GEORGIA DEPARTMENT OF EDUCATION

Office of Technology Services - Technology Management

FY2019 Student Record Data Collection
Data Element Detail

DATE	NEW
7/1/2018	21st CENTURY SERVED
	ADDRESS
	CAREER APTITUDE INVENTORY 8th GRADE
	CAREER INTEREST AND APTITUDE INVENTORY 10th GRADE
	CITY
	DATE OF ELP SCREENER
	DUAL ENROLLMENT AWARENESS 8th GRADE
	DUAL ENROLLMENT AWARENESS 9th GRADE
	DUAL ENROLLMENT AWARENESS 10th GRADE
	DUAL ENROLLMENT AWARENESS 11th GRADE
	PRIORITY FOR SERVICE
	STATE
	TKES 90% TEACHING
	ZIP CODE
7/1/2018	PARENT COMMUNICATION LANGUAGE
12/5/2018	Added GAA (not new)
DATE	CHANGED
7/1/2018	STUDENT IS A SINGLE PARENT (formerly Special Needs Code)
	STUDENT PRIMARY LANGUAGE (formerly Primary Language)
	Appendix B - Language Code table
9/17/2018	Added description for **Pre-K PROGRAM CODE '9'**
10/5/2018	Added description for **Pre-K PROGRAM CODE '7' and '8'**
10/31/2018	Appendix B - Language Code table. New valid values are now highlighted
12/21/2018	Added additional description for **ALTERNATE SYSTEM CODE / ALTERNATE SCHOOL NUMBER**
2/5/2019	Added note to **WITHDRAWAL CODE**
3/1/2019	**GRADUATION PROGRAM OF STUDY** - Added SB2 information
3/14/2019	PRIMARY AREA = 'W' - Hearing Impairment changed to 'Hard of Hearing'
4/15/2019	TKES 90% TEACHING - added information to the description
4/24/2019	Updated misspelled word (Language Code: 089 - Mandarin)
DATE	MERGED
DATE	DELETED
7/1/2018	CAREER AWARENESS LESSONS
	CAREER PORTFOLIO (ES)
	GIFTED SERVICE CODE
3/20/2019	Primary Language code 083 no longer valid

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Legend and Definitions

Icon key

❖ Data Element Primary Key
📖 Reference
   documentation

Text Key

- SYS – identifies data elements in System-Level Records.
- SCH – identifies data elements in School-Level Records.
- STU – identifies data elements in Student-Level Records.
- CRS – identifies data elements in Course-Level Records.
- DIS – identifies data elements in Student Safety Level Records.
- ENR – identifies data elements in Enrollment-Level Records.
- PGM - identifies data elements in Program-Level Records
- SPE - identifies data elements in Special Education-Level Records
- All words following the word '**NOTE**:' provide further information about the data element and validations.
- All words that appear in **BOLD AND ALL CAPS** identify a Student Record data element.
- All words that appear in ***Bold and Italics*** indicate a DOE web application.
- All letters or numbers appearing within **'**single quotes**'** identify a valid value for a particular data element.
- All words appearing within a box identify a term defined in the definitions section.

Definitions

1. **Active:** An active student is a student who has an Enrollment Record with an **ENROLLMENT DATE** but the **WITHDRAWAL CODE** and the **WITHDRAWAL DATE** are blank. If multiple Enrollment Records are submitted for a student from one school, an active student is one whose latest Enrollment Record has an **ENROLLMENT DATE** and no **WITHDRAWAL DATE**.

2. **Inactive:** Inactive refers to a student that has withdrawn from school. This is indicated in the Enrollment Record by data transmitted in the **WITHDRAWAL CODE** and **WITHDRAWAL DATE**. If multiple Enrollment Records are submitted for a student from one school, an inactive student is one whose latest Enrollment Record has an **ENROLLMENT DATE** and a **WITHDRAWAL DATE**.

3. **Part-Time Student**: A part-time student is a student who is reported with three (3) or less funded segments (of any class that has > zero weight) in FTE 1 or FTE 3. If the student has more than three (3) segments in either FTE 1 or FTE 3 (of any class that has > zero weight), then that student will be considered full-time and a full schedule of courses must be reported for the student in Student Class.

4. **Record:** A set of data that represents a single entry for one of the ~~six~~ eight levels of data in this document. Five of the record types may have multiple records for a single student. They are Course, Student Safety, Enrollment, Special Education, and Program record types. See record descriptions defined above.

5. **Edit:** An integrity and validity test on data transmitted. There are two types of edits: errors or warnings

6. **Error:** A type of edit that causes a record to be rejected and not processed. An error message is generated and provides the reason the data did not pass the edit**. Note: Data in records with errors is not included in reports.**

7. **Warnings:** A type of edit that causes a record to be accepted, processed, and reported but the data are flagged for verification purposes. A warning message is displayed that provides the reason the data are flagged.

8. **Data Element ID:** The identifier used for the data element on the Student Record Data File Layout. Some System, School, Student, Enrollment, Course, Special Education, Student Safety and Program level elements have the same data elements but each has a Data Element ID that starts with a 3-digit letter abbreviation. These data elements in common create a key. They indicate a relationship among several data elements.

9. **Layout ID:** The identifier used for the data element on the Student Record Data File Layout to specify the order of the element in file layout. Each layout ID is unique.

Acronyms

CCAE	Coordinated Career Academic Education / *Project Success*
CTI	Career Technical Instruction
DFCS	Department of Family and Child Services
EIP	Early Intervention Program
EL	English Learner (formerly ELL)
EMO	Education Management Organization
ESOL	English to Speakers of Other Languages
ESY	Extended Service Year
FTE	Full Time Equivalency
GaDOE	Georgia Department of Education
GKIDS	Georgia Kindergarten Assessment Program
GNETS	Georgia Network for Educational and Therapeutic Support (Psycho-educational Network)
IEP	Individualized Education Program
LSS	Local School System
MEP	Migrant Education Program
OSR	Office of School Readiness
REP	Remedial Education Program
RESA	Regional Education Service Area
SBOE	State Board of Education
SES	Supplemental Educational Services
SOP	State Operated Program
SSN	Social Security Number
SST	Student Support Team

Overview of Record Types

SYSTEM LEVEL RECORD (Layouts A01 and A02)
- Information compiled at the district office for the entire system. One (1) A01 and one (1) A02 record is transmitted for each school system.
- Error Messages: An error message "E001" is automatically generated whenever an upload file does not contain System Level data. **Districts will not be able to sign off with an E001 error.**

SCHOOL LEVEL RECORD (Layout B)
- Information compiled at the school level. One (1) record is transmitted for each school in the school system. The collection of data for **counseling services is no longer collected** through the Student Record data collection.
- Error Messages: An error message "E002" is automatically generated whenever an upload file does not contain School Level data.

STUDENT LEVEL RECORD (Layout C)
- Data compiled at the student level. One record is transmitted from a school for each student enrolled at that school at _any_ time during the school year.
- One record is transmitted for each student who attended this school, this school year, regardless of the number of times the student enrolled or withdrew from this school. A Student-Level Record must also be submitted for each student who attended this school last year and have a Withdrawal Record submitted this year.
- Data in the Student Level Record includes demographic data elements as well as data elements that describe a student's participation in special programs, such as the Gifted program, Title 1 supported programs, and ESOL program. These data elements are not time sensitive. If the student participated in a special program at any time during the school year, that participation should be reported, even if the student is no longer in the program at the end of the school year.
- One (1) record must be submitted for each student regardless of whether the student is active or inactive at the end of the school year.
- A student may have multiple records within a system if the student was enrolled at different schools at different times within that system.
- '**No-show**' students are not reported in SR, unless the student subsequently enrolls in the district/school after FTE Cycle 1. A 'no-show' student is a student who is not in attendance on the first day of school but expected based on prior year enrollment.
- Error Messages: An error message "E003" is automatically generated whenever an upload file does not contain Student Level data.

ENROLLMENT LEVEL RECORD (Layout F)
- A student may have multiple Enrollment Records submitted if the student entered and withdrew more than once during the school year. Any student reported with an Enrollment Record must have a corresponding Student Level Record. Likewise, if a student level record is reported for a student, there must be at least one corresponding enrollment record.
- The Enrollment Record contains data elements related to an enrollment/withdrawal record for a student. Every student reported as active in any other data collection (FTE 1 or 3) _must_ have at least one Enrollment Record with a **SCHOOL ENTRY DATE**. When a student withdraws, the **WITHDRAWAL DATE** is entered into the same Enrollment Record.
- If a student re-enrolls, another Enrollment Record is created. Every Enrollment Record must have a **SCHOOL ENTRY DATE**. If there is no **WITHDRAWAL DATE** in the same Enrollment Record, the student is considered active. An Enrollment Record cannot have a **WITHDRAWAL DATE** without a **SCHOOL ENTRY DATE**.
- Attendance data for that period is reported on Enrollment Record. The data elements **DAYS PRESENT** and **DAYS ABSENT** in an Enrollment Record are specific for the enrollment period in that specific

Enrollment Record. If a student has multiple enrollment records at a school during a school year, then each Enrollment Record should reflect the number of days the student attended and was absent between the **SCHOOL ENTRY DATE** and the **WITHDRAWAL DATE** in that Enrollment Record.

PROGRAM LEVEL RECORD (Layout K)
- Data compiled at the program level. One record for a student should be reported for each assignment to a program (Alternate Ed, GNETS, Charter Career Academy, and Extended Learning Time). As such, a student could have multiple program assignment records reported**.**
- Because a student may have concurrent assignments to different programs, the program dates in multiple program records can overlap for the same student in the same reporting school.
- A student cannot have more than one record per **PROGRAM TYPE** and **PROGRAM CODE** for the same period of time.
- In-school suspension is no longer reported for this data element. This information is captured in the Student Safety records.
- A Program Level record is not reported for a student if the student did not have any program assignments.

SPECIAL EDUCATION LEVEL RECORD (Layout G)
- The Special Education Level Record is designed to collect timeline data for special education students as well as students evaluated for special education services. Data is reported at the student level. Events should be reported by the district/school where the student is active.
  ** *The letter "**I**" is not used for a record level identification as it can easily be confused with the number one [1].*

STUDENT SAFETY LEVEL RECORD (Layout E) *(Formerly the Discipline Record)*
- The Student Safety level record contains data elements related to a safety event for a student, which must be reported according to federal and state guidelines. A student may have more than one **(multiple)** Student Safety Records, or may not have any student safety records to report.
- See the Student Safety Record layout (E) for **INCIDENT TYPES** and **ACTIONS** that must be reported. If a student has committed an infraction that has **INCIDENT TYPE** that must be reported, then both the **INCIDENT TYPE** and the **ACTION** must be reported, even if the **ACTION** taken is not, by itself, required to be reported. Similarly, if a student has committed an infraction that has **ACTION** that must be reported, then both the **INCIDENT TYPE** and the **ACTION** must be reported, even if the **INCIDENT TYPE** is not, by itself, required to be reported.

STUDENT ADDRESS LEVEL RECORD (Layout H)
- Data compiled at the student address level. One record is transmitted from a school for each student enrolled at that school at any time during the school year.
- One record should be transmitted for each student who attended this school, this school year, regardless of the number of times the student enrolled or withdrew from this school.
- **Student cannot have more than one Address record per school.**
- Data in the Student Address Level Record include demographic data elements for the address where the student currently resides, including the street address, city, state and zip code.

DATA ELEMENTS

ACTION CODE
ACTION CODE indicates the action taken by a school administrator or administrator's designee (pursuant to O.C.G.A 20-2-731 and 20-2-740).

Action Code & Type	Description
00 Continuation of Action	An entry of "00" for an **ACTION CODE** is acceptable only when the **DATA TYPE INDICATOR** is "2" indicating that an event with multiple incidents for a single action has occurred.
02 Detention	Detention – detention should only be reported when action is for **2** or more days *
10 Corporal Punishment	Corporal Punishment - corporal punishment was administered pursuant to O.C.G.A 20-2-731.
20 In-School Suspension	In-School Suspension - placed in a state in-school suspension program.
30 Out-of-School Suspension	Out-of-School Suspension - suspended out of school.
40 Expulsion	Expulsion - expelled.
50 Suspended from Riding the Bus	Suspended from riding the bus.
61 Assigned to Alternative School for Disruptive Students	Assigned to Alternative School for Disruptive Students - placed in an alternative school due to disruptive behavior.
62 Assigned to Other Alternative School for Non-Disruptive Students	Assigned to Other Alternative School for Non-Disruptive Students - placed in an alternative school other than a Crossroads Alternative School.
63 Assigned to Other Alternative School by Administrative Law Judge	Assigned to Other Alternative School by Administrative Law Judge.
70 Court or Juvenile System Referral	Court or Juvenile System Referral – Referred to the court or juvenile justice system.
80 Other Action for a Serious Incident	Other Action for a Serious Incident - received some discipline action. ****NOTE**: Do not report '80' (Other Action for a Serious Incident) for an **INCIDENT TYPE** code of '24' (Other).
90 Removed from Class at Teacher's Request	Removed from Class at Teacher's Request - removed from class at the classroom teacher's request pursuant to O.C.G.A 20-2-738. When the **ACTION CODE** is '90', the **ACTION AUXILIARY CODE** should also = '90'.
95 Physical Restraint	*Physical Restraint* is the direct physical contact from an adult that prevents, or significantly restricts, a student's movement. The term *physical restraint* does not include prone restraint, mechanical restraint, or chemical restraint. Additionally, *physical restraint* does not include providing limited physical contact and/or redirection to promote student safety, providing physical guidance or prompting when teaching a skill, redirecting attention, providing guidance to a location, or providing comfort. (**Board Rule 160-5-1-.35 SECLUSION AND RESTRAINT FOR ALL STUDENTS**)

*NOTE: Detention should only be reported when it is for two days or the equivalent hours (e.g. Saturday school should be reported if a single Saturday school detention is equivalent to two regular day detention periods.). Two detention days do not have to be consecutive.

NOTE: Do not use **ACTION CODE '80' (Other Action for a Serious Incident) with **INCIDENT TYPE** '24', '30', '31', '33', or '34' when the **DATA TYPE INDICATOR** is equal to '1' unless all the following conditions apply:
1. Another record with the same "key" information exists.
2. The **DATA TYPE INDICATOR** of the other record is '2' or '3'.
3. The **INCIDENT TYPE** is not 'Other' or **ACTION CODE** is not 'Other Action for a Serious Incident'.

ACTION AUXILIARY CODE
ACTION AUXILIARY CODE indicates auxiliary information assigned to the appropriate **ACTION CODE**. Enter the auxiliary code for each **ACTION CODE** assigned for a student based on the definitions listed below. A blank field is acceptable only for **ACTION CODES** '10', '20', '30', '70', '80', and '95'. When **ACTION CODE** = 00, 02, 10, 20, 30, 70, 80, or 95, **ACTION AUXILIARY CODE** should be blank.

Action Code & Type	ACTION AUXILIARY CODE	Action Auxiliary Code Description
02 Detention	**'Blank'**	Must be blank – report day count in **NUMBER OF DAYS**. Should only be reported when 2 or more consecutive days.
10 Corporal Punishment	**'Blank'**	No additional response is allowed.
20 In-School Suspension	**'Blank'**	See **NUMBER OF DAYS**
30 Out-of-School Suspension	**'Blank'**	See **NUMBER OF DAYS**
40 Expulsion	**1** **2**	Expelled beyond the end of the current school quarter or semester but not permanently expelled. Permanently expelled.
50 Suspended from Riding the Bus	**1** **2**	Suspended from riding the bus 10 days or less. Suspended greater than 10 days.
61 Assigned to Alternative School for Disruptive Students	**'nnnn'**	The 4-digit school number of the Alternative School for disruptive students to which the student was assigned.
62 Assigned to Other Alternative School for Non-Disruptive Students	**'nnnn'**	The 4-digit school number of the Alternative School for non-disruptive students to which the student was assigned.
63 Assigned to Other Alternative School by Administrative Law Judge	**'nnnn'**	The 4-digit school number of the Alternative School to which the student was assigned
70 Juvenile or Court System Referral	**'Blank'**	No additional response is allowed.
80 Other Discipline Action for a Serious Incident	**'Blank'**	No additional response is allowed.
90 Removed from Class At Teacher's Request Pursuant to **O.C.** G. A. 20-2-738	**1** **2** **3** **4**	Placed in an alternative setting by a school administrator. Returned to their original class by an administrator. Placed in an alternative setting by a review panel. Returned to their original class by a review panel.
95 Physical Restraint	**'Blank'**	No additional response is allowed.

