Louisiana Believes

Student Information System (SIS) User Guide

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State Superintendent of Education

DEPARTMENT of EDUCATION

Louisiana Believes

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eSCHOLAR LOUISIANA SECURE ID SYSTEM

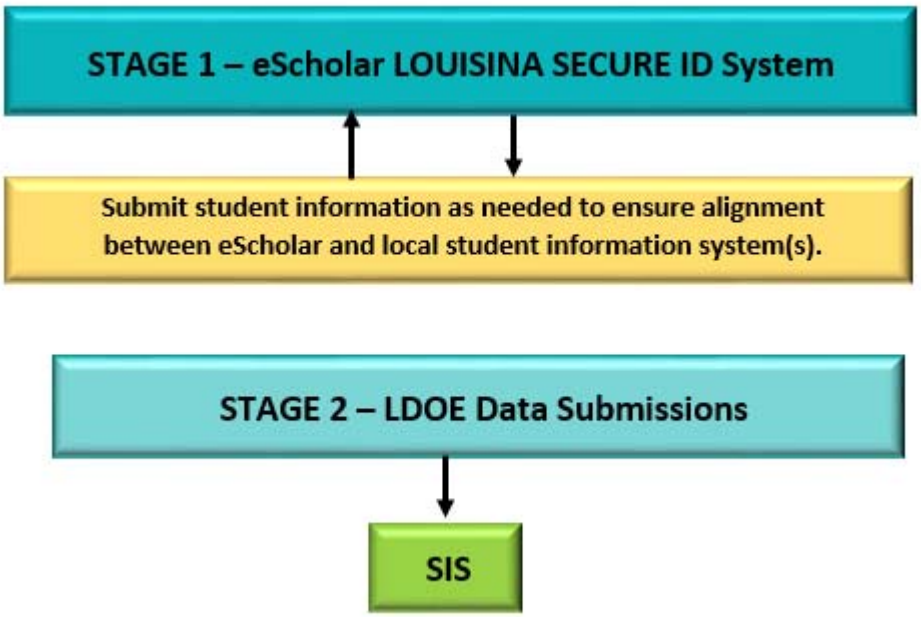
R.S. 17:3914 required the LDOE to create a unique statewide student identifier system by May 1, 2015. Each LEA was required to assign unique student IDs to all student enrolled in public elementary or secondary schools. After August 1, 2015, data sharing between LDOE and LEAs utilize unique student identifiers, known as a Louisiana **Secure ID (LASID)**, in place of social security numbers. LEAs assumed a new area of responsibility of assigning and maintaining LASIDs.

Beginning with the 2015-16 school year personally identifiable information (PII) can no longer be captured by LDOE systems. Instead, other information is captured and used to identify student demographic information:

- The eScholar Louisiana Secure ID system assigns each student a unique Louisiana Secure ID (LASID)
- The first letter of the student's First name
- The first 3 characters of the student's Last name
- Day of birth
- Zip code and Parish of Residence for districts required to submit an Address record.

There are 2 stages to the data submission process for all LDOE systems which contain student data. The following diagram displays the data submission process for the Student Information System (SIS):

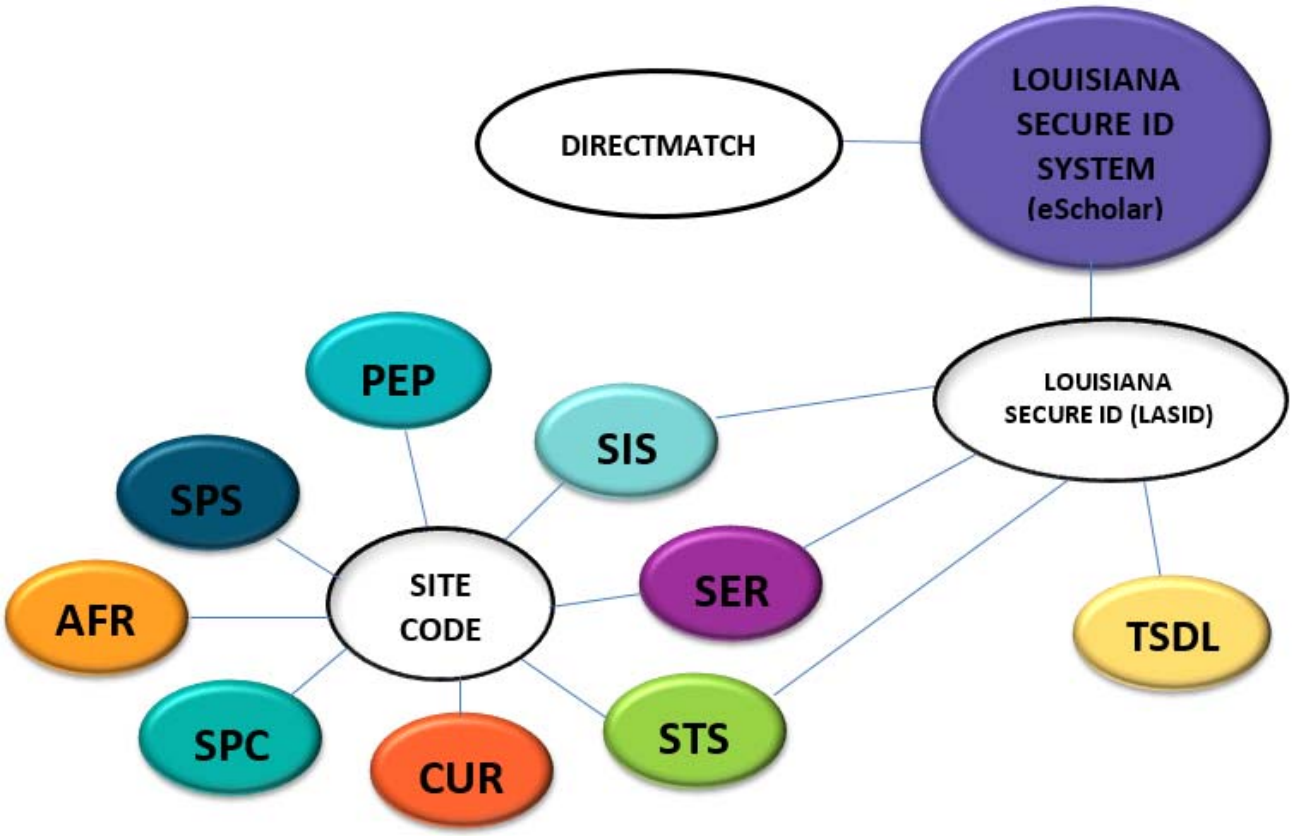
- **Stage 1** – Submit student information to the eScholar Louisiana Secure ID System for LASID assignment or update
- **Stage 2** - Submit data to the Student Information System (SIS). All non-PII data will be validated against the eScholar Louisiana Secure ID system. Mismatches will result in errors.



LDOE APPLICATION SYSTEMS LINKS

All LDOE application systems are linked to the Sponsor Site System (SPS) via the **Site Code.** District and schor4ol level data must be defined in SPS before submitting data to LDOE application systems.

All LDOE application systems containing student information are linked to the **eScholar Louisiana Secure ID System**. Student personally identifiable information (PII) must first be submitted to eScholar Louisiana Secure ID system before student level (non-PII) data can be submitted to other LDOE application systems.



STUDENT INFORMATION SYSTEM (SIS) OVERVIEW

The purpose of the Student Information System (SIS) is to house data regarding a student's demographic characteristics, enrollment history, attendance history, disciplinary history, and projected class schedules. During each data collection period, school districts are required to submit records for students enrolled in school.

A new Student Information System (SIS) database is created each year. This database is updated throughout the year during scheduled data collection periods. Each LEA determines the method by which it locally creates and maintains the records containing its student data. In creating extracts of the local data for submission to LDOE, the data must be formatted using specific record layouts and formats.

Each time student data is submitted to SIS, it is validated against certain criteria for accuracy. **Only error-free records will be uploaded to the database.** If there are errors, they can be displayed on the screen or included on error reports that can be generated for display on the screen and/or downloaded for saving to your computer for printing and review. Errors should be examined promptly to ensure the submission was complete and the data was processed successfully. After making corrections, the data must be resubmitted for further processing. This process should be repeated until the submitted data are error free and accurate.

Prior to the closing of the scheduled data collection period, districts should view reports online or request reports for downloading and/or printing to verify their data is accurate and complete. Various local reports as well as numerous other statewide reports can be generated by districts at the end of each data collection period.

A completed *Statement of Affirmation Form* should be submitted at the end of each data collection period (Oct. 1 MFP, K-3 Assessment, Oct. 1 CLASS, Feb. 1 MFP, and EOY) for districts to affirm their data has been verified and is correct. This form must be signed by the LEA Superintendent and the District's Data Managers (SIS) and returned to the LDOE. A JotForm submission link will be provided at the bottom of each collections affirmation form.

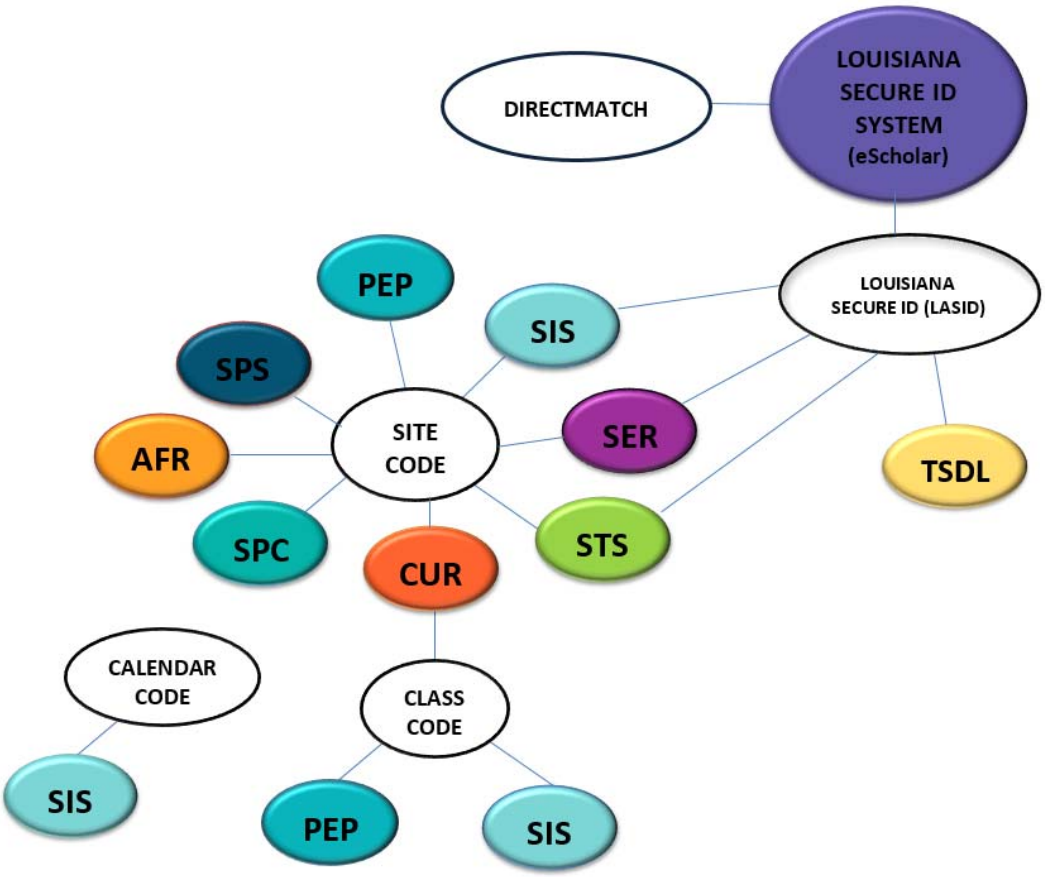
SIS LINKS TO OTHER SYSTEMS

The **Student Information System (SIS)** database is linked to the School Calendar System (SPC) via a **Calendar Code.** In SIS, for each student**,** a ***Calendar Code*** is used to track attendance and calculate instructional minutes. During all data collection periods, error-free submission of School Calendar (SPC) data must occur before the Student Information System (SIS) student data can be processed.

The **Student Information System (SIS)** database is linked to the Curriculum System (CUR) and Profile of Education Personnel System (PEP) via the ***Class Code***.

During **all data collection periods**, error-free submission of School Calendar (SPC) must occur before the Student Information System (SIS) data can be processed.

During **the October 1 Class** data collection period**,** the SIS database is updated with student class schedule records containing a *Class Code*. Error-free submission of School Calendar (SPC), Curriculum (CUR), and Profile of Educational Personnel (PEP) data must occur before the Student Information System (SIS) data can be processed.



DATA COLLECTIONS TIMELINES

Data is collected in several application systems during each school year. Most of the application systems are only open during scheduled data collection periods while others are open all throughout the school year with snapshots taken during the scheduled data collection periods.

Collection Periods	Collection Name	Application Systems
Always Open Collections		SPS, eScholar Uniq-ID, DirectMatch, SER, CIS
Fall Collections	Oct 1 MFP/IDEA	SPC, **SIS,** SER
	Oct 1 CLASS	SPC, **SIS**, CUR, PEP
	TSDL Fall	TSDL
	K-3 Assessment	SIS
Spring Collections	Feb 1 MFP	SPC, **SIS**, SER
	TSDL Spring	TSDL
	STS Mid-Year	STS
	CVR	CVR, SPC, **SIS**, CUR, PEP
End-Of-Year Collections	EOY	SPC, SIS, SER, AFR, PEP, STS

Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
eScholar Uniq-ID, eScholar DirectMatch, Special Education Reporting (SER), Sponsor Site (SPS), Compass (CIS)											
	Oct 1 MFP/IDEA SPC, SIS, HTS					**Feb 1 MFP** SPC, SIS, HTS					
	K-3 Assessment										
	Oct 1 CLASS SPC, SIS, HTS, CUR, PEP								**CVR** SIS, PEP, CUR		
	TSDL Fall					**TSDL Spring**					
STS End-Of-Year (Prior Year)						**STS Mid-Year**			**STS End-of-Year**		
								SPC, SIS, HTS End-Of-Year			
PEP End-Of-Year (Prior year)									**PEP End-of-Year**		
AFR End-Of-Year (Prior Year)											
Dropout Corrections (SIS EOY Prior Year**)**											

SIS DATA COLLECTION PERIODS

Student data must be submitted during scheduled data collection periods. The Benchmark Calendar, posted on the LDOE INSIGHT Coordinator Portal, provides information to guide LEAs in submitting data for all data collection periods. The following is a general timeline and description of the data collection periods for the Student Information System (SIS).

October 1 MFP (PROCESSING PERIOD 1**):** For this fall beginning of school year data collection, student demographic, enrollment (enrollment, exits, no-shows), attendance, discipline, free/reduced lunch data homeless, and other data is reported for all students enrolled on **October 1**. Enrollments and exits through the end of this period are encouraged as this information is used to correctly pre-code and source testing books. Records of disciplinary actions and attendance are also mandatory because this information is used by Special Education (SPED) Directors and helps to identify issues early during the school year. 504 records are required if a student meets 504 eligibility. The enrollment "membership" counts are used for funding calculations. **Reminder**: Prior to submitting SIS student data, error-free submission of Calendar (SPC) data is required.
K-3 Assessment (PROCESSING PERIOD 5**):** For this fall beginning of school year stand alone data collection, student demographic along with K-3 data will be collected (on one record). This fall collection will start in early October during the same time as the Oct 1 MFP collection.
October 1 CLASS (PROCESSING PERIOD 2**):** For students reported to the Oct 1 MFP collection, this fall collection includes class schedule records. This data is used for graduation cohort calculations which go into the next year's School Performance Score (SPS). **Reminder**: Prior to submitting SIS student data, error-free submission of Calendar (SPC), Curriculum (CUR) and Profile of Educational Personnel (PEP) data is required.
February 1 MFP (PROCESSING PERIOD 3**):** For this spring collection, student demographic, enrollment, attendance, discipline, and free/reduced lunch data, homeless and other data is reported for all students enrolled on February 1. The enrollment "membership" counts are used for funding calculations. **Reminder**: Prior to submitting SIS student data, error-free submission of Calendar (SPC) data is required.
End-Of-Year (PROCESSING PERIOD 9**):** For this end of year collection, Final Student demographic, enrollment, attendance, discipline , free/reduced lunch and other data for all students enrolled at any during the entire school year are reported and become final. The End-of-Year data provide the basis for final Average Daily Attendance (ADA) and Average Daily Membership (ADM); and in conjunction with the School Calendar System database (SPC), the total number of instructional days is calculated. The End-of-Year data collection also includes truancy and reliminary dropout and graduate counts. For the End-of-Year (EOY) data collection, records of enrollments, exits, attendance, and any disciplinary actions for any student enrolled at any time during the entire school year are required and become final. **Reminder**: Prior to submitting SIS student data, error-free submission of Calendar (SPC) data is required.
Dropout Correction: (PROCESSING PERIOD 9**):** During a special online Dropout Correction period, the End-Of-Year collection for the prior year is reopened to correct data for students incorrectly identified as potential dropouts. Dropout corrections can also be made during the school year during any open collection period.

STUDENT DATA REPORTING

The reporting of student data includes identifying specific information about all students who are enrolled or expected to be enrolled during a school year.

Student data must be submitted to the Student Information System (SIS) during scheduled data collection periods. Using the Internet, student data can be submitted through batch file uploads or through online screens. Refer to the sections in this guide pertaining to viewing, adding, updating, and uploading student data.

The following types of student data are reported to the Student Information System (SIS).

Demographic Data

Demographic data provides certain non-personally identifiable demographic information about the student including student Secure ID, Partial first and last name, day of birth, sex, and race/ethnicity. When uploading demographic data to SIS, records should be formatted using the Demographic Record (type 010) layout. Demographic data can be submitted online via the **Profile** screen.

Enrollment Data

Enrollment data provides information about a specific enrollment and/or exit in a particular school district. A record is required each time a student is enrolled and exited and serves to detail a student's enrollment history for the entire school year. When uploading enrollment data to SIS, records should be formatted using the Enrollment Record (type 040) layout. Enrollment data can be submitted online via the **Enrollment** screen.

Class Schedule Data – Submit during the Oct 1 CLASS data collection period only

Class Schedule data is required to be submitted during the Oct. 1 CLASS data collection (Processing period 2), for each class a student is enrolled in on October 1st. When uploading class schedule data to SIS, records should be formatted using the Class Schedule Record (type 110) layout. Class Schedule data can be submitted online via the **Class Schedule** screen.

Address Data

Partial Address data is required for each student enrolled in specified districts. When uploading address data to SIS, records should be formatted using the Address Record (type 120) layout. Address data can be submitted online via the **Address** screen.

Refer to the Address Record (type 120) layout for a list of the districts required to submit Address data.

Section 504 Data

Section 504 data is required for each 504 student. When uploading section 504 data to SIS, records should be formatted using the Section 504 Record (type 130) layout. 504 data can be submitted online via the **504Student** screen.

Program Data

Program data is required for each student enrolled in specified programs. When uploading program data to SIS, records should be formatted using the Program Record (type 050) layout. Program data can be submitted online via the **Program** screen.

Student Perpetrator and Instance Discipline Data

Student Perpetrator and Instance data is student discipline data that contains numerous flags that add additional "shading" to a specific perpetrator's role in a given discipline Event. Perpetrators can be offsite visitors, employees, students from other schools, etc. Because there are individual perpetrators with their own Primary Reason Codes, a link can be made to one or more disciplinary actions to each perpetrator individually based on their precise role in an Event. Students may be assigned more than one specific punishment, such as combining an out-of-school suspension with an alternate site expulsion or combining TOR (Time Out Room) with afterschool detention. When uploading this type of data to SIS, records should be formatted using the Student Perpetrator and Instance Record (type 091) layout. Student discipline data can be submitted online via the **Discipline** screen.

Actions and Interventions Discipline Data

Actions and Interventions data is student discipline data that allows for the reporting of disciplinary and non-disciplinary interventions related to specific discipline events. Students that are not disciplined, but merely referred for disciplinary action and subsequently sent back to class, should also be reported; the discipline action code should be reported as "no action." If your district employs corporal punishment as one of your disciplinary tools, there are fields on this record to complete in regards to the discipline. When uploading this type of data to SIS, records should be formatted using the Actions and Interventions Record (type 092) layout. Student discipline data can be submitted online via the **Discipline** screen.

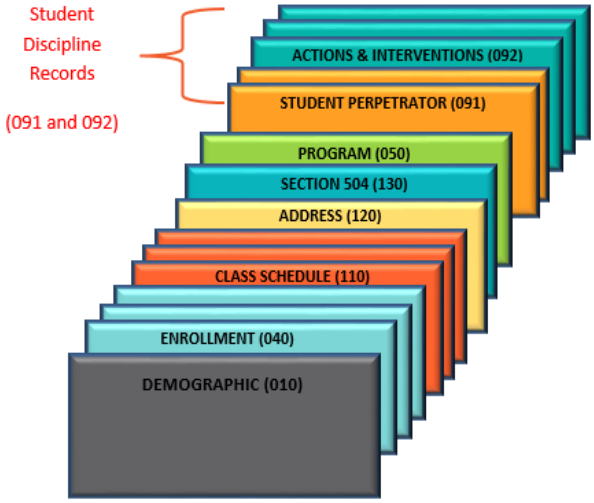
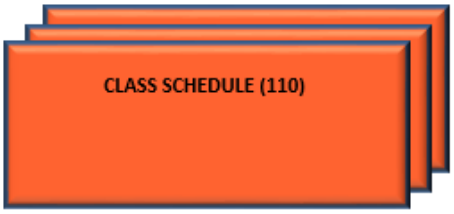
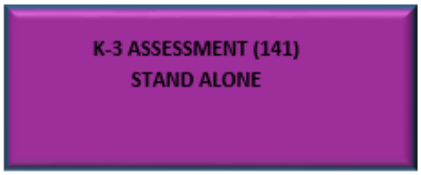
K-3 Assessment Data – Submit during K-3 Assessment data collection period ONLY

Kindergarten entry assessment data is required for each student enrolled in grades K. Literacy Assessment data is required for each student enrolled in grades K-3. When uploading K-3 assessment data to SIS, records should be formatted using the K-3 Assessment Record (type 141). This data is submitted during the Fall K-3 Assessment data collection. The 141 record can be submitted as a stand-alone record. K-3 data can be submitted online via the **K-3 Assessment** screen.

STUDENT RECORD SETS

In most cases, LEAs have a local system from which records can be extracted in the correct format for uploading student to the Student Information System (SIS). Student data, including discipline data must be submitted as a complete record set when uploading student data.

RECORDS	RECORD SETS

Required Student Records:
• A Demographic Record (010)
• At least one Enrollment Record (040)
• At least one Class Schedule Record (110) (Oct 1 CLASS collection ONLY).
• ***Other student records (if applicable)**
  • Address Record (120) (certain Charter schools)
  • Section 504 Record (130) (submit if applicable).
  • Program Records (050) submit if applicable.
  • ****Student Discipline Records (If applicable)**
  o Student Perpetrator and Instance (091) Records (submit if applicable)
  o Actions & Interventions (092) Records (submit if applicable)
  ** Before submitting 091 and 092 student discipline records, the corresponding Event records (007) must be submitted to SIS. Refer to the section below *EVENTS (DISCIPLINE) RECORD SET*
 	
NOTE: Class Schedule Records (110) can be submitted as a stand-alone set of records during the October 1 CLASS collection period. To submit as stand-alone records the student's Demographic (010) and Enrollment Records (040) must have been previously submitted to SIS during the collection.
 	
K3 Assessment Collection
 	
K-3 Assessment Record (141) for each student in grade K-3
 	
NOTE: K-3 Assessment records must be submitted as a stand-alone set of records during the K3 Assessment collection period. To submit as stand-alone records the student's Demographic (010) and Enrollment Records (040) must have been previously submitted to SIS during the Oct 1 MFP collection.
	
	 
	 

EVENT (DISCIPLINE) DATA REPORTING

The reporting of information related to an individual student's **discipline** "events" during a school year can be uploaded to the Student Information System (SIS) or updated online. Event reporting requires defining the discipline "event" and details about the student involved in the event. Some data is required while other data is as applicable. *Refer to the section* EVENT (DISCIPLINE) RECORD SET.

Event Data - All SIS data collection periods

An **event** is one or more offenses committed by the same offender, or group of offenders acting in concert at the same "time" and "location" which are represented by Primary Reason Codes. Events that are reported should be both significant to school students or personnel, and of a measurable nature. All events are reported by individual sponsors or LEAs. While Events may actually take place outside of school hours and sites, and while the individuals involved in an event may span site codes, Event data should only contain information relevant to the site reporting the Event. For most Events, you would expect to see student victim and/or perpetrator data reported. However, because we are also interested in overall school climate, and keeping victims' identities anonymous, it's possible that some events are not directly relatable to a specific student. Within an Event, you can have separate perpetrators and lesser related instances of behavior that need to be addressed. When uploading event data, records should be formatted using the Event Record (type 007) layout. Event data can be submitted online via the **Event** screen.

Victim Data - All SIS data collection periods

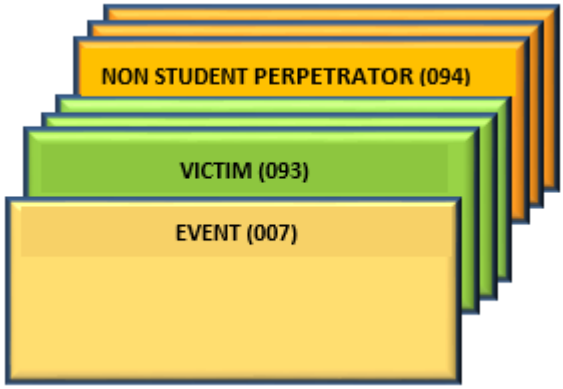
The data for each victim is an anonymous record that allows the capture information on repeat victims and overall victim stats that can be used to identify victimization patterns without risk of revealing the individual involved. **While the information is anonymous at the state submission level, the LEA will need to keep track of this information for addressing the specific victim's needs with medical services, follow-up counseling, etc.** Victims can be students and school personnel such as teachers, custodian, or visitors. Victim data is required for certain Primary Reason Codes while it is optional for all others. In general, you would expect to have victim data with the more serious Primary Reason Codes. See Appendix E Primary Infraction/Reason Code Definitions for a list of the Primary Reason Codes requiring victim data. When uploading victim data, records should be formatted using the Victim Record (type 093) layout. Victim data can be submitted online via the **Victim** screen.

Non-Student Perpetrator and Instance Data

Non-Student Perpetrator and Instance data contains numerous flags that add additional information to a specific perpetrator's role in a given Event. Perpetrators can be offsite visitors, employees, students not enrolled in your LEA, etc. Because there are individual perpetrators with their own Primary Reason Codes, a link can be made to one or more disciplinary actions to each perpetrator individually based on their precise role in an Event. Students may be assigned more than one specific punishment, such as combining an out-of-school suspension with an alternate site expulsion or combining TOR (Time Out Room) with afterschool detention. When uploading this type of data, records should be formatted using the Non-Student Perpetrator and Instance Record (type 094) layout. Non-Student Perpetrator and Instance Data can be submitted online via the Non-Student Perpetrator and Instance screen.

EVENT (DISCIPLINE) RECORD SET

Before submitting student discipline records to the Student Information System (SIS), Event records describing the student's discipline "events" must first be submitted.

Required Event Records: • An Event Record (007) **Other Event Discipline Records (if applicable):** • Victim Records (093) submit if applicable • Non-Student Perpetrator and Instance Records (094) submit if applicable.	

After the Event records have been submitted, the corresponding student discipline records can be submitted, refer to the section above STUDENT RECORD SET.

LDOE SYSTEMS ACCESS AND SECURITY

Data security standards define specific requirements for managing and controlling access to all LDOE Systems. Security goals require all personnel using the LDOE Systems to have a unique user access code, hereafter referred to as a **User ID**. Each User ID is associated with a security profile that monitors and controls access using automated security software.

SECURITY COORDINATOR

Each Local Education Agencies (LEA) and Charter Managing Organizations (CMO) must identify an individual in the organization to function as the **Security Coordinator.** The Security Coordinator is responsible for granting authorized users access to the LDOE Systems and for troubleshooting security issues for the LEA. The Security Coordinator must be made aware of any changes in status for users (i.e., new users and users no longer needing access due to termination or job reassignment). Such updates are critical to the security of the LDOE Systems.

For authorization access and security issues, users should first contact their local Security Coordinator. Security issues that cannot be resolved by the local Security Coordinator should be referred to SecurityDOE@la.gov.

USER ACCESS AND AUTHORIZATION

Users requiring access to the LDOE Systems must contact their Security Coordinator. Once their authorization has been verified, the appropriate User ID and security profile will be assigned which will determine what LDOE Application System(s) a user has access to and specifically what functionality. These logon credentials will be communicated to users in confidence.

User IDs are not to be shared among users. Users will be held individually accountable for all system access and any violations recorded under their User ID. If revoked due to sign-on or resource access denials, the User ID may be reactivated and/or resumed only by the Security Coordinator after a review of the circumstances and a discussion with the user. User IDs may be revoked in any of the following circumstances:

- After five unsuccessful sign-on attempts.
- After five resource access denials in one terminal session.
- At the scheduled end of consulting or temporary labor engagements.
- During their investigation of an actual or suspected security violation, if revocation is requested by management.
- On management request and/or direction due to termination

Levels of User Access

There are 2 levels of user access to the Student Information System (SIS):

- LEA View – Users can View and Extract the data but cannot modify the data
- LEA Update – Users can View and Extract the Data, Upload the data, Modify the data online.

User IDs and **Password Standards**

User IDs assigned by the Security Coordinator consists of the letter "E" plus six characters. The first three numbers is the Sponsor Code. In addition to a User ID, an **initial password** will be assigned. This initial password will be set to expire and to force a new password selection on the user's first sign-on to the system. Users are required to maintain the confidentiality of their passwords and to change their password when they suspect that the privacy of their password may have been compromised.

Each user will be allowed to select their own password based on established password standards. Passwords must be of the following format:

- Minimum length: 8 characters
    - Must contain **at least 3 of the 4** complexity categories as follows:
    - Upper case characters (A-Z)
    - Lower case characters (a-z)
    - Numeric digits (0-9)
    - Non-alphanumeric characters (e.g., %, &, $)
- New passwords cannot be the same as any of the previous 5 passwords

Resetting a Password Using the Password Reset System (PRS)

To change an initial password or to reset a forgotten or expired password, LDOE has implemented a self-service password reset system called *PRS*. The PRS URL is https://password.doe.louisiana.gov. The PRS User Guide can be found at https://password.doe.louisiana.gov/PRSHelp.pdf.

MINIMUM COMPUTER SYSTEM REQUIREMENTS

The following are the minimum computer system requirements to access the LDOE Systems.

- **Hardware:** A PC connected to the Internet.
- **Browser:** LDOE Systems are designed for **Internet Explorer,** Version 9.0 or lower.
- **Screen Resolution:** The optimum screen setting is 1024 x 768. If a lower resolution, such as 800 x 600 is used (not recommended), it will be necessary to scroll in order to see an entire page. To adjust your resolution, right-click on your desktop, click *Properties*, then *Settings*. Adjust the slider to a screen resolution of 1024 x 678 or higher, and then click OK.
- **Software:** WinZip, PKZip (PKZip is okay but WinZip is preferred); Compression reduces the file size and it will take less time to transfer the file.

SCREEN DISPLAY PROBLEMS

Problems with screen display for the LDOE Systems may be due to Security and Privacy settings or the incompatibility of newer Internet Explorer (IE) versions.

Internet Explorer (IE) Options

If there are problems with the LDOE Systems screen display, it may be due to the browser's pop-up blocker or security and privacy settings. Users should check the following *Internet Explorer* (IE) options:

- Go to Tools >> Internet Options >> Security>> Custom Level. Make sure the "Allow script-initiated windows without size or position constraints" option is enabled. Also, make sure the "Display mixed content" option is enabled.
- Go to Tools >> Internet Options >>Privacy >> Pop-Up Blocker Settings. Enter leads.doe.louisiana.gov in the "Address of Web site to allow" field.
- Go to Tools>>Pop Up Blocker Settings>>choose "Turn off Pop-up Blocker."

Internet Explorer (IE) Compatibility View

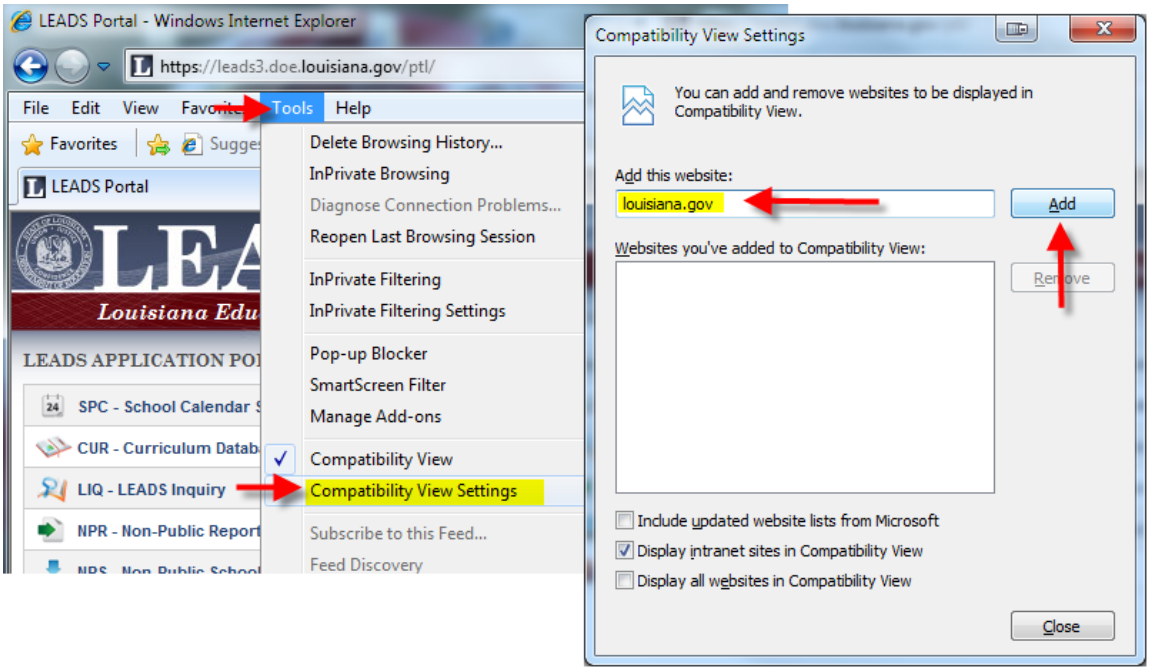
Compatibility View may be a solution for those IE users experiencing problems viewing LDOE web pages. Problems rendering all or parts of a web page can occur when newer browsers try to display sites that are built with older programming components. For **IE versions 8 through 10,** users can enable compatibility view for a website by clicking the "Compatibility View" icon to the right of the address bar.

The browser should reload the page and begin displaying the page in compatibility view mode.

For **IE version 11,** Microsoft removed the Compatibility View button from the address bar but there is an alternate method to turn on compatibility for a website. (This process can also be used in IE8 thru IE10).

First, click the "Tools" button on the menu bar, and then select the "Compatibility View Settings" option.

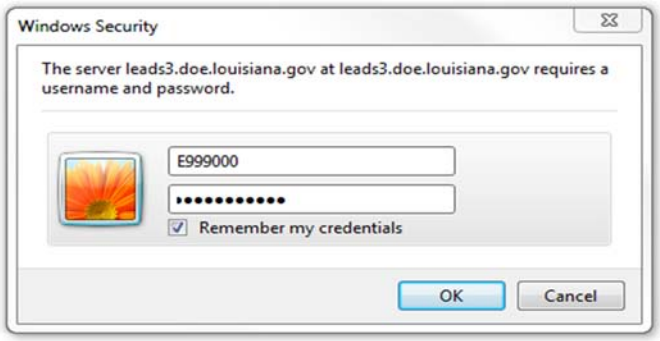
Then, in the text box under "Add this website", enter Louisiana.gov and click the "Add" button.
Finally, close the Compatibility View Settings dialog box and close IE 11. Restart IE.



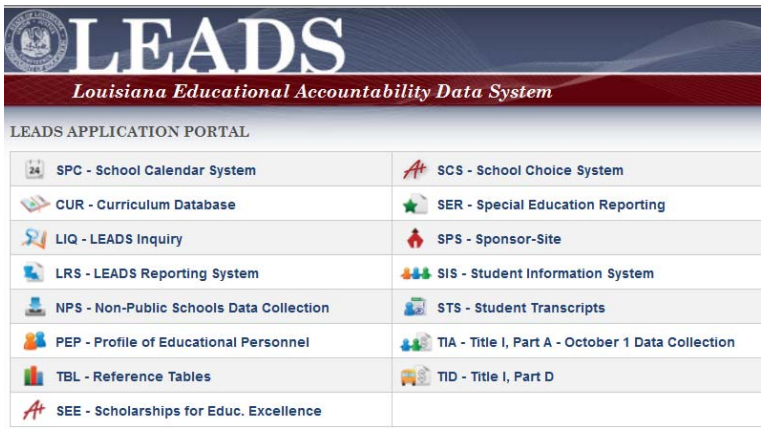
LDOE Login Screen

To access the LDOE Systems, users must enter a **User ID** and **Password** on the LDOE Login Screen.

After access has been granted, users should access LDOE Application Systems directly through the LEADS Portal at https://leads3.doe.louisiana.gov/ptl/.



All LDOE Systems for which a user is authorized to access will be displayed.



To access SIS, select the **SIS – Student Information System** link.

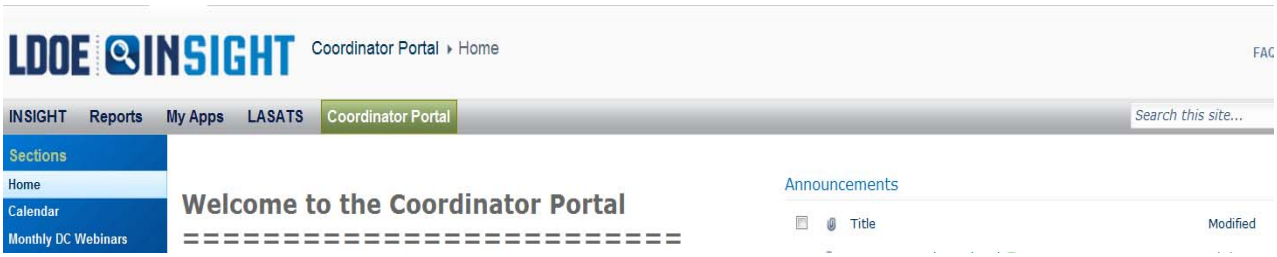
LDOE INSIGHT COORDINATOR PORTAL

The INSIGHT PORTAL brings together data submitted by Louisiana Education Agencies (LEAs) and Charter Management Organizations (CMOs), merges it with the data LDE collects from other sources, and presents it as one unified system for reporting and analysis.

The Security Coordinator can grant authorized users access to the INSIGHT PORTAL by adding LDS_LEAS_DATACOORD role under the Longitudinal Data Systems (LDS) in TAS.

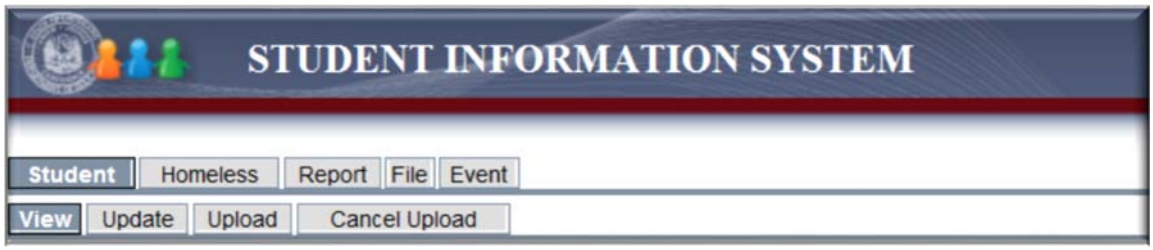
To access the INSIGHT PORTAL, users must enter a **User ID** and **Password** on the INSIGHT PORTAL ***login screen***.

The ***Coordinator Portal*** screen will be displayed. User Guides, announcements, notifications and other useful information is regularly posted on the Coordinator Portal.



STUDENT INFORMATION SYSTEM (SIS) FEATURES

The Student Information System (SIS) homepage is displayed after a successful login. The following sections describe the features of the SIS system and how to navigate the system using the tabs displayed on the homepage:



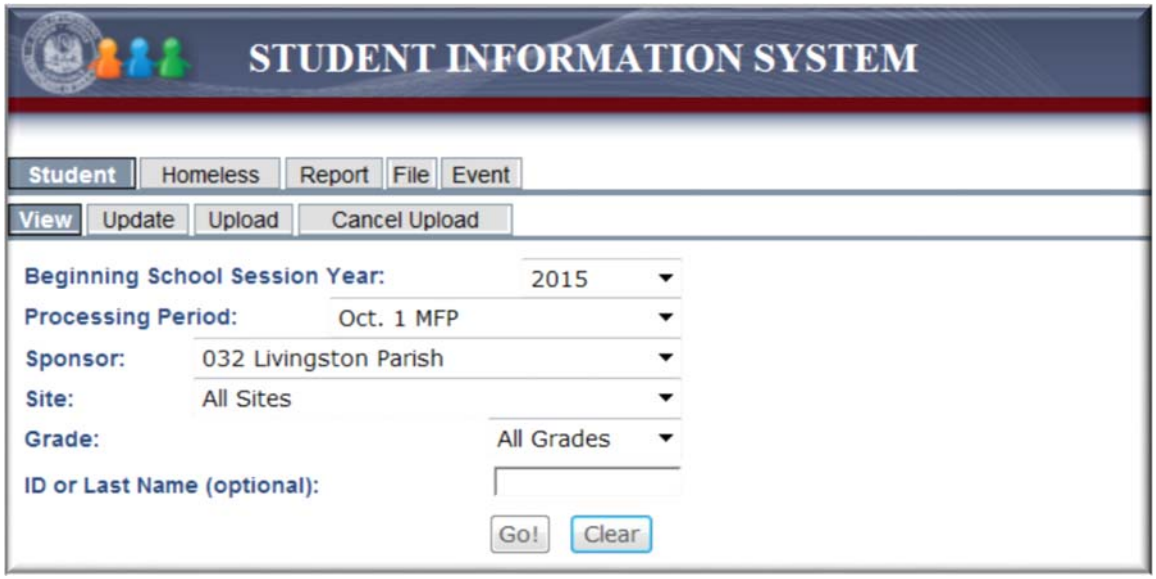
- **STUDENT tab:**
  - VIEW – Use this feature to view student data.
  - UPDATE – Use this feature to add or update student data online.
  - UPLOAD – Use this feature to upload student data batch files.
  - CANCEL UPLOAD – Use this feature to cancel an upload in progress.
- **REPORT tab** – Use this feature to create reports of student data for viewing and printing.
- **FILE tab** – Use this feature to create extract files of student data for viewing and printing.
- **EVENT tab:**
  - VIEW– Use this feature to view discipline events.
  - UPDATE– Use this feature to add or update discipline events online.
  - UPLOAD – Use this feature to upload event data batch files.
  - DELETE– Use this feature to delete discipline events online.
  - CANCEL UPLOAD – Use this feature to cancel an upload in progress.

STUDENT: VIEW - Viewing Student Data

To View student data using the Student Information System (SIS), from the SIS homepage:

A) Select the ***Student*** tab on the homepage.
B) Select the ***View*** subtab.
C) The *View Student Information Screen* will be displayed (*see Figure 1*).

Figure 1 – View Student Information Screen



(1) Choose the *Beginning School Session Year* (e.g., 2015 for the 2015-16 School Year).
(2) Choose the *Processing Period* (e.g., Oct. 1 MFP).
(3) Use the drop down box to choose the *Site* (All Sites or Site Level)
(4) Choose the *Grade* (All Grades or Grade)
(5) Enter the **LASID** or Last Name of the student whose information you want to view.
(6) Click ***Go!***
(7) The *Student Selection Screen* will be displayed.
(8) Click on the **LASID** to view the student data.
(9) The student's information will be displayed on the *Student Profile Screen (see Figure 2)*.
(10) Use the other subtabs (in the yellow section) if you want to view the other types of information:
  (a) Enrollment
  (b) Class Schedule
  (c) Discipline
  (d) Event Desc
  (e) Program
  (f) 504 Student
  (g) K3 Assessment

Figure 2 – Student Profile Screen

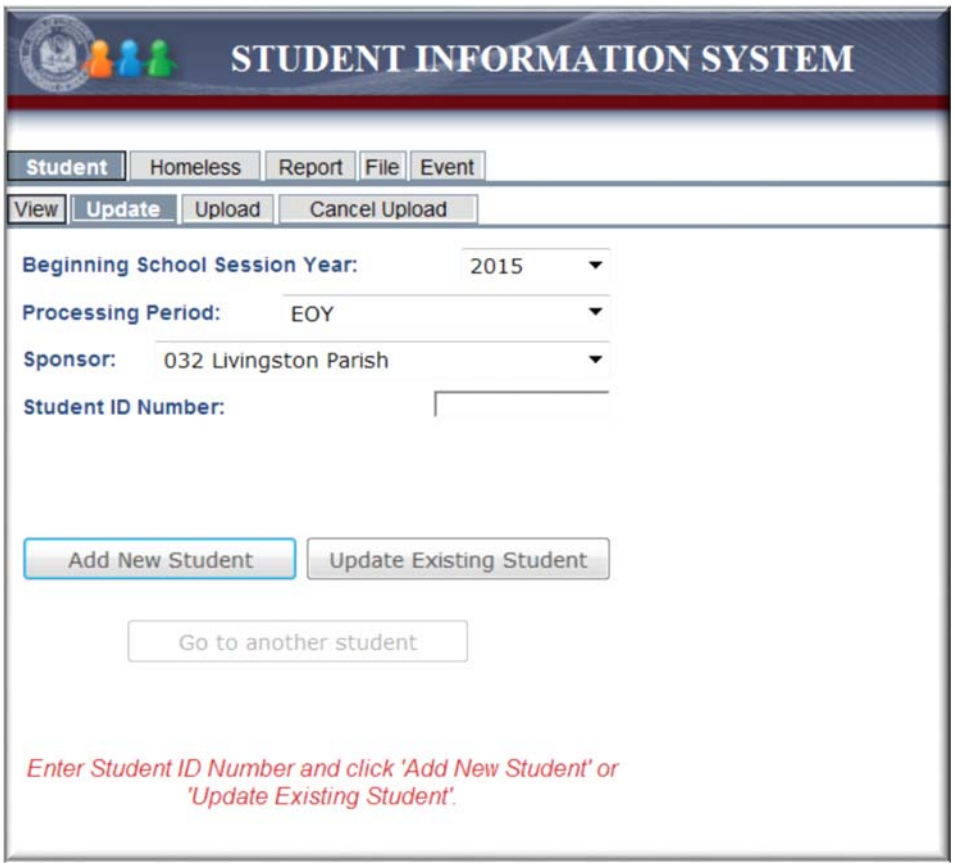
STUDENT: UPDATE:

Adding A Student

To add student data using the Student Information System (SIS), from the SIS homepage:

A) Select the ***Student*** tab on the homepage.
B) Select the ***Update*** subtab.
The *Student Update Screen* will be displayed (*see Figure 3*).

Figure 3 – SIS Student Update Screen

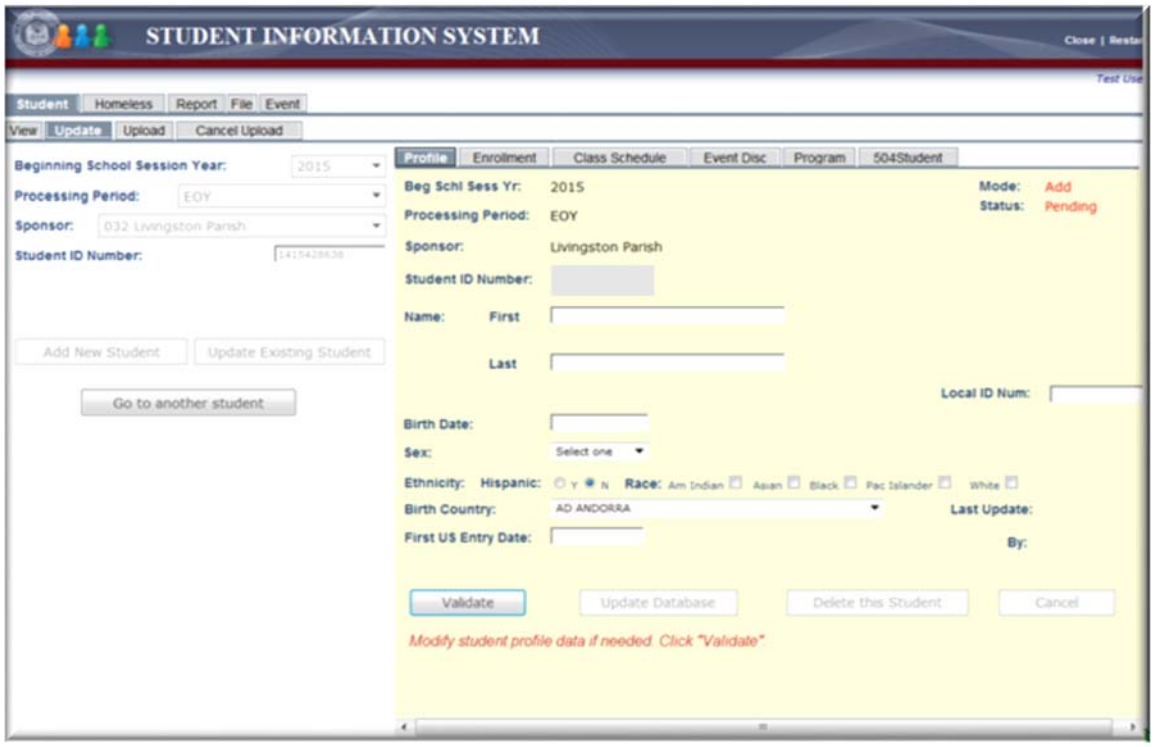


(1) Choose the *Beginning School Session Year* (e.g., 2015 for the 2015-16 School Year)
(2) Choose the *Processing Period* (e.g., EOY)
(3) Click ***Add New Student***

(a) The *Student Profile Screen* will be displayed (*see Figure 4a*).

- Add the student's Profile (demographic) information.
- Click ***Validate*** to validate the information and correct any errors

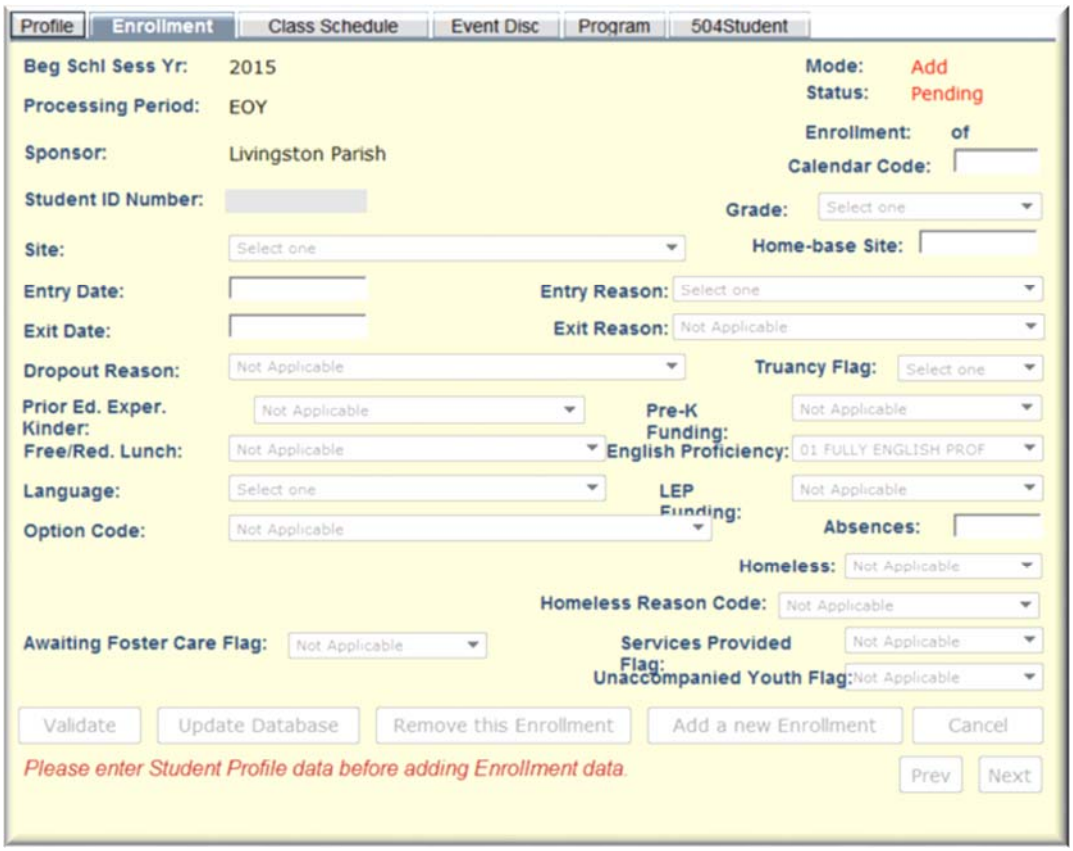
Figure 4a – Student Profile Screen



(b) Click the ***Enrollment*** subtab:

- The *Student Enrollment Screen* will be displayed (*see Figure 4b*).
- Add the student's Enrollment information.
- Click ***Validate*** to validate the information and correct any errors
- If no errors, Click ***Update Database*** to add the enrollment for the student.

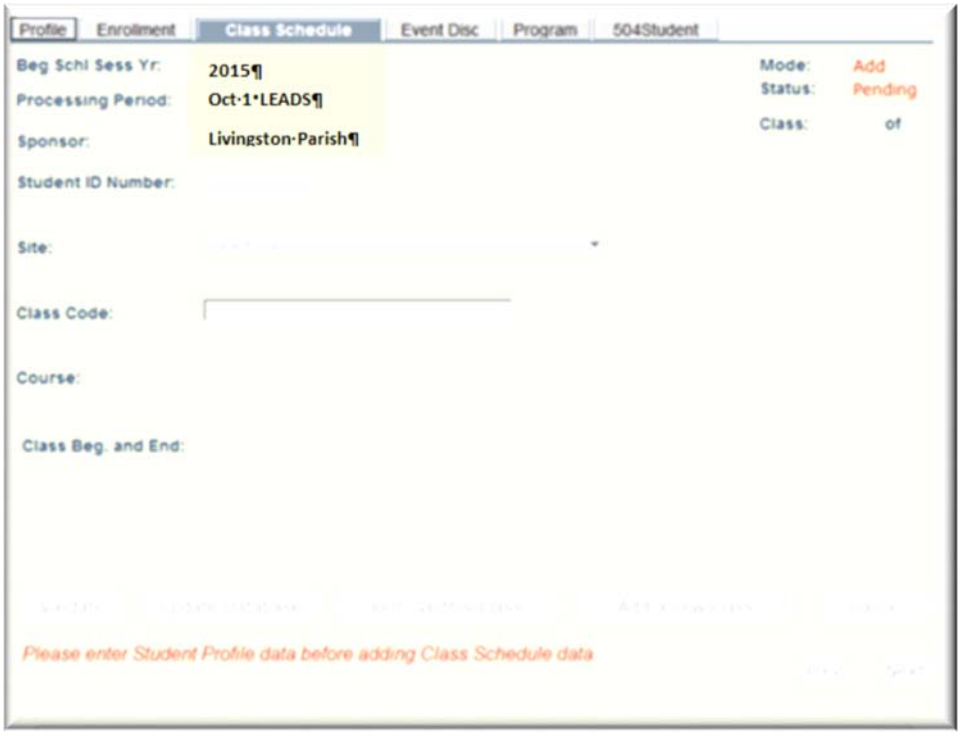
Figure 4b – Enrollment Screen



(c) Click the ***Class Schedule*** subtab:

- The *Student Class Schedule Screen* will be displayed (*see Figure 4c*).
- Add the student's **Class schedules** (during the Oct. 1 CLASS data collection **ONLY**).
- Click ***Validate*** to validate the information and correct any errors
- If no errors, Click ***Update Database*** to add the class schedule information for the student.

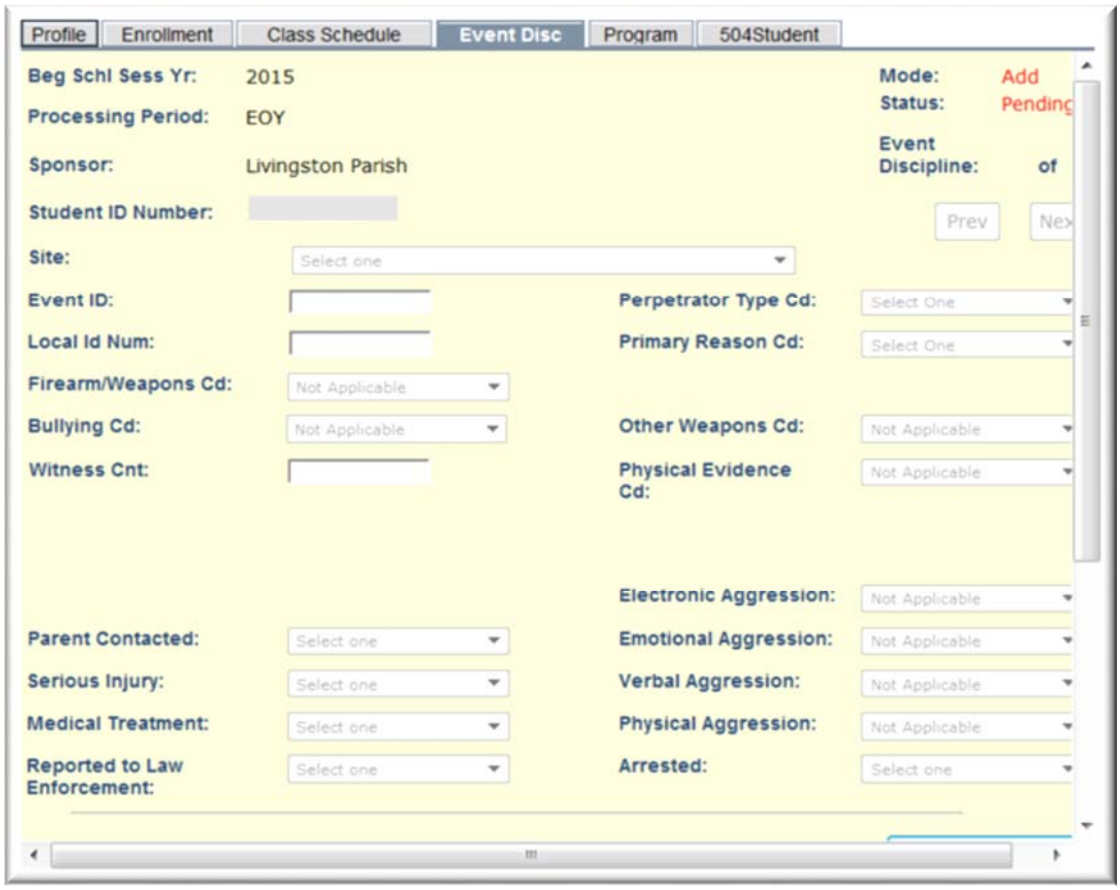
Figure 4c – Class Schedule Screen



(d) Click the ***Event Disc*** subtab:

- The *Student Event Discipline Screen* will be displayed (*see Figure 4d*).
- Before Discipline data can be added, ensure the Discipline Event has been added (See Section Adding Event Data).
- Add the student's **discipline** information (if applicable).
- Click ***Validate*** to validate the information and correct any errors
- If no errors, Click ***Update Database*** to add the event discipline information for the student.

