction and control of his or her studies.

04 Transferring (will enroll)—An arrangement whereby a student has made plans to change his or her enrollment from one school to another.

Entity Uses: School

0120 † Name of Institution—The full legally or popularly accepted name of an organization (e.g., a school, an association, or a company).

Entity Uses: School
Local Administrative Unit (LAU)

0370 † Street Number/Name—The street number and street name or post office box number of an address.

Entity Uses: School
Local Administrative Unit (LAU)

0380 † Apartment/Room/Suite Number—The apartment, room, or suite number of an address.

Entity Uses: School
Local Administrative Unit (LAU)

0390 † City—The name of the city in which an address is located.

Entity Uses: School
Local Administrative Unit (LAU)

0400 † County—The name of the county, parish, borough, or comparable unit (within a state) in which an address is located.

Entity Uses: School
Local Administrative Unit (LAU)
0410 † *State Code—The code for the state (within the United States) or outlying area in which an address is located.

(Note: A list of states and outlying areas and their codes can be found in appendix E.)

Entity Uses: School
Local Administrative Unit (LAU)

0420 † Zip Code—The five or nine digit zip code portion of an address.

Entity Uses: School
Local Administrative Unit (LAU)

0430 † *Country Code—The code for the country in which an address is located.

(Note: A list of countries and codes can be found in appendix F.)

Entity Uses: School
Local Administrative Unit (LAU)

0460 Communication Status—An indication of special circumstances which affect communication to an individual, organization, or institution via a telephone (e.g., no telephone connection, no one available to answer the telephone during certain hours).

Entity Uses: School
Local Administrative Unit (LAU)

0461 Communication Number Type—The type of communication number listed for an individual or organization.

01 Alternate telephone number
02 Answering service
03 Beeper number
04 Telephone extension
05 Home facsimile number
06 Home phone number
07 Night telephone number
08 Other residential facsimile number
09 Other residential telephone number
10 Appointment phone
11 Personal cellular number
12 Personal phone number
13 Telex number
14 Telemail
15 Voice mail
16 Work cellular number
17 Work facsimile number
18 Work telephone number

Entity Uses: School
Local Administrative Unit (LAU)

0470 *Communication Number—The telephone number or other communication type number including the international code, area code, and extension, if applicable.
Chapter 4 - Data Elements and Definitions
Data Element Definitions
B. Enrollment

Entity Uses: School
Local Administrative Unit (LAU)

0489 **Electronic Mail Address Type**—The type of electronic mail (email) address listed for an individual or organization.

- **01 Home/personal**
- **02 Work**
- **99 Other**

Entity Uses: School
Local Administrative Unit (LAU)

0490 *Electronic Mail Address*—The numbers, letters, and symbols used to identify an electronic mail (E-mail) user within the network to which the individual or organization belongs.

Entity Uses: School
Local Administrative Unit (LAU)

0491 *Web Site Address (URL)*—Unique Resource Locator. The unique address of a Web page.

Entity Uses: School
Local Administrative Unit (LAU)

0130 † **Identification Number**—A unique number assigned to an individual, organization, or institution by a school, an education agency, a state, or other organization.

Entity Uses: School
Local Administrative Unit (LAU)

0140 †**Identification System**—A numbering scheme that is used for identification and record-keeping purposes by schools, social services, or other agencies to refer to an individual, organization, or institution.

- **01 Driver’s license number (not applicable for this entity)**
- **02 Health record number (not applicable for this entity)**
- **03 Medicaid number (not applicable for this entity)**
- **04 Professional certificate or license number (not applicable for this entity)**
- **05 School-assigned number (not applicable for this entity)**
- **06 District-assigned number (not applicable for this entity)**
- **07 State-assigned number (not applicable for this entity)**
- **08 Selective service number (not applicable for this entity)**
- **09 Migrant number (not applicable for this entity)**
- **10 Social Security administration number (not applicable for this entity)**
- **11 US government Visa number (not applicable for this entity)**
- **12 Personal identification number (used for access into system) (not applicable for this entity)**
- **13 Family unit number (not applicable for this entity)**
- **14 College Board/ACT code set of PK-grade 12 institutions**
- **15 LEA number for school**
- **16 SEA number for school**
- **17 SEA number for LEA**
- **18 NCES number for school**
*19 NCES number for a LEA
*20 Other agency number (e.g., Roman Catholic diocese or association member)
*21 Integrated Postsecondary Education Data System (IPEDS) number (not applicable for this entity)
*22 College Board Admission Testing Program (ATP) number (not applicable for this entity)
*23 American College Testing (ACT) Program number (not applicable for this entity)
*24 Federal identification number
*25 Dunn and Bradstreet number
99 Other

Entity Uses: School
Local Administrative Unit (LAU)
Chapter 4 - Data Elements and Definitions

Data Element Definitions

B. Enrollment

0740  Lowest Grade Level—The lowest instructional level offered by an educational institution.

01 Infant
02 Pre-Kindergarten
03 Kindergarten
04 Grades 01-13
05 Ungraded
06 Adult
99 Other

Entity Uses: School

0750  Highest Grade Level—The highest instructional level offered by an educational institution.

01 Infant
02 Pre-Kindergarten
03 Kindergarten
04 Grades 01-13
05 Ungraded
06 Adult
99 Other

Entity Uses: School

0760  School Administration—The type of educational institution as classified by its administrative authority, establishment, and operation.

01 Correction or juvenile detention facility—A facility where individuals are placed when mandated by a judicial proceeding, including short-term detention facilities that are community-based or residential.

02 Federally-mandated school—An educational institution that is sponsored, operated, or under the direction or auspices of the federal government (e.g., the Bureau of Indian Affairs Schools).

03 Home school—An educational environment in which a student receives instruction offered in a home, as regulated by state law, for reasons other than health.

04 Hospital/Homebound—An institution or home where the sick and injured receive medical, health, surgical, and emergency care. Instructional programs may provide classroom or tutorial sessions for hospitalized or homebound students who are unable to attend regular or special day classes because of non-contagious medical conditions, physical disabilities, or emotional problems.

05 Private, non-religiously-affiliated school—An educational institution that is operated by a non-governmental, non-religious group or organization.

06 Private, religiously affiliated school—An educational institution that is affiliated with and operated by a non-governmental, religious group or organization.

07 Public school—An institution which provides educational services and: 1) has one or more grade groups (pre-kindergarten through grade 12) or is ungraded; 2) has one or more teachers to give instruction; 3) is located in one or more buildings; 4) has an assigned administrator(s); 5) receives public funds as primary support; and 6) is operated by a local education agency.
08 Refugee camp—A facility that serves as temporary shelter for individuals who have fled their native countries but may or may not have been granted legal entry into another country.

09 State-operated school—An educational institution that is administered directly by a state agency.

10 State-supported school—An educational institution that is operated under contract or other arrangement with a State agency.

99 Other

Entity Uses: School

0770 *School Type Code—An indication of the type of education institution as classified by its focus.

01 Regular—A school providing instruction and educational services that do not focus primarily on special education, vocational/technical education, alternative education, or on any of the particular themes associated with magnet/special program emphasis schools.

02 Alternative—A school that: 1) addresses needs of students which cannot typically be met in a regular school; 2) provides nontraditional education; 3) serves as an adjunct to a regular school; and 4) falls outside of the categories of regular, magnet/special program emphasis, special, or vocational/technical education.

03 Magnet/special program emphasis—A school within the public education system that has been designed: 1) to attract students of different racial/ethnic backgrounds for the purpose of reducing, preventing, or eliminating racial isolation; and/or 2) to provide an academic or social focus on a particular theme (e.g., science/math, performing arts, gifted/talented, or foreign language).

04 Montessori—A school that places primary emphasis on use of the Montessori method of educating young children. This method focuses on training of the senses and guidance rather than rigid control of the child's activity so as to encourage self-education.

05 Special education—A school that adapts the curriculum, materials, or instruction for students identified as needing special education. This may include instruction for students with any of the following: autism, deaf-blindness, hearing impairment, mental retardation, multiple disabilities, orthopedic impairment, emotional disturbance, specific learning disability, speech or language impairment, traumatic brain injury, visual impairment, developmental delay, and other health impairments.

06 Vocational/technical—A school that focuses primarily on providing formal preparation for semi-skilled, skilled, technical or professional occupations for high school-aged students who have opted to develop or expand their employment opportunities, in addition, to or in lieu of preparing for college entry.
**07 Charter school**—A public school that is exempted from significant state or local rules that normally govern the operation and management of public schools. It is created by a developer as a public school, or is adapted by a developer from an existing public school, and is operated under public supervision and directions. It operates in pursuit of a specific set of education objectives determined by the school’s developer and agreed to by the public chartering agency and provides a program of elementary and secondary education, or both. It meets all applicable federal, state, and local health and safety requirements; and operates in accordance with state law.

**99 Other**

Entity Uses: School

**Entrance Information**—Information concerning the entrance or re-entrance of a student into a school or other educational institution. This includes a description of the status of a student when he or she is admitted to an institution and a classification of his or her entry.

0780 **Admission Date**—The month, day, and year on which a student is admitted to a school or an educational institution.

Entity Uses: Student

0790 **Admission Status**—The status given to a student when he or she is admitted to a school or an educational institution.

01 **Regular student**—A student who meets all of the regular admission requirements of a school or an educational institution.

02 **Probationary student (academic)**—A student who does not meet all of the prerequisites for status as a regular student because of academic reasons (e.g., the student may have failed to achieve prescribed academic levels or meet accepted standardized test scores).

03 **Probationary student (attendance)**—A student who does not meet all of the prerequisites for status as a regular student because of attendance reasons (e.g., the student has failed to comply with prescribed school attendance standards).

04 **Probationary student (behavioral)**—A student who does not meet all of the prerequisites for status as a regular student because of behavioral reasons (e.g., the student has failed to comply with prescribed behavioral standards).

05 **Probationary student (other)**—A student who does not meet all of the prerequisites for status as a regular student because of reasons other than academic, attendance, or behavioral (e.g., the student has failed to provide necessary documentation of immunization records).

06 **Exchange student**—A student from a country outside of the United States or its outlying areas who is temporarily enrolled in classes or a course of study at a school or educational institution in the United States.

07 **Guest student**—A student attending a school or educational institution on a full-time basis other than the school of his or her regular enrollment.

**99 Other**

Entity Uses: Student
0800 †**Entry Date**—The month, day and year on which an individual entered and began to receive instructional services in a school or an educational institution during a given session.

Entity Uses: Student

0810 **Cohort Year**—The school year in which the student entered the baseline group used for computing completion rates (e.g., high school, program).

Entity Uses: Student

0820 † **Entry Type**—The process by which a student enters a school during a given academic session.

01 **Transfer from a public school in the same local education agency**—A student who transfers from a public school that is located within the administrative boundaries of the same local education agency.

02 **Transfer from a public school in a different local education agency in the same state**—A student who transfers from a public school that is not located within the administrative boundaries of the same local education agency but is in the same state.

03 **Transfer from a public school in a different state**—A student who transfers from a public school that is located in another state or from a United States overseas dependents school.

04 **Transfer from a private, non-religiously-affiliated school in the same local education agency**—A student who transfers from a private school (operated by a non-governmental, non-religious group or organization) that is located within the administrative boundaries of the same local education agency.

05 **Transfer from a private, non-religiously-affiliated school in a different local education agency in the same state**—A student who transfers from a private school (operated by a non-governmental, non-religious group or organization) that is not located within the administrative boundaries of the same local education agency but is in the same state.

06 **Transfer from a private, non-religiously-affiliated school in a different state**—A student who transfers from a private school (operated by a non-governmental, non-religious group or organization) that is located in another state.

07 **Transfer from a private, religiously-affiliated school in the same local education agency**—A student who transfers from a private school (affiliated with and operated by a non-governmental, religious group or organization) that is located within the administrative boundaries of the same local education agency.

08 **Transfer from a private, religiously-affiliated school in a different local education agency in the same state**—A student who transfers from a private school (affiliated with and operated by a non-governmental, religious group or organization) that is not located within the administrative boundaries of the same local education agency but is in the same state.

09 **Transfer from a private, religiously-affiliated school in a different state**—A student who transfers from a private school (affiliated with and operated by a non-governmental, religious group or organization) that is located in another state.

10 **Transfer from a school outside of the country**—A student who transfers from a school outside of the country that is not a United States overseas dependents school (including private and public school systems).
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04 Work-study—A type of financial aid that provides partial reimbursement of wages paid to a student.

05 Other tuition waiver/remittance—Any other type of financial aid in which the student is excused from paying tuition, pays a discounted tuition, or receives compensation to defray educational expenses.

99 Other

Entity Uses: Student

0970 Financial Assistance Descriptive Title—The title (or description) of a financial assistance program (e.g., the name of a scholarship).

Entity Uses: Student

0980 Financial Assistance Source—The funding source of financial assistance awarded to a student for his or her education.

01 Resident school or local education agency
02 Another school within the local education agency
03 Another school or school district within the state but outside the local education agency
04 A school or school district outside the state
05 A state agency
06 A federal agency
07 A foundation or charitable organization
08 A parish, diocese, or other religious group
09 Parent/guardian's employer
99 Other

Entity Uses: Student

0990 Financial Assistance Amount—The dollar value of financial assistance received by, or made available to, a student under the financial assistance program.

Entity Uses: Student

Membership Information—Information indicating the period of time a student's name is on the current roll of a class or school while the school is in session regardless of his or her presence or absence. A student is a member of a class or school from the date he or she enters until his or her name is withdrawn from the rolls (or after a pre-set number of consecutive days of absence based on state or local laws or regulations). During this period, the student is either present or absent on each day or half day during which school is in session.

1000 † Number of Days of Membership—The number of days a student is present plus the number of days absent when school is in session during a given reporting period.

Constituent data elements used to compute this aggregate or derived data element can be found among the endnotes of the application table in Chapter 5.

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Attendance Information—Information concerning a student's presence, absence, and tardiness in a class or school. Attendance is the presence of a student on days when school is in session.

1010 † Daily Attendance Status—The status of a student's attendance during a given day while school is in session.

01 In attendance/present—A student is present at school or is attending a school activity off campus which is sponsored by the school, is a part of the program of the school, and is personally supervised by one or more members of the school staff. This may include authorized independent study, work study programs, field trips, athletic contests, music festivals, student conventions, instruction for homebound students, and similar activities officially authorized under policies of the local school board. It does not include "making up" schoolwork at home or activities supervised or sponsored by private individuals or groups.

02 Excused absence—A student is not present at school or at a school-endorsed or sponsored activity, but is temporarily excused from attendance because he or she: 1) is ill and attendance in school would endanger his or her health or the health of others; 2) has an immediate family member who is seriously ill or has died; 3) is observing a recognized religious holiday of his or her faith; or 4) is otherwise excused from school in accordance with board policies.

03 Unexcused absence—A student is not present at school or at a school-endorsed or sponsored activity without acceptable cause, parental knowledge, or authorization from the school administrator or his or her agent.

04 Tardy—A student is absent at the time a given class and/or half day of attendance begins but is present before the close of that class or half-day. If a student is counted as absent but attends classes later in the school day, the absence may be changed to tardy.

05 Early departure—A student leaves school before the official close of the school's daily session. Reasons may include a special activity for curricular enrichment, doctor's appointment, and family emergency. State, local, and school regulations may distinguish Excused and Unexcused early departures. When officially approved on a regular basis, early departures immediately prior to the close of the session are considered to be released time.

Entity Uses: Student

1011 *Number of Days in Attendance—The number of days an individual is present when a school is in session during a given reporting period.

Entity Uses: Student

Constituent data elements used to compute this aggregate or derived data element can be found among the endnotes of the application table in Chapter 5.

1012 *Number of Days Absent—The number of days an individual is absent when school is in session during a given reporting period.

Entity Uses: Student

Constituent data elements used to compute this aggregate or derived data element can be found among the endnotes of the application table in Chapter 5.
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1013  *Number of Tardies*—The number of times an individual is late when school is in session during a given reporting period.

Constituent data elements used to compute this aggregate or derived data element can be found among the endnotes of the application table in Chapter 5.

Entity Uses: Student

1020  † Class Attendance Status—The status of a student's attendance at each class period while school is in session.

01 In attendance/present—A student is present at a class or is attending a class activity off campus which is sponsored by the school, is a part of the program of the school, and is personally supervised by one or more members of the school staff. This may include authorized independent study, work study programs, field trips, athletic contests, music festivals, student conventions, instruction for homebound students, and similar activities officially authorized under policies of the local school board. It does not include "making up" schoolwork at home or activities supervised or sponsored by private individuals or groups.

02 Excused absence—A student is not present at a class or at a school-endorsed or sponsored class activity, but is temporarily excused from attendance because he or she: 1) is ill and attendance in school would endanger his or her health or the health of others; 2) has an immediate family member who is seriously ill or has died; 3) is observing a recognized religious holiday of his or her faith; or 4) is otherwise excused from school in accordance with board policies.

03 Unexcused absence—A student is not present at a class or at a school-endorsed or sponsored class activity without acceptable cause, parental knowledge, or authorization from the school administrator or his or her agent.

04 Tardy—A student is absent at the time a given class and/or half day of attendance begins but is present before the close of that class or half-day. If a student is counted as absent but attends class later in the period, the absence may be changed to tardy.

05 Early departure—A student leaves class before the official close of the session. Reasons may include a special activity for curricular enrichment, doctor's appointment, and family emergency. State local, and school regulations may distinguish excused and unexcused early departures. When officially approved on a regular basis, early departures immediately prior to the close of the session are considered to be released time.

Entity Uses: Student

1030  Released Time—The amount of time a school officially and regularly excuses a full-time student for part of a session. This may be for reasons such as need at home, work on special activity, approved employment, high school students taking college courses, religious instruction, and reduced schedule because of physical or emotional condition or doctor's appointments.

Entity Uses: Student
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**Exit/Withdrawal Information**—Information concerning a student who exits or withdraws his or her membership in a class, grade, or school during the regular school term or between regular school terms for known or unknown reasons. Membership usually is terminated after excessive consecutive days of absence other than for prolonged illness, upon the completion of schoolwork, transfer to another school, dropping out/discontinuing school, or death.

1040 † **Exit/Withdrawal Date**—The month, day, and year of the first day after the date of an individual's last attendance in school (if known), the day on which an individual was graduated, or the date on which it becomes known officially that an individual left school.

   | Entity Uses: | Student |

1050 † **Exit/Withdrawal Status**—An indication as to whether an instance of student exit/withdrawal is considered to be of a permanent or temporary nature.

   | 01 Permanent exit/withdrawal—The student does not expect to return to membership in an educational institution. |
   | 02 Temporary exit/withdrawal—The student expects to return to membership in an educational institution. |

   | Entity Uses: | Student |

1060 † **Exit/Withdrawal Type**—The circumstances under which the student exited from membership in an educational institution.

   | 01 Transfer to a public school in the same local education agency—A student who transfers to a public school that is located within the administrative boundaries of the same local education agency. |
   | 02 Transfer to a public school in a different local education agency in the same state—A student who transfers to a public school that is not located within the administrative boundaries of the same local education agency but is in the same state. |
   | 03 Transfer to a public school in a different state—A student who transfers to a public school that is located in another state or to a United States overseas dependents school. |
   | 04 Transfer to a private, non-religiously-affiliated school in the same local education agency—A student who transfers to a private school (operated by a non-governmental, non-religious group or organization) that is located within the administrative boundaries of the same local education agency. |
   | 05 Transfer to a private, non-religiously-affiliated school in a different local education agency in the same state—A student who transfers to a private school (operated by a non-governmental, non-religious group or organization) that is not located within the administrative boundaries of the same local education agency but is in same state. |
   | 06 Transfer to a private, non-religiously-affiliated school in a different state—A student who transfers to a private school (operated by a non-governmental, non-religious group or organization) that is located in another state. |
   | 07 Transfer to a private, religiously-affiliated school in the same local education agency—A student who transfers to a private school (affiliated with and operated by a non-governmental, religious group or organization) that is located within the administrative boundaries of the same local education agency. |
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1200  **Total Days in Session**—The total number of days in a given session. Also included are days on which the education institution facility is closed and the student body as a whole is engaged in planned activities off-campus under the guidance and direction of staff members.