ACTIVE MILITARY

ACTIVE MILITARY indicates whether the student has a parent or guardian who meets one of the following criteria at any point during the school year:

1. Is an *active duty member* of the *uniformed services*, including members of the National Guard and Reserve on active duty.
2. Is a *member or veteran* of the *uniformed services* who is *severely injured and medically discharged or retired* for a period of *one year* after medical discharge or retirement.
3. Is a *member* of the *uniformed services* who *died on active duty or as a result of injuries* sustained on active duty for a period of *one year* after death.

ACTIVE MILITARY must equal 'Y' or 'N'.   If blank, **ACTIVE MILITARY** will default to 'N'.

"Active duty" means full-time duty status in the active uniformed service of the United States, including members of the National Guard or Reserve on active duty orders pursuant to 10 U.S.C. Sections 1209 and 1211. "Uniformed services" includes the Army, Marine Corps, Navy, Air Force, Coast Guard, Public Health Commissioned Corps and the National Oceanic and Atmospheric Administration Commissioned Officer Corps.

ADDRESS LINE 1
Part of the Student Address level record. The first line provided for the street address where the student currently resides.

ADDRESS LINE 2
Part of the Student Address level record. **ADDRESS LINE 2** is the second line provided for the street address where the student currently resides. **ADDRESS LINE 2** typically includes the following types of information: Apartment numbers, Suite numbers, Floor numbers, Room numbers, and PO Box numbers.

ADMINISTRATOR CODE

ADMINISTRATOR CODE is the Social Security Number (SSN) of the principal (or principal's designee) that administered a specific action from item DIS009. Enter the 9-digit numeric SSN of the principal (or principal's designee) that administered the specific action. This ID number must have an existing administrative assignment in CPI-1 or CPI-2.

ALTERNATE MATH SEQUENCE

ALTERNATE MATH SEQUENCE indicates whether a special education student in **GRADE LEVEL** '10' – '12' is taking the alternate course sequence for completing high school math requirements. **ALTERNATE MATH SEQUENCE** is a Y/N flag and is required for SWD students in **GRADE LEVEL** '10' – '12'. Leave the field blank for all other students. If **ALTERNATE MATH SEQUENCE** is blank, and the student is SWD in **GRADE LEVEL** '10' – '12', then **ALTERNATE MATH SEQUENCE** will default to 'N'.

ALTERNATE SCHOOL NUMBER

ALTERNATE SCHOOL NUMBER indicates the 4-digit school code number for the alternate school that the student has attended this school year. Enter an **ALTERNATE SCHOOL NUMBER** for all students who have been reported with an **ALTERNATE SYSTEM CODE.** Students attending GNETS, a CCA, or an Alternative school/program must report an **ALTERNATE SYSTEM CODE** and **ALTERNATE SCHOOL NUMBER.**

ALTERNATE SYSTEM CODE

ALTERNATE SYSTEM CODE indicates the 3-digit system code of the school or program attended by the student this school year. Enter an **ALTERNATE SYSTEM CODE** for all students who have been reported with an **ALTERNATE SCHOOL NUMBER**. Students attending GNETS, a CCA, or an Alternative school/program must report an **ALTERNATE SYSTEM CODE** and **ALTERNATE SCHOOL NUMBER.**

BEGINNING DATE

Enter the date on which services began for the student enrolled in the alternative program. A student may have multiple program level records, but the **BEGINNING DATE** and **ENDING DATES** cannot overlap. The **BEGINNING DATE** must be on or after the most current **ENROLLMENT DATE** for the student. If the student is continuing an alternative education placement from the previous year, the **BEGINNING DATE** would be the first day of enrollment for the student.

BI-LIT LANGUAGE 1

BI-LIT LANGUAGE 1 indicates the *first* language learned for the **DIPLOMA SEAL Bi-Literacy Language Seal**. If **BI-LIT LANGUAGE 1** is not blank, then the student must be in **GRADE LEVEL**. If only one language needs to be reported, use **BI-LIT LANGUAGE 1**

See **Appendix B: Language Code** table for codes and description.

BI-LIT LANGUAGE 2

BI-LIT LANGUAGE 2 indicates the *second* language learned for the **DIPLOMA SEAL Bi-Literacy Language Seal**. If **BI-LIT LANGUAGE 2** is not blank, then the student must be in **GRADE LEVEL** 12 and **BI-LIT LANGUAGE 1** cannot be blank. **BI-LIT LANGUAGE 2** cannot be the same as **BI-LIT LANGUAGE 1 or BI-LIT LANGUAGE 3.**

See **Appendix B: Language Code** table for codes and description.

BI-LIT LANGUAGE 3

BI-LIT LANGUAGE 3 indicates the *third* language learned for the **DIPLOMA SEAL Bi-Literacy Language Seal**. If **BI-LIT LANGUAGE 3** is not blank, then the student must be in **GRADE LEVEL** '12', **BI-LIT LANGUAGE 1 AND BI-**

LIT LANGUAGE 2 cannot be blank. **BI-LIT LANGUAGE 3** cannot be the same as **BI-LIT LANGUAGE 1 or BI-LIT LANGUAGE 2.**

See **Appendix B: Language Code** table for codes and description.

CAPSTONE PROJECT
CAPSTONE PROJECT indicates whether the student completed a career-related **CAPSTONE PROJECT** (Y/N flag). This field is required for students in **GRADE LEVEL '**09' – '12'. Leave the field blank for all other **GRADE LEVELS**.

CAREER APTITUDE INVENTORY 8th GRADE
Indicates if this 8th grade student completed a Career Aptitude Inventory during the current fiscal year and saved the results in their personal career portfolio. If the student **GRADE LEVEL** = '08', **CAREER APTITUDE INVENTORY 8th GRADE** must equal 'Y' or 'N'. Blank is only allowed if the student is NOT in **GRADE LEVEL** = '08'.

CAREER INTEREST & APTITUDE INVENTORY 10th GRADE
Indicates if this 10th grade student completed a Career Interest and Aptitude Inventory during the current fiscal year and saved the results in their personal career portfolio. If the student **GRADE LEVEL** = '10', **CAREER INTEREST & APTITUDE INVENTORY 10th GRADE** must equal 'Y' or 'N'. Blank is only allowed if the student is NOT in **GRADE LEVEL** = '10'.

CAREER INTEREST INVENTORIES (MS**)**
Indicates the number of **CAREER INTEREST INVENTORIES** completed by a student in **GRADE LEVEL** '06' – '07'. **CAREER INTEREST INVENTORIES** should be reported at the school where it was completed.

CCAE (Coordinated Career Academic Education /*Project Success)*
Indicate if a student participated in the CCAE (Coordinated Career Academic Education /*Project Success*) program at any point during the school year. Valid values are 'Y' and 'N'. Please see http://www.gadoe.org/Curriculum-Instruction-and-Assessment/CTAE/Pages/Special-Populations.aspx for additional information related to CCAE.

21st CENTURY SERVED
Indicates the student was served in a 21st Century after-school program this fiscal year. **21st CENTURY SERVED** must be either 'Y' or 'N'. Blank is not allowed.

CITY
The **CITY** is included on the Student Address level record. Enter the **CITY** of the address where the student currently resides.

CTI (Career Technical Instruction)
Indicates whether the student was enrolled in **CTI** (Career Technical Instruction) program at any point during the school year. Valid values are "Y" and "N". Please see http://www.gadoe.org/Curriculum-Instruction-and-Assessment/CTAE/Pages/Special-Populations.aspx for additional information related to CTI.

CPR_AED
Schools with **GRADE LEVELs** '09' – '12' are required to provide instruction in cardiopulmonary resuscitation (CPR) and the use of an automated external defibrillator (AED) to its students as a requirement within one of the required health or physical education courses (Health (17.011), Health and Personal Fitness (36.051), or Advanced Personal Fitness (36.061). The **CPR_AED** flag (Y/N) indicates whether a school with **GRADE LEVEL** '09' – '12' provided instruction in CPR and the use of AED in the required Health or PE course. Schools with grade levels less than 9th grade must report null or blank. See State Board Rule 160-4-2-.12 Comprehensive Health and Physical Education for more information.

CONTINUATION OF SERVICES

CONTINUATION OF SERVICES is used to indicate whether a student received education services during out of school suspension or expulsion. Local district policy determines what constitutes education services for students in that district. Enter 'Y' if the student received services. Enter 'N' if the student did not receive services. This designation is only required for **ACTION CODES** of '30' or '40.' The **CONTINUATION OF SERVICES** flag applies to all students.

COUNTY OF RESIDENCE

COUNTY OF RESIDENCE is a code for the Georgia county in which the student resides while he or she attends this school. Note**:** This code is for the county of residence, not for the school system. **COUNTY OF RESIDENCE** codes greater than 759, i.e. the city system codes, are not valid (except 800). If the student does not reside in Georgia, code the **COUNTY OF RESIDENCE** as '800'. Enter the code of the county based on the student's home address.

DAILY GNETS SEGMENTS

Identifies the highest number (1-6) of GNETS segments per day provide at any given point during the year.

DATA TYPE INDICATOR

DATA TYPE INDICATOR identifies whether the record is a complete record with both the **INCIDENT TYPE** and **ACTION CODE**, or whether it is a continuation of a multiple incident event or a multiple action event. Every **INCIDENT NUMBER** must have a record with a **DATA TYPE INDICATOR** of '1'. If multiple incidents or multiple actions occur for an event, the data collection continues with a record containing a **DATA TYPE INDICATOR** of '2' or '3'.

See Student Safety record layout for matrix of valid combinations for the reporting of the **DATA TYPE INDICATOR**, **INCIDENT TYPE**, **CONTEXT AND LOCATION**, and **ACTION CODE**.

Data Type Indicator Code	Descriptions	Level of Severity
1	This record is a complete record containing both an incident and action completed. Every **INCIDENT NUMBER** must have a record with a **DATA TYPE INDICATOR** of 1.	If the **DATA TYPE INDICATOR** is '1' or '2', then the **LEVEL OF SEVERITY** should be reported.
2	This record contains a multiple incident entry for a given **INCIDENT NUMBER**. A record with a **DATA TYPE INDICATOR** of '2' is a continuation of a multi-incident event. The record with the **DATA TYPE INDICATOR** of '2' must have the same "key" information as the preceding line with the **DATA TYPE INDICATOR** of 1. The **ACTION CODE** must be '00' for this record.	
3	The record contains a multiple action entry for a given event. A record with a **DATA TYPE INDICATOR** of '3' is a continuation of a multiple action event. The record with the **DATA TYPE INDICATOR** of '3' must have the same "key" information as the preceding line with the **DATA TYPE INDICATOR** of '1'. The **INCIDENT CODE** must be '00' for this record.	If the **DATA TYPE INDICATOR** is '3, then the **LEVEL OF SEVERITY** must be null or '00.

DATE ENTERED NINTH GRADE

DATE ENTERED NINTH GRADE is the date the student enrolled in the ninth grade for the first time. Enter the date the student initially entered ninth grade in the format yyyymmdd where yyyy is the complete year (e.g. '2011'), mm is the month (01-12), and dd is the date (01-31). The day (dd) in the **DATE ENTERED NINTH GRADE** field may be reported as 00 if the exact date is unknown. Enter only for students where **GRADE LEVEL** is '09' – '12'. The **DATE ENTERED NINTH GRADE** cannot be a future date, nor can it equal the student's **DATE OF BIRTH**, or include a year value that is less than 2000.

DATE OF BIRTH

DATE OF BIRTH is the date of the student's birth. Enter the **DATE OF BIRTH** in the format yyyymmdd where yyyy is the complete year (e.g. '1990'), mm is the month (01-12), and dd is the date (01-31). Students should not be less than 4 years old unless enrolled in a special education preschool program. Special education

students may be as young as 2 years old if transitioning from Babies Can't Wait. The student's age is calculated as of September 1st, of the school year based on the **DATE OF BIRTH** reported.

DATE OF ENTRY TO U.S. SCHOOLS
DATE OF ENTRY TO U.S. SCHOOLS is the date the student first enrolled in school in the United States. This date is required if the student was born outside the United States. It is optional for students born in the U.S., who left the country prior to attending school and are subsequently enrolling in a U.S. school. Under Section 3301(14), a student is considered "born in the U.S." if born in one of the 50 States, the District of Columbia, or the Commonwealth of Puerto Rico. **DATE OF ENTRY TO U.S. SCHOOLS** is required for International Exchange Students. The date must be in the format yyyymmdd where 'yyyy' is the complete year (e.g. '2002'), 'mm' is the month (01-12), and 'dd' is the date (01-31).

DAYS ABSENT
DAYS ABSENT is the total number of school days for which the student was absent from the reporting school during this school year. **DAYS ABSENT** must be in the range 0-179. Count of all days for which the student was absent more than one-half of the instructional day. Students may make up absences through Saturday school programs if the time and content provided is equivalent to the regular school day requirements.
Include only the days the student was absent from this school, not the **DAYS ABSENT** in any other school, even if the student came from another school in this same school system. If the student was withdrawn for part of this school year, report all days absent from this school for that enrollment record. If the student has enrolled and withdrawn multiple times during the year at the same school, the total **DAYS ABSENT** from each school for each enrollment record should be reported. Do not include days "off roll" in the total of **DAYS ABSENT**. See **UNEXCUSED DAYS ABSENT** for subset of the days absent total.

DAYS MADE UP
DAYS MADE UP indicates the number of days the student was allowed to make up through an attendance recovery program. The number must be in range of 0 to 179 within a school. Field must be a whole number and right justified. Blanks or decimals are not allowed.

DAYS PRESENT
DAYS PRESENT is the total days the student was present for at least one-half of the instructional day during the enrollment period. **DAYS PRESENT** must be greater than zero and cannot be greater than 180 within school. Blanks or decimals are not allowed.
NOTE: If the student was withdrawn for part of the school year, report all days' present in this school for that enrollment record.

DIPLOMA SEAL
The **DIPLOMA SEAL** indicates the student has completed all the requirements for a given diploma seal. A **DIPLOMA SEAL** is recognized by employers and post-secondary institutions as an indicator the student has achieved a higher level of proficiency in one of the **DIPLOMA SEAL** areas. There are three different **DIPLOMA SEALs**. A student can earn more than one **DIPLOMA SEAL**. Not all students who graduate will earn a **DIPLOMA SEAL**.

DIPLOMA SEAL
'C' - Civic Engagement Seal (Grade 12 only)
'I' - International Skills Seal (Grade 12 only)
'L' - Bi-Literacy Seal (Grade 12 only)
'F' - Fine Arts Seal

DIPLOMA TYPE

DIPLOMA TYPE indicates the type of diploma earned by a high school graduate. A **DIPLOMA TYPE** is required if **WITHDRAWAL REASON** = 'G'.

If the **DATE OF ENTRY IN 9TH GRADE** is prior to FY2009, the diploma type options are College Preparatory (C), Vocational (Technology/Career) (V), Both College Preparatory & Vocational (Technology / Career) (B), Special Ed diploma (S), or Certificate of Performance (A).

If **DATE OF ENTRY IN 9TH GRADE** is FY2009 or greater, the **DIPLOMA TYPE** must be General diploma (G), Special Ed diploma (S), or Certificate of Performance (A).

Note: Students who have received a regular high school diploma are no longer eligible for enrollment. This is referenced in SBOE Rule 160-5-1-.28 STUDENT ENROLLMENT AND WITHDRAWAL and O.C.G.A. 20-2-150.

DIPLOMA TYPE	Description
Entry in 9th Grade PRIOR to FY2009	
C	College Preparatory
V	Vocational (Technology / Career)
B	Both College Preparatory & Vocational (Technology / Career)
S	Special Ed
A	Certificate of Performance
Entry to 9th Grade in FY2009 or later	
G	General Diploma
S	Special Education
A	Certificate of Performance

DISCIPLINE PROCESS

DISCIPLINE PROCESS identifies the procedural options available to a student who is suspended (OSS), expelled, or assigned to an alternative education program for disruptive students. Codes are required for out-of-school suspensions greater than 10 days, for expulsions, and for assignments to alternative school due to disruptive behavior.