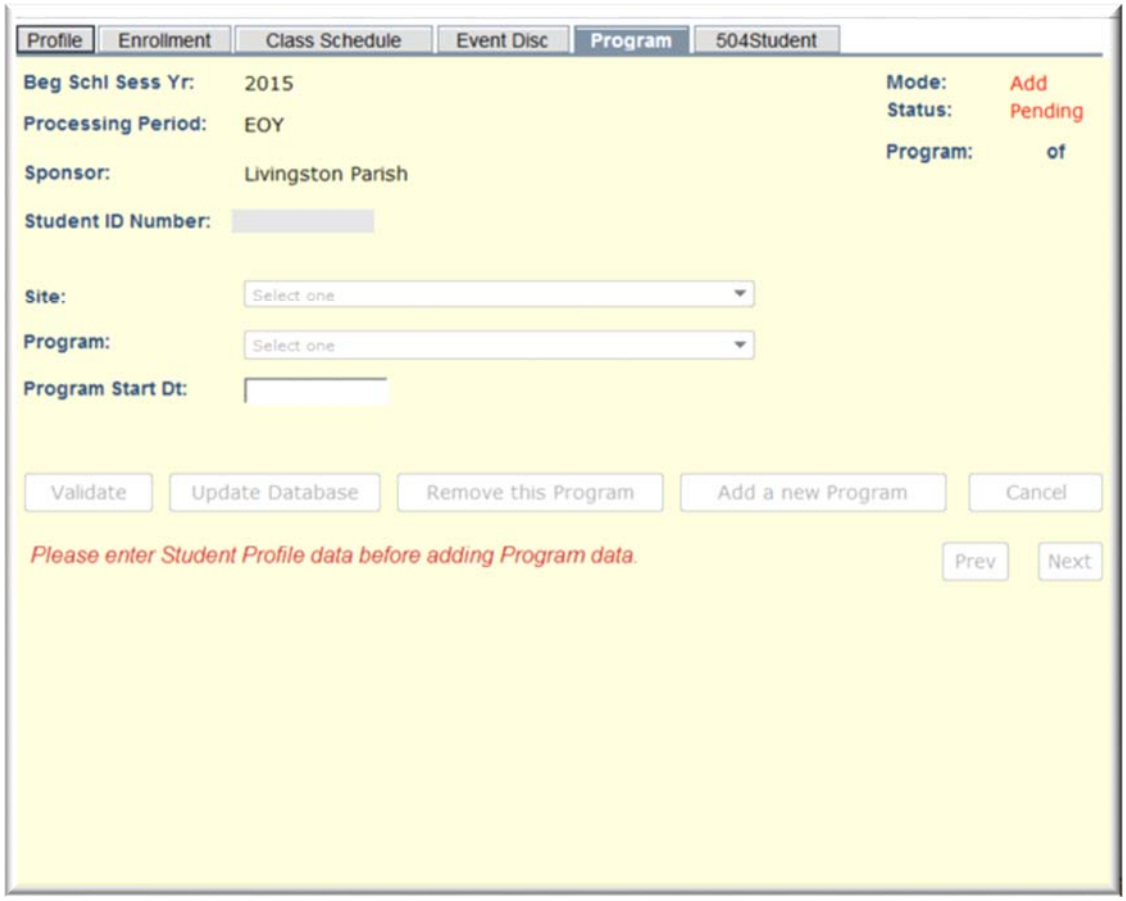
Figure 4d – Event Discipline Screen



(e) Click the ***Program*** subtab:

- Add the student's Program information (if applicable).
- The *Student Program Screen* will be displayed (*see Figure 4e*).
- Click ***Validate*** to validate the information and correct any errors
- If no errors, Click ***Update Database*** to add program information for the student.

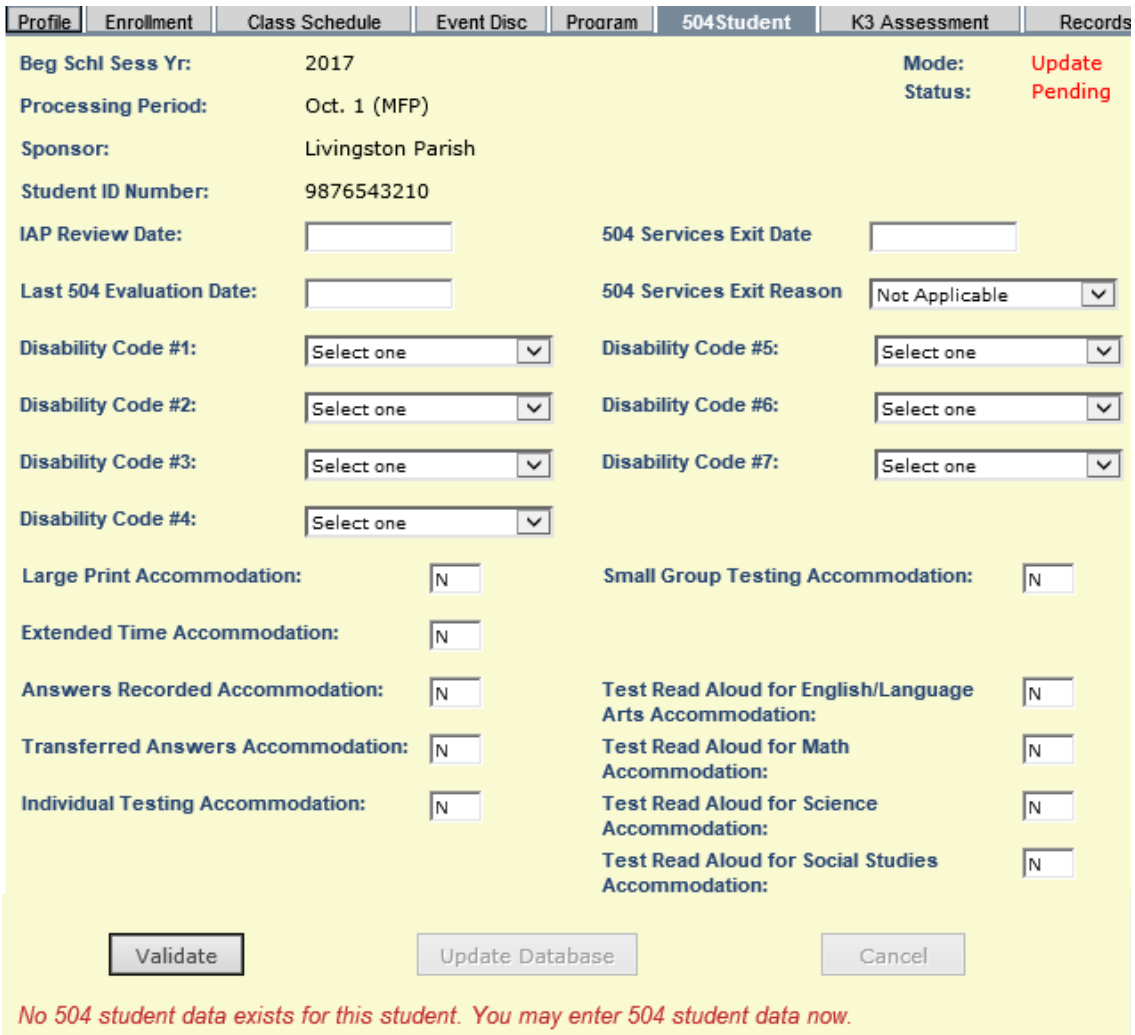
Figure 4e – Program Screen



(f) Click the ***504Student*** subtab:

- The *Student 504 Screen* will be displayed (*see Figure 4f)*.
- Add the student's 504 information (if applicable).
- Click ***Validate*** to validate the information and correct any errors
- If no errors, Click ***Update Database*** to add the 504 information for the student.

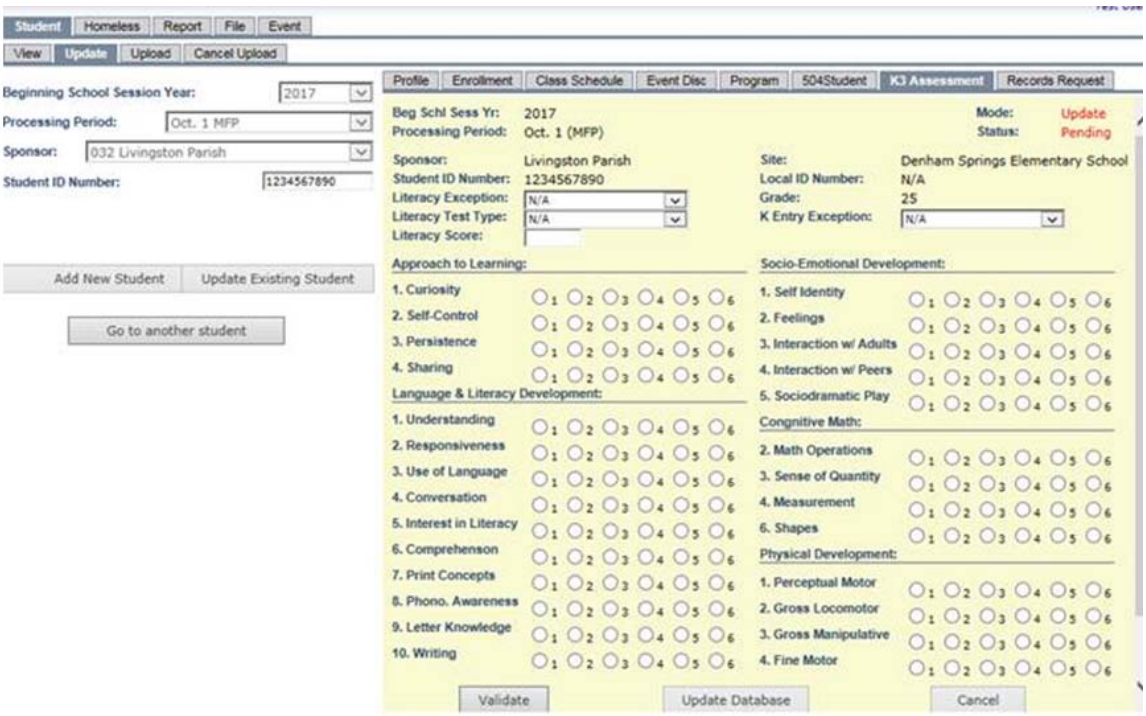
Figure 4f – 504 Screen



(g) Click the K3 Assessment subtab:

- Add the student's K-3 Assessment information (grades K-3).
- The *K-3 Assessment Screen* will be displayed (*see Figure 4g*).
- Click ***Validat****e* to validate the information and correct any errors
- If no errors, Click ***Update Database*** to add program information for the student.

Figure 4g – K3 Assessment Screen



Updating An Existing Student

To update student data online using the Student Information System (SIS), from the SIS homepage

A) Choose the *Beginning School Session Year (e.g., 2015 for the 2015-16 school year).*
B) Choose the *Processing Period (e.g., Oct. 1 MFP)*.
C) Select the ***Student*** tab on the homepage.
D) Select the ***Update*** subtab.
E) The *Student Update Screen* will be displayed *(See Figure 3).*
   (1) Enter the **LASID** of the student whose information you want to update.
   (2) Click ***Update Existing Student***. If student information cannot be updated, you will receive the message *Updates are not allowed at this time.*
   (3) When selected, data on the following screens can be updated:
      (a) Click the ***Profile*** subtab to display the student's information (see *Figure 4a*).
         - Update the student's Profile (demographic) information
         - Click ***Validate*** to validate the information and correct any errors
         - If no errors and only the Profile record is being updated (e.g. Country of Birth), Click ***Update Database*** to update the information.

      (b) Click the ***Enrollment*** subtab to display the student's information (see *Figure 4b*).
         - Update the student's Enrollment information.
         - Click ***Validate*** to validate the information and correct any errors
         - If no errors, Click ***Update Database*** to update the information.

      (c) Click the ***Class Schedule*** subtab to display the student's information (see *Figure 4c*):
         - Update the student's Class schedules (if applicable, during the **Oct. 1 CLASS** data collection period).
         - Click ***Validate*** to validate the information and correct any errors
         - If no errors, Click ***Update Database*** to update the information.

      (d) Click the ***Event*** subtab to display the student's information (see *Figure 4d*):
         - Update the student's Event (Discipline***)*** information (if applicable).
         - Click ***Validate*** to validate the information and correct any errors
         - If no errors, Click ***Update Database*** to update the information.

      (e) Click the ***Program*** subtab to display the student's information (*see Figure 4e*):
         - Update the student's Program information (if applicable).
         - Click ***Validate*** to validate the information and correct any errors
         - If no errors, Click ***Update Database*** to update the information.

      (f) Click the ***504Student*** subtab to display the student's information (see *Figure 4f*):
         - Update the student's 504 information (if applicable).
         - Click ***Validate*** to validate the information and correct any errors
         - If no errors, Click ***Update Database*** to update the information.

      (g) Click the ***K3 Assessment*** subtab to display the student's information (see *Figure 4g*):
         - Update the student's K-3 Entry Assessment information (grades K-3).

- Click ***Validate*** to validate the information and correct any errors
- If no errors, Click ***Update Database*** to update the information.

Retiring A Student's STATE ID (LASID)

If a student has more than 1 Louisiana Secure ID (LASID), one of the LASIDs should be retired. Follow these verification steps below:

- Verify the LASID in the eScholar Louisiana Secure ID system.
  - If the LASID is Retired**,** determine the **Active LASID**
    - If the Retired LASID is being used in your local system
      - replace the Retired LASID with the **Active LASID** and resend this student's data to eScholar so the history can be updated.
      - In SIS, reassign the Retired LASID to the **Active LASID**.
    - If the Retired LASID is not being used in your local system, No further action is needed.
  - If the LASID is not retired, retire the LASID:
    - Complete the Retire ID form (located on the LDOE INSIGHT Coordinator Portal in the shared documents folder)
    - Update the student's record in your local system to use the **Active LASID**
    - Update the student's information in SIS
      - If the update is required for an **open** collection period, you can delete the student's records with the Retired LASID and replace with the student's records using the **Active LASID**.
      - If the update is required for a **closed** collection period, you can use the *STATE ID (LASID) REASSIGNMENT* feature to replace the Retired LASID with the **Active LASID**.

Once a LASID has been Retired in eScholar, the following steps are necessary to ensure the data will be reported correctly for the student in all LDOE application systems.

- The Retired LASID must be changed to the **Active LASID** in your local system
- The **Active LASID** and other information for the student must be submitted to eScholar
- The LDOE application systems must be updated to the use the student's **Active LASID**.

System	Action to be taken
SIS	The Retired LASID must be reassigned to the **Active LASID**
SER	• If the **Active LASID** is in SER, the information for the student will be updated when the above steps have been completed • If the Retired LASID is in SER, SER_LASID_Writer should update the **Active LASID**
STS	Delete the student's old STS record which has the Retired LASID and upload a new STS record for the student with the **Active LASID**
TSDL	TSDL must be updated to use the **Active LASID**

Reassigning A Student's STATE ID (LASID)

To link Louisiana Secure IDs (LASID) for students within the same LEA the State ID (LASID) Reassignment function can be used. Using this function you can specify that an incorrect and/or retired LASID is to be replaced by the Active LASID for the same student. You can link multiple incorrect and/or retired LASID records (1 at a time), to the Active LASID:

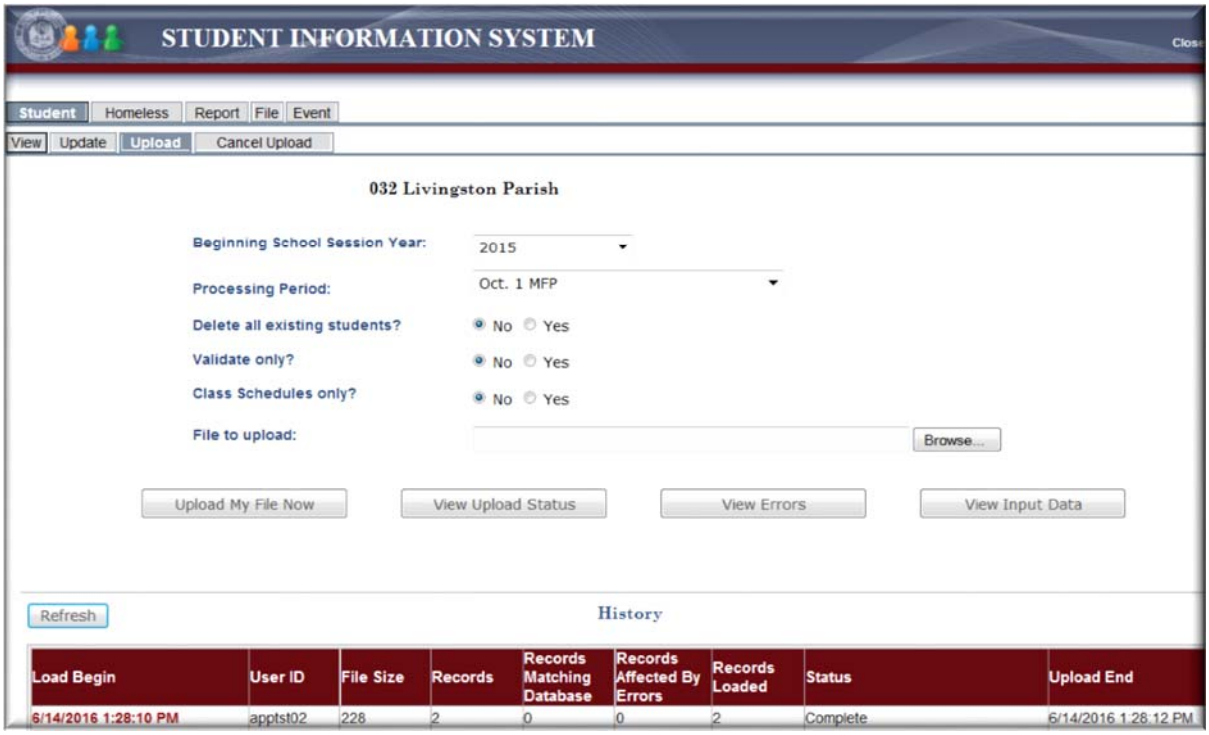
A) Select the ***Student*** tab on the homepage.
B) Select the ***Update*** subtab.
C) Choose the *Beginning School Session Year (e.g., 2015 for the 2015-16 school year).*
D) Choose the *Processing Period (e.g., Oct. 1 MFP)*.
E) In the *Student ID Number* field, (Enter the Incorrect and/or retired LASID).
F) Select ***Update Existing Student***
G) The Student Profile Screen will be displayed.
   (1) Enter: the Active LASID (in the REASSIGN Box),
   (2) Click ***Validate*** to validate the information and correct any errors
   (3) If no, errors, Click ***Update Database*** to update the information

STUDENT: UPLOAD – Uploading Student Data

To upload student information online using the Student Information System (SIS), from the SIS homepage:

A) Select the ***Student*** tab on the homepage.
B) Select the ***Upload*** tab.
C) The *Student Upload Screen* will be displayed (*see Figure 5*).
   (1) Choose the *Beginning School Session Year (e.g., 2015 for the 2015-16 school year)*
   (2) Choose the *Processing Period* (*e.g., Oct 1 MFP*).
   (3) Select ***Validate Only?***
      - *If **Yes*** is selected, the record will be checked for validity but not added to the database. This can save processing time.
      - If ***No*** is selected, records will be added to the database, unless the records already exist.
   (4) Click ***Browse*** to locate the calendar file on your computer.
   (5) Once the file name is displayed in the *File to Upload* field, click ***Upload My File Now***.
   The *SIS Upload Screen* will be displayed (*see Figure 5*).

Figure 5 – SIS Upload Screen



Once the file is uploaded, a message will be displayed to indicate the file has been received.

Your data has been received and is being processed. Click the 'View Upload Status' button to monitor progress. Click the 'View Errors' button to view your error report.

(6) To track the file upload status, on the *SIS Upload Screen* (*see Figure 5)* under the column heading ***Load Begin***,.click on the date and time of the upload file. Under the column heading ***Status*** a progression of the file upload; *Validating; Loading;* and finally *Complete* will be displayed. You can click ***Refresh*** to see the status of the file while it is uploading. You can also Click ***View Upload Status*** to get additional information about the upload (*see Figure 6).*

Figure 6 – View Upload Status

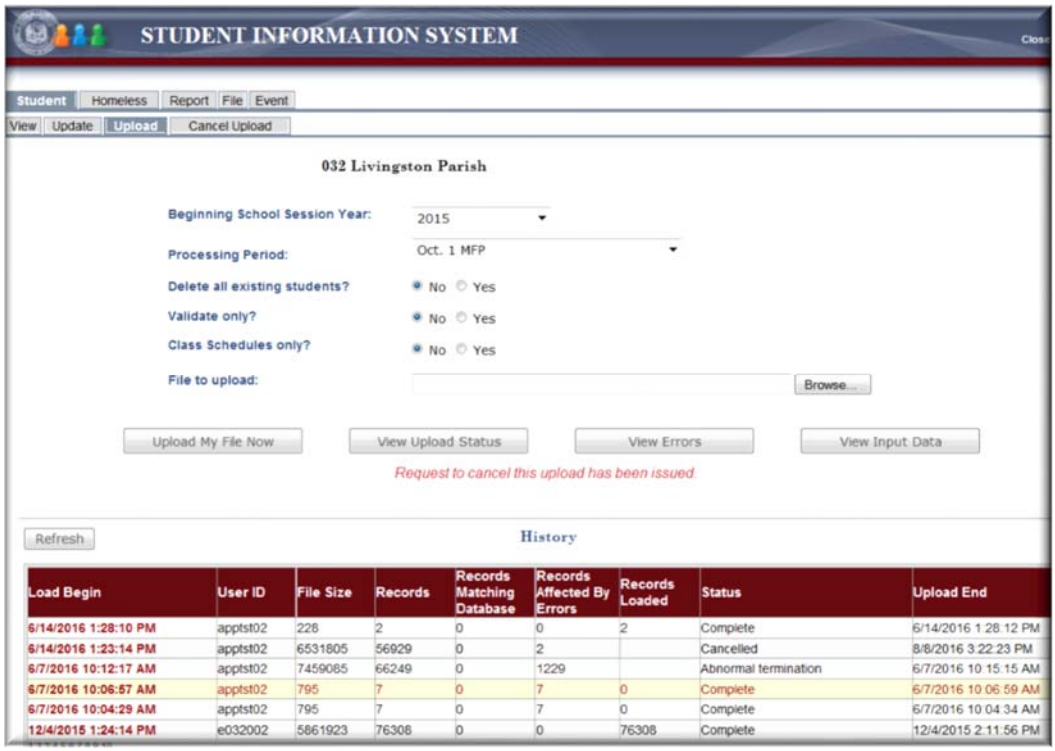
Close

User:	
Beginning Schl Sess Yr:	2015
Processing Period:	Oct. 1 MFP
Sponsor:	Livingston Parish
Begin Date/Time	6/14/2016 1:28 PM
End Date/Time:	6/14/2016 1:28 PM
File Size (Bytes):	228
Total Records:	2
Records Copied To Holding:	2
Records Compared To Database:	2
Records Matching Database:	0
Records Validated:	2
Records Affected By Errors:	0
Total Errors Found:	0
Records Loaded to Database:	2
Students Deleted from Database:	
Status:	Complete.

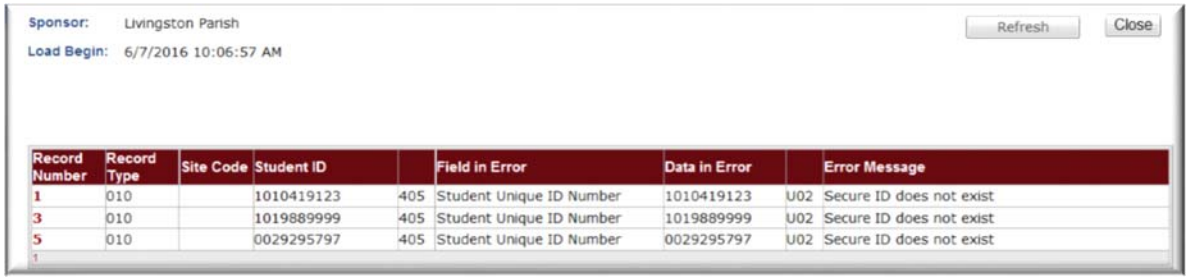
User: The user id that submitted the SIS file
Beginning Schl Sess Yr*:* Year for which the data was submitted
Processing Period Cd: Processing Period for which the data was submitted
Sponsor: Submitting Sponsor
Begin Date/Time: Date and time data was submitted
End Date/Time: Date and time submission completed or aborted
File Size (bytes): Total size of file submitted
Total Records: Total number of records submitted
Records Copied to Holding: Total number of records copied for validation
Records Matching Database: Records submitted that match records already on the database
Records Validated: Number of records that passed edits (validated)
Records in Error: Number of records containing 1 or more errors
Total Errors Found: Total number of errors found (a record may contain multiple errors)
Records Loaded to Database: Number of records added to database. Match records are not added to database
Records Deleted from Database: Number of records deleted from database
Status: final status of submission

(D) Once the upload is **Complete,** if there are errors listed on the *SIS Upload Screen* under the column heading ***Records Affected By Errors,*** click on the date and time of the upload file and then click ***View Errors*** to view any errors *(see Figure 7)*. If the error count reaches a certain threshold, processing will be terminated in order to save processing time.

Figure 7 – View Errors



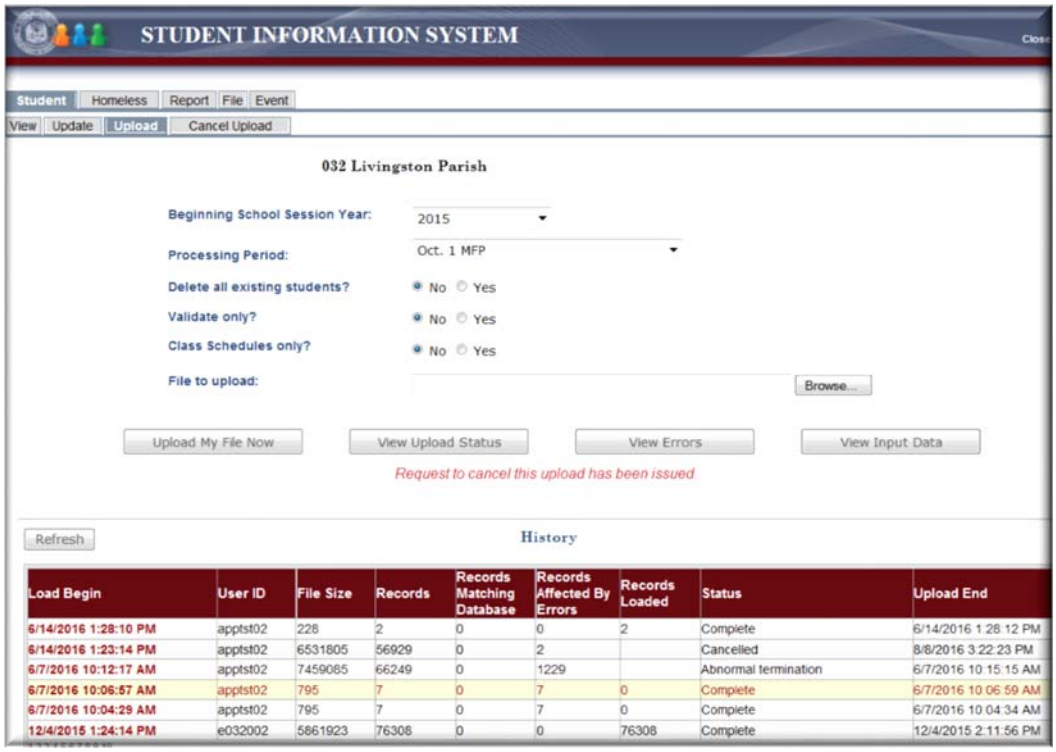
Load Begin	User ID	File Size	Records	Records Matching Database	Records Affected By Errors	Records Loaded	Status	Upload End
6/14/2016 1:28:10 PM	apptst02	228	2	0	0	2	Complete	6/14/2016 1:28:12 PM
6/14/2016 1:23:14 PM	apptst02	6531805	56929	0	2		Cancelled	8/8/2016 3:22:23 PM
6/7/2016 10:12:17 AM	apptst02	7459085	66249	0	1229		Abnormal termination	6/7/2016 10:15:15 AM
6/7/2016 10:06:57 AM	apptst02	795	7	0	7	0	Complete	6/7/2016 10:06:59 AM
6/7/2016 10:04:29 AM	apptst02	795	7	0	7	0	Complete	6/7/2016 10:04:34 AM
12/4/2015 1:24:14 PM	e032002	5861923	76308	0	0	76308	Complete	12/4/2015 2:11:56 PM



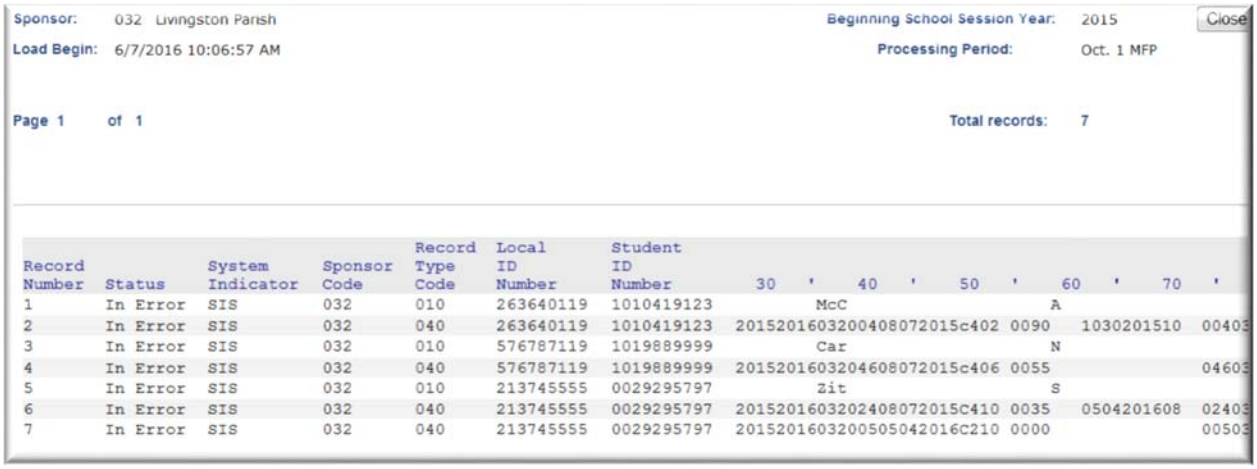
Record Number	Record Type	Site Code	Student ID		Field in Error	Data in Error		Error Message
1	010		1010419123	405	Student Unique ID Number	1010419123	U02	Secure ID does not exist
3	010		1019889999	405	Student Unique ID Number	1019889999	U02	Secure ID does not exist
5	010		0029295797	405	Student Unique ID Number	0029295797	U02	Secure ID does not exist

(E) To view the input data, on the *SIS Upload Screen* click on the date and time of the upload file and then click ***View Input Data*** to view the input data (*see Figure 8*).

Figure 8 – View Input Data



Load Begin	User ID	File Size	Records	Records Matching Database	Records Affected By Errors	Records Loaded	Status	Upload End
6/14/2016 1:28:10 PM	apptst02	228	2	0	0	2	Complete	6/14/2016 1:28:12 PM
6/14/2016 1:23:14 PM	apptst02	6531805	56929	0	2		Cancelled	8/8/2016 3:22:23 PM
6/7/2016 10:12:17 AM	apptst02	7459085	66249	0	1229		Abnormal termination	6/7/2016 10:15:15 AM
6/7/2016 10:06:57 AM	apptst02	795	7	0	7	0	Complete	6/7/2016 10:06:59 AM
6/7/2016 10:04:29 AM	apptst02	795	7	0	7	0	Complete	6/7/2016 10:04:34 AM
12/4/2015 1:24:14 PM	e032002	5861923	76308	0	0	76308	Complete	12/4/2015 2:11:56 PM



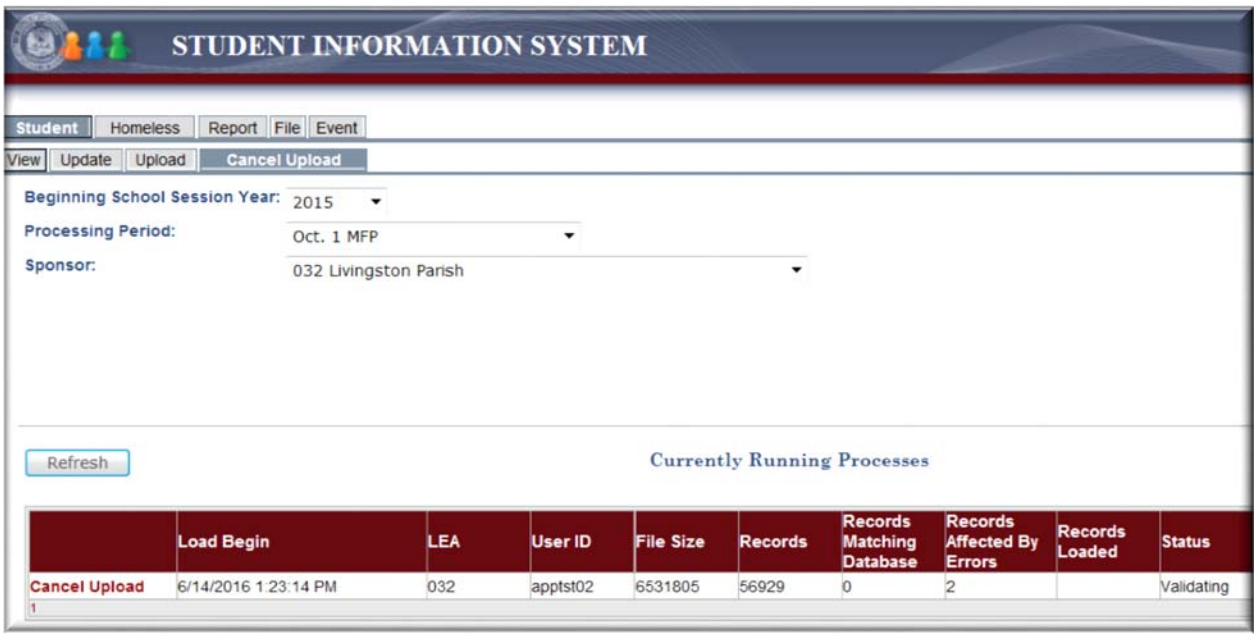
Record Number	Status	System Indicator	Sponsor Code	Record Type Code	Local ID Number	Student ID Number	30 ' 40 ' 50 ' 60 ' 70 '
1	In Error	SIS	032	010	263640119	1010419123	McC A
2	In Error	SIS	032	040	263640119	1010419123	2015201603200408072015c402 0090 1030201510 00403
3	In Error	SIS	032	010	576787119	1019889999	Car N
4	In Error	SIS	032	040	576787119	1019889999	2015201603204608072015c406 0055 04603
5	In Error	SIS	032	010	213745555	0029295797	Zit S
6	In Error	SIS	032	040	213745555	0029295797	2015201603202408072015C410 0035 0504201608 02403
7	In Error	SIS	032	040	213745555	0029295797	2015201603200505042016C210 0000 00503

CANCEL UPLOAD: Canceling A Student Upload File

While an upload is being processed, to cancel the upload online using the Student Information System (SIS), from the SIS homepage:

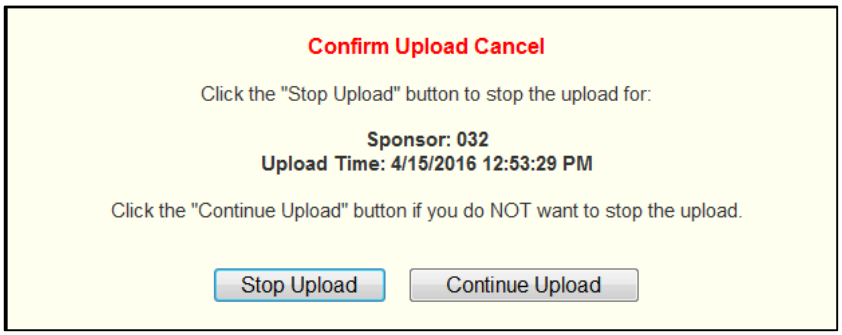
A) Select the ***Student*** tab on the homepage
B) Select the ***Cancel Upload*** subtab
   (1) On the Cancel Upload Screen *(see Figure 9*), select ***Cancel Upload*** next to the date and time of the upload file that you want to cancel

Figure 9 - Cancel Upload



   (2) The *Confirm Upload Cancel* screen will be displayed (see *Figure 10*)
      a. Click ***Stop Upload*** to cancel the upload
      b. Click ***Continue Upload*** to allow the upload to continue without canceling

Figure 10 - Confirm Upload Cancel Screen

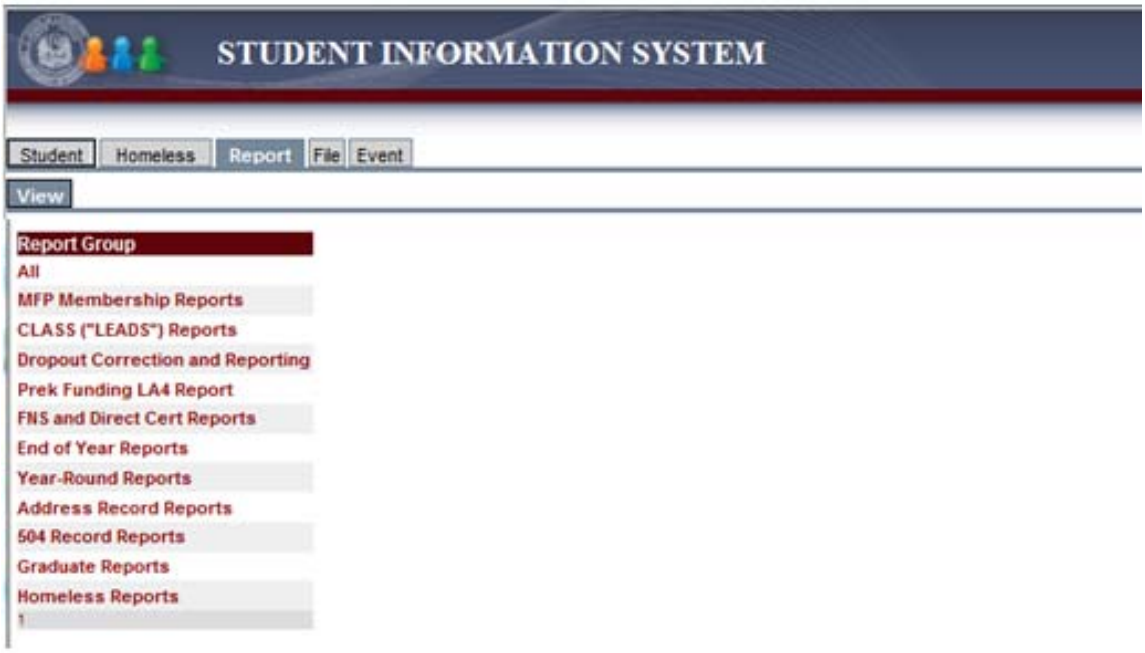


REPORT: Requesting Reports of Student Data

To run reports online using the Student Information System (SIS), from the SIS homepage:

A) Select the ***Report*** tab on the homepage.
B) The ***View*** tab will be selected automatically
C) The *Student Reports Screen* will be displayed (*see Figure* 11)
D) Select ***ALL*** to list the reports in numerical order –OR-
E) Select the Report Group to narrow the selection to the specific type of report to view
   (1) Click on the ***Report ID***
   (2) Choose the *Beginning School Session Year (e.g., 2015 for the 2015-16 school year)*
   (3) Choose the *Processing Period* (e.g., EOY)
F) Then select ***Request this Report***

Figure 11 – Student Reports Screen



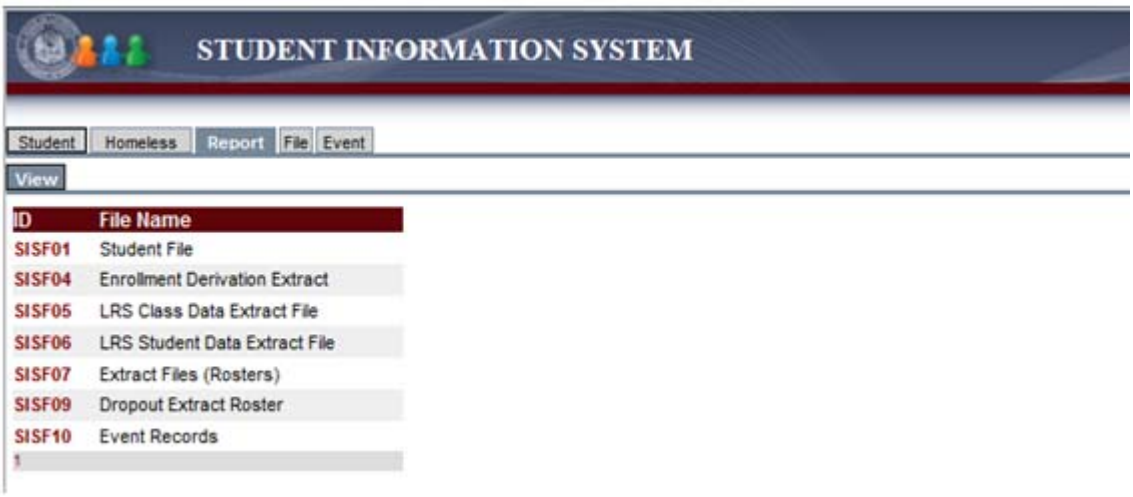
See APPENDIX C – SIS Extract Files and Reports for a description of SIS reports

FILE: Creating Extract Files

To produce an extract file online using the Student Information System (SIS), from the SIS homepage:

A) Select the ***File*** tab on the homepage.
B) The ***View*** tab will be selected automatically
C) The *Student File Screen* will be displayed (*see Figure* 12).
D) Select the ***File Name*** of the extract file to be created.

Figure 12 – Student File Screen



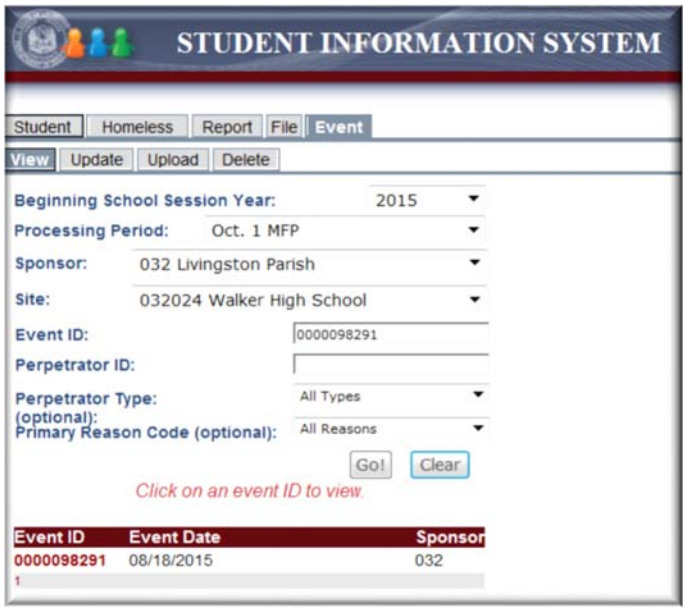
See APPENDIX C – SIS Extract Files and Reports for a description of SIS extract files.

EVENT: VIEW – Viewing Event Data

To view event data using the online Student Information System (SIS), from the SIS homepage:

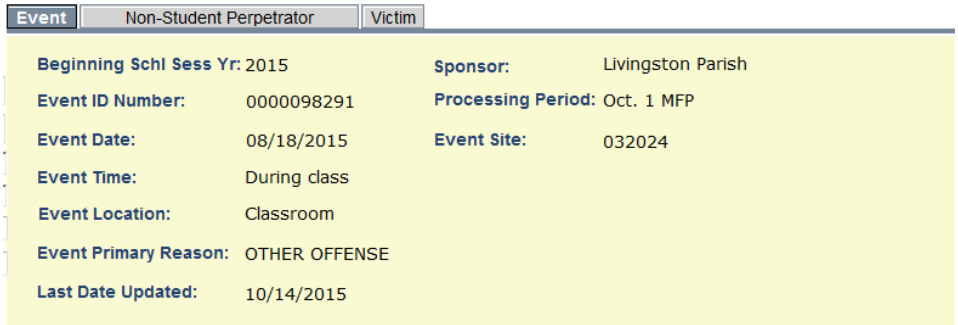
A) Select the ***Event*** tab on the homepage.
B) Select the ***View*** subtab.
C) The *Event View Selection Screen* will be displayed (*see Figure 13*).
   (1) Choose the *Beginning School Session Year (e.g., 2015 for the 2015-16 school year)*
   (2) Choose the *Processing Period* (*e.g., Oct 1 MFP*).
   (4) Enter the ***Event ID*** or the ***Perpetrator ID*** to narrow the selection

Figure 13 – Event View Selection Screen



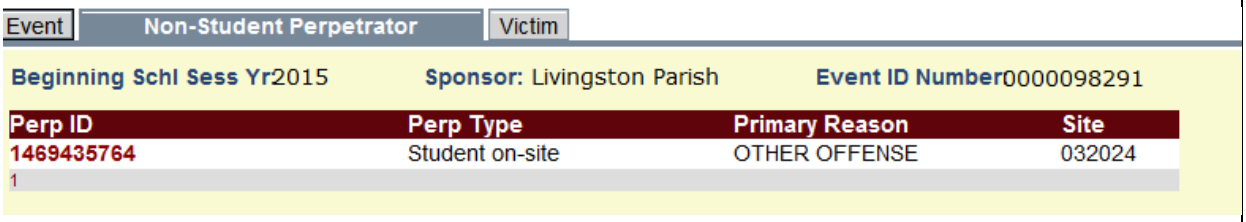
D) Select the ***Event*** tab for viewing (*see Figure 13a*)

Figure 13a – Event Data



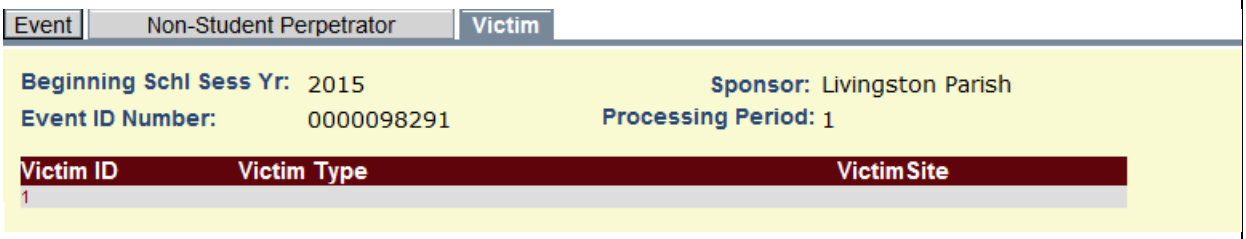
E) Select the ***Non-Student Perpetrator*** tab for viewing (*see Figure 13b*)

Figure 13b – Non-Student Perpetrator Data



F) Select the ***Victim*** tab for viewing (*see Figure 13c*)

Figure 13c – Victim Data



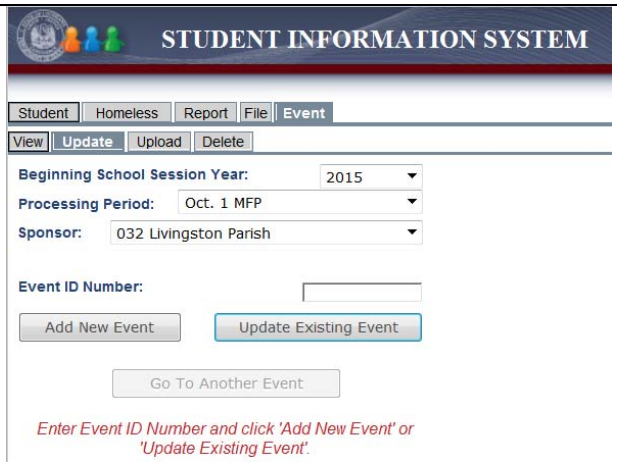
EVENT: UPDATE

Adding Event Data

To update event data online using the Student Information System (SIS), from the SIS homepage:

A) Choose the *Beginning School Session Year (e.g., 2015 for the 2015-16 school year).*
B) Choose the *Processing Period (e.g., Oct. 1 MFP)*.
C) Select the ***Event*** tab on the homepage.
D) Select the ***Update*** subtab.
E) The *Event Update Selection Screen* will be displayed *(See Figure 14).*

Figure 14 - Event Update Selection Screen



F) Enter the ***Event ID Number***

G) Click ***Add New Event***

H) The *Add Event Screen* will be displayed (*see Figure 14a*)

I) Enter the Event information,

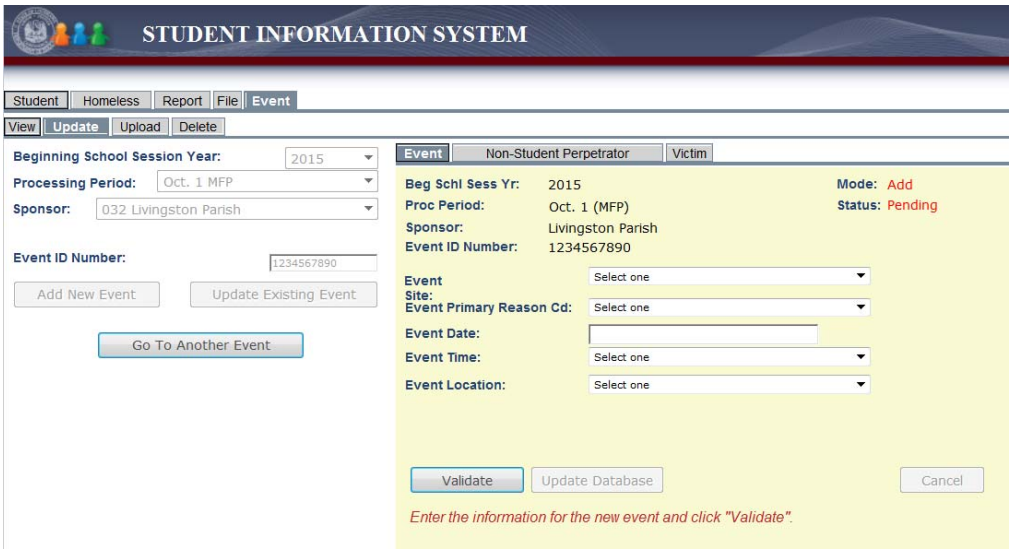
J) Click **Validate**, and correct any errors

K) Enter the Non-Student Perpetrator and Victim information (if applicable)

L) Click **Validate**, and correct any errors

M) If no errors, click ***Update Database***

Figure 14a – Add Event Screen

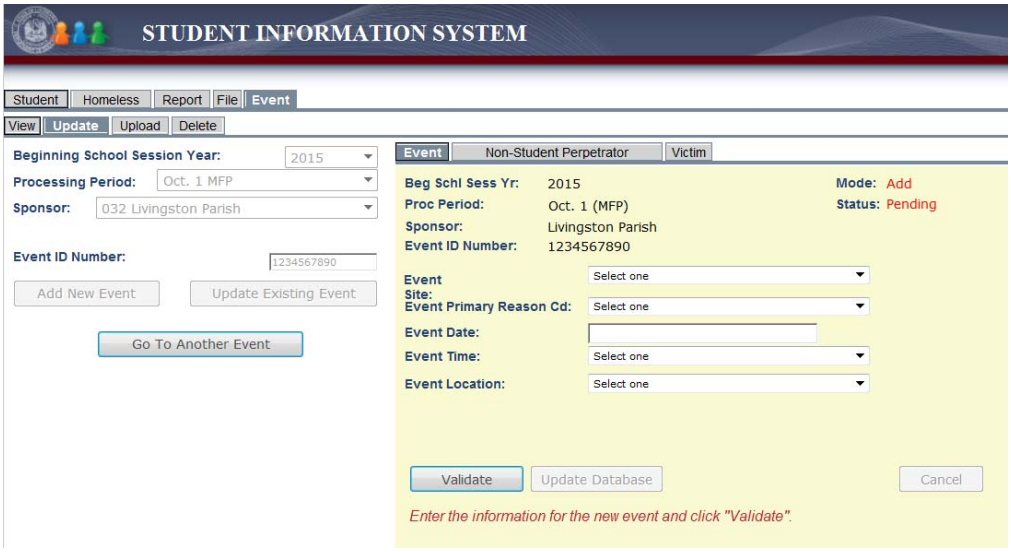


Updating Event Data

To update event data online using the Student Information System (SIS), from the SIS homepage:

A) Choose the *Beginning School Session Year (e.g., 2015 for the 2015-16 school year).*
B) Choose the *Processing Period (e.g., Oct. 1 MFP)*.
C) Select the ***Event*** tab on the homepage.
D) Select the ***Update*** subtab.
E) The *Event Update Selection Screen* will be displayed *(See Figure 14).*
F) Enter the ***Event ID Number***
G) Click ***Update Existing Event***
H) The *Update Event Screen* will be displayed (see Figure 14b)
I) Update the Event information
J) Click ***Validate*** and correct any errors
K) If no errors, click ***Update Database***
L) Enter the Non-Student Perpetrator and Victim information (if applicable)
M) Click ***Validate*** and correct any errors
N) If no errors, click ***Update Database***

Figure 14b – Update Event Screen



EVENT: UPLOAD – Uploading Event Data

To update event data online using the Student Information System (SIS), from the SIS homepage:

A) Select the ***Event*** tab on the homepage.
B) Select the ***Upload*** tab.
C) The *SIS Upload Screen* will be displayed (*see Figure5*).
   (1) Choose the *Beginning School Session Year (e.g., 2015 for the 2015-16 school year)*
   (2) Choose the *Processing Period* (*e.g., Oct 1 MFP*).
   (3) Select *Validate Only?*
      - *If **Yes*** is selected, the record will be checked for validity but not added to the database. This can save processing time.
      - If *No* is selected, records will be added to the database, unless the records already exist.
   (4) Click ***Browse*** to locate the calendar file on your computer.
   (5) Once the file name is displayed in the *File to Upload* field, click ***Upload My File Now***.
   The *SIS Upload Screen* will be displayed (*see Figure 5*).

Once the file is uploaded, a message will be displayed to indicate the file has been received.

Your data has been received and is being processed. Click the 'View Upload Status' button to monitor progress. Click the 'View Errors' button to view your error report.

(6) To track the file upload status (*see Figure 5)*, under the column heading ***Load Begin***,.click on the date and time of the upload file, then click ***View Upload Status.*** Under the column heading ***Status*** a progression of the file upload; *Validating; Loading;* and finally *Complete* will be displayed.

You may also click ***Refresh*** to see the status of the file upload (*see Figure 6).*

(D) Once the upload is **Complete,** (*see Figure 5*) if there are errors listed under the column heading ***Records In Error***, click on the date and time of the upload file and click ***View Errors*** on the *SIS Upload Screen (Figure 5)* to view the errors. If the error count reaches a certain threshold, processing will be terminated in order to save processing time.

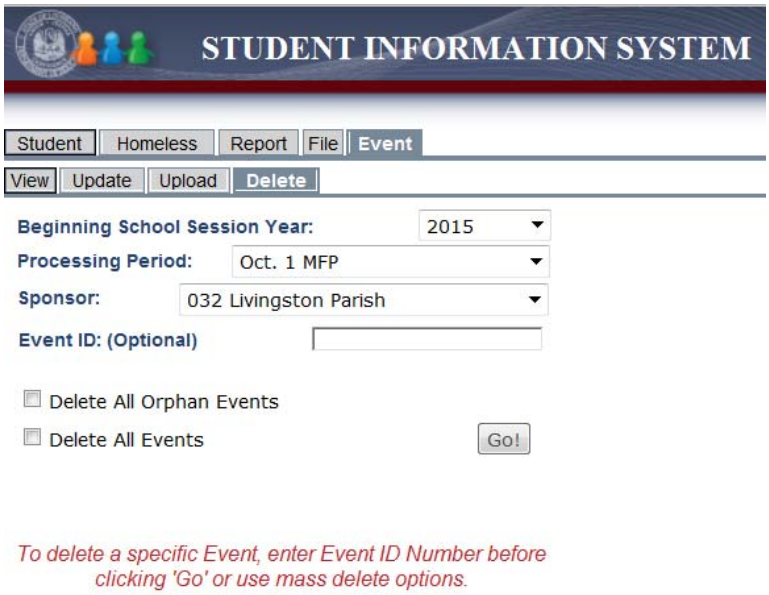
(E) To view the input file, Click *View Input Data* on the *SIS Upload Screen (Figure 5). The View Input Data* screen will be displayed (*see Figure 8*).

EVENT: DELETE – Deleting Event Data

To delete event data online using the Student Information System (SIS), from the SIS homepage:

A) Choose the *Beginning School Session Year (e.g., 2015 for the 2015-16 school year).*
B) Choose the *Processing Period (e.g., Oct. 1 MFP)*.
C) Select the ***Event*** tab on the homepage.
D) Select the ***Delete*** subtab and the *Event Delete Selection Screen* will be displayed (*See Figure 15).*

Figure 15 Event Delete Selection Screen



E) Enter the Event ID and the *Event Delete Screen* will be displayed *(See Figure 15).*
F) Click ***Delete*** to delete the event

Figure 15a Event Delete Screen

APPENDIX A - FREQUENTLY ASKED QUESTIONS

SUBJECT: DATA COLLECTION TIMELINE
A.1 QUESTION: How often does Student data need to be reported?
RESPONSE: Student data should be reported to SIS during all open data collection periods (October 1 MFP, October 1 CLASS, February 1 MFP, End-Of-Year).
A.2 QUESTION: Are all data collection periods the same in regards to length of time?
RESPONSE: No, due to reporting requirements for different types of data the reporting time frame may vary. Refer to the section data collection periods and the current year **Benchmark Calendar** on the LDOE INSIGHT Coordinator Portal for specific due dates for each data collection period.

SUBJECT: SIS UPLOADS PROCESSING – ERRORS
B.1 QUESTION: I am receiving a message "The maximum concurrent uploads is 6. There are currently 4 uploads processing. Please try again later." What does this mean?
RESPONSE: A maximum of 6 concurrent uploads is allowed to the SIS system. Other districts may be uploading at the same time. Try again and schedule your uploads periodically throughout the day to alleviate the problem.
B.2 QUESTION: I continue to receive a "File not accepted" when submitting SIS uploads. What can I do?
RESPONSE: Please verify all records in the file conform to the specified Student Information System (SIS) Record Layouts including the length of the fields, valid values for each field and the total record length for each record type.
B.3 QUESTION: I attempted to upload discipline records and received the message "File not accepted. [UploadStudent001] Your file contains one or more records with a length less than required for SIS. Record count indicates the record on which the error occurred.
RESPONSE: If your file layout is correct, ensure you are using the EVENT tab to upload your discipline Event records and the STUDENT tab to upload your student discipline records. For a description of the record types, please refer to the sections STUDENT DATA REPORTING and EVENT (DISCIPLINE) DATA REPORTING. For upload instructions, please refer to the sections UPLOADING STUDENT DATA and UPLOADING EVENT DATA.

B.4 QUESTION: I am trying to upload our student data. However, I am not able to select the upload tab on the homepage. What am I doing wrong?

RESPONSE: Please verify you are using a compatible version of Internet Explorer (IE). For troubleshooting, refer to the section SCREEN DISPLAY PROBLEMS.

B.5 QUESTION: I am having a problem when attempting to load several discipline records along with a student expulsion record. What could be the problem?

RESPONSE: On occasion there may be a problem when uploading several different types of discipline records and a student expulsion. First, try uploading the discipline record(s) that don't result in an expulsion (e.g. willful disobedience, disrespect to authority, etc.). Once this is successful, then upload the expulsion record (010-Demographic record with EXIT REASON="01'[expelled]) and the FINAL discipline that resulted in the student being expelled.

SUBJECT: SECURE ID

C.1 QUESTION: What are the new privacy laws that were implemented in 2015?

RESPONSE: R.S. 17:3914 – Louisiana's student privacy law – provides for limitations and prohibitions on the collection and sharing of student information. The intent of this law is to protect student privacy, and the Department takes this responsibility seriously. The law also includes penalties for illegally accessing or disclosing students' personally identifiable information**.**

C.2 QUESTION: What Is A Louisiana Secure ID (LASID)?

RESPONSE: The Department of Education is in compliance with R.S. 17:3914 which prohibits the receipt, and/or collection of student personally identifiable information. Beginning with the 2015-16 data collections, a unique Student ID (LASID), is required for all public elementary and secondary students attending schools in Louisiana. This unique identifier is assigned by the eScholar Louisiana Secure ID System. Other terms used are LASID, Secure ID, Unique ID and State ID.

C.3 QUESTION: How Do I Obtain A Louisiana Secure ID (LASID) for a Student?

RESPONSE: A LASID is assigned to each student by the *eScholar* Louisiana Secure ID System. For information regarding assigning and maintaining LASIDs, contact eScholar at LouisianaSecureID@escholar.com

C.4 QUESTION: How Do I Get A Louisiana Secure ID (LASID) for students not enrolled in one of our schools? For example in SER, we provide services for students in private schools, but they are not enrolled in SIS.

RESPONSE: A Louisiana Secure ID (LASID) is required for all students in SER. Student information must be submitted to the *eScholar* Louisiana Secure ID system in order to be assigned a LASID.

C.5 QUESTION: We are uploading data for a student for Oct 1 MFP who was reported during the EOY data collection last school year. The student has the same LASID in eScholar as we are trying to upload. However, we are receiving the error *U02 Secure ID Does Not Exist* and I am unable to upload the student's record. How do I correct this error?

RESPONSE: Resend the student's data to eScholar and try uploading the student to SIS. If you are still receiving the error, perform a search for the student by name to verify the LASID. The student may have more than one LASID and one of them may need to be retired. Please see the section in this guide about retiring LASIDs. Please contact SystemSupport@la.gov if you cannot resolve the problem.

SUBJECT: BREAKFAST/LUNCH REPORTING

D.1 QUESTION: What is Direct Certification for the National School Lunch Program?

RESPONSE: The Direct Certification process involves the identification of students who are directly certified as eligible for free meal benefits (free lunch) because:

- They, or any household member, receive benefits under Assistance Programs (e.g. Supplemental Nutrition Assistance Program (SNAP)
- They are designated as members of Other Source Categorically Eligible Designations (e.g. DC Extended, Homeless/Migrant/Runaway, Early/Even Start or Foster Care).