   Entity Uses: School

1201  **Number of Hours in School Day**—The number of hours (and portions of hours) in the day in which the school normally is in session.

   Entity Uses: School

1011  **Number of Days in Attendance**—The number of days an individual is present when school is in session during a given reporting period.

   Constituent data elements used to compute this aggregate or derived data element can be found among the endnotes of the application table in Chapter 5.

   Entity Uses: Student

1012  **Number of Days Absent**—The number of days an individual is absent when school is in session during a given reporting period.

   Constituent data elements used to compute this aggregate or derived data element can be found among the endnotes of the application table in Chapter 5.

   Entity Uses: Student

1013  **Number of Tardies**—The number of times an individual is late when school is in session during a given reporting period.

   Constituent data elements used to compute this aggregate or derived data element can be found among the endnotes of the application table in Chapter 5.

   Entity Uses: Student

0830  **Entry/Grade Level**—The grade level or primary instructional level at which a student enters and receives services in a school or an educational institution during a given academic session.

   01 Ungraded
   02 Early childhood education and care
   03 Pre-kindergarten
   04 Kindergarten
   05 Grade 1
   06 Grade 2
   07 Grade 3
   08 Grade 4
   09 Grade 5
   10 Grade 6
   11 Grade 7
   12 Grade 8
   13 Grade 9
   14 Grade 10
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15 Grade 11
16 Grade 12
17 Post graduate (Grade 13)
18 Joint level course

Entity Uses: Student

0110 † Name of Individual—The full, legally accepted, proper name given to an individual at birth, baptism, or during another naming ceremony, or through legal change (generally used when component parts are not required or requested separately).

Entity Uses: Counselor
                Homeroom Monitor
                Teacher

0130 † Identification Number—A unique number assigned to an individual, organization, or institution by a school, an education agency, a state, or other organization.

Entity Uses: Counselor
                Homeroom Monitor
                Class
                Teacher

0140 †*Identification System—A numbering scheme that is used for identification and record-keeping purposes by schools, social services, or other agencies to refer to an individual, organization, or institution.

01 Driver’s license number
02 Health record number
03 Medicaid number
*04 Professional certificate or license number
*05 School-assigned number
*06 District-assigned number
*07 State-assigned number
*08 Selective service number
*09 Migrant number (not applicable for this entity)
*10 Social Security administration number
*11 US government Visa number
*12 Personal identification number (used for access into system) (not applicable for this entity)
*13 Family unit number (not applicable for this entity)
*14 College Board/ACT code set of PK-grade 12 institutions (not applicable for this entity)
*15 LEA number for school (not applicable for this entity)
*16 SEA number for school (not applicable for this entity)
*17 SEA number for LEA (not applicable for this entity)
*18 NCES number for school (not applicable for this entity)
*19 NCES number for a LEA (not applicable for this entity)
*20 Other agency number (e.g., Roman Catholic diocese or association member) (not applicable for this entity)
*21 Integrated Postsecondary Education Data System (IPEDS) number (not applicable for this entity)
*22 College Board Admission Testing Program (ATP) number (not applicable for this entity)
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*23 American College Testing (ACT) Program number (not applicable for this entity)
*24 Federal identification number (not applicable for this entity)
*25 Dunn and Bradstreet number (not applicable for this entity)
99 Other

Entity Uses: Counselor
Homeroom Monitor
Class
Teacher
Course Information—Information about the organization of subject matter and related learning experiences provided for the instruction of students on a regular or systematic basis, usually for a predetermined period of time (e.g., a semester or two-week workshop).

1210  Organization—The structure in which class instruction is arranged.

   01 Departmentalized instruction—A type of instructional organization in which teachers specialize in one or two subject matter areas and provide instruction in those areas to several classes. Under this arrangement students or teachers move between locations of instruction for different classes during a school day.

   02 Self-contained class—A type of instructional organization in which one or more teachers are responsible for a class all or most of the day. Under this arrangement the designation of a grade level is often substituted for class titles.

   03 Elementary enrichment class—A type of instructional organization for which students are selected by specialists based upon outstanding ability or interest in a given area. They are not required and schools are not obligated to offer this program.

   04 Team-taught class—A type of instructional organization in which more than one teacher are responsible for the planning and teaching of the class.

   05 “Pull-out” class—A type of instructional organization in which students who are having difficulty in a particular subject typically are removed from their regular classrooms (usually for 30 to 40 minutes per day) to participate in subject-specific, small-group remedial instruction.

Entity Uses: Class

1220  *Course Code System—A system that is used to identify the organization of subject matter and related learning experiences provided for the instruction of students.

   01 NCES Pilot National Standard Course Classification Systems for Secondary Education—A list of courses and their codes from the NCES Pilot National Standard Course Classification Systems can be found in appendix K.

   *02 NCES Classification of Secondary School Courses
   03 State course code system
   04 Local education agency course code system
   05 School course code system
   *06 Postsecondary institution code system
   99 Other

Entity Uses: Class

1221  †*Course Code—The actual code that identifies the organization of subject matter and related learning experiences provided for the instruction of students.

Entity Uses: Class

1222  Elementary Subject/Course—A classification of related subjects/courses or units of subjects/courses provided for students of elementary school levels.

   01 Computer science programming
   02 Computer skills/literacy
   03 Elective activities
   04 English as a Second Language
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- **05** Fine Arts—Art
- **06** Fine Arts—Dance
- **07** Fine Arts—Drama/Theater
- **08** Fine Arts—Music
- **09** Foreign language and literature
- **10** Geography
- **11** Handwriting/penmanship
- **12** Health
- **13** History
- **14** Home economics
- **15** Industrial arts
- **16** Keyboarding/typing
- **17** Language arts
- **18** Library skills
- **19** Mathematics/arithmetic
- **20** Military science
- **21** Multi/Interdisciplinary studies
- **22** Physical education
- **23** Reading
- **24** Religious education and theology
- **25** Science
- **26** Social studies
- **27** Spelling
- **28** Study skills
- **29** Test preparation
- **99** Other

**Entity Uses:** Class

**1223** *Unique Course Code*—A unique number that identifies the classroom, the subjects taught, and the instructors that are assigned.

**Entity Uses:** Class

**1230** † **Instructional Level**—An indication of the general nature and difficulty of instruction provided throughout a course.

- **01** Remedial—A course offered for the improvement of any particular deficiency, including a deficiency in content previously taught but not learned.

- **02** Special education—A course that adapts the curriculum, materials, or instruction for students identified as needing special education. This may include instruction for students with any of the following: autism, deaf-blindness, hearing impairment, mental retardation, multiple disabilities, orthopedic impairment, serious emotional disturbance, specific learning disability, speech or language impairment, traumatic brain injury, visual impairment, developmental delay, and other health impairments.

- **03** Basic—A course focusing primarily on skills development, including literacy in language, mathematics, life and physical sciences, and social sciences and history.

- **04** General—A course providing instruction (in a given subject matter area) that focuses primarily on general concepts for the appropriate grade level.

- **05** Honors—An advanced level course designed for students who have earned honors status according to educational requirements.
06 Gifted and talented—An advanced level course designed primarily for students who have qualified for and enrolled in a school, educational institution, or district gifted and talented program.

07 International Baccalaureate—A program of study, sponsored and designed by the International Baccalaureate Organization (IBO), that leads to examinations and meets the needs of secondary school students between the ages of 16 and 19 years. Designed as a comprehensive two-year curriculum that allows its graduates to fulfill requirements of various national education systems, the diploma model is based on the pattern of no single country but incorporates elements of several. The program is available in English, French and Spanish. In addition to the diploma program mentioned above, the IBO also offers programs for students between the age of 3 and the age of 16.

08 Advanced Placement—An advanced, college-level course designed for students who achieve a specified level of academic performance. Upon successful completion of the course and a standardized Advanced Placement examination, a student may receive college credit.

09 College level—A course, often taken at or in conjunction with a postsecondary institution, which contains instruction equivalent to a college-level course and for which a student may get college credit(s).

10 Untracked—A course that is not limited to one level of instruction so as to meet the needs of student groups at a variety of educational levels.

11 Limited English/bilingual—A course designed for students with a language background other than English, and whose proficiency in English is such that the probability of the individual’s academic success in an English-only environment is below that of a peer with an English language background.

12 Accepted as a high school equivalent—A secondary-level course offered at an education institution other than a secondary school (such as adult learning center or a community college) or through correspondence or distance learning.

99 Other

Entity Uses: Class

1231 State University Course Requirement—Code indicating that the course meets the state university admissions requirements for a particular subject area.

01 Yes
02 No
03 Unknown

Entity Uses: Class
1240  †*Course Title—The descriptive name given to a course of study offered in a school or other institution or organization. In departmentalized classes at the elementary, secondary, and postsecondary levels (and for staff development activities), this refers to the name by which a course is identified (e.g., American History, English III). For elementary and other non-departmentalized classes, it refers to any portion of the instruction for which a grade or report is assigned (e.g., reading, composition, spelling, and language arts).

   Entity Uses:       Class

1241  *Course Description—A description of the course taken by an individual.

   Entity Uses:       Class

1250  Period—An indication of the portion of a typical daily session in which students receive instruction in a specified subject (e.g., morning, sixth period, block period, or AB schedules).

   Entity Uses:       Class

1260  Time Element—The number of clock hours required for class completion. This number is especially important for occupational or vocational classes and may represent the clock hour requirement of the class, the number of minutes (or clock hours) of class time per week, and/or the number of equivalent weeks the class typically meets.

   Entity Uses:       Class

1270  Principal Medium of Instruction—The principal medium by which the student receives instructional communication from his or her teacher(s).

   01 Computer-based—Instruction facilitated by a computer using self-contained educational software with which learners interact.

   02 Correspondence—Instruction which provides for the systematic exchange of materials between teacher and student by mail.

   03 Direct student-teacher interaction—Instruction by one or more teachers physically present, (i.e., by a single teacher or by a team of two or more teachers).

   04 Directed self-study—Self study, under the guidance of one or more teachers, which includes the use of self-teaching materials.

   05 Distance learning—Instruction, not necessarily interactive, transmitted from one location to another using a telecommunications medium (e.g., cable, satellite, phone lines) or a combination of transmission media.

   06 Interactive telecommunications—Two-way voice or data exchange between an instructor and student via phone, data lines, Internet, or video.

   07 Center-based instruction—Instruction provided through a set of self-teaching materials generally focused on a single objective completed by a student or group of students in specified location usually inside the classroom.

   08 Independent study—Self-study, under the guidance of one or more teachers and involving a variety of resources both inside and outside of the classroom, in which the student has a role in selecting what is studied.
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**09 Internship**—Instruction provided through direct supervised participation in an occupation in which the student gains practical work-related experience.

**99 Other**

Entity Uses: Class

1271 **Language of Instruction**—The language that is used for presenting the instructional materials.

Entity Uses: Class
**Location of Instruction/Service**—An indication as to whether instruction or service takes place at a location within or outside of the school in which the student is enrolled.

- 01 In-school
- 02 Other K-12 educational institutions
- 03 Postsecondary institutions
- 04 Business
- 99 Other

Entity Uses: Class

**Location of Instruction/Service Description**—The location at which a student receives instruction or service (e.g., room number, building site, campus designation, or address of a hospital, service center, or community building).

Entity Uses: Class

**Credit Type Earned**—The type of credits or units of value awarded for the completion of a course.

- 01 Carnegie unit—A standard measurement used for secondary education that represents the completion of a course that meets one period per day for one school year.
- 02 Semester hour credit—A term frequently used to indicate the number of hours of instruction per week (or the equivalent) for a course taken for one semester.
- 03 Trimester hour credit—A term frequently used to indicate the number of hours of instruction per week (or the equivalent) for a course taken for one trimester.
- 04 Quarter hour credit—A term frequently used to indicate the number of hours of instruction per week (or the equivalent) for a course taken for one quarter.
- 05 Quinmester hour credit—A term frequently used to indicate the number of hours of instruction per week (or the equivalent) for a course taken for one quinmester.
- 06 Mini-term hour credit—A term frequently used to indicate the number of hours of instruction per week (or the equivalent) for a course taken for a mini-term.
- 07 Summer term hour credit—A term frequently used to indicate the number of hours of instruction per week (or the equivalent) for a course taken for a summer term.
- 08 Intersession hour credit—A term frequently used to indicate the number of hours of instruction per week (or the equivalent) for a course taken during an intersession.
- 09 Long session hour credit—A term frequently used to indicate the number of hours of instruction per week (or the equivalent) for a course taken during a long session.
- 10 Twelve month hour credit—A term frequently used to indicate the number of hours of instruction per week (or the equivalent) for a course taken during a year-round session.

*11 Continuing education unit (CEU)—A term frequently used to indicate the number of staff development hours received by an individual upon completion of an educational program (course or series of courses) or staff development activity.
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*12 Vocational credit—A term frequently used to indicate the number of hours received by an individual upon completion of a vocational education program (course or series of courses).

*13 Adult education credit—A term frequently used to indicate the number of hours received by an individual upon completion of an adult education program (course or series of courses).

*14 Credit by examination—A term frequently used to indicate the number of hours received by an individual upon completion of a course by passing the proficiency examination for the course.

*15 Correspondence credit—A term frequently used to indicate the number of hours received by an individual upon completion of a self-paced instructional program (course or series of courses) offered by mail or via the Internet with no direct contact with faculty.

*16 Military credit—A term frequently used to indicate the number of hours received by an individual for training and experiences acquired while serving in the military.

*17 Converted occupational experience credit—A term frequently used to indicate the number of hours received by an individual based on life experience.

*18 Staff development credit—A term frequently used to indicate the number of hours received by an individual upon completion of a staff development activity or activities.

*19 No credit—A term frequently used to indicate that an individual will not receive credit for a course taken during a school term (e.g., a student is auditing a course).

99 Other

Entity Uses: Class

1310 † Number of Credits Attempted—The number of credits that a student can earn for enrolling in and completing a given course.

Entity Uses: Class

1320 Repeat Identifier—An indication as to whether a student has previously taken a given course.

01 Repeated, counted in grade point average
02 Repeated, not counted in grade point average
03 Not repeated
99 Other

Entity Uses: Class

1330 † Number of Credits Received—The number of credits a student earned for completing a given course.

Entity Uses: Class

1340 Reporting Means—The means by which routine information about a student’s achievement or progress is communicated to his or her parent/guardian for each grading period.

01 Letter or note—An informal, written letter or note, facsimile transmission, or electronic mail message used by staff members to report information about a student.
02 Parent/guardian conference—A meeting in which a staff member and a student's parent/guardian discuss and evaluate the student's achievement, progress, and instructional program. This conference may take place at the school, in the home, or over the phone. In some instances, the student and/or additional staff members take part in the conference.

03 Report card/evaluation—The formal, written notification to a student's parent/guardian reporting a student's achievement or progress in various aspects of the school or educational institution's instructional program.

04 Access from Internet—The means by which the staff members can report information about a student by posting it on the Internet.

99 Other

Entity Uses: Class

1350 Reporting Method—The method that the instructor of the class uses to report the performance and achievement of all students. It may be a qualitative method such as individualized teacher comments or a quantitative method such as a letter or a numerical grade. In some cases, more than one type of reporting method may be used.

01 Letter grade—Letters such as A, B, C, D, E, and F are given as symbols of performance relative to a predetermined standard or norm. Pluses (+) or minuses (-) may be used with the letter grades to identify ranges within each designation.

02 Number grade—Numbers such as 4.0, 3.0, 2.0, 1.0, and 0 are given as indicators of performance relative to a predetermined standard or norm.

03 Percentage—A grade in the format of a fraction with the denominator equal to 100 and the numerator having a range from 0 to 100 denoting the student's score.
04 **Standard words or phrases**—Predetermined words or sequences indicating the performance of a student. Words used most frequently include excellent, above average, average, below average, failing, incomplete, and needs improvement.

05 **Teacher's comments**—Individually tailored phrases, sentences, and paragraphs written by the teacher about a student's performance.

06 **Two-word scale**—A predetermined scale of dichotomous words such as pass/fail, satisfactory/unsatisfactory, and credit/no credit.

07 **Developmental scale**—The measurement of student progress and achievement that focuses on what students know and can do. It is constructed with the recognition that there are stages of development and achievement learners move through as they gain mastery, and that each level of a developmental scale describes observable patterns of activity typical of students moving through a particular stage. These descriptions focus on five dimensions of learning: confidence and independence, knowledge and understanding, skills and strategies, use of prior and emerging experience, and reflectiveness.

08 **Mastery/non-mastery**—An indication of the performance of the student by noting whether the student has mastered the content of the subject matter.

99 **Other**

Entity Uses: Class

1360 †*Grade Earned in Course*—A final indicator of student performance in a class as submitted by the instructor.

Entity Uses: Class

1370 **Grade Value Qualifier**—The scale of equivalents, if applicable, for grades awarded as indicators of performance in schoolwork. For example, numerical equivalents for letter grades used in determining a student's Grade Point Average (A=4, B=3, C=2, D=1 in a four-point system) or letter equivalents for percentage grades (90-100% = A, 80-90% = B, etc.).

(Note: A list of "Academic Grade Qualifiers" is available from the Association of American Medical Colleges, 2450 N St., N.W., Washington, DC 20037)

Entity Uses: Class

**Grading Period Information**—Information about the prescribed span of time that serves as the unit for which student performance is assessed. A grading period may be interrupted by one or more vacations.

1380 **Grading Period Beginning Date**—The month, day, and year on which a grading period begins.

Entity Uses: School

1390 **Grading Period Ending Date**—The month, day, and year on which a grading period ends.

Entity Uses: School
Chapter 4 - Data Elements and Definitions
Data Element Definitions
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1400  **Total Days in Grading Period**—The total number of days in a given grading period. Also included are days on which the education institution facility is closed and the student body as a whole is engaged in planned activities off-campus under the guidance and direction of staff members.

Entity Uses: School

**Performance Information**—Information about the performance of a student in courses during a given school grading period, session, school year, or career.

1410  *Credits Attempted: Given Grading Period*—The number of credits an individual attempts to earn by taking courses during a given grading period.

*Constituent data elements used to compute this aggregate or derived data element can be found among the endnotes of the application table in Chapter 5.*

Entity Uses: Student

1420  †*Credits Attempted: Given Session*—The total number of credits an individual attempts to earn by taking courses during a given session.

*Constituent data elements used to compute this aggregate or derived data element can be found among the endnotes of the application table in Chapter 5.*

Entity Uses: Student

1430  *Credits Attempted: Given School Year*—The total number of credits an individual attempts to earn by taking courses during a given school year (e.g., 1999-2000).

*Constituent data elements used to compute this aggregate or derived data element can be found among the endnotes of the application table in Chapter 5.*

Entity Uses: Student

1440  †*Credits Attempted: Cumulative*—The cumulative number of credits an individual attempts to earn by taking courses during his or her enrollment in the current school as well as those credits transferred from schools in which the individual had been previously enrolled.

*Constituent data elements used to compute this aggregate or derived data element can be found among the endnotes of the application table in Chapter 5.*

Entity Uses: Student

1450  *Credits Received: Given Grading Period*—The number of credits an individual earns by successfully completing courses or examinations during a given grading period.

*Constituent data elements used to compute this aggregate or derived data element can be found among the endnotes of the application table in Chapter 5.*

Entity Uses: Student
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1460  †*Credits Received: Given Session—The total number of credits an individual earns by successfully completing courses or examinations during a given session.

Constituent data elements used to compute this aggregate or derived data element can be found among the endnotes of the application table in Chapter 5.

Entity Uses: Student

1470  *Credits Received: Given School Year—The total number of credits an individual earns by successfully completing courses or examinations during a given school year (e.g., 1999-2000).

Constituent data elements used to compute this aggregate or derived data element can be found among the endnotes of the application table in Chapter 5.

Entity Uses: Student

1480  †*Credits Received: Cumulative—The cumulative number of credits an individual earns by completing courses or examinations during his or her enrollment in the current school as well as those credits transferred from schools in which the individual had been previously enrolled.