Valid values are:
- 01 - Tribunal/Hearing
- 02 – Waiver
- 03 - Neither
- Blank - n/a

DISCIPLINE ACTION CODE	Description	DISCIPLINE PROCESS CODE	Descriptions
'30' or '61'	Out of School Suspension or alternative school for disruptive students	'01', '02' or '03'	Tribunal hearing or Waiver or Neither
'40'	Expulsion	'01' or '02'	Tribunal Hearing or Waiver
Any other code		Must be blank	Must be blank

DUAL LANGUAGE IMMERSION (DLI)
DUAL LANGUAGE IMMERSION (DLI) indicates that the student is participating in a dual language immersion program where the student spends at least half of their school day in the target language and the other half day in classes taught in English. Valid values are "Y" indicating that the student is participating in a DLI program or "N" indicating that the student is not participating in a DLI program. If the student is participating in DLI, then at least one course must have a language code entered for the data element **IMMERSION LANGUAGE** in Student Class**.**

EIP SUBJECT CODE
EIP SUBJECT CODE indicates the academic subject(s) in which student received Early Intervention Program (EIP) services at any time during this school year. Should be blank when no EIP services were provided. An **EIP SUBJECT CODE** should be reported for all students with an FTE **PROGRAM CODE**= 'E', 'F', or 'G'. (Kindergarten, Primary Grades, 4th and 5th Grades) Codes '1'- '3' valid only for **GRADE LEVEL** 'KK'- '05'.

Code	Description
'1'	Reading
'2'	Mathematics
'3'	Both Reading and Mathematics
Blank	N/A

EL MONITOR BASIS
EL MONITOR BASIS describes the method used to determine the student's placement in the monitoring phase. The **EL MONITOR BASIS** is required when student's **EL** status is '1' or '2'.

Code	Description
'1'	ACCESS for EL proficiency
'2'	Language Assessment Conference (LAC)
'3'	Exited out of state or from a non-public school
Blank	N/A

ENDING DATE

ENDING DATE is the date service terminated for the student in the reported program. This is reported when a student is removed from a program identified in the Program level record or the student withdraws from the current school. An **ENDING DATE** is now required for all program types. If service has not ended, date can default to the last day of school for the current year.

ENGLISH LEARNER (EL)

ENGLISH LEARNER (EL) indicates whether the student has been identified as having limited proficiency in English (**ENGLISH LEARNER (EL)='Y'**). EL students are frequently in the state-funded ESOL program if such a program exists in the school, but they are not necessarily participating in the ESOL program. If a student is an ESOL student, then the student must be **ENGLISH LEARNER (EL)**. Therefore, all ESOL students must also be coded **ENGLISH LEARNER (EL)** ='Y'. If **ENGLISH LEARNER (EL)** ='Y', then a **PRIMARY LANGUAGE** must be identified.

Some students that have limited proficiency in English may not be in a state-funded ESOL program. For these EL students, a **NON-ESOL** reason must be indicated.

Once a student has tested out of the **ENGLISH LEARNER** program, the student is monitored for 2 years to ensure that the student no longer requires **ENGLISH LEARNER** services. The first full year that a student is out of the **ENGLISH LEARNER** program, the student is marked **ENGLISH LEARNER (EL)** ='1'. The second full year that a student is out of the **ENGLISH LEARNER** program, the student is marked **ENGLISH LEARNER (EL)**='2'. After two years of monitoring, the student should be reported with **ENGLISH LEARNER (EL)** = '3' (No longer **EL**; no longer monitored; tested out of **ENGLISH LEARNER (EL)** 3 years ago); the next year, **ENGLISH LEARNER (EL)** = '4' (No longer **EL**; no longer monitored; tested out of **EL** 4 years ago). After 4 full years out of the **ENGLISH LEARNER** program, the student would be reported with **ENGLISH LEARNER (EL)** = 'F' (Former **EL** Student) for all subsequent years.

If the student was incorrectly report as an **ENGLISH LEARNER** in the past and was never qualified as an **ENGLISH LEARNER**, report the student with **ENGLISH LEARNER (EL) =** 'I'.

EL Code	Description
Y	The student has limited English proficiency.
N	The student does not have limited English proficiency.
1	First year out of EL Program; monitored year one.
2	Second year out of EL Program; monitored year two.
3	No longer EL; no longer monitored; tested out of EL 3 years ago.
4	No longer EL; no longer monitored; tested out of EL 4 years ago
F	Former EL Student – no longer monitored
I	Student incorrectly reported as 'EL'.

ENVIRONMENT CODE

ENVIRONMENT CODE indicates the type of residential environment in which a student resides or the type of school the student attended at any time during this school year at this school. Enter data only for those students for whom one of the codes below apply. For students where codes do not apply, leave blank.
Note: The total number of homeless students **=** the combined student count for code '3' + code '4'.

ENVIRONMENT CODE	Description
1	Resides in a local institution for neglected
2	Resides in a local institution for delinquent
3	Is homeless
4	Is a homeless unaccompanied youth
Blank	Not Applicable

- 'Unaccompanied youth' is a homeless child or youth not in the physical custody of a parent or guardian.

ESOL

ESOL indicates whether the student is enrolled in the state-funded ESOL program at any time during this school year at this school. By definition, all **ESOL** students have limited proficiency in English. Therefore, all **ESOL** students must also be coded C041 **ENGLISH LEARNER**= 'Y'. If **ESOL**='Y', then C044 **PRIMARY LANGUAGE** must not be blank.

ESOL Enrollment Code	Description
Y	Student was enrolled in ESOL this school year.
N	Student was not enrolled in ESOL this school year.

ETHNIC HISPANIC

ETHNIC HISPANIC is a code that indicates the ethnicity of a student. The code is used to identify a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race. **ETHNIC HISPANIC** must be 'H' (Hispanic) or 'N' (not Hispanic).

Valid codes are:

Code	Description	Includes
H	Hispanic	Person is of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race. The term "Spanish Origin" can be used in addition to "Hispanic/Latino or Latino." (NOTE: This *ethnicity* indicator is separate from the *race* indicators. Individuals shall have the opportunity to identify themselves as being of or belonging to more than one race. If an individual identifies more than one race, and flags **ETHNIC HISPANIC** as "H" (yes), that person is counted as Hispanic. See also: RACE)
N	Not Hispanic	Not of this ethnicity.

EVENT CODE

The **EVENT CODE** indicates the type of special education event that occurred for a student. Some codes apply to both regular and special education students. Others apply only to special education students as identified by their **PRIMARY AREA**. Students may have multiple events reported each school year; however, students should not have more than one of each event code reported from a school within the same school year. The exception for reporting multiple events occurs when a student re-enters the special education program following a '09' or '10' event or is not placed in Special Education initially but is reconsidered within the same school year.

**Private school special education students with service plans are not reported in Student Record unless they are publicly enrolled at any point in the school year. See the Special Education level file layout for detail.

For new special education students, report all initial events (02-06). If a student is made eligible as a student with a disability (SWD) late in the school year and services do not begin until the following school year, report events 02-05 in the school year during which the events occur. Do not report a Primary Area for these students. A student is not considered to be a SWD until services are initiated. Report the placement event 06 in the following year when services are initiated. Also, report a Primary Area during that reporting year. For existing students with disabilities report the Annual IEP Review (07) and Eligibility Re-determination (08) if applicable.

EVENT CODE	Description	
'01'	Babies Can't Wait Notification	
'02'	Parent Consent to Evaluation	
'03'	Initial Evaluation	
'04'	Initial Eligibility Determination	
'05'	Initial IEP Meeting	
'06'	Initial IEP Placement / Transition Service Begin	Events '06' thru '10':
'07'	IEP Annual Review	Student must have
'08'	Re-Eligibility Determination	**PRIMARY AREA** reported.

'09'	Special Education Exit	
'10'	Parent Revoked Consent	
'11'	Student Not Eligible for Initial Placement	
'12'	Parent Refused Initial Placement	
'13'	District Verified That Student was Incorrectly Reported as SWD in a Prior Year.	

Note: Student should not have more than one of each initial **EVENT CODE** (events '02', '03', '04', '05', and '06') reported for a school within the same school year, unless student re-entered program following '09' or '10' event. A student may also have multiple initial placement events if the student was found not eligible initially (event '11') or was found eligible and the parent refused to have the student served (event '12').

Note: **EVENT CODE** '13' should only be used to correct misreporting of a student as SWD in a *prior* year. **EVENT CODE** '13' is not intended to be used for misreporting in the current school year. Current SWD data that was incorrectly reported should be deleted. **This event will require comments before signoff.**

Definitions Related to Special Education Events
(For more detail, see the Special Education Guidelines on the Student Record documentation website).

- *Initial Evaluation/Eligibility Determination* – This process is used to determine if the student qualifies for services. Both the initial evaluation and initial eligibility determination are required before a student with disabilities may receive special education and related services. The initial evaluation and eligibility determination must be completed within 60 calendar days of receiving parental consent for evaluation except for cases outlined in board policy where the school system has 90 days to complete the evaluation, or cases where the district does not have to meet the timeline. These dates are reported as **EVENT CODE** '03' and '04', respectively.

- *Placement Events* – These events provide dates for the initial evaluation and placement process that must occur before special education and related services are provided to a student with disabilities. When reporting special education data, events '01' through '06' are considered placement events. These event dates do not change even if the student's **PRIMARY AREA** changes.

- *Annual/Triennial Events* – These events provide dates for ongoing evaluations and eligibility determinations required under IDEA. The annual review is the yearly process used to measure the student's progress towards meeting the goals of the IEP. Each school district must ensure that a reevaluation occurs at least once every 3 years, unless the parent and school district agree that a reevaluation is not necessary. **EVENT CODE** '07' and '08' are used to report annual reviews and triennial reviews, respectively.

- *Exit Events* – These events provide dates for exit activity from the program. When a student continues to be enrolled in school, but is no longer eligible for special education, or the parent revokes consent, the activity is reported as an exit event. There are two exit events: '09' and '10'. Report exit **EVENT CODE** '09' when the student returns to general education, and report **EVENT CODE** '10' when a parent revokes consent for placement.

- *Babies Can't Wait (BCW) Transition* – The date of the BCW transition conference held no less than 90 days prior to the student's third birthday. This date is reported as **EVENT CODE** '01'.

- *Parent Consent to Evaluation* – The date the district receives parent permission for an initial evaluation. This date is reported as **EVENT CODE** '02'.

- *Initial IEP Meeting* – This meeting date is to develop an IEP for the student, and must be conducted within 30 days of determining that the student needs special education and related services. This date is reported as **EVENT CODE** '05'.

- *Initial IEP Placement* – The date the student first receives special education services. This date is reported as **EVENT CODE** '06'.

- *Events Reported for the Current Year* – This phrase refers to the events reported for the current Student Record data collection. Student Record is an annual process that collects cumulative data for the current school year. The event date does not have to be in the current school year. It could be from a previous year. When the event is reported in the current year, it means the event (regardless of the event date) is reported in the current Student Record data collection.

EVENT DATE
This is the date of the event identified by the **EVENT CODE** in the Special Education level record. Format for the date is yyyymmdd. The **EVENT DATE** cannot be null and it cannot be a future date.

EVENT IDENTIFIER
A sequence number (or some local number) that uniquely identifies the event that caused disciplinary action(s) for one or more students. This identifier allows one or more students to be tied to a single incident in one or more records. The identifier is only required when more than one student is involved in an event. Numbers, letters, and combinations of the two are valid. Special characters, such as commas and asterisks, are not valid.

EXTENDED YEAR SERVICES
EXTENDED YEAR SERVICES indicate whether special education and related services are provided to a student with a disability beyond the normal school year of the Local School System (LSS)/State Operated Program (SOP), in accordance with the student's IEP and at no cost to the parents of the student. **EXTENDED YEAR SERVICES** may include a range of services offered during the summer or other days when school is not officially in session. Such services may include, but are not limited to, classroom instruction, home tutoring, transition, provision of related services, Saturday services, or assistance on skills that address specific goals targeted for ESY.

EXTENDED YEAR SERVICES Code	Description
Y	Special Education Extended Year Services received.
N	Special Education Extended Year Services not received.

FISCAL YEAR (Key Element)
FISCAL YEAR is the year of record for the current Student Record data collection.

FREE OR REDUCED PRICE MEAL ELIGIBILITY
FREE OR REDUCED-PRICE MEAL ELIGIBILITY indicates the most recent free or reduced meal status for a student. A student's status may change during the school year. For example, a student may be classified as eligible for free meals at the beginning of the school year, but may become a paid student by the end of the school year. In this case, the student would be reported as **FREE OR REDUCED-PRICE MEAL ELIGIBILITY** = 'N' (a paid student) in Student Record.
NOTE: Each student must be coded unless **FREE OR REDUCED-PRICE MEAL ELIGIBILITY - SPECIAL PROVISION** = 'Y' *or* 'C' (Community Eligibility Provision – CEP) on the school-level record layout – indicating that the entire school is eligible for free meals. (Formerly reported by school on DE Form 1218).

Code	Description
F	Student was determined eligible for the Free meal program.
R	Student was determined eligible for the Reduced-price meal program.
N	Student was determined not eligible for Free or Reduced-price meal program during the school year.
Blank	Student at special assistance ~~status~~ school and not flagged

GAA (**G**eorgia **A**lternate **A**ssessment)

The **GAA FLAG** identifies special education students that have courses accessing the general curriculum and the IEP indicates the GAA is appropriate for the student. GAA is a portfolio-based assessment for students in **GRADE LEVEL** 'KK' – '12' who have been identified as having the most significant cognitive disabilities and cannot participate in the general assessment program even with maximum accommodations. Students in grades K, 3-8, and 11 are assessed with the GAA.

Note:
- Flag students "Y" for GAA if their IEP states that they will participate in the alternate assessment <mark>regardless of whether an assessment occurs during the current school year.</mark>
- Valid values are 'Y' or 'N'. The flag must be 'N' for Pre-K students. Students with **GAA** = 'Y' must have at least one course record with an 8 in the first digit after the decimal (XX.8 General Education Course in a Special Education Setting).

GENDER CODE
GENDER CODE identifies the student's gender. The **GENDER CODE** must be 'F' for female or 'M' for male. This is a self-identified field and does not have to be documented by a birth certificate.

GEORGIA TEST IDENTIFIER (GTID)
GEORGIA TEST IDENTIFIER (GTID) is the identification number assigned to each student that uniquely identifies the student. Students transferring between districts should already have a **GTID**. Only generate a new **GTID** if it has been verified the student has never been given a **GTID** while enrolled in a Georgia public school. When maintaining student identification data, verify that the **GTID**, student names and **DATE OF BIRTH** reported in Student Record match the information in the GTID database, called GUIDE. This ID should be used to report all a student's records (FTE, Pre-ID, SR) throughout a school year and throughout his/her public education years in the Georgia public school system, including programs like Babies Can't Wait and the Ga Pre-K Program. There are many validations checks on the **GTID** including checks to make sure that all students reported as active in FTE also have a SR Student record, and all SR Students have a SR Enrollment record. Additionally, to verify that the records sent in SR are for the correct student, checks are done to validate the student's names and **DATE OF BIRTH** in SR and in GUIDE.

GIFTED ELIGIBILITY CODE
GIFTED ELIGIBILITY CODE indicates eligibility status of a student at any time during the school year at this school regarding the Gifted Program this school year. Codes '2' and '4' apply exclusively to this school year.

GIFTED ELIGIBILITY CODE	Translation
2	Initial eligibility established this year
3	Initial eligibility obtained in a previous year
4	Referred this year, but not eligible
9	Never eligible (default)

GIFTED REFERRAL CODE
GIFTED REFERRAL CODE indicates the method by which the student was referred to the Gifted Program this school year. All codes apply exclusively to this school year only.

GIFTED REFERRAL CODE	Description
1	Referred by system's automatic referral procedure this school year.
2	Referred by teacher this school year.
3	Referred by parent/guardian this school year.
4	Referred by self this school year.
5	Referred by peer this school year.
6	Referred by other this school year.
9	Not referred (default).

GRADE LEVEL

GRADE LEVEL indicates the grade level of the student for the year just completed.