For additional information regarding direct certification, refer to Section 2: The Basis of Eligibility in the USDA Eligibility Manual for School Meals (dated June 29, 2018)

D.2 QUESTION: In regards to direct certification, how are students identified who receive Supplemental Nutrition Assistance Program (SNAP) benefits?

RESPONSE: Monthly SNAP files are received from the Department of Child and Family Services (DCFS). These files contain a list of SNAP recipients directly certified as eligible for free meal benefits as of the last day of the month and are loaded to the eScholar DirectMatch system. The DirectMatch system is used to match student enrollments against the SNAP file and create download files of matches for processing in the local LEA systems.

D3 QUESTION: How are the SNAP files processed and eligible students identified within an LEA?

RESPONSE: Each SNAP file received is loaded to the eScholar DirectMatch system. The DirectMatch system matches student enrollments against the SNAP file and creates download files of matches for processing in the local LEA systems. This process should be run monthly to capture the monthly SNAP updates. Please refer to the LDOE INSIGHT Coordinator Portal for the current year's SNAP Monthly Update Schedule.

For new school year startup:

- The eScholar systems Uniq-ID and DirectMatch databases are emptied of all student enrollments and SNAP matches from the prior school year.
- The first SNAP file for a new school year will contain recipient data as of June 30th and this file is loaded to the DirectMatch system after the rollover.
- The CNP staff will need to work with the district's eScholar data manager to coordinate the DirectMatch and Uniq-ID updates for the 2019-20 School Year. The district's eScholar data manager must first submit student information for all of the students expected to enroll so Uniq-ID assignments can be made for the upcoming school year. Once the district's eScholar data manager has submitted the expected enrollments to Uniq-ID, the CNP staff can run DirectMatch to match those enrollments against SNAP.

  Failure to submit the expected enrollments to Uniq-ID prior to running DirectMatch will result in zero or significantly fewer SNAP matches.

During the school year, as your district eScholar data manager submits additional enrollment updates to Uniq-ID (new students, other changes in enrollment, etc.), additional runs of DirectMatch should be made by the CNP staff.

Please refer to the eScholar DirectMatch User Guide for additional details about the SNAP matching process.

D.4 QUESTION: How is free or reduced lunch data reported in SIS?

RESPONSE: Please see APPENDIX D - DATA ELEMENT FREE OR REDUCED PRICE LUNCH ELIGIBILITY for information about how to report a student's meal status in SIS.

D.5 QUESTION: How do I handle students who are directly certified for free lunch, but the parents choose to pay?

RESPONSE: The Child Nutrition Program would record the student as paid if documentation from the household indicates the household wants to pay instead of receiving free lunch. Documentation should also indicate the student is directly certified for free lunch based on information received from Supplemental Nutrition Assistance Program-SNAP.

Although these families may choose to pay for meals, in SIS, you should report these students as eligible for free lunch.

D.6 QUESTION: We participate in Community Eligibility Provision (CEP) and understand there is a reporting category labeled as "Economically Disadvantaged". What does this mean?

RESPONSE: Due to participation in the CEP, many districts and schools do not collect forms for reduced-price lunch students and do not have access to the number of eligible students. Beginning in 2014-15, the Department now utilizes a new method to note students in poverty, reporting this category as "Economically Disadvantaged" rather than using Free- and Reduced-Lunch data. Economically Disadvantaged data is derived from and includes students eligible for SNAP, TANF, Medicaid, and those that are receiving reduced price lunch, limited English Learners (EL), homeless, migrant, foster care, or incarcerated children."

D.7 QUESTION: How can we get a roster of students considered Economically Disadvantaged?

RESPONSE: For the last several years LDOE has had the ability to provide our LEA data managers an economically disadvantaged student roster for Oct 1 and Feb 1 data collection periods in order to better understand their funding. If you need a roster, please email SystemSupport@la.gov .

SUBJECT: MFP

E.1 QUESTION: I have a student who has turned 22. Do they count for MFP?

RESPONSE: If a student turns 22 before the first day of school they do not count for MFP. If a student turns 22 any time after the first day of school, then they do count for MFP.

SUBJECT: EXITING STUDENTS IN SIS

F.1 QUESTION: What documentation do we need in order to properly exit students who have left our school district?

RESPONSE: When exiting a student, proper documentation is required to justify use of the EXIT REASON CODE used. Please refer to BESE Bulletin 111 and APPENDIX B, data element EXIT REASON CODE for a list of the documentation required. NOTE: Audits will be performed on each school's usage of exit reason codes. It is important that proper documentation be maintained to show why a particular exit reason code was used.

Students may appear on your dropout roster if they are not exited properly.

For additional information, refer to the list of EXIT REASON CODEs in this guide.

F.2 QUESTION: We have students who enrolled per the OneApp process. Some of the students expected to attend our school transferred out to other schools over the summer or did not show up. How do I report those students?

RESPONSE: For a student who completed the previous school year (were enrolled on the last day of school) and did not enroll for the current school year, the student should be exited as follows:

CURRENT ENROLLMENT STATUS OF THE STUDENT	ENTRY DATE & EXIT DATE	EXIT REASON CODE
Don't Know	First Day of School	"18"[no-show]
Enrolled in another school within the same district	First Day of School	"08"[transfers to another public school in the district]
Enrolled in another school in Louisiana	First Day of School	"09"[transfers to another public school in Louisiana]
Other types of EXITS	See the remaining questions in this section. Also, refer to the list of EXIT REASON CODEs in this guide.	

F.3 QUESTION: How do we exit enrolled students who completed the requirements for a diploma or certificate of achievement **during the current school year**?

RESPONSE: Students enrolled during the **current school year** who completed the requirements for a diploma or certificate of achievement should be exited as follows:

Requirements Met	EXIT DATE	EXIT REASON CODE
Diploma	Last day of school or Semester	"04" [Graduated (High School Diploma)]
Certificate of Achievement	Last day of school or Semester	"06" [Certificate of Achievement (Special Education)]

F.4 QUESTION: We have a student who completed their coursework in 2009, but did not pass their GEE until the current school year. How should this student be reported?

RESPONSE: A student will become a graduate of the year when all graduation requirements are met. For example: If a student completed their coursework during the 2008-09 school year, but failed to pass their GEE until the 2015-16 school year (9/1/2015 through 8/31/2016) the student would be considered a 2015-16 graduate**, not** a 2009 graduate.

F.5 QUESTION: During the Oct 1 MFP open data collection period, how do we exit students enrolled during the **previous school year** who completed the requirements for a diploma or certificate of achievement **during the summer**?

RESPONSE: A student enrolled during the previous school year who completed the requirements for a diploma or certificate of achievement **during the summer** should be exited in the special **Dropout Correction period** for the prior school year on the last day of school.

F.6 QUESTION: For students earning a diploma during the current school year EXIT REASON = ”04” [Graduated (High School Diploma)], the SIS EXIT date is the last day of school. What should the graduation date be in STS?

RESPONSE: Graduation date in **STS** should be the date the student met all graduation requirements. For a particular school year, a student is considered a graduate of that school year if they met all of their graduation requirements no later than August 31.

For example, if a student is enrolled during the 2017-18 school year, they are considered a 2017-18 graduate if they met all of their graduation requirements no later than August 31, 2018. If they met the requirements after this date (e.g. September 9, 2018), they are considered a graduate of the 2018-19 school year.

Please see Question **F.3** above.

F.7 QUESTION: How do we enter data in SIS for students who earned their HiSet?

RESPONSE: HiSet completers can be entered in SIS during the regular data collection periods. Also, during the Special Dropout Correction period, the HiSet Completer’s file can be downloaded from the eScholar FTP site (*eScholarOut folder*) if there are students from your district who earned a HiSet. This data is received by eScholar from the Louisiana College and Technical System (LCTCS). In order to download the data, a LCTCS Addendum must be on file with LDOE.

To update data in SIS for HiSet Completers:

Use Exit Reason Code = “05” [HiSet]

If a student passes the HiSet during the school year of the drop/exit:

- Add a new SIS enrollment with
  - *Re-entry code (e.g. “C4”)*

- *entry date=exit date*=HiSet pass date

If the student passes the HiSet over the summer and/or no later than the Oct 1 count date

- If Oct 1 MFP data collection is open, add a SIS enrollment with
  - *entry date=exit date*= First day of school (if completed during the summer)
  - *entry date=exit date*= HiSET pass date *(*if completed after the first day of school and no later than the Oct 1 count date)
- Otherwise in prior year EOY add a new SIS enrollment with
  - *Re-entry code (e.g. "C4")*
  - *entry date=exit date*=last day of school(since the system will not allow dates entered beyond the last day of school)

SUBJECT: K-3 ASSESSMENT DATA

F.1 QUESTION: For the 3 Literacy Screener tests (DIBELS Next, STEEP, STEP), what are the scores that should be used?

RESPONSE: Please refer to the Literacy Screener Assessment Scores guidance.

APPENDIX B – RECORD LAYOUTS & DATA ELEMENTS

STUDENT RECORD LAYOUTS (010, 040, 110, 120, 050, 141, 130, 091, 092)

RECORD LAYOUT: *Demographic Record (010)*

Starting Position	Name	Length	Type	Description	Requirement
1	System Indicator	3	X	Must always be "**SIS**"	Required
4	LEA Code	3	X	LEA code assigned by LDOE	Required
7	Record Type Code	3	X	Record type. Must be "**010**"	Required
10	Local ID Number *	9	X	Code assigned and used by local authorities to identify a student	Required
19	State ID/LASID *	10	N	eScholar Louisiana Secure ID (LASID)	Required
29	Filler	8	X	*Filler*	Blank
37	Partial Last Name *	3	X	First 3 characters of Student's Last Name	Required
40	Filler	20	X	*Filler*	Blank
60	Partial First Name *	1	X	First 1 character of Student's First Name	Required
61	Filler	31	X	*Filler*	Blank
92	Day of Birth *	2	N	Calendar day of birth in format DD	Required
94	Military Affiliation	1	X	Y if known (Active, Retired, or Reserve); otherwise Blank	Required if Applicable
95	Parent/Expected Parent Of A Child	1	X	Y if known; Otherwise Blank Applicable to all genders	Required if Applicable
96	Filler	2	X	*Filler*	Blank
98	Sex Code *	1	X	Gender of the student	Required
99	Filler	1	X	*Filler*	Blank
100	Beginning School Session Year	8	N	The beginning and ending years of applicable school year Format: XXXXYYYY	Required
108	Country of Birth Code	2	X	Code for the country of birth	Required
110	First Entry Date Into U.S.	8	X	The month, day and year of a student's initial arrival into the U. S. Required when Country of Birth Code other than "US". Format MMDDYYYY.	Required if Applicable
118	HispanicLatinoEthnicFlg *	1	X	Y if Hispanic; otherwise N	Required
119	AmericanIndianOrAlaskanNativeRaceFlg * *	1	X	Y if American Indian/Alaskan; otherwise N	Required
120	AsianRaceFlg *	1	X	Y if Asian; otherwise N	Required
121	BlackOrAfricanAmericanRaceFlg *	1	X	Y if Black or African American; otherwise N	Required
122	NativeHawaiianOrOtherPacificIslanderRaceFlg *	1	X	Y if Native Hawaiian/Pac Islander; otherwise N	Required
123	WhiteRaceFlg *	1	X	Y if White; otherwise N	Required

Total Length=123 N – Numeric (right justified, padded with zeroes) X – Alphanumeric (left justified, padded with spaces

***** For a student, data in these fields must match student data in eScholar Louisiana Secure ID system.

RECORD LAYOUT: *Enrollment Record (040)*					
Start	**Name**	**Length**	**Type**	**Description**	**Requirement**
1	System Indicator	3	X	Must always be "**SIS**"	Required
4	LEA Code	3	X	LEA code assigned by LDOE	Required
7	Record Type Code	3	X	Code indicating record type. Must be "**040**"	Required
10	Local ID Number *	9	X	Code assigned and used by local authorities to identify a student	Required
19	State ID/LASID *	10	N	Louisiana Secure ID (LASID) as it exists in the eScholar Louisiana Secure ID system.	Required
29	Beginning School Session Year	8	N	The beginning and ending years of applicable school year Format: XXXXYYYY	Required
37	School/Site Code	6	X	School the student attended for this enrollment. A student may have multiple enrollment records with different sites in the same school year. The Demographic record should reflect the current/most recent site for a given LEA.	Required
43	Entry Date	8	N	The calendar date for when a student first attends a given school. Most students will use the first day of class. Must be a valid school day in the School Calendar System (SPC). Format MMDDYYYY	Required
51	Entry Reason Code	2	X	Code describing status under which student entered school	Required
53	Grade Placement	2	X	The student's grade for this enrollment	Required
55	Special Education Indicator	1	X	Code showing whether student is in SER for Special Education	As Applicable
56	Absences	4	V	The total days of school missed in half day increments Format: 999v9 (Fill with zeros if student was never absent)	Required
60	Pre-K Funding Source Code	2	X	Code indicating the primary funding source program for a grade 24 [Pre-K] or 20 [Pre-School] student	Required for 24; Optional for 20
62	Lunch Status/Income Eligibility Code	1	X	Code indicating whether a student qualifies for free or reduced school lunch or breakfast	As Applicable
63	Exit Date	8	N	Calendar date a student left school. Leave blank if student has not exited or graduated. Format: MMDDYYYY	As Applicable
71	Exit Reason Code	2	X	Code indicating why a student no longer attends this school	As Applicable
73	Dropout Reason Code	2	X	Required if Exit Reason Code 02 [Dropped Out] was used. Optional for Exit Reason Codes 11 [Adult Education] or 13 [Transferred to Vocational Technical School].	As Applicable

75	Calendar Code	3	X	A number ranging from 001 - 999 assigned by LEAs defining which school calendar should apply to this student for attendance purposes.	Required
78	Language Code	3	N	The primary language a student uses to communicate (e.g., outside of school, native, first)	Required
81	English Proficiency Code	2	X	Describes whether a student is fully English Proficient [01-Proficient, 02-English Learner]	Required
83	EL Funding Source Code	2	N	Code denoting the primary supplemental funding source for Students having an English Proficiency Code = 02 (EL)	Req if Applicable
85	Option Code	1	X	4 students on the Career Diploma pathway/track; 5 for Non-diploma students; 6 for Connections students; 7 for State approved Skills Certificate students; 8 for HiSet Path. A For students on an Academic Improvement Plan.	As Applicable
86	Truancy Flag	1	X	Code indicating whether a student has 5 unexcused days tardy or absences in a semester [Y, N]	Required
87	Homeless Indicator	1	X	Code indicator if a student is homeless and where they principally sleep at night.	As Applicable
88	Home Based Site Code	6	X	Home site code required for alternative school students and options 3 program students	Required if Applicable
94	Unaccompanied Youth Flag	1	X	This is a required field if Homeless code is not null [Y, N]	Required if Applicable
95	Homeless Reason Code	2	X	Code indicating reason for homelessness. Code values are 01-07 or 99. This is a required field if Homeless Code is not null	Required if Applicable
97	Services Provided Flag	1	X	This is a required field if Homeless Code is not null [Y, N]	Required if Applicable
98	Prior Education Experience to Kindergarten Code	2	X	Code indicating where the student received at least 6 consecutive months of Prekindergarten experiences prior to entering Kindergarten. Code values are 01-07.This is a required field for grade 25 (Kindergarten)	Required if Applicable
100-102	Filler	1	X	*Filler*	Blank
103	Awaiting Foster Care Flag	1	X	This is a required field if Homeless Indicator Code is not null [Y, N]	Required, if Applicable

Total Length=103 N – Numeric (right justified, padded with zeroes) X – Alphanumeric (left justified, padded with spaces

* For a student, data in these fields must match student data in eScholar Louisiana Secure ID system.

RECORD LAYOUT: ***Class Schedule Record (110)***

Start	Name	Length	Type	Description	Requirement
1	System Indicator	3	X	Must always be "**SIS**"	Required

4	LEA Code	3	X	LEA code assigned by LDOE	Required
7	Record Type Code	3	X	Code indicating record type. Must be "**110**"	Required
10	Local ID Number *	9	X	Code assigned and used by local authorities to identify a student	Required
19	State ID/LASID *	10	N	Louisiana Secure ID (LASID) as it exists in the eScholar Louisiana Secure ID system.	Required
29	Beginning School Session Year	8	N	The beginning and ending years of applicable school year Format: XXXXYYYY	Required
37	School/Site Code	6	X	The site a class is being offered. Can be from a different site than a student's primary school – even a different LEA.	Required
43	Class Code	20	X	Code that uniquely identifies a class from CUR	Required

Total Length=62 N – Numeric (right justified, padded with zeroes) X – Alphanumeric (left justified, padded with spaces

* For a student, data in these fields must match the student data in eScholar Louisiana Secure ID system.

RECORD LAYOUT: ***Address Record (120)***

Start	Name	Length	Type	Description	Requirement
1	System Indicator	3	X	Must always be "**SIS**"	Required
4	LEA Code	3	X	LEA code assigned by LDOE	Required
7	Record Type Code	3	X	Code indicating record type. Must be **"120"**	Required
10	Local ID Number *	9	X	Code assigned and used by local authorities to identify a student	Required
19	State ID/LASID *	10	N	Louisiana Secure ID (LASID) as it exists in the eScholar Louisiana Secure ID system.	Required
29	Beginning School Session Year	8	N	The beginning and ending years of applicable school year Format: XXXXYYYY	Required
37	Filler	74	X	Filler	Required
111	Zip Code (Physical) *	5	X	Physical Zip Code of Student	Required
116	Filler	4	X	Filler	Blank
120	State	2	X	State Where Student Lives	Required
122	Residing District Code *	2	X	City/Parish Code of School District in which student or legal guardian lives (01-69)	Required
124	Military Reside Flag	1	X	Indicates if this address is on a Military Base	Required
125	Non District Funding Site Flag	1	X	Indicates if the student is in a non-district building.	Required

Total Length=125 N – Numeric (right justified, padded with zeroes) X – Alphanumeric (left justified, padded with spaces

This record is required for Type 2 Charters and Special School Districts (A02, 302, 304, and 334)

RECORD LAYOUT: *Program Record (050)*					
Start	**Name**	**Length**	**Type**	**Description**	**Requirement**
1	System Indicator	3	X	Must always be "**SIS**"	Required
4	LEA Code	3	X	LEA code assigned by LDOE	Required
7	Record Type Code	3	X	Code indicating record type. Must be "**050**"	Required
10	Local ID Number *	9	X	Code assigned and used by local authorities to identify a student	Required
19	State ID/LASID *	10	N	Louisiana Secure ID (LASID) as it exists in the eScholar Louisiana Secure ID system.	Required
29	Beginning School Session Year	8	N	The beginning and ending years of applicable school year Format: XXXXYYYY	Required
37	School/Site Code	6	N	The site the student was attending while enrolled in program Code that uniquely identifies a program or pathway.	Required
43	Program Code	6	X	Code that uniquely identifies a program or pathway	Required
49	Program Start Date	8	N	The calendar date when the student begins program participation Format: MMDDYYYY	Required

Total Length=56 N – Numeric (right justified, padded with zeroes) X – Alphanumeric (left justified, padded with spaces

***** For a student, data in these fields must match student data in the eScholar Louisiana Secure ID system.

RECORD LAYOUT: *Section 504 Record* (130)					
Start	**Name**	**Length**	**Type**	**Description**	**Requirement**
1	System Indicator	3	X	Must always be "**SIS**"	Required
4	LEA Code	3	X	LEA code assigned by LDOE	Required
7	Record Type Code	3	X	Code indicating record type. Must be "**130**"	Required
10	Local ID Number *	9	X	Code assigned and used by local authorities to identify a student	Required
19	State ID/LASID *	10	N	Louisiana Secure ID (LASID) as it exists in the eScholar Louisiana Secure ID system.	Required
29	Beginning School Session Year	8	N	The beginning and ending years of applicable school year Format: XXXXYYYY	Required
37	IAP Review Date	8	N	The calendar date for when a student's Individual Accommodation Plan (IAP) was reviewed. Format: MMDDYYYY	Required

45	Last 504 Evaluation Date	8	N	Date of last 504 evaluation. Format: MMDDYYYY	Required
53	Section 504 Disability #1	2	X	Code of 504 Disability Category	Required
55	Section 504 Disability #2	2	X	Code of 504 Disability Category	As Applicable
57	Section 504 Disability #3	2	X	Code of 504 Disability Category	As Applicable
59	Section 504 Disability #4	2	X	Code of 504 Disability Category	As Applicable
61	Section 504 Disability #5	2	X	Code of 504 Disability Category	As Applicable
63	Section 504 Disability #6	2	X	Code of 504 Disability Category	As Applicable
65	Section 504 Disability #7	2	X	Code of 504 Disability Category	As Applicable
67	Section 504 Services Exit Date	8	N	Date student exited all 504 services. Format: MMDDYYYY	As Applicable
75	Section 504 Exit Reason Code	2	X	Indicates why a student no longer receives 504 services	As Applicable
77-85	Section 504 Classroom Accommodations Flags				
77	Braille Accommodation	1	X	Not on IAP Form	N/A
78	Large Print Accommodation	1	X	Section 504 Large Print Accommodation	Required
79	Extended Time Accommodation	1	X	Section 504 Extended Time Accommodation	Required
80	Answers Recorded Accommodation	1	X	Section 504 Answers Recorded Accommodation	Required
81	Transferred Answers Accommodation	1	X	Section 504 Transferred Answers Accommodation	Required
82	Individual Testing Accommodation	1	X	Section 504 Individual Testing Accommodation	Required
83	Small Group Testing Accommodation	1	X	Section 504 Small Group Testing Accommodation	Required
84	Filler	1	X	Filler	Required
85	Test Read Aloud for English/Language Arts Accommodation	1	X	Section 504 Test Read Aloud for English/Language Arts Accommodation	Required
86	Test Read Aloud Math	1	X	Section 504 Test Read Aloud for Math	Required
87	Test Read Aloud Science	1	X	Section 504 Test Read Aloud for Science	Required
88	Test Read Aloud Social Studies	1	X	Section 504 Test Read Aloud for Social Studies	Required

Total Length=88 N – Numeric (right justified, padded with zeroes) X – Alphanumeric (left justified, padded with spaces

* For a student, data in these fields must match student data in the eScholar Louisiana Secure ID system.

RECORD LAYOUT: K-3 Assessment Stand Alone Record (141)

Start	Name	Length	Type	Description	Requirement
1	System Indicator	3	X	Must always be "**SIS**"	Required

4	LEA Code	3	X	LEA code assigned by LDOE	Required
7	Record Type Code	3	X	Must be "**141**"	Required
10	Local ID Number *	9	X	Code assigned and used by local authorities to identify a student	Required
19	State ID/LASID *	10	N	Louisiana Secure ID (LASID) as it exists in the eScholar Louisiana Secure ID system.	Required
29	Partial Last Name *	3	X	First 3 characters of the student's last name	Required
32	Partial First Name *	1	X	First 1 character of the student's first name	Required
33	Day of Birth *	2	X	Calendar day of birth in format DD	Required
35	Sex Code *	1	X	Gender of the student	Required
36	HispanicLatinoEthnicFlg *	1	X	Y if Hispanic; otherwise N	Required
37	AmericanIndianOrAlaskanNativeRaceFlg * *	1	X	Y if American Indian/Alaskan; otherwise N	Required
38	AsianRaceFlg *	1	X	Y if Asian; otherwise N	Required
39	BlackOrAfricanAmericanRaceFlg *	1	X	Y if Black or African American; otherwise N	Required
40	NativeHawaiianOrOtherPacificIslanderRaceFlg *	1	X	Y if Native Hawaiian/Pac Islander; otherwise N	Required
41	WhiteRaceFlg *	1	X	Y if White; otherwise N	Required
42	Beginning School Session Year (BSSY)	4	N	The beginning and ending years of applicable school year Format: YYYY	Required
46	School/Site Code	6	X	School the student attended for this enrollment. A student may have multiple enrollment records with different sites in the same school year. The Demographic record should reflect the current/most recent site for a given LEA.	Required
52	Grade Placement	2	X	The student's grade for this enrollment 25 = Kindergarten 01 – First Grade 02 – Second Grade 03 = Third Grade	Required

54	Literacy Screener Exception Code	2	X	Null = Literacy Screener completed 01 = Student was enrolled within the first 30 days of school, but was not in attendance to be assessed 03 = Student assessed in another LEA 05 = Assessed with alternate assessment	Required
56	Alternate Assessment Reason Code	2	X	01 = Hearing Disabled 02 = Visually Disabled 03 = Verbally Disabled	Required if positions 54-55 are "05"
58	Filler	1	N	Filler	Not Required
59	Literacy Screener Test Type	1	N	Type of test used. Values: 1 = Dibels Next 2 = STEEP 3 = STEP 4 = Dibels 8	Required
60	Literacy Screener Score	3	N	Literacy screener score 0-999. Example: A single byte score should be entered with blanks in positions 60-61 and the numeric score in position 62. A two byte score should be entered with a blank in position 60 and the numeric score in positions 61-62.	Required
63	K Entry Assessment Exception Code	2	X	Null = K entry assessment completed 01 = Student was enrolled within the first 30 days of school, but was not in attendance to be assessed 02=Not first time Kindergartener 03=Student assessed in another LEA 04=Student assessed with TSGOLD	K Required 1-3 Null
65	ATL–REG 1: Curiosity	1	N	Must be a number between 1 and 6. Values 1-6 to be used on positions 52 thru 78 **Values:** 1 = Building Earlier 2 = Building Middle 3 = Building Later 4 = Integrating Earlier 5 = Integrating Middle 6 = Integrating Later	K Required 1-3 Null
66	ATL-REG 2: Self Control	1	N	Must be number between 1 and 6. See value definitions at position 52.	K Required 1-3 Null

67	ATL–REG 3: Persistence	1	N	Must be number between 1 and 6. See value definitions at position 52.	K Required 1-3 Null
68	ATL-REG 4: Sharing	1	N	Must be number between 1 and 6. See value definitions at position 52.	K Required 1-3 Null
69	SED 1: Self-Identity	1	N	Must be number between 1 and 6. See value definitions at position 52.	K Required 1-3 Null
70	SED 2: Feelings	1	N	Must be number between 1 and 6. See value definitions at position 52.	K Required 1-3 Null
71	SED 3: Interaction with Adults	1	N	Must be number between 1 and 6. See value definitions at position 52.	K Required 1-3 Null
72	SED 4: Interaction with Peers	1	N	Must be number between 1 and 6. See value definitions at position 52.	K Required 1-3 Null
73	SED 5: Sociodramatic Play	1	N	Must be number between 1 and 6. See value definitions at position 52.	K Required 1-3 Null
74	LLD 1: Understanding of Language	1	N	Must be number between 1 and 6. See value definitions at position 52.	K Required 1-3 Null
75	LLD 2: Responsiveness to Language	1	N	Must be number between 1 and 6. See value definitions at position 52.	K Required 1-3 Null
76	LLD 3: Use of Language	1	N	Must be number between 1 and 6. See value definitions at position 52.	K Required 1-3 Null
77	LLD 4: Conversation	1	N	Must be number between 1 and 6. See value definitions at position 52.	K Required 1-3 Null
78	LLD 5: Interest in Literacy	1	N	Must be number between 1 and 6. See value definitions at position 52.	K Required 1-3 Null
79	LLD 6: Comprehension	1	N	Must be number between 1 and 6. See value definitions at position 52.	K Required 1-3 Null
80	LLD 7: Print Concepts	1	N	Must be number between 1 and 6. See value definitions at position 52.	K Required 1-3 Null
81	LLD 8: Phonological Awareness	1	N	Must be number between 1 and 6. See value definitions at position 52.	K Required 1-3 Null
82	LLD 9: Letter Knowledge	1	N	Must be number between 1 and 6. See value definitions at position 52.	K Required 1-3 Null
83	LLD 10: Writing	1	N	Must be number between 1 and 6. See value definitions at position 52.	K Required 1-3 Null
84	COG-Math 2: Math Operations	1	N	Must be number between 1 and 6. See value definitions at position 52.	K Required 1-3 Null
85	COG-Math 3: Number Sense of Quantity	1	N	Must be number between 1 and 6. See value definitions at position 52.	K Required 1-3 Null
86	COG-Math 4: Measurement	1	N	Must be number between 1 and 6. See value definitions at position 52.	K Required 1-3 Null
87	COG-Math 6: Shapes	1	N	Must be number between 1 and 6. See value definitions at position 52.	K Required 1-3 Null
88	PD 1: Perceptual Motor	1	N	Must be number between 1 and 6. See value definitions at position 52.	K Required 1-3 Null
89	PD 2: Gross Locomotor	1	N	Must be number between 1 and 6. See value definitions at position 52.	K Required 1-3 Null
90	PD 3: Gross Motor Manipulative	1	N	Must be number between 1 and 6. See value definitions at position 52.	K Required 1-3 Null
91	PD 4: Fine Motor	1	N	Must be number between 1 and 6. See value definitions at position 52.	K Required 1-3 Null

Total Length=91 N – Numeric (right justified, padded with zeroes) X – Alphanumeric (left justified, padded with spaces

* For a student, data in these fields must match the student data in the Louisiana Secure ID system.

RECORD LAYOUT*: Student Perpetrator and Instance Record (091)*

Start	Name	Length	Type	Description	Requirement
1	System Indicator	3	X	Must always be "SIS"	Required
4	LEA Code	3	X	LEA code assigned by LDOE	Required
7	Record Type Code	3	X	Code indicating record type. Must be "091"	Required
10	Local ID Number *	9	X	Code assigned and used by local authorities to identify a student	Required
19	Perpetrator ID *	10	X	Code used to identify a Perpetrator; Send the student's Secure ID as it exists in the eScholar Louisiana Secure ID system to identify the Student Perpetrators.	Required
29	Event ID	10	X	Code used by state to identify a reportable Event	Required
39	Beginning School Session Year	8	N	The beginning and ending years of applicable school year. Format: XXXXYYYY	Required
47	Site Code (Perpetrator)	6	X	Site with which the perpetrator is associated	Required
53	Perpetrator Type Code	2	X	Code indicating what type of Perpetrator is involved in the Event	Required
55	Primary Reason Code (Perpetrator)	2	X	Most serious offense associated with this Perpetrator for this Event	Required
57	Firearms and Explosives Weapons Code	2	X	Weapon code required if Primary Reason Code 13 or 30 used	Req if Applicable
59	Other Weapons Code	2	X	Weapon code required if Primary Reason Code 14, 15 or 31 used	Req if Applicable
61	Filler	1	X	*Filler*	BLANK
62	Bullying Code	2	X	Code indicating the sub-classification of a Bullying Event; Required field if Primary Reason Code is 35 or 36	Req if Applicable
64	Electronic Aggression Flag	1	X	Required field if Primary Reason Code is 35 or 36	Req if Applicable
65	Emotional Aggression Flag	1	X	Required field if Primary Reason Code is 35 or 36	Req if Applicable
66	Physical Aggression Flag	1	X	Required field if Primary Reason Code is 35 or 36	Req if Applicable
67	Verbal Aggression Flag	1	X	Required field if Primary Reason Code is 35 or 36	Req if Applicable
68	Witness Count	2	N	Count of witnesses interviewed in connection with an Event	As Applicable
70	Physical Evidence Code	2	X	Code indicating the primary source of physical evidence of the Event	As Applicable
72-75	Filler	4	X	*Filler*	BLANK
76	Parent Contacted Flag (Perpetrator)	1	X	Y/N indicates whether parent was contacted regarding Event	Required
77	Reported to Law Enforcement Flag	1	X	Y/N indicates if Event was reported to Law Enforcement	Required
78	Arrest Resulted Flag	1	X	Y/N indicates if Event resulted in arrest of Perpetrator	Required
79	Serious Injury Resulted Flag	1	X	Y/N indicates if Event resulted in Serious Injury to Perpetrator	Required

80	Medical Treatment Flag (Perpetrator)	1	X	Y/N indicates if Perpetrator required offsite medical treatment	Required
81	Filler	2	X	*Filler*	BLANK

Total Length 82 N – Numeric (right justified, padded with zeroes) X – Alphanumeric (left justified, padded with spaces

RECORD LAYOUT: *Actions and Interventions Record (092)*

Start	Name	Length	Type	Description	Requirement
1	System Indicator	3	X	Must always be "SIS"	Required
4	LEA Code	3	X	LEA code assigned by LDOE	Required
7	Record Type Code	3	X	Code indicating record type. Must be "092"	Required
10	Local ID Number *	9	X	Code assigned and used by local authorities to identify a student	Required
19	Perpetrator ID *	10	X	Code used to identify a Perpetrator; Send the student's Secure ID as it exists in the eScholar Louisiana Secure ID system for Student Perpetrators.	Required
29	Event ID	10	X	Code used by state to identify a reportable Event	Required
39	Beginning School Session Year	8	N	The beginning and ending years of applicable school year. Format XXXXYYYY	Required
47	Action/Intervention Code	3	X	Code indicating what punishment, treatment, intervention or actions were taken following an Event	Required
50	Discipline Start Date	8	N	The calendar date when the disciplinary action begins Format: MMDDYYYY	Required
58	Discipline Return Date	8	N	Calendar date when a student will be allowed to return to school after a disciplinary action occurs. Format MMDDYYYY	Required
66	Discipline Administered Date	8	N	The calendar date the discipline was administered. Format: MMDDYYYY	Required
74	Corporal Punishment Directly Authorized by Uninvolved Third Party Flag	1	X	Y/N indicator showing whether the Corporal Punishment decision was reviewed by third party and deemed warranted	Required if Applicable
75	Administrator Type Code	2	X	Code designating the role of the person administering the Action/Intervention	Required
77	Administrator's Last Name	20	X	Last name of the person administering the Action/Intervention	Required
97	Administrator's First Name	15	X	First name of the person administering the Action/Intervention	Required
112	Manifestation Hearing Date	8	N	Date Manifestation Hearing was held (for SPED students to determine if behavior was related to disability for removals	Required
120	Disability-Related Flag	1	X	Y/N indicator showing if a student's behavior was determined by an MDR hearing to be related to their disability	Required

121	Minutes Removed	6	N	The number of minutes a student was removed from class from their regular setting	Required
127	Alternate Site Code	6	X	Site where the Action/Intervention was administered. Required for Action/Intervention codes of 006, 007, 010	Required if Applicable

Total Length 132 N – Numeric (right justified, padded with zeroes) X – Alphanumeric (left justified, padded with spaces

* For a student, data in these fields must match student data in the eScholar Louisiana Secure ID system.

EVENT (DISCIPLINE) RECORD LAYOUTS (007, 093, 094)

RECORD LAYOUT: *Event Record (007)*

Start	Name	Length	Type	Description	Requirement
1	System Indicator	3	X	Must always be "SIS"	Required
4	LEA Code	3	X	LEA code assigned by LDOE	Required
7	Record Type Code	3	X	Code indicating record type. Must be "007"	Required
10	Event ID	10	X	Code used by state to identify a reportable Event	Required
20	Beginning School Session Year	8	N	The beginning and ending years of applicable school year Format: XXXXYYYY	Required
28	Site Code (Event)	6	X	Site where Event took place	Required
34	Event Date	8	N	Date of Event. Format: MMDDYYYY	Required
42	Time Code	2	X	Code describing the portion of day an Event occurred	Required
44	Location Code	2	X	Code defining the exact location an Event occurred	Required
46	Primary Reason Code (Event)	2	X	Most serious offense associated with the Event	Required

Total Length 47 N – Numeric (right justified, padded with zeroes) X – Alphanumeric (left justified, padded with spaces

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RECORD LAYOUT: *Victim Record (093)*					
Start	**Name**	**Length**	**Type**	**Description**	**Requirement**
1	System Indicator	3	X	Must always be **"SIS"**	Required
4	LEA Code	3	X	LEA code assigned by LDOE	Required
7	Record Type Code	3	X	Code indicating record type. Must be "093"	Required
10	Event ID	10	X	Code used by state to identify a reportable Event	Required
20	Anonymous ID (Victim)	10	X	Unique ID that can be assigned to a victim the first time they are victimized	Required
30	Beginning School Session Year	8	N	The beginning and ending years of applicable school year Format: XXXXYYYY	Required
38	School/Site Code (Victim)	6	X	Site the victim is associated with	Required
44	Victim Type Code	2	X	Code indicating what type of Victim is involved in the Event	Required
46	Age at Incident Date	3	N	Victim's age at the time of the Event	Required
49	Gender	1	X	Gender of the victim {M,F}	Required
50	Grade Level at Incident Date	2	X	Grade Level of the Victim at the time of Event	Required
52	HispanicLatinoEthnicFlg	1	X	Y if Hispanic; N if not	Required
53	AmericanIndianOrAlaskanNativeRaceFlg	1	X	Y if American Indian/Alaskan; N if not	Required
54	AsianRaceFlg	1	X	Y if Asian; N if not	Required
55	BlackOrAfricanAmericanRaceFlg	1	X	Y if Black or African American; N if not	Required
56	NativeHawaiianOrOtherPacificIslanderRaceFlg	1	X	Y if Native Hawaiian/Pac Islander; N if not	Required
57	WhiteRaceFlg	1	X	Y if White; N if not	Required
58	Parent Contacted Flag (Victim)	1	X	Y/N indicates if parent was contacted regarding Event	Required
59	Counseling Flag	1	X	Y/N indicates if Victim was provided counseling by the LEA to cope with the Event	Required
60	Other Support Flag	1	X	Y/N indicates if Victim received some other measure of support from the LEA to cope with or address the Event	Required
61	Injury Code	2	X	Code indicating the severity of any injury sustained as a Result of the Event	Required
63	Medical Treatment Flag (Victim)	1	X	Y/N indicates if Victim required offsite medical treatment	Required
Total Length=63 N – Numeric (right justified, padded with zeroes) X – Alphanumeric (left justified, padded with spaces					

RECORD LAYOUT: *Non-Student Perpetrator and Instance Record (094)*					
Start	**Name**	**Length**	**Type**	**Description**	**Requirement**
1	System Indicator	3	X	Must always be **"SIS"**	Required
4	LEA Code	3	X	LEA code assigned by LDOE	Required
7	Record Type Code	3	X	Code indicating record type. Must be "091"	Required
10	Event ID	10	X	Code used by state to identify a reportable Event	Required
20	Filler	9	X		Blank
29	Perpetrator ID	9	X	Code used to identify a Perpetrator; Send a P******** number as assigned/tracked by LEA	Required
38	Beginning School Session Year	8	N	The beginning and ending years of applicable school year Format: XXXXYYYY	Required
46	School/Site Code (Perpetrator)	6	X	Site with which the perpetrator is associated	Required
52	Perpetrator Type Code	2	X	Code indicating what type of Perpetrator is involved in the Event	Required
54	Primary Reason Code (Perpetrator)	2	X	Most serious offense associated with this Perpetrator for this Event	Required
56	Firearms and Explosives Weapons Code	2	X	Weapon code required if Primary Reason Code 13 or 30 used	Req if Applicable
58	Other Weapons Code	2	X	Weapon code required if Primary Reason Code 14, 15 or 31 used	Req if Appl.
60	Filler	2	X	*Filler*	BLANK
62	Bullying Code	2	X	Code indicating the sub-classification of a Bullying Event- Primary Reason Code is 35 or 36	Req if Applicable
64	Electronic Aggression Flag	1	X	Required field if Primary Reason Code is 35 or 36	Req if Applicable
65	Emotional Aggression Flag	1	X	Required field if Primary Reason Code is 35 or 36	Req if Appl.
66	Physical Aggression Flag	1	X	Required field if Primary Reason Code is 35 or 36	Req if Appl.
67	Verbal Aggression Flag	1	X	Required field if Primary Reason Code is 35 or 36	Req if Appl.
68	Witness Count	2	N	Count of witnesses interviewed in connection with an Event	As Applicable
70	Physical Evidence Code	2	X	Code indicating the primary source of physical evidence of the Event	As Applicable
72	Filler	4	X	*Filler*	BLANK
76	Parent Contacted Flag (Perpetrator)	1	X	Y/N indicates whether parent was contacted	Required
77	Reported to Law Enforcement Flag	1	X	Y/N indicates if reported to Law Enforcement	Required
78	Arrest Resulted Flag	1	X	Y/N indicates if Event resulted in arrest of Perpetrator	Required
79	Serious Injury Resulted Flag	1	X	Y/N indicates if Event resulted in Serious Injury to Perpetrator	Required
80	Medical Treatment Flag (Perpetrator)	1	X	Y/N indicates if Perpetrator required offsite medical treatment	Required

81	Filler	2	X	*Filler*	BLANK
Total Length=82 N – Numeric (right justified, padded with zeroes) X – Alphanumeric (left justified, padded with spaces					

DATA ELEMENTS

DATA ELEMENT: *Absences*	
LENGTH: 4	**FORMAT:** Implied Decimal; (999v9)

DEFINITION:

The total number of times a student did not attend school – according to the currently approved state definition of attendance – during the present school year. A total number of absences should be provided for the student during each enrollment. For each enrollment record, provide the number of absences that occurred during that particular enrollment.

Examples:

If a student is absent a total of six and a half days, this field should contain 0065 for that enrollment. If the student is then enrolled at a new site, or reenters school at the same site, record the number of absences from this second enrollment: (e.g., if student is absent for ten days during this new enrollment, this field should contain 0100 on the second enrollment record.) If a student has never been absent, this field should contain 0000.

Notes:

- Absences are reported in half-day increments.
- Days not under supervision of school personnel (school sponsored field trips are not absences)
- **Includes excused and unexcused**
- This field will be required on all enrollment records.
- This field is numeric; only accepts 0 – 9.
- For entry = exit records, this field must be filled with zeros.
- Students attending between 25-50% of the day get half a day of absence/attendance. Students attending more than 50% of the day who do not have any days absent reported get credit for a full day of attendance. Students attending less than 25% of a school day would have a whole day of absences reported and get no credit for attending that day.

RS 17:221 — School attendance; compulsory ages; duty of parents; excessive absences; consent to withdraw

A.(1) Every parent…residing within the state of Louisiana, having control or charge of any child from that child's seventh birthday until his eighteenth birthday, shall send such child to a public or private day school, unless the child graduates from high school prior to his eighteenth birthday. Any child below the age of seven who legally enrolls in school shall also be subject to the provisions of this Subpart

RECORD LAYOUT(S) and POSITION(S): Enrollment/Exit (040), Position 56

DATA ELEMENT: *Action/Intervention Code*

LENGTH: 3	**FORMAT:** Alphanumeric

DEFINITION: This is the code describing what punishment, treatment, intervention or actions were taken following an Event.

Code	Action/Intervention	Date Code
000	No Action – should only be used if no reportable actions were taken	N-No Date Required or Allowed
001	Expulsion Recommendation	A-Discipline Administered Date is required
002	Suspension – Out-of-School	D-Discipline Start Date/Discipline Return Date are required
003	Expulsion – Out-of-School	D-Discipline Start Date/Discipline Return Date are required
004	Suspension – In-School	D-Discipline Start Date/Discipline Return Date are required
005	Expulsion – In-School	D-Discipline Start Date/Discipline Return Date are required
006	Suspension – Alternate Site	D-Discipline Start Date/Discipline Return Date are required
007	Expulsion – Alternate Site	D-Discipline Start Date/Discipline Return Date are required
008	Suspension –OOS (partial day)	A-Discipline Administered Date is required
009	Suspension-IS (partial day)	A-Discipline Administered Date is required
010	Suspension-Alt S (partial day)	A-Discipline Administered Date is required
011	Referred to Office	A-Discipline Administered Date is required
012	Referred to Counselor	A-Discipline Administered Date is required
013	Referred to Social Worker	A-Discipline Administered Date is required
014	Referred to SBLC	A-Discipline Administered Date is required
015	Referred to IEP Teacher	A-Discipline Administered Date is required
016	Court Referral	A-Discipline Administered Date is required
017	Law Enforcement Referral	A-Discipline Administered Date is required
018	Secondary Referral (PBIS)	A-Discipline Administered Date is required
019	Tertiary Referral (PBIS)	A-Discipline Administered Date is required
020	TOR (Time Out Room)-no services provided	A-Discipline Administered Date is required
021	TOR (Time Out Room)-services provided (with highly qualified teacher) *This designation will not count toward the 10-day rule.	A-Discipline Administered Date is required
022	Therapeutic Removal	A-Discipline Administered Date is required
025	Intervention Room	A-Discipline Administered Date is required
030	Restorative Approach Implemented	A-Discipline Administered Date is required
040	In-School Detention	E- Either DisciplineAdmin OR DisciplineStart /DisciplineReturnDate required
043	After-School Detention	E- Either DisciplineAdmin OR DisciplineStart /DisciplineReturnDate required
045	Weekend Detention	E- Either DisciplineAdmin OR DisciplineStart /DisciplineReturnDate required
048	Positive Action Class	A-Discipline Administered Date is required
070	Removed from bus (inc. bus suspensions)	E- Either DisciplineAdmin OR DisciplineStart /DisciplineReturnDate required
080	Assigned Remedial Work	A-Discipline Administered Date is required
090	Physical Restraint	A-Discipline Administered Date is required
095	Mechanical Restraints	A-Discipline Administered Date is required

	100	Confinement with seclusion (i.e., locked or guarded room, cell – by self)	A-Discipline Administered Date is required	
	105	Confinement without seclusion (i.e., locked room, cell – with others)	A-Discipline Administered Date is required	
	120	Student Conference	A-Discipline Administered Date is required	
	130	Probation	D-Discipline Start Date/Discipline Return Date are required	
	140	Student Reprimand	A-Discipline Administered Date is required	
	160	Loss of Privileges	E- Either DisciplineAdmin OR DisciplineStart /DisciplineReturnDate required	
	170	Call to Parents or Guardian	A-Discipline Administered Date is required	
	173	Conference with Parents or Guardian	A-Discipline Administered Date is required	
	175	Conference with Principal	A-Discipline Administered Date is required	
	180	Corporal Punishment	A-Discipline Administered Date is required	
	181	Reverse Suspension – Students have the option to sit side by side with their parent in lieu of being suspended or possibly expelled.	E- Either DisciplineAdmin OR DisciplineStart /DisciplineReturnDate required	
	999	Other	E- Either DisciplineAdmin OR DisciplineStart /DisciplineReturnDate required	

RECORD LAYOUT(S) and POSITION(S): Actions and Interventions (092), Position 47

DATA ELEMENT: Administrator Type Code	
LENGTH: 2	**FORMAT:**

DEFINITION: This is the code designating the role of the person administering the Action/Intervention

Code Values:

01 – Child Welfare and Attendance Supervisor
02 – Teacher
03 – Principal
04 – Assistant Principal
05 – Guidance Counselor
06 – Coach
07 – Designated Disciplinarian
08 – Student's family member
09 – School Social Worker
10 – School Psychologist
99 - Other

Notes:

- An Assistant Principal that also functions as a teacher, but is administering the punishment as a function of his Assistant Principal duties,

RECORD LAYOUT(S) and POSITION(S): Actions and Interventions (092), Position 75

DATA ELEMENT: Administrator's First Name	
LENGTH: 15	**FORMAT:** Alphanumeric

DEFINITION:

The first name of the person administering the Action/Intervention to the student

Notes:

- Required for Corporal Punishment (180), Physical Restraint (090), Mechanical Restraints (095), and Confinement with seclusion (100)
- Acceptable characters are A-Z, apostrophe, dash, period, and space.
- Space in position 1 will not be allowed.
- Dashes, periods, apostrophes, and spaces are allowed in positions 2-16.
- Any name ending with space will result in an error.

RECORD LAYOUT(S) and POSITION(S): Actions and Interventions (092), Position 97

DATA ELEMENT: Administrator's Last Name	
LENGTH: 20	**FORMAT:** Alphanumeric

DEFINITION:

The last name of the person administering the Action/Intervention to the student

Notes:

- Required for Corporal Punishment (180), Physical Restraint (090), Mechanical Restraints (095), and Confinement with seclusion (100)
- Acceptable characters are A-Z, apostrophe, dash, period, and space (except in pos. 1)
- Dashes, periods, apostrophes, and spaces are allowed in positions 2-16.
- Any name ending with space and suffix will result in an error.
- Last Name has to be at least 2 bytes and not greater than 20 bytes. For example, if administrator's last name is X, data has to be entered as X-. Edit is in place to prevent submission of initials as administrator's last name.

RECORD LAYOUT(S) and POSITION(S): Actions and Interventions (092), Position 77	
DATA ELEMENT: Age at Incident Date	
LENGTH: 3	**FORMAT:** Numeric
DEFINITION: This is the victim's age at the time of the Event. **Notes:** • This field should be left padded with zeros, a student who is 17 would be sent as "017" • Round up to 001 if victim was less than one.	
RECORD LAYOUT(S) and POSITION(S): Victim (093), Position 46	

DATA ELEMENT: Alternate Site Code	
LENGTH: 6	**FORMAT:** Alphanumeric.
DEFINITION: Required for Action/Intervention codes of 006 Suspension Alternate Site, 007 Expulsion Alternate site and 010 Suspension Alternate Site Partial Day. This Site code is used for Alternate Site Suspension and Expulsions. It identifies the site where the Action/Intervention was administered. Actions and interventions to an Alternate site must not be on the same site on the same campus as the student's site of enrollment.	
RECORD LAYOUT(S) and POSITION(S): Actions and Intervention Record (092); Position 127	

DATA ELEMENT: Anonymous ID (Victim)	
LENGTH: 10	**FORMAT:** Alphanumeric

DEFINITION:

This is the code that will serve as a unique ID that can be assigned to a victim the first time they are victimized, so that we can track subsequent victimizations, treatments, and demographics, but still keep the victim's identity private.

NOTES:

- A recommended method for tracking this will be to have no student assigned a victim ID until an Event occurs where they get defined as a Victim
    - Since this is a 10 character code, you will enter your first victim as 0000000001 and your last as 9999999999
    - Once a student is classified as a Victim, you would assign a 1 (0000000001) to them.
    - You will then increment your victim counter by one.
    - For example, the next victim will be assigned a 2 (0000000002).
    - Then, you will increment your victim counter by one to 3 (0000000003).
- You can keep track of the specifics of this student on your local system so services, counseling, protective measures and monitoring can take place.
- However, for state reporting purposes, we don't need the name John Doe or Jane Smith. We merely need a unique number that will allow us to run statistical reports showing how many students are repeatedly victimized, what services are common for given types of victimization, and what demographic groups may be getting disproportionally targeted.
- Once a student is given a victimization ID, you should retain the ID for the remainder of their tenure in your school system in their demographic record so patterns of victimization can be tracked longitudinally.
- Victim code will overlap across districts.

RECORD LAYOUT(S) and POSITION(S): Victim (093), Position 20

DATA ELEMENT: Answers Recorded Accommodation	
LENGTH: 1	**FORMAT:** Alphanumeric.
DEFINITION: Answers Recorded Section 504 Accommodation that corresponds to the IAP form **Code Values:** "N" = This accommodation is not needed. "B" = This accommodation is needed in BOTH the Classroom and for Statewide Assessments.	
RECORD LAYOUT(S) and POSITION(S): Section 504 Record (130), Position 80	

DATA ELEMENT: Arrest Resulted Flag	
LENGTH: 1	**FORMAT:** Alphanumeric
DEFINITION: This is a Y/N indicator allowing LEA to show if Event resulted in arrest of the Perpetrator, regardless of guilt determination.	
RECORD LAYOUT(S) and POSITION(S): Student Perpetrator and Instance (091), Position 78; Non-Student Perpetrator and Instance (094), Position 78	

DATA ELEMENT: Beginning School Session Year	
LENGTH: 8	**FORMAT:** Numeric; (XXXXYYYY)
DEFINITION: This code defines the 12-month period of time denoting the **beginning and ending dates** for school accounting purposes. The time period runs from July 1, xxxx through June 30, yyyy. Example: *For July 1, 2018, through June 30, 2019, the school session will be 20182019*	
RECORD LAYOUT(S) and POSITION(S): Demographic (010), Position 100; Enrollment/Exit (040), Position 29; Class Schedule (110), Position 29; Address (120), 28; Section 504 Record (130), Position 29; Event (007), Position 20; Student Perpetrator and Instance (091), Position 39; Actions and Interventions (092), Position 39; Victim (093), Position 30; Non-Student Perpetrator and Instance (094), Position 38; Program (050), Position 29; K-3 Assessment (141), Position 29	

DATA ELEMENT: Bullying Code	
LENGTH: 2	**FORMAT:** Alphanumeric
DEFINITION: This is a code indicating the sub-classification of a Bullying Event. **Code Values:** 01 – Harassment 02 – Intimidation 03 – Bullying 04 – Cyber bullying	
RECORD LAYOUT(S) and POSITION(S): Student Perpetrator and Instance (091), Position 62; Non-Student Perpetrator and Instance (094), Position 62	

DATA ELEMENT: Calendar Code	
LENGTH: 3	**FORMAT:** Numeric
DEFINITION: A unique number (001-999) assigned by a school district to each school calendar submitted by the district for that reporting period (i.e., MFP or End-of-Year). Notes: Before submitting SIS data during any data collection period, Oct. 1 MFP, Oct. 1 CLASS, Feb. 1 MFP, and EOY, you must ensure there is a valid calendar in the School Calendar System (SPC) for the same data collection period.	
RECORD LAYOUT(S) and POSITION(S): Enrollment/Exit (040), Position 75	

DATA ELEMENT: Class Code	
LENGTH: 20	**FORMAT:** Alphanumeric
DEFINITION: This code uniquely identifies a class where a student is enrolled. It can be right or left justified and any combination of spaces letters and numbers. Class Code cannot be blank. Notes: • Class Code on SIS Class Schedule Record (110) must be identical to *Class Code* on the Curriculum (CUR) Class Schedule Record and the *Class Code* on the Profile of Educational Personnel (PEP) Class Schedule Record. • While class code needs only to be unique at a site level, it is recommended that you make a unique code for each class to make it easier to research errors on reports.	
RECORD LAYOUT(S) and POSITION(S): Class Schedule (110), Position 43	

DATA ELEMENT: Corporal Punishment Directly Authorized by Uninvolved Third Party Flag	
LENGTH: 1	**FORMAT:** Alphanumeric
DEFINITION: This is a Y/N indicator showing whether the Corporal Punishment decision was reviewed by an uninvolved third party and deemed warranted. **Notes:** • If a principal gives a "blank check" to teachers to use Corporal Punishment as they "see fit" that does not qualify, you would set indicator to "N" if a teacher disciplined a student in their classroom after they witnessed or was the victim of a behavior that triggered the corporal punishment response. • If the student was referred to the office, and the office or uninvolved administrator deemed corporal punishment was appropriate, you would set this flag to "Y".	
RECORD LAYOUT(S) and POSITION(S): Actions and Interventions (092), Position 74	

DATA ELEMENT: Counseling Flag (Victim)	
LENGTH: 1	**FORMAT:** Alphanumeric
DEFINITION: This is a Y/N indicator allowing LEA to indicate the Victim was provided counseling by the LEA to cope with the Event.	
RECORD LAYOUT(S) and POSITION(S): Victim (093), Position 59	

DATA ELEMENT: Country of Birth Code	
LENGTH: 2	**FORMAT:** Alphanumeric
DEFINITION: The country where the student was born Notes: (Overseas U.S. Military bases = US) Code Values: "US" - If born in the United States including Overseas U.S. Military bases "ZZ" - If born in a country other than the United States	
RECORD LAYOUT(S) and POSITION(S): Demographic (010), Position 108	

DATA ELEMENT: Day of Birth	
LENGTH: 2	**FORMAT:** Numeric; (DD)
DEFINITION: Calendar day of birth as designated on the student's legal birth registration. Verify that the Birth Day provided is a valid day (i.e. the maximum number of days in the month entered). The Day of Birth must be the same as exists for the student in the eScholar Louisiana Secure ID system	
RECORD LAYOUT(S) and POSITION(S): Demographic (010), Position 92	

DATA ELEMENT: Disability-Related Flag	
LENGTH: 1	**FORMAT:** Alphanumeric
DEFINITION: This is a Y/N indicator allowing LEA to indicate a student's behavior was determined by an MDR hearing to be related to their disability. **Notes:** An indicator of "N" does not always mean the behavior was not related to their disability. It may mean that no Manifestation Hearing was held.	
RECORD LAYOUT(S) and POSITION(S): Actions and Interventions (092), Position 120	

DATA ELEMENT: Discipline Administered Date	
LENGTH: 8	**FORMAT:** Numeric; (MMDDYYYY)
DEFINITION: Calendar date on which the discipline was administered **Notes:** This field is only used for discipline actions that occur on a single day, such as corporal punishment, TOR, restraints, student reprimand, etc.	
RECORD LAYOUT(S) and POSITION(S): Actions and Interventions (092), Position 66	

DATA ELEMENT: Discipline Return Date	
LENGTH: 8	**FORMAT:** Numeric; (MMDDYYYY)

DEFINITION:

The Implementation Date is the Calendar date on which the student is allowed to return to his or her school and/or regular setting after a disciplinary action.

Notes:

- This field is only used for discipline actions that have durations of time.
- For students expelled through the end of the year, the Discipline Return Date must be the beginning of the following year.
- The Return Date can be before school start date; August 15 (081520xx) is recommended. The year must be the correct starting year.
- Students expelled for one calendar year can have a Discipline Return Date exactly one year later.
- The return date does not need to be an instructional day, but it must be greater than the Discipline Start Date. This will ensure suspensions and expulsions comprise at least one full school day.
- Students may be expelled in excess of a single school year in certain circumstances (for instance 24 calendar months for drug violations and 12 calendar months for weapon violations).
- For suspension records (Action/Intervention Codes, 002, 004 or 006), the Disciplinary Return Date cannot be greater than the last day of school +1. If you need to suspend a student for the last day of school, you can use the last day of school as the start date and the day after as the return date. This will cut down on improper use of suspensions when expulsions are the correct code and for mistakes when incorrect years or months are entered.

RECORD LAYOUT(S) and POSITION(S): Actions and Interventions (092), Position 58

DATA ELEMENT: Discipline **Start Date**	
LENGTH: 8	**FORMAT:** Numeric; (MMDDYYYY)

DEFINITION:

This is the calendar date for the current year on which the disciplinary action begins.
A student should be out of school or in the different setting starting on that day.

Notes:

This field is only used for discipline actions that have durations of time.

- For an Out-of-School expulsion (Action/Intervention Code=003), the Discipline Start Date must be the same date as the Exit Date.
- Exiting the student is optional for Alternate Site expulsions (Action/Intervention Code=007). If exited, student must be exited to another school in district Exit Reason=08 or to another public school in LA Exit Reason=09 if the alternative center is outside your LEA
- A student should not exit school with an In-School expulsion (Action/Intervention Code=005).
- Discipline Start Date must be an instructional day.
- Anytime a student is exited with Exit Reason=01 [expelled], there must be an accompanying Actions and Interventions Record (092) with Action/Intervention Code=003. The Discipline Start Date must be the same as the student's Exit Date.

RECORD LAYOUT(S) and POSITION(S): Actions and Interventions (092), Position 50

DATA ELEMENT: Dropout Reason Code	
LENGTH: 2	**FORMAT:** Numeric

DEFINITION:

Primary reason student left school before graduation or matriculation

Code Values:

01 – **Academic difficulty:** The student left school voluntarily or involuntarily because of problems with academic work.
02 – **Behavioral difficulty:** The student left school voluntarily or involuntarily because of problems with behaviors.
03 – **Dislike of school experience:** The student left school because of an active dislike of one or more aspects of his or her school experiences other than those of an academic or behavioral nature.
04 – **Economic reasons:** The student left school because of economic reasons such as inability to pay school expenses and inability of parents to provide suitable clothing.
05 – **Employment:** The student left school to seek or accept employment, including employment required to support a parent/guardian or other dependents.
06 – UNUSED
07 – **Failed required test:** The student left school because he or she failed a required state or local test. An example would be a test required for graduation from high school.
08 – **Lack of appropriate curriculum:** The student left school because he or she perceived that the curriculum provided in that school was not appropriate for his or her needs.
09 – **Lack of childcare:** The student left school because he or she could not find appropriate childcare for a dependent.
10 – **Lack of transportation:** The student left school because he or she could not find acceptable transportation to or from school or school activities for either him/herself or his/her dependent.
11 – **Language difficulty:** The student left school because he or she experienced difficulty with the language used in the school.
12 – **Marriage:** The student left school because of marriage and did not plan to return to school.
13 – **Military:** The student left school because he or she joined the armed forces.
14 – **Needed at home:** The student left school because he or she was needed to help with work at home, including work on a family farm.
15 – **Parent/guardian influence:** The student left school because of parental encouragement to do so.
16 – **Poor relationships with fellow students:** The student left school because he or she experienced problems with fellow students or peers.
17 – **Poor student-staff relationships:** The student left school because he or she experienced problems with teachers or other school staff.
18 – **Pregnancy:** The student left school because of pregnancy and did not plan to return to school.
19 – **Religion:** The student left school because of religious convictions.
20 – **Substance abuse:** The student left school because of substance abuse and/or its consequences.
21 – **Health problems:** The student left school because of poor health.
22 - **Entered Job Corps, VOA, Workforce Innovation and Opportunity Act (WIOA)**
97 – **Reason unknown**
99 – **Other**

Notes:

- Required when Exit Reason = 02 [*Dropped Out*]
- Optional with Exit Reasons 11 [*Adult Education*] and 13 [*Transferred to Vocational Technical School*]. For all others, this field must be left blank.