Constituent data elements used to compute this aggregate or derived data element can be found among the endnotes of the application table in Chapter 5.

Entity Uses: Student

1490  *Grade Points Received: Given Grading Period—The number of grade points an individual earns by successfully completing courses or examinations during a given grading period.

Constituent data elements used to compute this aggregate or derived data element can be found among the endnotes of the application table in Chapter 5.

Entity Uses: Student

1500  †*Grade Points Received: Given Session—The total number of grade points an individual earns by successfully completing courses or examinations during a given session.

Constituent data elements used to compute this aggregate or derived data element can be found among the endnotes of the application table in Chapter 5.

Entity Uses: Student

1510  *Grade Points Received: Given School Year—The total number of grade points an individual earns by successfully completing courses or examinations during a given school year (e.g., 1999-2000).

Constituent data elements used to compute this aggregate or derived data element can be found among the endnotes of the application table in Chapter 5.

Entity Uses: Student
Chapter 4 - Data Elements and Definitions
Data Element Definitions
C. School Participation and Activities

1520 †*Grade Points Received: Cumulative—The cumulative number of grade points an individual earns by successfully completing courses or examinations during his or her enrollment in the current school as well as those transferred from schools in which the individual had been previously enrolled.

Constituent data elements used to compute this aggregate or derived data element can be found among the endnotes of the application table in Chapter 5.

Entity Uses: Student

1530 *Grade Point Average (GPA): Given Grading Period—A measure of average performance in all courses for which grade points are received by an individual during a given grading period. This is obtained by dividing the total grade points received by the number of credits attempted for the same grading period.

Constituent data elements used to compute this aggregate or derived data element can be found among the endnotes of the application table in Chapter 5.

Entity Uses: Student

1540 †*Grade Point Average (GPA): Given Session—A measure of average performance in all courses taken by an individual during a given session. This is obtained by dividing the total grade points received by the number of credits attempted for the same session.

Constituent data elements used to compute this aggregate or derived data element can be found among the endnotes of the application table in Chapter 5.

Entity Uses: Student

1550 */*Grade Point Average (GPA): Given School Year—A measure of average performance in all courses taken by an individual during a given school year (e.g., 1999-2000). This is obtained by dividing the total grade points received by the number of credits attempted for the same school year.

Constituent data elements used to compute this aggregate or derived data element can be found among the endnotes of the application table in Chapter 5.

Entity Uses: Student

1560 †*Grade Point Average (GPA): Cumulative—A measure of average performance in all courses taken by an individual during his or her school career as determined for record-keeping purposes. This is obtained by dividing the total grade points received by the total number credits attempted. This usually includes grade points received and credits attempted in his or her current school as well as those transferred from schools in which the individual had been previously enrolled.

Constituent data elements used to compute this aggregate or derived data element can be found among the endnotes of the application table in Chapter 5.

Entity Uses: Student

Progress Information—Information about the nature of a student's progress for each school term.

1570 Promotion Type—The nature of the student's promotion or progress at the end of a given school term.

01 Regular promotion—The practice of promoting a student at a "regular rate" (e.g., one grade per year or one half-grade per semester).
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18 Promotion or advancement—Promotion or advancement awarded to a student in recognition of his/her achievements (e.g., advancement from regular to honors class, and promotion from junior varsity to varsity).

99 Other

Entity Uses: Student

1591 Honors Description—A description of the type of academic distinctions earned by or awarded to the student.

Entity Uses: Student

1592 Class Rank—The academic rank of a student in relation to his or her graduating class (e.g., 1st, 2nd, 3rd).

Entity Uses: Student

1593 Total Number in Class—The total number of students in the student’s graduating class.

Entity Uses: Student

1594 Percentage Ranking—The academic percentage rank of a student in relation to his or her graduating class (e.g., 95%, 80%, 50%).

Entity Uses: Student

Activity Information—Information about a student’s participation in cocurricular or extracurricular activities under the sponsorship and/or direction of the school (e.g., student organizations, intramural and interscholastic athletics, publications, band, orchestra, and service activities).

1600 Activity Title—The title which identifies a particular cocurricular or extracurricular activity.

Entity Uses: Student

1601 *Activity Code—The code used to identify the cocurricular or extracurricular activity in which the individual is involved.

01 Archery
02 Badminton
03 Baseball
04 Basketball
05 Bowling
06 Boxing
07 Crew
08 Cross country
09 Diving
10 Field hockey
11 Fencing
12 Football
13 Golf
14 Gymnastics
### Data Element Definitions

#### C. School Participation and Activities

<table>
<thead>
<tr>
<th>Number</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>15</td>
<td>Ice hockey</td>
</tr>
<tr>
<td>16</td>
<td>Lacrosse</td>
</tr>
<tr>
<td>17</td>
<td>Martial arts</td>
</tr>
<tr>
<td>18</td>
<td>Polo</td>
</tr>
<tr>
<td>19</td>
<td>Racquetball</td>
</tr>
<tr>
<td>20</td>
<td>Rugby</td>
</tr>
<tr>
<td>21</td>
<td>Sailing</td>
</tr>
<tr>
<td>22</td>
<td>Skiing</td>
</tr>
<tr>
<td>23</td>
<td>Soccer</td>
</tr>
<tr>
<td>24</td>
<td>Softball</td>
</tr>
<tr>
<td>25</td>
<td>Squash</td>
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<tr>
<td>26</td>
<td>Swimming</td>
</tr>
<tr>
<td>27</td>
<td>Synchronized swimming</td>
</tr>
<tr>
<td>28</td>
<td>Team handball</td>
</tr>
<tr>
<td>29</td>
<td>Tennis</td>
</tr>
<tr>
<td>30</td>
<td>Track and field</td>
</tr>
<tr>
<td>31</td>
<td>Volleyball</td>
</tr>
<tr>
<td>32</td>
<td>Water polo</td>
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<td>Wrestling</td>
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<td>Rodeo</td>
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<td>35</td>
<td>Scuba diving</td>
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<tr>
<td>36</td>
<td>Team manager</td>
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<tr>
<td>37</td>
<td>Cheerleading</td>
</tr>
<tr>
<td>38</td>
<td>Other sport</td>
</tr>
<tr>
<td>39</td>
<td>Student body president</td>
</tr>
<tr>
<td>40</td>
<td>Student body officer</td>
</tr>
<tr>
<td>41</td>
<td>Class president</td>
</tr>
<tr>
<td>42</td>
<td>Class officer</td>
</tr>
<tr>
<td>43</td>
<td>Other student leadership and government</td>
</tr>
<tr>
<td>44</td>
<td>Music—Vocal</td>
</tr>
<tr>
<td>45</td>
<td>Music—Instrumental</td>
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<tr>
<td>46</td>
<td>Music—Theory and Composition</td>
</tr>
<tr>
<td>47</td>
<td>Band</td>
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<td>48</td>
<td>Orchestra</td>
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<td>49</td>
<td>Jazz ensemble</td>
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<td>50</td>
<td>Chorus</td>
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<td>51</td>
<td>Other music</td>
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<td>52</td>
<td>Theater/Drama</td>
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<td>53</td>
<td>Art and graphic design</td>
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<td>54</td>
<td>Dance</td>
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<td>55</td>
<td>Dance team</td>
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<td>56</td>
<td>Drill team</td>
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<td>57</td>
<td>Other performing arts</td>
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<tr>
<td>58</td>
<td>Journalism</td>
</tr>
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<td>59</td>
<td>Broadcasting</td>
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<td>60</td>
<td>Year book</td>
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<tr>
<td>61</td>
<td>Literary magazine</td>
</tr>
<tr>
<td>62</td>
<td>Other</td>
</tr>
<tr>
<td>63</td>
<td>Speech/Debate</td>
</tr>
<tr>
<td>64</td>
<td>Drama club</td>
</tr>
<tr>
<td>65</td>
<td>Language club</td>
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<tr>
<td>66</td>
<td>Science club</td>
</tr>
<tr>
<td>67</td>
<td>Art club</td>
</tr>
<tr>
<td>68</td>
<td>Computer club</td>
</tr>
<tr>
<td>69</td>
<td>Future Business Leaders of America - Phi Beta Lambda (FBLA - PBL)</td>
</tr>
</tbody>
</table>
Chapter 4 - Data Elements and Definitions
Data Element Definitions
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70 Future Teachers of America
71 National Future Farmers of America (FFA)
72 Family, Career and Community Leaders of America
73 Health Occupations Students of America
74 Distributive Education Clubs of America (DECA)
75 Technology Student Association (TSA)
76 Vocational Industrial Clubs of America
77 Business Professionals of America
78 Peer counseling
79 Tutoring
80 Students Against Drunk Driving (SADD)
81 Key Club
82 Boy Scouts
83 Girl Scouts
84 4H
85 Chess club
86 Sorority
87 Fraternity
88 Other club or organization
89 National Forensics League
90 National Honor Society
91 State Honor Society
92 Academic Team/Knowledge Bowl
93 National Beta Club
94 Mu Alpha Theta
95 Psi Eta (Science Honorary)
96 Thespian Society
97 Other honor society
99 Other

Entity Uses: Student

1602 *Activity Description—The description of a particular cocurricular or extracurricular activity in which the individual is involved.

Entity Uses: Student

1610 Activity Type—An indication of the degree that an activity is related to a student's curriculum.

01 Cocurricular Activity—An activity that is related to the current curriculum in which a student is enrolled. This may be any type of school-sponsored activity designed to provide opportunities to participate in experiences on an individual or group basis (at school or public events) for the improvement of skills. The following characteristics apply to cocurricular activities: 1) participation is necessary for meeting class requirements, for credit, or for graduation; 2) sessions are conducted at regular and uniform times during school hours, or may be conducted during authorized non-school hours; 3) programs are directed or supervised by instructional staff in a learning environment similar to that found in classes offered for credit; and 4) services are primarily or totally funded by school-operating funds for general instructional purposes under the direction and control of local education authorities.

02 Extracurricular Activity—Any activity that is not directly related to the student's curriculum (also called "nonecurricular" or "supplementary" activities), including all direct and personal services that are planned for student enjoyment and are managed and operated under
the guidance of an adult or staff member. The following characteristics apply to extracurricular activities: 1) programs are not offered for credit or required for graduation; 2) sessions are generally conducted during hours other than those established for school, or if partly during school hours, at times agreed upon by the participants with school authority approval; 3) content is determined primarily by the interests of the students and their parent/guardians with only the guidance of staff members or other adults; and 4) with the possible exception of direct costs of salaries and indirect costs of the use of school facilities, the activity is primarily self-sustaining (i.e., not financed by school-operating or instructional funds), as all other expenses are met by dues, admissions or other student fund-raising events.

Entity Uses: Student

1611 Name of Activity Sponsor—The name of the person or organization sponsoring the activity.

Entity Uses: Student

1612 *Activity Involvement Beginning Date—The month, day, and year on which the individual began to participate in the activity.

Entity Uses: Student

1613 *Activity Involvement Ending Date—The month, day, and year on which the individual ceased to participate in the activity.

Entity Uses: Student

1614 *Amount of Activity Involvement—An indication of the degree to which the individual is involved in the activity (i.e., number of hours per week).

Entity Uses: Student

1590 Honors Information Code—A designation of the type of academic distinctions earned by or awarded to the individual.

01 Honor roll—A list of names published each grading period, term, or year indicating students who have achieved a set standard of performance in their schoolwork. This term is frequently referred to as the "dean's list" or "principal's list."

02 Honor society—An association that receives into membership students who have achieved high scholarship and, frequently, who also fulfill established requirements for distinction in leadership or citizenship.

03 Honorable mention—A list of names published each grading period, term, or year indicating students who have achieved a set standard of performance in their schoolwork (but below the standards of the honor roll).

04 Honors program—A special accelerated educational program for advanced students.

05 Prize awards—Awards and/or medals given to students for excelling in specified subject matter areas (e.g., literature, mathematics, and science).

06 Ranks—Official grades of order and position bestowed upon individuals according to merit in order to maintain a chain of command (especially in a military environment).
Chapter 4 - Data Elements and Definitions
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07 Scholarships—Awards, usually of money or free/reduced tuition and/or expenses, given to selected students in recognition of their achievement or as encouragement.

08 Athletic awards—Awards given to a student for athletic achievements in specific areas (e.g., basketball, golf, and water polo).

09 Awarding units of value—Awards or recognition given to a student for the completion of course or activity requirements in a form of pre-determined set of numeric values.

10 Citizenship award/recognition—Awards or recognition given to a student for the demonstration of good citizenship (e.g., voluntary community services).

11 Completion of requirement, but no units of value awarded—Recognition of a student’s completion of the requirement for a course or an activity; no unit of value awarded.

12 Certificate—Certificate given to a student in recognition of his/her achievements.

13 Honor award—Honor award given to a student in recognition of his/her achievements.

14 Letter of commendation—Letter of commendation given to a student in recognition of his/her achievements.

15 Medals—Medal given to a student in recognition of his/her achievements (e.g., academic medals, athletic medals, and citizenship medals).

16 Monogram/letter—Letter given to a student in recognition of his/her achievements (e.g., varsity letter and academic letter).

17 Points—Points awarded to a student in recognition of his/her achievements.

18 Promotion or advancement—Promotion or advancement awarded to a student in recognition of his/her achievements (e.g., advancement from regular to honors class, and promotion from junior varsity to varsity).

99 Other

Entity Uses: Student

1591 Honors Description—A description of the type of academic distinctions earned by or awarded to the student.

Entity Uses: Student

Graduation Information—Summary information about the student’s completion of graduation requirements, diploma received, and honors received.

1621 Diploma/Credential Type—The type of diploma/credential that is awarded to a student in recognition of his/her completion of the curricular requirements.

01 Regular diploma
02 Endorsed diploma
03 Regents diploma
04 International Baccalaureate
05 Modified diploma
06 Other diploma
07 Alternative credential
08 Certificate of attendance
09 Certificate of completion
10 High school equivalency credential
11 General Educational Development (GED) credential
*12 Post graduate (Grade 13)
*13 Vocational certificate
*14 Formal award, certificate or diploma (less than one year)
*15 Formal award, certificate or diploma (more than or equal to one year)
99 Other

Entity Uses: Student

Diploma/Credential Award Date—The month, day, and year on which the diploma/credential is awarded to a student in recognition of his/her completion of the curricular requirements.

Entity Uses: Student

Diploma/Credential Level and Honors—The nature of recognition given the student for the successful completion of work in high school.

01 Cum laude
02 Magna cum laude
03 Summa cum laude
04 Scholar award with honor
05 Scholar award with distinction
06 Local scholar award
07 State scholar award
08 National scholar award
09 Class valedictorian
10 Class salutatorian
11 Prize awards (not limited to subject matter awards)
12 Ranks
13 Locally-sponsored scholarships
14 State-sponsored scholarships
15 Nationally-sponsored scholarships
16 Other monetary award
99 Other

Entity Uses: Student

Diploma/Credential Level and Honors Description—The description of the diploma or credential level or honor received by the student.

Entity Uses: Student

*Non-Course Graduation Requirement Code—The code that identifies the type of non-course graduation requirement that the student must meet in order to graduate.

01 State graduation test
02 Service learning/community service
03 Thesis/dissertation
04 Special skill test
*05 Career-related work experience
99 Other

Entity Uses: Student

1626 Non-Course Graduation Requirement Date Met—The month, day, and year on which the student met the non-course graduation requirement.

Entity Uses: Student

1627 Non-Course Graduation Requirement Scores/Results—The results from the student’s completion of the non-course graduation requirement (e.g., pass/fail, letter grade, percentage scale, and rank).

Entity Uses: Student

1592 Class Rank—The academic rank of a student in relation to his or her graduating class (e.g., 1st, 2nd, 3rd).

Entity Uses: Student

1593 Total Number in Class—The total number of students in the student’s graduating class.

Entity Uses: Student

1594 Percentage Ranking—The academic percentage rank of a student in relation to his or her graduating class (e.g., 95%, 80%, 50%).

Entity Uses: Student
D. NON-SCHOOL AND POST-SCHOOL EXPERIENCE

Section D, Non-School and Post-School Experience, pertains to the activities and work experience of a student outside of his or her school. These activities may or may not be sponsored by the school or under the guidance or supervision of staff members. This section also includes information about training received outside of the school, honors and recognitions granted, offices and positions held by the student, and academic and occupational plans of the student when he or she finishes school.

Entity Uses: Student
Employer
Postsecondary Institution

Non-School Activity Information—Information about participation in non-work activities that are neither sponsored by the school nor under the guidance or supervision of staff members. This may include information about the various offices and positions held by the student including information on travel, hobby, and other special interests and abilities.

1630 Non-School Activity Code—An indication of the non-school activity in which the student is participating.

01 Full-time employment
02 Part-time employment
03 Internship
04 Cocurricular experience
05 Teaching assistantship
06 Research assistantship
07 Other employment
08 Professional or scholarly article
09 Published prose/short story
10 Published poetry
11 Published novel/book
12 Professional presentation
13 Other publication
14 Professional organization membership
15 Patents and inventions

Entity Uses: Student

1631 Non-School Activity Description—A description or title of the non-school activity in which a student participates on a regular basis

Entity Uses: Student

1632 Non-School Activity Sponsor—The name of the person or organization sponsoring the activity.

Entity Uses: Student

1633 Amount of Non-School Activity Involvement—An indication of the degree to which the student is involved in the activity (e.g., number of hours per week).

Entity Uses: Student
### Data Element Definitions

#### D. Non-School and Post-School Experience

<table>
<thead>
<tr>
<th>Data Element</th>
<th>Entity Uses</th>
</tr>
</thead>
<tbody>
<tr>
<td>07 Night telephone number</td>
<td>Employer</td>
</tr>
<tr>
<td>08 Other residential facsimile number</td>
<td>Postsecondary Institution</td>
</tr>
<tr>
<td>09 Other residential telephone number</td>
<td></td>
</tr>
<tr>
<td>10 Appointment phone</td>
<td></td>
</tr>
<tr>
<td>11 Personal cellular number</td>
<td></td>
</tr>
<tr>
<td>12 Personal phone number</td>
<td></td>
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<tr>
<td>13 Telex number</td>
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<tr>
<td>14 Telemail</td>
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<tr>
<td>15 Voice mail</td>
<td></td>
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<tr>
<td>16 Work cellular number</td>
<td></td>
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<tr>
<td>17 Work facsimile number</td>
<td></td>
</tr>
<tr>
<td>18 Work telephone number</td>
<td></td>
</tr>
</tbody>
</table>

**Communication Number**—The telephone number or other communication type number including the international code, area code, and extension, if applicable.

<table>
<thead>
<tr>
<th>Data Element</th>
<th>Entity Uses</th>
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</thead>
<tbody>
<tr>
<td>0470 *Communication Number</td>
<td>Employer</td>
</tr>
<tr>
<td></td>
<td>Postsecondary Institution</td>
</tr>
</tbody>
</table>

**Electronic Mail Address Type**—The type of electronic mail (email) address listed for an individual or organization.

<table>
<thead>
<tr>
<th>Data Element</th>
<th>Entity Uses</th>
</tr>
</thead>
<tbody>
<tr>
<td>01 Home/personal</td>
<td>Employer</td>
</tr>
<tr>
<td>02 Work</td>
<td>Postsecondary Institution</td>
</tr>
<tr>
<td>99 Other</td>
<td></td>
</tr>
</tbody>
</table>

**Electronic Mail Address**—The numbers, letters, and symbols used to identify an electronic mail (E-mail) user within the network to which the individual or organization belongs.

<table>
<thead>
<tr>
<th>Data Element</th>
<th>Entity Uses</th>
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<td>0490 *Electronic Mail Address</td>
<td>Employer</td>
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<td></td>
<td>Postsecondary Institution</td>
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</table>

**Web Site Address (URL)**—Unique Resource Locator. The unique address of a Web page.

<table>
<thead>
<tr>
<th>Data Element</th>
<th>Entity Uses</th>
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<tbody>
<tr>
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<td>Employer</td>
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<tr>
<td></td>
<td>Postsecondary Institution</td>
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</tbody>
</table>

### Work Experience

- **In-School/Post-School Employment Status**—An indication as to an individual’s status as a student when employed.