Code	Description	Special Definitions
PK	Pre-Kindergarten	All students being served by the public schools, two through five years of age, served prior to the kindergarten program.
UK*	Underage Kindergarten	All students served in kindergarten who have not attained the age of five on or before September 1.
U1*	Underage First Grade	All students starting first grade for the first time that have not attained the age of six on or before September 1.
KK	Kindergarten	(Regular kindergarten)

			Other Regular Grade Codes				
Code	Description	Code	Description	Code	Description	Code	Description
01	Grade 1	04	Grade 4	07	Grade 7	10	Grade 10
02	Grade 2	05	Grade 5	08	Grade 8	11	Grade 11
03	Grade 3	06	Grade 6	09	Grade 9	12	Grade 12

- ❑ *** Exception to UK and U1 Coding:** A child who was a legal resident of a state or states other than Georgia for a period of two years immediately prior to moving to Georgia and who was legally enrolled in a public kindergarten or first grade, or a kindergarten or first grade accredited by a state or regional association, shall be eligible for enrollment in the appropriate general or special education programs authorized in this part if such child will attain the age of five for kindergarten or six for first grade by December 31 and is otherwise qualified. Authority O.C.G.A. § 20-2-150 (b). These students should be reported as either kindergarten (KK) or first grade (01).

- ❖ International Exchange Students **GRADE LEVEL** must = '09' - '12'.

GRADUATION PROGRAM OF STUDY

Indicates the student is participating in the SB2 - Move On When Ready (MOWR) high school graduation option.

SB2 – MOWR Option
- This is an alternative route for acquiring a high school diploma rather than following the traditional Four-year route.
- Less high school units are required but an additional approved postsecondary credential is required.
- Coursework can be done at any time beginning in the ninth grade.
- Once all requirements are met, student receives high school diploma.
- High school requirements must be completed in unison with a USG, TCSG or private Georgia college credential.

GRADUATION PROGRAM OF STUDY Code	DESCRIPTION
S	SB2 - MOWR
Blank	Not Applicable

HOMELESS PRIMARY NIGHT SHELTER

For homeless students, (i.e. **ENVIRONMENT CODE** = '3' or '4'), enter the primary type of shelter the student has at night. The shelter code must equal one of the following: '1' – Shelters; '2' – Doubled-Up; '3' – Unsheltered; '4' – Hotels/Motels. If the student is not identified as homeless, then leave blank.

INCIDENT – CONTEXT AND LOCATION

INCIDENT – CONTEXT AND LOCATION indicates the location, time, and sponsorship of the activity during which the incident occurred.

INCIDENT CONTEXT AND LOCATION	
Code	Description
11	During school hours, and on school grounds or campus
12	During school hours, at a school-sponsored activity, but off school grounds or campus
13	During school hours, at a school-sponsored activity, while on school-sponsored transportation
14	During school hours, Off school campus/Non-sponsored activity.
21	Outside school hours, at a school-sponsored activity, and on school grounds or campus
22	Outside school hours, at a school-sponsored activity, but off school grounds or campus
23	Outside school hours, at a school-sponsored activity, while on school-sponsored transportation
31	Outside school hours, NOT at a school sponsored activity, but on school grounds or campus
32	Outside school hours during non-school sponsored activity, not on school grounds/not on campus, but was somehow associated with school personnel, students, or school property.
00	No Incident nor Context & Location for this record (continuation of Action only)

INCIDENT DATE

The INCIDENT DATE, entered for each Student Safety record, must be between the beginning and ending school year dates for that specific school. For Student Safety-related records, the date should be the date recorded in the student's file. Incident dates should pertain to the current school year only. Summer school entries should NOT be included. See the USCO section for instructions on reporting specified student discipline incidents.

INCIDENT NUMBER

INCIDENT NUMBER is a unique number that identifies the event that resulted in a student being charged with one of the **INCIDENT TYPES** or being disciplined by one of the **ACTION CODES**. The **INCIDENT NUMBER** is composed of the letter 'E' and a three-digit number. The three-digit number is the counter (from 001 to 999) for each event for which a student was charged. In the other types of records, System-Level, School-Level, Student, Course, and Enrollment records, this counter is called the **RECORD TYPE**.

The event corresponds to either an **INCIDENT TYPE** or **ACTION CODE.** Every student that has any reportable incidents or actions will have an **INCIDENT NUMBER** of E001. Each event that occurs throughout the year should be numbered consecutively for each student starting with **INCIDENT NUMBER** E001 and continuing up to E999. A single event may include multiple incidents or multiple actions. For further explanation, see the Data Element Detail for **DATA TYPE INDICATOR**.

DATA TYPE INDICATOR is equal to '1' unless all the following conditions are apply:

   a.   Another record with the same "key" information exists.
   b.   The **DATA TYPE INDICATOR** of the other record is '2' or '3'.
   c.   The **INCIDENT TYPE** is not 'Other' or **ACTION CODE** is not 'Other Action for a Serious Incident'.

INCIDENT TYPE

INCIDENT TYPE identifies the types of infraction for each incident. A definition for each **INCIDENT TYPE** listed below. See Student Safety record layout for matrix of valid combinations for the reporting of the **DATA TYPE INDICATOR, INCIDENT TYPE, CONTEXT AND LOCATION,** and **ACTION**. Federal requirements mandate reporting student safety incidents for students age 3 through 21 who were subject to any kind of disciplinary action during the school year.

Note: Do not use **INCIDENT TYPE** '24', '30', '31', '33', or '34' together with **ACTION CODE** '80' (Other Discipline Action). This creates an ambiguous record that does not meet state reporting requirements

INCIDENT TYPE	Description
00 Continuation of Incident	An entry of "00" for an **INCIDENT TYPE** code is acceptable only when the **DATA TYPE INDICATOR** is "3" indicating that an event with multiple actions for a single incident has occurred.
01 Alcohol	Violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or use of intoxicating alcoholic beverages or substances represented as alcohol, during the school year.

INCIDENT TYPE	Description
02 Arson	Unlawful and intentional damage or attempted damage to any real or personal property by fire or incendiary device. Examples include firecrackers, fireworks, and trashcan fires if they are contributing factors to a damaging fire. Without a fire, firecrackers and fireworks are included in the **INCIDENT TYPE** code '23' Weapons-Other. This code does not include the simple act of lighting a match.
03 Battery	Actual and intentional touching or striking of another person against his or her will, or intentionally causing bodily harm to an individual. For example, when one individual physically attacks or "beats up on" another individual. Includes an attack with a weapon or one that causes serious bodily harm to the victim. Includes the actual placement of a bomb or one sent through the mail, regardless of whether the bomb explodes. **Administrators need to consider age and developmentally appropriate behavior before using this code**.
04 Breaking & Entering – Burglary	Unlawful entry into a building or other structure with the intent to commit a crime. This applies to school buildings or activities related to a school function.
05 Computer Trespass	Unauthorized use of a computer or computer network with the intention of deleting, obstructing, interrupting, altering, damaging, or in any way causing the malfunction of the computer, network, program(s), or data.
06 Disorderly Conduct	Any act that substantially disrupts the orderly conduct of a school function, substantially disrupts the orderly learning environment, or poses a threat to the health, safety, and/or welfare of students, staff, or others. If the action results in a more serious incident, report it in the more serious incident code. **Administrators need to consider age and developmentally appropriate behavior before using this code.**
07 Drugs, Except Alcohol and Tobacco	Unlawful use, cultivation, manufacture, distribution, sale, purchase, possession, transportation, or importation of any controlled drug or narcotic substance, or equipment or devices used for preparing or using drugs or narcotics. Includes being under the influence of drugs or substances represented as drugs. Code includes over-the-counter medications if abused by the student. Code does not include tobacco or alcohol.
08 Fighting	Mutual participation in a fight involving physical violence where there is no one main offender and no major injury. This does not include verbal confrontations, tussles, or other minor confrontations. **Administrators need to consider age and developmentally appropriate behavior before using this code.**
09 Homicide	Murder and non-negligent manslaughter, killing of one human being by another, killing a person through negligence.
10 Kidnapping	Unlawful seizure, transportation, and/or detention of a person against his/her will, or of a minor without the consent of his/her custodial parents or legal guardian.
11 Larceny / Theft	Unlawful taking, carrying, leading, or riding away of property of another person without threat, violence, or bodily harm. This includes pocket-picking, purse or backpack-snatching if left unattended, theft from a building, theft from a motor vehicle, theft from a coin-operated machine, and all other types of larcenies. **The Larceny / Theft code should be used only when theft is serious enough to warrant calling the police or bringing in security. Administrators need to consider age and developmentally appropriate behavior before using this code.** For example, students stealing pencils or paper from each other are forms of malicious or harassing behavior and not larceny because it is not serious and does not warrant calling security to deal with it.
12 Motor Vehicle Theft	Theft, or attempted theft, of a motor vehicle. Code includes theft of car, truck, motorcycle, dune buggy, RV, or anything that is self-propelled.
13 Robbery	Taking, or attempting to take, anything of value that is owned by another person or organization, under confrontational circumstances by force or threat of force or violence and/or by putting the victim in fear. An essential difference between robbery and larceny is that a threat or battery is involved in a robbery. Examples include extortion of lunch money.
14 Sexual Battery	Oral, anal, or vaginal penetration by, or union with, the sexual organ of another or the anal or vaginal penetration of another by any other object, or attempts forcibly and/or against the person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of temporary or permanent mental incapacity. Includes rape, fondling which includes touching of private body parts of another person (either through human contact or using an object), indecent liberties, child molestation, sodomy. This code should be used only when the incident is severe enough to warrant calling in law enforcement.
15 Sexual Harassment	Deliberate, repeated, and unsolicited physical actions, gestures, or verbal or written comments of a sexual nature, when such conduct has the purpose or effect of interfering with a student's academic performance or creating an intimidating, hostile, or offensive learning environment. Examples include behaviors such as leering, pinching, grabbing, suggestive comments, suggestive jokes, or pressure to engage in sexual activity.

INCIDENT TYPE	Description
16 Sex Offenses	Sexual intercourse, sexual contact, or other unlawful behavior or contact intended to result in sexual gratification without force or threat of force and where the victim is capable of giving consent. Includes indecent exposure and obscenity. **Administrators need to consider age and developmentally appropriate behavior before using this code.** Examples include entering or downloading pornographic content onto school computers.
17 Threat/ Intimidation	Unlawfully placing another person in fear of bodily harm through verbal threats without displaying a weapon or subjecting the person to actual physical attack. **Administrators need to consider age and developmentally appropriate behavior before using this code.**
18 Tobacco	Possession, use, distribution, or sale of tobacco products on school grounds, at school-sponsored events, and on transportation to or from school.
19 Trespassing	Entering or remaining on a public-school campus or School Board facility without authorization or invitation and with no lawful purpose for entry. This includes students under suspension or expulsion, and unauthorized persons who enter or remain on a campus after being directed to leave by the chief administrator or designee.
20 Vandalism	The willful and/or malicious destruction, damage, or defacement of public or private property, real or personal, without the consent of the owner or the person having custody or control of it. Examples include graffiti, carving initials or words in desktops, or spray-painting on walls.
22 Weapons –Knife	The possession, use, or intention to use any type of knife, including a pocket or penknife, to inflict harm on another person, or to intimidate any person.
23 Weapons – Other	The possession, use, or intention to use any instrument or object to inflict harm on another person, or to intimidate any person. Included in this code are chains, pipes, razor blades, ice picks, dirks, nunchakus, brass knuckles, Chinese stars, billy clubs, tear gas guns, toy guns, cap guns, bb guns, pellet guns, electrical weapons or devices, explosives, or propellants. Firecrackers and other fireworks are also included if fire is not involved.
24 Other	**Other Incident for a State-Reported Discipline Action** – Any other incident for which a student is administered corporal punishment, in-school or out-of-school suspension, expelled, suspended from riding the bus, assigned to an alternative school, referred to court or juvenile system authorities, or removed from class at the teacher's request (pursuant to 0.C.G.A. 20-2-738). **NOTE: Do not use INCIDENT TYPE '24' (Other) with DISCIPLINE ACTION CODE '80' (Other Discipline Action).**
25 Weapons -Handgun	Possession of a firearm that has a short stock and is designed to be held and fired by the use of a single hand; and any combination of parts from which a firearm described above can be assembled. **NOTE: This definition does not apply to items such as toy guns, cap guns, bb guns, and pellet guns.**
26 Weapons – Rifle/Shotgun	The term ''rifle'' means a weapon designed or redesigned, made or remade, and intended to be fired from the shoulder and designed or redesigned and made or remade to use the energy of an explosive to fire only a single projectile through a rifled bore for each single pull of the trigger. The term ''shotgun'' means a weapon designed or redesigned, made or remade, and intended to be fired from the shoulder and designed or redesigned and made or remade to use the energy of an explosive to fire through a smooth bore either a number of ball shot or a single projectile for each single pull of the trigger.
27 Serious Bodily Injury	The term "serious bodily injury" means bodily injury which involves a substantial risk of death, extreme physical pain, protracted and obvious disfigurement; or protracted loss or impairment of the function of a bodily member, organ, or mental faculty;
28 Other Firearms	Firearms other than handguns, rifles, or shotguns as defined in 18 USC 921. Includes any weapon (including started gun) which will or is designed to or may readily be converted to expel a projectile by the action of any explosive; the frame or receiver of any weapon described above; any firearm muffler or firearm silencer; any destructive device, which includes any explosive, incendiary, or poison gas (i.e. bomb, grenade, rocket having a propellant charge more than 4 ounces, missile having an explosive or incendiary charge of more than ¼ ounce, mine, or similar device); 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 ½ inch in diameter; any combination or parts either designed or intended for use in converting any device into any destructive device described above, and from which a destructive device may be readily assembled. (NOTE: This does not include toy guns, cap guns, bb guns, pellet guns, or Class-C common fireworks).
29 Bullying	A pattern of behavior, which may include written, verbal, or physical acts, that is so severe, persistent, or pervasive so as to have the effect of substantially interfering with a student's education, threatening the educational environment, or causing substantial physical harm or visibly bodily harm.
30 OTHER - Attendance Related	Repeated or excessive unexcused absences or tardies; including failure to report to class, skipping class, leaving school without authorization, or failure to comply with disciplinary sanctions. Action cannot be '80' (Other)

INCIDENT TYPE	Description
31 OTHER - Dress Code Violations	Violation of school dress code that includes standards for appropriate school attire. Action cannot be '80' (Other)
32 Academic Dishonesty	Receiving or providing unauthorized assistance on classroom projects, assignments or exams.
33 OTHER - Student Incivility	Insubordination or disrespect to staff members or other students; includes but is not limited to refusal to follow school staff member instructions, use of vulgar or inappropriate language, and misrepresentation of the truth. **ACTION** cannot be '80' (Other)
34 OTHER - Possession of Unapproved Items	The use or possession of any unauthorized item disruptive to the school environment. (Note: The use of fireworks or incendiary devices must be coded as Arson.) **ACTION** cannot be '80' (Other)
35 Gang Related	Any group of three or more students with a common name or common identifying signs, symbols, tattoos, graffiti, or attire which engage in school disruptive behavior.
36 Repeated Offences	Collection of state reportable offenses that occur on multiple school days that leads to a state reportable disciplinary action.
40 Other Non-Disciplinary Incident	This code is used exclusively for the reporting of *Physical Restraint*.

INCIDENT SEVERITY LEVEL

This data element indicates the level of severity of the **INCIDENT TYPE**, which should correspondingly be reasonable for the action taken. The Discipline Matrix can be accessed on the GaDOE website by clicking on the following link:

http://public.doe.k12.ga.us/Curriculum-Instruction-and-Assessment/Curriculum-and-Instruction/Pages/Student-Discipline.aspx

> Valid values are:
> '1' = Level One / Least Severe;
> '2' = Level Two / More Severe;
> '3'= Most Severe / Most Severe;
> BLANK/null should be used where **SEVERITY LEVEL** is not reported.

INDIVIDUAL GRADUATION PLAN (MIDDLE SCHOOL)

This element indicates whether an 8th grade student has completed an **INDIVIDUAL GRADUATION PLAN**. Valid values are "Y" and "N". **INDIVIDUAL GRADUATION PLAN** must be blank/null when student **GRADE LEVEL** is '06' – '07'. **INDIVIDUAL GRADUATION PLAN** cannot be blank/null when the student GRADE LEVEL = '08'.

MIDDLE NAME

The **MIDDLE NAME**, as shown on the student's birth certificate, or legal name change documentation, is now required. This will facilitate better data integrity.