RECORD LAYOUT(S) and POSITION(S): Enrollment/Exit (040), Position 73

DATA ELEMENT: Electronic Aggression Flag	
LENGTH: 1	**FORMAT:** Alphanumeric
DEFINITION: This is a Y/N indicator allowing LEA to show if Event involved text messages, e-mails or other forms of electronic communication such as offensive or threatening messages, rumors, degrading images, or assuming someone else's identity with intent to cause harm.	
RECORD LAYOUT(S) and POSITION(S): Student Perpetrator and Instance (091), Position 64; Non-Student Perpetrator and Instance (094), Position 64	

DATA ELEMENT: Emotional Aggression Flag	
LENGTH: 1	**FORMAT:** Alphanumeric
DEFINITION: This is a Y/N indicator allowing LEA to show if Event was emotional in nature. **Notes:** • Some examples of emotional aggression include spreading rumors, excluding from group activities, being forced to do something against their will, and offensive graffiti.	
RECORD LAYOUT(S) and POSITION(S): Student Perpetrator and Instance (091), Position 65; Non-Student Perpetrator and Instance (094), Position 65	

DATA ELEMENT: EL Funding Source Code (English Learner)

LENGTH: 2	**FORMAT:** Numeric

DEFINITION:

Code indicating title of program denoting the primary funding source for instructional language services for students identified as English Learners (EL)

Code Values:

01 – Title I Basic Program
02 – Even Start
03 – Migrant Education
04 – Special Education
05 – Vocational Education
06 – Title VII - Bilingual Education, Part B (inactive for school year 2005-2006 and beyond)
07 – Emergency Immigrant Education Program, Part C
08 – MFP Only
09 – 8(g) Block Grant
10 – 8(g) Competitive Grant
11 – Local funding
12 – Other state programs
13 – No instructional language program provided
14 – Title III English Language Acquisition Grant Part A (new for 2005-2006)

Notes:

- This field must be filled whenever English Proficiency Code = 02 [English Learner].
- If English Proficiency Code = 01, this field must be left blank.
- SIS will track former EL students, students identified as having a limited proficiency in English at some point in their school career, for two years following their last reported EL status. This is done to comply with State and Federal reporting requirements. This tracking will begin in the 2005-2006 school year.
- If students qualify as EL but refuse EL services, use code 13.

RECORD LAYOUT(S) and POSITION(S): Enrollment/Exit (040), Position 83

DATA ELEMENT: English Proficiency Code	
LENGTH: 2	**FORMAT:** Numeric

DEFINITION:

The student'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
d) Speaking skills – the ability to use oral language appropriately and effectively

Code Values:

01 – **Fully English Proficient:** The student is able to use English to ask questions, to understand dialogue and reading materials, to test ideas, and to interpret what is being presented. Reading, listening, writing, and speaking all contribute to the student's proficiency in the language.

02 – **English Learner:** The student has a language background other than English, and the student's proficiency in English is such that the probability of the individual's success in an English-only environment is below that of a successful peer with an English language background.

Notes:

- If the English Proficiency code is 02 (English Learner), then the EL Funding Source Code is required.
- If English Proficiency code is 01 (Fully English Proficient), the EL Funding Source Code must be left blank.
- Every student must be given an English Proficiency Code.
- If a student is flagged as 02 [English Learner] their Language Code cannot be 034 [English].

RECORD LAYOUT(S) and POSITION(S): Enrollment/Exit (040), Position 80

DATA ELEMENT: Entry Date	
LENGTH: 8	**FORMAT:** Numeric; (MMDDYYYY)

DEFINITION:

This is the Calendar date on which a student enters school for the current school year. For most students, the first day of class will be used. For students entering after the first day of class, the actual date entered will be used.

Notes:

- For students who enter after the first day of class, the entry date should be the first day they receive full day attendance credit at the site. **A full day of attendance credit is awarded when the student is present over 50% of the instructional day*.
- Entry Date must be an instructional day.
- A student who was registered to show up for class for the start of school or who rolls over from the previous year must still have an entry date as of the first day of school and accrue absences for the days that missed until they show up. These absences must be carried throughout this enrollment unless one of two things occur:
    - The student never shows up, at which point you would remove the absences and exit the student on the first day as a no show.
    - You have determined the student was otherwise enrolled during those first school days (i.e., at another site, out of state, in a non-public or home school setting, etc.)

RECORD LAYOUT(S) and POSITION(S): Enrollment/Exit (040), Position 43

DATA ELEMENT: Entry Reason Code

LENGTH: 2 | **FORMAT:** Alphanumeric

DEFINITION:

This code describes the student's entry status when they initially enrolled in school. Every student must be given an entry code for every enrollment. **Code Values**:

E1	**Original enrollment within same district -** Registered during last school year and includes Preschool, Pre-Kindergarten, and Kindergarten registrants. (NOTE: Includes "rollover" enrollment and those students who move to another school within the same district. Entry date must = first day of school. • Student entered/enrolled at same site in previous year as C5 (entry from non-public school) and finished the year without exiting. On the first day of school for the present year, the student will be entered as E1. • Student was enrolled at the middle school in the previous year as 8th grader. Student finished the year without exiting. The student moves (within the same LEA) to the high school (another site). Entry code will be E1. • Student is entering Kindergarten and this is student's first enrollment in any Louisiana public school program. For first time Preschool, Pre-Kindergarten and Kindergarten students, Entry Code is E1.
E2	**Entry (gain) from outside Louisiana -** Registered after the last day of the previous school year Student's most recent enrollment was in a school outside the state. Student moved from outside state and was not enrolled in Louisiana school system in most recent enrollment.
C2	**Entry (gain) from another school within the district -** Student's prior enrollment was at different school in the LEA. Cannot be used on first day of school for students returning to any school in your district that did not exit the previous year.
C3	**Entry (gain) from another district within Louisiana -** Registered after the last day of the previous school year. Student's most recent enrollment was within a different LEA.
C4	**Re-entry into school -** Student has not registered at any other public or private school since having exited • Student is exited during the year with Exit Reason 15 – "Exit from grade for reassignment to another grade." Re-enter student with Entry Code C4 same date as exit with Exit Reason 15. • Student exited during prior school year. Student was not enrolled in public or private school since having exited. • Student exited earlier within the current school year. Student was not enrolled in public or private school since having exited.
C5	**Entry (gain) from a non-public school within Louisiana -** Student's most recent enrollment was in a non-public school.
C6	**Entry (gain) from home schooling within Louisiana -** Prior to this enrollment, student was in home schooled
C7	**Entry (gain) / Other: To be reserved for students not meeting criteria for other entry codes -** Use in cases not covered by other entry codes.
C8	**Entry only to take GEE (Graduate Exit Exam) or EOC (End of Course Test) -** Student last exited public school with Exit Reason 17 – "Completed all Carnegie Units requirements but not GEE/EOC. The student has now passed the GEE/required EOC's. Enter the student with Entry Code C8 and Exit on same day with Exit Reason "04" Graduated
C9	**Entry required for Program "DRP001"**
A1	**Entry under SBESE Academic School Choice Policy -** Student is transferring under SBESE Academic School Choice Policy from a school with an LDOE approved plan. Entry date may = first day of school if applicable even if student was not in district last year. (Not for use with the Student Scholarship for Excellence Program)
A2	**Entry under SBESE Unsafe School Choice Policy -** Student is transferring under SBESE Unsafe School Choice Policy from a school with an LDOE approved plan. Entry date may = first day of school if applicable even if student was not in district last year. (Not for use with the Student Scholarship for Excellence Program)
N1	**Disaster Entry from another Public school within Louisiana -** Public Louisiana school student from within Louisiana who was displaced at some point in the school year as a result of a Disaster. Disasters include but are not limited to Hurricanes and Flooding. Once an "N" code has been used for a student, it should be used every time the students enter anywhere else for the remainder of the year.
N2	**Disaster Entry from a Non- Public school within Louisiana -** Non-Pubic Louisiana school student who was displaced at some point in the school year as a result of a Disaster. Disasters include but are not limited to Hurricanes and Flooding. Once an "N" code has been used for a student, it should be used every time the student enters anywhere else for the remainder of the year.
N3	**Disaster Entry from Out of State -** Out of State student who was displaced at some point in the school year as a result of a Disaster. Disasters include but are not limited to Hurricanes and Flooding. Once an "N" code has been used for a student, it should be used every time the student enters anywhere else for the remainder of the year.
N4	**Disaster Entry from another school within LEA -** Public Louisiana school student from another school within the same LEA who was displaced at some point in the school year as a result of a Disaster. Disasters include but are not limited to Hurricanes and Flooding. Once an "N" code has been used for a student, it should be used every time the students enter anywhere else for the remainder of the year.be used every time the student enters anywhere else for the remainder of the year.

RECORD LAYOUT(S) and POSITION(S): Enrollment/Exit (040), Position 51	
DATA ELEMENT: Ethnicity/Race Flags	
LENGTH: 6	**FORMAT:** Alphanumeric

DEFINITION:

Flags used to define the ethnicity/race(s) to which a student belongs.

HispanicLatinoEthnicFlg
AmericanIndianOrAlaskanNativeRaceFlg
AsianRaceFlg
BlackOrAfricanAmericanRaceFlg
NativeHawaiianOrOtherPacificIslanderRaceFlg
WhiteRaceFlg

Code Values:

- Y or N

Notes:

- Ethnicity/Race Flags are self-reported. Students may identify themselves as any or all ethnicity/race(s) they choose and need not provide any documentation.
- Ethnicity/Race Flags are required. If a student or parent refuses to select an ethnicity/race the LEA must select for them based on a best guess or from supporting documentation. An example of supporting documentation would be how another LEA reported them in the past.
- The student or guardian may choose at a later date to specify different ethnicity/race(s) for current and future reporting to SIS, however, once SIS is closed for a given year this information for that year cannot be altered.
- **Edits**
    - At least one flag must equal Y
    - All flags must contain either Y or N

The Ethnicity/Race Flag must be the same as exists for the student in the eScholar Louisiana Secure ID system

RECORD LAYOUT(S) and POSITION(S): Demographic (010), Position 118-123

DATA ELEMENT: Ethnicity/Race Flags (Victim)	
LENGTH: 6	**FORMAT:** Alphanumeric

DEFINITION:

Flags used to define the ethnicity/race(s) to which a student belongs.

HispanicLatinoEthnicFlg
AmericanIndianOrAlaskanNativeRaceFlg
AsianRaceFlg
BlackOrAfricanAmericanRaceFlg
NativeHawaiianOrOtherPacificIslanderRaceFlg
WhiteRaceFlg

Code Values:

- Y or N

Notes:

- Ethnicity/Race Flags (Victim) are self-reported. Victims may identify themselves as any or all ethnicity/race(s) they choose and need not provide any documentation.
- Ethnicity/Race Flags (Victim) are required. If a Victim refuses to select an ethnicity/race, the LEA must select for them based on a best guess or from supporting documentation. An example of supporting documentation would be how another LEA reported them in the past.
- The Victim may choose at a later date to specify different ethnicity/race(s) for current and future reporting to SIS; however, once SIS is closed for a given year, this information for that year cannot be altered.
- At least one flag must equal Y
- All flags must contain either Y or N

RECORD LAYOUT(S) and POSITION(S): Victim (093), Position 52-57

DATA ELEMENT: Event Date	
LENGTH: 8	**FORMAT:** Numeric; MMDDYYYY

DEFINITION:

This is the date of the Event.

RECORD LAYOUT(S) and POSITION(S): Event (007), Position 34

DATA ELEMENT: Exit Date	
LENGTH: 8	**FORMAT:** Numeric; (MMDDYYYY)

DEFINITION:

This is the date on which the student is determined to have exited the school. This date is the first instructional day the student is not present. If the student leaves during the day, you would exit them on that day only if they are present for less than 50% of that instructional day.

Special Notes about Graduates:

End-of-Year high school graduates must be exited on the last day of school.
Summer graduates enter and exit on the first day of the following school year.
Mid-term graduates should be exited on last instructional day of the semester.

Special Notes about MFP Funding Date:

The MFP funding date is October 1 unless:

- October 1 falls on a Saturday; then the reporting and funding date is September 30
- October 1 falls on a Sunday; then the reporting and funding date is October 2.

Other Notes:

- The exit date must be an instructional day as per your reported school calendar.
- If a student is exited on October 1 (or September 30 or October 2; the current year's MFP funding date), that student will not be included in the MFP membership.
- The exit date is intended to denote those students who exit during a school session only. Students, other than high school graduates, should not be exited from a school simply because a school session ends.
- This rule includes students who transfer to a new school as part of normal promotion procedures.
- When Exit Reason code 15 (Exit from grade for reassignment to another grade) is used, an accompanying enrollment record must be submitted with an entry date equal to the date exited or to the next instructional day with the reassigned grade.
- Holidays and other non-instructional days are not appropriate days on which to exit a student.
- For students exited as a result of a hurricane, students are to be exited on the last day of school before the respective storm.

RECORD LAYOUT(S) and POSITION(S): Enrollment/Exit (040), Position 63	
DATA ELEMENT: Exit Reason Code	
LENGTH: 2	**FORMAT:** Alphanumeric

DEFINITION:

This is a code indicating why a student no longer attends school or where the student went when they left.

Code	Code Description	Exit Reason Code Documentation Example
01 **	**Expelled** - Required with Out-of-School Expulsion. Use of this code requires a Discipline Record for the student.	Due process documentation supporting expulsion
02 *	**Dropped Out** *- Used for students who dropped out. Requires Dropout Reason Code. For students who transferred to the Youth Challenge Schools, Job Corps, or VOA use Exit Reason Code=11.	N/A
03 **	**Illness** - Student is ill and intends to return to school	Letter from a physician stating the student's date(s) of care written on the doctor office's letterhead with the doctor's original signature
04	**Graduated (High School Diploma)** - LDOE has received certificate of high school credits. Also includes those students who are "grandfathered" LAA1 graduates (diploma path CD in STS).	Official transcript showing successful completion of requirements
05	**HiSet Only** - Passed the HiSet exam HiSet and Industry Based Certificate.	LDOE confirmation document. HiSet Score Report.
06	**Certificate of Achievement (Special Education)**	Official transcript showing successful completion of requirements
07	**Death/Incapacitation** - May be used if recovery is not expected and incapacitation is of a nature that makes schooling impossible.	Death Certificate, obituary, or similar form. Signed statement by a physician indicating student's inability to return.
08 *	**Transfer To Another Public School Within District**	Request for records from the receiving school (or similar form located in the student's cumulative records, signed and dated by the parent/guardian or adult student and an authorized representative of the school). Documentation proving a student was a foreign exchange student.
09 *	**Transfer To Public school in Louisiana**	Request for records from the receiving school (or similar form located in the student's cumulative records, signed and dated by the parent/guardian or adult student and an authorized representative of the school).
10	**Transfer Out Of State or Country**	Request for records from the receiving school (or similar form located in the student's cumulative records, signed and dated by the parent/guardian or adult student and an authorized representative of the school). Documentation proving a student was a foreign exchange student.
11 *	**Transfer to Adult Education:** Transfer out of parish school system to an adult education center or Vocational Technical School. Use of Dropout Reason Code is optional.	N/A
12	**Correctional Institution/State Custody (ages under 17 or receiving services)**	A signed statement from the sentencing judge, Office of Juvenile Justice, representative of the correctional facility or DSS-Office of Community Services (OCS)

RECORD LAYOUT(S) and POSITON(S): Enrollment/Exit (040), Position 71

14	**Transferred to Non-public school (must award diplomas, if a high school). -** Must be on the list of approved nonpublic schools (except Youth Challenge Schools – see Exit Reason Code="11")	Request for records from the receiving school (or similar form located in the student's cumulative records, signed and dated by the parent/guardian or adult student and an authorized representative of the school).
15	**Exit For Reassignment To Another Grade -** Requires a second enrollment with entry into new grade	Test results, summer school grades or similar forms located in the student's cumulative records supporting the grade change
16	**Transferred to Home Study –** Must be enrolled in *SBESE-Approved Home Study Program.*	LDOE Approval letter
17 *	**Completed Carnegie Unit Req; Failed GEE or EOC -** Completed all Carnegie Unit requirements but failed the GEE/EOC	Official transcript showing successful completion of requirements
18 *	**Did Not Return to School Before 10/1 (No Show)** - Entry Date = Exit Date = First day of school; Entry Reason Code must be E1	Does not require documentation
19	**Exit from Non-Mandatory Attendance Program -** (i.e., if student already received a HiSet, diploma or Certificate of Achievement and came back for vocational training)	N/A
20 **	**Transfer to Early College Admissions Program -** Student must be re-entered on the first day of following year as a graduate	School withdrawal form and request for records from the College or University and proof of full-time enrollment in an academic program.
27	**Exit under SBESE Academic School Choice Policy**	SIS record indicating transfer or Request for records from the receiving school (or similar form located in the student's cumulative records, signed and dated by the parent/guardian or adult student and an authorized representative of the school).
28	**Exit under SBESE Unsafe School Choice Policy**	SIS record indicating transfer or Request for records from the receiving school (or similar form located in the student's cumulative records, signed and dated by the parent/guardian or adult student and an authorized representative of the school).
34 *	**Correctional Institution/State Custody (ages 17 and older)** - Student is not known to be receiving services.	A signed statement from the sentencing judge, Office of Juvenile Justice, representative of the correctional facility or DSS-Office of Community Services (OCS)
37 *	**Disaster Exit [New for 2012/2013]**	Request for records from the receiving school (or similar form located in the student's cumulative records, signed and dated by the parent/guardian or adult student and an authorized representative of the school).
44 *	**Exited to Nonpublic School (Not seeking BESE Approval) (Beginning 2015-16)**	N/A
97 *	**Unknown -** Student has exited school system and their status is currently unknown.	Does not require documentation

- *** = Potential Dropout**
- ****= Temporary Exclusion from dropout status. Student will require a later enrollment.**

LDOE will perform audits on exit codes usage to ensure districts are maintaining the required documentation for student exits showing why a particular exit reason code was used. Legitimate leaver exit codes remove a student from the graduation cohort calculation. * Refer to Bulletin 111 regarding Cohort Graduation Index, Exit Reason Codes and required documentation.

See APPENDIX A Frequently Asked Questions for examples of student exits.

RECORD LAYOUT(S) and POSITON(S): Enrollment/Exit (040), Position 71

DATA ELEMENT**: Extended Time Accommodation**	
LENGTH: 1	**FORMAT:** Alphanumeric.
DEFINITION: Extended Time Section 504 Accommodation that corresponds to the IAP form **Code Values:** "N" = This accommodation is not needed. "C" = This accommodation is needed in the Classroom ONLY. "B" = This accommodation is needed in BOTH the Classroom and for Statewide Assessments.	
RECORD LAYOUT(S) and POSITION(S): Section 504 Record (130), Position 79	

DATA ELEMENT: Event ID	
LENGTH: 10	**FORMAT:** Alphanumeric

DEFINITION:

This is a unique ID to an LEA for a reportable Event. Cannot be blank or contain spaces.

Notes:

- Cannot be blank or contain spaces.
- LDOE recommends using numeric sequential numbering for Events such that the first Event would start with 0000000001 and go to 9999999999. This will ensure Event numbers don't get reused across years.
- An event is one or more offenses committed by an offender, or group of offenders acting in concert at the same "time" and "location"
- Events that are reported should be both significant to school students or personnel, and of a measurable nature.
- All events are reported by individual sponsors or LEAs.
- While Events may actually take place outside of school hours and sites, and while the individuals involved in an event may span site codes, the Event record should only contain relevant information to the site reporting the Event.
- For most Event records you would expect to see a student victim and/or perpetrator, because this information is being stored on, the Student Information System (SIS) database.
- However, because we are also interested in overall school climate, and keeping victims' identities anonymous, it's possible that some events you may wish to report are not directly relatable to a specific student.
- To get a better grasp on factors that may impact school climate and safety outside of identifiable students, we will allow some events to have records that do not contain identifiable student information.

RECORD LAYOUT(S) and POSITION(S):

Event (007), Position 9;
Student Perpetrator and Instance (091), Position 29;
Actions and Interventions 092), Position 29;
Victim (093), Position 10;
Non-Student Perpetrator and Instance (094), Position 10

DATA ELEMENT: Firearms and Explosives Weapons Code	
LENGTH: 2	**FORMAT:** Alphanumeric

DEFINITION:

This is the code used to denote type of weapon used if Primary Reason Code (Perpetrator) of 13 or 30 is submitted.

Code Values:

01 – Not used
02 – the frame or receiver of any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive
03 – any firearm muffler or firearm silencer
04 – any explosive, incendiary, or poison gas, such as a: bomb; grenade; rocket having a propellant charge of more than four ounces; missile having an explosive or incendiary charge of more than one-quarter ounce; mine; or similar device
05 – any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter
06 – any combination of parts either designed or intended for use in converting any device into any destructive device described in 04 and 05, above, and from which a destructive device may be readily assembled
07 – Handguns
08 – Rifles/shotguns

Notes:

- Weapon code required if Primary Reason Code 13 or 30 used.

RECORD LAYOUT(S) and POSITION(S):

Student Perpetrator and Instance (091), Position 57;
Non-Student Perpetrator and Instance (094), Position 56

DATA ELEMENT: First Entry Date (into the United States)	
LENGTH: 8	**FORMAT:** Numeric; (MMDDYYYY)

DEFINITION: The month, day, and year of a student's initial arrival into the U.S. in order to establish residency.

Notes:

- Required anytime Country of Birth Code is something other than "US" such as "ZZ."
- If Country of Birth Code is "US", this field must be left blank.
- Used to determine immigrant counts and identify recent immigrants.

RECORD LAYOUT(S) and POSITION(S): Demographic (010), Position 110	
DATA ELEMENT: Lunch Status/Income Eligibility	
LENGTH: 1	**FORMAT:** Alphanumeric

DEFINITION: This code indicates whether or not a student is eligible for free or reduced lunch.

Code Values:

1 – Free meal benefits eligible
2 – Reduced meal benefits eligible
<blank> - Ineligible (PAID)

NOTE: Once a student is reported as FREE or REDUCED, their status will remain through EOY.

For sites/schools utilizing **Community Eligibility Program (CEP)** option, report as:

- **"1"** [Free] – For students **based on currently determined status as** Direct cert, DC extended free, Early/Even Start, homeless/migrant/runaway, or Foster Care (maintain official documentation on file)
- **"1"** [Free] – For students as determined by household income verification, a sample template is available here
- **"2"** [Reduced] – For students **eligible as reduced cost as** determined by household income verification, a sample template is available here
- ***<blank>*** [Ineligible for free or reduced-Paid] – All other students

For sites/schools utilizing **Traditional Free/Reduced Lunch** option, report as:

- **"1"** [Free] – For students **based on currently determined status as** Direct cert, DC extended free, Early/Even Start, homeless/migrant/runaway, or Foster Care (maintain official documentation on file)
- **"1"** [Free] – For students as determined by Free/Reduced Lunch Forms
- **"2"** [Reduced] – For students **eligible as reduced cost as** determined by other means such as Free/Reduced Lunch Forms
- ***<blank>*** [Ineligible for free or reduced-Paid] – All other students

RECORD LAYOUT(S) and POSITION(S): Enrollment/Exit (040), Position 62	
DATA ELEMENT: Gender (Victim)	
LENGTH: 1	**FORMAT:** Alphanumeric

DEFINITION:
This is the Victim's gender.

Code Values:
M – Male
F – Female

RECORD LAYOUT(S) and POSITION(S): Victim (093), Position 49

DATA ELEMENT: Grade Level at Incident Date

LENGTH: 2	**FORMAT:** Alphanumeric

DEFINITION:

This is the grade level of the Victim at the time of Event.

Code Values:
00 – Victim was not a student
01 – First
02 – Second
03 – Third
04 – Fourth
05 – Fifth
06 – Sixth
07 – Seventh
08 – Eighth
09 – Ninth
T9 – Transitional Ninth
10 – Tenth
11 – Eleventh
12 – Twelfth
15 – Infant Program – ***Must be active in the Special Education System (SER).***
20 – Preschool Services: Preschool students, not in a state-approved kindergarten, who are receiving special education services and/or direct/related services, e.g., speech, OT, PT, etc. ***– Must be active in the Special Education System (SER).***
24 – Pre-Kindergarten: Regular Education students who are younger than the age required to enter kindergarten in a particular district. These students should not have active IEPs in SER.
25 – Kindergarten

Notes: Use of grades 15 and 20 require the student should be active in the Special Education Reporting (SER) system.

RECORD LAYOUT(S) and POSITION(S): Victim (093), Position 50

DATA ELEMENT: Grade Placement	
LENGTH: 2	**FORMAT:** Alphanumeric

DEFINITION:

This is the grade in which a student is currently placed

CODE VALUES:

01 – First
02 – Second
03 – Third
04 – Fourth
05 – Fifth
06 – Sixth
07 – Seventh
08 – Eighth
T9 – Transitional Ninth
09 – Ninth
10 – Tenth
11 – Eleventh
12 – Twelfth
15 – Infant Program: (Ages Birth to 2 SPED) for infants who are receiving special education services and/or direct/related services, e.g., speech, OT, PT, etc. **Students must be enrolled in the Special Education SER system to use this grade*
20 – Preschool Services: (Ages 3 to 5 SPED) for preschool students, not in a state-approved kindergarten, who are receiving special education services and/or direct/related services, e.g., speech, OT, PT, etc. ** Students must be enrolled and in the Special Education SER system to use this grade*
24 – Pre-Kindergarten: Regular Education students who are younger than the age required to enter kindergarten in a particular district. **All pre-kindergarten students must have a Pre-Kindergarten Funding Source Code.* These students **should not** have active IEPs in SER.
25 – Kindergarten

NOTES:

In SIS, use of grades 15 [**Infant Program:** (Ages Birth to 2 SPED)] and 20 [**Preschool Services:** (Ages 3 to 5 SPED)] require the student should be active in the Special Education System (SER), receiving services from your LEA and not enrolled in a nonpublic school.

RECORD LAYOUT(S) and POSITION(S): Enrollment/Exit (040), Position 53

DATA ELEMENT: Homeless Indicator	
LENGTH: 1	**FORMAT:** Alphanumeric

DEFINITION: Indicator used to flag a student as being homeless at some point during their enrollment. Refer to the federal statue below for a more precise definition.

- *The McKinney-Vento Homeless Assistance Act defines "homeless children and youth" as individuals who lack a fixed, regular, and adequate nighttime residence. The term includes:*
- *Children and youth who are:*
  - *Sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason (sometimes referred to as doubled-up)*
  - *Living in motels, hotels, trailer parks, or camping grounds due to lack of alternative adequate accommodations*
  - *Living in emergency or transitional shelters*
  - *Abandoned in hospitals*
  - *Awaiting foster care placement*
- *Children and youth who have a primary nighttime residence that is a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings*
- *Children and youth who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and*
- *Migratory children who qualify as homeless because they are living in circumstances described above.*

Code Values:

1 – Shelters
2 – Doubled-up (sharing housing with other persons)
3 – Unsheltered/FEMA (cars, parks, campgrounds without running water/electricity, abandoned building or substandard housing)
4 – Hotels/Motels

Notes:

- This code value may be blank if the child was not considered homeless during their enrollment.
- A child should be flagged as homeless if they meet the definition during a given enrollment. A student moving to another school in your district that was homeless at some point during their enrollment at school number 1 can be flagged as homeless at school number 2 during the same school year.
  - School age children and youth enrolled in public schools or under school age children who receive services in SER should be reported in SIS using a valid **Homeless Indicator** and **Homeless Reason Code**.
    - Possible grade codes to enroll in eScholar and SIS: 15, 20, 24, 25, 01-12, T9.
  - Under school age children (Ages birth-5) who are NOT receiving services in SER should be reported directly to the SIS Homeless Tracking system and not reported to SIS.
    - Site code to use when enrolling in eScholar: XXX777 (example 002777 for Allen Parish)
    - Grade code to use when enrolling in eScholar: 35 (nongraded)
  - All children or youth being reported as homeless must be enrolled in eScholar with a valid LASID for the current school year.
- Students living in FEMA trailers are considered homeless unless the trailer is located in a trailer park among other large non-FEMA trailers and the parents pay for the utilities and upkeep themselves. You will use code 3, unsheltered, to classify these students as homeless. Note: This means that students living in a FEMA trailer on their parents' property, while the parents are having their house repaired, are also considered homeless.
- Students should be flagged as homeless for the remainder of the school year for every subsequent enrollment even if they no longer meet the homeless criteria.
- If the Homeless Indicator field is not blank, then the Unaccompanied youth flag is supplied by the LEA defining whether a homeless student is considered unaccompanied or not for a given enrollment.
- Students flagged as homeless and unaccompanied for a particular enrollment should be flagged as such for the remainder of the school year for every subsequent enrollment even if they no longer meet the criteria for such designation.

RECORD LAYOUT(S) and POSITION(S): Enrollment/Exit (040), Position 87

DATA ELEMENT: Homeless Reason Code	
LENGTH: 2	**FORMAT:** Alphanumeric

DEFINITION:

The primary reason student is homeless

Code Values:

01 - Mortgage Foreclosure
02 - Flooding
03 - Hurricane
04 - Tropical Storm
05 - Tornado
06 - Wildfire or Fire
07 – Man-made Disaster (Major)
99 – Other-*i.e., lack of affordable housing, long-term poverty, unemployment or underemployment, lack of affordable health care, mental illness, domestic violence, forced eviction, etc.*

Notes:

- If the Homeless Indicator field is not blank, then, this code is supplied by the LEA defining the reason for homelessness for a given enrollment.
- If the Homeless Indicator field is blank, then, this code must be blank.
- Students flagged as homeless for a particular enrollment should be flagged as such for the remainder of the school year for every subsequent enrollment even if they no longer meet the criteria for such designation.

RECORD LAYOUT(S) and POSITION(S): Enrollment/Exit (040), Position 95

DATA ELEMENT: Home Base Site Code	
LENGTH: 5	**FORMAT:** Alphanumeric

DEFINITION:

Site code used to route dropouts and attendance information back to a student's "home" site for accountability purposes. This is a required code for Options 3 students (valid prior to 2011/2012) and students attending alternative schools.

Notes:

- Home Based sites are schools that actually sent a student to the alternative school or Options 3 program (valid prior to 2011/2012)
- This code value must be blank if the student was not enrolled in an Options 3 program (valid prior to 2011/2012) or at an alternative school.
- Alternative schools are schools with a "routing option" code of 1 or 2 on the accountability table on SPS. Currently, there are no routing options for alternative schools. A student that does not meet FAY will be routed back to the sending school using the home based site code. However, we are still in discussion about alternative school accountability, and there is the possibility that we will have options in the future.
- Home Based Site codes must be valid on SPS, they must be open, and they cannot be another alternative school.
- Options 3 students may be routed to the same school where they are enrolled (valid prior to 2011/2012).
- Routing Codes can cross LEA lines, but we don't expect to route accountability data across LEA lines
- Accountability data for students who are in an alternative setting or options program (valid prior to 2011/2012) for a full year will not be routed, but once a student is enrolled in an alternative setting/school, LEAs will have to submit the Home Based Site Code for every enrollment until the student drops out or completes education experience at the alternative setting/school
- This field will be used in conjunction with EOY data.
- Each LEA has a generic site code that students can be routed to, if a specific home based site cannot be determined, but a specific district can be determined. These site codes are xxx999, where "xxx" is the LEA code and the "999" is the site number. These site codes will also be used for closed schools.
- Questions involving unusual situations (such as when a home based site code cannot be determined or are not applicable) should be directed to the LDOE SIS Coordinator

RECORD LAYOUT(S) and POSITION(S): Enrollment/Exit (040), Position 88

DATA ELEMENT: IAP Review Date	
LENGTH: 8	**FORMAT:** Numeric; (MMDDYYYY)
DEFINITION: This is the calendar date for when a student's Individual Accommodation Plan (IAP) was reviewed Notes: • Submitted for 504 students as applicable • Should be done every year • Initially, once you have a 504 Evaluation Date or meeting, you do not have an IAP review date for at least 1 year or less • Once an IAP review date is submitted, this date should be submitted until an updated review date applies • The last IAP review date should be submitted regardless of school year	
RECORD LAYOUT(S) and POSITION(S): Section 504 Record (130), Position 37	

DATA ELEMENT: Individual Testing Accommodation	
LENGTH: 1	**FORMAT:** Alphanumeric.
DEFINITION: Individual Testing Section 504 Accommodation that corresponds to the IAP form **CODE VALUES:** "N" = This accommodation is not needed. "C" = This accommodation is needed in the Classroom ONLY. "B" = This accommodation is needed in BOTH the Classroom and for Statewide Assessments.	
RECORD LAYOUT(S) and POSITION(S): Section 504 Record (130), Position 82	

DATA ELEMENT: Injury Code	
LENGTH: 2	**FORMAT:** Alphanumeric

DEFINITION:

This is the code indicating the severity of any injury sustained as a result of the Event.

Code Values:

00 – Nothing significant or visible (Can be used for bullying, harassment victims not requiring counseling or medical treatment, victims of theft, etc.)

01 – Minor (Cuts, bruises, scrapes not requiring offsite medical attention)

03 – Intermediate (Serious injury requiring offsite treatment, x-rays, not expected to miss school or work as result)

05 – Major (Hospitalization, Loss of Consciousness, significant blood loss, expected to miss some school or work but not life-threatening and recovery prognosis high)

09 – Permanently Debilitating (brain damage, amputation, loss of hearing, sight, mobility)

20 – Mental Trauma – lesser (Requiring some treatment or counseling)

21 – Mental Trauma – greater (Requiring extensive counseling or treatment; debilitating)

50 – Life-Threatening, ICU, Coma, rehabilitation necessary

59 – Loss of Life

99 – Other

Notes:

- Select most serious if more than one applies.

RECORD LAYOUT(S) and POSITION(S): Victim (093), Position 61

DATA ELEMENT: Language Code

LENGTH: 3 | **FORMAT:** Numeric

DEFINITION:

These codes should be used to represent the dominant (first, home, native, primary) language or dialect that the student uses to communicate. (The list is alphabetical but the most commonly used codes for 2014-15 and 2015-16 are bolded to make locating them easier.) **Code Values:**

001 Abkhazian	042 Frisian	083 Moldavian	123 Tibetan Bodskad
002 Afan Oromo	043 Galician	084 Mongolian	124 Tigrinya
003 Afar	044 Georgian Kartuli	085 Nauru	125 Tonga
004 Afrikaans	**045 German**	**086 Nepali**	126 Tsonga
005 Albanian Shqip	046 Greek	087 Norwegian	127 Turkish
006 Amharic	047 Greenlandic Kalaallisut	088 Occitan	128 Turkmen
007 Arabic	048 Guarani	089 Oriya	129 Twi
008 Armenian Hayeren	**049 Gujarati**	090 Pashto, Pushto	130 Ukrainian
009 Assamese	050 Hausa	091 Polish	**131 Urdu**
010 Aymara	051 Hebrew Iwrith	**092 Portuguese**	132 Uzbek
011 Azerbaijani	**052 Hindi**	**093 Punjabi Panjabi**	**133 Vietnamese**
012 Bashkir	053 Hungarian Magyar	094 Quechua	135 Welsh
013 Basque Euskera	054 Icelandic Islenzk	095 Rhaeto - Romance	136 Wolof
014 Bengali Bangla	055 Indonesian Bahasa Indonesia	096 Romanian	137 Xhosa
015 Bhutani	055 Indonesian Bahasa Indonesia	**097 Russian**	138 Yiddish; Jiddisch
016 Bihari	058 Inupiak	098 Samoan	139 Yoruba
017 Bislama	059 Irish Gaeilge	099 Sangho	140 Zulu
018 Breton	**060 Italian**	100 Sanskrit	**141 Other**
019 Bulgarian	**061 Japanese Nihongo**	101 Scots Gaelic	
020 Burmese Myanmasa	062 Javanese Bahasa Jawa	102 Serbian Srpski	
021 Byelorussian	063 Kannada	103 Serbo-Croatian	
022 Cambodian Khmer	064 Kashmiri	104 Sesotho	
023 Catalan	065 Kazakh	105 Setswana	
024 Cherokee	066 Kinyarwanda	106 Shona	
025 Chetemacha	067 Kirghiz Kyrgyz	107 Sindhi	
026 Chinese/Cantonese/Mandarin/Zhongwen	068 Kirundi	108 Singhalese	
027 Choctaw	**069 Korean Choson-o**	109 Siswati	
028 Corsican	070 Kurdish Zimany Kurdy	110 Slovak	
029 Coushatta	**071 Laothian Pha Xa Lao**	111 Slovenian	
030 Croatian Hrvatski	072 Latin	112 Somali	
031 Czech	073 Latvian, Lettish	**113 Spanish**	
032 Danish	074 Lingala	114 Sundanese	
033 Dutch Nederlands	075 Lithuanian	**115 Swahili**	
034 English	076 Macedonian	116 Swedish Svenska	
036 Estonian	077 Malagasy	**117 Tagalog**	
037 Faroese	078 Malay Bahasa Malaysia	118 Tajik	
038 Farsi (Persian)	079 Malayalam	119 Tamil	
039 Fiji	080 Maltese	120 Tatar	
040 Finnish Suomi	081 Maori	**121 Telugu**	
041 French	082 Marathi	122 Thai	

RECORD LAYOUT(S) and POSITION(S): Enrollment/Exit (040), Position 78

DATA ELEMENT: Large Print Accommodation	
LENGTH: 1	**FORMAT:** Alphanumeric.
DEFINITION: Large Print Section 504 Accommodation that corresponds to the IAP form **CODE VALUES:** "N" = This accommodation is not needed. "C" = This accommodation is needed in the Classroom ONLY. "B" = This accommodation is needed in BOTH the Classroom and for Statewide Assessments.	
RECORD LAYOUT(S) and POSITION(S): Section 504 Record (130), Position 78	

DATA ELEMENT: Last 504 Evaluation Date	
LENGTH: 8	**FORMAT:** Numeric; (MMDDYYYY)
DEFINITION: This is the date of student's last 504 evaluation. **Notes:** • Required for 504 students • Should be done every 3 years • Once a 504 Evaluation Date is submitted, this date should be submitted until an updated evaluation date applies • The last 504 Evaluation Date should be submitted on a yearly basis regardless of school year even if the user has to send a prior year's Evaluation Date	
RECORD LAYOUT(S) and POSITION(S): Section 504 Record (130), Position 45	

DATA ELEMENT: *Local Educational Agency (LEA)*	
LENGTH: 3	**FORMAT:** Alphanumeric

DEFINITION: LDOE assigned codes that define independent, education departments, or schools. Must always be the same as the submitting Sponsor.

001	Acadia Parish	060	Webster Parish	W2B	Willow Charter Academy
002	Allen Parish	061	West Baton Rouge Parish	W31	Dr Martin Luther King Charter School for Sci Tech
003	Ascension Parish	062	West Carroll Parish	W32	Joseph A Craig Charter School
004	Assumption Parish	063	West Feliciana Parish	W33	Lincoln Preparatory School
005	Avoyelles Parish	064	Winn Parish	W37	Greater Grace Charter Academy Inc
006	Beauregard Parish	065	City of Monroe School District	W3B	Iberville Charter Academy
007	Bienville Parish	066	City of Bogalusa School District	W4A	Delta Charter Group
008	Bossier Parish	067	Zachary Community School District	W4B	Lake Charles College Prep
009	Caddo Parish	068	City of Baker School District	W5B	Northeast Claiborne Charter
010	Calcasieu Parish	069	Central Community School District	W6B	Acadiana Renaissance Charter Academy
011	Caldwell Parish	101	Special School District	W7A	Louisiana Key Academy
012	Cameron Parish	300	New Beginnings Schools Foundation	W7B	Lafayette Charter Foundation
013	Catahoula Parish	302	Louisiana School for Math Science & the Arts	W8A	Impact Charter School
014	Claiborne Parish	304	LA Schools for the Deaf and Visually Impaired	WAG	Louisiana Virtual Charter Academy
015	Concordia Parish	306	Louisiana Special Education Center	WAK	Southwest Louisiana Charter Academy
016	DeSoto Parish	318	LSU Laboratory School	WAL	JS Clark Leadership Academy
017	East Baton Rouge Parish	319	Southern University Lab School	WAQ	Baton Rouge University Preparatory Elementary
018	East Carroll Parish	321	New Vision Learning Academy	WAU	GEO Prep Academy of Greater Baton Rouge
019	East Feliciana Parish	329	V. B. Glencoe Charter School	WAV	Democracy Prep Baton Rouge
020	Evangeline Parish	331	International School of Louisiana	WAZ	Audubon Charter School
021	Franklin Parish	333	Avoyelles Public Charter School	WA7	RSD-Capitol Education Foundation
022	Grant Parish	334	New Orleans Center for Creative Arts	WBA	Einstein Charter School at Village De L'Est
023	Iberia Parish	336	Delhi Charter School	WBB	Benjamin Franklin High School
024	Iberville Parish	337	Belle Chasse Academy	WBC	Alice M Harte Elementary Charter School
025	Jackson Parish	340	The MAX Charter School	WBD	Edna Karr High School
026	Jefferson Parish	341	D'Arbonne Woods Charter School	WBE	Lusher Charter School
027	Jefferson Davis Parish	343	Community School for Apprenticeship Learning, Inc.	WBF	Eleanor McMain Secondary School
028	Lafayette Parish	344	Voices for International Business & Education	WBG	Robert Russa Moton Charter School
029	Lafourche Parish	345	University View Academy, Inc. (FRM LA Connections)	WBH	Lake Forest Elementary Charter School
030	LaSalle Parish	346	Lake Charles Charter Academy Foundation, Inc.	WBI	New Orleans Charter Science and Mathematics HS
031	Lincoln Parish	347	Lycee Francais de la Nouvelle-Orleans	WBJ	ENCORE Academy
032	Livingston Parish	348	New Orleans Military & Maritime Academy	WBK	Bricolage Academy
033	Madison Parish	360	Educators for Quality Alternatives	WBL	Wilson Charter School
034	Morehouse Parish	363	Crescent City Schools	WBM	Einstein Charter High School at Sarah Towles Reed
035	Natchitoches Parish	364	Community Leaders Advocating Student Success	WBN	Einstein Charter Middle Sch at Sarah Towles Reed
036	Orleans Parish	368	Morris Jeff Community School	WBO	Einstein Charter at Sherwood Forest
037	Ouachita Parish	369	ReNEW-Reinventing Education Inc.	WBP	McDonogh 42 Charter School
038	Plaquemines Parish	373	ARISE Schools	WBQ	New Harmony High Institute
039	Pointe Coupee Parish	374	Success Preparatory Academy	WBR	Athlos Academy of Jefferson Parish
040	Rapides Parish	381	Akili Academy of New Orleans	WBT	Audubon Charter School - Gentilly
041	Red River Parish	382	Collegiate Academies	WBU	Rosenwald Collegiate Academy
042	Richland Parish	385	New Orleans College Preparatory Academies	WBV	Dwight D. Eisenhower Charter School
043	Sabine Parish	389	Pelican Educational Foundation	WBW	Living School
044	St. Bernard Parish	390	Dryades YMCA	WBX	GEO Next Generation High School
045	St. Charles Parish	393	Choice Foundation	WBY	Red River Charter Academy
046	St. Helena Parish	395	Algiers Charter Schools Association (ACSA)	WBZ	McDonogh 35 Senior High School
047	St. James Parish	396	Recovery School District-LDE	WC2	Opportunities Academy
048	St. John the Baptist Parish	397	Institute for Academic Excellence	WC3	IDEA Public Schools
049	St. Landry Parish	398	Knowledge is Power Program (KIPP) N.O.	WJ5	Collegiate Baton Rouge
050	St. Martin Parish	399	FirstLine Schools, Inc.	WZ8	GEO Prep Mid-City of Greater Baton Rouge
051	St. Mary Parish	3A5	Better Choice Foundation		
052	St. Tammany Parish	3AP	Redesign Schools Louisiana		
053	Tangipahoa Parish	3C1	Thrive Academy		
054	Tensas Parish	A02	Office of Juvenile Justice		
055	Terrebonne Parish	W18	Noble Minds		
056	Union Parish	W1A	JCFA-East		
057	Vermilion Parish	W1B	Advantage Charter Academy		
058	Vernon Parish	W1D	JCFA Lafayette		
059	Washington Parish	W1E	Youth Force NOLA		

RECORD LAYOUT(S) and POSITION(S):

DATA ELEMENT: Local Identification Number	
LENGTH: 9	**FORMAT:** Alphanumeric
DEFINITION: The used by the local educational authorities as the primary means for identifying students. The Local Identification number must be the same as exists for the student in the eScholar Louisiana Secure ID system	
RECORD LAYOUT(S) and POSITION(S): Enrollment/Exit (040), Position 10	

DATA ELEMENT: Location Code	
LENGTH: 2	**FORMAT:** Alphanumeric
DEFINITION: This is the code defining the exact location an Event occurred. **Code Values:** 01 – Classroom 02 – Restroom 03 – Lunchroom 04 – Hallway 05 – Playground 06 – School Bus 07 – Bus Stop 08 – Parking Lot 09 – Locker Room 10 – Cell Phone 11 – Internet 12 – On the way to or from School 13 – At a School sponsored event or activity off school property 14 – Home 15 – Library 16 – Gymnasium 17 - Auditorium 98 – Offsite Program 99 – Other	
RECORD LAYOUT(S) and POSITION(S): Event (007), Position 44	

DATA ELEMENT: Manifestation Hearing Date	
LENGTH: 8	**FORMAT:** Numeric; MMDDYYYY
DEFINITION: This is the date Manifestation Hearing was held (for SPED students to determine if behavior was related to disability for removals).	
RECORD LAYOUT(S) and POSITION(S): Actions and Interventions (092), Position 112	

DATA ELEMENT: Medical Treatment Flag (Perpetrator)	
LENGTH: 1	**FORMAT:** Alphanumeric
DEFINITION: This is a Y/N indicator allowing LEA to show if Perpetrator in the Event required offsite medical treatment. **Notes:** • Should submit "N" if perpetrator received minor treatments handled by school nurse, band aids, etc. • Should submit "Y" if perpetrator underwent hospitalization for observation, x-rays or treatment by paramedics responding to scene • Should submit "Y" if perpetrator received referral by nurse to seek further medical treatment regardless of whether treatment is received	
RECORD LAYOUT(S) and POSITION(S): Student Perpetrator and Instance (091), Position 80; Non-Student Perpetrator and Instance (094), Position 80	

DATA ELEMENT: Medical Treatment Flag (Victim)	
LENGTH: 1	**FORMAT:** Alphanumeric
DEFINITION: This is a Y/N indicator allowing LEA to show if Victim in the Event required offsite medical treatment. **Notes:** • Should submit "N" if victim received minor treatments handled by school nurse, band aids, etc. • Should submit "Y" if victim underwent hospitalization for observation, x-rays and treatment by paramedics responding to scene • Should submit "Y" if victim received referral by nurse to seek further medical treatment regardless of whether treatment is received	
RECORD LAYOUT(S) and POSITION(S): Victim (093), Position 63	

DATA ELEMENT: Military Affiliated Student Flag	
LENGTH: 1	**FORMAT:** Alphanumeric
DEFINITION: This is a "Y" or Null indicator for students with parents or guardians who are affiliated with the military for their career. (e.g. parent/guardian active duty, parent/guardian reserves, parent/guardian retired) **Notes:** • Should submit "Y" if student's parent or guardian is known to be affiliated with the military for their career. • Should leave blank if student's parent or guardian is not known to be affiliated with the military for their career.	
RECORD LAYOUT(S) and POSITION(S): Demographic (010), Position 94	

DATA ELEMENT: Military Reside Flag	
LENGTH: 1	**FORMAT:** Alphanumeric
DEFINITION: This is a Y/N indicator allowing LEA to show if the address is located on a Military base. This is to help direct the funding.	
RECORD LAYOUT(S) and POSITION(S): Address Record (120), Position 124	

DATA ELEMENT: Minutes Removed	
LENGTH: 6	**FORMAT:** Alphanumeric

DEFINITION:

This is the number of minutes a student was removed from class from their regular setting.

Notes:

- This field applies to both regular and disabled students, and it applies regardless of whether FAPE was provided for the disabled students.
- Partial and full days will be calculated by using the minutes per day submitted to the Calendar System for a given site or LEA.
- This field must be left padded with zeros so you would show 30 minutes as 000030 and 380 minutes as 000380.
- You can exclude time that would have gone toward lunch, recess and changing class.

Detention

- Minutes for removal should not be entered for detentions that happen outside of normal hours.
- You would enter zero minutes if the student was not detained for any normal school time; and if there was any overlap, you would indicate that by reporting those minutes of applicable removal time.

Time Out Room (TOR)

- For TOR, enter as many minutes as there were in the classes the student missed in their normal setting.

Full Days vs. Partial Days

- For a full day removal, send the minutes based on a full day in your Calendar System.
- You don't need to enter minutes for suspensions or expulsions: but we do not have an edit to prevent entering them. We will base the calculation of a day on minutes in a day submitted in Calendar. You will send minutes for all other removals regardless of whether they were productive removals or not.
- For the partial days involved, put the minutes of instruction missed in their regular setting.
- Most importantly, the 10 day SPED rule calculation will be based on "equivalent" 10 days of removals. For example, if a school goes 380 minutes per day and if the LEA sends 3 full days of suspensions + 1200 minutes of assorted partial day removals = 3 full days (suspensions) + 3.16 (partial days) for a total of 6.16 days of which 6 will be reported.
- Only the reported minutes will go into the calculation regardless of the Discipline Start Date and Discipline Return Date.

RECORD LAYOUT(S) and POSITION(S): Actions and Interventions (092), Position 121

DATA ELEMENT: Non-District Funding Site Flag	
LENGTH: 1	**FORMAT:** Alphanumeric
DEFINITION: This is a Y/N indicator allowing LEA to show if the student attending is in a non-district building. This is to help direct the funding	
RECORD LAYOUT(S) and POSITION(S): Address (120), Position 125	

DATA ELEMENT: Option Code	
LENGTH: 1	**FORMAT:** Alphanumeric

DEFINITION:

This is a code indicating whether a student has enrolled in a particular program or pathway.

Code Values:

1 - Option 1: Expired 2015-16

4 – Grandfathered Career Diploma Pathway/Track: Added due to the Career-Track Diploma Law (Act 298, HB 612) approved by the Legislature Spring 2009. Its goal is to keep students who do not plan to attend college from dropping out of high school by steering them into more technical and vocational course work and by relaxing state academic requirements for students entering ninth grade. A grade of 9 – 12 is required when assigning the option 4 code to a student.

5 - Student Enrolled in Non-Diploma Bound School or Program (not previous Connections participant): Added to meet a federal requirement to assign non-diploma bound student's final completion outcome back to their last regular high school. Since the option code lives on the SIS enrollment record, you would code non-Connections, non-diploma bound students as option 5 at the point where they enter the non-diploma program. Students who are pursuing anything other than a diploma, such as a Certificate of Achievement (COA) or HiSet should be coded as this option 5 code. This would include Marines Institute students, or anyone who is not pursuing a diploma and not previous Connections participants. The key point is that they are no longer working toward a diploma.

6 - Student Enrolled in Connections Process: Added to identify students enrolled in the Connections Process, generally a one-year process for over age students to receive targeted instruction and accelerated remediation aimed at attaining a High School diploma, HiSet, or State-approved Skills Certificate. Also, 8th grade is required when assigning the option code 6 to a student.

7 - Student Pursuing State-approved Skills Certificate after participation in Connections Process: Added to identify students who pursued a State-approved Skills Certificate after participation in the Connections Process

8 – Student Pursuing HiSet after participation in Connections Process: Added to identify students who pursued a HiSet after participation in the Connections Process.

9 - L1 Jumpstart Diploma Track: Added to identify students who graduated on the L1 Jumpstart Diploma Pathway/Track.

"A" - Academic Improvement Plan: Student is on an Academic Improvement Plan (Grades 4th – 8th).
Use beginning with the 2018-19 school year.

Notes:

- Students that are exited as 04, graduate, but have the option code 4, Career Diploma Pathway/Track flag, will allow us to track students getting their career tech degrees. Likewise, if they drop out after being flagged for this we will be able to track them as well.
- A grade of 9 – 12 is required when assigning the Option 4, Option 5, Option 7 or Option 8 code to a student.
- Grade 8 is required when assigning the Option 6 to a student.
- A grade of 4, 5, 6, 7, or 8 is required with assigning Option Code=" A"

Non-diploma bound students will participate in assessment at their enrolled grade level.

RECORD LAYOUT(S) and POSITION(S): Enrollment/Exit (040), Position 85

DATA ELEMENT: Other Support Flag	
LENGTH: 1	**FORMAT:** Alphanumeric
DEFINITION: This is a Y/N indicator allowing LEA to show if Victim received some other measure of support from the LEA to cope with or address the Event.	
RECORD LAYOUT(S) and POSITION(S): Victim (093), Position 60	

DATA ELEMENT: Other Weapons Code	
LENGTH: 2	**FORMAT:** Alphanumeric
DEFINITION: This is a code used to describe a weapon other than an explosive or firearm that was used or found in the course of the Event. **Code Values:** 01 – Single bladed knife with blade less than 2.5 inches – includes box cutters if max length is less than 2.5 inches 02 – Single Bladed Knife with blade 2.5 inches or greater – includes box cutters if max length is 2.5 inches or more 03 – Large or dual bladed implement (Sword, machete, saber, bowie knife, dagger) 10 – Makeshift Sharp Object (i.e., sharp stick, pencil, comb with pointed end, fork, etc.) 20 – Makeshift Blunt Object (i.e., rocks, stick or board used as club, book, etc.) 30 – Substance used as a weapon (i.e., mace, tear gas, acid, etc.) 40 – Gun not described under Firearms and Explosives Weapons Code (i.e., air gun, BB gun, pellet gun, etc.) 50 – Manufactured Device normally or easily used as weapon not previously defined (i.e., nunchaku, crossbow, shiv throwing star, dart, axe, hammer, bow and arrow, stun gun, brass knuckle, etc.) 99 – Other Weapon **Notes:** • Weapon code required if Primary Reason Code 14, 15 or 31 used	
RECORD LAYOUT(S) and POSITION(S): Student Perpetrator and Instance (091), Position 59; Non-Student Perpetrator and Instance (094), Position 58	

DATA ELEMENT: Parent/Expected Parent of Child	
LENGTH: 1	**FORMAT:** Alphanumeric
DEFINITION: This is a “Y” or Null indicator for students who are parents or are expecting child. **Notes:** • Should submit “Y” if student is known to be a parent or expected parent. • Should leave blank if student is not known to be a parent or expected parent.	
RECORD LAYOUT(S) and POSITION(S): Demographic (010), Position 95	

DATA ELEMENT: Parent Contacted Flag (Perpetrator)	
LENGTH: 1	**FORMAT:** Alphanumeric
DEFINITION: This is a Y/N indicator allowing LEA to show if parent was contacted in regards to Event.	
RECORD LAYOUT(S) and POSITION(S): Student Perpetrator and Instance (091), Position 76; Non-Student Perpetrator and Instance (094), Position 76	

DATA ELEMENT: Parent Contacted Flag (Victim)	
LENGTH: 1	**FORMAT:** Alphanumeric
DEFINITION: This is a Y/N indicator allowing LEA to show if parent was contacted in regards to Event.	
RECORD LAYOUT(S) and POSITION(S): Victim (093), Position 58	

DATA ELEMENT: Partial First Name	
LENGTH: 1	**FORMAT:** Alphanumeric
DEFINITION: The first character of the student's first name. **Notes:** Must be A-Z. The Partial Student's First Name must be the same as exists for the student in the eScholar Louisiana Secure ID system	
RECORD LAYOUT(S) and POSITION(S): Demographic (010), Position 60	

DATA ELEMENT: Partial Last Name	
LENGTH: 3	**FORMAT:** Alphanumeric
DEFINITION: The first 3 characters of the student's last name. **Notes:** The first 3 characters of the student's last name. The last name must be at least 1 character (A-Z). The Partial Student's Last Name must be the same as exists for the student in the eScholar Louisiana Secure ID system	
RECORD LAYOUT(S) and POSITION(S): Demographic (010), Position 37	

DATA ELEMENT: Perpetrator ID	
LENGTH: 9	**FORMAT:** Alphanumeric
DEFINITION: A unique ID assigned to each Perpetrator for state records. **Notes:** • If Perpetrator is a student enrolled in your LEA, this identification number should be LASID as exists in the eScholar Louisiana Secure ID System. • If Perpetrator is a non-student or student enrolled in another LEA, this identification number must be a P******** number as assigned and tracked by LEA.	
RECORD LAYOUT(S) and POSITION(S): Student Perpetrator and Instance (091), Position 19; Actions and Interventions (092), Position 19; Non-Student Perpetrator and Instance (094), Position 29	

DATA ELEMENT: Perpetrator Type Code	
LENGTH: 2	**FORMAT:** Alphanumeric

DEFINITION:

This is a code indicating what type of Perpetrator is involved in the Event.

Code Values:

01 – Student Enrolled at this Site
02 – Student Enrolled at another Site in LEA than where Event transpired (i.e., cyberbullying may take place with students from one school harassing other students electronically)
03 – Student Enrolled at a nonpublic Site
10 – Teacher or Instructor (includes coaches and band directors)
13 – Non-Instructional Office Staff (Principal, Counselor, secretary, janitor, cafeteria workers, etc.)
15 – Other LEA Employee not assigned to this Site, exclusively
17 – Contractor or Vendor
20 – Parent or legal guardian of enrolled student
21 – Non-Custodial parent of enrolled student
23 – Other Relative of staff or student other than parent of Perpetrator
99 – Other

Notes:

- Most Perpetrators will be students; however, Perpetrators can be offsite visitors, employees, students from other schools or strangers creating disruptive or dangerous situations on school campuses.
- Student Perpetrators must contain a student ID but Non-Student Perpetrators will not.
- This information is being stored on SIS, and most likely coming from local SIS systems; but we do not record demographics on non-student perpetrator information outside of the perpetrator type code.
- To give an example we may have heard about anecdotally, a non-custodial parent may show up and check a child out of school and flee the state.
- You would be able to report the above as a kidnapping primary reason code with an anonymous (on the state side of the equation) child victim and a non-custodial parent perpetrator.
- Other examples of Events that would not contain identifiable student information could relate to abuse of students by an employee of the school system, gang violence that spills over onto school grounds, a former student selling drugs to current students, vandalism or burglary of school property where non student perpetrators are caught, etc.

RECORD LAYOUT(S) and POSITION(S):

Student Perpetrator and Instance (091), Position 53;
Non-Student Perpetrator and Instance (094), Position 52

DATA ELEMENT: Physical Aggression Flag	
LENGTH: 1	**FORMAT:** Alphanumeric
DEFINITION: This is a Y/N indicator allowing LEA to show if Event had a physical component. **Notes:** • Some examples of physical components are kicking, hitting or pushing, pinching, stalking and inappropriate touching.	
RECORD LAYOUT(S) and POSITION(S): Student Perpetrator and Instance (091), Position 66; Non-Student Perpetrator and Instance (094), Position 66	

DATA ELEMENT: Pre-Kindergarten Funding Source Code	
LENGTH: 2	**FORMAT:** Alphanumeric
DEFINITION: Code indicates title of program which denotes the primary funding source for students who are younger than those children eligible to enter kindergarten in a particular district. **Code Values:** **01 – Title I** (formerly Chapter 1) **03 – Starting Points** **04 – Even Start** **05 – 8(g)** (Preschool Block or Student Enhancement Block Grant) **06 – Locally Funded** **07 – Head Start** (4-year-olds) **08 – Head Start** (3-year-olds) **09 – LA 4 Program** (formerly Early Childhood Development) **10 – REAP** Rural Education Achievement Program **11 – EEF** Education Excellency Fund **98 – Other** **Notes:** • This code is required for Grade Placement Code 24, "Pre-Kindergarten." • This code may be used with Grade Placement Code 20, “Preschool.” • Code 02 has been intentionally omitted from the code list. • LA 4 funding will be determined from SIS starting in 2007-2008. • LA 4 funding students need to qualify for free or reduced lunch to qualify for the program unless parents are providing funding.	
RECORD LAYOUT(S) and POSITION(S): Enrollment/Exit (040), Position 60	

DATA ELEMENT: Physical Evidence Code	
LENGTH: 2	**FORMAT:** Alphanumeric
DEFINITION: This is the code indicating the primary source of physical evidence of the Event. **Code Values:** **01** – Graffiti **02** – Notes **03** – E-mail **04** – Websites **05** – Video/Audio Tape **99** – Other	
RECORD LAYOUT(S) and POSITION(S): Student Perpetrator and Instance (091), Position 70; Non-Student Perpetrator and Instance (094), Position 70	

DATA ELEMENT: Primary Reason Code (Event)	
LENGTH: 2	**FORMAT:** Alphanumeric
DEFINITION: This is the primary reason or most serious offense associated with an Event. **Notes:** • You will indicate lesser related participatory roles on the individual perpetrator records. • These are the same codes as the Disciplinary Action Reason Codes. Code Values: See Appendix E Primary Infraction/Reason Code Definitions	
RECORD LAYOUT(S) and POSITION(S): Event (007), Position 46	

DATA ELEMENT: Primary Reason Code (Perpetrator)	
LENGTH: 2	**FORMAT:** Alphanumeric
DEFINITION: This is the primary reason or most serious offense associated with a Perpetrator for this Event. **Notes:** • These are the same codes as the Disciplinary Action Reason Codes. **Code Values**: See Appendix E Primary Infraction/Reason Code Definitions	
RECORD LAYOUT(S) and POSITION(S): Student Perpetrator and Instance (091), Position 55; Non-Student Perpetrator and Instance (094), Position 54	

DATA ELEMENT: Prior Education Experience to Kindergarten Code

LENGTH: 2	**FORMAT:** Alphanumeric

DEFINITION:

Code indicating where the student received at least 6 consecutive months of Prekindergarten experiences prior to entering Kindergarten. This is needed because of one of the critical goals of our Education Reform Plan: 1. Students enter Kindergarten ready to learn. Measure: Percentage of Kindergarteners Meeting Benchmark on DIBELS. If students are not ready to learn by Kindergarten, then, we need to know why by looking at where students received services for PreK.