<table>
<thead>
<tr>
<th>Data Element</th>
<th>Entity Uses</th>
</tr>
</thead>
<tbody>
<tr>
<td>01 In-school—An individual accepts employment while</td>
<td>Student</td>
</tr>
<tr>
<td>still enrolled in school during a regular term or</td>
<td></td>
</tr>
<tr>
<td>a vacation period between regular terms.</td>
<td></td>
</tr>
<tr>
<td>02 Post-school—An individual accepts employment</td>
<td></td>
</tr>
<tr>
<td>after graduating, completing his or her program</td>
<td></td>
</tr>
<tr>
<td>of study, or exiting/withdrawing from school.</td>
<td></td>
</tr>
</tbody>
</table>
Chapter 4 - Data Elements and Definitions
Data Element Definitions
D. Non-School and Post-School Experience

1680  **Experience Type**—The nature of an individual’s work experience.

01 **Cooperative education**—A program which combines study and practice provided on an alternating schedule of half-days, full-days, weeks, or other periods of time providing employment for a student with organized on-the-job training and correlated school instruction.

02 **Apprenticeship**—An organized system that provides an individual with the manipulative skills and technical and/or theoretical knowledge needed for competent performance in skilled occupations. The program often involves cooperation between schools and employers since apprentices learn the skills of their craft through on-the-job work experiences, and the related theoretical information through classroom instruction.

03 **Internship**—A planned and monitored work experience in which a student has intentional learning goals and reflects actively on what he or she is learning through experience.

04 **Court-ordered activity**—A service, mandated by judicial authority, for which an individual does not receive payment.

05 **School-mandated activity**—A service, mandated by the school authority, for which an individual does not receive payment.

06 **Voluntary school-related activity**—A service performed willingly and without the guarantee of a reward or payment as coordinated and/or supervised by one or more school staff members.

07 **Voluntary community-related service**—A service performed willingly and without the constraint or guarantee of a reward or payment for the local community outside of the school building.

08 **Paid employment**—An employment other than cooperative education, apprenticeship, or internship for which an individual receives a wage, salary, fee, commission, or profit.

99 **Other**

Entity Uses: Student

1690  **Work Type**—A description of the work or occupation in which an individual is currently engaged.

(Note: A list of occupational titles and codes can be found in appendix H).

Entity Uses: Student

1700  **Program of Study Relevance**—An indication as to whether the type of work is relevant to a student’s current program of study or occupational goal.

01 **Relevant**—The work experience is pertinent to a student’s current program of study or occupational goal.

02 **Peripheral**—The work experience is not directly related to a student’s current program of study or occupational goal.

Entity Uses: Student
Chapter 4 - Data Elements and Definitions
Data Element Definitions
D. Non-School and Post-School Experience

1701 *Work Experience Required—An indication of whether the individual’s work experience is required for the completion of a program of study or occupational goal.

   01 Required
   02 Not Required
   97 Unknown

   Entity Uses:     Student

1702 *Work Experience Paid—An indication of whether the individual received a salary for work completed.

   01 Yes, a salary was received
   02 No, a salary was not received
   97 Unknown

   Entity Uses:     Student
**Chapter 4 – Data Elements and Definitions**

**Data Element Definitions**

* D. Non-School and Post-School Experience

**1710 Employment Permit Number**—The number of the permit, license or certificate, if required, of an individual to hold employment.

   Entity Uses: Student

**1720 Employment Permit Certifying Organization**—The organization responsible for sanctioning an individual's employment permit.

   Entity Uses: Student

**1730 Employment Permit Description**—The description of a permit, license, or certificate if required of an individual to hold employment.

   Entity Uses: Student

**1740 Employment Permit Valid Date**—The month, day, and year on which an employment permit becomes valid.

   Entity Uses: Student

**1750 Employment Permit Expiration Date**—The month, day, and year on which an employment permit expires.

   Entity Uses: Student

**1760 *Employment Start Date**—The month, day, and year on which an individual began self-employment or employment with an organization or institution.

   Entity Uses: Student

**1770 *Employment End Date**—The month, day, and year on which an individual ended a period of self-employment or employment with an organization or institution.

   Entity Uses: Student

**1780 Number of Hours Worked Per Work Week (Monday-Friday)**—An estimated average number of hours an individual works or expects to work for an employer between Monday and Friday.

   Entity Uses: Student

**1790 Number of Hours Worked Per Weekend**—An estimated average number of hours an individual works or expects to work for an employer over a Saturday and Sunday.

   Entity Uses: Student

**1800 Employment Recognition**—The honor or recognition given to an individual for the successful completion of certain tasks or work performed at his or her job.

   01 Certification—A certificate awarded to an individual in recognition that professional standards have been met pertaining to education, experience, and personal qualifications as determined by a professional society, often in cooperation with auxiliary groups that are subject to the certification procedure.

   02 Credit or fulfillment of a requirement—Recognition given to an individual upon completion of required course or school activities that are work-related.
03 Employment permit—A permit granted to an individual who has satisfied the minimum requirements for employment.

04 Honor award—An award given in recognition of outstanding achievement. Such honors may be instead of, or in addition to, other recognition.

05 Letter of commendation—A written letter, usually prepared and signed by the senior management of an organization, commending the employee for his or her contribution to and/or achievement in an organization.

06 Licensure—A credential given to an individual who has fulfilled the minimum predetermined qualifications and standards necessary for legally practicing an occupation.

07 Promotion or advancement—An assignment of an employee to the next level in the sequence of job titles requiring a greater degree of job skill and responsibility.

99 Other

Entity Uses: Student

Post-School Education/Training—Information in this category concerns a student’s aspirations and plans for post-school vocation, training, and education.

1810 Post-School Training or Education Subject Matter—The nature of the training or education that a student is planning on, interested in, or will be actively pursuing after graduating from or leaving his or her current school of enrollment.

01 Agricultural business and production
02 Agricultural sciences
03 Conservation and renewable natural resources
04 Architecture and related programs
05 Area, ethnic and cultural studies
06 Marketing operations/marketing and distribution
07 Communications
08 Communications technologies
09 Computer and information sciences
10 Consumer and homemaking education
11 Personal and miscellaneous services
12 Education
13 Engineering
14 Engineering-related technologies
15 Foreign languages and literatures
16 Home economics
17 Vocational home economics
18 Law and legal studies
19 English language and literature/letters
20 Liberal arts and sciences, general studies and humanities
21 Library science
22 Biological sciences/life sciences
23 Mathematics
24 Military technologies
25 Multi/interdisciplinary technologies
26 Parks, recreation, leisure and fitness studies
27 Philosophy and religion
28 Theological studies and religious vocations
29 Physical sciences
30 Science technologies
31 Psychology
32 Protective services
33 Public administration and services
34 Reserve Officers' Training Corp (ROTC)
35 Social sciences and history
36 Construction trades
37 Mechanics and repairers
38 Precision production trades
39 Technology education/industrial arts
40 Transportation and materials moving workers
41 Visual and performing arts
42 Health professions and related sciences
43 Business management and administrative services
99 Other

Entity Uses: Student

1820 Education Planned—The extent of postsecondary education a student is planning to pursue after graduating from or leaving his or her current school or enrollment.

01 High school graduate or equivalent
02 Post Graduate (Grade 13)
03 Postsecondary certification
04 Associate's degree
05 Baccalaureate (Bachelor's) degree
06 Specialist's degree
07 Master's degree
08 First professional degree or certification
09 Doctoral degree
99 Other

Entity Uses: Student

0720 **Highest Level of Education Completed**—The extent of formal instruction an individual has received (i.e., the highest grade in school completed or its equivalent or the highest degree received).

01 No school completed
02 Nursery school
03 Kindergarten
04 1st, 2nd, 3rd, or 4th grade
05 5th, 6th, 7th, or 8th grade
06 9th grade
07 10th grade
08 11th grade
09 12th grade, no diploma
*10 High school graduate
*11 High school diploma or the equivalent (e.g., GED or recognized homeschool)
*12 Adult Basic Education Diploma
*13 Post graduate (Grade 13)
*14 Vocational certificate
*15 Formal award, certificate or diploma (less than one year)
Chapter 4 - Data Elements and Definitions
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*16 Formal award, certificate or diploma (more than or equal to one year)
*17 Some college but no degree
*18 Associate's degree (two years or more)
*19 Bachelor's (Baccalaureate) degree (e.g., B.A., A.B., B.S.)
*20 Graduate certificate
*21 First-professional degree (e.g., D.C. or D.C.M., D.D.S. or D.M.D., M.D., O.D., D.O., D.Pharm., Pod.D. or D.P.M., D.V.M., LL.B. or J.D., M.Div., M.H.L., B.D., or Ordination)
*22 Master's degree (e.g., M.A., M.S., M.Eng, M.Ed, M.S.W., M.B.A., M.L.S.)
*23 Specialist's degree (e.g., Ed.S)
*24 Post-Professional degree
*25 Doctoral (Doctor's) degree (e.g., Ph.D, Ed.D)
99 Other

Entity Uses: Student

1830 Post-School Recognition—The description of honors and recognitions awarded to a former student when he or she pursued an academic or occupational goal.

Entity Uses: Student

Other Post-School Information—Information in this category pertains to other post-school experience not mentioned above.

1840 Career Objectives—A student's occupational plan or aspirations.

(Note: A list of occupational groups and codes can be found in appendix H).

Entity Uses: Student

1850 Military Service Experience—A description of military experience and special training a student acquired while in the service.

Entity Uses: Student

1860 Voting Status—An indication as to whether an individual is registered to vote in public elections.

01 Registered
02 Not registered
03 Not eligible

Entity Uses: Student

1870 Other Post-School Accomplishments—Notable post-school activities and accomplishments other than information about employment, education, and military service (e.g., elective offices held and books published).

Entity Uses: Student
Section E, Assessment, contains information regarding assessment conducted on a student. It includes assessment purpose, administration, response, and scoring.

**Entity Uses:**
- Assessment
- Evaluator

**Assessment Information**—The general classification of an assessment administered to a student based upon the anticipated use of the information it provides. This also includes information that identifies the assessment.

1880 †* **Assessment Purpose**—The reason for which an assessment is being conducted.

- **01 Admission**—An examination used in the admission procedure for an educational program. It may be used as a part of a selective admission process for an educational institution or as a device for predicting the success of a student in an education program.

- **02 Assessment of student's progress**—An examination used to measure the progress of a student in a particular content area.

- **03 Development of individualized educational program (IEP)**—An assessment used to determine whether a student is in need of special education and, if so, what types of special education services would most benefit the student. This information is often incorporated into a student’s individualized educational program (IEP).

- **04 Development of individualized family service program (IFSP)**—An assessment used to determine whether a child is in need of early intervention services mandated by the Individuals with Disabilities Education Act (IDEA). This information often contributes to the development of an individualized family service program (IFSP).

- **05 Diagnosis**—An assessment (other than for the development of an IEP or IFSP) used to examine in-depth information about specific strengths and weaknesses in a student's skill development.

- **06 Graduation requirement**—An assessment given to students on the basis of which an appropriate state authority may certify that an individual has met state requirements for high school completion or graduation.

- **07 Instructional decision**—An assessment used to determine whether the instructional path of a student should be maintained or altered.

- **08 Program eligibility**—An assessment (other than for the development of an IEP or IFSP) used to determine whether a student is eligible to participate in a specific program.

- **09 Program evaluation**—An assessment given to a student as part of an effort to evaluate a program's effectiveness. Results of the assessment may or may not be reported at an individual student level.

- **10 Program placement**—An assessment used to determine the most appropriate instructional program for a student.

- **11 School performance evaluation**—An assessment given to a student to determine the effectiveness of a school or an educational institution. Results of the assessment may or may not be reported an individual student level.
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12 Screening — An examination used to determine the need for or suitability of additional tests in any of a variety of disciplines or for a specific reason (e.g., a home language survey to identify language minority students who may need assistance).

13 Promotion to or retention in a grade or program — An assessment given to a student to determine whether he/she is eligible for promotion to a higher grade level or to a more advanced program.

14 Course credit — An assessment given to a student to determine whether he/she should be awarded the credit in lieu of completing the course requirements.

*15 Course requirement — An assessment given to a student to complete course requirements.

99 Other

Entity Uses: Assessment

1881  *

Assessment Requirement Authority — The person, agency, governmental entity, or other institution requiring or sponsoring the completion of the assessment requirement.

01 Teacher
02 School
03 Local education agency (e.g., school district, diocese)
04 Intermediate education agency
05 State education agency
06 State legislature
07 U.S. Department of Education
08 Special education director
09 Admission, Review, and Dismissal (ARD) Committee
10 University
11 Award-granting organization
99 Other

Entity Uses: Assessment

1890 †

Assessment Type — The category of an assessment based on format and content.

01 Achievement test — An assessment to measure a student's present level of knowledge, skill, or competence in a specific area or subject.

02 Advanced placement test — An assessment to measure the achievement of a student in a subject matter area, taught during high school, which may qualify him or her to bypass the usual initial college class in this area and begin his or her college work in the area at a more advanced level and possibly with college credit.

03 Alternative Assessment — An assessment provided to children with disabilities who cannot participate in a State or district-wide assessment program, even with appropriate accommodations.

04 Aptitude test — An assessment to measure a student's potential ability to acquire specific knowledge or master a specific skill.

05 Attitudinal test — An assessment to measure the mental and emotional set or pattern of likes and dislikes or opinions held by a student or a group of students. This is often used in relation to considerations such as controversial issues or personal adjustments.
06 Cognitive and perceptual skills test—An assessment to measure components of a student's mental ability such as visual memory, figure-ground differentiation, auditory memory, reasoning ability, and sequential processing.

07 Developmental observation—An assessment to measure a child's development based on observation. This is most frequently associated with early childhood education and care. Areas of observation and/or evaluation may include, and are not limited to a child's cognitive and language development, social and emotional development, hygiene, nutrition, and self-help skills, as well as gross and fine motor skills.

08 Interest inventory—An assessment used to measure the extent to which a student's pattern of likes and dislikes corresponds to those of individuals who are known to be successfully engaged in a given vocation, subject area, program of studies, or other activity.

09 Language proficiency test—An assessment used to measure a student's level of proficiency (i.e., speaking, writing, reading, and listening) in either a native language or an acquired language.
10 **Manual dexterity test**—An assessment to measure a student's ability to move his or her hands easily and skillfully. This test may be used in the identification of aptitudes for certain occupations.

11 **Mental ability (intelligence) test**—An assessment to measure a student's general ability to successfully and rapidly adapt to new situations and to learn from experience.

12 **Performance assessment**—An assessment to measure a student's knowledge or skill by requiring him or her to produce an answer or product that is not necessarily in a standardized format. Examples of performance assessment include writing short answers, solving complex mathematical problems, writing an extended essay, conducting an experiment, presenting an oral argument, or assembling a portfolio of representative work.

13 **Personality test**—An assessment to measure a student's affective or nonintellectual aspects of behavior such as emotional adjustment, interpersonal relations, motivation, interests, and attitudes.

14 **Portfolio assessment**—An assessment to measure the quality of a collection of student work or a series of student performances as interpreted by the student, a teacher, or an independent evaluator.

15 **Psychological test**—An assessment to measure a sample of behavior in an objective and standardized way.

16 **Psychomotor test**—An assessment to measure the motor effects of a student's mental or cerebral processes.

17 **Reading readiness test**—An assessment to measure interrelated factors contributing to a student's readiness to learn to read (e.g., linguistic maturity, experiential background, perceptual maturity, and responsiveness to books and storytelling).

99 **Other**

Entity Uses: Assessment

1900 †*Assessment Title/Description*—The title or description including a form number, if any, that identifies a particular assessment.

Entity Uses: Assessment

1901 *Assessment Code*—The code used to identify a particular assessment given to an individual.

Entity Uses: Assessment

1910 † **Assessment Content**—The description of the content or subject area (e.g., arts, mathematics, reading, stenography, or a foreign language) of an assessment.

Entity Uses: Assessment

1920 † **Subtest Type**—The description of the specific subject matter of a subtest (e.g., reading comprehension, vocabulary, mathematics, verbal, humanities, quantitative, geography) administered to a student as a part of a combined assessment.

Entity Uses: Assessment

1930 † **Level (for which Designed)**—The typical grade level or range of grade levels for which an assessment is designed.

Entity Uses: Assessment
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E. Assessment

0130 † Identification Number—A unique number assigned to an individual, organization, or institution by a school, an education agency, a state, or other organization.

Entity Uses: Assessment

0140 † Identification System—A numbering scheme that is used for identification and record-keeping purposes by schools, social services, or other agencies to refer to an individual, organization, or institution.

01 Driver’s license number (not applicable for this entity)
02 Health record number (not applicable for this entity)
03 Medicaid number (not applicable for this entity)
04 Professional certificate or license number (not applicable for this entity)
05 School-assigned number
06 District-assigned number
07 State-assigned number
08 Selective service number (not applicable for this entity)
09 Migrant number (not applicable for this entity)
10 Social Security administration number (not applicable for this entity)
11 US government Visa number (not applicable for this entity)
12 Personal identification number (used for access into system) (not applicable for this entity)
13 Family unit number (not applicable for this entity)
14 College Board/ACT code set of PK-grade 12 institutions (not applicable for this entity)
15 LEA number for school (not applicable for this entity)
16 SEA number for school (not applicable for this entity)
17 SEA number for LEA (not applicable for this entity)
18 NCES number for school (not applicable for this entity)
19 NCES number for a LEA (not applicable for this entity)
20 Other agency number (e.g., Roman Catholic diocese or association member)
21 Integrated Postsecondary Education Data System (IPEDS) number (not applicable for this entity)
22 College Board Admission Testing Program (ATP) number
23 American College Testing (ACT) Program number
24 Federal identification number (not applicable for this entity)
25 Dunn and Bradstreet number (not applicable for this entity)
99 Other

Entity Uses: Assessment

1940 † Grade Level when Assessed—The grade level of a student when assessed.

Entity Uses: Assessment

1950 Copyright Date—The month, day, and year that a publication lists for its copyright.

Entity Uses: Assessment
Chapter 4 - Data Elements and Definitions

Data Element Definitions

E. Assessment

**Administrative Issues**—This category contains information relating to the administration of an assessment to a student.

1959  **Non-Participation Reason**—The reason why the student did not participate in the assessment.

   - 01 Absent
   - 02 Not tested, language reason
   - 03 Not tested, disability reason
   - 99 Other

   Entity Uses: Assessment

1960  **Administration Method**—The primary manner in which a test is administered to a student.

   - 01 Group test—An assessment that is administered to a number of students at the same time.
Chapter 4 - Data Elements and Definitions

Data Element Definitions

E. Assessment

02 Individual test—An assessment that is administered to only one student at a time.

03 Both group and individual test—An assessment that is administered, in parts, to both a group of students and to each student individually (e.g., a language test that has one part administered orally/individually and a separate written part administered to a group).

Entity Uses: Assessment

1970 Administration Form—The primary manner in which a test is presented to a student.

01 Computer adaptive test—A test that primarily uses a computer that is menu-driven in its administration. Instructions for taking the test are provided mainly through the computer (e.g., menu-driven).

02 Oral test—A test that primarily uses a spoken language in its administration.

03 Written test—A test that primarily uses a written language in its administration.

99 Other

Entity Uses: Assessment

1980 Response Form—The primary manner in which a student responds to assessment inquiries.

01 Collaborative/group activity—A test that requires an activity in which two or more students are involved. Each student is required to do his or her work individually within the context of a group or as a contributing member of a group effort.

02 Computer simulation—A test that requires a student to use a computer or computer program to successfully complete the assessment.

03 Constructed-response—A test that requires a student to supply his or her own response rather than selecting one from a predetermined set of response options (e.g., an essay or short answer response). This term is often referred to as supply-response.

04 Laboratory experiment—A test that requires a student to perform a structured experiment.

05 Selected-response—A test that requires a student to choose from among a predetermined set of response options (e.g., a multiple-choice test).