MIGRANT

MIGRANT indicates whether the student has been a migrant student at any time this year. A **MIGRANT** student is a student who is enrolled in the Migrant Education Program (MEP). **MIGRANT** must = 'N' for International Exchange Students.

MIGRANT Code	Description
Y	Student was enrolled in the MEP.
N	Student was not enrolled in the MEP.
'C'	Continuation of Services: The student is no longer eligible for the Migrant Program. However, the student is demonstrating a need for continued academic support from migrant funded services. When a student reaches the End of Eligibility (EOE) but is still in need of academic support due to failing grades, the student can be approved to continue to receive services paid with migrant funds. This migrant student will be reported as "C" the year after the student reaches the end of eligibility. The student will be coded "C" for the school year. In some cases, high school students can remain coded "C" until graduation.

MILITARY RESERVE

Indicates whether the student has a parent or guardian who is a member of the military reserves (U.S. Armed Forces, National Guard or Reserve). **MILITARY RESERVE** must equal 'Y' or 'N'.

NON-ESOL

This code indicates the status of an EL student who is not in the ESOL program.

NON-ESOL Code	Description
01	Parent refusal - indirectly served
02	Language support provided in special education
03	Language support by non-ESOL endorsed/certified teacher
04	Language support via a non-evidence based model
05	No language support
BLANK/null	Must be reported when **EL** = 'N', 'M', or 'F' (not EL, now monitored, or is a former EL student)

NUMBER OF DAYS

NUMBER OF DAYS is used to identify days for any action requiring the reporting of days.

Action Code	ACTION AUXILIARY CODE	Number of Days
02 Detention	'Blank'	Number of days of Detention (more than 2 consecutive days)
20 In-School Suspension	'Blank'	Number of days of In-School Suspension.
30 Out-of-School Suspension	'Blank'	Number of days of Out of School Suspension.

Any action requiring the reporting of **NUMBER OF DAYS** has been removed from the **ACTION AUXILIARY CODE** to this data element. The format of this data element allows one decimal position. The far-right digit is the decimal position. The decimal is "*implied*" when reported:

EXAMPLES:

- a half-day, 000.5, is reported as "0005"
- one day is reported as "0010"
- one and one-half days are reported as "0015"
- no days are reported as "0000"

RIGHTMOST POSITION MUST BE 0 OR 5.

ONLINE SCHOOL

ONLINE SCHOOL indicates that the school offers only instruction in which students and teachers are separated by time and/or location, and that interaction occurs via computers and /or telecommunication technologies. A 'virtual classroom' generally does not have a physical facility that allows students to attend classes on site. When **ONLINE SCHOOL** is 'Y', **ONLINE COURSE** must be 'Y' for all courses reported from this school.

   Valid Values
- 'Y' - the school is exclusively an online/virtual school.
- 'N' - the school is not exclusively an online/virtual school.).

PARENT COMMUNICATION LANGUAGE

Indicates the language preference of the parent for communication between the school and the student's parent.

PARENT PRESENT AT CONFERENCE

Indicate whether the parent was present for a special education event reported in a Special Education level record. Valid values are 'Y' or 'N' or, in some cases, may be null. A 'Y' or 'N' is required for Initial IEP Meeting

(**EVENT CODE** '05') and for IEP Annual Review (**EVENT CODE** '07').

PERIOD

PERIOD is the data collection period within a school year. The **PERIOD** is always '1' for the Student Record Data Collection.

PARENT COMMUNICATION LANGUAGE

Indicates the language preference of the parent for written communication between the school and the student's parent.

PLACE OF BIRTH

PLACE OF BIRTH is a code that indicates the student's country of birth. See Student Record documentation for list of codes. Children born to U.S. parents on military bases are U.S. citizens. The **PLACE OF BIRTH** (which should be on the birth certificate) may reflect their actual country of birth. Report the **PLACE OF BIRTH** based on the information shown on the birth certificate (or other approved documentation listed policy guidelines). The new definition of born in the U.S. allows the student to be counted as an immigrant for purposes of Title III immigrant children and youth program, provided they meet the full definition of an immigrant student. (See Appendix D for list of country codes)

PRE-K PROGRAM CODE

The **PRE-K PROGRAM CODE** indicates participation in a pre-kindergarten program. Valid Values are:

PRE-K PROGRAM CODE	Title	Description
01	Early Head Start	Federally funded program for age eligible children birth to age 3
02	Head Start 3	Children must be 3 by September 1 of current school year and meet current Head Start eligibility requirements.
03	Head Start 4	Children must be 4 by September 1 of current school year and meet current Head Start eligibility requirements.
04	Head Start 5	Children must be 5 by September 1 of current school year and meet current Head Start eligibility requirements.
05	Georgia Lottery Funded Pre-K	Children must be 4 by September 1 of current school year and are enrolled in a lottery funded Georgia's Pre-K classroom.
06	Title 1 Funded Pre-K	Children must be 4 by September 1 of current school year and not enrolled in Head Start or Georgia's Pre-K. Title 1 classes are locally funded through Title 1 funds.
07	Special Education 3-year olds	Use this code for 3 year olds (as of Count Day) or 2 year olds in a special education preschool program not served in any other program listed above
08	Special Education 4-year olds	Use this code for 4 year olds (as of Count Day) in a special education preschool program not served in any other program listed above
09	Blended Head Start / GA Pre-K	Classes are blended with Georgia's Pre-K Program and are required to meet eligibility for Head Start and follow both Head Start and Georgia's Pre-K Requirements. *
10	Other Pre-K program	n/a
99	None	Never in a Pre-K program prior to this Pre-K enrollment
Blank/null	For non Pre-K students only	n/a

* Note: Where the student is part day one program and part day special ed, choose the code that represents the non-special ed portion. EX: If the student is part day Georgia Pre-K and part day special ed, then choose '05' Georgia Pre-K for any child attending the lottery funded program, regardless of whether they are receiving Spec Ed services.
The same is true for the other programs:

- Choose the code 02/03/04 for the appropriate Head Start age level group for a child who is in the Head Start program regardless of whether they are receiving Spec Ed services.
- Choose the code of 07/08 if not in either the Pre-K or Head Start programs and they are being serviced by Spec Ed. There are a small number of blended programs in Georgia.

The program director for each of the blended programs would know if they are one of those programs.

In cases where the students are not associated with the district (Head Start private grantee and no classes in district), but are receiving special ed services from the district, report them in FTE 1 for the federal child count only. *These students would not be reported in Student Record if they are not enrolled in the district.*

PRIMARY AREA

PRIMARY AREA indicates the **PRIMARY AREA** of a student who has an *active* IEP/eligibility for special education services, while enrolled in this school during this **FISCAL YEAR**. Additionally, the **PRIMARY AREA** is reported for any student that exits the special education program during the current **FISCAL YEAR**.

PRIMARY AREA	Description		PRIMARY AREA	Description
P	Mild Intellectual Disability		Y	Other Health Impairment
Q	Moderate Intellectual Disability		Z	Visual Impairment
R	Severe Intellectual Disability		1	Blind
S	Profound Intellectual Disability		2	Deaf and Blind
T	Emotional / Behavioral Disorder		3	Speech / Language Impairment
U	Specific Learning Disability		6	Autism
V	Orthopedic Impairment		7	Traumatic Brain Injury
W	Hard of Hearing		8 *	Significant Developmental Delay
X	Deaf		Blank	Not Applicable

PRIMARY AREA code '8' - Significant Developmental Delay is only valid for the following:
- **GRADE LEVEL** 'PK', 'KK', '01', '02', '03', '04', '05
- Students under the age of ten (as of September 1)

PRIORITY FOR SERVICE

Indicates the student is identified as **PRIORITY FOR SERVICE** (PFS) by the MEP. The GaDOE MEP Regional Office provides a report on a monthly basis that indicates the students identified as PFS. The PFS "Y" must remain for the duration of the school year regardless if a student withdraws from school. **PRIORITY FOR SERVICE** must be either 'Y' or 'N'. Blank is not allowed.

PRIVATE 'EL' STUDENTS

Enter the number of private school students identified as **EL**.

PRIVATE IMMIGRANT STUDENTS

Indicates the number of private school students identified as immigrant.

PROGRAM CODE

PROGRAM CODE indicates whether the student has attended one of the selected programs at any time during this school year. Code the student per the table below. All students reported with a **PROGRAM CODE** must also have the **ALTERNATE SCHOOL NUMBER** entered. See layout for **GRADE LEVEL** restrictions for specific **PROGRAM CODES**.
The following are valid codes:

PROGRAM TYPE	PROGRAM CODE	Description
01 - Alternative Ed	01A	Alternative Education Program for disruptive students
	01B	Choice - Early College / Gateway to College
	01D	Choice - Non-Traditional High School (Performance Learning Centers)
	01E*	Choice - Non-Traditional High School (Open Campus; Evening School; Other)
	01G	EMO/Vendor Operated
	01H	Program for Non-Disruptive Students
02 - GNETS	02A	GNETS – Center Based
	02B	GNETS – School Based
03 - Charter Career Academy	03A	Career Academy

	04A	Extended Day
04 - Extended Learning Time	04B	Extended Week
	04C	Extended Year

*FY2019 – use **Program Code** *'01E' (Other) for the following programs:*
- *8.5 Programs*
- *Small Learning Communities*
- *Youth Challenge Program Collaborations*

PROGRAM TYPE
Identifies the type of program (**PROGRAM TYPE**) for the record's activity or event.

> **PROGRAM TYPE** must equal one of the following codes:

'01' = Alternate Ed   (http://www.gadoe.org/School-Improvement/School-Improvement-Services/Pages/Alternative-Education-Program-and-Magnet-Schools.aspx)
'02' = GNETS (http://www.gadoe.org/Curriculum-Instruction-and-Assessment/Special-Education-Services/Pages/Georgia-Network-for-Special-Education-and-Supports.aspx)
'03' = Charter Career Academy
'04' = Extended Learning Time

> NOTE: Alternative Education "Career Academies" should report '01' for the **PROGRAM TYPE**. Report **PROGRAM TYPE** '03' for a 'Charter Career Academy'.

PSYCHOLOGICAL SERVICES CONSULTATION CODE
PSYCHOLOGICAL SERVICES CONSULTATION CODE indicates the total number of consultations in each of the following 5 categories by all psychologists providing consultations for the school system. Report the number of **PSYCHOLOGICAL SERVICES CONSULTATIONS** for the entire school system. A blank field will be read as a zero (0).

Layout Id	PSYCHOLOGICAL SERVICES CONSULTATION CODE Data Elements	Description
A030	Consultations with parents only	Number of consultations with parents of students
A031	Consultations with student support teams	Number of consultations with student support teams or groups of teachers / administrators
A032	Student consultations	Number of consultations with students
A033	Other school consultations	Number of other consultations at the school level
A034	All other consultations or services	Number of other consultations or services provided

PSYCHOLOGICAL SERVICES EVALUATION CODE
PSYCHOLOGICAL SERVICES EVALUATION CODE indicates the total number of psychological evaluations conducted during the school year in each of the following seven categories. Report the total number of **PSYCHOLOGICAL SERVICES EVALUATIONS** for the entire school system. A blank field will be read as a zero (0).

Layout Id	PSYCHOLOGICAL SERVICES EVALUATION CODE Data Elements	Description
A023	Comprehensive evaluations by system-employed school psychologists	Number of full initial and re-evaluations conducted during the school year by school psychologists who are school system employees.
A024	Comprehensive evaluations by non-system-employed psychologists	Number of full initial and re-evaluations conducted during the school year on a per-case basis (contract testing, RESA employees, interns, etc.), by psychologists who are NOT school system employees.
A025	Less-than-comprehensive evaluations by all psychologists	Number of individual student evaluations, observations, or case consultations not considered a full evaluation, by ALL psychologists who provided services during the year.
A026	Initial referrals not seen	Number of students referred for an INITIAL full psychological evaluation but was not evaluated by the end of the school year.
A027	Re-evaluations not completed	Number of students due for psycho-educational re-evaluation who were not re-evaluated by the end of the school year.
A028	Students to be evaluated by system- employed school psychologists this summer	Estimated number of students who will receive psycho- educational evaluations this summer by school psychologists who are system

		employees.
A029	Students to be evaluated by other psychologists this summer	Estimated number of students for whom the system will provide psycho-educational evaluations this summer by psychologists who are NOT system employees.

RACE INDIAN

One of the five race indicators that can be set to yes or no for a student. More than one race indicator can apply per student. **RACE INDIAN** must be 'I' (yes) or 'I' (yes) (no). Valid codes are:

Code	Description	Includes
I	Indian	A person having origins in any of the original peoples of North and South America (including Central America), who maintains a tribal affiliation or community attachment.
N	Not Indian	Not of this race.

RACE ASIAN

One of the five race indicators that can be set to yes or no for a student. More than one race indicator can apply per student. **RACE ASIAN** must be 'S' (yes) or 'N' (no). Valid codes are:

Code	Description	Includes
S	Asian	A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
N	Not Asian	Not of this race.

RACE BLACK

One of the five race indicators that can be set to yes or no for a student. More than one race indicator can apply per student. **RACE BLACK** must be 'B' (yes) or 'N' (no). Valid codes are:

Code	Description	Includes
B	Black	A person having origins in any of the original peoples of the Black racial groups of Africa.
N	Not Black	Not of this race.

RACE PACIFIC

One of the five race indicators that can be set to yes or no for a student. More than one race indicator can apply per student. **RACE PACIFIC** must be 'P' (yes) or 'N' (no). Valid codes are:

Code	Description	Includes
P	Pacific	A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
N	Not Pacific	Not of this race.

RACE WHITE

One of the five race indicators that can be set to yes or no for a student. More than one race indicator can apply per student. **RACE WHITE** must be 'W' (yes) or 'N' (no). Valid codes are:

Code	Description	Includes
W	White	A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
N	Not White	Not of this race.

RECORD TYPE (Key Element)

RECORD TYPE is a code that identifies each record per the type and level of data it contains.

RECORD TYPE	Descriptions
A01	System-level record: Identifies the data record as a system-level record that contains Psychological Services.
	Data Element ID: SYS004 Layout ID: A004
A02	System-level record: Identifies the data record as a system-level record that contains Title I Private School and School for Neglected Services.
	Data Element ID: SYS004 Layout ID: A039
B01	School-level record: Identifies the data record as a school-level record that contains Counseling Services and Cases, Social Work Services, Title 1 information, and Special assistance status.
	Data Element ID: SCH005 Layout ID: B005

C01	Student-level record: Identifies the data record as a student-level record that contains cumulative student data.
	Data Element ID: STU006 Layout ID: C006
E001 – E999	Student Safety record: This data element in a Student Safety record is called the INCIDENT EVENT NUMBER. It identifies the data record as a student-level Student Safety record that contains information about a Student Safety incident. See the description for INCIDENT EVENT NUMBER in this document for more information.
	Data Element ID: DIS006 Layout ID: E006
F01 – F99	Enrollment Record: Contains enrollment and attendance information for a student. Every student must have at least one enrollment record for a school year, RECORD TYPE = F01. If a student withdraws, the WITHDRAWAL DATE must be added to the F01 enrollment record along with the WITHDRAWAL CODE. If a student re-enrolls during the same school year, that student would have an F02 enrollment record for the second enrollment period during that school year. The maximum number of enrollment records for a student in a school year is 99.
	Data Element ID: ENR004 Layout ID: F004
G01	Special Education-level record: Identifies the data record as a Special Education-level record that contains data regarding an activity or meeting specified by an Event Code. A regular education student may have records reported for only certain Event Codes. Special education students have specific events that are required to be reported each year.
	Data Element ID: SPE006 Layout ID: G006
K01	Program-level record: Identifies the data record as a program-level record that contains the program assignments and the period for which they occur. Currently, this record is being used to report the following programs: Alternative Ed, GNETS, Charter Career Academy, and Increased/Extended Learning Time. A student may have more than one assignment for the same or overlapping periods, as long as they are for different Program Codes.
	Data Element ID: PGM006 Layout ID: K006

REMEDIAL EDUCATION SUBJECT CODE

REMEDIAL ED SUBJECT CODE indicates the academic subjects for which the student received Remedial Education Program (REP) services at any time during this school year. Code the student for Remedial Education Program (REP) services received at any time during this school year. These codes are valid for students in **GRADE LEVEL** '06'- '12' ONLY. In chart below, ELA = English Language Arts.