Code Values:

01 – PUBLIC School Prekindergarten
This code covers all of the prekindergarten classes in public school settings---LA 4, 8(g), Title I, Even Start, EEF, locally and/or federally-funded. Classes in charter schools and self-contained special education preschool classes would also fall under this group.

02 – NONPUBLIC Prekindergarten
This code covers state-approved programs located in parochial/faith based settings.

03– LICENSED Childcare
Childcare/day care centers that meet licensing requirements of DCFS

04 – FAMILY DAY CARE HOME PROGRAM
These are programs in which someone keeps a maximum of 6 children under the age of 12 in their home.

05 – HEAD START PROGRAMS
Prekindergarten program operated by a Head Start grantee

06 – TRIBAL SCHOOLS
Prekindergarten programs located in tribal schools

07– HOME
Child did not attend any of the above prekindergarten programs on a regular basis but remained at home with parent or guardian.

Notes:

- Please be aware that these codes and definitions are subject to change based on further review of data.
- This code is required for Grade Placement Code 25, "Kindergarten."
- For students who repeat Kindergarten, LEAs will use the code indicating where the student received at least 6 consecutive months of Prekindergarten experiences prior to entering Kindergarten the first time.

RECORD LAYOUT(S) and POSITION(S): Enrollment/Exit (040), Position 98

DATA ELEMENT: Program Code	
LENGTH: 6	**FORMAT:** Alphanumeric

DEFINITION:

Code which uniquely identifies a program or pathway. A Program Record (050) must be submitted for each of these programs in which a student is enrolled.

Code Values:		**Grades:**
ASA001	ASAP	Grade 9-12
COA001	COA Pathway/ Non-Connections Students	Grade 9-12
CON001	Connections	Grade 8
CON002	HiSet Pathways after participation in Connections	Grade 9-12
CON003	SASC Pathway after participation in Connections	Grade 9-12
DRP001	Dropout Recovery Program	
GED001	HiSet Pathway/ Non-Connections Students	Grade 9-12
JAG001	JAG-LA	Grade 6-12
LSW001	Louisiana Seat Time Waiver	
NTP001	New Tech Program	
SSC001	SASC Pathway for Non-Connections Students	Grade 9-12
WLI001	World Lang Immersion Learning (French)	
WLI002	World Lang Immersion Learning (Spanish)	
WLI003	World Lang Immersion Learning (Chinese)	

RECORD LAYOUT(S) and POSITION(S): Program Record (050), Position 43

DATA ELEMENT: Program Start Date	
LENGTH: 8	**FORMAT:** Numeric; (XXXXYYYY)

DEFINITION:

The calendar date when the student began the Program participation including the first day of school.

RECORD LAYOUT(S) and POSITION(S): Program Record (050), Position 49

DATA ELEMENT: Record Type Code

LENGTH: 3	**FORMAT:** Alphanumeric

DEFINITION:

The code indicating the record type within the record set.

Code Values:

010 – Demographic Record: include only one per student
040 – Enrollment/Exit Record: include at least one per student (One for each enrollment)
050 – Program Record: include as many (or no) records, as applicable
110 – Class Schedule Records: include at least one per student (PK-12) during Oct. 1 CLASS data collection
120 – **Address Record**: include one per student enrolled at certain schools - Type 2 Charters, Office of Juvenile Justice (A02) LSMSA (302), LSDVI (304), and NOCCA (334) students enrolled full time.
130 – 504 Record: include only one per 504 student
141 – **K-3 Assessment Record**: include only one per K-3 student.
007 – **Event Record**: include as many (or no) records, as applicable
091 – **Student Perpetrator and Instance Record**: include as many (or no) records, as applicable
092 – **Actions and Interventions Record**: include as many (or no) records, as applicable
093 – **Victim Record**: include as many (or no) records, as applicable
094 – **Non-Student Perpetrator and Instance Record**: include as many (or no) records, as applicable

Notes:

- Each time a student's records are submitted, all of their previous records are removed and replaced with the new set. It is imperative that you submit all of a student's records each time you update that student - or their records will be incomplete.
- With an Event Record, you can have separate perpetrators and lesser-related instances of behavior that need to be addressed.
- You could have a fight involving multiple perpetrators as well as numerous witnesses who watched the fight but did nothing to stop or report it, students that prevented teachers from breaking it up, students that described the incident using profanities, and students that refused to return to class or further exacerbated the conflict.

RECORD LAYOUT(S) and POSITION(S): Enrollment/Exit (040), Position 7; 504 Record (130), Position 7;

DATA ELEMENT: Reported to Law Enforcement Flag	
LENGTH: 1	**FORMAT:** Alphanumeric
DEFINITION: This is a Y/N indicator allowing LEA to show if Event was reported to Law Enforcement. **Notes:** You would also use this code if you have a police officer at the school that took the student into custody.	
RECORD LAYOUT(S) and POSITION(S): Student Perpetrator and Instance (091), Position 77; Non-Student Perpetrator and Instance (094), Position 77	

DATA ELEMENT: Residing District Code

LENGTH: 2 | **FORMAT:** Alphanumeric

DEFINITION:

This is the 2-digit parish/city code of the School District (attendance zone) in which student lives or if student is enrolled in a residential school, the School District in which the legal guardian lives (01-69).

The Residing Parish must be the same as exists for the student in the eScholar Louisiana Secure ID system.

Code Values:

01	Acadia Parish	24	Iberville Parish	47	St. James Parish
02	Allen Parish	25	Jackson Parish	48	St. John the Baptist Parish
03	Ascension Parish	26	Jefferson Parish	49	St. Landry Parish
04	Assumption Parish	27	Jefferson Davis Parish	50	St. Martin Parish
05	Avoyelles Parish	28	Lafayette Parish	51	St. Mary Parish
06	Beauregard Parish	29	Lafourche Parish	52	St. Tammany Parish
07	Bienville Parish	30	LaSalle Parish	53	Tangipahoa Parish
08	Bossier Parish	31	Lincoln Parish	54	Tensas Parish
09	Caddo Parish	32	Livingston Parish	55	Terrebonne Parish
10	Calcasieu Parish	33	Madison Parish	56	Union Parish
11	Caldwell Parish	34	Morehouse Parish	57	Vermilion Parish
12	Cameron Parish	35	Natchitoches Parish	58	Vernon Parish
13	Catahoula Parish	36	Orleans Parish	59	Washington Parish
14	Claiborne Parish	37	Ouachita Parish	60	Webster Parish
15	Concordia Parish	38	Plaquemines Parish	61	West Baton Rouge Parish
16	DeSoto Parish	39	Pointe Coupee Parish	62	West Carroll Parish
17	East Baton Rouge Parish	40	Rapides Parish	63	West Feliciana Parish
18	East Carroll Parish	41	Red River Parish	64	Winn Parish
19	East Feliciana Parish	42	Richland Parish	65	City of Monroe School District
20	Evangeline Parish	43	Sabine Parish	66	City of Bogalusa School District
21	Franklin Parish	44	St. Bernard Parish	67	Zachary Community School District
22	Grant Parish	45	St. Charles Parish	68	City of Baker School District
23	Iberia Parish	46	St. Helena Parish	69	Central Community School District

RECORD LAYOUT(S) and POSITION(S): Address (120), Position 122

DATA ELEMENT: School/ Site Code	
LENGTH: 6	**FORMAT:** Alphanumeric

DEFINITION:

This is the code assigned by the LDOE to the student's home/base school. The code is comprised the three-digit LEA Code plus a three-digit School/Site Code.

Special Notes:

- Infants (Grade Placement Code 15) and Preschool (Grade Placement Code 20) may be assigned the School/Site Code of 700 if that student record is not connected with a particular site.
- On the Class Schedule Record (110), Site Code refers to the site where the student is actually taking the class.
- You cannot report students in grades PK-12 at Central Office Sites (XXX000).

Notes:

- The Student Information System checks against the Sponsor Site (SPS) database for school/site codes, open/close dates, grade configuration, and the SIS flag that denotes whether the site should submit SIS data.
- The Site Code must be a valid Course Choice Provider when the Class is taught under Course Choice (Distance Learning Code=04)

RECORD LAYOUT(S) and POSITION(S): Enrollment/Exit (040), Position 37;
Class Schedule (110), Position 37;
Program (050), Position 37
Student Perpetrator and Instance (091), Position 47

DATA ELEMENT: Section 504 Accommodation Flags for Classroom and Statewide Assessments	
LENGTH: 1	**FORMAT:** Alphanumeric

DEFINITION: For each of the 10 types of accommodations, identifies whether or not a specific accommodation is needed for a 504 student. Field cannot be blank.

Code Values:

"N" = This accommodation is not needed.
"C" = This accommodation is needed in the Classroom ONLY.
"B" = This accommodation is needed in BOTH the Classroom and for Statewide Assessments.

Large Print - (pos. 78)
Extended Time - (pos. 79)
Answers Recorded - (pos. 80)
Transferred Answers - (pos. 81)
Individual Testing - (pos.82)
Small Group Testing - (pos. 83)
Test Read Aloud for English/Language Arts - (pos. 85)
Test Read Aloud for Math - (pos. 86)
Test Read Aloud for Science – (pos. 87)
Test Read Aloud for Social Studies - (pos. 88)

RECORD LAYOUT(S) and POSITION(S): Section 504 (130), Positions 78-88

DATA ELEMENT: Section 504 Disability Category Code	
LENGTH: 2	**FORMAT:** Alphanumeric

DEFINITION:

This is the code indicating one or more Section 504 disabilities of a particular student.

Code Values:

Characteristics of:
01 - Dyslexia
02 - Dysgraphia
03 – ADHD
04 - Other Academic/Learning Disability (e.g., Dyscalculia; Central Auditory Processing Disorder**)**

Social/Emotional Characteristics of:
05 - Behavior Disorder
06 - Oppositional Defiant Disorder
07 - Anxiety Disorder
08 - Bipolar Disorder
09 – Autism Spectrum Disorder

Medical:
10 - Diabetes/Hypoglycemia/Other Related Disease
11 - Severe Asthma or Other Respiratory
12 - Severe Allergies or Anaphylaxis
13 - Chronic Fatigue Syndrome
14 - Migraine Headaches
15 – Broken (expected 6+ months duration) or Missing Body Part
16 - Eye Abnormality or Vision Impairment
17 - Ear Abnormality or Hearing Impairment
18 - Digestive or Eating Disorder
19 - Bladder Disorder
20 - Neurological Disorder
21 - Circulatory/Endocrine Disorder
22 - Other Syndrome or Rare Disease
23 - Drug-Related

Other:
24 - Social/Emotional: Other (one of the above do not apply)
25 - Medical: Other (one of the above do not apply)

RECORD LAYOUT(S) and POSITION(S): 504 Record (130), Position 53-76

DATA ELEMENT: Section 504 Services Exit Date	
LENGTH: 8	**FORMAT:** (MMDDYYYY)
DEFINITION: This is the date on which the student is determined to have exited all 504 services	
RECORD LAYOUT(S) and POSITION(S): 504 Record (130), Position 66	

DATA ELEMENT: Section 504 Services Exit Reason Code	
LENGTH: 2	**FORMAT:** Alphanumeric
DEFINITION: This is a code indicating why a student no longer receives 504 services. **Code Values:** **01** – No Longer Qualifies **02** – Refuses Services **03** – Qualifies for IDEA Services **99** – Other	
RECORD LAYOUT(S) and POSITION(S): 504 Record (130), Position 74	

DATA ELEMENT: Small Group Testing	
LENGTH: 1	**FORMAT:** Alphanumeric.
DEFINITION: Small Group Testing Section 504 Accommodation that corresponds to the IAP form **CODE VALUES:** "N" = This accommodation is not needed. "C" = This accommodation is needed in the Classroom ONLY. "B" = This accommodation is needed in BOTH the Classroom and for Statewide Assessments.	
RECORD LAYOUT(S) and POSITION(S): Section 504 Record (130), Position 83	

DATA ELEMENT: State ID (LASID)	
LENGTH: 10	**FORMAT:** Numeric
DEFINITION: This is a unique id used to identify a specific student. The LASID must be the same as exists for the student in the eScholar Louisiana Secure ID system.	
RECORD LAYOUT(S) and POSITION(S): Demographic (010), Position 28	

DATA ELEMENT: State ID (LASID) Reassignment	
LENGTH: 10	**FORMAT:** Numeric

DEFINITION:

The Louisiana Secure ID (LASID) must be reassigned online via the Student Information System (SIS) update function, using the reassignment field.

This is an optional field that can be used to update a student's LASID when a complete delete/replace file is not possible (collection period is closed).

Instructions:

1) First, enter incorrect or **retired** LASID in State ID number field
2) Next, enter the **Active** LASID in the reassignment field.
3) After making these two entries, enter the **Active** LASID on the Enrollment/Exit screen and any other records for that student, until it has been validated as correct.

A LASID SHOULD BE REASSIGNED IF

- The incorrect or **retire**d LASID has been submitted for a student. Students may appear on the Multiple Enrollment Report if they are reported with multiple times with different LASIDs or if they are reported with the same LASID as another student. **Reassignment of a LASID should then be made by the district whose LASID is in error or retired.*

Notes:

- For an open collection period, it is not necessary to use the State ID (LASID) Reassignment function if a complete delete/replace is being done for the student. Simply, insert the Active LASID in the State ID field.
- For **each** closed collection period, use the State ID (LASID) Reassignment feature to update the incorrect or **retired** LASID using the reassignment field.
- The original LASID should be kept on file at the district until the reassigned identification number has been verified to be successfully recorded on SIS.

RECORD LAYOUT(S) and POSITION(S): ONLINE: Student, Update, Profile screen

DATA ELEMENT: Serious Injury Resulted Flag	
LENGTH: 1	**FORMAT:** Alphanumeric
DEFINITION: This is the Y/N indicator allowing LEA to show if a Serious Injury to Perpetrator or Victim resulted from the Event. **Notes:** • Any injury requiring offsite treatment, X-rays, etc. would be considered serious.	
RECORD LAYOUT(S) and POSITION(S): Student Perpetrator and Instance(091), Position 79; Non-Student Perpetrator and Instance (094), Position 79	

DATA ELEMENT: Services Provided Flag	
LENGTH: 1	**FORMAT:** Alphanumeric
DEFINITION: A flag used to determine if homeless students are being served (for students can refuse services). **Notes:** • If the Homeless Indicator field is not blank, then, this Y/N flag is supplied by the LEA defining whether a homeless student is being served or not for a given enrollment. • If the Homeless Indicator field is blank, then, this field must be blank. • Students flagged as homeless for a particular enrollment should be flagged as such for the remainder of the school year for every subsequent enrollment even if they no longer meet the criteria for such designation. **Policy Note:** Families and youth in homeless situations frequently will not identify themselves as such. This may be due to the stigma and prejudices associated with homelessness or because the youth or family does not recognize that the living situation would be considered a homeless situation under the McKinney-Vento Act. Indeed, most families and youth are likely unaware of the McKinney-Vento Act. Therefore, schools must ensure that families and youth are aware of the Act, who it covers, and what it provides. 42 U.S.C. §§11432(g)(6)(A)(i), (iv). The Act requires school districts to disseminate public notice of the education rights of children and youth in homeless situations where such children and youth receive services, such as schools, family shelters, and soup kitchens. 42 U.S.C. §11432(g)(6)(A)(v). Identification and outreach strategies must be administered sensitively and without stigma, to create an environment in which families, children and youth will be comfortable seeking support. Once a school sensitively and discreetly has explained the rights available under the McKinney-Vento Act, families or youth may choose not to take advantage of McKinney-Vento services, at their discretion. The school district should still count all children and youth who have been identified as homeless in their data collection, even if additional services are not provided.	
RECORD LAYOUT(S) and POSITION(S): Enrollment/Exit (040), Position 97	

DATA ELEMENT: Sex Code	
LENGTH: 1	**FORMAT:** Alphanumeric
DEFINITION: This the student's gender **Code Values:** M – Male F – Female The Sex Code must be the same as exists for the student in the eScholar Louisiana Secure ID system	
RECORD LAYOUT(S) and POSITION(S): Demographic (010), Position 98	

DATA ELEMENT: Site Code (Event)	
LENGTH: 6	**FORMAT:** Alphanumeric
DEFINITION: This is the code assigned by the LDOE describing where the Event took place. **Notes:** • Most reportable Events will take place at a specific school; however, some events can transpire at offsite alternative programs, in virtual space from a student's home in the case of cyber bullying, or contracted offsite stadiums for sporting events. • When those Events involved perpetrators from multiple schools in your LEA, you can use the XXX999 site code at the Event level. • You will use the specific student's site code for the Perpetrator record.	
RECORD LAYOUT(S) and POSITION(S): Event (007), Position 28	

DATA ELEMENT: Site Code (Perpetrator)	
LENGTH: 6	**FORMAT:** Alphanumeric

DEFINITION:

This is the code assigned by the LDOE describing the site with which the perpetrator is associated. While the Event Record records the site at which the Event took place, the site code on the perpetrator record is the site code a student was enrolled in at the time of the incident.

Notes:

- If perpetrators come from different schools, you could differentiate that here.
- If the perpetrator is an employee, you can use the site code they were serving in at the time of the Event.
- If the perpetrator is employed at the main School Office, you will use the XXX700 code.
- If the perpetrator is not an employee or student, you will have a Perpetrator Type Code that shows this and you will use the XXX999 site code to indicate this occurred in your LEA but that the perpetrator was not associated with a specific site.

RECORD LAYOUT(S) and POSITION(S):

Student Perpetrator and Instance (091), Position 46;
Non-Student Perpetrator and Instance (094), Position 46

DATA ELEMENT: Site Code (Victim)	
LENGTH: 6	**FORMAT:** Alphanumeric

DEFINITION:

This is the code assigned by the LDOE describing the site with which the victim is associated.

Notes:

- If the victim is neither an employee nor a student, you will have a Victim Type Code that indicates this, and you will use the XXX999 site code to show this happened in your LEA but that the victim was not associated with a particular school.

RECORD LAYOUT(S) and POSITION(S): Victim (093), Position 38

DATA ELEMENT: State	
LENGTH: 2	**FORMAT:** Alphanumeric
DEFINITION: This is the two-letter abbreviation for the state in which the student's physical street address is located. Example: LA for Louisiana	
RECORD LAYOUT(S) and POSITION(S): Address (120), Position 120	

DATA ELEMENT: System Indicator	
LENGTH: 3	**FORMAT:** Alphanumeric
DEFINITION: Code used to define the file type being submitted. This code must always be **"SIS"** for Student Information System records.	
RECORD LAYOUT(S) and POSITION(S): Demographic (010), 1; Enrollment/Exit (040), 1; Class Schedule (110), 1; Address (120), 1; Section 504 Record (130), 1; K-3 Assessment Record (141), 1; Event (007), 1; Student Perpetrator and Instance (091), 1; Actions and Interventions (092), 1; Victim (093), 1; Non-Student Perpetrator and Instance (094), Position 1	

DATA ELEMENT: Test Read Aloud for English/Language Arts Accommodation	
LENGTH: 1	**FORMAT:** Alphanumeric.
DEFINITION: Test Read Aloud for English/Language Arts Section 504 Accommodation that corresponds to the IAP form **CODE VALUES:** "N" = This accommodation is not needed. "C" = This accommodation is needed in the Classroom ONLY. "B" = This accommodation is needed in BOTH the Classroom and for Statewide Assessments.	
RECORD LAYOUT(S) and POSITION(S): Section 504 Record (130), Position 85	

DATA ELEMENT: Test Read Aloud for Math	
LENGTH: 1	**FORMAT:** Alphanumeric.
DEFINITION: Test Read Aloud for Math, Science, or Social Studies Accommodation that corresponds to the IAP form **CODE VALUES:** "N" = This accommodation is not needed. "C" = This accommodation is needed in the Classroom ONLY. "B" = This accommodation is needed in BOTH the Classroom and for Statewide Assessments.	
RECORD LAYOUT(S) and POSITION(S): Section 504 Record (130), Position 86	

DATA ELEMENT: Test Read Aloud for Science	
LENGTH: 1	**FORMAT:** Alphanumeric.
DEFINITION: Test Read Aloud for Math, Science, or Social Studies Accommodation that corresponds to the IAP form **CODE VALUES:** "N" = This accommodation is not needed. "C" = This accommodation is needed in the Classroom ONLY. "B" = This accommodation is needed in BOTH the Classroom and for Statewide Assessments.	
RECORD LAYOUT(S) and POSITION(S): Section 504 Record (130), Position 87	

DATA ELEMENT: Test Read Aloud for Social Studies	
LENGTH: 1	**FORMAT:** Alphanumeric.
DEFINITION: Test Read Aloud for Math, Science, or Social Studies Accommodation that corresponds to the IAP form **CODE VALUES:** "N" = This accommodation is not needed. "C" = This accommodation is needed in the Classroom ONLY. "B" = This accommodation is needed in BOTH the Classroom and for Statewide Assessments.	
RECORD LAYOUT(S) and POSITION(S): Section 504 Record (130), Position 88	

DATA ELEMENT: *Time Code*	
LENGTH: 2	**FORMAT:** Alphanumeric
DEFINITION: This is the code describing the portion of day an Event occurred. **Code Values:** **01** – Before School (but on grounds) **02** – During Class **03** – Between Classes **04** – After Normal School Hours (while under supervision or at sponsored activity) **05** – In transit (to or from school) **06** – At bus stop or transfer station **07** – At Extracurricular Event or Assembly (during normal school hours) **08** – At Recess, club, or free-time period **09** – Homeroom **10** – Breakfast or Lunch **99** – Outside of school hours and supervision	
RECORD LAYOUT(S) and POSITION(S): Event (007), Position 42	

DATA ELEMENT: Transferred Answers Accommodation	
LENGTH: 1	**FORMAT:** Alphanumeric.
DEFINITION: Transferred Answers Section 504 Accommodation that corresponds to the IAP form **CODE VALUES:** "N" = This accommodation is not needed. "B" = This accommodation is needed in BOTH the Classroom and for Statewide Assessments.	
RECORD LAYOUT(S) and POSITION(S): Section 504 Record (130), Position 81	

DATA ELEMENT: Truancy Flag

LENGTH: 1	**FORMAT:** Alphanumeric

DEFINITION:

This is a required Y/N flag supplied by the LEA defining whether a student is truant for a given enrollment. Truancy is defined as any student having either 5 unexcused days tardy or 5 unexcused days absent within a school semester per RS 17:233. (e.g., 3 days absent and 2 days tardy should not flag a student as being truant)

Notes:

- Truancy data beginning with the **2010-2011** school is based on a school semester with school semesters defined as the school year split into 2 equal parts or semesters.
- Truancy data for the **2008-2009** school year and following was based on a month which also consisted of 30 consecutive days at the LEA's discretion.
- Truancy data for the **2004-2005** school year and following was based on a month which consisted of either a calendar month or 4 consecutive weeks at the LEA's discretion.
- Out-of-School Suspensions and Expulsions do not count towards a student being considered truant.
- It should be programmatically flagged based on reported/recorded attendance data, not manually updated or overridden.

RS 17 § 233. Cases of habitual absence or tardiness referred to juvenile or family court; denial or suspension of driving privileges

A. Any student who is a juvenile and who is habitually absent from school or is habitually tardy shall be reported by visiting teachers and supervisors of child welfare and attendance to the family or juvenile court of the parish or city as a truant child, pursuant to the provisions of Chapter 2 of Title VII of the Louisiana Children's Code relative to families in need of services, there to be dealt with in such manner as the court may determine, either by placing the truant in a home or in a public or private institution where school may be provided for the child, or otherwise.

B.(1)(a) A student shall be considered habitually absent or habitually tardy when either condition continues to exist after all reasonable efforts by any school personnel, truancy officer, or other law enforcement personnel have failed to correct the condition after the fifth unexcused absence or fifth unexcused occurrence of being tardy within any school semester.

RECORD LAYOUT(S) and POSITION(S): Enrollment/Exit (040), Position 86

DATA ELEMENT: Unaccompanied Youth Flag	
LENGTH: 1	**FORMAT:** Alphanumeric
DEFINITION: The term "unaccompanied youth" includes youth in homeless situations who are not in the physical custody of a parent or guardian. Unaccompanied youth include young people who have run away from home, been thrown out of their homes, and/or been abandoned by parents or guardians. **Notes:** • If the Homeless Indicator field is not blank, then this Y/N flag is supplied by the LEA defining whether a homeless student is considered unaccompanied or not for a given enrollment. • If the Homeless Indicator field is blank, then this Unaccompanied Youth field must be blank. • Students flagged as homeless and unaccompanied for a particular enrollment should be flagged as such for the remainder of the school year for every subsequent enrollment even if they no longer meet the criteria for such designation.	
RECORD LAYOUT(S) and POSITION(S): Enrollment/Exit (040), Position 94	

DATA ELEMENT: Verbal Aggression Flag	
LENGTH: 1	**FORMAT:** Alphanumeric
DEFINITION: This is a Y/N indicator allowing LEA to show if Event contained a Verbal component such as name-calling, taunting or ridiculing, mocking, making offensive comments, teasing, demeaning comments, etc.	
RECORD LAYOUT(S) and POSITION(S): Student Perpetrator and Instance (091), Position 67; Non-Student Perpetrator and Instance (094), Position 67	

DATA ELEMENT: Victim Type Code	
LENGTH: 2	**FORMAT:** Alphanumeric

DEFINITION:

This is the code describing the type of Victim involved in the Event. You will need to use the Victim Type Code to identify if the victim is a student at the school or some other classification of victim.

Code Values:

01 – Student Enrolled at this Site
02 – Student Enrolled at another Site in LEA than where Event transpired or where the Perpetrator attends (i.e., cyber bullying may take place with students from one school harassing other students electronically)
03 – Student Enrolled at a nonpublic Site
10 – Teacher or Instructor (includes coaches and band directors)
13 – Non-Instructional Office Staff (Principal, Counselor, secretary, janitor, cafeteria workers, etc.)
15 – Other LEA Employee not assigned to this Site, exclusively
17 – Contractor or Vendor
20 – Parent or legal guardian of enrolled student
21 – Non-Custodial parent of enrolled student
23 – Other Relative of staff or student other than parent of Victim
99 – Other

Notes:

- Most Victims will be students; however, you can have visitors, relatives, and school personnel that are the target of theft, vandalism and aggression.

RECORD LAYOUT(S) and POSITION(S): Victim (093), Position 44

DATA ELEMENT: Witness Count	
LENGTH: 2	**FORMAT:** Numeric
DEFINITION: This is a count of witnesses interviewed in connection with an Event. **Notes:** • If LEAs are required or permitted to record the specific name(s), they would just send the count for a given Event. • This field should be left padded with zero if count is less than 10. For example, a witness count of 2 would be sent as "02"	
RECORD LAYOUT(S) and POSITION(S): Student Perpetrator and Instance (091), Position 68; Non-Student Perpetrator and Instance (094), Position 68	

DATA ELEMENT: Zip Code (Physical)	
LENGTH: 5	**FORMAT:** Alphanumeric
DEFINITION: This is the 5-dit zip code of the student's legal residence (i.e. guardian's residency). Example: 70578 The Zip Code must be the same as exists for the student in the eScholar Louisiana Secure ID System.	
RECORD LAYOUT(S) and POSITION(S): Address (120), Position 111	

APPENDIX C – SIS Extract Files and Reports

The following are a list of the SIS extract files and reports. Also listed are the run schedules for each. A description of each report and a sample layout can be found following this section.

Extract File/Report Number and Name	Run during: Oct. 1 and Feb. 1 MFP	Run during: Oct. 1 CLASS	Run during: EOY	Run As-Needed
SISF01 Student Extract File				X
SISF04 Enrollment Derivation Extract				X
SISF05 LRS Class Data Extract File		X		X
SISF06 Student Data Extract File		X		X
SISF07 Extract Files (Rosters)				X
SISF10 Event Table (2012 and Later)				X
SISR01 Membership Roster	X		X	
SISR03 Membership Roster Report	X		X	
SISR04 Enrollment Count Report	X	X	X	
SISR06 Enrollment Roster Report	X	X	X	
SISR07 Free/Reduced Lunch Enrollment Count	X	X	X	
SISR09 Multiple Enrollment Report	X	X	X	
SISR11 At Risk Count Report	X	X	X	
SISR13 Free/Reduced Lunch Count Report	X	X	X	
SISR19 Option Code Roster Report	X	X	X	
SISR20 Class Detail Report		X		
SISR21 Class Summary Report		X		
SISR24 Potential Dropout Roster Report	X		X	
SISR25 Preliminary Graduate Roster Report	X	X	X	
SISR26 Enrollment Data Verification Site Level Report	X	X	X	
SISR27 Enrollment Data Verification and LEA Level Report	X	X	X	
SISR31 Discipline Data Verification Site Level Report	X	X	X	
SISR32 Discipline Data Verification LEA Level Reports	X	X	X	
SISR36 EL Roster Report	X		X	
SISR37 Homeless Roster Report	X	X	X	
SISR38 Homeless Summary Report	X	X	X	
SISR39 Truancy Count Roster	X	X	X	
SISR40 Truancy Summary Count	X	X	X	

Extract File/Report Number and Name	Run during: Oct. 1 and Feb. 1	Run during: Oct. 1 CLASS	Run during EOY	Run As-Needed
SISR41 Students Without Class Schedule Roster		X		
SISR43 Homeless Not Flagged as Free Lunch Roster	X	X	X	
SISR43 Not Flagged as Free File	X	X	X	
SISR44 Homeless Not Flagged as Free LEA Summary Count	X	X	X	
SISR46 Grade Level Does Not Match SPED Indicator Roster	X	X	X	
SISR47 Grade Level Does Not Match SPED Indicator LEA Summary	X	X	X	
SISR51 PreK Funding LA4 Roster	X	X	X	
SISR52 Data Integrity by SITE		X		
SISR53 Data Integrity by Class		X		
SISR56 Grade Level Does Not Match SPED Indicator Roster LIVE	X			
SISR57 Grade Level Does Not Match SPED Indicator LEA Summary LIVE	X			
SISR65 Student Address Roster Report	X	X	X	
SISR66 MFP School District Summary Count Report	X			
SISR70 504 Student Roster	X	X	X	
SISR71 504 Student Summary Count Report	X	X	X	
SISR72 504 Compliance Report;	X	X	X	
SISR73 504 Evaluation Management Roster	X	X	X	
SISR74 504 Status in Previous Enrollment Roster	X	X	X	
SISR77 Kindergarten Roster of Literacy Screener and Early Assessment Results	Oct. Only			
SISR78 Grades 1-3 Roster of Literacy Screener Results	Oct. Only			
SISR79, SISR80, SISR81 Kindergarten Early Assessment Aggregate Scores	Oct. Only			
SISR82, SISR83, SISR84 Kindergarten-Grade 3 Literacy Screener Aggregate Scores by Grade	Oct. Only			

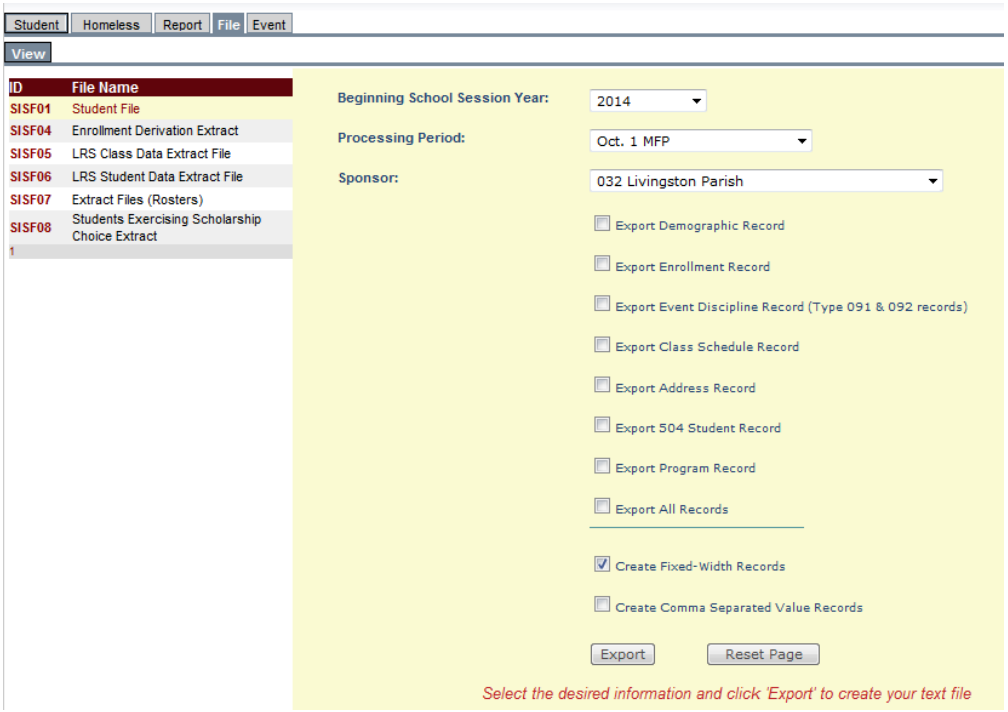
SIS Extract Files

SISF01 Student File

DESCRIPTION: A file of student data is created for the record type selected (see below). The data is created in CSV or fixed-width format.

To run, select the:

(1) *Beginning School Session Year* (e.g., 2014 for the 2014-15 school year)
(2) *Processing Period* (e.g., Oct. 1 MFP)
(3) *Record Type*



SISF04 Enrollment Derivation Extract

DESCRIPTION: A file of the SIS Enrollment Derivation student records for the district is created Based on the format requested (CSV or Fixed-width).

To run, select the:

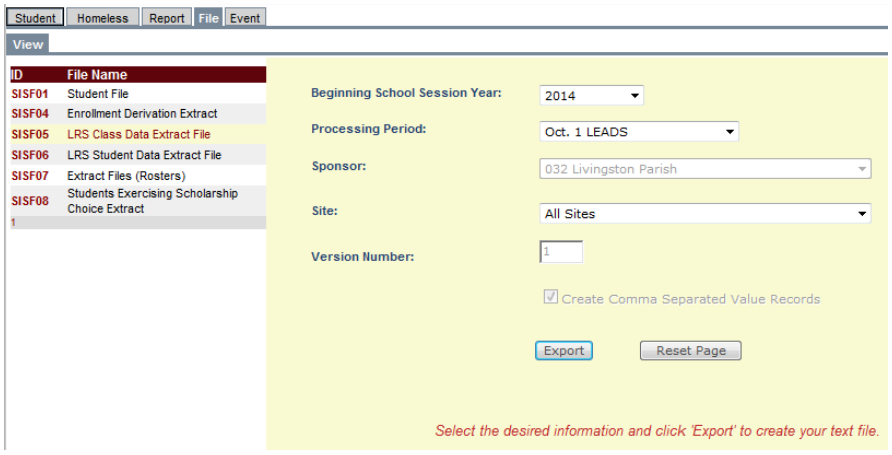
(1) *Beginning School Session Year* (e.g., 2014 for the 2014-15 school year)
(2) *Processing Period* (e.g., Oct. 1 MFP)
(3) Format Type

SISF05 LRS Class Data Extract File

DESCRIPTION: A file of the student data represented on the *SISR20 LEADS Class Detail Report* and *SISR21 LEADS Class Summary Report* is created. *Verify when last derivation was run.*

To run, select the:

(1) *Beginning School Session Year* (e.g., 2014 for the 2014-15 school year)
(2) *Processing Period* (e.g., Oct. 1 MFP)
(3) *Site*

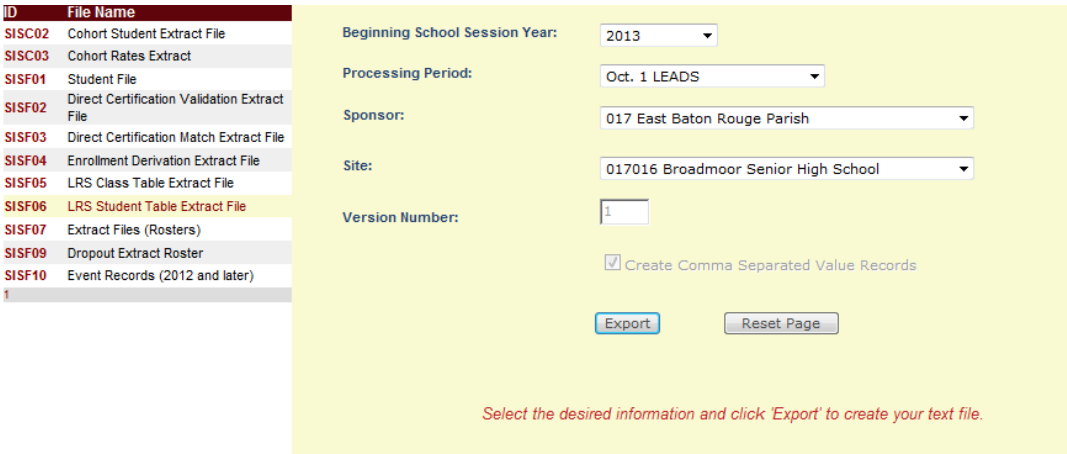


SISF06 LRS Student Data Extract File

DESCRIPTION: For Vocational Ed student rosters, you will have to import student data as well as SISF05 LRS Class Data Extract File and link to it in query. 1 is Version Number, 2 is collection period, V is Vocational for Academic Area Code.

To run, select the:

(1) *Beginning School Session Year* (e.g., 2014 for the 2014-15 school year)
(2) *Processing Period* (e.g., Oct. 1 MFP)
(3) *Site*

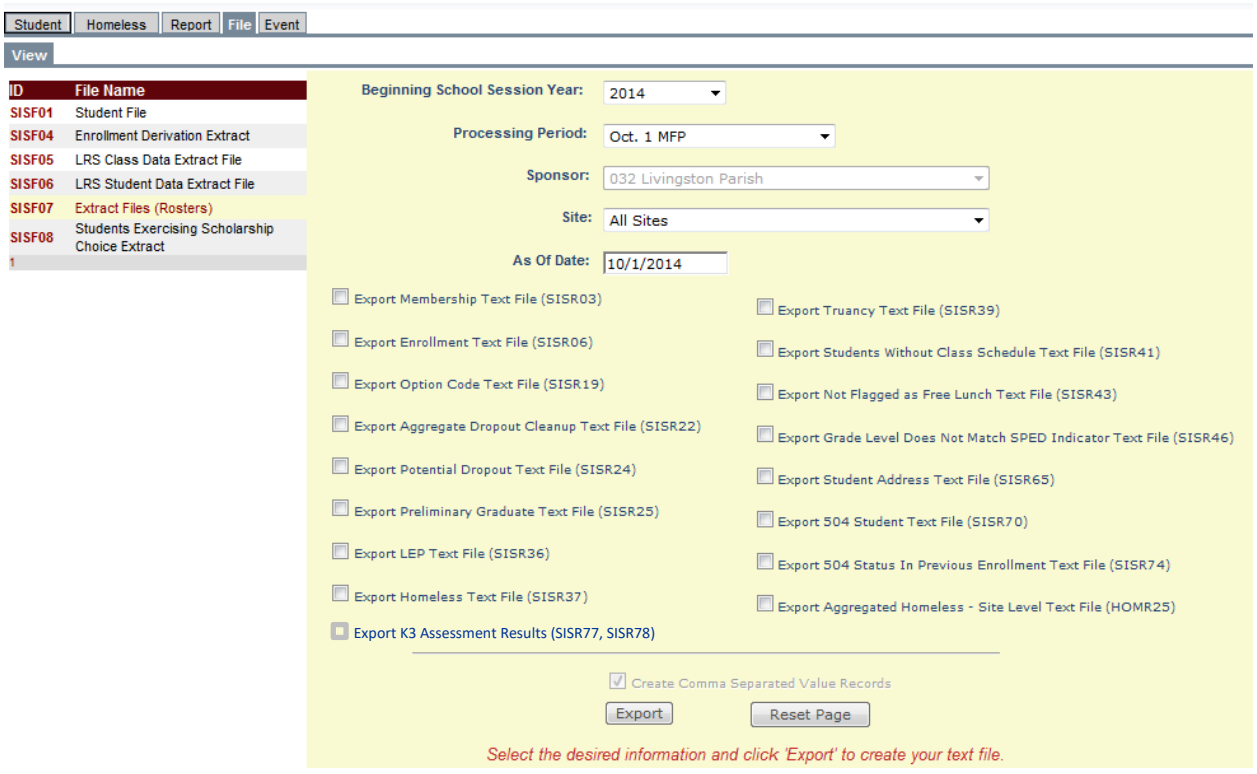


SISF07 Extract Files (Rosters)

DESCRIPTION: A CSV file of student data is created based the record type requested (see below).

To run, select the:

(1) *Beginning School Session Year* (e.g., 2014 for the 2014-15 school year)
(2) *Processing Period* (e.g., Oct. 1 MFP)
(3) *Site*
(4) *Record Type*

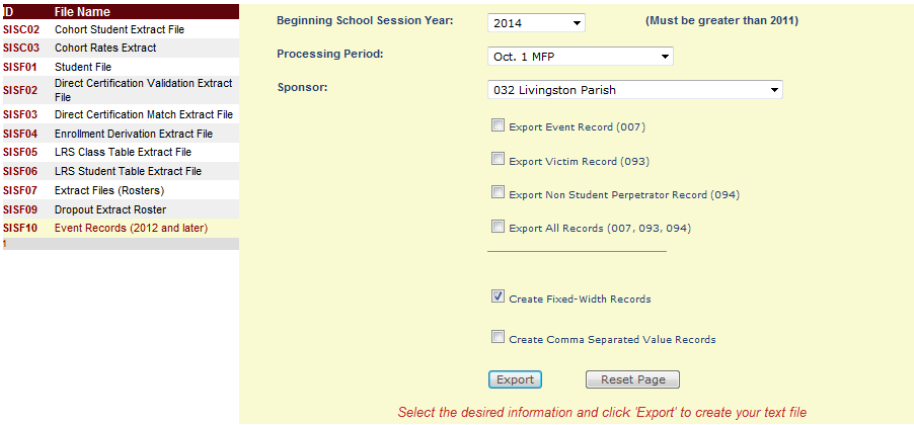


SISF10 Event Records (2012 and later)

DESCRIPTION: A file of student discipline data is created (record types 007, 093, 094) based the format requested (CSV or Fixed-Width).

To run, select the:

(1) *Beginning School Session Year* (e.g., 2014)
(2) *Processing Period* (e.g., Oct. 1 MFP)
(3) *Record Type*
(4) Format



ID	File Name
SISC02	Cohort Student Extract File
SISC03	Cohort Rates Extract
SISF01	Student File
SISF02	Direct Certification Validation Extract File
SISF03	Direct Certification Match Extract File
SISF04	Enrollment Derivation Extract File
SISF05	LRS Class Table Extract File
SISF06	LRS Student Table Extract File
SISF07	Extract Files (Rosters)
SISF09	Dropout Extract Roster
SISF10	Event Records (2012 and later)

SISR07 Free/Reduced Lunch Enrollment Count

DESCRIPTION: By site, includes a count of enrolled students who have been reported as eligible for Free-or Reduced meal benefits.

REPORT: SISR07
RUN DATE: 4/16/2014

LOUISIANA DEPARTMENT OF EDUCATION
STUDENT INFORMATION SYSTEM
FREE\REDUCED LUNCH ENROLLMENT COUNT
SCHOOL SESSION 2013-2014
10/01/2013
LUNCH CODE(S) 1,2

PAGE: Page 1 of 1
RUN TIME: 1:34:22 PM

LEA: 002 Allen Parish

SITE CODE/NAME	INF	PRE SCH	PRE K	K	1	2	3	4	5	6	7	8	9	10	11	12	NON GR	TOTAL
002001 Elizabeth High School	0	0	13	18	20	11	21	8	15	12	9	17	15	4	13	8	0	184
002002 Fairview High School	0	0	11	25	19	19	17	13	14	21	15	24	21	7	12	9	0	227
002003 Kinder Elementary School	0	6	56	59	85	69	58	60	0	0	0	0	0	0	0	0	0	393
002004 Kinder High School	0	0	0	0	0	0	0	0	0	0	0	0	63	44	33	28	0	168
002005 Oakdale Elementary School	0	2	74	102	75	82	74	73	0	0	0	0	0	0	0	0	0	482
002006 Oakdale High School	0	0	0	0	0	0	0	0	0	0	0	0	55	33	33	40	0	161
002007 Oakdale Middle School	0	0	0	0	0	0	0	0	76	78	67	71	0	0	0	0	0	292
002008 Oberlin Elementary School	0	4	12	33	33	34	26	26	19	40	0	0	0	0	0	0	0	227
002009 Oberlin High School	0	0	0	0	0	0	0	0	0	0	33	36	33	37	24	20	0	183
002010 Reeves High School	0	1	7	10	16	12	12	14	15	17	13	15	18	14	12	10	0	186
002015 Kinder Middle School	0	0	0	0	0	0	0	0	49	56	51	66	0	0	0	0	0	222
TOTAL	0	13	173	247	248	227	208	194	188	224	188	229	205	139	127	115	0	2725

SISR13 Free/Reduced Lunch Count Report

DESCRIPTION: By site, includes a count of MFP students who have been reported as eligible for Free or Reduced meal benefits.

REPORT: SISR13
RUN DATE: 4/16/2014

LOUISIANA DEPARTMENT OF EDUCATION
STUDENT INFORMATION SYSTEM
FREE/REDUCED LUNCH MEMBERSHIP COUNT
SCHOOL SESSION 2013-2014
10/01/2013
LUNCH CODE(S) 1,2

PAGE: 1 of 1
RUN TIME: 1:41:40 PM

LEA: 002 Allen Parish

SITE CODE / NAME	INF	PRE SCH	K	1	2	3	4	5	6	7	8	9	10	11	12	TOTAL
002001 Elizabeth High School	0	0	18	20	11	21	8	15	12	9	17	15	4	13	8	171
002002 Fairview High School	0	0	25	19	19	17	13	14	21	15	24	21	7	12	9	216
002003 Kinder Elementary School	0	6	59	85	69	58	60	0	0	0	0	0	0	0	0	337
002004 Kinder High School	0	0	0	0	0	0	0	0	0	0	0	63	44	33	28	168
002005 Oakdale Elementary School	0	2	102	75	82	74	73	0	0	0	0	0	0	0	0	408
002006 Oakdale High School	0	0	0	0	0	0	0	0	0	0	0	55	33	33	40	161
002007 Oakdale Middle School	0	0	0	0	0	0	0	76	78	67	71	0	0	0	0	292
002008 Oberlin Elementary School	0	4	33	33	34	26	26	19	40	0	0	0	0	0	0	215
002009 Oberlin High School	0	0	0	0	0	0	0	0	0	33	36	33	37	24	20	183
002010 Reeves High School	0	1	10	16	12	12	14	15	17	13	15	18	14	12	10	179
002015 Kinder Middle School	0	0	0	0	0	0	0	49	56	51	66	0	0	0	0	222
TOTAL	0	13	247	248	227	208	194	188	224	188	229	205	139	127	115	2552

SISR43 Homeless Not Flagged as Free Lunch Roster

DESCRIPTION: This file identifies all homeless students who have not been flagged in SIS as eligible for free meal benefits. The report layout is shown below:

REPORT: SISR43
RUN DATE: 4/19/2017

LOUISIANA DEPARTMENT OF EDUCATION
STUDENT INFORMATION SYSTEM
HOMELESS NOT FLAGGED AS FREE LUNCH ROSTER
END OF YEAR
SCHOOL SESSION 2016-2017

PAGE: 1 of 1
RUN TIME: 4:15:12 PM

LEA: 003 Ascension Parish

SITE: 003005 East Ascension High School

STUDENT NAME	STATE ID	LOCAL ID	BIRTH DATE	SEX	RACE/ ETHNICITY	GRADE	ENTRY DATE	FREE/RED CODE	DIRECT CERT	HOMELESS CODE

SISR44 Homeless Not Flagged as Free Lunch LEA Summary

DESCRIPTION: Provides a summary count for the LEA of students who are Flagged as homeless according to homeless code but not flagged in SIS as eligible for free meal benefits.

REPORT: SISR44
RUN DATE: 4/19/2017

LOUISIANA DEPARTMENT OF EDUCATION
STUDENT INFORMATION SYSTEM
HOMELESS NOT FLAGGED AS FREE LUNCH LEA SUMMARY
END OF YEAR
SCHOOL SESSION 2016-2017

PAGE: 1 of 1
RUN TIME: 4:16:43 PM

LEA: 003 Ascension Parish

Homeless, but not Flagged as Free Lunch	1
Paid, but Direct Certified as Free Lunch	0
Reduced, but Direct Certified for Free Lunch	0
TOTAL FOR LEA	1

MFP and Enrollment Reports

SISR01 Membership Count Report

DESCRIPTION: Lists a count of students who count for MFP (students are not in grade 24 (PK) and not 22 years old the first day of school and they are enrolled on the count date, either Oct. 1 or Feb. 1)

REPORT: SISR01
RUN DATE: 4/16/2014

LOUISIANA DEPARTMENT OF EDUCATION
STUDENT INFORMATION SYSTEM
STUDENT MEMBERSHIP
10/01/2013
SCHOOL SESSION 2013-2014

PAGE: 1 of 1
RUN TIME: 1:26:15 PM

LEA: 002 Allen Parish

SITE CODE/NAME	INF	PRE SCH	K	1	2	3	4	5	6	7	8	9	10	11	12	TOTAL
002001 Elizabeth High School	0	2	29	40	23	38	23	37	30	22	34	28	21	26	17	370
002002 Fairview High School	0	0	36	36	32	29	22	34	29	34	42	37	23	26	29	409
002003 Kinder Elementary School	0	10	109	124	104	95	103	0	0	0	0	0	0	0	0	545
002004 Kinder High School	0	0	0	0	0	0	0	0	0	0	0	111	74	71	62	318
002005 Oakdale Elementary School	0	5	125	105	110	92	92	0	0	0	0	0	0	0	0	529
002006 Oakdale High School	0	0	0	0	0	0	0	0	0	0	0	81	66	60	75	282
002007 Oakdale Middle School	0	0	0	0	0	0	0	98	104	92	97	0	0	0	0	391
002008 Oberlin Elementary School	0	8	41	48	43	51	43	36	49	0	0	0	0	0	0	319
002009 Oberlin High School	0	0	0	0	0	0	0	0	0	39	57	47	53	41	43	280
002010 Reeves High School	0	1	17	22	18	23	14	25	22	26	27	24	21	25	23	288
002015 Kinder Middle School	0	0	0	0	0	0	0	87	97	80	107	0	0	0	0	371
TOTAL	0	26	357	375	330	328	297	317	331	293	364	328	258	249	249	4102

SISR03 Membership Roster Report

DESCRIPTION: Lists a roster of the students included in *SISR01 Membership Count Report*

REPORT: SISR03
RUN DATE: 4/16/2014

LOUISIANA DEPARTMENT OF EDUCATION
STUDENT INFORMATION SYSTEM
STUDENT MEMBERSHIP ROSTER
10/01/2013
SCHOOL SESSION 2013-2014

PAGE: 1 of 233
RUN TIME: 1:29:19 PM

LEA: 002 Allen Parish
SITE: 002001 Elizabeth High School
GRADE: 01 FIRST

STUDENT NAME	ID NUMBER	LOCAL ID	BIRTH DATE	SEX	RACE/ETHNICITY	ENROLL DATE	EXIT DATE

SISR04 Enrollment Count Report

DESCRIPTION: Lists a count of all enrolled students for chosen processing period

REPORT: SISR04
RUN DATE: 4/16/2014

LOUISIANA DEPARTMENT OF EDUCATION
STUDENT INFORMATION SYSTEM
STUDENT ENROLLMENT COUNT
10/01/2013
SCHOOL SESSION 2013-2014

PAGE: Page 1 of 1
RUN TIME: 1:31:02 PM

LEA: 002 Allen Parish

SITE CODE/NAME	INF	PRE SCH	PRE K	K	1	2	3	4	5	6	7	8	9	10	11	12	TOTAL
002001 Elizabeth High School	0	2	23	29	40	23	38	23	37	30	22	34	28	21	26	17	393
002002 Fairview High School	0	0	27	36	36	32	29	22	34	29	34	42	37	23	26	29	436
002003 Kinder Elementary School	0	10	90	109	124	104	95	103	0	0	0	0	0	0	0	0	635
002004 Kinder High School	0	0	0	0	0	0	0	0	0	0	0	0	111	74	71	62	318
002005 Oakdale Elementary School	0	5	89	125	105	110	92	92	0	0	0	0	0	0	0	0	618
002006 Oakdale High School	0	0	0	0	0	0	0	0	0	0	0	0	81	66	60	75	282
002007 Oakdale Middle School	0	0	0	0	0	0	0	0	98	104	92	97	0	0	0	0	391
002008 Oberlin Elementary School	0	8	25	41	48	43	51	43	36	49	0	0	0	0	0	0	344
002009 Oberlin High School	0	0	0	0	0	0	0	0	0	0	39	57	47	53	41	43	280
002010 Reeves High School	0	1	12	17	22	18	23	14	25	22	26	27	24	21	25	23	300
002015 Kinder Middle School	0	0	0	0	0	0	0	0	87	97	80	107	0	0	0	0	371
TOTAL	0	26	266	357	375	330	328	297	317	331	293	364	328	258	249	249	4368

SISR06 Enrollment Roster Report

DESCRIPTION: Lists a roster of students included in *SISR04 Enrollment Count Report*

REPORT: SISR06
RUN DATE: 4/16/2014

LOUISIANA DEPARTMENT OF EDUCATION
STUDENT INFORMATION SYSTEM
ENROLLMENT ROSTER REPORT
10/01/2013
SCHOOL SESSION 2013-2014

PAGE: Page 1 of 231
RUN TIME: 1:33:18 PM

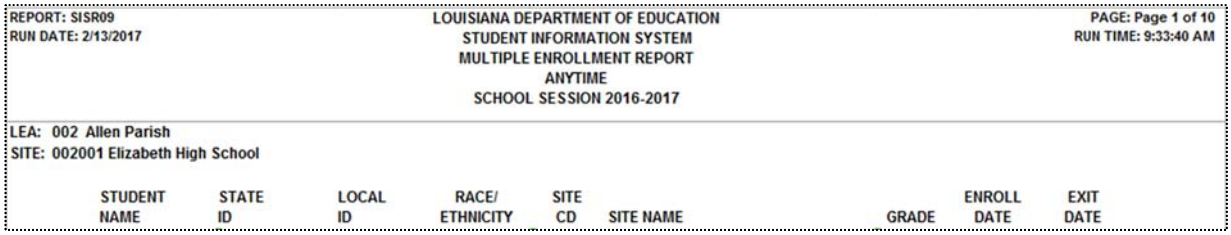
LEA: 002 Allen Parish

SITE: 002001 Elizabeth High School

GRADE: 01 FIRST

STUDENT NAME	ID NUMBER	LOCAL ID	BIRTH DATE	SEX	RACE/ETHNICITY	ENROLL DATE	EXIT DATE

SISR09 Multiple Enrollment Report



REPORT: SISR09
RUN DATE: 2/13/2017

LOUISIANA DEPARTMENT OF EDUCATION
STUDENT INFORMATION SYSTEM
MULTIPLE ENROLLMENT REPORT
ANYTIME
SCHOOL SESSION 2016-2017

PAGE: Page 1 of 10
RUN TIME: 9:33:40 AM

LEA: 002 Allen Parish
SITE: 002001 Elizabeth High School

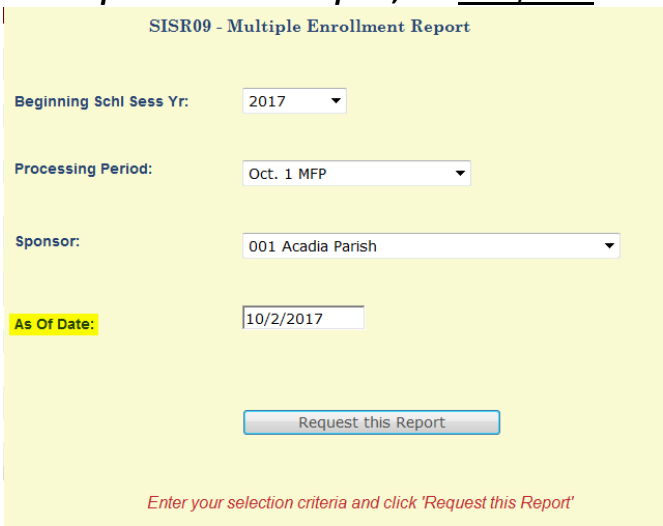
STUDENT NAME	STATE ID	LOCAL ID	RACE/ ETHNICITY	SITE CD	SITE NAME	GRADE	ENROLL DATE	EXIT DATE

DESCRIPTION: The ***SISR09 Multiple Enrollment Report*** will list students enrolled in more than one district on overlapping dates. Districts should work together to verify and make corrections to any entry and exit dates that may cause overlapping enrollments between districts.

- Use this report to fix warning message *901 "Student enrolled in another LEA"*
- NOTE: Students with ENTRY DATE and EXIT DATE on the first day of school (no-show) will not appear on this report.

Correcting Multiple Enrollments:

- ENTRY and EXIT dates should not overlap: A student's **ENTRY DATE** in a district must be on or after a student's EXIT DATE from another district, conversely, a student's **EXIT DATE** from a district must be on or before a student's ENTRY DATE in another district *(excludes certain temporary enrollments in special schools, e.g. Sponsor 101).*
- To run the ***SISR09 Multiple Enrollment Report,*** the *As Of date* should be selected.



- When the *As Of date* selected is **blank**, the report will list students enrolled in more than one district on overlapping dates at any point during the school year. This data should be corrected whenever possible.

- When the *As Of date* selected is the **count date** (for example 10/1/18), the report will list the students enrolled in more than one district on this date. This data should be corrected as it may affect funding allocations.
    - Districts should work together to correct ENTRY/EXIT dates for students with overlapping enrollment on the **count date**.
    - *If an agreement cannot be reached between the districts for a particular student enrollment, each district will be audited by Finance to determine which district will be eligible to receive funding.*
        - Initial funding will not be allocated to any district for the student enrollment.
        - For the audit, each district will be asked to provide documentation to show the student was enrolled and actually in attendance on the count date (for example roll book, lunch report, bus schedule, etc.).

EXAMPLES:

District 1		District 2		**Review each student listed on the *SISR09 Multiple Enrollment Report* and determine what changes are needed to correct the overlapping ENTRY/EXIT dates.**
ENTRY DATE	**EXIT DATE**	**ENTRY DATE**	**EXIT DATE**	
9/19/18	none	8/4/18	none	District 1 and District 2 should work together to correct the overlapping enrollment. District 2 -Verify whether the student is enrolled and still attending. If not, correct the EXIT DATE. District 1 -Verify whether the student was enrolled and has been attending since 9/19/18.
8/3/18	8/4/18	8/3/18	none	District 1 and District 2 should work together to correct the overlapping enrollment. District 1 -Verify whether the student was actually in attendance on the First day of school. • If the student was in attendance last school year, was expected to be in attendance this school year, but did not show up: o Enter/exit the student on the first day of school. ENTRY REASON = "E1" ENTRY REASON = "18"[no show] ENTRY DATE = First Day of School EXIT DATE = First Day of School • For new students who may have enrolled over the summer, but did not show up: o There is no need to report the student's enrollment in SIS for the October 1 and any subsequent data collection periods.

				District 2 -Verify the student was enrolled and has been attending since the first day of school. If not, correct the ENTRY DATE.

SISR11 At Risk Count Report

DESCRIPTION: Lists a count of students who are Free-Lunch Eligible, Reduced-Lunch Eligible or English Learners (EL).