06 Performance—A test that requires a student to supply a response in the form of overt action (such as fitting pegs into a pegboard, tracing a maze, or playing a musical instrument) rather than one of a written or oral nature.

99 Other

Entity Uses: Assessment

1990 Administration Language—The language in which an assessment is written or administered and/or in which responses are provided.

(Note: A list of languages and dialects can be found in appendix G.)

Entity Uses: Assessment
**Data Element Definitions**

### E. Assessment

#### 2000 † **Special Accommodation**—The type of special variation used in the administration of the test.

- 01 Adjustable swivel arm
- 02 Adjustable table height
- 03 Braille
- 04 Enlarged keyboard
- 05 Enlarged monitor view
- 06 Extra time
- 07 Foreign language dictionary
- 08 Large type booklet
- 09 Multi-day administration
- 10 One and half times the normal time
- 11 Reader
- 12 Recorder or amanuensis
- 13 Self-determined review of audio/videotape
- 14 Separate room
- 15 Signer/sign language interpreter
- 16 Special furniture
- 17 Special lighting
- 18 Track ball
- 19 Untimed
- 99 Other

Entity Uses: Assessment

#### 2010 † **Administration Date**—The month, day, and year on which an assessment is administered.

Entity Uses: Assessment

#### 2020 **Location**—The description of the place where an assessment is administered.

Entity Uses: Assessment

#### 0110 † **Name of Individual**—The full, legally accepted, proper name given to an individual at birth, baptism, or during another naming ceremony, or through legal change (generally used when component parts are not required or requested separately).

Entity Uses: Evaluator

#### 2030 * **Position Title**—The descriptive name of an individual’s position.

Entity Uses: Evaluator

**Score/Results Reporting**—This category contains information about assessment results, the manner in which they are presented, and factors which may influence their interpretation.

#### 2040 * **Assessment Reference Type**—A classification of how results of achievement tests are related and interpreted.

- 01 Norm-referenced—A student's test scores are related to that of a specified norm group, the samples of which are used as the basis for interpreting test scores.
**Chapter 4 - Data Elements and Definitions**

*Data Element Definitions*

**E. Assessment**

**02 Criterion-referenced**—A student's test scores are related to a specified criterion and expressed in terms of the knowledge or skill acquired (e.g., a given number of words typed per minute with a specified degree of accuracy).

*03 Achievement-level reference or benchmark*—A student's test scores are related to a specified level of achievement such as ‘basic,’ ‘proficient,’ or ‘advanced.’

**99 Other**

Entity Uses: Assessment

2050 † **Norm Group**—The group for which the scores of an assessment have been standardized for use in interpreting the results.

- 01 Annual user norms
- 02 Catholic school norms
- 03 Equated national norms
- 04 Independent school norms
- 05 International norms
- 06 National probability sample
- 07 Peer school norms
- 08 Racial/ethnic norms
- 09 Regional norms
- 10 High socio-economic status (SES) norms
- 11 Low socio-economic status (SES) norms
- 12 State norms
- 13 Urban norms
- 14 Deaf norms
- 99 Other

Entity Uses: Assessment

2060 † **Norm Year**—The year when the assessment was given to a sample of students for the purpose of establishing a standard of performance for that group of students.

Entity Uses: Assessment

2070 † **Norming Period**—The time of year when the assessment was given to a sample of students for the purpose of establishing a standard of performance for that group of students (e.g., fall, mid-year, or spring).

Entity Uses: Assessment

2080 † **Score Range**—The lowest and highest individual scores obtained by a group of students who are in the same norm group.

Entity Uses: Assessment

2090 † **Reporting Method**—The measure in which results are presented.

- **01 Age score**—A derived score used to express a student's test performance in terms of the developmental-level characteristic of the average individual of a corresponding chronological age. This is used more frequently with intelligence and achievement tests for children of school age or below. Scores can be applied to determine a student's mental age (i.e., the
average chronological age of students making a given raw score) or education age (i.e., test performance according to the norm age on any given level).

02 C-scaled scores—A score expressed in normalized standard score of eleven units.

03 CEEB-scores—A score developed for use with the College Entrance Examination Board tests and those tests by the Educational Testing Service as the basis for reporting scores on many of its other special program tests. It is similar to other linear standard scores but has a mean of 500 and a standard deviation of 100.

04 Grade equivalent or grade-level indicator—A derived score expressed as the grade placement of those students for whom a given score was average.

05 ITED-score—A score developed for use with the Iowa Tests of Educational Development, but which is now also used with the American College Testing Program and other tests. This score has a mean of 15 and a standard deviation of five, and scores are based on a nationally-representative sample of tenth- and eleventh-grade students.

06 Letter grade—A letter assigned to a corresponding qualitative value. (e.g., A=Excellent, B=Above Average, C=Average, D=Below Average, and F=Failing). Corresponding numerical ranges may vary for each letter grade.

07 Normal curve equivalent—A score expressed in a normalized standard score with a mean of 50 and a standard deviation of 21.06. Scores range from 1 through 99 and an equal unit is retained in the scale.

08 Normalized standard score—A score that resembles standard scores (z-scores) but which is computed like percentile scores.

09 Number score—A number assigned corresponding to the total assessed quality of student response (e.g., the number of answers a student provides that are correct) or the level of a score using a holistic scoring guide usually used in writing assessments.

10 Pass-Fail—A score used to indicate whether a student passes or fails the assessment.

11 Percentage of items correct—A derived score used to express a student's performance as a percentage of the maximum possible score.

12 Percentile rank—A derived score presented in terms of the percentage of students in a specified group who fall below a given score point.

13 Proficiency level—A standardized qualitative expression use to indicate a student's functional mastery of a specific skill (e.g., novice, apprentice, or master).

14 Ranking—An expression used to indicate the position of a student relative to other students taking the same assessment (e.g., highest, second next highest, third, and so on). Since the total number of cases limits the rank, the two numbers are often reported together.

15 Ratio IQ's—A score based on the ratio of mental age to chronological age. The ratio or deviation IQ has a common standard deviation for all ages covered by the test.

16 Standard age score—A scores used in connection with certain Riverside Press tests where the standard age score has a mean of 100 and a standard deviation of 16.
03 Does not qualify—The local education agency is not eligible to receive transportation aid for the student.

99 Other

Entity Uses: Student

2150 † Transportation at Public Expense Eligibility—The eligibility of a student for transportation between home and school at local public expense because of distance, disability, or other reasons.

01 Eligible because of distance—The student is eligible for transportation at public expense because of the distance between home and school.

02 Eligible because of disability—The student is eligible for transportation at public expense because of a sensory, physical, mental, or emotional disability.

03 Eligible because of disability and distance—The student is eligible for transportation at public expense because of a combination of his or her disability and the distance between home and school.

04 Eligible because of hazardous conditions—The student is eligible for transportation at public expense because the route along which he or she must walk is considered to be hazardous for reasons determined by state or local school authorities.

05 Eligible because of program for desegregation or integration—The student is eligible for transportation at public expense because of a locally initiated or court mandated program for achieving racial or cultural integration or for ending previous segregation.

06 Eligible because of special instruction—The student is eligible for transportation at public expense to other facilities to receive specialized instruction such as vocational training or magnet programs.

07 Not eligible—The student is not eligible for transportation at public expense between home and school.

99 Other

Entity Uses: Student

2160 † Special Accommodation Requirements—Specific requirements needed to accommodate a student's physical needs, which may include special equipment installed in a vehicle or a special arrangement for transportation.

Entity Uses: Student

Transportation Contact—The individual who is responsible for a student's transportation to and/or from school or the person who receives the individual at a bus stop or other location.

0110 † Name of Individual—The full, legally accepted, proper name given to an individual at birth, baptism, or during another naming ceremony, or through legal change (generally used when component parts are not required or requested separately).

Entity Uses: Transportation Contact
Chapter 4 - Data Elements and Definitions

Data Element Definitions

F. Transportation

0440  **Complete Permanent Address**—The street number and name, apartment/room/suite number, city, county, state, zip code, and country of an individual’s or organization’s permanent address.

  Entity Uses: Transportation Contact

0460  **Communication Status**—An indication of special circumstances which affect communication to an individual, organization, or institution via a telephone (e.g., no telephone connection, no one available to answer the telephone during certain hours).

  Entity Uses: Transportation Contact

0461  **Communication Number Type**—The type of communication number listed for an individual or organization.

  01 Alternate telephone number
  02 Answering service
  03 Beeper number
  04 Telephone extension
  05 Home facsimile number
  06 Home phone number
  07 Night telephone number
  08 Other residential facsimile number
  09 Other residential telephone number
  10 Appointment phone
  11 Personal cellular number
  12 Personal phone number
  13 Telex number
  14 Telemail
  15 Voice mail
  16 Work cellular number
  17 Work facsimile number
  18 Work telephone number

  Entity Uses: Transportation Contact

0470  **Communication Number**—The telephone number or other communication type number including the international code, area code, and extension, if applicable.

  Entity Uses: Transportation Contact

0489  **Electronic Mail Address Type**—The type of electronic mail (email) address listed for an individual or organization.

  01 Home/personal
  02 Work
  99 Other

  Entity Uses: Transportation Contact

0490  **Electronic Mail Address**—The numbers, letters, and symbols used to identify an electronic mail (E-mail) user within the network to which the individual or organization belongs.

  Entity Uses: Transportation Contact
**Distance/Time Information**—Information about the distance and time a student must travel to school.

2170  **Distance From Home To School**—The distance between a student's residence and the school measured according to state or local regulations.

   Entity Uses:  Student

2180  **Total Distance Transported**—The total round-trip distance the student travels between his or her transfer point or bus stop and school (including the subsequent return trip).

   Entity Uses:  Student

2190  **Length of Time Transported**—The usual time a student spends in a vehicle when riding from his or her transfer point or bus stop to the school (including the subsequent return trip).

   Entity Uses:  Student

**Vehicle Information**—Information about the different types of vehicles used to transport a student.

2200  **Ownership/Type**—The ownership and type of vehicle used for the transportation of students. The designation of school bus ownership is based on ownership of the chassis.

   01  **Agency-owned school bus**—A passenger motor vehicle owned by a local education agency, intermediate unit, or state that is designed or used to carry more than ten passengers in addition to the driver and is likely to be primarily used for transporting students to and from school.

   02  **Privately-owned school bus**—A passenger motor vehicle, not owned by a local educational agency, intermediate unit, or state, which is designed or used to carry more than ten passengers in addition to the driver and is likely to be primarily used for transporting students to and from school.

   03  **Agency-owned vehicle**—A vehicle, other than a school bus, that is owned by a local education agency, intermediate unit, or state and used for the transportation of students.

   04  **Privately-owned vehicle**—A vehicle, other than a school bus, that is not owned by a local educational agency, intermediate unit, or state, used for the transportation of students. This may include a parent's automobile.

   05  **Publicly-owned vehicle**—A vehicle owned by a city or non-education state agency used primarily or exclusively for the transportation of students.

   06  **Taxi/cab**—An automobile that transports individuals for a fee.

   07  **Local public transportation**—Any other transportation that is provided locally for general public use (for which there may be a fee charged), including bus, train, or van transportation.

   99  **Other**

   Entity Uses:  Transportation Vehicle
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Data Element Definitions
F. Transportation

0130 † Identification Number—A unique number assigned to an individual, organization, or institution by a school, an education agency, a state, or other organization.

Entity Uses: Transportation Vehicle

0140 † Identification System—A numbering scheme that is used for identification and record-keeping purposes by schools, social services, or other agencies to refer to an individual, organization, or institution.

- 01 Driver’s license number (not applicable for this entity)
- 02 Health record number (not applicable for this entity)
- 03 Medicaid number (not applicable for this entity)
- *04 Professional certificate or license number (not applicable for this entity)
- *05 School-assigned number
- *06 District-assigned number
- *07 State-assigned number
- *08 Selective service number (not applicable for this entity)
- *09 Migrant number (not applicable for this entity)
- *10 Social Security administration number (not applicable for this entity)
- *11 US government Visa number (not applicable for this entity)
- *12 Personal identification number (used for access into system) (not applicable for this entity)
- *13 Family unit number (not applicable for this entity) (not applicable for this entity)
- *14 College Board/ACT code set of PK-grade 12 institutions (not applicable for this entity)
- *15 LEA number for school (not applicable for this entity)
- *16 SEA number for school (not applicable for this entity)
- *17 SEA number for LEA (not applicable for this entity)
- *18 NCES number for school (not applicable for this entity)
- *19 NCES number for a LEA (not applicable for this entity)
- *20 Other agency number (e.g., Roman Catholic diocese or association member)
- *21 Integrated Postsecondary Education Data System (IPEDS) number (not applicable for this entity)
- *22 College Board Admission Testing Program (ATP) number (not applicable for this entity)
- *23 American College Testing (ACT) Program number (not applicable for this entity)
- *24 Federal identification number (not applicable for this entity)
- *25 Dunn and Bradstreet number (not applicable for this entity)
- 99 Other

Entity Uses: Transportation Vehicle

2210 Route Description—A description of the route traveled when picking up or returning students before school or after school in delivering them to school, home, or a designated transfer point or bus stop.

Entity Uses: Transportation Vehicle

2220 Run Description—A description of the portion of a route during which students are on board a vehicle and actually being transported. A run can be driven more than one time a day. Types of runs may include: kindergarten (a.m.), kindergarten (p.m.), elementary (regular or disabled), secondary (regular or disabled), vocational, special education, field trip, and extended year (more than 180 days) elementary or secondary.

Entity Uses: Transportation Vehicle
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Data Element Definitions
F. Transportation

2330  **Stop Description**—A designation (often numeric) assigned by the school or agency to identify various stops along a vehicle's route.

   Entity Uses:   Transportation Vehicle
Section G, Health Conditions, includes information concerning various aspects of a student's current physical condition, health history, evaluations, physical limitations, and health care provider.

Entity Uses: Student
            Health Care Provider
            Health Evaluation

**Identifiers**—This category includes a student's health record identification number, descriptive measurements of height and weight, and identification of hair and eye colors, and outstanding birthmarks that might be recorded over a period of time.

0130 † Identification Number—A unique number assigned to an individual, organization, or institution by a school, an education agency, a state, or other organization.

Entity Uses: Student
            Health Care Provider

0140 †* Identification System—A numbering scheme that is used for identification and record-keeping purposes by schools, social services, or other agencies to refer to an individual, organization, or institution.

01 Driver’s license number (not applicable for this entity)
02 Health record number
03 Medicaid number
*04 Professional certificate or license number (not applicable for this entity)
*05 School-assigned number
*06 District-assigned number
*07 State-assigned number
*08 Selective service number (not applicable for this entity)
*09 Migrant number (not applicable for this entity)
*10 Social Security administration number (not applicable for this entity)
*11 US government Visa number (not applicable for this entity)
*12 Personal identification number (used for access into system)
*13 Family unit number (not applicable for this entity)
*14 College Board/ACT code set of PK-grade 12 institutions (not applicable for this entity)
*15 LEA number for school (not applicable for this entity)
*16 SEA number for school (not applicable for this entity)
*17 SEA number for LEA (not applicable for this entity)
*18 NCES number for school (not applicable for this entity)
*19 NCES number for a LEA (not applicable for this entity)
*20 Other agency number (e.g., Roman Catholic diocese or association member) (not applicable for this entity)
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*22 College Board Admission Testing Program (ATP) number (not applicable for this entity)
*23 American College Testing (ACT) Program number (not applicable for this entity)
*24 Federal identification number (not applicable for this entity)
*25 Dunn and Bradstreet number (not applicable for this entity)
99 Other

Entity Uses: Student
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2240 **Height**—A measurement of an individual from head to sole with shoes removed.

   Entity Uses: Student

2250 **Weight**—A measurement of an individual's heaviness (in ordinary clothing with shoes removed) as determined by weighing.

   Entity Uses: Student

2260 **Hair Color**—The color that best describes an individual's hair.

   01 Black
   02 Blonde
   03 Brown
   04 Gray
   05 Red
   98 None
   99 Other

   Entity Uses: Student

2270 **Eye Color**—The color that best describes an individual's eyes.

   01 Black
   02 Blue
   03 Brown
   04 Green
   05 Hazel
   06 Red
   07 Violet
   99 Other

   Entity Uses: Student

2280 **Birthmark**—A mole, mark, or blemish present on the body from birth.

   Entity Uses: Student

2290 **Blood Type**—An indication of the group into which an individual's blood is classified with reference to the type of agglutinogen of its corpuscles and its Rh. factor.

   Entity Uses: Student

**Oral Health**—The condition of an individual’s mouth or oral cavity; more specifically the condition of the hard tissues (i.e., teeth and jaws) and the soft tissues (i.e., gums, tongue, lips, palate, mouth floor, and inner cheeks). Good oral health denotes the absence of clinically manifested disease or abnormalities of the oral cavity.

2300 **Number of Teeth**—The number of natural teeth present or erupting.

   Entity Uses: Student
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2310  **Number of Permanent Teeth Lost**—The number of permanent teeth lost naturally or due to extraction or accident.

    Entity Uses: Student

2320  **Number of Teeth Decayed**—The number of natural teeth present with obvious decay.

    Entity Uses: Student
**Health History**—A record of an individual's afflictions, conditions, injuries, accidents, treatments, and procedures.

2450 **Diseases, Illnesses, and Other Health Conditions**—An instance in which an individual has contracted a disease, illness or other health condition which might or does affect his or her school performance.

(Note: A list of medical classifications, procedures, and codes can be found in appendix I.)

Entity Uses: Student

2460 **Medical Treatment**—A medical procedure (including surgery) an individual has undergone which might or does affect his or her school performance.

(Note: A list of medical classifications, procedures, and codes can be found in appendix I.)

Entity Uses: Student

2470 **School Health Emergency Action**—An emergency administration of medication, provision of medical procedures, or care for serious injuries (those requiring immediate attention from a health care provider and causing a student to miss more than one-half day of school) a student receives during the hours of school attendance or while he or she is under the guidance and care of school staff members.

Entity Uses: Student

2480 **Injury Type Code**—The code for the description of an injury that was sustained that might or does affect an individual's performance.

(Note: A list of medical classifications, procedures, and codes can be found in appendix I.)

Entity Uses: Student

2481 **Injury Description**—A description of the circumstances surrounding the injury of an individual, including information collected from a witness.

Entity Uses: Student

2490 **Substance Abuse**—An instance during which an individual is known to have used licit or illicit drugs (e.g., heroin, amphetamines, barbiturates, prescription drugs, or alcohol) in an amount, frequency, and/or pattern of use that interfered with his or her psychological, physiological, social, and/or academic functioning.

Entity Uses: Student

2500 **Routine Health Care Procedure Required at School**—A non-emergency health care procedure (e.g., catheterization or tracheostomy care for an injury) or medication administered by a qualified school staff member during the hours of school attendance or while he or she is under the guidance and care of school staff members.

(Note: A list of medical classifications, procedures, and codes can be found in appendix I.)

Entity Uses: Student

2510 **Health Condition Progress Report**—A periodic update on a continuing health concern or medical treatment an individual may be experiencing.
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Entity Uses: Student

2520 Health Care History Episode Date—The month, day, and year of diagnosis, treatment, or update of any health condition an individual may have experienced.

Entity Uses: Student

Medical Evaluations—A record of diagnostic examinations an individual may undergo for identification or evaluation of a medical process or condition.

2530 Evaluation Sequence—An indication of the sequence of the evaluation.

01 Initial
02 Review
03 Screening

Entity Uses: Health Evaluation

2540 *Medical Examination Type—A designation of the specific type of test administered to an individual for the purpose of screening or evaluating a medical condition, process, or impairment.

01 Vision evaluation—An examination used to measure an individual's ability to see.

02 Hearing evaluation—An examination used to measure an individual's ability to perceive sounds.

03 Speech and language evaluation—An assessment conducted to determine if a communication disorder exists, including consideration of etiology, severity, and prognosis.

04 Routine physical examination/screening—An examination used to evaluate an individual's general health condition.

05 Special physical examination—An examination used to diagnose the causes of specific symptoms or problems, including those performed during an emergency.

06 Physical examination for sports participation—An examination used to determine an individual's fitness to participate in sports activities in the physical education program and/or interscholastic athletics. An educational institution, or local or state agency often requires this examination.