REMEDIAL ED SUBJECT CODES:

REP Code	Description
3	Remedial English/LA
4	Remedial ELA/Reading (GRADE LEVEL '06' – '12')
5	Remedial ELA/Writing (GRADE LEVEL '06'- '12')
6	Remedial Mathematics (GRADE LEVEL '06' – '12')
7	Both ELA/Reading and Mathematics (GRADE LEVEL '06'- '12')
8	Both Writing and Mathematics (GRADE LEVEL 6-12)
9	Both ELA/Reading and Writing (GRADE LEVEL 6-12)
Blank	Not Applicable

RETAINED

RETAINED indicates whether the student was retained in the same **GRADE LEVEL** at the end of this school year. All students must be coded 'Y' or 'N' at the end of the regular school year. Do not include summer school. Withdrawn students cannot be marked **RETAINED**. An error will be generated if a student is marked **RETAINED**= 'Y' and a **WITHDRAWAL CODE** is entered.

In addition, students that do not meet **GRADE LEVEL** performance standards as provided in the State Board of Education rule on Promotion, Placement, and Retention (160-4-2-.11) should be marked as **RETAINED**. Students that complete the criteria for promotion during the summer may be reported as promoted in FTE cycle 1.

RETAINED Code	Description
Y	The student was retained in the same **GRADE LEVEL** at the end of this school year.
N	The student was not retained in the same **GRADE LEVEL** at the end of this school year, but was promoted to the next **GRADE LEVEL**.

SCHOOL CODE (Key Element)

SCHOOL CODE is the 4-digit number that identifies a school within a system and equals the 4-digit code assigned by the Department of Education to each school in the system. The **SCHOOL CODE** has the same

position and length in each of the file layouts. Enter the exact **SCHOOL CODE** assigned to each educational entity. For valid **SCHOOL CODES** for your school system, please refer to the *Facilities Database*. Students enrolled in alternative programs, GNETS, Career Academies, or other programs outside the traditional school setting must be reported through the home school.

SCHOOL ENTRY CODE
SCHOOL ENTRY CODE indicates the most recent reason the student entered school this school year.

SCHOOL ENTRY CODE	Description
A	Admitted from home school
B	Re-entered after previously withdrawing from this school this year
C	Continuing in same school
D	Entered from a Department of Defense school
I	Re-entered after incarceration
J	Entered from another state or U.S. territory
K	Entered from another country
N	Never attended school before
P	Transferred from a private school
R	Re-entered - Other
S	Re-entered after illness
T	Transferred from another Georgia public school system
U	Transferred or promoted within the same school system
V	Admitted under SB10
W	Admitted under Title I School Choice
X	Admitted under USCO

SCHOOL ENTRY DATE
SCHOOL ENTRY DATE indicates the date of the student's entry into the school for a specific period of enrollment. The **SCHOOL ENTRY DATE** must be in school calendar.

SCHOOL SYSTEM OF RESIDENCE
SCHOOL SYSTEM OF RESIDENCE is a code for the Georgia school system in which the student resides while the student attends this school. If the student does not reside in Georgia, code the **SCHOOL SYSTEM OF RESIDENCE** as '800'. **SCHOOL SYSTEM OF RESIDENCE** must = '801' for International Exchange Students. For students that were displaced due to the hurricanes, the following valid values have been added:
'925' = Texas; '926' = Louisiana; '927' = Florida; '928' = Any Caribbean Island

SOCIAL WORK CASES/CONSULTS (*per school)*
SOCIAL WORK CASES indicate the total number of cases handled by social workers in each of the following twelve areas this school year. All social work data should include only social workers that are paid by the school system, whether they are employed by the school system or their services are contracted for by the school system. Enter the total number of sessions for each of the tasks listed. Report the number of **SOCIAL WORK CASES** for each school. A blank field will be read as a zero (0).

Layout ID	SOCIAL WORK CASES/~~CONSULTS~~ Data Elements	Descriptions
B087	Child Abuse and Neglect Services	Number of cases of physical, sexual, or emotional abuse.
B088	Academic Support	Number of cases of improving underachievement, inattention, poor classroom work, or poor homework
B089	Attendance/Dropout /Prevention Services	Number of cases with a pattern of unexcused absences or truancy, and cases involving students who have already dropped out of school.

B090	School Safety Services	Number of cases of counseling teachers for classroom management problems or students for in-school behavior problems.
B091	Family / Health /Social Services/Homeless Services	Number of cases of counseling parents and students for Student Safety problems, communication problems and other problems such as parent drug abuse, divorce, mental illness, vision immunizations, hearing, medications, hygiene, illness, etc.
B092	Special Education	Number of cases of counseling special education students in relation to students' disabilities.
B100	Suicide Referrals	Total number of referrals received for children exhibiting signs of suicidal ideation.
B101	Homeless Services	Total number of cases involving homeless students and families handled by social workers this school year.
B102	Special Programs	Number of assemblies, lunch and learn, parent night presentations, etc., where the social worker facilitated a presentation. This should reflect the number of programs, not the number of participants.
B103	Group Interventions	Total number of groups led or co-led by social workers this year, e.g. conflict resolution, self-esteem, grief, etc.
B104	Crisis Interventions	Total number of single contacts in person, by phone, or mail involving life-threatening issues with students or staff (suicide, homicide, other death or traumatic event).
B105	Agency Visits	Total number of trips made by social workers this school year to agencies to impact, or gather information, e.g. juvenile court, DFCS, MDT, or other agency visits on behalf of students and/or families.

SOCIAL WORK REFERRALS *(per school)*

SOCIAL WORK REFERRALS indicate the number of referrals made by social workers to each of the following five agencies / groups this school year. All social work data should include only social workers who are paid by the school system, whether they are employed by the school system or their services are contracted for by the school system. Enter the total number of referrals to each agency this school year. Report the number of **SOCIAL WORK REFERRALS** <u>for each school</u>. This is a report of total referrals*,* not total students referred. A student with referrals to more than one agency should be counted once in each category for which the student was referred. A blank field will be read as a zero (0).

Layout ID	SOCIAL WORK REFERRAL Data Elements	Descriptions
B093	Department of Family and Children Services (DFCS)	Total number of reports made by the SSW ~~referrals~~ to the Department of Family and Child Services this school year.
B094	Juvenile and Other Court	Total number of complaints/petitions filed by the SSW this school year to juvenile, state, and other courts this school year.
B095	Mental Health Services	Total number of direct referrals made by the SSW to mental health agencies this school year.
B096	Health Services	Total number of direct referrals to health agencies or physicians other than mental health made by social workers this school year.
B097	Community Agencies	Total number of direct referrals made by the SSW to Community Agencies other than DFACS, Courts, Mental Health or Health Providers this school year.

SOCIAL WORK SERVICES/INTERVENTIONS (*per school*)

SOCIAL WORK SERVICES indicate the total number of services rendered by social workers in each of the following seven areas this school year. All social work data should include only social workers that are paid by the school system, whether they are employed by the school system or their services are contracted for by the school system. Enter the total number of sessions for each of the tasks listed. Report the number of **SOCIAL WORK SERVICES** <u>for each school</u>. A blank field will be read as a zero (0).

Layout ID	SOCIAL WORK SERVICES/INTERVENTIONS Data Elements	Descriptions
8080	Student Interventions - Individual and Group	Number of single contacts in person, by phone, or mail with students.
B081	Conferences with Parents or Guardians	Number of single contacts in person, by phone, or mail with parent or family.
B082	Consults-with School Staff	Number of single contacts in person, by phone, or mail with ~~other~~ school staff.
B083	Consults with Agencies	Total number of agency consultations in order to improve student / family outcomes.

| B084 | Economic Aid Sessions | Number of sessions which result in providing direct services such as clothing, glasses, etc. |
| B085 | Home / Agency Visits | Number of trips to homes or agencies to impart or gather information. |

STATE
Enter the state in which the student's address is located. Valid values for state are as follows:

Description	Valid Values
Georgia	GA
North Carolina	NC
Florida	FL
South Carolina	SC
Alabama	AL
Tennessee	TN

SST (Student Support Team)
Indicates a formal SST (Student Support Team) Tier 3 meeting has been held for this student at some point during the school year. Valid values are 'Y' or 'N'. For additional information, please visit the SST website at **http://public.doe.k12.ga.us/Curriculum-Instruction-and-Assessment/Student-Support-Teams/Pages/default.aspx**.

STUDENT IS A SINGLE PARENT
STUDENT IS A SINGLE PARENT indicates the student is a single parent. The **STUDENT IS A SINGLE PARENT** is a data element created to indicate a special need for a single parent in a CTAE AND/OR in a Title 1 funded class as specified by the federal Perkins Law. If school has a School-Wide Title I Program, individual students do not need to be coded unless the student is also taking CTAE courses.

STUDENT IS A SINGLE PARENT for Title I Students	Description
Translation for records where any **TITLE I PARTICIPANT CODE** = Y	
2	Student is a single parent
Blank	Not Applicable

STUDENT FIRST NAME
FIRST NAME is the first name of the student. Numbers are not allowed in the first name.
LAST NAME and/or **FIRST NAME** cannot be null, contain numbers, or selected special characters.
Valid characters are: a-z, A-Z, - ,', ., `, Blank (Space Char).

STUDENT LAST NAME
LAST NAME is the last name of the student. Numbers are not allowed in the last name.
LAST NAME and/or **FIRST NAME** cannot be null, contain numbers, or selected special characters.
Valid characters are: a-z, A-Z, - ,',., `, Blank (Space Char).

STUDENT PRIMARY LANGUAGE
STUDENT PRIMARY LANGUAGE indicates the student's primary spoken language if other than English.
STUDENT PRIMARY LANGUAGE must be entered if the student is coded **EL** = 'Y'. **STUDENT** PRIMARY LANGUAGE cannot be BLANK (English) if the student is an **ENGLISH LEARNER** (EL). A **STUDENT** PRIMARY LANGUAGE is required when the **PLACE OF BIRTH** code is not the United States (code 2310 – U.S. or 1790 – Puerto Rico).

See **Appendix B: Language Code** table for codes and description.

SYSTEM CODE (Key Element)
SYSTEM CODE is the three-digit number that identifies a school system.

STUDENT PRESENT AT CONFERENCE

Indicate whether the student was present for a special education event reported in a Special Education level record. Valid values are 'Y' or 'N' or, in some cases, may be null. A 'Y' or 'N' is required for Initial IEP Meeting (**EVENT CODE** '05') and for IEP Annual Review (**EVENT CODE** '07') when student is in grade 9-12 or student's age is 14 or older.

TITLE 1 PARTICIPANT CODE

TITLE I PARTICIPANT CODE indicates whether a student received Title I-funded instructional services or Title I support services at any time this school year. At Targeted Assistance Title I schools, code each student with 'Y' for all Title I-funded services received this school year. These Title I-funded services can be instructional (first column) and/or support (second column). If the school has a Title I School-wide program, code all instructional and support services 'N'.

Data Element ID	Layout ID	Subject Area		Data Element ID	Layout ID	Subject Area
STU037	C037	Reading/English Language Arts		STU047	C047	Pupil Transportation
STU038	C038	Mathematics		STU048	C048	Job Preparation
STU039	C039	Science		STU049	C049	High School Equivalency/GED
STU040	C040	Social Studies		STU045	C045	Health/Dental
STU044	C044	Guidance/Counseling/ Social Work		STU046	C046	Nutrition

TITLE I PRIVATE SCHOOL CODE

TITLE I PRIVATE SCHOOL CODE indicates by age, or **GRADE LEVEL**, the total number of Title I students in a private school where the students have been served by this school system this school year. A blank field will be read as a zero (0). Title I does not serve students under age 4.

Layout ID	TITLE I Data Element	Description
A207	Grade KK	Number of private school students, in Grade KK served this year.
A208	Grade 01	Number of private school students, in Grade 1 served this year.
A209	Grade 02	Number of private school students, in Grade 2 served this year.
A210	Grade 03	Number of private school students, in Grade 3 served this year.
A211	Grade 04	Number of private school students, in Grade 4 served this year.
A212	Grade 05	Number of private school students, in Grade 5 served this year.
A213	Grade 06	Number of private school students, in Grade 6 served this year.
A214	Grade 07	Number of private school students, in Grade 7 served this year.
A215	Grade 08	Number of private school students, in Grade 8 served this year.
A216	Grade 09	Number of private school students, in Grade 9 served this year.
A217	Grade 10	Number of private school students, in Grade 10 served this year.
A218	Grade 11	Number of private school students, Title I in Grade 11 served this year.
A219	Grade 12	Number of private school students, in Grade 12 served this year.

TITLE I SCHOOL CODE

TITLE I SCHOOL CODE indicates the type of Title I program this school has this school year.

TITLE I SCHOOL CODE	Description
1	Targeted Assistance Title I Program
2	School-Wide Title I Program
9	No Title I Program exists in this school

TITLE I SCHOOL-FOR-NEGLECTED CODE

TITLE I SCHOOL-FOR-NEGLECTED CODE indicates by age, or **GRADE LEVEL**, the total number of Title I students in a local institution for neglected students that have been served by this school system this school year. Report the number of school-for-neglected students served by Title I personnel from your school system during the current school year. A blank field will be read as a zero (0). Title I does not serve students under age 4.

Layout ID	TITLE I Data Element	Description
A221	Age 4	Number of school-for-neglected students, aged 4 served this year.
A222	Grade KK	Number of school-for-neglected students, in Grade KK served this year.
A223	Grade 01	Number of school-for-neglected students, in Grade 1 served this year.
A224	Grade 02	Number of school-for-neglected students, in Grade 2 served this year.
A225	Grade 03	Number of school-for-neglected students, in Grade 3 served this year.
A226	Grade 04	Number of school-for-neglected students, in Grade 4 served this year.
A227	Grade 05	Number of school-for-neglected students, in Grade 5 served this year.
A228	Grade 06	Number of school-for-neglected students, in Grade 6 served this year.
A229	Grade 07	Number of school-for-neglected students, in Grade 7 served this year.
A230	Grade 08	Number of school-for-neglected students, in Grade 8 served this year.
A231	Grade 09	Number of school-for-neglected students, in Grade 9 served this year.
A232	Grade 10	Number of school-for-neglected students, in Grade 10 served this year.
A233	Grade 11	Number of school-for-neglected students, in Grade 11 served this year.
A234	Grade 12	Number of school-for-neglected students, in Grade 12 served this year.

TITLE III SERVED

TITLE III SERVED indicates that the student was served with TITLE III supplemental funds this school year. Must be either "Y" indicating that the student was served using TITLE III funds or "N" indicating that the student was not served using TITLE III funds.

TKES 90% TEACHING

Identifies whether the LEA wants to consider 90% course time taught for all or individual SGP teachers of record. **TKES 90% TEACHING** must be 'C' - Consider Time Taught (CTT) or 'A' - All Teachers Included (ATI). Blank is not allowed.
- 'C' is going to look at time taught and calculate the 90% and attach the SGP to only those teachers with 90%.
- 'A' is going to attach an SGP to all teachers regardless of the 90% and they will use CPI and other data to calculate whether the teachers are 90%.

TOTAL DAYS ABSENT

TOTAL DAYS ABSENT is the total number of school days for which the student was absent from the reporting school during this school year. **TOTAL DAYS ABSENT** must be in the range 0-179. Count of all days for which the student was absent more than one-half of the instructional day. Include only the days the student was absent from this school, not the days absent in any other school, even if the student came from another school in this same school system. If the student was withdrawn for part of this school year, report all days absent from this school for that enrollment record. If the student has enrolled and withdrawn multiple times during the year at the same school, the total days absent from that school for each enrollment record should be reported. Do not include days "off roll" in the **TOTAL DAYS ABSENT**. See **UNEXCUSED DAYS ABSENT** for subset of the day's absent total.
- **NOTE: DAYS PRESENT** + **DAYS ABSENT** for a student within a system must not exceed 180 days.

UNEXCUSED DAYS ABSENT

UNEXCUSED DAYS ABSENT- Failure to attend school or a school approved function, with or without the knowledge of the parent/legal guardian, for reasons other than those specifically outlined as excused absences in State Board of Education Rule 160-5-1-.10, which are:
1. Personal illness or when attendance in school would endanger their health or the health of others.