REPORT: SISR11
RUN DATE: 4/16/2014

LOUISIANA DEPARTMENT OF EDUCATION
STUDENT INFORMATION SYSTEM
AT RISK MEMBERSHIP
10/01/2013
SCHOOL SESSION 2013-2014

PAGE: 1 of 1
RUN TIME: 1:39:44 PM

LEA : 002 Allen Parish

SITE CODE/NAME	INF	PRE SCH	K	1	2	3	4	5	6	7	8	9	10	11	12	TOTAL
002001 Elizabeth High School	0	0	18	20	11	21	8	15	12	9	17	15	4	13	8	171
002002 Fairview High School	0	0	25	19	19	17	13	14	21	15	24	21	7	12	9	216
002003 Kinder Elementary School	0	6	59	85	69	58	60	0	0	0	0	0	0	0	0	337
002004 Kinder High School	0	0	0	0	0	0	0	0	0	0	0	63	44	33	28	168
002005 Oakdale Elementary School	0	2	102	75	82	74	73	0	0	0	0	0	0	0	0	408
002006 Oakdale High School	0	0	0	0	0	0	0	0	0	0	0	55	33	33	40	161
002007 Oakdale Middle School	0	0	0	0	0	0	0	76	78	67	72	0	0	0	0	293
002008 Oberlin Elementary School	0	4	33	33	34	26	26	19	40	0	0	0	0	0	0	215
002009 Oberlin High School	0	0	0	0	0	0	0	0	0	33	36	33	37	24	20	183
002010 Reeves High School	0	1	10	16	12	12	14	15	17	13	15	18	14	12	10	179
002015 Kinder Middle School	0	0	0	0	0	0	0	49	56	51	66	0	0	0	0	222
TOTAL	0	13	247	248	227	208	194	188	224	188	230	205	139	127	115	2553

SISR26 Enrollment Data Verification Site Level Report
SISR27 Enrollment Data Verification and LEA Level Report

DESCRIPTION: Reports by site/LEA, with Enrollment by grade at BOY, 10/1 and EOY; Net Gains and Losses; Cumulative Enrollment; Aggregate Days of Enrollment, Absence and Attendance; Average Daily Enrollment and Attendance; Dropouts (all grades); NCES Dropouts (grades 7-12); Graduates; Items at bottom that are marked with an "**X**" need to be reviewed for accuracy

REPORT: SISR26
DATA AS OF:
11/7/2013 6:47:55 AM

LOUISIANA DEPARTMENT OF EDUCATION
STUDENT INFORMATION SYSTEM
ENROLLMENT DATA VERIFICATION SITE LEVEL REPORT
SCHOOL SESSION 2013-2014

PAGE: 1 of 15
REPORT REQUESTED:
4/16/2014 2:04:03 PM

LEA:

SITE:

Grade	Enrollment 10/1/2013	Enrollment Beg-Yr	Enrollment End-Yr	Net Gain	Net Loss	Cumul Enroll	Aggregate Days Enroll	Aggregate Days Absence	Aggregate Days Attend	Average Daily Enroll	Average Daily Attend	Drop	NCES Drop	Grad
01	40	40	40	0	0	40	7,120.0	22.0	7,098.0	40.0	39.9	0.0		0.0
								0.3 %	99.7 %			0.0 %		
02	23	22	23	1	0	23	4,073.0	17.0	4,056.0	22.9	22.8	0.0		0.0
								0.4 %	99.6 %			0.0 %		
03	38	37	38	1	0	39	6,785.0	38.0	6,747.0	38.1	37.9	2.0		0.0
								0.6 %	99.4 %			4.9 %		
04	23	23	23	0	0	23	4,094.0	12.5	4,081.5	23.0	22.9	1.0		0.0
								0.3 %	99.7 %			4.2 %		
05	37	35	37	2	0	37	6,563.0	16.0	6,547.0	36.9	36.8	0.0		0.0
								0.2 %	99.8 %			0.0 %		
06	30	31	30	0	(1)	32	5,359.0	38.5	5,320.5	30.1	29.9	0.0		0.0
								0.7 %	99.3 %			0.0 %		

REPORT: SISR27
DATA AS OF:
11/7/2013 6:47:55 AM

LOUISIANA DEPARTMENT OF EDUCATION
STUDENT INFORMATION SYSTEM
ENROLLMENT DATA VERIFICATION LEA LEVEL REPORT
SCHOOL SESSION 2013-2014

PAGE: 1 of 1
REPORT REQUESTED:
4/16/2014 2:05:20 PM

LEA:

Grade	Enrollment 10/01/2013	Enrollment Beg-Yr	Enrollment End-Yr	Net Gain	Net Loss	Cumul Enroll	Aggregate Days Enroll	Aggregate Days Absence	Aggregate Days Attend	Average Daily Enroll	Average Daily Attend	Drop	NCES Drop	Grad
01	375	372	375	3	0	383	66,724.0	416.5	66,307.5	374.9	372.5	0.0		0.0
								0.6 %	99.4 %			0.0 %		
02	330	329	330	1	0	336	58,777.0	358.0	58,419.0	330.2	328.2	0.0		0.0
								0.6 %	99.4 %			0.0 %		
03	328	329	328	0	(1)	339	58,511.0	393.5	58,117.5	328.7	326.5	2.0		0.0
								0.7 %	99.3 %			0.6 %		
04	297	300	297	0	(3)	306	52,883.0	321.5	52,561.5	297.1	295.3	2.0		0.0
								0.6 %	99.4 %			0.6 %		
05	317	311	317	6	0	323	56,416.0	318.5	56,097.5	316.9	315.2	0.0		0.0
								0.6 %	99.4 %			0.0 %		
06	331	321	331	10	0	336	58,794.0	367.0	58,427.0	330.3	328.2	0.0		0.0
								0.6 %	99.4 %			0.0 %		
07	293	281	293	12	0	299	52,083.0	394.0	51,689.0	292.6	290.4	1.0	1.0	0.0
								0.8 %	99.2 %			0.3 %	0.3 %	
08	364	352	364	12	0	380	64,790.0	520.5	64,269.5	364.0	361.1	1.0	1.0	0.0
								0.8 %	99.2 %			0.3 %	0.3 %	
09	328	324	328	4	0	340	58,368.0	620.0	57,748.0	327.9	324.4	2.0	2.0	0.0
								1.1 %	98.9 %			0.6 %	0.6 %	
10	258	257	258	1	0	267	45,852.0	418.0	45,434.0	257.6	255.2	2.0	2.0	0.0
								0.9 %	99.1 %			0.7 %	0.7 %	
11	249	253	249	0	(4)	255	44,307.0	419.5	43,887.5	248.9	246.6	2.0	2.0	0.0
								0.9 %	99.1 %			0.8 %	0.8 %	
12	249	257	249	0	(8)	258	44,427.0	494.0	43,933.0	249.6	246.8	1.0	1.0	0.0
								1.1 %	98.9 %			0.4 %	0.4 %	
20	26	25	26	1	0	26	4,612.0	20.5	4,591.5	25.9	25.8	0.0		0.0
								0.4 %	99.6 %			0.0 %		
24	266	264	266	2	0	272	47,256.0	385.5	46,870.5	265.5	263.3	0.0		0.0
								0.8 %	99.2 %			0.0 %		
25	357	360	357	0	(3)	366	63,675.0	545.5	63,129.5	357.7	354.7	1.0		0.0
								0.9 %	99.1 %			0.3 %		
TOTAL	**4,368**	**4,335**	**4,368**	**52**	**(19)**	**4,486**	**777,475.0**	**5,992.5**	**771,482.5**	**4,367.8**	**4,334.2**	**14.0**	**9.0**	**0.0**
								0.8 %	**99.2 %**			**0.3 %**	**0.5 %**	
TOTAL AVERAGE DAILY ENROLL & ATTEND EXCLUDE GRADES 15 & 20 ===>										**4,341.9**	**4,308.4**			

SISR36 EL Roster Report

DESCRIPTION: Lists a roster of students that have a language background other than English, and the student's proficiency in English is such that the probability of the individual's success in an English-only environment is below that of a successful peer with an English language background.

REPORT: SISR36
RUN DATE:
2/27/2017

LOUISIANA DEPARTMENT OF EDUCATION
STUDENT INFORMATION SYSTEM
LEP ROSTER
ANYTIME
SCHOOL SESSION 2016-2017

PAGE: 1 of 4
RUN TIME: 12:05:48 PM

LEA : 002 Allen Parish
SITE: 002002 Fairview High School

STUDENT NAME	STATE ID	LOCAL ID	BIRTH DATE	SEX	RACE/ ETHNICITY	ENTRY DATE	EXIT DATE	GRADE	LEP FUND	LANGUAGE

SISR46 Grade Level Does Not Match SPED Indicator Roster
SISR47 Grade Level Does Not Match SPED Indicator & LEA Summary

DESCRIPTION: These reports show discrepancies between the two systems, SIS and SER. To be considered active in SPED, the student must meet the conditions on the as-of date:

- Have a current IEP (Do not include Interim IEPs) OR current Services Plan (student had a valid evaluation)
- Must be Receiving Services, No SPED Exit Record
- If students do not have the SPED indicator, you should put them in SIS as grade 24 and when they meet the conditions , then, you can do a grade reassignment entry in SIS as of the date they officially become SPED
- Students should be active in SPED (SER) if submitted in grade 15 or 20 on SIS
- Students should **not** be active in SPED (SER) if submitted in grade 24 on SIS

REPORT: SISR46
DATA AS OF:
11/7/2013 6:47:55 AM

LOUISIANA DEPARTMENT OF EDUCATION
STUDENT INFORMATION SYSTEM
GRADE LEVEL DOES NOT MATCH SPECIAL ED INDICATOR ROSTER
10/01/2013
SCHOOL SESSION 2013-2014

PAGE: 1 of 1
REPORT REQUESTED:
4/16/2014 12:44:14 PM

LEA: 002 Allen Parish

SITE: 002003 Kinder Elementary School

STUDENT NAME	STATE ID	LOCAL ID	BIRTH DATE	SEX	RACE/ETHNICITY	GRADE	ENTRY DATE	SPED IND

REPORT: SISR47
DATA AS OF:
11/4/2014 5:00:22 AM

LOUISIANA DEPARTMENT OF EDUCATION
STUDENT INFORMATION SYSTEM
GRADE LEVEL DOES NOT MATCH SPECIAL ED INDICATOR LEA SUMMARY
10/01/2014
SCHOOL SESSION 2014-2015

PAGE: 1 of 1
REPORT REQUESTED:
11/20/2014 5:34:12 PM

LEA: 009 Caddo Parish

Infant / Pre-School not flagged as Special Ed	14
Pre-Kindergarten flagged as Special Ed	1
TOTAL FOR DISTRICT 009 Caddo Parish	15

SISR56 Grade Level Does Not Match SPED Indicator Roster and SISR57 Grade Level Does Not Match SPED Indicator LEA Summary

DESCRIPTION: LIVE versions of SISR46 and SISR47

REPORT: SISR56
RUN DATE: 9/4/2014

LOUISIANA DEPARTMENT OF EDUCATION
STUDENT INFORMATION SYSTEM
GRADE LEVEL DOES NOT MATCH SPED INDICATOR ROSTER
10/01/2014
SCHOOL SESSION 2014-2015

PAGE: 1 of 4
RUN TIME: 11:59:27 AM

LEA: 004 Assumption Parish

SITE: 004004 Belle Rose Primary School

REPORT: SISR57
RUN DATE: 9/4/2014

LOUISIANA DEPARTMENT OF EDUCATION
STUDENT INFORMATION SYSTEM
GRADE LEVEL DOES NOT MATCH SPECIAL ED INDICATOR LEA SUMMARY
10/01/2014
SCHOOL SESSION 2014-2015

PAGE: 1 of 1
RUN TIME: 12:00:39 PM

LEA: 004 Assumption Parish

Infant / Pre-School not flagged as Special Ed	9
Pre-Kindergarten flagged as Special Ed	0
TOTAL FOR DISTRICT 004 Assumption Parish	9

SISR31 Discipline Data Verification Site Level Report
SISR32 Discipline Data Verification LEA Level Reports

DESCRIPTION: Reports that include by site/LEA, the number of students who have had suspensions by grade, Out-of-School and In-School (includes Alternate Site Code); the number of students who have had expulsions by grade, Out-of-School and In-School (includes Alternate Site Code); Items at bottom that are marked with an "**X**" need to be reviewed for accuracy

REPORT: SISR31
DATA AS OF:
4/16/2014 5:00:01 AM

LOUISIANA DEPARTMENT OF EDUCATION
STUDENT INFORMATION SYSTEM
DISCIPLINE DATA VERIFICATION SITE LEVEL REPORT
SCHOOL SESSION 2013-2014

PAGE: 1 of
REPORT REQUESTED:
4/16/2014 2:06:31 P

LEA:

SITE:

	SUSPENSIONS		EXPULSIONS	
GRADE	IN-SCHOOL	OUT-OF-SCHOOL	IN-SCHOOL	OUT-OF-SCHOOL
03	1	0	0	0
	2.4 %	0.0 %	0.0 %	0.0 %
05	1	1	0	0
	2.6 %	2.6 %	0.0 %	0.0 %
06	0	1	0	0
	0.0 %	2.8 %	0.0 %	0.0 %
07	1	0	0	0
	4.0 %	0.0 %	0.0 %	0.0 %
08	2	4	0	0
	5.0 %	10.0 %	0.0 %	0.0 %
09	2	0	0	0
	6.9 %	0.0 %	0.0 %	0.0 %
TOTAL	7	6	0	0
	1.6 %	1.4 %	0.0 %	0.0 %

IN-SCHL SUSPENSION WARNING 8% OR MORE:
IN-SCHL SUSPENSION WARNING LESS THAN 1%:
OUT-SCHL SUSPENSION WARNING 8% OR MORE:
OUT-SCHL SUSPENSION WARNING LESS THAN 1%:
IN-SCHL EXPULSIONS WARNING GREATER THAN 3%:
IN-SCHL EXPULSIONS WARNING LESS THAN 0.5%: X
OUT-SCHL EXPULSIONS WARNING GREATER THAN 3%:
OUT-SCHL EXPULSIONS WARNING LESS THAN 0.5%: X

REPORT: SISR32
DATA AS OF:
11/7/2013 6:47:55 AM

LOUISIANA DEPARTMENT OF EDUCATION
STUDENT INFORMATION SYSTEM
DISCIPLINE DATA VERIFICATION LEA LEVEL REPORT
SCHOOL SESSION 2013-2014

PAGE: 1 of 1
REPORT REQUESTED:
4/16/2014 2:09:34 PM

LEA:

	SUSPENSIONS		EXPULSIONS	
GRADE	IN-SCHOOL	OUT-OF-SCHOOL	IN-SCHOOL	OUT-OF-SCHOOL
02	0 0.0 %	1 0.3 %	0 0.0 %	0 0.0 %
03	1 0.3 %	1 0.3 %	0 0.0 %	0 0.0 %
04	1 0.3 %	1 0.3 %	0 0.0 %	0 0.0 %
05	8 2.5 %	3 0.9 %	0 0.0 %	0 0.0 %
06	12 3.6 %	16 4.8 %	0 0.0 %	0 0.0 %
07	14 4.7 %	15 5.0 %	0 0.0 %	0 0.0 %
08	16 4.2 %	16 4.2 %	0 0.0 %	0 0.0 %
09	23 6.8 %	7 2.1 %	0 0.0 %	0 0.0 %
10	18 6.7 %	5 1.9 %	0 0.0 %	0 0.0 %
11	12 4.7 %	3 1.2 %	0 0.0 %	0 0.0 %
12	9 3.5 %	6 2.3 %	0 0.0 %	0 0.0 %
25	0 0.0 %	1 0.3 %	0 0.0 %	0 0.0 %
TOTAL	**114** **2.5 %**	**75** **1.7 %**	**0** **0.0 %**	**0** **0.0 %**

SISR39 Truancy Count Roster
SISR40 Truancy Summary Count

DESCRIPTION: These reports show roster/count of students flagged as truant along with a truancy rate

REPORT: SISR39
RUN DATE: 4/16/2014

LOUISIANA DEPARTMENT OF EDUCATION
STUDENT INFORMATION SYSTEM
TRUANCY COUNT ROSTER
SCHOOL SESSION 2013-2014

PAGE: 1 of 60
RUN TIME: 12:32:10 PM

LEA:
SITE:

STUDENT NAME	STATE ID	BIRTH DATE	SEX	RACE/ ETHNICITY	ENTRY DATE	EXIT DATE	GRADE

REPORT: SISR40
RUN DATE: 4/16/2014

LOUISIANA DEPARTMENT OF EDUCATION
STUDENT INFORMATION SYSTEM
TRUANCY SUMMARY COUNT
SCHOOL SESSION 2013-2014

PAGE: 1 of 12
RUN TIME: 4:22:43 PM

LEA :
SITE:

	GRADE CODE	TRUANT	NOT TRUANT	ENROLLMENT	% OF TRUANT
	01	3	37	40	7.50%
	02	0	23	23	.00%
	03	5	34	39	12.82%
	04	2	21	23	8.70%
	05	1	36	37	2.70%
	06	4	28	32	12.50%
	07	0	24	24	.00%
	08	0	35	35	.00%
	09	1	28	29	3.45%
	10	1	20	21	4.76%
	11	4	23	27	14.81%
	12	0	17	17	.00%
	24	2	21	23	8.70%
	25	1	29	30	3.33%
TOTAL		24	376	400	6.00%

SISR20 LEADS Class Detail Report

DESCRIPTION: Report that lists the details of every class by site including Class data, Course data, Teacher data and student lists, counts by grade. These reports are extremely large. If you receive a timeout, you can try running the report by Site.

REPORT: SISR20
RUN DATE: 4/16/2014

LOUISIANA DEPARTMENT OF EDUCATION
STUDENT INFORMATION SYSTEM
LEADS CLASS DETAIL REPORT
ALL COURSES
SCHOOL SESSION 2013-2014

PAGE: 1 of 3416
RUN TIME: 1:56:18 PM

LEA: 002 Allen Parish
SITE OF CLASS: 002001 Elizabeth High School
ACADEMIC AREA: A All Grades (K-12)
CLASS CD: 001127 COURSE CD: 600088 GIFTED ENRICHMENT PULLOUT (NO CREDIT) CORE COURSE: N HQ: N
COURSE TYPE: SE SPED PLACEMENT CD: 05 DIST LEARNING TYPE CD: STARTING SEM NUM: 1
CLASS BEGIN DT: 08/09/2013 CLASS END DATE: 05/23/2014 TOT CLASS TIME CNT: 0 CLASS SETTING NUM: 02

COUNT BY GRADE	12	11	10	09	08	07	06	05	04	03	02	01	K	PK	PS	INF	TOTAL
	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

INSTRUCTOR: SSN:
OBJECT: 112 TEACHERS FUNCTION: 1220 GIFTED AND TALENTED
SPED CERT: 0.00 CERT CD: COURSE CERTIFIED? N

********** SPED **********

NAME	STUDENT ID	GRADE	BIRTH	SEX	SITE	ENTRY DT	PRIME EX	CERTIFIED
.					002001			

TOTAL STUDENT COUNT 0

SISR21 LEADS Class Summary Report

DESCRIPTION: Summary version of data listed on the SISR20 LEADS Class Detail Report

REPORT: SISR21
RUN DATE: 9/4/2014

LOUISIANA DEPARTMENT OF EDUCATION
STUDENT INFORMATION SYSTEM
LEADS CLASS SUMMARY REPORT
ALL COURSES
SCHOOL SESSION 2013-2014

PAGE: 1 of
RUN TIME: 11:36:1

LEA: 002 Allen Parish
SITE OF CLASS: 002001 Elizabeth High School
ACADEMIC AREA: A All Grades (K-12)

INSTRUCTOR SSN:
INSTRUCTOR:
CLASS CODE: 001127
COURSE TYPE: SE SPECIAL EDUCATION
CLASS BEGIN DATE: 8/9/2013
STARTING SEM NUM: 1
OBJECT-FUNCTION: 112 TEACHERS -- 1220 GIFTED AND TALENTED
COURSE CODE / NAME: 600088 GIFTED ENRICHMENT PULLOUT (NO CREDIT)
CERTIFICATE CODE:
SPED PLACEMENT CODE: 05 Resource Center (Gifted or Talented)
CLASS END DATE: 5/23/2014
CLASS SETTING NUM: 02
STUDENT COUNT: 0
DISTANCE LEARNING TYPE CODE:
CLASS INSTRUCTIONAL TIME: 0

****

INSTRUCTOR SSN:
INSTRUCTOR:
CLASS CODE: 001214
COURSE TYPE: RG REGULAR
CLASS BEGIN DATE: 8/9/2013
STARTING SEM NUM: 1
OBJECT-FUNCTION: 112 TEACHERS -- 1110 ELEMENTARY PROGRAM
COURSE CODE / NAME: 000010 COORDINATION/SUPERVISION
CERTIFICATE CODE:
SPED PLACEMENT CODE:
CLASS END DATE: 5/23/2014
CLASS SETTING NUM: 04
STUDENT COUNT: 0
DISTANCE LEARNING TYPE CODE:
CLASS INSTRUCTIONAL TIME: 10010

****

INSTRUCTOR SSN:
INSTRUCTOR:
CLASS CODE: 001210
COURSE TYPE: SE SPECIAL EDUCATION
CLASS BEGIN DATE: 8/9/2013
STARTING SEM NUM: 1
OBJECT-FUNCTION: 112 TEACHERS -- 1110 ELEMENTARY PROGRAM
COURSE CODE / NAME: 500099 ACADEMIC ASSISTANCE (NO CREDIT)
CERTIFICATE CODE:
SPED PLACEMENT CODE: 09 Self-Contained Departmentalized
CLASS END DATE: 5/23/2014
CLASS SETTING NUM: 01
STUDENT COUNT: 17
DISTANCE LEARNING TYPE CODE:
CLASS INSTRUCTIONAL TIME: 0

****

SISR41 Students Without Class Schedule Roster

DESCRIPTION: Lists any student enrolled as of 10/1 who does not have any Class Schedules. All students in grades PK – 12 and enrolled as of 10/1 must have at least one Class Schedule (110) record

REPORT: SISR41
RUN DATE: 9/4/2014

LOUISIANA DEPARTMENT OF EDUCATION
STUDENT INFORMATION SYSTEM
STUDENTS WITHOUT CLASS SCHEDULE ROSTER
10/01/2014
SCHOOL SESSION 2014-2015

PAGE: 1 of 25
RUN TIME: 11:43:30 AI

LEA : 059 Washington Parish

SITE: 059002 Enon Elementary School

STUDENT NAME	STATE ID	LOCAL ID	BIRTH DATE	SEX	RACE/ ETHNICITY	ENTRY DATE	EXIT DATE	GRADE

SISR52 Data Integrity by Site

DESCRIPTION: Cross-check between the Sponsor Site, School Calendar, SIS, PEP, and CUR databases

Report: SISR52
Run Date: 09/04/2014

Louisiana Department of Education
Student Information System
Data Integrity Report
School Session 2014-2015, Processing Period 2

Page: 1 of 1
Run Time: 11:51

Sponsor: 059 Washington Parish

Site	Calendar	SIS	PEP	Curriculum
059002 Enon Elementary School			NO STAFF NO PRINCIPAL/ADM	
059003 Franklinton Elementary School			NO STAFF NO PRINCIPAL/ADM	
059004 Franklinton Junior High School			NO STAFF NO PRINCIPAL/ADM	
059005 Franklinton Primary School			NO STAFF NO PRINCIPAL/ADM	
059006 Franklinton High School			NO STAFF NO PRINCIPAL/ADM	
		GRADE 08 MISSING		
	GRADE T9 MISSING			
059007 Mt. Hermon School			NO STAFF NO PRINCIPAL/ADM	
	GRADE T9 MISSING	GRADE T9 MISSING		
059008 Pine School			NO STAFF NO PRINCIPAL/ADM	
	GRADE T9 MISSING			
059009 Thomas Elementary School			NO STAFF NO PRINCIPAL/ADM	
059011 Varnado High School			NO STAFF NO PRINCIPAL/ADM	
	GRADE T9 MISSING	GRADE T9 MISSING		
059013 Wesley Ray Elementary School			NO STAFF NO PRINCIPAL/ADM	
059014 Adult Education			NO STAFF NO PRINCIPAL/ADM	
059015 Franklinton Resource Center			NO STAFF NO PRINCIPAL/ADM	

SISR53 Data Integrity by Class

DESCRIPTION: Shows Curriculum (CUR) records (classes) that are:

- Missing an Instructor, but has students on SIS
- Missing Students, but has an instructor on PEP
- Orphaned (missing both)
- All CUR records (classes) should be linked to an instructor
- All CUR records (classes) should be linked to students unless course's "zero student count flag" is set to yes

Note: *Remember, any core class with students enrolled and without an instructor will lower your HQ percentage for any impacted school and your district.*

Report: SISR53 | Louisiana Department of Education | Page 1 of 63

Run Date: 09/04/2014 | Student Information System | Run Time: 11:56

Class Data Integrity Report

School Session 2014-2015, Processing Period 2

Sponsor: 059 Washington Parish

Site Code: 059002 Enon Elementary School

Class Code	Course Code	Course Description	Error Message
002001	700000	KINDERGARTEN	ORPHANED CUR RECORD
002003	400010	ELEMENTARY ENRICHMENT CLASS (K-8 ONLY) NO CREDIT	ORPHANED CUR RECORD
002005	700000	KINDERGARTEN	ORPHANED CUR RECORD
002006	400010	ELEMENTARY ENRICHMENT CLASS (K-8 ONLY) NO CREDIT	ORPHANED CUR RECORD
002007	500099	ACADEMIC ASSISTANCE (NO CREDIT)	ORPHANED CUR RECORD
002008	120300	LANGUAGE ARTS; ELEMENTARY GRADES	ORPHANED CUR RECORD
002009	400010	ELEMENTARY ENRICHMENT CLASS (K-8 ONLY) NO CREDIT	ORPHANED CUR RECORD
002010	160300	MATHEMATICS; ELEMENTARY GRADES	ORPHANED CUR RECORD
002012	400010	ELEMENTARY ENRICHMENT CLASS (K-8 ONLY) NO CREDIT	ORPHANED CUR RECORD
002013	500099	ACADEMIC ASSISTANCE (NO CREDIT)	ORPHANED CUR RECORD
002015	190178	HEALTH AND PHYSICAL EDUCATION; ELEMENTARY GRADES	ORPHANED CUR RECORD
002016	120300	LANGUAGE ARTS; ELEMENTARY GRADES	ORPHANED CUR RECORD
002017	400010	ELEMENTARY ENRICHMENT CLASS (K-8 ONLY) NO CREDIT	ORPHANED CUR RECORD

Graduate Reports

SISR25 Preliminary Graduate Roster Report

DESCRIPTION: List of students reported who have graduated with a diploma (EXIT REASON CODE="04") during the current school year. This will include any students graduating on September 1 or later.

REPORT: SISR25
DATA AS OF:
11/21/2014 7:50:36 AM

LOUISIANA DEPARTMENT OF EDUCATION
STUDENT INFORMATION SYSTEM
PRELIMINARY GRADUATE ROSTER REPORT
SCHOOL SESSION 2013-2014

PAGE: 1 of 1974
REPORT REQUESTED:
11/21/2014 3:15:16 PM

LEA: 001 Acadia Parish

SITE: 001005 Church Point High School

NAME	STATE ID	LOCAL ID	BIRTH DATE	SEX	RACE/ ETHNICITY	ENTRY DATE	ENTRY CODE	EXIT DATE	EXIT REASON

Dropout Roster Report

SISR24 Potential Dropout Roster Report

DESCRIPTION:

- Lists students identified as potential dropouts along with the dropout type.
- Can be used to verify entry date, exit date and exit reason code.
- To run during the school year, select current year Oct 1 MFP, Feb 1 MFP, EOY.
- To run during the Dropout Correction period, select previous year EOY.

REPORT: SISR24
DATA AS OF:
10/02/15 9:00:40 AM

LOUISIANA DEPARTMENT OF EDUCATION
STUDENT INFORMATION SYSTEM
POTENTIAL DROPOUT ROSTER REPORT
SCHOOL SESSION 2015-2016

PAGE: 1 of 1
REPORT REQUESTED:
10/02/2015 4:02:02 PM

LEA: 069 Central Community School District
SITE: 069004 Central High School

STUDENT NAME	STATE ID	BIRTH DATE	SEX CD	RACE/ ETHNICITY	ENTRY DATE	ENTRY CODE	EXIT DATE	EXIT CODE	GRADE	DROP TYPE	
XXX, X	XXXXXXXXXX	11	F	B	08/13/2015	E1	08/13/2015	09	09	1	2015 Oct 1 MFP Enrollment

Special Reports

SISR37 Homeless Cd Roster All Students

DESCRIPTION: Lists students who have been identified as homeless.

REPORT: SISR37 LOUISIANA DEPARTMENT OF EDUCATION PAGE: 1 of 10
RUN DATE: 2/27/2017 STUDENT INFORMATION SYSTEM RUN TIME: 12:14:33 PM
HOMELESS CD ROSTER
ALL STUDENTS
ANYTIME
SCHOOL SESSION 2016-2017

LEA: 002
SITE:
002001

STUDENT NAME	STATE ID	LOCAL ID	BIRTH DATE	SEX	ETH RACE	ENTRY DATE	EXIT DATE	GRADE	FREE/RED LUNCH	HOMELESS INDICATOR	HOMELESS REASON	SVCS PROVIDED	UNACC YOUTH	AWAIT FOSTER

SISR38 Homeless Cd Summary All Students

DESCRIPTION: Summary of students who have been identified as homeless.

REPORT: SISR38 LOUISIANA DEPARTMENT OF EDUCATION PAGE: 1 of 150
RUN DATE: 3/30/2017 STUDENT INFORMATION SYSTEM RUN TIME: 2:34:57 PM
HOMELESS CD SUMMARY
ALL STUDENTS
09/30/2016
SCHOOL SESSION 2016-2017

SPONSOR CODE / NAME 001 Acadia Parish

GRADE CODE	HOMELESS CODE AND DESCRIPTION	HOMELESS REASON CODE AND DESCRIPTION	SVCS PROVIDED FLG YES	SVCS PROVIDED FLG NO	UNACCOMPANIED YOUTH YES	UNACCOMPANIED YOUTH NO	TOTAL

SISR51 PreK Funding LA4 Roster

DESCRIPTION: Lists students in Grades 20 and 24 who have been identified with LA 4 (09) Pre-K Funding source code.

REPORT: SISR51
RUN DATE: 4/16/2014

LOUISIANA DEPARTMENT OF EDUCATION
STUDENT INFORMATION SYSTEM
PRE-K FUNDING LA4 ROSTER
10/01/2013
SCHOOL SESSION 2013-2014

PAGE: 1 of 10
RUN TIME: 4:25:11 PM

LEA : 002 Allen Parish

SITE: 002001 Elizabeth High School

STUDENT NAME	STATE ID	LOCAL ID	BIRTH DATE	SEX	RACE/ ETHNICITY	ENTRY DATE	EXIT DATE	GRADE	PRE K CODE	FREE/RED LUNCH CD

SISR65 Student Address Roster Report

DESCRIPTION: Roster of students by Site and by Grade level showing the Residing Parish and Zip Code for districts required to submit student address information to the eScholar Louisiana Secure ID System.

REPORT: SISR65
RUN DATE: 4/16/2014

LOUISIANA DEPARTMENT OF EDUCATION
STUDENT INFORMATION SYSTEM
STUDENT ADDRESS ROSTER
10/01/2013
SCHOOL SESSION 2013-2014

PAGE: 1 of 18
RUN TIME: 1:03:53 PM

LEA: 302 Louisiana School For Math Science & the Arts

SITE: 302006 Louisiana School for Math Science & the Arts

GRADE: 10 TENTH

STUDENT NAME	STATE ID	BIRTH DATE	ENROLL DATE	EXIT DATE	PHYSICAL STREET ADDRESS	CITY, STATE	ZIP CODE	PARISH CODE	MILITARY BASE RESIDE FLG

SISR66 MFP School District Summary Count Report

DESCRIPTION: Count of students by grade and by Residing parish code for districts required to submit student address information to the eScholar Louisiana Secure ID System.

REPORT: SISR66
RUN DATE: 11/21/2014

LOUISIANA DEPARTMENT OF EDUCATION
STUDENT INFORMATION SYSTEM
MFP SCHOOL DISTRICT SUMMARY COUNT
10/01/2014
SCHOOL SESSION 2014-2015

PAGE: 1 of 1
RUN TIME: 3:36:22 PM

LEA: 334 New Orleans Center for Creative Arts

SCHOOL DISTRICT CODE / NAME	INF	PRE SCH	K	1	2	3	4	5	6	7	8	9	T9	10	11	12	TOTAL
03 ASCENSION	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	1
26 JEFFERSON	0	0	0	0	0	0	0	0	0	0	0	19	0	18	15	17	69
29 LAFOURCHE	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	1
32 LIVINGSTON	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	1
36 ORLEANS	0	0	0	0	0	0	0	0	0	0	0	26	0	27	29	19	101
38 PLAQUEMINES	0	0	0	0	0	0	0	0	0	0	0	1	0	1	0	0	2
44 ST. BERNARD	0	0	0	0	0	0	0	0	0	0	0	1	0	2	1	4	8
45 ST. CHARLES	0	0	0	0	0	0	0	0	0	0	0	2	0	3	3	3	11
48 ST. JOHN	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1
52 ST. TAMMANY	0	0	0	0	0	0	0	0	0	0	0	21	0	10	11	1	43
53 TANGIPAHOA	0	0	0	0	0	0	0	0	0	0	0	2	0	2	0	0	4
TOTAL	0	0	0	0	0	0	0	0	0	0	0	72	0	64	61	45	242

SISR70 504 Student Roster

DESCRIPTION: Roster report of 504 students grouped by site code for each LEA and sorted by last name. This report is not static and names may be added or deleted each day you run the report

REPORT: SISR70
RUN DATE: 2/27/2017

LOUISIANA DEPARTMENT OF EDUCATION
STUDENT INFORMATION SYSTEM
504 STUDENT ROSTER
ANYTIME
SCHOOL SESSION 2016-2017

PAGE: 1 of 12
RUN TIME: 12:23:14 PM

LEA: 002 Allen Parish
SITE: 002001 Elizabeth High School

STUDENT NAME	STATE ID	LOCAL ID	BIRTH DT	LAST GRADE	IAP REVIEW DT	LAST 504 EVAL DT	**DISABILITY CODES 1	2	3	4	5	6	7	**504 ACCOMODATIONS LP	ET	AR	TA	IT	SG	MS	EA	504 EXIT DATE

SISR71 504 Student Summary Count Report

DESCRIPTION: Shows a list of counts by Disability Category Code (horizontally) and by Grade (vertically). The "by disability category" totals are a true total of the numbers represented on this report, whereas the "by grade" totals represent student totals. For example, if you see one count of 03 ADHD and one count 04 Academic/Learning under the Grade K column, but the total at the bottom is 1, this means that one student in kindergarten had those two Disability Category Codes. This report is not static and numbers may be added or deleted each day you run the report

REPORT: SISR71
RUN DATE: 4/16/2014

LOUISIANA DEPARTMENT OF EDUCATION
STUDENT INFORMATION SYSTEM
504 STUDENT SUMMARY COUNT
10/01/2013
SCHOOL SESSION 2013-2014

PAGE: 1 of 1
RUN TIME: 1:16:17 PM

LEA:

DISABILITY CD & DESC	INF	PRE SCH	PRE K	K	01	02	03	04	05	06	07	08	09	10	11	12	DISAB TOTAL
01 Dyslexia	0	0	0	0	0	0	1	1	1	0	1	0	0	0	0	2	6
02 Dysgraphia	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
03 ADHD	0	0	0	0	0	1	9	5	8	2	3	6	2	4	2	1	43
04 Academic/Learning	0	0	0	0	0	0	0	0	0	4	1	2	1	1	0	0	9
05 Behavior Disorder	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
06 Opp. Def. Disorder	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
07 Anxiety Disorder	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
08 Bipolar Disorder	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
09 Aspergers/Tourettes	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	1
10 Diabetes/Hypoglycem.	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	1
11 Severe Asthma/Resp.	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
12 Severe Allergies	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
13 Chronic Fatigue	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
14 Migraine Headaches	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
15 Missing Body Part	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
16 Eye Abnormality	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	1
17 Ear Abnormality	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
18 Eating Disorder	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
19 Bladder Disorder	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
20 Neurologic. Disorder	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1
21 Circulatory/Endo.	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
22 Rare Disease	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	1
23 Drug-Related	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
24 Other Soc./Emotional	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
25 Other Medical	0	0	0	0	0	0	0	1	1	0	0	1	0	0	0	0	3
STUDENT TOTAL	0	0	0	0	0	2	9	7	11	5	4	9	3	4	2	3	

SISR72 504 Compliance Report

DESCRIPTION: Listing of 504 students, grouped by Site Code and sorted by Last Name, whose last IAP Review date is over a year old according to the last IAP Review date submitted to SIS. This report is not static and new names may be added each day you run the report according to their last IAP Review date.

REPORT: SISR72
RUN DATE: 3/29/2017

LOUISIANA DEPARTMENT OF EDUCATION
STUDENT INFORMATION SYSTEM
504 COMPLIANCE REPORT
END OF YEAR
SCHOOL SESSION 2016-2017

PAGE: 1 of 583
RUN TIME: 6:51:42 PM

LEA: 003 Ascension Parish

SITE: 003001 G. W. Carver Primary School

STUDENT NAME	STATE ID	LOCAL ID	LAST IAP REVIEW DT	LAST 504 EVAL DT	**DISABILITY CODES 1	2	3	4	5	6	7	504 EXIT DATE

SISR73 504 Evaluation Management Roster

DESCRIPTION: Listing of 504 students, grouped by Site Code and sorted by Last Name, whose next IAP Review is coming due (based on a 1-year review increment) per the last IAP Review date submitted to SIS. Also, shows 504 students whose next 504 Evaluation Date is coming due (based on a 3-year review increment) per the last 504 Evaluation date submitted to SIS. This report is not static and names may be added or deleted each day you run the report

REPORT: SISR73
RUN DATE:
2/27/2017

LOUISIANA DEPARTMENT OF EDUCATION
STUDENT INFORMATION SYSTEM
504 EVALUATION MANAGEMENT ROSTER
01/01/2017
SCHOOL SESSION 2016-2017

PAGE: 1 of 6
RUN TIME: 12:35:11 PM

LEA: 002 Allen Parish
SITE: 002003 Kinder Elementary School

STUDENT NAME	STATE ID	LOCAL ID	LAST IAP REVIEW DT	LAST 504 EVAL DT	*DISABILITY CODES 1	2	3	4	5	6	7	DAYS UNTIL IAP REV DT	*DAYS UNTIL NEXT EVAL DT	504 EXIT DT

SISR74 504 Status in Previous Enrollment Roster

DESCRIPTION: Listing of 504 students, grouped by Site Code and sorted by Last Name, whose previous enrollment had a 504 record. Also, shows which students were previously enrolled with a 504 record, but are currently enrolled with no 504 record. This report is not static and names may be added or deleted each day you run the report

REPORT: SISR74
RUN DATE: 9/4/2014

LOUISIANA DEPARTMENT OF EDUCATION
STUDENT INFORMATION SYSTEM
504 STATUS IN PREVIOUS ENROLLMENT ROSTER
10/01/2014
SCHOOL SESSION 2014-2015

PAGE: 1 of 4
RUN TIME: 12:13:53 PM

LEA: 022 Grant Parish

SITE: 022002 Grant Junior High School

STUDENT NAME	STATE ID	BIRTH DT	SITE CD	ENTRY DT	EXIT DT	IAP REV DT	LAST 504 EVAL DT	DISAB CD #1*	DISAB CD #2*	DISAB CD #3*	DISAB CD #4*	DISAB CD #5*	DISAB CD #6*	DISAB CD #7*

SISR77 Kindergarten Roster of Literacy and Early Assessment Results

DESCRIPTION: Listing of Kindergarten students grouped by Site Code and sorted by Last Name, showing their literacy screener results and Kindergarten Early Assessment (KEA) results.

REPORT: SISR77
DATA AS OF:
8/31/2018 12:00:00 PM

LOUISIANA DEPARTMENT OF EDUCATION
STUDENT INFORMATION SYSTEM
KINDERGARTEN LITERACY SCREENER AND EARLY ASSESSMENTSCORES BY SITE

PAGE: 1 of 1
REPORT REQUESTED:
8/31/2018 12:00:00 PM

LEA: 001 Acadia Parish

SITE: 001001 Armstrong Middle School

STUDENT NAME	STATE ID	LOCAL ID ID	BIRTH DT	LIT EXCEP	LIT TEST	LIT SCORE	KEA EXCEP	ATL-REG 1 2 3 4	SED 1 2 3 4 5	LLD 1 2 3 4 5 6 7 8 9 10	COG-MATH 1 2 3 4 6	PD 1 2 3 4
ABC, A	1234567890	111111111	15		2	89		2 4 4 6	5 3 4 6 3	2 4 6 4 2 5 3 6 3 4	4 3 5 3 6	3 4 5 6
BCD, B	9876504321	222222222	08	01			01					

SISR78 Grades 1-3 Roster of Literacy and Early Assessment Results

DESCRIPTION: Listing of students in grades 1-3 grouped by Site Code and sorted by Last Name, showing their literacy screener results.

REPORT: SISR78
DATA AS OF:
8/31/2018 12:00:00 PM

LOUISIANA DEPARTMENT OF EDUCATION
STUDENT INFORMATION SYSTEM
GRADE 1-3 LITERACY SCREENER SCORES BY SITE

PAGE: 1 of 1
REPORT REQUESTED:
8/31/2018 12:00:00 PM

LEA: 001 Acadia Parish

SITE: 001001 Armstrong Middle School

STUDENT NAME	STATE ID	LOCAL ID ID	BIRTH DT	GRADE	LIT EXCEP	LIT TEST	LIT SCORE
ABC, A	1234567890	111111111	15	01		2	89
BCD, B	9876504321	222222222	08	02	01		

SISR79 Kindergarten Early Assessment Aggregate Scores by Site

DESCRIPTION: Listing of Kindergarten Early Assessment scores and percentages by site.

REPORT: SISR79
DATA AS OF:
8/31/2018 12:00:00 PM

LOUISIANA DEPARTMENT OF EDUCATION
STUDENT INFORMATION SYSTEM
KINDERGARTEN EARLY ASSESSMENT AGGREGATE SCORES BY SITE

PAGE: 1 of 1
REPORT REQUESTED:
8/31/2018 12:00:00 PM

LEA: 001 Acadia Parish

SITE: 001001 Armstrong Middle School

KEA EXCEPTIONS

01-Student enrolled less than 10 days		02-Not a first time K		03-Student assessed in another LEA		04-Student assessed w/ TSGOLD	
0	00.00%	0	00.00%	0	00.00%	0	00.00%

	1-BULDING EARLIER		2-BULDING MIDDLE		3-BULDING LATER		4-INTEGRATING EARLIER		5-INTEGRATING MIDDLE		6-INTEGRATING LATER	
ALT-REG 1: CURIOSITY	0	00.00%	0	00.00%	0	00.00%	0	00.00%	0	00.00%	0	00.00%
ALT-REG 2: SELF CONTROL	0	00.00%	0	00.00%	0	00.00%	0	00.00%	0	00.00%	0	00.00%
ALT-REG 3: PERSISTENCE	0	00.00%	0	00.00%	0	00.00%	0	00.00%	0	00.00%	0	00.00%
ALT-REG 4: SHARING	0	00.00%	0	00.00%	0	00.00%	0	00.00%	0	00.00%	0	00.00%
SED 1: SELF-IDENTITY	0	00.00%	0	00.00%	0	00.00%	0	00.00%	0	00.00%	0	00.00%
SED 2: FEELINGS	0	00.00%	0	00.00%	0	00.00%	0	00.00%	0	00.00%	0	00.00%
SED 3: INTERACTION WITH ADULTS	0	00.00%	0	00.00%	0	00.00%	0	00.00%	0	00.00%	0	00.00%
SED 4: INTERACTION WITH PEERS	0	00.00%	0	00.00%	0	00.00%	0	00.00%	0	00.00%	0	00.00%
SED 5: SOCIODRAMATIC PLAY	0	00.00%	0	00.00%	0	00.00%	0	00.00%	0	00.00%	0	00.00%
LLD 1: UNDERSTANDING OF LANGUAGE	0	00.00%	0	00.00%	0	00.00%	0	00.00%	0	00.00%	0	00.00%
LLD 2: RESPONSIVENESS TO LANGUAGE	0	00.00%	0	00.00%	0	00.00%	0	00.00%	0	00.00%	0	00.00%
LLD 3: USE OF LANGUAGE	0	00.00%	0	00.00%	0	00.00%	0	00.00%	0	00.00%	0	00.00%
LLD 4: CONVERSATION	0	00.00%	0	00.00%	0	00.00%	0	00.00%	0	00.00%	0	00.00%
LLD 5: INTEREST IN LITERACY	0	00.00%	0	00.00%	0	00.00%	0	00.00%	0	00.00%	0	00.00%
LLD 6: COMPREHENSION	0	00.00%	0	00.00%	0	00.00%	0	00.00%	0	00.00%	0	00.00%
LLD 7: PRINT CONCEPTS	0	00.00%	0	00.00%	0	00.00%	0	00.00%	0	00.00%	0	00.00%
LLD 8: PHONOLOGICAL AWARENESS	0	00.00%	0	00.00%	0	00.00%	0	00.00%	0	00.00%	0	00.00%
LLD 9: LETTER KNOWLEDGE	0	00.00%	0	00.00%	0	00.00%	0	00.00%	0	00.00%	0	00.00%
LLD 10: WRITING	0	00.00%	0	00.00%	0	00.00%	0	00.00%	0	00.00%	0	00.00%
COG-MATH 2: MATH OPERATIONS	0	00.00%	0	00.00%	0	00.00%	0	00.00%	0	00.00%	0	00.00%
COG-MATH 3: NUMBER SENSE OF QUANTITY	0	00.00%	0	00.00%	0	00.00%	0	00.00%	0	00.00%	0	00.00%
COG-MATH 4: MEASUREMENT	0	00.00%	0	00.00%	0	00.00%	0	00.00%	0	00.00%	0	00.00%
COG-MATH 6: SHAPES	0	00.00%	0	00.00%	0	00.00%	0	00.00%	0	00.00%	0	00.00%
PD 1: PERCEPTUAL MOTOR	0	00.00%	0	00.00%	0	00.00%	0	00.00%	0	00.00%	0	00.00%
PD 2: GROSS LOCOMOTR	0	00.00%	0	00.00%	0	00.00%	0	00.00%	0	00.00%	0	00.00%
PD 3: GROSS MOTOR MANIPULATIVE	0	00.00%	0	00.00%	0	00.00%	0	00.00%	0	00.00%	0	00.00%
PD 4: FINE MOTOR	0	00.00%	0	00.00%	0	00.00%	0	00.00%	0	00.00%	0	00.00%
TOTAL:	0	00.00%	0	00.00%	0	00.00%	0	00.00%	0	00.00%	0	00.00%

SISR80 Kindergarten Early Assessment Aggregate Scores by LEA

DESCRIPTION: Listing of Kindergarten Early Assessment scores and percentages by LEA.

REPORT: SISR80
DATA AS OF:
8/31/2018 12:00:00 PM

LOUISIANA DEPARTMENT OF EDUCATION
STUDENT INFORMATION SYSTEM
KINDERGARTEN EARLY ASSESSMENT AGGREGATE SCORES BY LEA

PAGE: 1 of 1
REPORT REQUESTED:
8/31/2018 12:00:00 PM

LEA: 001 Acadia Parish

KEA EXCEPTIONS

01-Student enrolled less than 10 days		02-Not a first time K		03-Student assessed in another LEA		04-Student assessed w/ TSGOLD	
0	00.00%	0	00.00%	0	00.00%	0	00.00%

	1-BULDING EARLIER		2-BULDING MIDDLE		3-BULDING LATER		4-INTEGRATING EARLIER		5-INTEGRATING MIDDLE		6-INTEGRATING LATER	
ALT-REG 1: CURIOSITY	0	00.00%	0	00.00%	0	00.00%	0	00.00%	0	00.00%	0	00.00%
ALT-REG 2: SELF CONTROL	0	00.00%	0	00.00%	0	00.00%	0	00.00%	0	00.00%	0	00.00%
ALT-REG 3: PERSISTENCE	0	00.00%	0	00.00%	0	00.00%	0	00.00%	0	00.00%	0	00.00%
ALT-REG 4: SHARING	0	00.00%	0	00.00%	0	00.00%	0	00.00%	0	00.00%	0	00.00%
SED 1: SELF-IDENTITY	0	00.00%	0	00.00%	0	00.00%	0	00.00%	0	00.00%	0	00.00%
SED 2: FEELINGS	0	00.00%	0	00.00%	0	00.00%	0	00.00%	0	00.00%	0	00.00%
SED 3: INTERACTION WITH ADULTS	0	00.00%	0	00.00%	0	00.00%	0	00.00%	0	00.00%	0	00.00%
SED 4: INTERACTION WITH PEERS	0	00.00%	0	00.00%	0	00.00%	0	00.00%	0	00.00%	0	00.00%
SED 5: SOCIODRAMATIC PLAY	0	00.00%	0	00.00%	0	00.00%	0	00.00%	0	00.00%	0	00.00%
LLD 1: UNDERSTANDING OF LANGUAGE	0	00.00%	0	00.00%	0	00.00%	0	00.00%	0	00.00%	0	00.00%
LLD 2: RESPONSIVENESS TO LANGUAGE	0	00.00%	0	00.00%	0	00.00%	0	00.00%	0	00.00%	0	00.00%
LLD 3: USE OF LANGUAGE	0	00.00%	0	00.00%	0	00.00%	0	00.00%	0	00.00%	0	00.00%
LLD 4: CONVERSATION	0	00.00%	0	00.00%	0	00.00%	0	00.00%	0	00.00%	0	00.00%
LLD 5: INTEREST IN LITERACY	0	00.00%	0	00.00%	0	00.00%	0	00.00%	0	00.00%	0	00.00%
LLD 6: COMPREHENSION	0	00.00%	0	00.00%	0	00.00%	0	00.00%	0	00.00%	0	00.00%
LLD 7: PRINT CONCEPTS	0	00.00%	0	00.00%	0	00.00%	0	00.00%	0	00.00%	0	00.00%
LLD 8: PHONOLOGICAL AWARENESS	0	00.00%	0	00.00%	0	00.00%	0	00.00%	0	00.00%	0	00.00%
LLD 9: LETTER KNOWLEDGE	0	00.00%	0	00.00%	0	00.00%	0	00.00%	0	00.00%	0	00.00%
LLD 10: WRITING	0	00.00%	0	00.00%	0	00.00%	0	00.00%	0	00.00%	0	00.00%
COG-MATH 2: MATH OPERATIONS	0	00.00%	0	00.00%	0	00.00%	0	00.00%	0	00.00%	0	00.00%
COG-MATH 3: NUMBER SENSE OF QUANTITY	0	00.00%	0	00.00%	0	00.00%	0	00.00%	0	00.00%	0	00.00%
COG-MATH 4: MEASUREMENT	0	00.00%	0	00.00%	0	00.00%	0	00.00%	0	00.00%	0	00.00%
COG-MATH 6: SHAPES	0	00.00%	0	00.00%	0	00.00%	0	00.00%	0	00.00%	0	00.00%
PD 1: PERCEPTUAL MOTOR	0	00.00%	0	00.00%	0	00.00%	0	00.00%	0	00.00%	0	00.00%
PD 2: GROSS LOCOMOTR	0	00.00%	0	00.00%	0	00.00%	0	00.00%	0	00.00%	0	00.00%
PD 3: GROSS MOTOR MANIPULATIVE	0	00.00%	0	00.00%	0	00.00%	0	00.00%	0	00.00%	0	00.00%
PD 4: FINE MOTOR	0	00.00%	0	00.00%	0	00.00%	0	00.00%	0	00.00%	0	00.00%
TOTAL:	0	00.00%	0	00.00%	0	00.00%	0	00.00%	0	00.00%	0	00.00%

SISR81 Kindergarten Early Assessment Aggregate Scores by State

DESCRIPTION: Listing of Kindergarten Early Assessment scores and percentages by state.

REPORT: SISR81 | LOUISIANA DEPARTMENT OF EDUCATION | PAGE: 1 of 1
DATA AS OF: | STUDENT INFORMATION SYSTEM | REPORT REQUESTED:
8/31/2018 12:00:00 PM | KINDERGARTEN EARLY ASSESSMENT AGGREGATE SCORES STATE LEVEL | 8/31/2018 12:00:00 PM

STATE OF LOUISIANA

KEA EXCEPTIONS

01-Student enrolled less than 10 days		02-Not a first time K		03-Student assessed in another LEA		04-Student assessed w/ TSGOLD	
0	00.00%	0	00.00%	0	00.00%	0	00.00%

	1-BULDING EARLIER		2-BULDING MIDDLE		3-BULDING LATER		4-INTEGRATING EARLIER		5-INTEGRATING MIDDLE		6-INTEGRATING LATER	
ALT-REG 1: CURIOSITY	0	00.00%	0	00.00%	0	00.00%	0	00.00%	0	00.00%	0	00.00%
ALT-REG 2: SELF CONTROL	0	00.00%	0	00.00%	0	00.00%	0	00.00%	0	00.00%	0	00.00%
ALT-REG 3: PERSISTENCE	0	00.00%	0	00.00%	0	00.00%	0	00.00%	0	00.00%	0	00.00%
ALT-REG 4: SHARING	0	00.00%	0	00.00%	0	00.00%	0	00.00%	0	00.00%	0	00.00%
SED 1: SELF-IDENTITY	0	00.00%	0	00.00%	0	00.00%	0	00.00%	0	00.00%	0	00.00%
SED 2: FEELINGS	0	00.00%	0	00.00%	0	00.00%	0	00.00%	0	00.00%	0	00.00%
SED 3: INTERACTION WITH ADULTS	0	00.00%	0	00.00%	0	00.00%	0	00.00%	0	00.00%	0	00.00%
SED 4: INTERACTION WITH PEERS	0	00.00%	0	00.00%	0	00.00%	0	00.00%	0	00.00%	0	00.00%
SED 5: SOCIODRAMATIC PLAY	0	00.00%	0	00.00%	0	00.00%	0	00.00%	0	00.00%	0	00.00%
LLD 1: UNDERSTANDING OF LANGUAGE	0	00.00%	0	00.00%	0	00.00%	0	00.00%	0	00.00%	0	00.00%
LLD 2: RESPONSIVENESS TO LANGUAGE	0	00.00%	0	00.00%	0	00.00%	0	00.00%	0	00.00%	0	00.00%
LLD 3: USE OF LANGUAGE	0	00.00%	0	00.00%	0	00.00%	0	00.00%	0	00.00%	0	00.00%
LLD 4: CONVERSATION	0	00.00%	0	00.00%	0	00.00%	0	00.00%	0	00.00%	0	00.00%
LLD 5: INTEREST IN LITERACY	0	00.00%	0	00.00%	0	00.00%	0	00.00%	0	00.00%	0	00.00%
LLD 6: COMPREHENSION	0	00.00%	0	00.00%	0	00.00%	0	00.00%	0	00.00%	0	00.00%
LLD 7: PRINT CONCEPTS	0	00.00%	0	00.00%	0	00.00%	0	00.00%	0	00.00%	0	00.00%
LLD 8: PHONOLOGICAL AWARENESS	0	00.00%	0	00.00%	0	00.00%	0	00.00%	0	00.00%	0	00.00%
LLD 9: LETTER KNOWLEDGE	0	00.00%	0	00.00%	0	00.00%	0	00.00%	0	00.00%	0	00.00%
LLD 10: WRITING	0	00.00%	0	00.00%	0	00.00%	0	00.00%	0	00.00%	0	00.00%
COG-MATH 2: MATH OPERATIONS	0	00.00%	0	00.00%	0	00.00%	0	00.00%	0	00.00%	0	00.00%
COG-MATH 3: NUMBER SENSE OF QUANTITY	0	00.00%	0	00.00%	0	00.00%	0	00.00%	0	00.00%	0	00.00%
COG-MATH 4: MEASUREMENT	0	00.00%	0	00.00%	0	00.00%	0	00.00%	0	00.00%	0	00.00%
COG-MATH 6: SHAPES	0	00.00%	0	00.00%	0	00.00%	0	00.00%	0	00.00%	0	00.00%
PD 1: PERCEPTUAL MOTOR	0	00.00%	0	00.00%	0	00.00%	0	00.00%	0	00.00%	0	00.00%
PD 2: GROSS LOCOMOTR	0	00.00%	0	00.00%	0	00.00%	0	00.00%	0	00.00%	0	00.00%
PD 3: GROSS MOTOR MANIPULATIVE	0	00.00%	0	00.00%	0	00.00%	0	00.00%	0	00.00%	0	00.00%
PD 4: FINE MOTOR	0	00.00%	0	00.00%	0	00.00%	0	00.00%	0	00.00%	0	00.00%
TOTAL:	0	00.00%	0	00.00%	0	00.00%	0	00.00%	0	00.00%	0	00.00%

SISR82 Kindergarten-Grade 3 Literacy Screener Aggregate Scores by Grade by Site

DESCRIPTION: Literacy screener scores and percentages for students in grades K-3 by site.

REPORT: SISR82 | LOUISIANA DEPARTMENT OF EDUCATION | PAGE: 1 of 1
DATA AS OF: | STUDENT INFORMATION SYSTEM | REPORT REQUESTED:
8/31/2018 12:00:00 PM | KINDERGARTEN – GRADE 3 LITEARACY SCREENER AGGREGATE SCORES BY GRADE BY SITE | 8/31/2018 12:00:00 PM

LEA: 001 Acadia Parish

SITE: 001001 Armstrong Middle School

LITEARCY SCREENER EXCEPTIONS

Grade	01-Student enrolled less than 10 days		03-Student assessed in another LEA	
K	0	00.00%	0	00.00%
1	0	00.00%	0	00.00%
2	0	00.00%	0	00.00%
3	0	00.00%	0	00.00%
Total	0	00.00%	0	00.00%

	DIBELS NEXT AVG SCORE		STEEP AVG SCORE		STEP AVG SCORE	
KINDERGARTEN	0	00.00%	0	00.00%	0	00.00%
FIRST GRADE	0	00.00%	0	00.00%	0	00.00%
SECOND GRADE	0	00.00%	0	00.00%	0	00.00%
THIRD GRADE	0	00.00%	0	00.00%	0	00.00%
TOTAL	0	00.00%	0	00.00%	0	00.00%

SISR83 Kindergarten-Grade 3 Literacy Screener Aggregate Scores by Grade by LEA

DESCRIPTION: Literacy screener scores and percentages for students in grades K-3 by LEA.

REPORT: SISR83 | LOUISIANA DEPARTMENT OF EDUCATION | PAGE: 1 of 1
DATA AS OF: | STUDENT INFORMATION SYSTEM | REPORT REQUESTED:
8/31/2018 12:00:00 PM | KINDERGARTEN – GRADE 3 LITEARACY SCREENER AGGREGATE SCORES BY GRADE BY LEA | 8/31/2018 12:00:00 PM

LEA: 001 Acadia Parish

LITEARCY SCREENER EXCEPTIONS

Grade	01-Student enrolled less than 10 days		03-Student assessed in another LEA	
K	0	00.00%	0	00.00%
1	0	00.00%	0	00.00%
2	0	00.00%	0	00.00%
3	0	00.00%	0	00.00%
Total	0	00.00%	0	00.00%

	DIBELS NEXT AVG SCORE		STEEP AVG SCORE		STEP AVG SCORE	
KINDERGARTEN	0	00.00%	0	00.00%	0	00.00%
FIRST GRADE	0	00.00%	0	00.00%	0	00.00%
SECOND GRADE	0	00.00%	0	00.00%	0	00.00%
THIRD GRADE	0	00.00%	0	00.00%	0	00.00%
TOTAL	0	00.00%	0	00.00%	0	00.00%

SISR84 Kindergarten-Grade 3 Literacy Screener Aggregate Scores by Grade by State

DESCRIPTION: Literacy screener scores and percentages for students in grades K-3 by state.

REPORT: SISR84 | LOUISIANA DEPARTMENT OF EDUCATION | PAGE: 1 of 1
DATA AS OF: | STUDENT INFORMATION SYSTEM | REPORT REQUESTED:
8/31/2018 12:00:00 PM | KINDERGARTEN – GRADE 3 LITEARACY SCREENER AGGREGATE SCORES BY GRADE BY STATE | 8/31/2018 12:00:00 PM

STATE OF LOUISIANA

LITEARCY SCREENER EXCEPTIONS

Grade	01-Student enrolled less than 10 days		03-Student assessed in another LEA	
K	0	00.00%	0	00.00%
1	0	00.00%	0	00.00%
2	0	00.00%	0	00.00%
3	0	00.00%	0	00.00%
Total	0	00.00%	0	00.00%

	DIBELS NEXT AVG SCORE		STEEP AVG SCORE		STEP AVG SCORE	
KINDERGARTEN	0	00.00%	0	00.00%	0	00.00%
FIRST GRADE	0	00.00%	0	00.00%	0	00.00%
SECOND GRADE	0	00.00%	0	00.00%	0	00.00%
THIRD GRADE	0	00.00%	0	00.00%	0	00.00%
TOTAL	0	00.00%	0	00.00%	0	00.00%

APPENDIX D – ERROR CODES & MESSAGES

The following error code definitions describe error messages that may be received after processing data for the Student Information System (SIS). These messages are designed to facilitate the correction of errors before data are resubmitted.