*07 Employment evaluation—An examination used to assess an individual's condition relative to requirements for employment (e.g., tuberculosis tests and chest x-rays).

*08 Psychological evaluation—An examination used to assess an individual's emotional, attitudinal, or behavioral condition.

99 Other

Entity Uses: Health Evaluation
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2550  **Medical Examination Instrument Description/Title**—The description or title of an evaluative instrument (e.g., a specific chart or mechanical device) that has been used to identify or evaluate an individual’s health condition (e.g., Snellen Illiterate "E" Test, Snellen Alphabetic Test, Pure Tone Audiometric Test, Speech Discrimination Test-Unaided and Aided, Mantoux Tuberculosis test, or sick cell anemia blood test).

   Entity Uses: Health Evaluation

2560  **Medical Examination Date**—The month, day, and year on which a health evaluation occurred.

   Entity Uses: Health Evaluation
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2660  **Corrective Equipment Purpose**—A description of the reason for or the prescribed use of corrective equipment.

Entity Uses:  Student

2670  **Diagnosis of Causative Factor (Condition)**—An evaluation of the physiological reason for an individual's condition or impairment by a qualified health care provider.

Entity Uses:  Student

2680  **Condition Onset Date**—The month, day, and year of the onset of a condition.

Entity Uses:  Student

**Disabling Conditions**—Current health conditions (e.g., orthopedic, neurological, cardiac, or respiratory) that have been identified by a health care provider or other qualified evaluator and may incapacitate an individual in any way.

2690  **Primary Disability Type**—The major or overriding disability condition that best describes an individual's impairment (e.g., the impairment that is most disabling).

*01 *Autism*—A developmental disability significantly affecting non-verbal communication and social interaction, generally evident before age three that adversely affects a child's educational performance. Other characteristics often associated with autism are engagement in repetitive activities and stereotyped movements, resistance to environmental change or change in daily routines, and unusual responses to sensory experiences. The term does not apply if child’s educational performance is adversely affected primarily because the child has an emotional disturbance.

02 *Deaf-blindness*—Concomitant hearing and visual impairments that cause such severe communication and other developmental and educational problems that an individual with deaf-blindness cannot be accommodated in special education programs solely for deaf or blind individuals.

03 *Hearing impairment*—A hearing impairment, whether permanent or fluctuating, (which would not be considered to be a state of deafness) that adversely affects an individual's educational performance.

04 *Mental retardation*—A state of significantly below-average general intellectual functioning existing concurrently with deficits in adaptive behavior that is manifested during the developmental period, which adversely affects an individual's educational performance.

05 *Multiple disabilities*—Concomitant impairments (e.g., mental retardation-blind or mental retardation-orthopedic impairments), the combination of which causes such severe educational problems that an individual cannot be accommodated in special education programs solely for one of the impairments. This term does not include deaf-blindness.

06 *Orthopedic impairment*—A severe orthopedic impairment which adversely affects an individual's educational performance. The term includes impairments caused by congenital anomaly (e.g., clubfoot or absence of some member), impairments caused by some disease (e.g., poliomyelitis or bone tuberculosis), and impairments from other causes (e.g., cerebral palsy, amputations, and fractures or burns which cause contractures).
07 Emotional disturbance—Either: 1) A condition exhibiting one or more of the following characteristics over a long period of time and to a marked degree, which adversely affects an individual’s educational performance:

a. An inability to learn that cannot be explained by intellectual, sensory, or health factors;

b. An inability to build or maintain satisfactory interpersonal relationships with peers and teachers;

c. Inappropriate types of behaviors or feelings under normal circumstances;

d. A general pervasive mood of unhappiness or depression; or

e. A tendency to develop physical symptoms or fears associated with personal or school problems.

or, 2) A schizophrenic individual. This term does not include those who are socially maladjusted unless it is determined that they have a serious emotional disturbance.

08 Specific learning disability—A disorder in one or more of the basic psychological processes involved in understanding or in using language whether spoken or written, which may manifest itself as an imperfect ability to listen, think, speak, read, write, spell, or perform mathematical calculations. The term includes such conditions as perceptual disabilities, brain injury, minimal brain dysfunction, dyslexia, and developmental aphasia. The term does not include individuals who have learning problems which are primarily the result of visual, hearing, or motor disabilities, mental retardation, emotional disturbance, or environmental, cultural, or economic disadvantage.

09 Speech or language impairment—A communication disorder such as stuttering, impaired articulation, and language or voice impairments which adversely affect an individual’s educational performance.

10 Traumatic brain injury—An acquired injury to the brain caused by an external physical force resulting in total or partial functional disability or psychosocial impairment, which adversely affects an individual’s educational performance. The term includes open or closed head injuries resulting in impairments in one or more areas including cognition, language, memory, attention, reasoning, abstract thinking, judgment, problem-solving, sensory, perceptual and motor abilities, psychosocial behavior, physical functions, information processing, and speech. The term does not include brain injuries that are congenital or degenerative, or brain injuries induced by birth trauma.

11 Visual impairment—A visual impairment which, even with correction, adversely affects an individual’s educational performance. The term includes both partially seeing and blind individuals.

*12 Other health impairment—A condition that causes limited strength, vitality, or alertness to environmental stimuli, that results in limited alertness with respect to the educational environment, that is due to chronic or acute health problems such as asthma, attention deficit disorder or condition, hemophilia, lead poisoning, leukemia, nephritis, rheumatic fever, and sickle cell anemia, and which adversely affects an individual’s educational performance.

13 Deafness—A hearing impairment that is so severe that the child is impaired in processing linguistic information through hearing, with or without amplification, that adversely affects a child’s educational performance.

14 Developmental delay—Each state determines the definition of this term to be used by that state. The definition must: 1) specify that a child may be determined to be eligible if the child has a delay in one or more of the following developmental areas: cognitive development, physical development, including vision and hearing, language and speech development,
Chapter 4 - Data Elements and Definitions

Data Element Definitions

G. Health Conditions

2870  **Limitation Cause**—A description of the reason for imposing or allowing the restriction or limitation on an individual’s school activities.

   Entity Uses:   Student

2880  **Limitation Beginning Date**—The month, day, and year on which an authorized evaluator recommends that the limitation of activity be instituted.

   Entity Uses:   Student

2890  **Limitation Ending Date**—The month, day, and year on which an authorized evaluator recommends that the limitation of activity be disregarded.

   Entity Uses:   Student

**Health Care Provider**—A professional individual with the responsibility to provide any of a variety of health care services to a student.

2900  **Provider Type**—A designation of the occupation of an individual who is responsible for providing a student with health care (e.g., physician, surgeon, nurse, psychiatrist, pharmacist, or midwife).

   Entity Uses:   Health Care Provider

2910  **Provider Specialty**—A designation of the particular professional discipline in which a health care provider's training and experience is focused (e.g., orthopedic surgery, urology, or psychiatry).

   Entity Uses:   Health Care Provider

2920  **Provider Authority**—An indication of the relationship of the health care provider to the patient.

   01 School provider
   02 Personal/family provider
   03 Public agency provider
   99 Other

   Entity Uses:   Health Care Provider

2930  **Referral Status**—An indication as to whether the health care provider is acting as a referring provider or a receiving provider.

   01 Referring provider
   02 Receiving provider

   Entity Uses:   Health Care Provider

0110 † **Name of Individual**—The full, legally accepted, proper name given to an individual at birth, baptism, or during another naming ceremony, or through legal change (generally used when component parts are not required or requested separately).

   Entity Uses:   Health Care Provider
Chapter 4 - Data Elements and Definitions
Data Element Definitions
G. Health Conditions

0440 Complete Permanent Address—The street number and name, apartment/room/suite number, city, county, state, zip code, and country of an individual’s or organization’s permanent address.

Entity Uses: Health Care Provider

0460 Communication Status—An indication of special circumstances which affect communication to an individual, organization, or institution via a telephone (e.g., no telephone connection, no one available to answer the telephone during certain hours).

Entity Uses: Health Care Provider

0461 Communication Number Type—The type of communication number listed for an individual or organization.

01 Alternate telephone number
02 Answering service
03 Beeper number
04 Telephone extension
05 Home facsimile number
06 Home phone number
07 Night telephone number
08 Other residential facsimile number
09 Other residential telephone number
10 Appointment phone
11 Personal cellular number
12 Personal phone number
13 Telex number
14 Telemail
15 Voice mail
16 Work cellular number
17 Work facsimile number
18 Work telephone number

Entity Uses: Health Care Provider

0470 *Communication Number—The telephone number or other communication type number including the international code, area code, and extension, if applicable.

Entity Uses: Health Care Provider

0489 Electronic Mail Address Type—The type of electronic mail (email) address listed for an individual or organization.

01 Home/personal
02 Work
99 Other

Entity Uses: Health Care Provider

0490 *Electronic Mail Address—The numbers, letters, and symbols used to identify an electronic mail (E-mail) user within the network to which the individual or organization belongs.

Entity Uses: Health Care Provider
Identification Number—A unique number assigned to an individual, organization, or institution by a school, an education agency, a state, or other organization.

Entity Uses: Health Care Provider

Identification System—A numbering scheme that is used for identification and record-keeping purposes by schools, social services, or other agencies to refer to an individual, organization, or institution.

- 01 Driver’s license number (not applicable for this entity)
- 02 Health record number (not applicable for this entity)
- 03 Medicaid number (not applicable for this entity)
*04 Professional certificate or license number
*05 School-assigned number (not applicable for this entity)
*06 District-assigned number (not applicable for this entity)
*07 State-assigned number (not applicable for this entity)
*08 Selective service number (not applicable for this entity)
*09 Migrant number (not applicable for this entity)
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*12 Personal identification number (used for access into system) (not applicable for this entity)
*13 Family unit number (not applicable for this entity)
*14 College Board/ACT code set of PK-grade 12 institutions (not applicable for this entity)
*15 LEA number for school (not applicable for this entity)
*16 SEA number for school (not applicable for this entity)
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*19 NCES number for a LEA (not applicable for this entity)
*20 Other agency number (e.g., Roman Catholic diocese or association member) (not applicable for this entity)
*21 Integrated Postsecondary Education Data System (IPEDS) number (not applicable for this entity)
*22 College Board Admission Testing Program (ATP) number (not applicable for this entity)
*23 American College Testing (ACT) Program number (not applicable for this entity)
*24 Federal identification number
*25 Dunn and Bradstreet number
99 Other

Entity Uses: Health Care Provider

Other Health Information—Information about an individual’s medical or health requirements that are not otherwise addressed above.

Emergency Factor—An identification of a physical or medical condition of potential special significance during an emergency treatment.

- 01 Allergy, aspirin
- 02 Allergy, insect bite
- 03 Allergy, iodine
- 04 Allergy, penicillin
- 05 Allergy, sulphur
- 06 Allergy, multiple
- 07 Asthma
- 08 Contact lenses worn
- 09 Diabetes
- 10 Drug dependency
Chapter 4 - Data Elements and Definitions
Data Element Definitions
G. Health Conditions

11 Epilepsy
12 Hearing impaired
13 Heart disease
14 Hemophilia
15 Rheumatic fever
16 Speech impaired
17 Vision impaired
98 None
99 Other

Entity Uses: Student

2950 † Related Emergency Needs—Specification of possible or actual emergency care an individual may require.

Entity Uses: Student

2960 Insurance Coverage—The nature of insurance covering an individual's hospitalization and other health or medical care.

01 Private insurance coverage
02 Medicaid insurance coverage
03 School insurance coverage
04 No insurance coverage
99 Other

Entity Uses: Student

2970 Health Care Plan—The description or title of the health care plan by which the individual is covered.

Entity Uses: Student

2980 *Hospital Preference—The hospital to which an individual prefers to be taken under emergency conditions or, in the case of a minor the hospital to which the parent/guardian prefers the individual to be taken.

Entity Uses: Student

2990 Medical Waiver—The description of special notation if, for any reason, an individual has been granted a waiver and is not required to submit to certain medical examinations or treatments.

Entity Uses: Student

3000 Religious Consideration—A restriction and other considerations for medical treatment because of the doctrines of an individual's religion.

Entity Uses: Student

3010 Other Special Health Needs, Information, or Instructions—The description of detailed specific instructions (other than those included above) regarding an individual's medical or dental treatment as directed by the individual or his or her parents/guardian, or health care provider.

Entity Uses: Student
H. SPECIAL PROGRAM PARTICIPATION AND STUDENT SUPPORT SERVICES

Section H, Special Program Participation and Student Support Services, includes information concerning student participation in support, enrichment, and special assistance programs as well as early childhood programs (not limited to special needs populations) available through federal, state, or local agencies, public or private schools, and for-profit, non-profit or other community-based organizations. Services may be instructional or non-instructional in nature and may be provided in school or other-than-school facilities. Also contained in this section is information about student eligibility identification and determination, program modification rationale, types of supplementary programs provided, service delivery, and monitoring efforts.

Entity Uses:  Student
Evaluator
Service Provider
Program/Service

Identification Procedure—A description of the procedures used to identify a student as eligible for student support services or special assistance programs in early childhood, elementary or secondary education. These programs supplement regular services offered by a school. Eligibility is based upon characteristics of the status or condition of the student, his or her family, or their community, as mandated by program criteria.

3020 † Identification Procedure—The manner by which information about a student's potential need for special services was gathered. This information may suggest, but does not require, that a student receive supplemental services.

01 Education assessment—Use of a test or other assessment method to systematically evaluate a student's knowledge and skills, including language fluency, to determine the academic placement of the student, other than for special education.

02 Health assessment/screening—A comprehensive health evaluation to detect physical conditions that impair or limit a student's functional capacity, other than for special education.

03 Parent/guardian referral—A request by the student's parent/guardian.

04 Physician referral—A professional recommendation or prescription by a qualified medical doctor or personnel.

05 Self-report/survey—Information offered by the student or his or her parent/guardian in response to questions in an interview or on a questionnaire.

06 Special education assessment/evaluation—Programs offered by schools or those available through public or private agencies that administer tests that assess the suspected disabilities, strengths and learning modalities of students who have been referred for special education. These assessments are used to determine appropriate educational placement and to develop an individualized education program (IEP) that will meet the student's special needs. Included are evaluations which measure the student's social-emotional growth; personality characteristics, independent living skills, sensory-motor, language and intellectual functioning; hearing and visual acuity; articulation and fluency; and other factors that have an effect on the student's ability to learn.
Data Element Definitions

H. Special Program Participation and Student Support Services

**07 Teacher referral**—The noted observation of facts about student behavior or actions by individuals who instruct the student.

**99 Other**

Entity Uses: Student

**3030 † Identification Results**—Information gathered by a qualified evaluator about an individual’s need for a special program/service.

Entity Uses: Student

**0110 † Name of Individual**—The full, legally accepted, proper name given to an individual at birth, baptism, or during another naming ceremony, or through legal change (generally used when component parts are not required or requested separately).

Entity Uses: Evaluator Service Provider Program/Service

**2030 *Position Title**—The descriptive name of an individual’s title.

Entity Uses: Evaluator Service Provider Program/Service

**0120 † Name of Institution**—The full legally or popularly accepted name of an organization (e.g., a school, an association, or a company).

Entity Uses: Evaluator Service Provider Program/Service

**0440 Complete Permanent Address**—The street number and name, apartment/room/suite number, city, county, state, zip code, and country of an individual’s or organization’s permanent address.

Entity Uses: Evaluator Service Provider Program/Service

**0460 Communication Status**—An indication of special circumstances which affect communication to an individual, organization, or institution via a telephone (e.g., no telephone connection, no one available to answer the telephone during certain hours).

Entity Uses: Evaluator Service Provider Program/Service

**0461 Communication Number Type**—The type of communication number listed for an individual or organization.

- **01 Alternate telephone number**
- **02 Answering service**
- **03 Beeper number**
Data Element Definitions

H. Special Program Participation and Student Support Services

<table>
<thead>
<tr>
<th></th>
<th>Communication Number</th>
<th>Description</th>
<th>Entity Uses:</th>
</tr>
</thead>
<tbody>
<tr>
<td>04</td>
<td>Telephone extension</td>
<td>The telephone number or other communication type number including the international code, area code, and extension, if applicable.</td>
<td>Evaluator</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Service Provider</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Program/Service</td>
</tr>
<tr>
<td>05</td>
<td>Home facsimile number</td>
<td></td>
<td></td>
</tr>
<tr>
<td>06</td>
<td>Home phone number</td>
<td></td>
<td></td>
</tr>
<tr>
<td>07</td>
<td>Night telephone number</td>
<td></td>
<td></td>
</tr>
<tr>
<td>08</td>
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**Entity Uses:** Evaluator
Service Provider
Program/Service

0470 *Communication Number*—The telephone number or other communication type number including the international code, area code, and extension, if applicable.

**Entity Uses:** Evaluator
Service Provider
Program/Service

0489 **Electronic Mail Address Type**—The type of electronic mail (email) address listed for an individual or organization.

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**Entity Uses:** Evaluator
Service Provider
Program/Service

0490 *Electronic Mail Address*—The numbers, letters, and symbols used to identify an electronic mail (E-mail) user within the network to which the individual or organization belongs.

**Entity Uses:** Evaluator
Service Provider
Program/Service

3040 † **Program Eligibility Indicator**—An indication as to whether an individual is eligible to participate in a special program or receive support services, regardless of whether he or she is actually enrolled and participating. Eligibility is based upon the specific requirements of a given program.

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Chapter 4 - Data Elements and Definitions
Data Element Definitions
H. Special Program Participation and
   Student Support Services

3050 † Program Participation Reason—Identified status or reason that a student needs special or supplemental services.

   01 Academic difficulty—An inability to reach or maintain expected educational levels appropriate for the student's age group, measured competence, or grade level.

   02 Academic excellence/enrichment—An ability to exceed expected educational levels appropriate for the student's age group, measured competence, or grade level.

   03 College admission preparation—A situation in which a student anticipates taking a college admission examination and subsequently participates in a preparation class.

   04 Family background—A situation involving the student's family background or preference which requires modification in programs.

   05 Language difficulty—A barrier to normal communication in the instructional setting, including an inability to read, speak, write, or understand the instructional language.

   06 Health reason—A physical condition or an identified disability that may restrict the student's opportunities for academic success in regular classrooms.

   07 Psychological reason—An emotional, attitudinal or behavioral condition which may affect the student's ability to succeed in a regular classroom.

   08 Socioeconomic reason—A disadvantaged status, based on a student's socioeconomic background, which may indicate the student's ability to succeed in a regular classroom.

   09 Legal reason (i.e., court-specified)—A situation in which the court, for various reasons, specified that the student receive special or supplemental services.

   10 Development delay—The student is diagnosed by a certified specialist as experiencing developmental delays and thus requires special or supplemental services.

   99 Other

   Entity Uses: Program/Service

3060 † Program Participation Identification Date—The month, day, and year on which a student is identified as being eligible to participate in special programs or to receive support services.

   Entity Uses: Program/Service

Early Childhood Program Participation—Information about a child's care, education, and/or services from birth to enrollment in kindergarten (or first grade if kindergarten is not available). Programs include care, education, and/or services provided by a parent/guardian, by a relative other than a parent/guardian, and by a non-relative. Location, sponsorship, and funding of care, education, and/or services are also addressed.

3070 † Caregiver/Early Childhood Program Provider—A description of the individual or institution which provides care, education, and/or services to the child.

   01 Parent/guardian care, education, and/or services—Care, education, and/or services provided by one or both of a child's parent/guardians.
3190 Benefit Type—Degree and focus of service a student receives as a result of student support or special assistance programs.

01 Direct—Resources and services are specifically provided for, and rendered to, the student.

02 Incidental—Resources and services are provided to the state education agency (SEA), intermediate agency, and/or local education agency (LEA) for programs aimed at designated groups. Usually students identified as needing special assistance are counted in a larger population with the size determining the amount of funding.

03 Both direct and incidental—Resources and services are provided for and rendered to the student both directly and incidentally (e.g., special education).

Entity Uses: Program/Service

3200 Program Funding Source—Ultimate and intermediate providers of funds for a particular educational program or activity or for the individual’s participation in the education program or activity.