2. A serious illness or death in a student's immediate family necessitating absence from school.
3. A court order or an order by a governmental agency, including pre-induction physical examinations for service in the armed forces, mandating absence from school.
4. Observing religious holidays, necessitating absence from school.
5. Conditions rendering attendance impossible or hazardous to student health or safety.
6. Local boards of education may allow a period not to exceed one day for registering to vote or voting in a public election.
7. A student whose parent or legal guardian is in military service in the armed forces of the United States or the National Guard, and such parent or legal guardian has been called to duty for or is on leave from overseas deployment to a combat zone or combat support posting, shall be granted excused absences, up to a maximum of five school days per school year, for the day or days missed from school to visit with his or her parent or legal guardian prior to such parent's or legal guardian's deployment or during such parent's or legal guardian's leave.

USCO– INCIDENTS (Unsafe School Choice Option)
USCO– INCIDENTS indicate incidents outlined for the Unsafe School Choice Option (USCO). This data is reported on the School level record.
USCO INCIDENTS are not reported unless the students involved are found in violation by a hearing officer, tribunal panel, signed a waiver admitting guilt or some other form of "official action" pursuant to the USCO State Board Rule.

Layout ID	USCO INCIDENTS	Descriptions
B021	Aggravated Battery	**Number of incidents of Aggravated Battery** A person commits the offense of aggravated battery when he or she maliciously causes bodily harm to another by depriving him or her of a member of his or her body, by rendering a member of his or her body useless, or by seriously disfiguring his or her body or a member thereof. (O.C.G.A § 16-5-24)
B022	Aggravated Child Molestation	**Number of incidents of Aggravated Child Molestation** A person commits the offense of child molestation when such person commits an offense of child molestation act, which physically injures the child or involves an act of sodomy. (O.C.G.A § 16-6-4)
B023	Aggravated Sexual Battery	**Number of incidents of Aggravated Sexual Battery** A person commits the offense of aggravated sexual battery when he intentionally penetrates with a foreign object the sexual organ or anus of another person without the consent of that person. The term 'foreign object' means any article or instrument other than the sexual organ of a person. (O.C.G.A § 16-6-22.2)
B024	Aggravated Sodomy	**Number of incidents of Aggravated Sodomy** A person commits the offense of aggravated sodomy when he or she commits sodomy with force and against the will of the other person or when he or she commits sodomy with a person who is less than ten years of age. (O.C.G.A §16-6-2)
B025	Armed Robbery	**Number of incidents of Armed Robbery** A person commits the offense of armed robbery when, with intent to commit theft, he or she takes property of another from the person or the immediate presence of another by use of an offensive weapon, or any replica, article, or device having the appearance of such weapon. The offense of robbery by intimidation shall be a lesser included offense in the offense of armed robbery. (O.C.G.A § 16-8-41)
B026	First Degree Arson	**Number of incidents of First Degree Arson** A person commits the offense of arson in the first degree when, by means of fire or explosive, he or she knowingly damages or knowingly causes, aids, abets, advises, encourages, hires, counsels, or procures another to damage [property as defined by O.C.G.A. 16-7-60]
B027	Kidnapping	**Number of incidents of Kidnapping** A person commits the offense of kidnapping when he abducts or steals away any person without lawful authority or warrant and holds such person against his will. (O.C.G.A § 16-5-40)
B028	Murder	**Number of incidents of Murder** A person commits the offense of murder when he unlawfully and with malice aforethought, either express or implied, causes the death of another human being. (O.C.G.A § 16-5-1)
B029	Rape	**Number of incidents of Rape** A person commits the offense of rape when he has carnal knowledge of: (1) A female forcibly and against her will; or (2) A female who is less than ten years of age.

		(Carnal knowledge in rape occurs when there is any penetration of the female sex organ by the male sex organ.) (O.C.G.A §16-6-1)
B030	Voluntary Manslaughter	**Number of incidents of Manslaughter** A person commits the offense of voluntary manslaughter when he causes the death of another human being, under circumstances which would otherwise be murder, and if he acts solely as the result of a sudden, violent, and irresistible passion resulting from serious provocation sufficient to excite such passion in a reasonable person; however, if there should have been an interval between the provocation and the killing sufficient for the voice of reason and humanity to be heard, of which the jury in all cases shall be the judge, the killing shall be attributed to deliberate revenge and be punished as murder. (O.C.G.A § 16-5-2)
B031	Non-Felony Drugs	**Number of incidents of Non-Felony Drugs** Any person who is charged with possession of marijuana, which possession is of one ounce or less, shall be guilty of a misdemeanor. O.C.G.A. §16-13-2.
B032	Felony Drug	**Number of incidents of Felony Drug** It shall be unlawful for any person to manufacture, distribute, dispense, or possess with intent to distribute a controlled substance or marijuana in, on, or within 1,000 feet of any real property owned by or leased to any public or private elementary school, secondary school, or school board used for elementary or secondary education. (O.C.G.A. 16-13-30; 16-13-31; 16-13-32.4)
B033	Felony Weapons	**Number of incidents of Felony Weapons** Except as otherwise provided in subsection (c) of this Code section, it shall be unlawful for any person to carry to or to possess or have under such person's control while within a school safety zone or at a school building, school function, or school property or on a bus or other transportation furnished by the school any weapon or explosive compound, other than fireworks the possession of which is regulated by Chapter 10 of Title 25. (O.C.G.A § 16-11-127.1)
B034	Terroristic Threats	**Number of incidents of Terroristic Threats** A person commits the offense of a terroristic threat when he threatens to commit any crime of violence or to burn or damage property with the purpose of terrorizing another or of causing the evacuation of a building, place of assembly, or facility of public transportation or otherwise causing serious public inconvenience, or in reckless disregard of the risk of causing such terror or inconvenience. No person shall be convicted under this subsection on the uncorroborated testimony of the party to whom the threat is communicated. (16-11-37)

Georgia's Definition of a Persistently Dangerous School
Any school in which for three consecutive years:
- At least 1 student is found by official tribunal action to have violated a school rule related to a violent criminal offense (including aggravated battery, aggravated child molestation, aggravated sexual battery, aggravated sodomy, armed robbery, arson, kidnapping, murder, rape, & voluntary manslaughter) either on campus or at a school-sanctioned event;
- At least 2% of the student body or 10 students, whichever is greater, have been found to have violated school rules related to other identified criminal offenses, including non-felony drugs, felony drugs, felony weapons, terroristic threats;
- Any combination of 1 & 2.

For more information, see Board Rule 160-4-8-.16 UNSAFE SCHOOL CHOICE OPTION (USCO).

U.S. SCHOOL LESS THAN 3 YEARS
U.S. SCHOOL LESS THAN 3 YEARS indicates whether the student has been enrolled in a U.S. school for less than 3 years (i.e., accumulated 36 months). The accumulated school months are based on enrollment periods. For example, a student may be enrolled in the U.S. for one year, then leave the country for a year, then return to the U.S. and re-enroll. The 36 months would not include the time the student was out of the country. The months do not need to be consecutive months, just cumulative months. Valid values are 'Y' or 'N'.

WITHDRAWAL CODE
WITHDRAWAL CODE is a code that identifies the reason for the student's latest withdrawal from school this school year. For transmission at the end of the current fiscal school year, include all students who withdrew since July 1 of the current **FISCAL YEAR**. Please see Board Rule 160-5-1-.28 for additional information concerning student enrollment and withdrawal.

Code	Description	Code	Description
*B	Marriage	*S	Serious Illness/Accident
D	Death	T	Transferred to another school in another system
C	Court or Legal	*U	Unknown
*E	Expelled	V	Advanced to another school in the system
*F	Financial Hardship/Job	*R	Removed for Lack of Attendance
G	High School Graduation	W	Transferred to another school in the system
H	Attend Home Study	X	Transferred out of state
*I	Incarcerated/ Criminal Justice Authority (See note below)	Y	SB10 Transfer to State Schools
J	Transferred out of country	Z	SB10 Transfer to Private School
K	Transferred to private school	1	SB10 Transfer to Public School
*L	Low Grades/School Failure	2	Title I School Choice
*M	Military	3	USCO
N	Transferred to a Department of Defense school	4	Transferred /under Jurisdiction of DJJ
*O	Adult Education/Post-Secondary	5	Not subject to compulsory attendance
*P	Pregnant/Parent	Blank	n/a

*Records with these withdrawal codes will be included in dropout statistics.

NOTE:
- A **WITHDRAWAL CODE** of 'I' means that the student is incarcerated and is no longer enrolled in a public school. If the student is withdrawn and under the jurisdiction of the Juvenile Justice Department and is pursuing a diploma, **WITHDRAWAL CODE** '4' should be used.
- Use **WITHDRAWAL CODE** = 'O' to identify students going to Job Corps.
  If the student is attending a public High School program in conjunction with Job Corp, the student will also be enrolled in either Foothills Charter High School, Mountain Education Charter High School, or Coastal Plains Charter High School. In this situation, the record will receive error E809 - indicating the student is actively enrolled in another school system. If the record receives this error, the **WITHDRAWAL CODE** can be changed to 'T' (Transferred to another public-school system in Georgia).

WITHDRAWAL DATE
WITHDRAWAL DATE is the date of the student's latest withdrawal from school for this school year. Enter the **WITHDRAWAL DATE** in the format yyyymmdd where yyyy is the complete year for example, '2015', mm is month 01-12, and dd is date 01-31. For the current fiscal year transmission, **WITHDRAWAL DATE** must be in the range '20110701' to '20120630'. An empty field is only allowed if the **WITHDRAWAL CODE** is empty. Enter the last date of withdrawal for a student who withdrew multiple times during the year from the same school and is still withdrawn.

Except for students who did not return to school for the current fiscal school year, enter the actual date of withdrawal from school. A 'no-show' is a student who was enrolled in a school at the end of the previous year or had enrolled in anticipation of attending the current year but did not return the following year to the school and no request for records was received. Do not report 'no-show' students in Student Record.

ZIP CODE
The **ZIP CODE** is included on the Student Address level record. Enter the **ZIP CODE** of the address where the student currently resides. It must be a valid **ZIP CODE** for the state listed on the record.

Appendix A: Data Elements by File Layout

SYSTEM LEVEL RECORD LAYOUT (A01) - Psychological Services and Title III

FISCAL YEAR
PERIOD
PRIVATE EL STUDENTS
PRIVATE IMMIGRANT STUDENTS
PSYCHOLOGICAL SERVICES CONSULTATION Code - All Other Consultations or Services Provided
PSYCHOLOGICAL SERVICES CONSULTATION Code - Consultations with Parents Only
PSYCHOLOGICAL SERVICES CONSULTATION Code - Consultations with Student Support Teams
PSYCHOLOGICAL SERVICES CONSULTATION Code - Other School Consultations
PSYCHOLOGICAL SERVICES CONSULTATION Code - Student Consultations
PSYCHOLOGICAL SERVICES EVALUATION Code - Comprehensive Evaluations by Non-System-Employed Psychologists
PSYCHOLOGICAL SERVICES EVALUATION Code - Comprehensive Evaluations by System-Employed School Psychologists
PSYCHOLOGICAL SERVICES EVALUATION Code - Initial Referrals Not Seen
PSYCHOLOGICAL SERVICES EVALUATION Code - Less Than Comprehensive Evaluations by All Psychologists
PSYCHOLOGICAL SERVICES EVALUATION Code - Re-Evaluations Not Completed
PSYCHOLOGICAL SERVICES EVALUATION Code - Students to Be Evaluated by Other Psychologists This Summer
PSYCHOLOGICAL SERVICES EVALUATION Code - Students to Be Evaluated by System-Employed School Psychologists This Summer
RECORD TYPE
SYSTEM CODE
TKES 90% TEACHING

SYSTEM LEVEL RECORD LAYOUT (A02) - Title I

FISCAL YEAR
PERIOD
RECORD TYPE
SYSTEM CODE
TITLE I PRIVATE SCHOOL CODE – GRADE 1
TITLE I PRIVATE SCHOOL CODE – GRADE 2
TITLE I PRIVATE SCHOOL CODE – GRADE 3
TITLE I PRIVATE SCHOOL CODE – GRADE 4
TITLE I PRIVATE SCHOOL CODE – GRADE 5
TITLE I PRIVATE SCHOOL CODE – GRADE 6
TITLE I PRIVATE SCHOOL CODE – GRADE 7
TITLE I PRIVATE SCHOOL CODE – GRADE 8
TITLE I PRIVATE SCHOOL CODE – GRADE 9
TITLE I PRIVATE SCHOOL CODE – GRADE 10
TITLE I PRIVATE SCHOOL CODE – GRADE 11
TITLE I PRIVATE SCHOOL CODE – GRADE 12
TITLE I SCHOOL FOR NEGLECTED CODE - AGE 4
TITLE I SCHOOL FOR NEGLECTED CODE - GRADE K
TITLE I SCHOOL FOR NEGLECTED CODE - GRADE 1
TITLE I SCHOOL FOR NEGLECTED CODE - GRADE 2
TITLE I SCHOOL FOR NEGLECTED CODE - GRADE 3
TITLE I SCHOOL FOR NEGLECTED CODE - GRADE 4
TITLE I SCHOOL FOR NEGLECTED CODE - GRADE 5
TITLE I SCHOOL FOR NEGLECTED CODE - GRADE 6
TITLE I SCHOOL FOR NEGLECTED CODE - GRADE 7
TITLE I SCHOOL FOR NEGLECTED CODE - GRADE 8
TITLE I SCHOOL FOR NEGLECTED CODE - GRADE 9
TITLE I SCHOOL FOR NEGLECTED CODE - GRADE 10
TITLE I SCHOOL FOR NEGLECTED CODE - GRADE 11
TITLE I SCHOOL FOR NEGLECTED CODE - GRADE 12

SCHOOL LEVEL RECORD LAYOUT (B01)

AGGRAVATED BATTERY (USCO)
AGGRAVATED CHILD MOLESTATION (USCO)
AGGRAVATED SEXUAL BATTERY (USCO)
AGGRAVATED SODOMY (USCO)
ARMED ROBBERY (USCO)

SCHOOL LEVEL RECORD LAYOUT (B01) - cont.

CPR_AED
DUAL ENROLLMENT AWARENESS 8TH GRADE
DUAL ENROLLMENT AWARENESS 9TH GRADE
DUAL ENROLLMENT AWARENESS 10TH GRADE
DUAL ENROLLMENT AWARENESS 11TH GRADE
FELONY DRUG (USCO)
FELONY WEAPONS (USCO)
FIRST DEGREE ARSON (USCO)
FISCAL YEAR
KIDNAPPING (USCO)
MURDER (USCO)
NON-FELONY DRUGS (USCO)
ONLINE SCHOOL
PERIOD
RAPE (USCO)
RECORD TYPE
SCHOOL CODE
SOCIAL WORK CASES: Academic Support
SOCIAL WORK CASES: Attendance/Dropout Prevention Services
SOCIAL WORK CASES: Child Abuse and Neglect Services
SOCIAL WORK CASES: Family/Health/Social Services
SOCIAL WORK CASES: Homeless Services
SOCIAL WORK CASES: School Safety Services
SOCIAL WORK CASES: Special Education
SOCIAL WORK CASES: Special Programs
SOCIAL WORK CASES: Suicide Referrals
SOCIAL WORK REFERRALS: Community Agencies
SOCIAL WORK REFERRALS: Department of Family and Children Services (DFCS)
SOCIAL WORK REFERRALS: Health Services
SOCIAL WORK REFERRALS: Juvenile and Other Court
SOCIAL WORK REFERRALS: Mental Health Services
SOCIAL WORK SERVICES/INTERVENTIONS: Agency Visits
SOCIAL WORK SERVICES/INTERVENTIONS: Conferences with Parents or Guardians
SOCIAL WORK SERVICES/INTERVENTIONS: Consults with Agencies
SOCIAL WORK SERVICES/INTERVENTIONS: Consults with School Staff
SOCIAL WORK SERVICES/INTERVENTIONS: Crisis Interventions
SOCIAL WORK SERVICES/INTERVENTIONS: Economic Aid Sessions
SOCIAL WORK SERVICES/INTERVENTIONS: Group Interventions
SOCIAL WORK SERVICES/INTERVENTIONS: Home Visits
SOCIAL WORK SERVICES/INTERVENTIONS: Student Interventions
SYSTEM CODE
TERRORISTIC THREATS (USCO)
TITLE I SCHOOL CODE
VOLUNTARY MANSLAUGHTER (USCO)

STUDENT LEVEL RECORD LAYOUT (C01)

21ST CENTURY SERVED
ACTIVE MILITARY
ALTERNATE MATH SEQUENCE
BI-LIT LANGUAGE 1
BI-LIT LANGUAGE 2
BI-LIT LANGUAGE 3
CAPSTONE PROJECT
CAREER APTITUDE INVENTORY 8th GRADE
CAREER INTEREST & APTITUDE INVENTORY 10th GRADE
CAREER INTEREST INVENTORIES (MS)
CCAE
COUNTY OF RESIDENCE
CTI
DATE ENTERED THE 9TH GRADE
DATE OF BIRTH

STUDENT LEVEL RECORD LAYOUT (C01) cont.