Errors beginning with the noted number relate to the particular type of SIS data being submitted. For batch uploads, this includes the record type being submitted in the upload file. For online updates, this includes the record type being submitted on the update screens:

Error Code begins with	SIS Data Type	SIS Batch Upload Record Type	SIS Online TAB and Screen
0	All data types	Administrative Error	Student: Update or Upload Screens
1	All data types	All record types	Student: Update or Upload Screens
2	Demographic Data	010	Student: Profile Screen
3	Enrollment Data	040	Student: Enrollment Screen
5	Class Schedule & K-3 Assessment	110 140	Student: Class Schedule Student: K-3 Assessment
6	Address Data	120	N/A
7	Section 504 Data Program	130 050	Student: 504 Screen Student: Program Screen
8	Event Data Discipline Data	007, 093, 094 091, 092	Event: Update or Upload Screens Student: Discipline or Event Desc
9	Warnings	Upload Error Report	N/A
U	eScholar Validations	All record types	Student: Update or Upload Screens

ERROR CODE	ERROR MESSAGE	CAUSE	SOLUTION
001 002	**Student Profile ADD or UPDATE not allowed**	Function is restricted by administrative settings.	You cannot ADD OR UPDATE a student at this time.
003 004 005	**Enrollment Add, Update, or Delete not allowed**	Function is restricted by administrative settings.	You cannot ADD, UPDATE or DELETE an enrollment for a student at this time.
009 010	**Class Schedule ADD or DELETE not allowed**	Function is restricted by administrative settings.	You cannot ADD or DELETE Class Schedules at this time.
011 012	**Address ADD, UPDATE or DELETE not allowed**	Function is restricted by administrative settings.	You cannot ADD, UPDATE or DELETE student address data at this time.

ERROR CODE	ERROR MESSAGE	CAUSE	SOLUTION
013			
014 015 016	**504 Student ADD, UPDATE or DELETE not allowed**	Function is restricted by administrative settings.	You cannot ADD, UPDATE or DELETE 504 student data at this time.
017 018 019	**Event ADD, UPDATE or DELETE not allowed**	Function is restricted by administrative settings.	You cannot ADD, UPDATE or DELETE Event data at this time.
020 021 022	**Perpetrator ADD, UPDATE or DELETE not allowed**	Function is restricted by administrative settings.	You cannot ADD, UPDATE or DELETE Perpetrator data at this time.
023 024 025	**Action ADD, UPDATE or DELETE not allowed**	Function is restricted by administrative settings.	You cannot ADD, UPDATE or DELETE Actions and Interventions data at this time.
026 027 028	**Victim ADD, UPDATE or DELETE not allowed**	Function is restricted by administrative settings.	You cannot ADD, UPDATE or DELETE Victim data at this time.
029 030 031	**Program ADD, UPDATE or DELETE not allowed**	Function is restricted by administrative settings.	You cannot ADD, UPDATE or DELETE Program data at this time.
032	**Student secure ID not reassigned**	Reassignment did not pass validation against eScholar.	The PII in eScholar and SIS do not match for the LASIDs you are trying to reassign.
033 034 035	**K3 Assessment ADD, UPDATE or DELETE not allowed**	Function is restricted by administrative settings.	You cannot ADD, UPDATE or DELETE K-3 Assessment data at this time.
100	**Invalid record length**	One or more records in the upload file are not the correct length.	Verify and correct the record layouts within the upload file. Beginning 2015-16, ensures the record conforms to the non-PII format.
101	**Invalid Record Type**	A record in the upload file contains an invalid Record Type Code.	For each record type within the upload file, verify and correct the Record Type Code.

ERROR CODE	ERROR MESSAGE	CAUSE	SOLUTION
102	**Invalid System Indicator**	A record in the upload file contains an invalid **System Indicator** code.	For each record type within the upload file, verify the **System Indicator** is "**SIS**", then correct and resubmit as necessary.
103	**Invalid LEA Code**	A record in the upload file contains an invalid three-digit LEA code.	Verify and correct the three-digit LEA code.
104	**Invalid School Session Year**	A record in the upload file contains an invalid School Session.	Verify the School Session is expressed in two valid, consecutive years (Example: 20152016), then, correct and then resubmit as necessary.
U01	**Invalid Secure ID**	An attempt was made to process a student's record that contained an invalid LASID.	Verify a valid 10-digit numeric Louisiana Secure Id (LASID) has been entered and exists for the student in the eScholar Louisiana Secure ID system.
U02	**Secure ID does not exist**	For the LEA and/or Site Code, an attempt was made to submit record(s) for a student who has not been assigned a (LASID).	For the LEA and Site Code, ensure the student has been submitted and assigned a LASID by the eScholar Louisiana Secure ID system.
U03	**Student's First Name not matched**	An attempt was made to process a student's record with a Partial First Name that does not match the student's Partial First Name in the eScholar Louisiana Secure ID System.	Verify the student's Partial First Name is the same as submitted to the eScholar Louisiana Secure ID system.
U04	**Student's Last Name not matched**	An attempt was made to process a student's record with a Partial Last Name that does not match the student's Partial Last Name in the eScholar Louisiana Secure ID System.	Verify the student's Partial Last Name is the same as submitted to the eScholar Louisiana Secure ID system.
U05	**Student's Local ID not matched**	An attempt was made to process a student's record	Verify the student's Local ID is the same as submitted to

ERROR CODE	ERROR MESSAGE	CAUSE	SOLUTION
		with a Local ID that does not match the student's Local ID in the eScholar Louisiana Secure ID System.	the eScholar Louisiana Secure ID system.
U06	**Student's Day of Birth not matched**	An attempt was made to process a student's record which contained a Day of Birth that does not match the student's Day of Birth in the eScholar Louisiana Secure ID System.	Verify the student's Day of Birth is valid and is the same as submitted to the eScholar Louisiana Secure ID system.
U07	**Student's Ethnicity not matched**	An attempt was made to process a student's record that contained an Ethnic Code that does not match the student's Ethnic Code in the eScholar Louisiana Secure ID System.	Verify the student's Ethnic Code is correct and is the same as submitted to the eScholar Louisiana Secure ID System.
U08	**Student's Gender not matched**	An attempt was made to process a student's record that contained a Sex Code that does not match the student's gender in the eScholar Louisiana Secure ID System.	Verify the student's Sex Code is correct and is the same as submitted for the student to the eScholar Louisiana Secure ID System.
U09	**Residing Parish of Student's Address not matched**	An attempt was made to process a student's record that contained a Residing Parish that does not match the student's Residing Parish in the eScholar Louisiana Secure ID System.	Verify the student's 2-digit Residing Parish is correct and is the same as submitted for the student to the eScholar Louisiana Secure ID System.
U10	**Zip code of Student's Address not matched**	An attempt was made to process a student's record that contained a Zip Code that does not match the student's Zip Code in the eScholar Louisiana Secure ID System.	Verify the student's 5-digit Zip Code is correct and is the same as submitted for the student to the eScholar Louisiana Secure ID System.

ERROR CODE	ERROR MESSAGE	CAUSE	SOLUTION
U11	**Retired Secure ID (please use Active ID *xxxxxxxxxx*)**	An attempt was made to process a student's record that contained a retired LASID.	Verify an active 10-digit numeric Louisiana Secure Id (LASID) has been entered.
U13	**No eScholar submission found for current year**	An attempt was made to process a student's record that was not submitted by the LEA in the current school year.	Submit the student in eScholar in this school year.
200	**Secure ID exists for another student in LEA**	Upload: More than one Demographic Record (010) using the same LASID was found in your upload file. Online: The Secure ID (LASID) already exists in eScholar Louisiana Secure ID System.	Verify the student's LASID is correct
201	**Another student with same Reassign Secure ID exists**	Online: The LASID already exists in the eScholar Louisiana Secure ID System.	Verify the student's LASID is correct
212	**Reassign Secure ID equal to Secure ID**	Online: The LASID and the Reassignment LASID contain the same number.	Verify the student's LASID is correct
213	**Matching Secure ID required for Matching Sponsor**	Matching Sponsor cannot be entered without Matching ID	Enter a valid LASID in Matching ID field
214	**Matching Sponsor required for Matching Secure ID**	ONLINE: An attempt was made to enter Matching LASID without a Matching Sponsor	Enter a valid LEA Code in Matching Sponsor field.
216	**Matching Secure ID equal to Secure ID**	ONLINE: An attempt was made to enter a Matching LASID that equals the LASID	Verify the Matching LASID and reenter

ERROR CODE	ERROR MESSAGE	CAUSE	SOLUTION
217	**Matching Sponsor cannot be your own**	An attempt was made to enter a matching Sponsor Code that equals your own Sponsor Code	Verify the Matching Sponsor Code and reenter
220	**Invalid Partial Last Name**	First 3 characters of student's Last name are required.	Verify the student's Partial Last Name and resubmit as necessary
221	**Invalid Partial First Name**	First character of student's First name is required.	Verify the student's correct Partial First Name and resubmit as necessary
240	**Invalid Day of Birth**	Must be a valid day and month combination	Verify the student's correct Day of Birth and resubmit as necessary
250	**Invalid Sex Code**	A Demographic Record (010) contained an invalid value in the Sex Code field.	Verify and correct the student's Sex Code ("Y" or "N").
261	**Only 'Y' or 'N' is acceptable for Ethnicity/Race**	A Demographic Record (010) contained an invalid value in the Ethnicity/Race Flag field.	Verify and correct the student's Ethnicity/Race Flag ("Y" or "N").
262	**At least one Ethnicity/Race Flag must be a 'Y'**	A Demographic Record (010) does not contain a "y" in at least one of the Ethnicity/Race Flag fields.	Verify and correct the student's Ethnicity/Race Flag At least one of the fields must contain a 'Y'
266	**Invalid Birth Country**	A Demographic Record (010) contained an invalid Country of Birth Code.	Verify and correct the student's Country of Birth Code.
268	**First Entry Date into U.S. is missing**	A Demographic Record (010) contained an invalid First Entry Into U.S date since the student's Country of birth is not "US".	Verify and submit the student's First Entry Into U.S. date if not a naturally born U.S. citizen or change student's country of birth code to "US" NOTE: When not in use, this field must be filled with spaces (not zeros).
269	**First Entry Date into U.S. not allowed**	A Demographic Record (010) contained the student's Country of Birth as "US". If born in U.S., then, a First Entry Date is not allowed.	Verify and correct the student's Country of Birth.

ERROR CODE	ERROR MESSAGE	CAUSE	SOLUTION
270	**First Entry Date into U.S. > Entry Date**	A Demographic Record (010) contained the student's First Entry Date in US after the enrollment date.	Verify and correct the student's First Entry Date.
300	**No Enrollments for Student Secure ID**	No Enrollment Record (040) was transmitted for the LASID indicated, but there was a Demographic Record (010) and/or Discipline Record(s) included.	Add the student's Enrollment/Exit Record (040) and resubmit the entire upload file. Each student must have one Demographic (010) and at least one Enrollment/Exit Record (040).
302	**Overlapping Enrollments**	An attempt was made to process an Enrollment/Exit Record (040) with two active Enrollment records; that is, the student appears to be actively enrolled in more than one school at the same time.	Verify the correct entry and exit dates for each Enrollment/Exit Record (040) and then resubmit as necessary. **Note:** Entry date of record with overlapping date will be displayed in error message.
303	**Calendar Code required**	An Enrollment/Exit Record (040) contains a blank Calendar Code.	Verify and correct Calendar Code for the student.
304	**Invalid Calendar Code**	An Enrollment/Exit Record (040) contains an invalid Calendar Code for the LEA.	Verify the Calendar Code exists in the School Calendar System for the LEA and the particular site at which the student is enrolled.
310	**Invalid Entry Date**	An Enrollment/Exit Record (040) contains an invalid Entry Date.	Verify the Entry Date.is correct for this student (i.e., Month > 0 and < 13, Day > 0 and < the maximum number of days in the month entered, and Year > 1900).
311	**Entry Date greater than Current date**	Entry Date cannot be greater than "run date" as noted at the top of the Error Report.	Correct the student's Date. On the Enrollment/Exit Record (040).
312	**Entry Date less than Beginning of School Year**	An Enrollment/Exit Record (040) for a student contains	Verify that the LEA Code, School/Site Code, School

ERROR CODE	ERROR MESSAGE	CAUSE	SOLUTION
		an Entry Date which is prior to the first day of school for the specified School Session.	Session year and Entry Date are correct. In addition, verify that the school calendar has been entered correctly for this school. Entry Date cannot be prior to the first day of school as entered on school calendar. .
313	**Entry Date greater than End of School Year**	An Enrollment/Exit Record (040) for a student contains an Entry Date which is after the last day of school.	Verify that the LEA code, School/Site Code, School Session and Entry Date are correct for this file. Entry Date cannot exceed date of the last day of school as entered on school calendar.
314	**Entry Date less than Date School was opened**	An Enrollment/Exit Record (040) for a student contains a School/Site Code which, when compared against the Sponsor Site Database, was found to be a site which was not yet opened as of the Entry Date entered on the student record.	Verify the correct Entry Date. (Direct questions to SystemSupport@la.gov).
315	**Entry Date greater than Date School was closed**	An attempt was made to process an Enrollment/Exit Record (040) for a student whose school has permanently closed, and this closing date precedes the student's Entry Date.	Verify that the LEA code, School/Site Code, School Session and Entry Dateare correct. The School Closing Date as entered on the Sponsor Site Database cannot precede the Entry Date. (Direct questions to SystemSupport@la.gov).
316	**Entry Date not equal first day of school**	An attempt was made to process and Enrollment/Exit Record (040) with an Entry Reason Code of E1 (Original Enrollment) and an Entry Date > or < the first day of school. (Applies to grades 1-12,T9.)	Verify the Entry Reason Code and Entry Date and resubmit. If the Entry Reason Code is E1, then the Entry Date must equal the first day of school for grades 1-12, T9.

ERROR CODE	ERROR MESSAGE	CAUSE	SOLUTION
317	**Entry Date Prior to Student's Birth Date**	The student's Entry Date is prior to the students Birth Date.	Verify the correct Entry Date. If correct, verify and correct the student's Date of Birth in the Secure ID System.
319	**Entry Date does not fall on instructional day**	The Entry Date on an Enrollment/Exit Record (040) does not occur on an instructional day as submitted on the calendar(s) provided by the district.	Verify and correct Entry Date.
320	**Invalid Entry Reason**	An Enrollment/Exit Record (040) has an invalid school Entry Reason Code.	Verify and correct the school Entry Reason Code.
321	**E1 Entry Reason Required for Exit Reason 18**	An Enrollment/Exit record (040) has an Exit Reason Code 18 (No Show) with an Entry Reason Code other than E1.	Verify and correct the Entry Reason Code or Exit reason Code.
322	**Improper Entry Reason: Prior Year Enrollment**	Entry Reason Code A1 or A2 was not used on a rollover student who was enrolled with A1 or A2 during the prior year in the same school.	Verify and correct the Entry Reason Code.
323	**Incorrect Entry Reason: Prior Year Enrollment**	Entry Reason Code other than E1, A1, or A2 was used on a rollover student. This student was enrolled during the prior year in same LEA, and did not exit. Only applies to entry dates on first day of school, grades 1 – 12.	Verify and correct the Entry Reason Code.
324	**Entry Reason E1 used on student not a Rollover**	Entry Reason Code E1 was used for a student with no prior year enrollment. E1 is reserved for rollover students (prior year enrollment in same LEA without exiting).	Verify and correct the Entry Reason Code.

ERROR CODE	ERROR MESSAGE	CAUSE	SOLUTION
325	**Invalid Grade Placement**	An Enrollment/Exit record (040) has an invalid Grade Placement code.	Verify and correct the Grade Placement code.
326	**Grade is not offered in School/Site indicated**	An attempt was made to process an Enrollment/Exit record (040) in which the Grade Placement did not match the grade configuration noted on the Sponsor Site database.	Verify the correct Grade Placement and School/Site Code. (Direct questions to SystemSupport@la.gov) and to verify the grade configuration for the site indicated on the Sponsor Site database.
327	**Incorrect Institution Type for Grade**	An attempt was made to process an Enrollment/Exit record (040) in which the Grade Placement (PK-12, T9) is not allowed for school/site code with Institution Type other than 01(school) or 07 (education site—not a school) on Sponsor Site Database.	Verify the correct Grade Placement of student. (Direct questions to SystemSupport@la.gov) to verify the Institution Type for the site indicated on the Sponsor Site database. You cannot report students in grades PK-12, T9 at Central Office Sites (XXX700 or XXX000.)
330	**Invalid Enrollment School/Site**	An attempt was made to process a Record with an incorrect Sponsor Site Database school/site code.	Verify the correct school/site code. (Direct questions about the school/site codes to SystemSupport@la.gov).
331	**Enrollment School/Site not allowed on SIS**	An attempt was made to process an Enrollment/Exit record (040) with a School/Site that is not included on the Sponsor Site Database (SPS), or the SIS 'flag' is not 'yes' in SPS.	Verify that the LEA code, School/Site Code and School Session are correct for this file. The School/Site Code on the file must correspond to a school listed on the Sponsor Site Database. (Direct questions about the school/site codes to SystemSupport@la.gov).
332	**First 3 positions of Enrollment Site not = LEA**	An attempt was made to process an Enrollment/Exit record (040) in which the first three positions of the	Verify that the correct School/Site Code has been entered. The first three digits

ERROR CODE	ERROR MESSAGE	CAUSE	SOLUTION
		School/Site Code did not match the LEA Code.	of the School/Site Code must match the LEA Code.
345	**Invalid Free/Reduced Lunch**	An attempt was made to process a Record with an incorrect Free or Reduced Price Lunch/Breakfast Eligibility code	Verify that the correct Free or Reduced Price Lunch/Breakfast Eligibility code is used.
351	**Days Absent must be whole or half days**	A number other than "0" or "5" was sent in the last field of the absences field.	Verify that the correct number was entered in the Absences field. An implied decimal exists; for example, if a student is absent five and a half days, this field should contain 0055.
352	**Days Absent must be numeric**	An attempt was made to process a Record with a combination of numeric and non-numeric data in the absences field.	If no absences exist, this field must be filled with zeros (0000). If absences exist, the data must be entirely numeric
353	**Days Absent exceeds enrollment days**	An attempt was made to process a Record with more absences than possible days enrolled at that site.	Verify the number of absences at that site and resubmit.
354	**Days Absent less than Days Suspended**	The total number of absences for this enrollment is less than the number of days student was suspended out of school.	Correct the number of absences so they are at least equal to number of school days student was suspended out-of-school. Note: If student was suspended out-of-school more than once, the total must equal combined number of days suspended.
355	**Invalid Pre-Kindergarten Funding Source**	An attempt was made to process a Record with an invalid Pre-Kindergarten Funding Source Code.	Verify that the Pre-Kindergarten Funding Source Code is correct.
356	**Pre-K Funding Source Required for Grade**	An attempt was made to process a Record that did not	Verify the correct grade code for the student. If grade code

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		contain a Pre-K Funding Source Code for a student with a grade code of 24 (Pre-Kindergarten).	24 is correct, provide an appropriate Pre-K Funding Source Code for that student.
357	**Pre-K Funding Source not allowed for Grade**	An attempt was made to process a Record that contained a Pre-K Funding Source code for a student whose Grade Placement is not coded 24 (Pre-Kindergarten) or 20 (Preschool).	Verify the correct Grade Placement code for the student's record.
358	**Grade Placement Invalid for Exit Reason 35**	An Exit Reason Code 35 (Transferred to LEA-monitored Adult Ed) was transmitted with a Grade Placement code other than grade placement represented in a previous enrollment record with the exit reason code 35.	Verify that the Exit Reason Code and Grade Placement codes are correct. If a student has been exited with exit reason code 35 in a previous enrollment record, the Grade Placement code of current enrollment record must be equal to the grade level represented in that previous enrollment record. Districts must keep the student enrolled in the same grade level when reporting him as still enrolled across the years.
360	**Invalid Exit Date**	An attempt was made to process an Enrollment/Exit record (040) that contained an invalid date in the Exit Date field.	Verify that the Exit Date is correct for this student. Verify that the Exit Date is a valid date (Month > 0 and < 13, Day > 0 and < the maximum number of days in the month entered, and Year > 1900). In addition, verify that the Exit Date is greater than or equal to the student's Entry Date.
361	**Exit Date Prior to Entry Date**	An attempt was made to process an Enrollment/Exit	Verify that the Student ID, LEA Code, Site Code, School

ERROR CODE	ERROR MESSAGE	CAUSE	SOLUTION
		record (040) with an invalid Exit Date.	Session, and Exit Date are correct for this student. Also, verify that the student has been successfully enrolled in this school. If not, resubmit the student's entire file. Exit Date cannot precede the student's Enrollment Date.
362	**Exit Date greater than Current Date**	The Exit Date cannot be greater than "run date" as noted at the top of the Error Report.	Correct the student's Exit Date on the Enrollment/Exit Record (040) and resubmit
363	**Exit Date less than Beginning of School Year**	An attempt was made to process an Enrollment/Exit record (040) for a student whose Exit Date is prior to the first day of school for the specified session.	Verify that the LEA Code, School/Site Code, School Session year, and Exit Date are correct for this record. In addition, verify that the school calendar has been entered correctly for this school. Exit Date cannot be prior to date of first day of school as entered on the school calendar.
364	**Exit Date greater than End of School Year**	An attempt was made to process an Enrollment/Exit record (040) for a student who's Exit Date exceeds the date of the last day of school.	Verify that the LEA code, School/Site Code, School Session and Exit Date are correct for this record. Exit Date cannot exceed date of the last day of school as entered on school calendar.
365	**Exit Date less than Date School was Opened**	An Enrollment/Exit record (040) has an Exit Date less than the date the school was opened, as noted on the Sponsor Site Database.	Verify the correct Exit Date and resubmit.
366	**Exit Date greater than Date School was Closed**	An Enrollment/Exit record (040) has an Exit Date after the permanently closed date for the School/Site Code.	Verify that the LEA Code, School/Site Code, School Session, and Exit Date are correct for this Record. The School Closing Date as

ERROR CODE	ERROR MESSAGE	CAUSE	SOLUTION
			entered on the Sponsor Site Database cannot precede the Exit Date.
367	**Exit Date invalid for Exit Reason code 18**	An Enrollment/Exit record (040) has an invalid Exit Date for Exit Reason Code 18.	Determine whether the correct Exit Reason Code was submitted. If Exit Reason 18 is used correctly, the Exit Date must be on or before October 1 (or September 30, or October 2, depending on which day of the week October 1 falls).
368	**Exit Date required for Closed School/Site**	An Enrollment/Exit record (040) contains a School/Site that has a closed date on the Sponsor Site database.	Confirm the correct a School/Site and its closing date. If the school/site is closed, resubmit the student records with an Exit Date and appropriate Exit Reason Code. (Direct questions about the school/site codes to SystemSupport@la.gov).for questions regarding school/site codes.
369	**Exit Date does not fall on Instructional Day**	The Exit Date on an Enrollment/Exit record (040) does not occur on an instructional day as submitted on the calendar(s) provided by the district.	Verify and correct the Exit date.
370	**Invalid Exit Reason**	An Enrollment/Exit record (040) contains an invalid Exit Reason Code.	Verify and correct the Exit Reason Code.
371	**Absences not allowed with Exit Reason 18**	An Enrollment/Exit record (040) with Exit Reason Code 18 (No show) has absences recorded.	Make sure the absences field is blank for a student exited with Exit Reason Code18 (No Show).
373	**No valid Discipline Type for Exit Reason 01**	If Exit Reason Code is 01 (Expelled) on the Enrollment/Exit record (040),	If a student has been exited with Exit Reason Code is 01 (Expelled), ensure the

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		then the corresponding Disciplinary Type on the Discipline record must be 3 (Expulsion/Out-of-School).	submitted Discipline record contains a Disciplinary Type Code of 3 (Expulsion/Out-of-School).
374	**Grade Placement Invalid for Exit Reason 04**	An Exit Reason Code 04 (Diploma) on the Enrollment/Exit record (040), was submitted with a Grade Placement Code other than 11 or 12.	Verify that the Exit Reason Code and Grade Placement Code are correct. If a student has graduated, the Grade Placement code must be 11 or 12.
375	**Invalid Dropout Reason**	An Enrollment/Exit record (040) contains an invalid value for the Dropout Reason Code .	A Dropout Reason Code should only be provided for: • Exit Reason Code=02 (Dropped Out), or • Exit Reason Code=11 (Transferred to Adult Education), or • Exit Reason Code=13 (Transferred to Vocational Technical School). Verify that Dropout Reason Code is correct for this student. Otherwise leave blank.
376	**Dropout Reason required for Exit Reason 02**	An Enrollment/Exit record (040) that contains an Exit Reason Code of 02 (Dropped Out) without the accompanying Dropout Reason Code.	If Exit Reason Code 02 (Dropped Out) is valid, submit a valid Dropout Reason Code.
377	**Dropout Reason Not Allowed for Exit Reason**	An Enrollment/Exit record (040) contains an invalid value for the Dropout Reason Code	A Dropout Reason Code should only be provided for: • Exit Reason Code=02 (Dropped Out), or • Exit Reason Code=11 (Transferred to Adult Education), or

ERROR CODE	ERROR MESSAGE	CAUSE	SOLUTION
			• Exit Reason Code=13 (Transferred to Vocational Technical School). Verify the Student ID, LEA Code, Site Code, School Session, and Exit Reason Code are correct
378	**Entry & Exit Date Must = 1st day School for Exit Reason**	An Enrollment/Exit record (040) with Exit Reason Code 18 (No Show) contains an entry date and exit date not which are not both the first day of school.	Verify and correct Entry Date and Exit Date.
379	**No matching Enrollment with Grade Reassignment**	An attempt was made to process an Enrollment/Exit record (040) with Exit reason Code 15 (exit from one grade for reassignment to another grade) without a corresponding Enrollment/Exit Record (040) to re-enroll the student.	Verify that a corresponding Enrollment/Exit Record (040) is submitted with Entry date equal to the same day or next day as the Exit Date on the Enrollment/Exit Record (040) with Exit reason Code 15.
380	**Language required**	An Enrollment/Exit record (040) contains a blank Language Code.	Verify and correct the Language Code.
381	**English Proficiency required**	An Enrollment/Exit record (040) contains a blank English Proficiency Code.	Verify and include the English Proficiency Code.
382	**EL Funding Source required**	An attempt was made to process an Enrollment/Exit record (040) for a student with no EL Funding Source Code when the English Learner code is set to 02. The EL Funding Source Code is required if the English Proficiency Code is 02.	Include the EL Funding Source Code in all records for which English Proficiency Code is 02.

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383	**Invalid Language**	An Enrollment/Exit record (040) contains an invalid Language Code.	Verify and correct the Language Code.
384	**Invalid English Proficiency**	An Enrollment/Exit record (040) contains an invalid English Proficiency Code.	Verify and correct the English Proficiency Code and resubmit.
385	**Invalid EL Funding**	An Enrollment/Exit record (040) contains an invalid EL Funding Source Code.	Verify and correct the EL Funding Source Code.
386	**Invalid Option**	An Enrollment/Exit record (040) contains an invalid Option Code.	Verify and correct the Option Code.
389	**Grade Disagrees with Option**	An Enrollment/Exit record (040) contains a Code that is not valid for the Grade Placement.	Verify Option Code and Grade Placement for this student's enrollment.
392	**EL Funding invalid if fully English proficient**	An attempt was made to process an Enrollment/Exit record (040) with a EL Funding Source Code when the English Proficiency code is set to 01. The EL Funding Source Code must be blank if student is fully English proficient.	Change the EL Funding Source Code to blank or change the English Proficiency code to 02.
393	**Invalid Truancy Flag**	An Enrollment/Exit record (040) contains a Truancy Flag with a value other than a 'Y' or 'N'.	Determine whether the child is truant for the given enrollment record and send either a 'Y' or 'N'
394	**Invalid Homeless Indicator**	An Enrollment/Exit record (040) contains an invalid Homeless Indicator Code. Must be 1, 2, 3, or 4 if a student is homeless, otherwise blank.	Verify and correct the Homeless Indicator Code.
395	**English Proficiency not = 01, Language = English**	For a student to be considered English Learner (EL) (English Proficiency code of 02) their primary language code cannot be 034, English.	If a student has qualified for EL determine what their true primary language code is and send this. If the student is not

ERROR CODE	ERROR MESSAGE	CAUSE	SOLUTION
			EL then send in an English Proficiency code of 01.
396	**Home Base Site required for alternative sites**	A student attends an alternative school (based on this school's classification in SPS) and you must supply a Home Based Site Code to route the student's information to their home based school.	Send a Home Based Site Code to route the student's information to the school that actually sent a student to the alternative school or Options 3 program (prior to 2011/2012). If your school was incorrectly flagged as an alternative school you may have the school designation changed on SPS.
398	**Invalid Home Base Site**	A Home Based Site Code was sent to route a student's information to an invalid or ineligible site. School may not be flagged to allow SIS data on SPS.	If data in error is Site Code, then, home based school is closed or is an alternative school (based on this school's classification in SPS). You may have to get the school designations changed on SPS.
399	**Home Base Site not allowed**	The student is not eligible to be routed using the Home Based Site Code because he does not attend an alternative school (based on this school's classification in SPS) or because he is not enrolled in an Options 3 Pre-GED/Skills program (prior to 2011/2012).	Remove the Home Based Site Code from this student's record if not enrolled in an Options 3 Pre-GED/Skills program (prior to 2011/2012) or alternative school. If he should be listed in an Options 3 Pre-GED/Skills program (prior to 2011/2012), you will need to make sure this code is being sent on the enrollment record. If the school they attend should be classified as an alternative school, the school's classification must be changed on Sponsor Site (SPS).
39A	**Home Base Site is an alternative site**	A Home Based Site Code was sent to route a student's	Verify the correct Home Based Site Code or ask to

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		information to an alternative site based on the school's classification on SPS.	have the school designation changed on SPS and resubmit.
39B	**Home Base Site is closed**	A Home Based Site Code was sent to route a student's information to a school that is closed on the Sponsor Site Database.	Verify the Home Based Site Code or route the student to the LEA level routing site code of xxx999 where the "xxx" represents your 3-digit LEA code.
39E	**Unaccompanied Youth Flag is required**	Unaccompanied Youth Flag is required if Homeless code is not blank.	Verify the correct Homeless code designation or add the appropriate Unaccompanied Youth Flag and resubmit.
39F	**Unaccompanied Youth Flag not allowed**	Unaccompanied Youth Flag not allowed if Homeless code is blank.	Verify the correct Homeless code designation or remove the Unaccompanied Youth Flag and resubmit.
39G	**Homeless Reason Code is required**	Homeless Reason Code is required if Homeless code is not blank.	Verify the correct Homeless code designation or add the appropriate Homeless Reason code and resubmit.
39H	**Homeless Reason Code not allowed**	Homeless Reason Code not allowed if Homeless code is blank.	Verify the correct Homeless code designation or remove the Homeless Reason code and resubmit.
39I	**Invalid Homeless Reason Code**	The Homeless Reason Code must 01 – 07, 99, or blank if a student is homeless for a given enrollment.	Send a valid code value or leave field blank if student was not homeless.
39J	**Services Provided Flag is required**	Services Provided Flag is required if Homeless code is not blank.	Verify the correct Homeless code designation or add the appropriate Services Provided Flag and resubmit.
39K	**Services Provided Flag not allowed**	Services Provided Flag not allowed if Homeless code is blank.	Verify the correct Homeless code designation or remove the Services Provided Flag and resubmit.
39L	**Invalid Services Provided Flag**	The Services Provided Flag contains something other than a 'Y' or 'N'.	Send either a 'Y' or 'N' for the Services Provided Flag field.

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39M	**Invalid Prior Education Experience to Kindergarten Code**	The Prior Education Experience to Kindergarten Code must be 01 – 07 or blank if a student is not in Kindergarten for a given enrollment.	Send a valid code value or leave field blank if student was not a Kindergartner.
39N	**Grade not = Kindergarten for Prior Experience to Kindergarten Code**	An attempt was made to process an Enrollment/Exit Record (040) with Prior Education Experience to Kindergarten Code and grade not Kindergarten.	Verify grade, send a valid code value or leave field blank if student was not a Kindergartner, and resubmit.
39S	**Awaiting Foster Care Placement Flag required**	Awaiting Foster Care Placement Flag required if Homeless Indicator is not blank.	Verify the correctHomeless Indicator designation or add the appropriate Awaiting Foster Care Placement Flag and resubmit.
39T	**Awaiting Foster Care Placement Flag not allowed**	On an Enrollment/Exit Record (040) the Awaiting Foster Care Placement Flag not allowed if Homeless Indicator is blank.	Verify the correctHomeless Indicator designation or remove the Awaiting Foster Care Placement Flag and resubmit.
501	**Invalid Class Code**	Class Code does not exist on the CUR database or Class Code = Spaces.	Modify Class Code on SIS Class Schedule Record (110) as needed. Modify Class Code on CUR if needed.
502	**Class Data is required**	Student was enrolled as of Oct. 1 and no Class Schedule Record (110) were submitted. If 'Class Schedules Only' selected, then Class Schedule data must not match database.	Submit at least one Class Schedule Record (110) for any student enrolled as of Oct. 1.

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504	**SIS Entry Date > Class End Date**	The entry date on an Enrollment Record (040) was later than the Class End Date on a corresponding CUR Class Schedule Record associated with this student. This association is based on the Class Code on the student's Class Schedule Record (110) and Class Code on the CUR record.	Either modify the Enrollment Date or Class End Date on the CUR Class Schedule Record or remove the SIS Class Schedule Record (110) from this student's record set.
505	**Duplicate Class Records**	Duplicate SIS Class Schedule Record (110) records were submitted.	Send only one Class Schedule Record (110) record for each class taken.
507	**Class Schedule records are not allowed**	Class Schedule Record (110) records were submitted during an invalid data collection period.	Only submit Class Schedule Record (110) records during the Oct. 1 CLASS data collection (Processing Period 2).
509	**No open enrollment exists for class record**	Class Schedule Record (110) records were sent in for a student that had an enrollment entry date = to the enrollment exit date on the SIS database or the Enrollment Record (040)was missing from the upload file.	You must resubmit file with a valid open enrollment for each student along with the Class Schedule Records (110).
530	**Invalid Class School/Site**	An attempt was made to process a Class Schedule Record (110) with a site code not found on the Sponsor Site Database.	Verify the correct school/site code. (Direct questions about the school/site codes to SystemSupport@la.gov).
550	**Invalid K3 Literacy Screener Exception Code**	An attempt was made to enter an invalid literacy screener exception code.	Verify the literacy screener exception code and resubmit.
551	**Invalid Grade for K3 Assessment Record**	An attempt was made to enter a K-3 assessment record for a student not in grades K-3.	Verify the student's grade and the necessity of the K-3 assessment record.

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552	**Invalid K3 Literacy Screener Test Type Code**	An attempt was made to enter an invalid literacy screener test type code.	Verify the literacy screener test type code and resubmit.
553	**Invalid K3 Literacy Score**	An attempt was made to enter an invalid literacy screener score.	Verify the literacy screener score and resubmit. Score value must be 00-99.
554	**Invalid K Entry Assessment Exception Code**	An attempt was made to enter an invalid K-3 assessment exception code.	Verify the K-3 assessment exception code and resubmit.
555	**Invalid K Entry Assessment Exception for a Grade**	An attempt was made to enter an invalid K-3 assessment exception code.	Verify the K-3 assessment exception code and resubmit.
556	**Invalid K Entry Assessment Code**	An attempt was made to enter an invalid K entry assessment code.	Verify the invalid K entry assessment code and resubmit. Code value must be 1-6.
557	**Invalid K Entry Assessment for Grade**	An attempt was made to enter a K entry assessment for a student not in Kindergarten.	Verify the student's grade and the necessity of the Kindergarten entry assessment data.
558	**No open enrollment exists**	K-3 Assessment Record (140) records were sent in for a student that had an enrollment entry date = to the enrollment exit date on the SIS database or the Enrollment Record (040) was missing from the upload file.	You must resubmit the file with a valid open enrollment for each students along with the K-3 Assessment record (140)
559	**Incomplete KEA Assessment**	A K entry assessment field is blank.	Record must contain valid values for all assessment fields.

ERROR CODE	ERROR MESSAGE	CAUSE	SOLUTION
560	**Invalid KEA Assessment**	A K entry assessment field is populated on a record that contains a K entry assessment exception code.	Verify K entry assessment fields are blank when exceptions exist.
561	**Incomplete Literacy Data**	A literacy screener field is blank.	Record must contain valid values for all literacy screener fields.
562	**Invalid Literacy Data**	A literacy screener field is populated on a record that contains a literacy screener exception code.	Verify literacy screener fields are blank when exceptions exist.
563	**Duplicate K-3 Assessment Record**	An attempt was made to enter a duplicate K-3 assessment record.	Ensure only one K-3 assessment record per student and resubmit.
612	**Physical Zip Code Address missing**	Physical Zip Code Address is required for these students and this record is not complete.	Submit a complete Address Record (120) for the student
613	**State missing**	State Address is required for these students and this record is not complete.	Submit a completed Address Record (120) for the student.
614	**State Code not entered in upper case**	An Address Record was submitted for the student in which the State Code was not in upper case.	Submit a complete Address Record (120) for the student with the State Code in upper case.
616	**Residing Parish Code missing**	Residing Parish Code is required for these students and this record is not complete.	Submit a complete Address Record (120) for the student.
617	**Invalid Residing Parish Code**	An attempt was made to process a Record with an invalid Residing Parish Code.	Verify and correct the Residing Parish Code and resubmit.
620	**Address Record Type 120 required**	An attempt was made to process student's records	Submit the required Address Record (120).

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		and an Address Record (120) was not submitted.	
621	**Address Record Type 120 not allowed**	An attempt was made to process a Record that contained an Address Record (120).	Address Record (120) type not allowed for this LEA. Verify, correct file, and resubmit as necessary.
622	**Zip Code must be numeric**	An Address Record (120) was submitted for the student in which the zip code was not numeric.	Submit an Address Record (120) for the student with a numeric zip code.
623	**Residing Parish Code not valid for non-LA address**	An Address Record (120) was submitted for the student in which the address was located outside LA.	Submit an Address Record (120) for the student with Residing Parish Code set to spaces.
624	**Invalid Military Base Reside Flag**	An Address Record (120) was submitted for the student in which the Military Base Reside Flag was something other than 'Y' or 'N' which is the only 2 valid options for this required field.	Determine whether the student resides on a military base for the given record and send either a 'Y' or "N'.
625	**Zip Code is not a valid length**	An Address Record (120) was submitted for the student in which the zip code was invalid.	Submit an Address Record (120) for the student with a valid zip code.
626	**Zip Code is Invalid For the Current District Code**	An Address Record (120) was submitted for the student in which the zip code was invalid for the current district.	Verify the Zip Code on the Address Record (120). If the Zip Code is correct, direct questions regarding the zip code to SystemSupport@la.gov.
628	**Invalid Non-District Funding Site Flag**	An Address Record (120) was submitted for the student in which the non-district building flag was invalid	Correct the non-district funding site flag and resubmit.
710	**Invalid Disability**	An attempt was made to process a Record with an invalid Section 504 Disability Category Code.	Verify and correct the Disability Category Code and resubmit.

ERROR CODE	ERROR MESSAGE	CAUSE	SOLUTION
711	**First Disability required**	An attempt was made to process a Record without Disability Category Code.	Verify and submit Section 504 Record (130) with the Disability Category Code. At least one disability is required for 504 student.
712 **Not Used**	**Disabilities must be entered sequentially**	An attempt was made to process a Record with Disability Category Codes in non-sequential fields.	Verify and submit Section 504 Record (130) with the Disability Category Codes in sequential field order.
713	**Invalid IAP Review Date**	An attempt was made to process a Record that contained an invalid value in the student's IAP Review Date field.	Verify that the IAP Review Date provided is a valid date (i.e., Month > 0 and < 13, Day > 0 and < the maximum number of days in the month entered, and Year > 1900). In addition, verify that the IAP Review Date provided is before the current date. IAP Review Date should be in the format MMDDYYYY.
714	**Invalid Last 504 Evaluation Date**	An attempt was made to process a Record that contained an invalid value in the student's Last 504 Evaluation Date field.	Verify that the Last 504 Evaluation Date provided is a valid date (i.e., Month > 0 and < 13, Day > 0 and < the maximum number of days in the month entered, and Year > 1900). In addition, verify that the Last 504 Evaluation Date provided is before the current date. Last 504 Evaluation Date should be in the format MMDDYYYY.
715	**Last 504 Evaluation Date is missing**	The student's Section 504 Record (130) does not include Last 504 Evaluation Date. This is a required field for 504 students.	Fill in the student's Last 504 Evaluation Date and resubmit file.

ERROR CODE	ERROR MESSAGE	CAUSE	SOLUTION
716	**IAP Review Date Prior to Student's Birth Date**	An attempt was made to process a Record that contained a birth date after the student's IAP Review Date.	Verify the student's birth date in the eScholar Louisiana Secure ID System and/or IAP Review Date and resubmit if needed.
717	**Last 504 Evaluation Date prior to Student's Birth Date**	An attempt was made to process a Record that contained a birth date after the student's Last 504 Evaluation Date.	Verify the student's birth date in eScholar Louisiana Secure ID System and/or Last 504 Evaluation Date and resubmit if needed.
719	**Duplicated Disability not allowed**	An attempt was made to process a Record that contained duplicate Disability Category Codes. Disability cannot be duplicated within the 7 occurrences.	Verify Disability Category Codes, correct file and resubmit as necessary.
720	**Disabilities must be entered in numeric order**	An attempt was made to process a Record that contained Disability Category Codes that were not in numeric order. Disability Category Codes must be entered in numeric order (least to greatest).	Verify Disability Category Codes, correct file and resubmit as necessary.
721	**Invalid 504 Services Exit Date**	An attempt was made to process a Record that contained an invalid value in the student's 504 Services Exit Date field.	Verify that the 504 Services Exit Date is correct for this student (i.e., Month > 0 and < 13, Day > 0 and < the maximum number of days in the month entered, and Year > 1900).
722	**504 Services Exit Date prior to Student's Birth Date**	An attempt was made to process a Record that contained a birth date after the student's 504 Services Exit Date.	Verify the student's birth date in the eScholar Louisiana Secure ID System and/or 504 Services Exit Date and resubmit if needed.
723	**504 Services Exit Date greater than Current Date**	The 504 Services Exit Date cannot be greater than "run date" as noted at the top of the Error Report.	Correct the student's 504 Services Exit Date on the Section 504 Record (130) and resubmit

ERROR CODE	ERROR MESSAGE	CAUSE	SOLUTION
724	**504 Services Exit Date prior to Last 504 Evaluation Date**	An attempt was made to process a Record that contained a Last 504 Evaluation Date after the student's 504 Services Exit Date.	Verify the correct Last 504 Evaluation Date and/or 504 Services Exit Date and resubmit.
725	**504 Services Exit Date prior to IAP Review Date**	An attempt was made to process a Record that contained an IAP Review Date after the student's 504 Services Exit Date.	Verify the correct IAP Review Date and/or 504 Services Exit Date and resubmit.
726	**Invalid Section 504 Services Exit Reason Code**	An attempt was made to process a Section 504 Record (130) that contained an invalid value in the 504 Services Exit Reason Code field.	Verify that the 504 Services Exit Reason Code is correct for this student. 504 Services Exit Reason Code must be a valid code.
727	**Invalid Section 504 Accommodation Flag**	An attempt was made to process a Section 504 Record (130) that contained an invalid value in the one of the 9 Section 504 accommodation fields.	Verify that the Section 504 Accommodation fields contain a valid code.
750	**Invalid Program Code**	An attempt was made to process a Program Record (050) that contained an invalid value in the Program Code field.	Verify that the Program Code is correct for this student. Program Code must be a valid code.
751	**Invalid Program School/Site**	An attempt was made to process a Program Record (050) that contained an incorrect Sponsor Site Database school/site code.	Verify the correct school/site code. (Direct questions about the school/site codes to SystemSupport@la.gov).
752	**Invalid Grade for Program Code**	An attempt was made to process a Program Record (050) that contained an invalid Grade for the Program	The Connections Program Code only applies to grade 8. Other Program Codes apply to grades 9-12.
753	**Invalid Program Start Date**	An attempt was made to process a Program Record (050) that contained an	Verify the Program Start Date for this record (i.e., Month > 0 and < 13, Day > 0

ERROR CODE	ERROR MESSAGE	CAUSE	SOLUTION
		invalid Start Date for the Program.	and < the maximum number of days in the month entered, and Year > 1900) in MMDDYYYY format. Correct the Program Start Date for this record and resubmit.
754	**No Open Enrollment Exists for Program**	An attempt was made to process a Program Record (050) for a student that contained an invalid Start Date for the Program Code.	Verify the Program Start Date for this record falls between the student's enrollment entry date and exit date. Correct the Program Start Date for this record and resubmit.
755	**Duplicate Program Records not allowed**	An attempt was made to process a Program Record (050) that contains the same Program Code as an existing record for a specific student.	Send only one Program Record (050) for each Program Code in which the student is enrolled. Remove duplicate Program Records.
756	**Entry Reason 'C9' Required for Program 'DRP001'**	An attempt was made to process a Record that contained an invalid Program Entry Reason.	For Program 'DRP001", the Entry Reason should be 'C9'.
800	**Perpetrator/Action data not allowed for Exit Reason 18**	An attempt was made to process a student Perpetrator/Action Record for Exit Reason Code 18 (No Show).	Verify the correct Exit Reason Code and resubmit.
801	**Event ID required**	An attempt was made to process a Record with spaces in the Event ID field.	Event ID is required on all Event; Perpetrator and Instance; Actions and Interventions; and Victim records. Include the correct Event ID and resubmit.
802	**Invalid Event Site Code**	An attempt was made to process an Event Record (007) with an incorrect Sponsor Site Database school/site code.	Verify the correct school/site code. (Direct questions about the school/site codes to SystemSupport@la.gov).

ERROR CODE	ERROR MESSAGE	CAUSE	SOLUTION
803	**Invalid Event Date**	An attempt was made to process an Event Record (007) that contained an invalid value in the Event DateFirst_Entry field.	Verify that the Event Date is correct for this record (i.e., Month > 0 and < 13, Day > 0 and < the maximum number of days in the month entered, and Year > 1900) in MMDDYYYY format and correct Event Date.
804	**Event Date greater than current date**	Event Date cannot be greater than "run date" as noted at the top of the Error Report.	Correct the Event Date on the Event Record (007) and resubmit.
805	**Event Date less than Beginning of Event Reporting Year**	An attempt was made to process an Event Record (007) for an Event where the Event Date is prior to the first day of the Event Reporting Year for the specified School Session Year. Event Reporting Year begins on July 1 of a given School Session Year and ends on June 30 of the next calendar year.	Verify that the LEA Code, School/Site Code, School Session year and Event Date are correct for this file.
806	**Event Date greater than Event Reporting Year**	An attempt was made to process an Event Record (007) for an Event where the Event Date exceeds the last day of the Event Reporting Year for the specified School Session Year. Event Reporting Year begins on July 1 of a given School Session Year and ends on June 30 of the next calendar year.	Verify that the LEA Code, School/Site Code, School Session year and Event Date are correct for this file.
807	**Event Date less than date the school was opened**	An attempt was made to process an Event Record (007) where the Event Date was before the date the school was opened.	Correct the Event Date and resubmit.

ERROR CODE	ERROR MESSAGE	CAUSE	SOLUTION
808	**Event Date greater than date the school was closed**	An attempt was made to process an Event Record (007) where the Event Date was after the date the school was closed.	Correct the Event Date and resubmit.
809	**Invalid Time Code**	An attempt was made to process an Event Record (007) that contained an invalid value in the Time Code field.	Verify that the Time Code is correct for this Event. Time Code must be a valid code.
810	**Invalid Location Code**	An attempt was made to process an Event Record (007) that contained an invalid value in the Location Code field.	Verify that the Location Code is correct for this Event. Location Code must be a valid code
811	**Invalid Event Primary Reason Code**	An attempt was made to process an Event Record (007) that contained an invalid value in the Event Primary Reason Code field.	Verify that the Primary Reason Code is correct for this Event. Primary Reason Code must be a valid code.
812	**Invalid Perpetrator ID**	An attempt was made to process a Perpetrator and Instance Record that did not contain a valid Perpetrator ID Number according to Perpetrator Type Code.	Enter a valid Perpetrator ID Number for the Perpetrator and Instance Record. If Perpetrator is a student enrolled in your LEA, you must send the Student ID. If Perpetrator is a non-student or a student not enrolled in your LEA, you must send a P******** number and must be tracked by LEA.
813	**Invalid Perpetrator Site Code**	An attempt was made to process a Perpetrator and Instance Record with an incorrect Sponsor Site Database school/site code.	Verify the correct school/site code. If you feel the data is correct, direct questions to SystemSupport@la.gov to verify the school/site code.
814	**Invalid Perpetrator Site Code for Perpetrator Type**	An attempt was made to process a Perpetrator and	Verify the correct Perpetrator Type Code or correct site

ERROR CODE	ERROR MESSAGE	CAUSE	SOLUTION
		Instance Record with an incorrect Sponsor Site Database school/site code for a perpetrator who is not an employee and not a student.	code. You will use the XXX999 site code to indicate incident took place in your LEA but that the perpetrator was not associated with a specific site as an employee or a student.
815	**Invalid Perpetrator Type Code**	An attempt was made to process a Perpetrator and Instance Record that contained an invalid value in the Perpetrator Type Code field. An attempt was made to process a Perpetrator and Instance Record that contained an invalid value in the Perpetrator Type Code field. An attempt was made to process a Perpetrator and Instance Record that contained an invalid value in the Perpetrator Type Code field.	Verify that the Perpetrator Type Code is correct for this Perpetrator. Perpetrator Type Code must be a valid code.
816	**Invalid Perpetrator Primary Reason Code**	An attempt was made to process a Perpetrator and Instance Record that contained an invalid value in the Perpetrator Primary Reason Code field.	Verify that the Perpetrator Primary Reason Code is correct for this Perpetrator. Perpetrator Primary Reason Code must be a valid code.
817	**Invalid Firearms and Explosives Weapons Code**	An attempt was made to process a Perpetrator and Instance Record with an invalid Firearms and Explosives Weapons Code.	Verify and correct the Firearms and Explosives Weapons Code and resubmit. Verify and correct the Firearms and Explosives Weapons Code and resubmit.
818	**Firearms and Explosives Weapons Code required**	Perpetrator Primary Reason Code 13 or 30 was submitted without including a Firearms and Explosives Weapon Code.	Include the correct Firearms and Explosives Weapons Code and resubmit.

ERROR CODE	ERROR MESSAGE	CAUSE	SOLUTION
819	**Firearms and Explosives Weapons Code not allowed**	An attempt was made to process a Perpetrator and Instance Record with a Firearms and Explosives Weapon Code included with a Perpetrator Primary Reason Code other than 13 or 30.	Firearms and Explosives Weapons Code may be included only when Perpetrator Primary Reason Code 13 or 30 is submitted. Verify the correct Perpetrator Primary Reason Code and resubmit.
820	**Invalid Other Weapons Code**	An attempt was made to process a Perpetrator and Instance Record with an invalid Other Weapons Code.	Verify and correct the Other Weapons Code and resubmit.
821	**Other Weapons Code required**	Perpetrator Primary Reason Code 14, 15 or 31 was submitted without including an Other Weapons Code.	Include the correct Other Weapons Code and resubmit.
822	**Other Weapons Code not allowed**	An attempt was made to process a Perpetrator and Instance Record with an Other Weapons Code included with a Perpetrator Primary Reason Code other than 14, 15, or 31.	Other Weapons Code may be included only when Perpetrator Primary Reason Code 14, 15or 31 is submitted. Verify the correct Perpetrator Primary Reason Code and resubmit.
827	**Invalid Bullying Code**	An attempt was made to process a Perpetrator and Instance Record that contained an invalid value in the Bullying Code field. Current codes are 01-04 and this field may be blank, but may not be anything else.	Verify that the Bullying Code is correct for this Perpetrator. Bullying Code must be a valid code or leave field blank if Perpetrator Primary Reason Code is not 35Bullying or 36 Cyberbullying.
828	**Bullying Code 04 is required**	Bullying Code 04 – Cyberbullying is required if Perpetrator Primary Reason Code is 36 Cyberbullying	Verify the correct Perpetrator Primary Reason Code designation or add the appropriate Bullying Code and resubmit.
829	**Bullying Code 04 not allowed**	Bullying Code of 04 not allowed if Perpetrator	Verify the correct Perpetrator Primary Reason Code designation or add the

ERROR CODE	ERROR MESSAGE	CAUSE	SOLUTION
		Primary Reason Code is not 36 Cyberbullying.	appropriate Bullying Code and resubmit.
830	**Bullying Code 01-03 is required**	Bullying Code is required if Perpetrator Primary Reason Code is 35 Bullying.	Verify the correct Perpetrator Primary Reason Code designation or add the appropriate Bullying Code and resubmit.
831	**Bullying Code 01-03 not allowed**	Bullying Code of 01 – Harassment, 02 – Intimidation or 03 – Bullying not allowed if Perpetrator Primary Reason Code is not 35 Bullying.	Verify the correct Perpetrator Primary Reason Code designation or add the appropriate Bullying Code and resubmit.
832	**Invalid Aggression Flag**	Aggression Flag of 'Y' or 'N' is required if Perpetrator Primary Reason Code is 35Bullying or 36 Cyberbullying.	Verify the correct Perpetrator Primary Reason Code designation or add the appropriate Aggression Flag and resubmit.
833	**Aggression Flag not allowed**	Aggression Flag not allowed if Perpetrator Primary Reason Code is not 35Bullying or 36 Cyberbullying.	Verify the correct Perpetrator Primary Reason Code designation or remove the Aggression Flag and resubmit.
834	**Electronic Aggression Flag is required**	Electronic Aggression Flag of 'Y' is required if Perpetrator Primary Reason Code is 36 [Cyberbullying].	Verify the correct Perpetrator Primary Reason Code designation or submit Electronic Aggression Flag of 'Y' and resubmit.
835	**Electronic Aggression Flag not allowed**	Electronic Aggression Flag is not allowed if Perpetrator Primary Reason Code is not 36 Cyberbullying.	Verify the correct Perpetrator Primary Reason Code designation or submit Electronic Aggression Flag of 'N' and resubmit.
836	**At least one Aggression Flag must be a 'Y'**	An attempt was made to process a Perpetrator and Instance Record that contained all 'N's in the Aggression Flag fields for record with Perpetrator	Verify the correct Aggression Flags, 'Y' or 'N'. At least one of the 4 new aggression flag fields must contain a 'Y'.

ERROR CODE	ERROR MESSAGE	CAUSE	SOLUTION
		Primary Reason Code of 35 Bullying or 36 Cyberbullying.	
837	**Witness Count must be numeric**	An attempt was made to process a Perpetrator and Instance Record with a combination of numeric and non-numeric data in the Witness Count field.	If no witnesses exist, this field must be filled with zeros (00). Witness Count must be numeric (00 or greater).
838	**Invalid Physical Evidence Code**	An attempt was made to process a Perpetrator and Instance Record that contained an invalid value in the Physical Evidence Code field.	Verify that the Physical Evidence Code is correct for this Perpetrator. Physical Evidence Code must be a valid code.
839	**Invalid Action/Intervention Code for Crimes of Violence**	An invalid Action /Intervention Code was used for reporting a crime of violence.	Correct the Action /Intervention Code and resubmit.
844	**Invalid Perpetrator Parent Contacted Flag**	The Perpetrator Parent Contacted Flag field in your submission file contains something other than a 'Y' or 'N' which is the only two valid options for this required field.	Determine whether the parent was contacted regarding Event for the given record and send either a 'Y' or 'N'.
845	**Invalid Reported to Law Enforcement Flag**	The Reported to Law Enforcement Flag field in your submission file contains something other than a 'Y' or 'N' which is the only two valid options for this required field.	Determine whether the Event was reported to Law Enforcement for the given record and send either a 'Y' or 'N'.
846	**Invalid Arrest Resulted Flag**	The Arrest Resulted Flag field in your submission file contains something other than a 'Y' or 'N' which is the only two valid options for this required field.	Determine whether the Event resulted in arrest of Perpetrator for the given record and send either a 'Y' or 'N'.
847	**Invalid Serious Injury Resulted Flag**	The Serious Injury Resulted Flag field in your submission file contains something other	Determine whether the Event resulted in Serious Injury to Perpetrator for the

ERROR CODE	ERROR MESSAGE	CAUSE	SOLUTION
		than a 'Y' or 'N' which is the only two valid options for this required field.	given record and send either a 'Y' or 'N'.
848	**Invalid Perpetrator Medical Treatment Flag**	The Perpetrator Medical Treatment Flag field in your submission file contains something other than a 'Y' or 'N' which is the only two valid options for this required field.	Determine whether the Perpetrator required offsite medical treatment for the given record and send either a 'Y' or 'N'.
850	**Action = No action, other data not allowed**	An attempt was made to process an Actions and Interventions Record (092) with Action/Intervention Code of 000 – No Action with data entered at position(s) 49 through 120	Verify Action/Intervention Code and remove data. Other data not allowed for Action/Intervention Code of 000 – No Action.
851	**Action Record had no matching Enrollment Record**	An attempt was made to process an Actions and Interventions Record (092) for a student who had an Entry Date on the Enrollment/Exit Record (040) that occurs after the Discipline Start Date and/or an Exit Date that occurs before the Discipline Start Date. Entry/exit dates and site codes must correspond on enrollment, exit, and Action and Intervention records. For example, if a student has an Entry Date of 9/16, yet a Disciplinary Start Date is stated to be 9/2, there is an error because the student was not enrolled on that date.	Confirm and correct the dates as necessary and resubmit.
852	**Invalid Action/Intervention Code**	An attempt was made to process an Actions and	Verify that the Action/Intervention Code is

ERROR CODE	ERROR MESSAGE	CAUSE	SOLUTION
		Interventions Record (092) that contained an invalid value in the Action/Intervention Code field.	correct for this Event. Action/Intervention Code must be a valid code.
853	**No valid Action/Intervention Code for Exit Reason 01 (expelled)**	If Exit Reason Code is 01 (Expelled) on the Enrollment/Exit record (040), then the corresponding Action/Intervention Code on the Actions and Interventions record must be 003 (Expulsion/Out-of-School).	If a student has been exited as expelled, ensure that the submitted Actions and Interventions record contains an Action/Intervention Code of 003.
854	**No Exit Reason of 01 (Expelled) for Action Expulsion**	An attempt was made to process an Actions and Interventions Record (092) with an Action/Intervention Code =003 [Expulsion-Out-of-School] without an accompanying Enrollment/Exit Record (040) with an Exit Reason Code of 01 (Expelled).	Confirm and correct the Exit Reason and/or Action/Intervention Codes and resubmit. **Note:** For an Out-of-School Expulsion (Action/Intervention Code 003), the Discipline Start Date must be the same date as the Exit Date.
855	**Overlapping Suspension/Expulsion Records**	An attempt was made to process a file with more than one Action and Intervention Record (092) with Discipline Start Dates that overlap. Exceptions:	An Action/Intervention Code 002, suspension or 003, expulsion (***Out-of-School***) can overlap with a 004, 005, 006, or 007 **Note:** Should occur on or after the start date if it overlaps another suspension or expulsion. An Action/Intervention Code 004, suspension or 005, expulsion (***In-School***) can overlap with a 002, 003, 006, or 007 **Note:** Must occur on or before the start date of the

ERROR CODE	ERROR MESSAGE	CAUSE	SOLUTION
			Action/Intervention Code 002 or 003 discipline it overlaps An Action/Intervention Code 006, suspension or 007, expulsion (***Alternate Site***) can overlap with a 002, 003, 004, or 005 **Note:** Must occur on or before the start date of the Action/Intervention Code 002 or 003 discipline it overlaps Confirm the correct Discipline Start Dates and Action/Intervention Codes and resubmit.
856	**Invalid Discipline Start Date**	An attempt was made to process an Actions and Interventions Record (092) that contained an invalid value in the Discipline Start DateFirst_Entry field.	Verify that the Discipline Start Date is correct for this record (i.e., Month > 0 and < 13, Day > 0 and < the maximum number of days in the month entered, and Year > 1900) in MMDDYYYY format and correct Discipline Start Date.
857	**Discipline Start Date greater than current date + 1 month**	Discipline Start Date cannot be greater than "run date" as noted at the top of the Error Report + 1 month.	Correct the Discipline Start Date on the Actions and Interventions Record (092) and resubmit.
858	**Discipline Start Date less than Beginning of School Year**	An attempt was made to process an Actions and Interventions Record (092) for an Action/Intervention where the Discipline Start Date is prior to the first day	Verify that the LEA Code, School/Site Code, School Session year and Discipline Start Date are correct for this file. In addition, verify that the school calendar has been entered correctly for this

ERROR CODE	ERROR MESSAGE	CAUSE	SOLUTION
		of school for the specified School Session Year.	school. Discipline Start Date cannot be prior to date of first day of school as entered on school calendar table. (Direct questions about the dates recorded on the school calendar to SystemSupport@la.gov).
859	**Discipline Start Date greater than End of School Year**	An attempt was made to process an Actions and Interventions Record (092) for an Action/Intervention where the Discipline Start Date exceeds the date of the last day of school.	Verify that the LEA code, School/Site Code, School Session year and Discipline Start Date are correct for this file. Discipline Start Date cannot exceed date of the last day of school as entered on school calendar table.
860	**Discipline Start Date less than Date School was opened**	An attempt was made to process an Actions and Interventions Record (092) with a School/Site Code which, when compared against the Sponsor Site Database, was found to be a site which was not yet opened as of the Discipline Start Date entered on the student record.	Verify the correct Discipline Start Date. (Direct questions about the opening date for the school/site to SystemSupport@la.gov).
861	**Discipline Start Date greater than Date School was closed**	An attempt was made to process an Actions and Interventions Record (092) with a School/Site Code which, when compared against the Sponsor Site database, was found to be a site which has permanently closed; and this closing date precedes the student's Discipline Start Date.	Verify that the LEA code, School/Site Code, School Session year and Discipline Start Date are correct for this file. The School Closing Date as entered on the Sponsor Site Database cannot precede the Discipline Start Date. (Direct questions regarding closing dates to SystemSupport@la.gov.)