01 Federal government
02 State government
03 Local government
04 Intermediate agency or government
05 Local administrative unit
06 School
07 Business
08 Community
09 Parent/guardian (tuition/fees)
10 Parent/teacher organizations
11 Individuals (endowments)
12 Foundations and other charitable organizations
13 Religious organizations
14 Parent/guardian’s employer
15 Unions
16 Fraternal organizations
17 Insurance
99 Other

Entity Uses: Program/Service

3210 Instructional Program Service Type—Special, modified educational services provided for students who are identified for such services.

01 Bilingual education—Any program of instruction that uses more than one language to teach a content area (e.g., Developmental Bilingual Education (DBE) or two-way bilingual education).

02 Compensatory education for the disadvantaged—Programs which meet the special needs of low-achieving children in poor neighborhoods. Services primarily consist of remedial instruction in basic skills, counseling, and other supplemental non-instructional support.
03 English as a Second Language (ESL)  — Programs in which ESL students are placed in regular immersion instruction for most of the school day but receive extra instruction in English for part of the day. This extra help is based on a special curriculum designed to teach English as a second language. The non-English home language may or may not be used in conjunction with ESL instruction.

04 English language development  — Programs of language development that go beyond the teaching of basic vocabulary and grammar skills, and are designed to parallel English language instruction for native speakers in content and approach. In such programs, English vocabulary and mechanics are often embedded in engaging content and/or literature.

05 Gifted and talented  — Programs that provide special educational opportunities including accelerated promotion through grades and classes and an enriched curriculum for students who are endowed with a high degree of mental ability or who demonstrate unusual physical coordination, creativity, interest, or talent (often in the visual or performing arts).

06 Remedial education  — Programs that are designed to develop specific cognitive skills, usually in language arts or mathematics, from a deficient level to one that is appropriate to the educational abilities and aspirations of the student.

07 Special education  — Specially designed programs, at no cost to the parent/guardian, that meet the needs of a child with disabilities including classroom instruction, instruction in physical education, home instruction, and instruction in hospitals and instructions. The term also includes speech pathology, or any other related service, if the service consists of specially designed instruction at no cost to the parent/guardian and meets the unique needs of a child with disabilities, and is considered “special education” rather than a “related service” under state standards. The term also includes vocational education if it consists of specially designed instruction, at no cost to the parent/guardian, which meets the unique needs of the child.

08 Transitional Bilingual Education (TBE)  — Programs in which reading is initially taught in both the students' non-English home language and their second language (English) until their English is proficient enough for them to participate successfully in a regular classroom. Use of the non-English home language is phased out as regular English instruction is gradually phased in.

09 Vocational education  — Organized educational programs focusing on the preparation of individuals for paid or unpaid employment, or for a career requiring training other than a baccalaureate or advanced degree.

10 Exam preparation education  — A set of classes designed to prepare students for college admissions testing.

99 Other

Entity Uses: Program/Service
Serial Number—Sequential number unique to each data element.

Entity Number—Unique to each entity.

Data Element Number—Unique to each data element.

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## Chapter 5 - Applications of the Handbook

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1 Loop A11-12 may be used for multiple entries.
2 Multiple entries may be necessary. For Data Element 0150 (Race), OMB has not endorsed a set of guidelines for tabulating these data in aggregated reports. In the absence of guidelines for tabulating racial and ethnic data, many Departmental Programs have not yet adopted the new standards. See appendix L for further detail.
3 Data Element 0221 may be used instead of Data Element 0220.
4 Multiple entries may be necessary.
5 Data Element 0261 may be used instead of Data Element 0260.
6 Loop A29-31 may be used for multiple entries.
7 Data Element 0411 may be used instead of Data Element 0410.
8 Data Element 0431 may be used instead of Data Element 0430.
9 Loop A69-70 may be used for multiple entries.
10 Loop A89-90 may be used for multiple entries.
11 Data Element 0411 may be used instead of Data Element 0410.
12 Data Element 0431 may be used instead of Data Element 0430.
13 Free form. This item may be used in lieu of Data Elements 0370, 0380, 0390, 0400, 0410, 0411, 0420, and 0430.
14 Loop A111-118 may be used for multiple entries.
15 Free form. This item may be used in lieu of Data Elements 0010, 0020, 0030, and 0040.
16 Loop A115-116 may be used for multiple entries.
17 Loop A119-120 may be used for multiple entries.
18 Loop A121-122 may be used for multiple entries.
19 Loop A123-128 may be used for multiple entries.
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### Chapter 5 - Applications of the Handbook

#### B. Enrollment

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1 Loop B1-35 may be used for multiple entries.
2 Loop B34-35 may be used for multiple entries.
3 Loop B36-45 may be used for multiple entries.
4 Loop B46-51 may be used for multiple entries.
5 Loop B47-48 may be used for multiple entries.
6 This item may be used in lieu of Data Elements 0870, 0871, 0872, 0890, 0900, and 0910. Information may be kept as a total amount, and/or be broken down to items 0870 through 0910.
7 Multiple entries may be necessary.
8 Loop B52-56 may be used for multiple entries.
9 Loop B57-63 may be used for multiple entries.
10 Derived from constituent data elements: 0080 Entry Date, 1010 Daily Attendance Status, 1040 Exit/Withdrawal Date.
11 Loop B64-75 may be used for multiple entries.
12 Applicable if 1060 17 is selected.
13 Applicable if 1060 18 is selected.
14 Applicable if 1060 19 is selected. Multiple entries may be necessary.
15 Applicable if 1060 19 is selected.
16 Applicable if 1060 21 is selected. Multiple entries may be necessary.
17 Applicable if 1060 21 is selected.
18 Applicable if 1060 21 is selected.
### C. SCHOOL PARTICIPATION AND ACTIVITIES

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Chapter 5 - Applications of the Handbook
C. School Participation and Activities

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¹ Loop C1-88 may be used for multiple entries.
² Free form. This item may be used in lieu of Data Elements 0010, 0020, 0030, and 0040.
³ Multiple entries may be necessary.
⁴ A list of codes is available from the Association of American Medical Colleges (AAMC).
⁵ C43-45 may be used for multiple entries.
⁶ Derived from constituent data elements: 1380 Grading Period Beginning Date, 1390 Grading Period Ending Date, 1240 Course Title, 1300 Credit Type Offered, 1310 Number of Credits Attempted, 1320 Repeat Identifier.

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2001
7 Derived from constituent data elements: 1170 Session Type, 1180 Session Beginning Date, 1190 Session Ending Date, 1240 Course Title, 1300 Credit Type Offered, 1310 Number of Credits Attempted, 1320 Repeat Identifier.

8 Derived from constituent data elements: 1380 Grading Period Beginning Date, 1390 Grading Period Ending Date, 1240 Course Title, 1300 Credit Type Offered, 1320 Repeat Identifier, 1330 Number of Credits Received.

9 Derived from constituent data elements: 1170 Session Type, 1180 Session Beginning Date, 1190 Session Ending Date, 1240 Course Title, 1300 Credit Type Offered, 1320 Repeat Identifier, 1330 Number of Credits Received.

10 Derived from constituent data elements: 1380 Grading Period Beginning Date, 1390 Grading Period Ending Date, 1240 Course Title, 1300 Credit Type Offered, 1320 Repeat Identifier, 1330 Number of Credits Received, 1360 Grade Earned in Course, 1370 Grade Value Qualifier.

11 Derived from constituent data elements: 1170 Session Type, 1180 Session Beginning Date, 1190 Session Ending Date, 1240 Course Title, 1300 Credit Type Offered, 1320 Repeat Identifier, 1330 Number of Credits Received, 1360 Grade Earned in Course, 1370 Grade Value Qualifier.

12 Derived from constituent data elements: 1380 Grading Period Beginning Date, 1390 Grading Period Ending Date, 1240 Course Title, 1300 Credit Type Offered, 1310 Number of Credits Attempted, 1320 Repeat Identifier, 1330 Number of Credits Received, 1360 Grade Earned in Course, 1370 Grade Value Qualifier.

13 Derived from constituent data elements: 1170 Session Type, 1180 Session Beginning Date, 1190 Session Ending Date, 1240 Course Title, 1300 Credit Type Offered, 1310 Number of Credits Attempted, 1320 Repeat Identifier, 1330 Number of Credits Received, 1360 Grade Earned in Course, 1370 Grade Value Qualifier.
## D. NON-SCHOOL AND POST-SCHOOL EXPERIENCE

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1 Loop D1-8 may be used for multiple entries.
2 Loop D9-29 may be used for multiple entries.
3 Free form. This item may be used in lieu of Data Elements 0370, 0380, 0390, 0400, 0410, 0420, and 0430.
4 Multiple entries may be necessary.
5 Loop D30-40 may be used for multiple entries.
### Chapter 5 - Applications of the Handbook

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1. Loop E1-30 may be used for multiple entries.
2. See SPEEDE/ExPRESS for a list of student test codes.
3. Free form. This term may be used in lieu of Data Elements 0010, 0020, 0030, and 0040.
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3. Loop G32-47 may be used for multiple entries.
4. Loop G55-57 may be used for multiple entries.
5. See Appendix I for a list of immunization codes.
6. Loop G63-67 may be used for multiple entries.
7. Loop G68-71 may be used for multiple entries.
8. Loop G72-84 may be used for multiple entries.
9. Free form. This item may be used in lieu of Data Elements 0010, 0020, 0030, and 0040.
10. Free form. This item may be used in lieu of Data Elements 0370, 0380, 0390, 0400, 0410, 0420, and 0430.
11. Multiple entries may be necessary.
12. Loop G87-88 may be used for multiple entries.
### Chapter 5 - Applications of the Handbook

**H. Special Program Participation and Student Support Services**

#### H. SPECIAL PROGRAM PARTICIPATION AND STUDENT SUPPORT SERVICES

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6. Loop H24-27 may be used for multiple entries.
7. Loop H28-65 may be used for multiple entries.
8. Loop H43-52 may be used for multiple entries.
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1 Loop I1-13 may be used for multiple entries.
2 Loop I7-13 may be used for multiple entries.
3 Multiple entries may be necessary.
4 Free form. This item may be used in lieu of Data Elements 0010, 0020, 0030, and 0040.
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Washington, D.C. 20006

Early Childhood Longitudinal Study (Birth Cohort), 2000
National Center for Education Statistics
Early Childhood, International and Crosscutting Studies Division
1990 K Street, NW
Washington, D.C. 20006
Data Element: A specific bit of data that can be defined and measured.

Day School: A school attended by students during a part of the day, as distinguished from a residential school where students are boarded and lodged as well as taught.

Deaf-Blindness: Concomitant hearing and visual impairments, the combination of which causes such severe communication and other developmental and educational problems that they cannot be accommodated in special education programs solely for children with deafness or children with blindness.

Delinquent Behavior: Behavior of a juvenile which is habitually wayward, disobedient, truant, or of such a nature as to impair or endanger the morals or health of self or others. If a juvenile violates a law or ordinance and is convicted in a court of law as a juvenile, he sometimes is considered a juvenile delinquent, depending on the severity of the violation; for repeated convictions of lesser offenses, he usually is considered a juvenile delinquent. Some jurisdictions use a term other than "conviction" for juvenile cases. See Institution for Delinquent Children and Juvenile Delinquent.

Department of Defense Dependents' School: An elementary or secondary school operated in the United States or overseas for dependents of active duty military and civilian personnel of the U.S. Department of Defense.

*Developmental Delay: States may use this term to report children ages three through nine. The category includes a child 1) who is experiencing developmental delays, as defined by the State and as measured by appropriate diagnostic instruments and procedures, in one or more of the following areas: physical development, cognitive development, communication development, social or emotional development, and adaptive development; and 2) who, by reason thereof, needs special education and related services.

Disabled Person: Any individual who: (1) has a physical or mental impairment that substantially limits one or more of the major life activities; (2) has a record of such an impairment; or (3) is regarded as having such an impairment. (Americans with Disabilities Act.)

Disadvantaged Person: Unless defined differently for specific educational programs (e.g., vocational education, consumer, and homemaking programs), individuals who have academic, socioeconomic, cultural, or other disabilities that prevent them from succeeding in educational programs designed for individuals without such disabilities; and who, for that reason, require specially designed educational programs and related services. The term includes individuals whose needs for such programs or services result from poverty, neglect, delinquency, or cultural, racial, or linguistic isolation from the community at large. The term does not include physically or mentally disabled individuals except where such persons also are subject to the other disabilities and conditions referred to in this paragraph. See Disabled Person.

Double Session Class: Two groups of children per day with one teacher. Each session is counted as a separate class; for example, if a program had 5 classes that operated mornings and 5 that operated afternoons with the same 5 teachers, that would count as 10 classes.

Dyslexia: Impairment of the ability to read.

Education Agency: Administrative agency (e.g. State or local education agency) responsible for providing or administering early childhood, elementary- and/or secondary-level instruction or educational support services.

Education Commission: See Board of Education.
Educational Placement (service setting): The location where a special education program is provided. This location is one of the following: regular class placement, resource room placement, separate class placement, public separate school placement, private separate school placement, public residential placement, private residential placement, or home/hospital placement.

Educationally Disadvantaged Children: As defined for federal compensatory education programs, those children who have need for specific assistance so that their level of educational attainment may be raised to that which is appropriate for children of their age. The term includes children who are disabled and/or whose needs for such special educational assistance result from poverty, neglect, delinquency, or cultural or linguistic isolation from the community at large.

Employment Permit: A type of legal certificate sometimes called a "work permit," authorizing youths to engage in certain types of work before they have reached the age of unrestricted employment.

English (Socio-Cultural Dialect): A variation of the English language spoken in the United States by many members of a distinct socio-cultural group, such as Afro-Americans, Chicanos, Puerto Ricans, and Appalachian mountaineers. Such variations of English - generally denoted as non-standard - differ from regional standard variations (and from each other) in regard to grammar as well as pronunciation and idiomatic usage.

English (Standard American): The English language as spoken in such mainstream institutions of the United States as governmental bodies, schools, churches, and communications media. While there are regional variations of standard American English (e.g., Southern standard and New England standard), the grammar of these regional variations is similar, and the differences between them are predominantly those of pronunciation and idiomatic usage.

Entity: A person, place, event, object, or concept about which data can be collected.

Exceptional Children: Children who, because of certain atypical characteristics, have been identified by professionally qualified personnel as requiring special educational planning and services, whether or not such services are available. In general, the term "exceptional children" considers exceptionality on the basis of (a) physical, health, or sensory disability, (b) emotional disability or behavioral problem, and (c) observable exceptionality in mental ability (e.g., mentally gifted and mentally retarded). Some exceptional children have more than one type of exceptionality.

Exceptionality: A physical, health, sensory, mental, psychological, or proficiency characteristic by which qualified professional personnel identify individuals as differing significantly from others in their age group.

Excess Membership in Public Schools: Membership in excess of the normal student capacity of accessible publicly owned school plants in use. This includes any public school students housed in non-publicly owned quarters or makeshift or improvised facilities as well as those who are in excess of the normal capacity in permanent publicly owned school plants.

Extra-state Jurisdictions: See Outlying Areas.

Facilitator: One who serves as a leader for some group experience.

Fee: A payment, charge, or compensation for services (other than instruction), privileges, or for the use of equipment, books, or other goods.

Field Length: In data processing, the units of space allowed in a disk, drum, tape, tabulating card, or other device used to record data for a particular item of information.
objectives are being achieved. [Please refer to the U.S. Department of Education Office of Special Education Programs' web site at http://www.ed.gov/osers/osep for extended definitions of IEP.]

**Individualized Family Service Program (IFSP):** A written plan for providing early intervention services to a child (and his or her family) eligible under the Individuals With Disabilities Education Act (IDEA-Part C). [Please refer to the U.S. Department of Education Office of Special Education Programs' web site at http://www.ed.gov/osers/osep for extended definitions of IFSP.]

*Infants and Toddlers with Disabilities:* Individuals from birth through age two who need early intervention services because they: 1) are experiencing developmental delays as measured by appropriate diagnostic instruments and procedures in one or more of the following areas: cognitive development, physical development including vision and hearing, communication development, social or emotional development, or adaptive development; 2) are diagnosed with or as having a physical or mental condition that has a high probability of resulting in developmental delay. This term may also include, at a state's discretion, children from birth through age two who are at risk of having substantial developmental delays if early intervention services are not provided (as defined by Individuals with Disabilities Education Act).

**Institution for Delinquent Children:** As defined for federal compensatory education programs, a public or private non-profit residential facility which is operated primarily for the care of children and/or youth who have been adjudicated to be delinquent for an indefinite period of time or for a period of time other than one of short duration. This term also includes adult correctional institutions in which children are placed. See Delinquent Behavior, Juvenile Delinquent and Corrective Institution.

**Institution for Neglected Children:** As defined for federal compensatory education programs, a public or private non-profit residential facility (other than a foster home) which is operated primarily for the care of at least ten children and/or youth who have been committed to the institution, or voluntarily placed in the Institution, and for whom the institution has assumed or been granted custodial responsibility pursuant to applicable State law, because of the abandonment or neglect by, or death of, parents or individuals acting in the place of parents. See Neglected Child.

**Instruction:** The activities dealing directly with students and/or with improving the quality of student learning.

**Intermediate Administrative Unit:** An administrative unit smaller than the State which exists primarily to provide consultative, advisory, administrative, or statistical services to local education agencies, or to exercise certain regulatory functions over local education agencies. An intermediate unit may operate schools and contract for school services, but it does not exist primarily to render such services. Such units may or may not have taxing and bonding authority. Where there is a supervisory union board, the union is included as an intermediate unit.

**International Baccalaureate:** A program of study, sponsored and designed by the International Baccalaureate Organization (IBO), that leads to examinations and meets the needs of secondary school students between the ages of 16 and 19 years. Designed as a comprehensive two-year curriculum that allows its graduates to fulfill requirements of various national education systems, the diploma model is based on the pattern of no single country but incorporates elements of several. The program is available in English, French and Spanish. In addition to the diploma program mentioned above, the IBO also offers programs for students between the age of 3 and the age of 16.

**Interstate Migratory Child:** As defined for federal compensatory education programs, a child who has moved with a parent or guardian within the past year across state boundaries in order that a parent, guardian, or other member of his immediate family might secure temporary or seasonal employment in an agricultural or fishery activity.
**Glossary**

**Intrastate Migratory Child:** As defined for federal compensatory education programs, a child who has moved with a parent or guardian within the past year across school district boundaries within a state in order that a parent, guardian, or other member of his immediate family might secure temporary or seasonal employment in an agricultural or fishery activity.

**J-K**

**Job-Entry Level of Employment:** A level of employment in which an individual may be placed on the basis of his education and training, without previous related work experience.

**Junior:** In high school, a student in grade eleven. In college, a junior is a student who has completed more than the required number of credit hours for completion of the second year of study, but has not completed the requirements for the third year.

**Juvenile Delinquent:** An offender of the laws of society who, because of his or her age, is not considered a criminal. While the term “juvenile delinquent” is often applied to all youthful offenders tried in juvenile court, these children technically are not legally delinquent until adjudged so by the court. See Delinquent Behavior and Institution for Delinquent Children.

**L**

**Laboratory:** A learning environment where students work in an individual manner or as part of a group study in a particular subject-matter area, often in the sciences, involving the practical application of theory through observation, experimentation, and research. In the case of foreign language instruction, learning occurs through demonstration, drill, and practice. This applies also to the study of art and music, though such activities may be conducted in a studio.

**Laboratory, Model, or Practice School:** An elementary or secondary school run by an institution of higher education. Its primary purpose is to provide clinical experience in a controlled setting to prospective teachers attending the college or university.

**Local Education Agency (LEA):** A public board of education or other public authority legally constituted within a state for either administrative control or direction of, or to perform service functions for public elementary or secondary schools in 1) a city, county, township, school district, or other political subdivision of a state; 2) such combination of school districts or counties a state recognizes as an administrative agency for its public elementary or secondary schools; 3) any other public institution or agency that has administrative control and direction of a public elementary or secondary school; and 4) any other public institution or agency that has administrative control and direction of a vocational education program.