DATE OF ELP SCREENER
DATE OF ENTRY TO U.S. SCHOOL
DIPLOMA SEAL
DIPLOMA TYPE
DUAL LANGUAGE IMMERSION (DLI)
EIP SUBJECT CODE
EL MONITOR BASIS
ENGLISH LEARNER (EL)
ENVIRONMENT CODE
ESOL
ETHNIC HISPANIC
EXTENDED YEAR SERVICES
FISCAL YEAR
FREE OR REDUCED PRICE MEAL ELIGIBILITY
GAA
GED
GENDER
GEORGIA TEST IDENTIFIER (GTID)
GIFTED ELIGIBILITY CODE
GIFTED REFERRAL CODE
GRADE LEVEL
GRADUATION PROGRAM OF STUDY
HOMELESS PRIMARY NIGHT SHELTER
INDIVIDUAL GRADUATION PLAN (MS)
MIDDLE NAME
MIGRANT
MILITARY RESERVE
NON-ESOL
PARENT COMMUNICATION LANGUAGE
PERIOD
PLACE OF BIRTH
PRE-K PROGRAM CODE
PRIMARY AREA
PRIORITY FOR SERVICE
RACE ASIAN
RACE BLACK
RACE INDIAN
RACE PACIFIC
RACE WHITE
RECORD TYPE
REMEDIAL EDUCATION SUBJECT CODE
RETAINED
SCHOOL CODE
SCHOOL SYSTEM OF RESIDENCE
SST
STUDENT FIRST NAME
STUDENT IS A SINGLE PARENT
STUDENT LAST NAME
STUDENT PRIMARY LANGUAGE
SYSTEM CODE
TITLE I PARTICIPANT CODE - GUIDANCE COUNSELING/ SOCIAL WORK
TITLE I PARTICIPANT CODE - HIGH SCHOOL EQUIVALENCY
TITLE I PARTICIPANT CODE - JOB PREPARATION
TITLE I PARTICIPANT CODE - NUTRITION
TITLE I PARTICIPANT CODE - PUPIL TRANSPORTATION
TITLE I PARTICIPANT CODE - READING/ ENGLISH/ LANGUAGE ARTS
TITLE I PARTICIPANT CODE - SCIENCE
TITLE I PARTICIPANT CODE - SOCIAL STUDIES
TITLE I PARTICIPANT CODE - HEALTH / DENTAL
TITLE I PARTICIPANT CODE - MATHEMATICS

STUDENT LEVEL RECORD LAYOUT (C01) cont.
TITLE III SERVED (SUPPLEMENTAL FUNDS)
U.S. SCHOOL LESS THAN 3 YEARS

STUDENT SAFETY LEVEL RECORD LAYOUT (ENN)
ACTION AUXILIARY CODE
ACTION CODE
ADMINISTRATOR CODE
CONTINUATION OF SERVICES
COURSE TEACHER CODE
DATA TYPE INDICATOR
DISCIPLINE PROCESS
EVENT IDENTIFIER
FISCAL YEAR
GEORGIA TEST IDENTIFIER (GTID)
INCIDENT – CONTEXT AND LOCATION
INCIDENT DATE
INCIDENT NUMBER
INCIDENT SEVERITY LEVEL
INCIDENT TYPE
NUMBER OF DAYS
PERIOD
SCHOOL CODE
SYSTEM CODE

ENROLLMENT LEVEL RECORD LAYOUT (F01)
DAYS MADE UP
DAYS PRESENT
FISCAL YEAR
GTID
PERIOD
RECORD TYPE
SCHOOL CODE
SCHOOL ENTRY CODE
SCHOOL ENTRY DATE
SYSTEM CODE
TOTAL DAYS ABSENT
UNEXCUSED DAYS ABSENT
WITHDRAWAL CODE
WITHDRAWAL DATE

SPECIAL EDUCATION LEVEL RECORD LAYOUT (G01)
EVENT CODE
EVENT DATE
FISCAL YEAR
GEORGIA TEST IDENTIFIER (GTID)
PARENT PRESENT AT CONFERENCE
PERIOD
RECORD TYPE
SCHOOL CODE
STUDENT PRESENT AT CONFERENCE
SYSTEM CODE

PROGRAM LEVEL RECORD LAYOUT (K01)
ALTERNATE SCHOOL NUMBER
ALTERNATE SYSTEM CODE
BEGINNING DATE
ENDING DATE
FISCAL YEAR
GEORGIA TEST IDENTIFIER (GTID)
NUMBER OF DAILY GNETS SEGMENTS

PROGRAM LEVEL RECORD LAYOUT (K01) - cont.

PERIOD
PROGRAM CODE
PROGRAM TYPE
RECORD TYPE
SCHOOL CODE
SYSTEM CODE

ADDRESS LEVEL RECORD LAYOUT (H01)

ADDRESS LINE 1
ADDRESS LINE 2
CITY
FISCAL YEAR
GTID
PERIOD
RECORD TYPE
SCHOOL CODE
STATE
SYSTEM CODE
ZIP CODE

Appendix B: Language Codes

For use as **STUDENT PRIMARY LANGUAGE** and **PARENT COMMUNICATION LANGUAGE** (Student Level Layout)

Code	PRIMARY LANGUAGE		Code	PRIMARY LANGUAGE
001	Ghanian Languages (including Akan, Twi, Fante)		055	Creoles and pidgins, Portuguese-based (including Crioulo)
002	American Indian (except Cherokee, Mohawk)		060	Afrikaans
003	Ethiopia/Eritrean Languages (Including Afar, Amharic, Kunami, Tigrinya, Tigre, Oromo		061	Albanian (including Gheg)
004	Arabic		062	Armenian
005	Chinese		063	Bengali (including Bangla, Urdubengali)
006	No Longer Valid (Use 069 or 104)		064	Bantu (including Bemba, Bulu, Chichewa, Fang, Kinyarwanda, Kirundi, Lingala, Nguni, Nyanji, Sesotho, Shona, Siswati, Sotho)
007	Dutch		065	Burmese, Hakka Chin,
008	English, Standard American		066	Malay (including Calypso Malay)
009	Farsi, Dari, Persian		067	Cantonese
010	French		068	Cherokee
011	German		069	Czech
012	Greek		070	Danish
013	Gujarati		071	Estonian
014	Haitian Creole		072	Finnish
015	Hebrew		073	Flemish
016	Hindi		074	Gbe (including, Adja, Aja, Ewe, Mina)
017	Italian (including Napoli)		075	Gaelic
018	Japanese		076	Georgian
019	Khmer, Cambodian		077	Hakka
020	Korean		078	Hawaiian
021	Lao		079	Icelandic
022	Filipino, Tagalog, Cebuano, Visaya		080	Indonesian
023	Polish		081	Kazakh
024	Portuguese		082	Kurdish
025	Russian		083	Laotian (Use 021)
026	Spanish		084	Latin
027	Swedish		085	Latvian
028	Thai		086	Lithuanian
029	Turkish		087	Macedonian
030	Vietnamese		088	Malay
031	Other African (including Bariba, Bassa, Mandingo, Mende, Nuer, Sango)		089	Mandarin
032	Other Asian (including Kosraean, Kyrgyz, Lai, Mokilese, Norfolk, Pohnpeian, Rohingya, Sinhala, Tahitian, Visaya)		090	Mande (including Bambara, Gio, Soninke)
033	Other European		091	Micronesian
034	Other Indian (Bhili, Kannada, Kashmiri, Konkani, Malayalam, Marathi, Meitei, Mizo, Odia, Tamil, Tedim Chin, Telugu, Zo, Zomi, Zotung)		092	Mohawk
035	Mayan Languages		093	Mongolian
036	Mixteco		094	Nepali
037	Nahuatl		095	Norwegian
038	Zapoteco		096	Other Middle Eastern (including Balochi)

Code	Primary Language		Code	Primary Language
039	Bosnian		097	Other Nigerian (including Bini, Bokyi, Edo, Gokana, Hausa, Igbo, Ogoni, Urhobo, Yoruba)
040	Bulgarian		098	Other South American (including Aymara, Guarani, Ixil)
041	Serbo-Croatian		099	Pakistani (including Sindhi)
042	Hmong		100	Pashto/Pushtu
043	Hungarian		101	Patois/Patwa
044	Iranian		102	Samoan
045	Punjabi		103	Sign Language
046	Romanian (including Moldovan, Romany)		104	Slovak
047	Somali		105	Turkmen
048	Swahili		106	Uzbek
049	Ukrainian		107	Welsh
050	Urdu (including Urdubengali)		108	Senegal Languages (including Fulani, Mandinka, Wolof)
051	English, other than Standard American		109	Sudan Languages (including Dinka, Kuku, Masalit, Shilluk)
052	Creoles and pidgins (Other)		110	Chad Languages (including Kaba, Sara)
053	Creoles and pidgins, English based (including Jamaican, Krio, Sotho, Sranan Togo)		111	Karen, Karenni
054	Creoles and pidgins, French based		Blank	Not Applicable

Appendix C: Rejection Recovery Codes

Description of the Rejection Reason codes
R01 - Event is not within the current fiscal year*.
R02 - Event has duplicate in **upload file** based on System Code. (Events 01-06.)
R03 - No Enrollment level record found for same System Code, School Code, and GTID*. (Events 01-10)
R04 - **Upload file** has duplicate for System Code, GTID, Event Code, and Event Date. (Events 07-10)
R05 - Date of event is not within Enrollment dates for reporting school (System Code, School Code, and GTID)*.
(Events 07-10)
R06 - Babies Can't Wait event has already been reported. (Event 01)
R07 - Event already exists, but no exit event is reported. (Events 02-06)
R08 - Event is already reported for the fiscal year (YYYY) and event month (MM). (Events 07-10)
R09 - No Student level record found for same System Code, School Code, and GTID*.

* For this data collection, dates from May/June of prior fiscal year will be accepted.

Appendix D: Place of Birth Country Codes

Country Code	Country
10	Afghanistan
20	Albania
30	Algeria
40	American Samoa
50	Andorra
60	Angola
70	Anguilla
80	Antarctica
90	Antigua and Barbuda
100	Argentina
110	Armenia
120	Aruba
130	Australia
140	Austria
150	Azerbaijan
160	Bahamas
170	Bahrain
180	Bangladesh
190	Barbados
200	Belarus
210	Belgium
220	Belize
230	Benin
240	Bermuda
250	Bhutan
260	Bolivia
270	Bosnia and Herzegovina
280	Botswana
290	Bouvet Island
300	Brazil
310	British Indian Ocean Territory
320	Brunei Darussalam
330	Bulgaria
340	Burkina Faso
350	Burundi
360	Byelorussian SSR
370	Cambodia (Formerly Khmer Rouge)
380	Cameroon
390	Canada
400	Cape Verde
410	Cayman Islands
420	Central African Republic
430	Chad
440	Chile
450	China
460	Christmas Island
470	Cocos (Keeling) Islands
480	Colombia

Country Code	Country
490	Comoros
500	Congo
510	Congo, The Democratic Republic of
511	Zaire
520	Cook Islands
530	Costa Rica
540	Cote D'Ivoire (Ivory Coast)
550	Croatia
560	Cuba
570	Cyprus
580	Czech Republic
590	Czechoslovakia
600	Democratic Yemen
610	Denmark
620	Djibouti
630	Dominica
640	Dominican Republic
650	East Timor
660	Ecuador
670	Egypt
680	El Salvador
690	Equatorial Guinea
700	Eritrea
710	Estonia
720	Ethiopia
730	Falkland Islands (Malvinas)
740	Faroe Islands
750	Fiji
760	Finland
770	France
780	France - Metropolitan
790	French Guiana
800	French Polynesia
810	French Southern Territories
820	Gabon
830	Gambia
840	Georgia
850	German Democratic Republic
860	Germany
870	Ghana
880	Gibraltar
890	Greece
900	Greenland
910	Grenada
920	Guadeloupe
930	Guam
940	Guatemala
950	Guinea
960	Guinea-Bissau
970	Guyana

Country Code	Country
980	Haiti
990	Heard Island and McDonald Islands
1000	Vatican City State
1010	Honduras
1020	Hong Kong
1030	Hungary
1040	Iceland
1050	India
1060	Indonesia
1070	Iran
1080	Iraq
1090	Ireland
1100	Israel
1110	Italy
1120	Jamaica
1130	Japan
1140	Jordan
1150	Kazakastan
1160	Kenya
1170	Kiribati
1180	Korea, Democratic People's Republic of
1190	Korea, Republic of
1200	Kuwait
1210	Kyrgyzstan
1220	Lao People's Democratic Republic
1230	Latvia
1240	Lebanon
1250	Lesotho
1260	Liberia
1270	Libyan Arab Jamahiriya
1280	Liechtenstein
1290	Lithuania
1300	Luxembourg
1310	Macau
1320	Macedonia
1330	Madagascar
1340	Malawi
1350	Malaysia
1360	Maldives
1370	Mali
1380	Malta
1390	Marshall Islands
1400	Martinique
1410	Mauritania
1420	Mauritius
1430	Mayotte
1440	Mexico
1450	Indonesia, Federated State of
1460	Moldova
1470	Monaco

Country Code	Country
1480	Mongolia
1490	Montserrat
1500	Morocco
1510	Mozambique
1520	Myanmar (Burma)
1530	Namibia
1540	Nauru
1550	Nepal
1560	Netherlands
1570	Netherlands Antilles
1580	New Caledonia
1590	New Zealand
1600	Nicaragua
1610	Niger
1620	Nigeria
1630	Niue
1640	Norfolk Island
1650	Northern Mariana Islands
1660	Norway
1670	Oman
1680	Pakistan
1690	Palau
1700	Palestinian Territory
1710	Panama
1720	Papua New Guinea
1730	Paraguay
1740	Peru
1750	Philippines
1760	Pitcairn
1770	Poland
1780	Portugal
1790	Puerto Rico
1800	Qatar
1810	Reunion
1820	Romania
1830	Russian Federation
1840	Rwanda
1850	Saint Helena
1860	Saint Kitts and Nevis
1870	Saint Lucia
1880	Saint Pierre and Miquelon
1890	Saint Vincent and the Grenadines
1900	Samoa
1910	San Marino
1920	Sao Tome and Principe
1930	Saudi Arabia
1940	Senegal
1950	Seychelles
1960	Sierra Leone
1970	Singapore

Country Code	Country
1980	Slovakia
1990	Slovenia
2000	Solomon Islands
2010	Somalia
2020	South Africa
2030	South Georgia and the South Sandwich Islands
2040	Spain
2050	Sri Lanka
2060	Sudan
2070	Suriname
2080	Svalbard and Jan Mayen
2090	Swaziland
2100	Sweden
2110	Switzerland
2120	Syrian Arab Republic
2130	Taiwan
2140	Tajikistan
2150	Tanzania
2160	Thailand
2165	Tibet
2170	Togo
2180	Tokelau
2190	Tonga
2200	Trinidad and Tobago
2210	Tunisia
2220	Turkey
2230	Turkmenistan
2240	Turks and Caicos Islands
2250	Tuvalu
2260	Uganda
2270	Ukraine
2280	Union of Soviet Socialist Republics
2290	United Arab Emirates
2300	United Kingdom (Great Britain)
2310	United States
2320	United States Minor Outlying Islands
2330	Uruguay
2340	Uzbekistan
2350	Vanuatu
2360	Venezuela
2370	Vietnam
2380	Virgin Islands, British
2390	Virgin Islands, U. S.
2400	Wallis and Futuna
2410	Western Sahara
2420	Yemen
2430	Yugoslavia
2440	Zambia
2450	Zimbabwe
2460	Micronesia

Country Code	Country
9999	Unknown or unspecified country
9901	Aland Islands
9910	Serbia and Montenegro
9920	Timor-Leste