ERROR CODE	ERROR MESSAGE	CAUSE	SOLUTION
862	**Invalid Discipline Return Date**	An attempt was made to process an Actions and Interventions Record (092) that contained an invalid value in the Discipline Return Date field.	Verify that the Discipline Return Date is correct for this record (i.e., Month > 0 and < 13, Day > 0 and < the maximum number of days in the month entered, and Year > 1900) in MMDDYYYY format and correct Discipline Return Date.
863	**Discipline Return Date <= Disc Start Date**	An attempt was made to process an Actions and Interventions Record (092) with a Discipline Return Date that is before or the same as the Discipline Start Date.	A Discipline Return Date cannot occur before the Discipline Start Date or on the same day. Confirm the correct dates and resubmit
864	**Discipline Return Date < Begin School Date**	An attempt was made to process an Actions and Interventions Record (092) with a Discipline Return Date that is before the beginning of the school year.	Confirm the correct dates and resubmit.
865	**Discipline Return Date < Open School Date**	An attempt was made to process an Actions and Interventions Record (092) with a Discipline Return Date less than the date the school was opened, as noted on the Sponsor Site database.	Confirm the correct Discipline Return Date. If the date the school was opened appears to be incorrect on the Sponsor Site database, direct questions to SystemSupport@la.gov).
866	**Discipline Return Date > End School Date + 1**	An attempt was made to process an Actions and Interventions Record (092) (Action/Intervention Code 002, 004, or 006) with a Discipline Return Date greater than the last day of school +1.	Confirm the correct Discipline Return Date and resubmit.

ERROR CODE	ERROR MESSAGE	CAUSE	SOLUTION
867	**Discipline Return Date > Discipline Start Date + 3 years**	An attempt was made to process an Actions and Interventions Record (092) (Action/Intervention Code 003, 005, or 007) with a Discipline Return Date greater than the Discipline Start Date + 3 years.	Confirm the correct Discipline Return Date and resubmit.
868	**Invalid Discipline Administered Date**	An attempt was made to process an Actions and Interventions Record (092) that contained an invalid value in the Discipline Administered Date field.	Verify that the Discipline Administered Date is correct for this record (i.e., Month > 0 and < 13, Day > 0 and < the maximum number of days in the month entered, and Year > 1900) in MMDDYYYY format and correct Discipline Administered Date.
869	**Discipline Administered Date greater than current date**	Discipline Administered Date cannot be greater than "run date" as noted at the top of the Error Report.	Correct the Discipline Administered Date on the Actions and Interventions Record (092) and resubmit.
870	**Alternate Site Code is Required**	An attempt was made to process an Actions and Interventions Record (092) for an Action/Intervention with no Alternate Site Code	Alternate Site Code is required for Action Type = “006’, “007”, “010.
871	**Alternate Site Code not allowed**	An attempt was made to process an Actions and Interventions Record (092) for an Action/Intervention with an Alternate Site Code.	Alternate Site Code not allowed if Action Type is not = “006’, “007”, “010. Alternate Site Code must be blank.
872	**Discipline Administered Date less than Beginning of School Year**	An attempt was made to process an Actions and Interventions Record (092) for an Action/Intervention where the Discipline Administered Date is prior to	Verify that the LEA Code, School/Site Code, School Session year and Discipline Administered Date are correct for this file. In addition, verify that the school calendar has been

ERROR CODE	ERROR MESSAGE	CAUSE	SOLUTION
		the first day of school for the specified School Session.	entered correctly for this school. Discipline Administered Date cannot be prior to date of first day of school as entered on school calendar table. To verify whether the correct dates are recorded on the school calendar direct questions to SystemSupport@la.gov).
873	**Discipline Administered Date greater than End of School Year**	An attempt was made to process an Actions and Interventions Record (092) for an Action/Intervention where the Discipline Administered Date exceeds the date of the last day of school.	Verify that the LEA code, School/Site Code, School Session year and Discipline Administered Date are correct for this file. Discipline Administered Date cannot exceed date of the last day of school as entered on school calendar table
874	**Discipline Administered Date less than Date School was opened**	An attempt was made to process an Actions and Interventions Record (092) with a School/Site Code which, when compared against the Sponsor Site Database, was found to be a site which was not yet opened as of the Discipline Administered Date entered on the student record.	Verify the correct Discipline Administered Date. (Direct questions about the opening date for a school/site to SystemSupport@la.gov.)
875	**Discipline Administered Date greater than Date School was closed**	An attempt was made to process an Actions and Interventions Record (092) with a School/Site Code which, when compared against the Sponsor Site database, was found to be a site which has permanently closed, and this closing date	Verify that the LEA code, School/Site Code, School Session year and Discipline Administered Date are correct for this file. The School Closing Date as entered on the Sponsor Site Database cannot precede the Discipline Administered Date.

ERROR CODE	ERROR MESSAGE	CAUSE	SOLUTION
		precedes the student's Discipline Administered Date.	(Direct questions about the school/site codes closing date to SystemSupport@la.gov).
876	**Corporal Punishment Directly Authorized by Uninvolved Third Party Flag is required**	Corporal Punishment Directly Authorized by Uninvolved Third Party Flag of 'Y' or 'N' is required if Action/Intervention Code is 180 Corporal Punishment.	Verify the correct Action/Intervention Code designation or add the appropriate Corporal Punishment Directly Authorized by Uninvolved Third Party Flag and resubmit.
877	**Corporal Punishment Directly Authorized by Uninvolved Third Party not allowed**	Corporal Punishment Directly Authorized by Uninvolved Third Party Flag not allowed if Action/Intervention Code is not 180 Corporal Punishment.	Verify the correct Action/Intervention Code designation or remove the Corporal Punishment Directly Authorized by Uninvolved Third Party Flag and resubmit.
878	**Invalid Administrator Type Code**	An attempt was made to process an Actions and Interventions Record (092) that contained an invalid value in the Administrator Type Code field. Current codes are 01-10, 99 and this field may be blank but may not be anything else.	Verify that the Administrator Type Code is correct for this Event. Administrator Type Code must be a valid code or leave field blank if Action/Intervention Code is not 090 Physical Restraint, 095 Mechanical Restraints, 100 Confinement with seclusion or 180 Corporal Punishment.
879	**Administrator Type Code is required**	Administrator Type Code is required if Action/Intervention Code is 090 Physical Restraint, 095 Mechanical Restraints, 100 Confinement with seclusion or 180 Corporal Punishment.	Verify the correct Action/Intervention Code designation or add the appropriate Administrator Type Code and resubmit.
880	**Administrator Type Code not allowed**	Administrator Type Code not allowed if	Verify the correct Action/Intervention Code

ERROR CODE	ERROR MESSAGE	CAUSE	SOLUTION
		Action/Intervention Code is not 090 Physical Restraint, 095 Mechanical Restraints, 100 Confinement with seclusion or 180 Corporal Punishment.	designation or remove the Administrator Type Code and resubmit.
881	**Invalid Administrator's Last Name**	An attempt was made to process an Actions and Interventions Record (092) with an invalid Administrator Last Name. The first character the Last Name must not be blank and positions 2-16 must be A-Z, dash, period, apostrophe or space. Any name ending with space will result in an error. Last Name has to be at least characters and not greater than 20 characters. For example, if administrator's name is X, data has to be entered as X-.	Verify the Administrator's correct Last Name and resubmit as necessary.
882	**Administrator's Last Name is required**	Administrator's Last Name is required if Action/Intervention Code is 090 Physical Restraint, 095 Mechanical Restraints, 100 Confinement with seclusion or 180 Corporal Punishment.	Verify the correct Action/Intervention Code designation or add the appropriate Administrator's Last Name and resubmit.
883	**Administrator's Last Name is not allowed**	Administrator's Last Name is not allowed if Action/Intervention Code is not 090 Physical Restraint, 095 Mechanical Restraints, 100 Confinement with	Solution: Verify the correct Action/Intervention Code designation or remove the Administrator's Last Name and resubmit.

ERROR CODE	ERROR MESSAGE	CAUSE	SOLUTION
		seclusion or 180 Corporal Punishment.	
884	**Invalid Administrator's First Name**	An attempt was made to process an Actions and Interventions Record (092) with an invalid Administrator First Name. The first character of the First Name must not be a space and each character in positions 2-16 must be A-Z, dash, period, apostrophe or space. Any name ending with space will result in an error.	Verify the Administrator's correct First Name and resubmit as necessary.
885	**Administrator's First Name is required**	Administrator's First Name is required if Action/Intervention Code is 090 Physical Restraint, 095 Mechanical Restraints, 100 Confinement with seclusion or 180 Corporal Punishment.	Verify the correct Action/Intervention Code designation or add the appropriate Administrator's First Name and resubmit.
886	**Administrator's First Name is not allowed**	Administrator's First Name is not allowed if Action/Intervention Code is not 090 Physical Restraint, 095 Mechanical Restraints, 100 Confinement with seclusion or 180 Corporal Punishment.	Verify the correct Action/Intervention Code designation or remove the Administrator's First Name and resubmit.
887	**Invalid Manifestation Hearing Date**	An attempt was made to process an Actions and Interventions Record (092) that contained an invalid value in the Manifestation Hearing Date First_Entry field.	Verify that the Manifestation Hearing Date is correct for this record (i.e., Month > 0 and < 13, Day > 0 and < the maximum number of days in the month entered, and Year > 1900) in MMDDYYYY format and correct Manifestation Hearing Date.

ERROR CODE	ERROR MESSAGE	CAUSE	SOLUTION
888	**Manifestation Hearing Date greater than current date**	Manifestation Hearing Date cannot be greater than "run date" as noted at the top of the Error Report.	Correct the Manifestation Hearing Date on the Actions and Interventions Record (092) and resubmit.
889	**Manifestation Hearing Date less than Beginning of School Year**	An attempt was made to process an Actions and Interventions Record (092) for an Action/Intervention where the Manifestation Hearing Date is prior to the first day of school for the specified School Session.	Verify that the LEA Code, School/Site Code, School Session year and Manifestation Hearing Date are correct for this file. In addition, verify that the school calendar has been entered correctly for this school. Manifestation Hearing Date cannot be prior to date of first day of school as entered on school calendar table. (To verify whether the correct dates are recorded on the school calendar, direct questions to SystemSupport@la.gov.)
890	**Manifestation Hearing Date greater than End of School Year**	An attempt was made to process an Actions and Interventions Record (092) for an Action/Intervention where the Manifestation Hearing Date exceeds the date of the last day of school.	Verify that the LEA code, School/Site Code, School Session year and Manifestation Hearing Date are correct for this file. Manifestation Hearing Date cannot exceed date of the last day of school as entered on school calendar table.
891	**Manifestation Hearing Date less than Date School was opened**	An attempt was made to process an Actions and Interventions Record (092) with a School/Site Code which, when compared against the Sponsor Site Database, was found to be a site which was not yet opened as of the Manifestation Hearing Date	Verify the correct Manifestation Hearing Date. Questions about the opening date for a school/site may be directed to SystemSupport@la.gov.

ERROR CODE	ERROR MESSAGE	CAUSE	SOLUTION
		entered on the student record.	
892	**Manifestation Hearing Date greater than Date School was closed**	An attempt was made to process an Actions and Interventions Record (092) with a School/Site Code which, when compared against the Sponsor Site database, was found to be a site which has permanently closed, and this closing date precedes the student's Manifestation Hearing Date.	Verify that the LEA code, School/Site Code, School Session year and Manifestation Hearing Date are correct for this file. The School Closing Date as entered on the Sponsor Site Database cannot precede the Manifestation Hearing Date. (Direct questions about the school/site codes closing date to SystemSupport@la.gov).
893	**Invalid Disability-Related Flag**	An attempt was made to process an Actions and Interventions Record (092) that contained an invalid value in the Disability-Related Flag field.	Verify the correct Disability-Related Flag. Current values are 'Y' or 'N'.
894	**Disability-Related Flag of 'Y' is not allowed**	An attempt was made to process an Actions and Interventions Record (092) with a Disability-Related Flag of 'Y' and no Manifestation Hearing Date.	Verify Manifestation Hearing Date and Disability-Related Flag. Disability-Related Flag can only be "Y" if Manifestation Hearing Date is supplied.
895	**Minutes Removed must be numeric**	An attempt was made to process an Actions and Interventions Record (092) with a combination of numeric and non-numeric data in the Minutes Removed field.	If student was not removed from class from their regular setting, this field must be filled with zeros (000000). If student was removed, the data must be entirely numeric.
896	**Invalid Anonymous ID (Victim)**	An attempt was made to process a Victim Record (093) with an incorrect Anonymous ID.	Verify the Anonymous ID. The Anonymous ID cannot include the

ERROR CODE	ERROR MESSAGE	CAUSE	SOLUTION
			student's/employee's State ID or SSN.
897	**Invalid Victim Site Code**	An attempt was made to process a Victim Record (093) with an incorrect Sponsor Site Database school/site code.	Verify the correct school/site code. If the data appear to be correct, direct questions to SystemSupport@la.gov).
898	**Victim Site Code invalid for non-student\non-employee**	An attempt was made to process a Victim Record (093) with an incorrect Sponsor Site Database school/site code for a victim who is not an employee or is not a student.	Verify the correct Victim Type Code or correct site code. You will use the XXX999 site code to indicate incident took place in your LEA but that the victim was not associated with a specific site as an employee or student. If the data appear to be correct direct questions to SystemSupport@la.gov).
899	**Invalid Victim Type Code**	An attempt was made to process a Victim Record (093) that contained an invalid value in the Victim Type Code field.	Verify that the Victim Type Code is correct for this Victim. Victim Type Code must be a valid code.
89A	**Age at Incident Date must be numeric**	An attempt was made to process a Victim Record (093) with a combination of numeric and non-numeric data in the Age at Incident Date field.	Verify the correct Age at Incident Date and resubmit. The data must be entirely numeric. If victim was less than one, round up to 001.
89B	**Invalid Victim Gender**	An attempt was made to process a Victim Record (093) that contained an invalid value in the Gender (Victim) field.	Verify the correct Gender Code for the victim. Gender Code must be either 'M' or 'F'.
89C	**Invalid Grade Level at Incident Date**	An attempt was made to process a Victim Record (093) that contained an invalid	Verify the correct Grade Level at Incident Date and resubmit. Also, you must

ERROR CODE	ERROR MESSAGE	CAUSE	SOLUTION
		value in the current Grade Level at Incident Date field.	enter 00 if Victim was not a student.
89D	**Invalid Ethnicity Flag**	An attempt was made to process a Victim Record (093) that contained an invalid value in the Ethnicity/Race Flag fields.	Verify the correct Ethnicity/Race Flags, 'Y' or 'N'.
89E	**Invalid Race Flag**	An attempt was made to process a Victim Record (093) that contained an invalid value in the Ethnicity/Race Flag fields.	Verify the correct Ethnicity/Race Flags, and submit 'Y' or 'N'.
89F	**At least one Ethnicity/Race Flag must be a 'Y'**	An attempt was made to process a Victim Record (093) that contained all 'N's in the Ethnicity/Race Flag fields.	Verify the correct Ethnicity/Race Flags, 'Y' or 'N'. At least one of the 6 new ethnicity/race flag fields must contain a 'Y'.
89G	**Invalid Parent Contacted Flag (Victim) Flag**	The Parent Contacted Flag (Victim) field in your submission file contains something other than a 'Y' or 'N' which is the only two valid options for this required field.	Determine whether the parent was contacted regarding Event for the given record and send either a 'Y' or 'N'.
89H	**Invalid Counseling Flag (Victim)**	The Counseling Flag (Victim) field in your submission file contains something other than a 'Y' or 'N' which is the only two valid options for this required field.	Determine whether the Victim was provided counseling by the LEA to cope with the Event for the given record and send either a 'Y' or 'N'.
89I	**Invalid Other Support Flag**	The Other Support Flag field in your submission file contains something other than a 'Y' or 'N' which is the only two valid options for this required field.	Determine whether the Victim received some other measure of support from the LEA to cope with or address the Event for the given record and send either a 'Y' or 'N'.

ERROR CODE	ERROR MESSAGE	CAUSE	SOLUTION
89J	**Invalid Injury Code**	An attempt was made to process a Victim Record (093) that contained an invalid value in the Injury Code field.	Verify that the Injury Code is correct for this Victim. Injury Code must be a valid code.
89K	**Invalid Victim Medical Treatment Flag**	The Medical Treatment Flag (Victim) field in your submission file contains something other than a 'Y' or 'N' which is the only two valid options for this required field.	Determine whether the Victim required offsite medical treatment for the given record and send either a 'Y' or 'N'.
89L	**Invalid Perpetrator Type for Event Upload**	An attempt was made to process a Student Perpetrator and Instance Record (091) through Event Upload section of SIS Web.	Verify and re-submit. Student Perpetrators may only be submitted through Student Upload section of SIS Web.
89M	**Invalid Perpetrator Type for Student Upload**	An attempt was made to process a Non-Student Perpetrator and Instance Record (094) through Student Upload section of SIS Web --OR-- The Student Perpetrator and Instance Record (091) have an invalid Perpetrator Type Code.	Verify and re-submit. Non-Student Perpetrators may only be submitted through Event Upload section of SIS Web. --OR-- Correct the Perpetrator Type Code for the student.
89N	**Event ID Does Not Exist**	An attempt was made to process a Student Perpetrator and Instance Record (091) through Student Upload prior to uploading an Event record through the Event upload.	For the same data collection period, an Event (007) record with the Event ID must be uploaded first before submitting student perpetrator records referencing that Event ID. Upload the Event Record (007). and then re-submit the Student Perpetrator and Instance Records (091).

ERROR CODE	ERROR MESSAGE	CAUSE	SOLUTION
89O	**Start Date/Return Date and Admin Date Not Allowed**	An attempt was made to process an Action/Intervention Record (092), with a Discipline Start Date, Discipline Return Date and Discipline Administered Date for the supplied Action Intervention Code. Start Date/Return Date cannot be used in conjunction with Admin Date for supplied Action Code (This is for case where Date-Duration is "Either"…but not both)	Verify and re-submit.
89P	**Start Date/Return Date or Agminate is Required**	An attempt was made to process an Action/Intervention Record (092), with no Discipline Start Date, Discipline Return Date or Discipline Administered Date for Action Intervention Code. Start Date/Return Date or Admin Date is required for supplied Action Code (case "Either"…but at least one field group has value(s).)	Verify the correct Action/Intervention Code designation and add the Discipline Start Date/ Return Date or Admin Date and resubmit.
89Q	**DisciplineStartDate is required for Action Code**	An attempt was made to process an Action/Intervention Record (092), with no Discipline Start Date for the supplied Action Intervention Code. Discipline Start Date is required for the supplied Action Intervention Code.	Verify the correct Action/Intervention Code designation or add the Discipline Start Date and resubmit.
89R	**DisciplineStartDate is not allowed for Action Code**	An attempt was made to process an Action/Intervention Record (092), with a Discipline Start Date for the supplied Action	Verify and re-submit.

ERROR CODE	ERROR MESSAGE	CAUSE	SOLUTION
		Intervention Code. Discipline Start Date is not allowed for this Action Intervention Code.	
89S	**DisciplineReturnDate is required for Action Code**	An attempt was made to process an Action/Intervention Record (092), with no Discipline Return Date for the supplied Action Intervention Code. Discipline Return Date is required for the supplied Action Intervention Code.	Verify the correct Action/Intervention Code designation or add the Discipline Return Date and resubmit.
89T	**DisciplineReturnDate not allowed for Action Code**	An attempt was made to process an Action/Intervention Record (092), with a Discipline Return Date for the supplied Action Intervention Code. Discipline Return Date is not allowed for this Action Intervention Code.	Verify and re-submit.
89U	**DisciplineAdministeredDt is required for ActionCd**	An attempt was made to process an Action/Intervention Record (092), with no Discipline Administered Date for the supplied Action Intervention Code. Discipline Administered Date is required for the supplied Action Intervention Code.	Verify the correct Action/Intervention Code designation or add the Discipline Administered Date and resubmit.
89V	**DisciplineAdministeredDt not allowed for ActionCd**	An attempt was made to process an Action/Intervention Record (092), with a Discipline Administered Date for the supplied Action Intervention	Verify and re-submit.

ERROR CODE	ERROR MESSAGE	CAUSE	SOLUTION
		Code. Discipline Administered Date is not allowed for this Action Intervention Code.	
89W	**Missing Action/Intervention Record for Perpetrator Record**	An attempt was made to process a Perpetrator and Instance Record without a corresponding Action/Intervention Record (092).	Each Perpetrator and Instance record must have at least one associated Action/Intervention record. Confirm that at least one Action/Intervention record exists for each Perpetrator and Instance record.
89X	**Duplicate Action/Intervention Record not Allowed**	An attempt was made to process an Action/Intervention Record (092) that matches an existing Action/Intervention record for a specific student and event.	Remove duplicate Action/Intervention records.
89Y	**Victim Record Type 093 Required**	An attempt was made to process an Event Record (007) with a Primary Reason Code of either 35 or 36 without a coinciding Victim Record.	Verify Primary Reason Code and submit Victim Record. Victim Records are required for Primary Reason Codes of either 35[Bullying] or 36[Cyberbullying]
89Z	**Victim Record not Allowed**	An attempt was made to process an Event Record (007) with a Primary Reason Code that does not allow a Victim Record (093).	Verify Primary Reason Code and remove Victim Record (093).
8A1	**Alternate Site is Closed**	An attempt was made to process an Action/Intervention Record (092) that specified an Alternate Site that is closed in SPS.	Verity Site Code in SPS. Correct and resubmit.

ERROR CODE	ERROR MESSAGE	CAUSE	SOLUTION
8A2	**Alternate Site must have program code "03" in SPS**	An attempt was made to process an Action/Intervention Record (092) that specified an Alternate Site with a Program Code other than "03" (Alternative Program).	Verify Program Code for the Alternate site in SPS. Correct and resubmit

Warning Codes

PLEASE NOTE: These warnings serve as alerts for possible errors. If a student's record received no other error messages, then the student's record was uploaded to the SIS database.

WARNING CODE	WARNING MESSAGE	CAUSE	SOLUTION
901	**Student enrolled in another LEA**	Student was enrolled in another LEA the same time he/she was enrolled in your LEA.	Verify the entry and exit dates to determine whether or not the student was enrolled in another district during the same times you reported the student as enrolled in your district. A student's

			enrollment date must be on or after the exit date from another district. Refer to the SISR09 Multiple Enrollment Report for additional information about audits for students listed on this report.
913	**Warning: Student's Age Exceeds 22**	The student's birthdate reported to the eScholar Louisiana Secure ID system indicates the student is older than age 22. Students who are 22 after 8/1 will be excluded from the MFP count.	Verify the student's birth date in the eScholar Louisiana Secure ID System and resubmit if needed.
924	**Warning: Student is too young for this grade**	The student's birthdate reported to the eScholar Louisiana Secure ID system indicates the student is too young for the grade reported in SIS.	Verify the student's birth date in the eScholar Louisiana Secure ID System and resubmit if needed.
925	**Warning: Student is too old for this grade**	The student's birthdate reported to the eScholar Louisiana Secure ID system indicates the student is too old for the grade reported in SIS.	Verify the student's birth date in the eScholar Louisiana Secure ID System and resubmit if needed.
974	**Warning: Student exited as 04 [diploma] is grade 11.**	The student has been exited as an early graduate	Verify the student's graduation status in SIS and resubmit if needed.

APPENDIX E – PRIMARY INFRACTION/REASON CODE DEFINITIONS

Code Value	Infraction	Definition
01	**Willful disobedience**	**Deliberate** choice to break a rule or disobey a directive given by a person in authority
02	**Treats an authority with disrespect**	**Talking back, mocking, gesturing.** Any act which demonstrates a disregard or interference with authority or supervising personnel

03	**Makes an unfounded charge against authority**	**Accusing** a member of school staff of an act that is unlawful and/or a violation of school rules or policy not supported by evidence.; **False statements or representations** about individuals or identifiable groups of individuals that harm the **reputation** of the individuals or the group by demeaning them or deterring others from associating or dealing with them
04	**Uses profane and/or obscene language**	**Vulgar** verbal messages, words or gestures that include swearing, or name calling
05	**Exhibits immoral behavior or vicious practices**	Isolated incident that is unwelcome act or comment that is hurtful, degrading, humiliating or offensive to another person with a sexual, physical or racial component; Act that is dangerous, aggressive, or would be perceived as disturbing and not conforming to approved standard of social behavior and/or local community norms
06	**Exhibits conduct or habits injurious to his/her associates**	Any intentional but not malicious act that causes injury, damage, or pain to another
07	**Uses or possesses any controlled dangerous substances governed by the Uniform Controlled Dangerous Substances Law, in any form**	The possession, use, cultivation, manufacturing, distribution, intent to distribute, concealment, sale, or purchase of any drug, narcotic, controlled substance, or any paraphernalia linked to above on school grounds, at school-sponsored events, or on school transportation vehicles
08	**Uses or possesses tobacco or lighter**	The **possession, use, purchase, intent to distribute, concealment, distribution or sale** of tobacco products on school grounds, at school-sponsored events, or on school transportation vehicles
09	**Uses or possesses alcoholic beverages**	The **possession, use, purchase, intent to distribute, concealment, distribution or sale of alcohol** products on school grounds, at school-sponsored events, or on school transportations vehicles
10	**Disturbs the school or habitually violates any rule**	Behavior causing **major** disruption of instruction or any school activity and/or repeatedly violating any school rules in any area, includes but is not limited to **sustained loud talking, yelling or screaming; noise with materials; and/or sustained out-of-seat behavior**
11	**Cuts, defaces, or injures any part of public school buildings/vandalism**	**Damage, destruction, or defacement of property** belonging to the school or others
12	**Writes profane and/or obscene language or draws obscene pictures**	**Writes or draws pictures, words, or images** considered indecent or offensive (e.g., graffiti, letters, notes, posters, etc.)
13	**Possesses weapon(s) as defined in Section 921 of Title 18 of the U.S. Code. ***Use of code 13 requires additional submission of the **Weapon Type** code.	Possessing weapon designed to expel a projectile by action of an explosive; See any object described under "Weapon Type code" in SIS User Guide **Use of this code requires *Firearms and Explosives Weapon Code* per SIS User Guide.*
14	**Possesses firearms (not prohibited by federal law), knives, or other implements, which may be used as weapons, the careless use of which might inflict harm or injury (*Excludes pocket knives with a blade length of less than 2 ½ inches, refer to code 31 for blades 2 ½ inches or smaller)***	Possesses firearms, knives or blades > 2 ½ inches which may be used to inflict bodily injury or damage to property (i.e., any instrument, look-alike weapon or object not prohibited by federal law that can place a person in reasonable fear or apprehension of serious harm that is on a student's person or contained in the student's belongings, locker and/or storage space) **Use of this code requires *Other Weapon Code* per SIS User Guide.*
15	**Throws missiles liable to injure others**	**Throws** any object toward a person that is either heavy, sharp and/or otherwise perceived to be harmful or with such velocity and force that it would cause physical harm or precipitate a fight or campus disturbance; **Use of this code requires *Other Weapon Code* per SIS User Guide.*

16	**Instigates or participates in fights while under school supervision**	A **hostile confrontation** with physical contact **involving two or more** individuals
17	**Violates traffic and safety regulations**	To break any law that pertains to the **obstruction and flow of traffic** and/or safety regulations
18	**Leaves school premises or classroom without permission**	**Leaving** the school campus and/or assigned classroom or location without permission and/or failure to return to school/class
19	**Is habitually tardy and/or absent**	**Reporting late** to school or class when the day/period begins without permission
20	**Takes another person's property without permission.**	**Taking** or obtaining the **property of another** without permission or knowledge of the owner without violence
21	**Commits any other serious offense**	Any serious, harmful incident not covered by any other of these codes
30	**Discharge or use of weapon(s) prohibited by federal law**	**Discharge or use of weapon** described under "Weapon Type code" in SIS User Guide **Use of this code requires *Firearms and Explosives Weapon Code* per SIS User Guide.*
31	**Possesses pocket knife with a blade length of less than 2 ½ inches, (includes box cutters with a blade < 2 ½ inches)**	Possesses pocket knife or blade cutter with a blade length < 2 ½ inches, refer to code 14 for blades greater than 2 ½ inches **Use of this code requires *Other Weapon Code* per SIS User Guide.*
33	**Use of OTC medication in a manner other than prescribed or authorized**	The possession and/or distribution of any **over-the-counter medicine** whether prescribed or not without permission from school officials
34	**Possession of Body Armor**	Possession, including the **wearing of any type of gear that protects** the person from attack by another
35	**Bullying ***	**Unwanted and repeated** written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by an adult or student Victim Record (093) is Required
36	**Cyber bullying ***	Unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by an adult or student, which is carried out through any **use of technology;** Cyber bullying can occur on or off school property. Victim Record (093) is Required
37	**False Alarm/Bomb Threat**	**Initiating a warning** of fire or other catastrophe without valid cause, misuse of 911, bomb threats, or discharging a fire extinguisher
38	**Forgery**	To **use, make, or reproduce** another's signature
39	**Gambling**	**Wagering money or property**
40	**Public Indecency**	**Exposure** of body parts such as genital/buttocks areas and female breasts in view of public
41	**Obscene behavior or Possession of Obscene/Pornographic Material**	Engaging in **behavior of a sexual nature** including consensual sexual activity; Possession of sexual images in any form (e.g., computer, book, magazine, phone, drawing, etc.)
42	**Unauthorized use of Technology**	Use of pager/cellular teELhone (texting, talking), camera or video device or other **communication devices** during the school day
43	**Improper dress**	Out of **dress code or** ID violation Note: Pursuant to R.S. 17:416(J)(1), students in grades Pre-K through 5th grade shall not be suspended or expelled from school or suspended from riding on any school bus for a uniform violation that is not tied to willful disregard of school policies (willful disobedience).
44	**Academic dishonesty**	**Cheating** that occurs in relation to a formal academic exercise and may include plagiarism, fabrication, or deception

45	**Trespassing Violation**	**Unauthorized entering** onto school property by an individual who has been given prior legal notice that entry onto or use of the property has been denied, or who remains on the property once notified of the request to leave; This includes unauthorized presence of a student on school property while on a restrictive access, suspension, or expulsion.
46	**Failure to Serve Assigned Consequence**	**Failure to serve** Detention, Time Out Room, Saturday School, Suspension or other assigned consequences
47	**Misusing Internet**	**Violating** the district Internet Use Policy
48	**Sexual Harassment**	Intimidation, bullying or coercion of a sexual nature
49	**False Report**	The filing of a **false report**, verbally and/or in writing, by a student regarding another student that was known to be untrue at the time it was submitted.
50	**Crimes of Violence**	**Violent crimes** including murder, assault and battery, rape and sexual battery, kidnapping, arson, criminal damage to property, burglary, misappropriation w/ violence to person, serious bodily injury.

*Victim records are required for Primary Reason Codes 35 and 36.

APPENDIX F - DROPOUT DATA

Federal Reporting of Dropout Data

The Department of Education is required to report dropout statistics federally via the National Center for Education Statistics (NCES) *Common Core of Data (CCD) Local Education Agency Survey* website http://nces.ed.gov/. Dropout statistics are reported at the school district level. Dropout data are based on a "snapshot" count of students at the beginning of the school year.

The NCES dropout definition is used by all states to ensure comparable data is reported across all school districts. NCES defines a dropout as an individual who:

- Was enrolled in school at some time during the previous school year and was not enrolled on October 1 of the current school year; or
- Was not enrolled on October 1 of the previous school year although expected to be in membership (i.e., was not reported as a dropout the year before); and
- Has not graduated from high school or completed a state- or district-approved educational program **and**
- Does not meet any of the following exclusionary conditions:
    - transfer to another public school district, private school, or state- or district-approved education program;
    - temporary school-recognized absence due to suspension or illness
    - death.

The CCD reports an *event* dropout count – the number of students who leave school during a defined period of time, in this case, a calendar year.

- CCD publications compute a dropout rate by dividing the number of dropouts for a year by the membership count taken at the beginning of that year.
- The event dropout count is taken on October 1 or the school day closest to this date, in order to agree with the CCD membership count that is taken on the same day.
- The defining decision is whether a student is a dropout on October 1.
    - A student who missed much of the previous school year but who is in membership on October 1, is not a dropout.
    - A student who is not in membership on October 1, but who returns later in that school year is a dropout (for the previous year).

For purposes of applying the NCES dropout definition, the following definitions also apply:

- ***School year*** is the 12-month period beginning on October 1, and ending September 30. Thus, it includes the summer following the regular school year.
- ***School completer*** is an individual who has graduated from high school or completed some other education program that is approved by the state or local education agency.

- ***State- or district-approved program*** is one that leads to the receipt of formal recognition of completion from school authorities. It may include special education programs, home-based instruction, and programs administered by a secondary education agency (but not adult or postsecondary) leading to a HiSet-based diploma or some other certification differing from the regular diploma. Programs recognized as legitimate by the state are considered approved even if the public education system does not directly administer them; home schooling and charter schools may be examples of such programs.
- ***Transfer to another school or program*** may be confirmed by a method selected by the state or school district. A transcript request, withdrawal notice signed by a parent that includes assurances the student will be enrolled elsewhere, and the like are acceptable. States are discouraged from accepting hearsay reports or unsubstantiated statements of intent from departing students.
- ***Race/ethnicity*** of dropouts is reported using the current standards.
- ***Sex*** of dropouts is to be reported as male or female.
- ***Grade classifications***, grades 7 through 12, are used to report dropouts, not the student's age.
- ***Ungraded dropouts*** should be allocated to the grade most appropriate for their age.

Examples Of When Students Are Considered Dropouts

The following are examples of when students are or are not considered dropouts:

1. Graduated or received some other recognized credential, such as a certificate of attendance or HiSet?	**No**
2. Only attended summer school in this school district (was not enrolled during the regular school year)?	**No**
3. Left school without a diploma or other certification after passing age up to which the district was required to provide a free, public education?	**Yes**
4. Died?	**No**
5. Gone; status is unknown?	**Yes**
6. Moved to another district in this or some other state, not known to be in school?	**Yes**
7. Moved out of the United States, enrolment status not known?	**No**
8. Transferred, enrolled in:	
Another public school, a private school, or charter school?	**No**
Home schooling?	**No**
Early college (baccalaureate or associate's program)?	**No**
Adult education program (unless monitored by LEA)?	**Yes**
9. Is in an institution that is not primarily academic (military, possibly Job Corps, corrections, etc.)	
Offers a secondary education program?	**No**
Does not offer a secondary education program?	**Yes**
10. Is not in school, but known to be:	
Planning to enroll late (e.g., extended family vacation, seasonal work)?	**No**
Ill, verified as legitimate?	**No**
Ill, not verified as legitimate?	**Yes**

Suffering long-term illness and not receiving education services (residential drug treatment, severe physical or mental illness)?	**No**
Suspended or expelled, term of suspension or expulsion not yet over?	**No**
Suspended or expelled, term of suspension or expulsion over?	**Yes**
Expelled, no option to return?	**Yes**
Expelled, enrolled in another school and/or district?	**No**
11. In a nontraditional education setting, such as hospital/homebound instruction, residential special education, correctional institution, community or technical college:	
Program administered by agency considered a special school district or extension of regular school district?	**No**
Program is off-campus offering of regular school district?	No
Program not approved or administered by regular district; classified as adult education?	Yes

Dropout Types

The Department of Education analyzes enrollment data using an algorithm that flags enrollment records of students determined to meet the federal definition of being a dropout. Based on the algorithm, a student will be reported as a dropout and assigned one of the following dropout types:

DROPOUT TYPE	DESCRIPTION
1	Reported summer drops (no-shows)
2	Reported drops during the school year (not summer drops)
3	Students not passing GEE and failing to return
4	Other exited students who do not return the following year
5	Non-reported summer drops
6	Expelled students who don't return
7	Non-return after Temporary Exit

SISR24 Potential Dropout Roster Report

The SISR24 Potential Dropout Roster Report report should be used to assist in the correction of data for students identified as potential dropouts. Careful examination of the report is essential in order to provide accurate dropout data for every applicable school. Each LEA is responsible for determining whether or not students listed on the reports are truly dropouts. The SISR24 Potential Dropout Roster Report list students who will become dropouts if no corrections are made according to the data previously submitted to LDOE. Normally, the majority of the students listed are truly dropouts; if some are not, the data will need to be updated/corrected in order to remove them.

Correcting Dropout Data During The School Year

It is important to address school-year dropouts as they occur during the school year. Corrections should be made during all data collection periods

- During the October 1 MFP data collection, districts should focus on current year No-Shows.
    - When a student fails to enroll within a school year, the school where they were expected to enroll should submit an enrollment record with entry date=exit date=first day of school with appropriate exit reason (dropped out, no show, unknown, etc.). This will allow the student to be attributed as a dropout toward the school they were supposed to attend.
    - If no enrollment record is received for a student, the student must be counted as a dropout toward the school and grade last attended, although the dropout is attributed in the current year (the year they fail to enroll).
- During Oct 1 CLASS, February 1 MFP and End-Of-Year data collection, districts should focus on current year No-shows and current year exits.

When dropout data is being corrected during a regular data collection period, it can be corrected either online student by student or by submitting partial file uploads. A partial file upload should contain only those students you want to correct and the entire student record set must be included for each student. In addition, all data about specific students should remain the same as it was previously on the database.

When dropout data is being corrected during the special Dropout Correction period, **it must be corrected online**. If a change to student data (from the way it was originally reported) is required, you can update the available fields (*Exit reason, Exit date, Dropout Reason*, etc.).

Sometimes it will be necessary to create a new record for a student to remove them from the dropout reports:

- For example, in cases where no enrollment data was sent for the year, the student will be reported as a **Dropout Type=5** *"[Non-reported Summer drop (Summer no show)].* If the student did not really drop out, send an enrollment record to SIS with appropriate entry and exit information.
- For example, a student started the year at a state-approved nonpublic school after previously being enrolled in your district. Originally, you did not submit any information to SIS for the student. Therefore, they would show up on the Potential Dropout Roster as a summer no show. To correct this, an enrollment record should be submitted with entry date=exit date=first day of school with Exit Reason Code = "14" [*Transferred to Nonpublic School (must award diplomas, if a high school)]* and then the student will not be considered a dropout. NOTE: Audits are performed annually on the use of Exit Reason Code so it is important that proper documentation is maintained to show why a particular Exit Reason Code was used.

Once a student's data has been corrected, the SISR24 dropout report should be rerun and the updates verified. If the student(s) have not been removed from the dropout reports according to the changes you believe you have made, re-check the data (use the LEADS Inquiry Search Function) and re-submit as necessary.

Correcting Dropout Data During the special Dropout Correction Period

The special Dropout Correction period opens in mid-July following the previous school year's End-Of-Year (EOY) data collection period. During this time, LDOE re-opens the EOY data collection period for the exclusive purpose of correcting data for any students incorrectly identified as dropouts and not fixed during the normal data collection periods.

For additional information regarding dropouts, please refer to the **Dropout Reporting** training module on the LDOE INSIGHT Coordinator Portal in the Training Library. In addition, see **APPENDIX A - Frequently Asked Questions** for information regarding exiting students in SIS.

The following is an example of the Dropout Correction Period timeline for the 2013-2014 school year:

Aug 2013	2013-2014 School Year begins 2013-2014 October 1 data collection period begins
Oct 2013	2013-2014 October data collection period ends
Mar 2014	2013-2014 End-of-Year (EOY) collection period begins
Apr 2014	**First set of 2013-2014 Preliminary Dropout Rosters available by report request**
2013-2014 Preliminary Dropout Rosters are updated weekly (according to submission timelines)	
July 2014 – Dec 2014	**Special Dropout Correction Period for 2013-2014 dropouts**
Districts make corrections to data for students incorrectly listed as 2013-2014 dropouts.	
Aug 2014	2014-2015 School year begins 2014-2015 October Data Collection Period begins
Districts are submitting 2014-2015 October data	
Dec 2014	**2013-2014 Special Dropout Correction Period ends**
Jan 2015	**2013-14 Dropout Roster becomes final**

Some examples/reasons students are reported as dropouts

- Students who completed the previous school year, but who failed to enroll by October 1 are reported as summer dropouts for the grade and school year for which they fail to report. For example, a student who completes the 10th grade in 2014-2015 but who is not re-enrolled on October 1, 2015, is reported as a 2014-2015 dropout for 11th grade.
- A student who was enrolled and exited at some point during the school year (days of enrollment must be at least one day) is expected to return before October 1 of following school year, or be reported a dropout in the year they exited. NOTE: Certain factors exist that exclude and/or temporarily exclude students from being reported as dropouts.
- Students who fail to meet some graduation requirements, and who leave school without a diploma or other credential, are dropouts even if they have completed the 12th grade.
- Students who drop out multiple times in a school year are reported only once for a single school year. However, students who drop out in more than one year are reported as dropouts for each year in which they are not in enrolled by October 1.
- A student who exits a school with the intention of transferring to a school in another school district is expected to enroll or they will be reported as a dropout. If there is no subsequent enrollment found in the state for the student, the student is considered a dropout. Beginning in 2016-17 school year, if a student exited a school district and that district received an official request for records from another district and uploaded a copy to SIS, the dropout will be assigned to the school that **sent the records request**. However, if the student was exited due to expulsion, the dropout will be assigned to the **last school of enrollment** even if a records request was received.
- If a student exits a school and transfers to an Adult Education Program (Exit Reason Code="11") and does not receive their HiSet before October 1 of following year is reported as a dropout in the year they exited.
- Louisiana Secure Id (LASID) mismatch between enrollments may cause a student to be reported as a dropout. This is not a true dropout. The LEA should correct the LASID. Example: a student transfers to a new school, but the new school assigns a new LASID for the student causing the student to have multiple LASIDs across school years or across data collection periods. SIS does not recognize these records as the same student and a potential dropout record will be created for the student. The duplicate LASID should be retired and the SIS State ID / Reassignment feature should be used to link/replace the Louisiana Secure IDs (LASIDs) across years.

Exit Reason Codes Which Exclude Students from Dropout Reporting

The following Exit Reason Codes exclude students from being reported as dropouts:

Exit Reason Code	Description
04	***Graduated (High School Diploma)***
07	***Death/Incapacitation***
10	***Transfer Out of State or Country*** - Students who leave the United States is not considered to be dropouts even if the school district cannot document the student's subsequent enrollment in school. Students who move to another state or to DC and outlying areas are also excluded from the dropout counts.
12	***Correctional Institution/State Custody ages under 17 or receiving services*** - Students who enroll in a school-operated program for high-risk students are *not reported as dropouts,* even if that program is preparing the student to take the HiSet examination. Transfer to an alternative education setting, if it is part of the elementary/secondary education system, is not considered dropping out. These may include elementary/secondary education in prisons, hospitals, 'store front' locations or other nontraditional locations.
14	***Transferred to Nonpublic School (must award diplomas, if a high school)*** - Students who transfer to nonpublic schools are not considered to be dropouts. Refer to the current list of BESE Approved nonpublic schools. Does not include students entering Youth Challenge (Camp Beauregard, Camp Minden, Gillis Long) Job Corps, VOA or other schools that do not offer a diploma.
16	***Transferred to Home Study*** – Students who exit to participate in a BESE-Approved Home Study Program are not considered to be dropouts. Refer to the current list of students approved for the BESE-Approved Home Study Program who are included in Quarterly reports that are made available to Child Welfare and Attendance and dropped on the Data Management FTP site. Contact SystemSupport@la.gov if you need assistance in identifying students who are approved to participate in the BESE-Approved Home Study Program.

Other reasons students are excluded from being reported as dropouts include the following:

- Underage dropouts, those who leave school when they are still too young to do so legally, should be reported on the CCD if they drop out of any of grades 7 through 12. These dropouts should be reported even if the state or district considers them "truants" rather than dropouts.
- Students who drop out during the school year but are re-enrolled on October 1 of the following school year are *not reported as dropouts*.

Exit Reason Codes Which Temporarily Exclude Students from Dropout Reporting

The following Exit Reason Codes **temporarily** exclude students from being reported as dropouts:

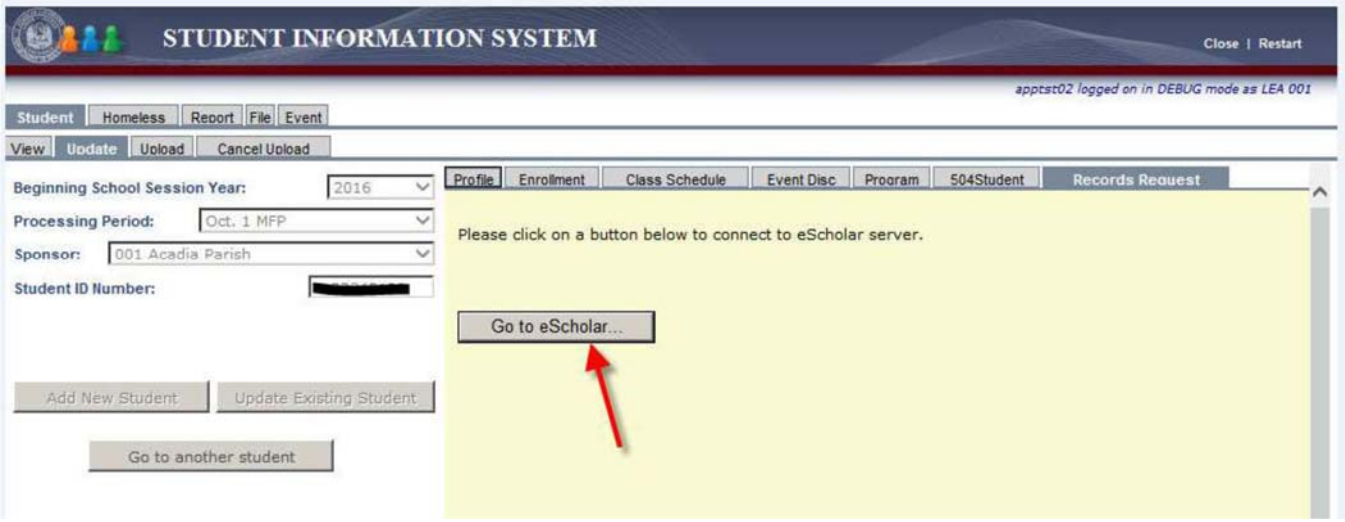
Exit Reason Code	Description
01	***Expelled*** – Students who are expelled will not be considered a dropout during the period of expulsion (determined by the corresponding discipline record). However, when the period of expulsion is complete, the student will be expected to reenter school. At this point, if the student does not enroll, they will be reported as a **Dropout Type=6** *[Expelled Students Who Don't Return*].
03	***Illness*** - *S*tudents exited due to illness will not be reported as a dropout in the year exited. For each subsequent year the student is ill, an enrollment should be submitted for the student (entry date = exit date on first day of school, Entry Reason Code*="C4"* [Re-entry into school], Exit Reason Code*="03"*). The student will ultimately be expected to return to school or will be reported as a drop out, **Dropout Type=5** [Non-reported summer dropout] for the year, when they were expected to return.
20	***Transfer to Early College Admissions Program*** - Students who transfer to a postsecondary program leading to a baccalaureate or associate's degree, Exit Reason Code*="20"* will not be considered a dropout in the year exited. For each subsequent year enrolled in the program an enrollment should be submitted for the student (entry date = exit date = first day of school, (Exit Reason Code*="20").* The student will ultimately be expected to complete the program (Exit Reason Code*="04"* [*Graduated (High School Diploma)*], return to school or will be reported as a **Dropout Type=7** [Non-return after temporary exit] for the year, when they were expected to return.

Official Request for Records

BESE approved a change to the dropout assignment process that will affect the way dropouts are assigned beginning with the 2016-17 academic year. In anticipation of this policy change, districts were asked to maintain any records requests received on or after August 1, 2016. LEAs are now able to upload records requests received from other districts to SIS. If the student was expelled, the dropout will be assigned to the last school of enrollment, even if a records request was received. If the student was not expelled, in SIS LEAs are now able to upload records requests received from other districts. In SIS, there must be an enrollment record with an Exit Date, and Exit Reason="09" for the student. LEAs must upload the records request using the *Update Existing Student* feature. SIS will assign the dropout to the school that sent the records request.

New Records Request tab for Update Existing Student

Click Go to eScholar to upload the records request file.



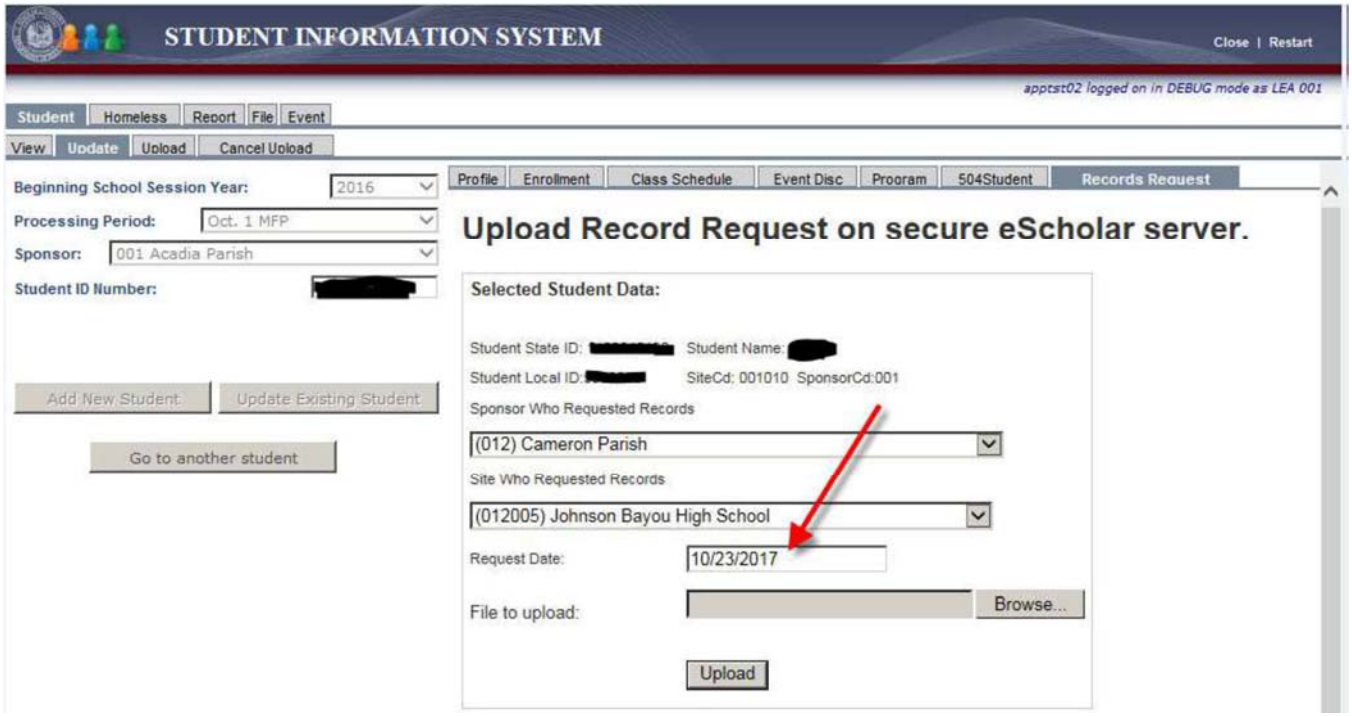
On this screen, you are connected directly to the eScholar server.

From the dropdown menu, supply the information for the LEA who made the records request.

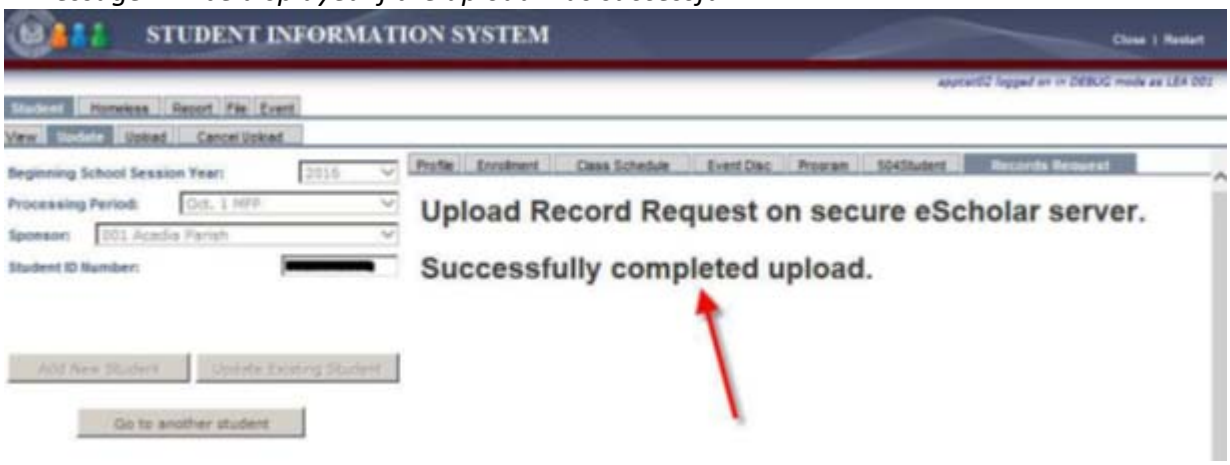
- *Sponsor*
- *Site*
- *Date*

*Click **Browse** to find your file on your computer.*

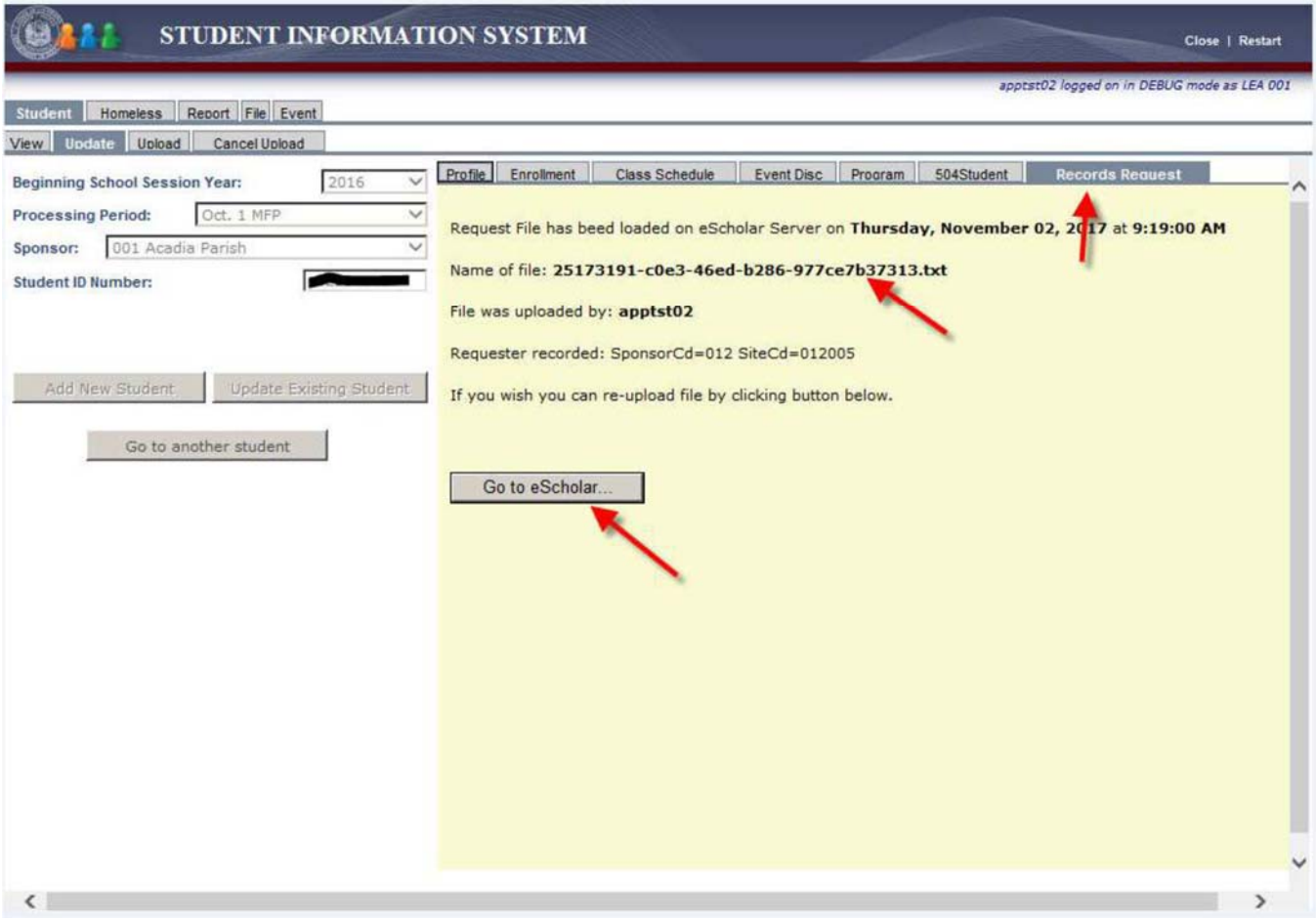
*Click **Upload.***



A message will be displayed if the upload was successful.



After the records request has been uploaded, you can search for the student and see the Records Request file was uploaded. If you need to delete the records request, and upload a new one, click Go to eScholar.



APPENDIX G - DATA GLOSSARY

Average Daily Attendance – The average number (count) of students present on any given day within a school year. Takes into account absences submitted in SIS.

Average Daily Membership/Average Daily Enrollment - The average number of students enrolled on any given day within a school year. Same as average daily attendance except does not take absences into calculation. This will be a number, always >= average daily attendance.

Attendance Rate - Percent of enrolled (instructional) days students were in attendance. If this rate is too high, over 98% for example, the district should verify whether or not all of the absences were submitted for each school. If no absences were submitted, the attendance rate will be 100%.

Cohort Graduation Rate - The Cohort Graduation Rate is the percentage of a school's high school students receiving a diploma within 4 years of entering the 9th grade. Each cohort of students is tracked for four years, from entry as first-time 9th grade students through the 12th grade.

In-school expulsion: A student temporarily removed from his/her usual classroom placement to an alternative setting for a period of time specified by the LEA; no interruption of instructional services occurs.

In-school suspension: A student temporarily removed from his/her usual classroom placement to an alternative setting for a minimum of one complete school day; no interruption of instructional services occurs.

Statement of Affirmation Form A form completed by each district which signifies the data for the data collection period has been verified and is correct. This form is usually submitted after the closing of the MFP data collections (October and February) and End-Of-Year (EOY). The form must be signed by the LEA Superintendent and the District's Coordinators (SIS, PEP, SER, etc.) and returned to the LDOE.

Submission Deadlines – This is the deadline by which school systems should have their data submitted to LDOE. Submitting data by this date provides an opportunity for LDOE to look at the data and provide validation reports for last minute corrections.

APPENDIX G – HISTORICAL CHANGES

08/2018 - 504 Accommodation Breakouts for Math, Social Studies

08/2018 - Discontinue Collecting *Country of Birth* if other than United States. If born in the United States, LEAs will send "US". If other than the United States, LEAs will send "ZZ".

08/2018 - *Option Code* for Students on Academic Improvement Plan. *Option Code* = "A" to identify 4th through 8th grade students who are on an Academic Improvement Plan.

08/2018 - New Action Intervention Code "181" (Discipline)

08/2018 - K-3 Entry Assessment Data

-K-3 Literacy screening: A single Assessment is given receives a score for the assessment.
-Kindergarten entry assessment: Assessments must be done within 30 days of the new school year.

08/2018 - Exit Reason Code Cleanup

13	Transferred to Vocational Technical School.	Expire *Exit Reason Code*"13". Report this type of exits as "11" [*Transfer to Adult Education*]. *Dropout Reason Code* = "22" [*transferred to Job Corps, VOA*] is optional.
35	Transferred to LEA monitored Adult Ed to pursue HiSet – Student intends to obtain	Expire *Exit Reason Code* "35". Students should remain enrolled and be monitored by the LEA.
22	Completer: HiSet and Industry Based Certificate	Expire *Exit Reason Code* "22". Report this type of exits as "05" [HiSet].
24	Completer: Industry Based Certificate	Expire Exit *Reason Code* "24"and no longer report in SIS.
25	Completer: Local Skills Certificate	Expire *Exit Reason Code* "25"and no longer report in SIS.
36	Completer: State Skills Certificate	Expire *Exit Reason Code* "36" and no longer report in SIS.

2019-20 System Enhancements

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