**M**

**Magnet School:** A school or education center that offers a special curriculum (i.e., a course of study embracing subject matter or teaching methodology that is not generally offered to students of the same age or grade level as the students to whom the special curriculum is offered in the magnet schools) capable of attracting substantial numbers of students of different racial backgrounds.

**Matai Name:** In Samoa, the name of the head of the household or family which is different from the name of the father. This name is assumed when an individual takes over responsibility for a family upon the death or disability of the father (or other provider).

**Maximum Class Size:** The maximum number of students allowed in class before another staff member must be hired.

**Measure:** A unit of measurement to which reference may be made for purposes of description, comparison, and evaluation. Many measures are obtained by computation involving one or more items of information.
Membership: The period of time the student's name is on the current roll of a class or school, regardless of his or her being present or absent. The membership of a class or school is the number of students on the current roll as of a given date. This may be obtained by a simple count or by adding the total number present and the total number absent.

Membership in Special Groupings and/or Special Schools: The number of students on the current roll in special programs (e.g., in special classes, groupings, or caseloads) and/or special schools as of a given date.

Migratory Worker: An individual whose primary employment is on a seasonal or other temporary basis, for agricultural or fishery work, and who establishes a temporary residence, with or without his family, for the purpose of such employment.

*Mild Retardation: Students require intermittent support to perform functional academic skills, activities of daily living (self-care, home living, use of their community, recreation and leisure activities, work) or communication or interacting with others. This support may be episodic, time-limited (may be intense for a relatively short period of time), or of low intensity over a long period of time.

Minimum Permissible Class Size: The smallest number of students to be assigned to a class of a given type, below which the class may be canceled.

*Moderate Retardation: Students require limited support to perform functional academic skills, activities of daily living (self-care, home living, use of their community, recreation and leisure activities, work) or communication or interacting with others. This support may be episodic, time-limited (may be intense for a relatively short period of time), or of low intensity over a long period of time.

Monitoring System: A set of procedures and programs for a computerized information system that are designed to check recorded or transmitted signals in the process of imputing or retrieving information from data files.

Multiple Disabilities: Concomitant impairments (such as mental retardation-blindness, mental retardation-orthopedic impairment, etc.), the combination of which causes such severe educational problems that they cannot be accommodated in special education programs solely for one of the impairments. The term does not include deaf-blindness.

National School Lunch Program: Administered by the U.S. Department of Agriculture under the National School Lunch Act of 1946, as amended, this program was implemented to allow students to enjoy a wholesome and balanced meal each day while also beginning to understand the importance of making healthy eating choices. Program goals include: a reduction in diet-related diseases and an improvement in the health outlook for America’s children.

Neglected Child: As defined for federal compensatory education programs, a child residing in a public or private non-profit residential institution (other than a foster home) which has assumed or been granted custodial responsibility for the child pursuant to state law, because of the abandonment or neglect by, or death of, parents or individuals acting in the place of parents. See Institution for Neglected Children.

No Year Level: In college, a designation for the status of a student who has previously earned a degree or who is not enrolled in a degree program.

Non-credit Course: A course or activity having no credit applicable toward a degree, diploma, certificate, or other formal award. See also Credit Course.

Non-educational Institution: A hospital, sanatorium, convalescent home, mental health clinic, orphanage, corrective institution, or other institution whose primary function is other than that of a school.
**Non-district School or Facility**: A public or private school or facility that provides instruction or services which are not provided by the local education agency. This includes regional service agencies that provide administrative or special services to local education agency students.
Glossary

Non-graded Class: See Ungraded Class.

Non-resident Student of Administrative Unit (or School District): A student who resides outside the administrative unit (or school district).

Non-resident Student of Attendance Area: A student who resides outside the geographic area normally served by the school he or she attends. See School Attendance Area.

Non-standard English: See English (Socio-Cultural Dialect).

O-P-Q

Outlying Areas: Areas under the jurisdiction of the United States including American Samoa, Guam, Puerto Rico, the Northern Mariana Islands, the Virgin Islands, and other areas.

Part-time Special Education: If a student is receiving special education and related services outside the regular classroom for 60% or less of the school day, that student is counted as part-time in special education.

Physical Education: Activities focused on the development of: physical and motor fitness; fundamental motor skills and patterns; and skills in aquatics, dance, individual and group games, and sports (including intramural and lifetime sports). The term includes special physical education, adapted physical education, movement education, and motor development.

Postsecondary Education: The provision of a formal instructional program whose curriculum is designed primarily for students who are beyond the compulsory age for high school. This includes programs whose purpose is academic, vocational, and continuing professional education, and excludes vocational and adult basic education programs.

Prevention, Primary: A concept in the mental health field that refers to actions that anticipate a disorder and foster optimal health. The concept encompasses those activities directed to specifically identified vulnerable high-risk groups within the community who have not been labeled as mentally ill and for whom measures can be undertaken to avoid the onset of emotional disturbance and/or to enhance their level of positive mental health. Programs are primarily educational rather than clinical and are oriented toward increasing people's capacities for dealing with crises and taking steps to improve their own lives.

Prevention, Secondary (Drug Abuse): Intervention to ward off drug abuse or addiction directed at those individuals experimenting with drugs who are linked with but not yet absorbed into an addict subculture and for whom the risk of addiction is high.

Program Evaluation: The systematic collection and analysis of quantitative and qualitative data needed to make decisions. The different dimensions of evaluation have formal names: process (i.e., the description and assessment of program materials and activities), outcome (i.e., the study of the immediate or direct effects of the program on participants), and impact (i.e., the identification and examination of longer-term as well as unintended program effects).

Project Area: As defined for federal educational programs, a school attendance area, or combination of school attendance areas, which because of a high concentration of children or families of specified characteristics is thereby designated as an area from which selected children may be served by a particular program. See Attendance Area.

Proprietary School: A school that is operated for profit.

Psychometric Data: Assessment data about a student analyzed by the application of mathematical and statistical methods.
**Service-Learning:** A learning activity: 1) under which students learn and develop through active participation in thoughtfully organized service experiences that meet actual community needs and that are coordinated in collaboration with the school and community; 2) that is integrated into the students' academic curriculum or provides structured time for a student to think, talk, or write about what the student did and saw during the actual service activity; 3) which provides students with opportunities to use newly acquired skills and knowledge in real-life situations in their own communities; and 4) that enhances what is taught in school by extending student learning beyond the classroom and into the community and helps to foster the development of a sense of caring for others.

*Severe Retardation:* Students require extensive or pervasive support to perform functional academic skills, activities of daily living (self-care, home living, use of their community, recreation and leisure activities, work) or communicating or interacting with others. This support may be episodic, time-limited (may be intense for a relatively short period of time), or of low intensity over a long period of time. (Office for Civil Rights, U.S. Department of Education).

**Significant Other:** An important individual who plays a major role in the life of a subject in addition to the subject's spouse or close relatives or in lieu of a spouse or close relative.

**Sophomore:** In high school, a student in grade ten. In college, a sophomore is a student who has completed more than the required number of credit hours for completion of the first year of study, but has not completed the requirements for the second year.

**Special Student Services Record:** Confidential information originating as reports written by student services workers of the local education agency for the expressed use of other professionals within the agency, including systematically gathered teacher or counselor observations, verified reports of serious or recurrent behavior problems, and selected health data. (Normally, special student services records are maintained separately from cumulative student records.) See Confidential Reports from Outside Agencies.

**Staff Member:** An individual who performs specified activities for any public or private education institution or agency that provides instructional and/or support service to students or staff at the pre-kindergarten level through high school completion. This includes: 1) an "employee" who performs services under the direction of the employing institution or agency, is compensated for such services by the employer, and is eligible for employee benefits and wage or salary tax withholdings; 2) a "contractor" or "consultant" who performs services for an agreed-upon fee; 3) a "volunteer" who performs services on a voluntary or uncompensated basis.

**Standard:** Something established for use as a rule or basis of comparison in measuring or judging capacity, quantity, content, extent, value, quality, etc.

**Student Accounting:** A system for collecting, computing, and reporting information about students.

**Student Body Activities:** Cocurricular activities for students: such as entertainments, publications, and clubs that are managed or operated by students under the guidance or supervision of staff members.

**Student Record:** A record of significant, factual information regarding the progress and growth of a student as he/she goes through school that can include: personal identifying data; selected family data; selected physical, health, and sensory data; standardized test data; membership and attendance data; and school performance data.

**Substance Abuse:** Operationally defined by the National Research Council to encompass four behavioral patterns: overeating, cigarette smoking, alcohol abuse, and drug abuse.

**T**

**Technical Institute:** An institution, or a division of an institution, offering instruction primarily in one or more of the technologies.
Glossary

Tests of General Educational Development (GED): A battery of tests taken by an individual who has attained a state-approved age and who did not graduate from high school which measures the extent to which their past experiences (in-school and out-of-school) have contributed to the knowledge, skills, and understandings ordinarily acquired through a high school education. Certificates of high school equivalency or diplomas are issued by most State departments of education for the successful completion of the Tests of General Educational Development. See High School Equivalency Examination.

Transcript: An official record of student performance showing all schoolwork completed at a given school and the final mark or other evaluation received in each portion of the instruction. Transcripts often include an explanation of the marking scale used by the school.

Truancy: The failure of a child to attend school regularly as required by law, without reasonable excuse for his/her absence.

U

Ungraded Class: A class that is not organized on the basis of age or grade grouping and has no standard grade designation. This includes regular classes that have no grade designations, special classes for exceptional students which have no grade designations, and many adult/continuing educational classes. Such a class is likely to contain students of different ages who, frequently, are identified according to level of performance in one or more areas of instruction rather than according to grade level or age level. Ungraded classes sometimes are referred to as "non-graded." See Non-graded Class.

Universal Birth Number: An identification number assigned to an individual by the Bureau of Vital Statistics of a State, using a combination of digits representing area code, birth registration number, and year of birth.

V-W-X-Y-Z

Vaccine: A preparation introduced into the body to produce immunity and protection from a disease.

Veteran: An individual who served on active duty as a member of the active Armed Forces of the United States and was discharged or released there from under conditions other than dishonorable. (National Guard personnel and reservists called to active duty for civil disturbances, disasters, or training for a limited period are not considered veterans under this definition.)
Appendix F

LIST OF COUNTRIES AND CODES

*Denotes former countries.

0010 Afghanistan
0020 Albania
0030 Algeria
0040 American Samoa
0050 Andorra
0060 Angola
0070 Anguilla
0080 Antarctica
0090 Antigua and Barbuda
0100 Argentina
0110 Armenia
0120 Aruba
0130 Australia
0140 Austria
0150 Azerbaijan
0160 Bahamas
0170 Bahrain
0180 Bangladesh
0190 Barbados
0200 Belarus
0210 Belgium
0220 Belize
0230 Benin
0240 Bermuda
0250 Bhutan
0260 Bolivia
0270 Bosnia and Herzegovina
0280 Botswana
0290 Bouvet Island
0300 Brazil
0310 British Indian Ocean Territory
0320 Brunei Darussalam
0330 Bulgaria
0340 Burkina Faso
0350 Burundi
0360 Byelorussian SSR*
0370 Cambodia
0380 Cameroon
0390 Canada
0400 Cape Verde
0410 Cayman Islands
0420 Central African Republic
0430 Chad
0440 Chile
0450 China
0460 Christmas Island
0470 Cocos (Keeling) Islands
0480 Colombia
0490 Comoros
0500 Congo
0510 Congo, The Democratic Republic of the
0520 Cook Islands
0530 Costa Rica
0540 Cote D’Ivoire (Ivory Coast)
0550 Croatia
0560 Cuba
0570 Cyprus
0580 Czech Republic
0590 Czechoslovakia*
0600 Democratic Yemen
0610 Denmark
0620 Djibouti
0630 Dominica
0640 Dominican Republic
0650 East Timor
0660 Ecuador
0670 Egypt
0680 El Salvador

1 The primary source for this list is information from ISO 3166-1 (Codes for the representation of names of countries and their subdivisions – Part 1: Country codes), which is maintained and updated by the Deutsches Institut für Normung e.V. (DIN). http://www.en.din.de For the ISO letter codes corresponding to these countries, please refer to the above web site or through the American National Standards Institute (ANSI), located at 11 West 42nd Street, New York, New York 10036. ANSI can be reached at Tel.: 212-642-4900, Fax: 212-398-0023, or through the ANSI web site http://www.ansi.org. This list is updated whenever the ISO 3166 Maintenance Agency effects a change to the official code list in ISO 3166-1. This list is complete and up-to-date as of October 1, 1999. ISO 3166-2 (Part 2: Country subdivision code, published in 1998) and ISO 3166-3 (Part 3: Code for formerly used names of countries, published in 1999) can also be purchased from Global Engineering Documents, located at 15 Inverness Way East, Englewood, CO 80112. http://global.ihs.com
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**Current Procedural Terminology**

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93799 Cardiovascular Procedures
95819 Electroencephalogram (EEG)
96110 Developmental Test, Limited
96111 Developmental Test, Extended
96408 Intravenous Chemotherapy
99025 Initial Surgical Evaluation
99056 Non-Office Medical Services
99058 Office Emergency Care
99070 Special Supplies
99075 Medical Testimony
99078 Group Health Education
99080 Special Reports or Forms
99090 Computer Data Analysis
99199 Special Service or Report
99201 Office Visit, New, Brief
99202 Office Visit, New, Limited
99203 Office Visit, New, Intermediate
99204 Office Visit, New, Extended
99205 Office Visit, New, Comprehensive
99211 Office Visit, Brief
99212 Office Visit, Limited
99213 Office Visit, Intermediate
99214 Office Visit, Extended
99221 Hospital Care, New, Brief
99222 Hospital Care, New, Intermediate
99223 Hospital Care, New, Comprehensive
99231 Hospital Visit, Limited
99232 Hospital Visit, Intermediate
99233 Hospital Visit, Extended
99241 Limited Consultation
99281 Emergency Care, Minor, Straightforward
99282 Emergency Care, Moderate, Low
99283 Emergency Care, Moderate, Moderate
99284 Emergency Care, Detailed, Moderate
99285 Emergency Care, High, High
99321 Care Facility Visit
99341 Home Visit, New, Brief
99342 Home Visit, New, Limited
99343 Home Visit, New, Intermediate
99347 Home Visit, Minimal
99348 Home Visit, Brief
99349 Home Visit, Limited
99350 Home Visit, Intermediate
99381 Initial Preventive Medicine, Infant
99382 Initial Preventive Medicine, 1-4
99383 Initial Preventive Medicine, 5-11
99384 Initial Preventive Medicine, 12-17
99385 Initial Preventive Medicine, 18-39
99386 Initial Preventive Medicine, 40-64
99387 Initial Preventive Medicine, 65 and over
99391 Periodic Preventive Medicine, Infant
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99393 Periodic Preventive Medicine, 5-11
99394 Periodic Preventive Medicine, 12-17
99395 Periodic Preventive Medicine, 18-39
99396 Periodic Preventive Medicine, 40-64
99397 Periodic Prev. Medicine, 65 and over
99499 General Medical Service
D0110 Initial Dental Exam
D0120 Periodic Dental Exam
D0130 Emergency Dental Exam
D0210 Complete Radiology Series
D0220 1 Periapical
D0230 Addition Films
D0270 Bitewing - Single Film
D0272 2 Bitewings
D0274 4 Bitewings
D0330 Panoramic
D0471 Dental - Diagnostic Photos
D1110 Adult Prophy
D1120 Child Prophy
D1220 Stann. Flu 1 Treat Exc Phoph
D1230 Fluoride Treatment
D1330 Oral Hygiene Instr.
D1340 Training-Prevent-Dental Care
D1350 Enamel Sealants
D2110 Amal. Prim. 1 Surf
D2120 Amal. Prim. 2 Surf
D2130 Amal. Prim. 3 Surf
D2131 Amalgam Deciduous 4 Surfaces
D2140 Amal. Perm. 1 Surf
D2150 Amal. Perm. 2 Surf
D2160 Amal. Perm. 3 Surf
D2161 Amalgam Perm. 4 or More Surf
D2310 Acrylic or Plastic
D2330 Composite 1 Surf
D2331 Composite 2 Surf
D2332 Composite Resin. 3 Surfaces
D2335 Composite Resin
D2750 Crown Porc./Metal
D2830 Stainless Steel
D2940 Sedative Treatment
D3110 Pulp Cap Direct
D3120 Pulp Cap Indirect
D3200 Pulpotomy Exc. Final Restor.
D3220 Vital Pulpotomy
D3310 Root Canal 1
D3330 Root Canal 3
D4220 Subging. Curret./Quad
D4340 Perio Scale, Comp
D4341 Perio S. P.
D6750 Porcelain/Metal
D7110 Extraction
D7120 Add. Extr.
D9210 Local Anesthesia
D9230 N2O2-02 Sedation
D9310 Dental Consultation
Appendix L

Revisions to the Standards for the Classification of Federal Data on Race and Ethnicity

The Office of Management and Budget (OMB) adopted, in 1997, new standards for classifying race and ethnicity and provided guidelines in 2000. Tabulation guidelines may allow some of the 63 possible combinations of race and ethnicity to be collapsed into broader categories. The Department of Education intends to allow education organizations three years to implement the guidelines for aggregating and reporting data, once these are established. Data for individuals, however, will be reported by the Department following the schedule set by OMB (January 2003). However, the USED has not endorsed a set of guidelines for tabulating these data in aggregated reports.

Pending final adoption of tabulation standards, many Departmental Programs have not yet adopted the new standards, but continue to use the older standards set in Directive 15. A description of both is provided here for easy reference.


The Standards for the Classification of Federal Data on Race and Ethnicity (Statistical Policy Directive No. 15) was issued by the Office of Management and Budget (OMB) in 1977. They were designed to provide standard classification for record keeping, collection, and presentation of data on race and ethnicity in Federal program administrative reporting and statistical activities. As such, these are standards to which all federal agencies and programs must adhere.

Directive 15 required a minimum of five acceptable racial and ethnic categories be included in all federal data collection instruments. The categories and their definitions are as follow:

- **American Indian or Alaskan Native**: A person having origins in any of the original peoples of North America, and who maintains cultural identification through tribal affiliation or community recognition.

- **Asian or Pacific Islander**: A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. This area includes, for example, China, India, Japan, Korea, the Philippine Islands, and Samoa.

- **Black**: A person having origins in any of the black racial groups of Africa.

- **Hispanic**: A person of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin, regardless of race.

- **White**: A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.

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In 1994, in response to the need to reflect the increasing diversity of the population of the United States, OMB began a comprehensive review of the current categories in collaboration with the Interagency Committee for the Review of the Racial and Ethnic Standards. In 1997, OMB accepted the recommendations of the Interagency Committee. The revised standards have five minimum categories for data on race and two categories for data on ethnicity (“Hispanic or Latino” and “Not Hispanic or Latino). The new categories and their definitions are as follow:

**Racial Categories**

- **American Indian or Alaska Native**: A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.

- **Asian**: A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

- **Black or African American**: A person having origins in any of the black racial groups of Africa. Terms such as “Haitian” or “Negro” can be used in addition to “Black or African American.”

- **Native Hawaiian or Other Pacific Islander**: A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

- **White**: A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

**Ethnic Categories (“Hispanic or Latino” and “Not Hispanic or Latino”)**

- **Hispanic or Latino**: A person of Cuban, Mexican, Puerto Rican, Cuban, South or Central American, or other Spanish culture or origin, regardless of race. The term, “Spanish origin,” can be used in addition to “Hispanic or Latino.”

Under the 1997 standards, individuals may select any and all racial and ethnic categories to characterize themselves. There are 63 possible combinations of race/ethnicity.

### Appendix M

**DATA ELEMENTS COMMON TO THE STUDENT AND STAFF DATA HANDBOOKS**

The data elements listed below are data elements that appear in the *Staff Data Handbook: 2001 Edition* and the *Student Data Handbook: 2000 Edition* or they are proposed for inclusion in the 2001 annual updates of the *Student Data Handbook*. They are listed here to serve as a reference for crosswalks between the two systems.

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