

Missouri Translation Guide for Educator Portal Uploads

ENROLLMENT TEMPLATE REQUIRED FIELDS

COLUMN Heading		Description
A	AYP School Identifier	This is the building of RESIDENCE. Use the County District Code followed by 4 digit Building Number include leading zeros and no hyphen, i.e. 2012019001
B	Residence District Identifier	This is the 6 digit county district code with leading zeros and no hyphens, i.e. 201201
C	Student Legal Last Name	Student's Legal Last Name
D	Student Legal First Name	Student's Legal First Name
G	Gender	Use 1 numeric character only. 0 = Female 1 = Male
H	Date of Birth	MM/DD/YYYY
I	Current Grade Level	For grade 3-9 enter one number. Do not add leading zeros for grade 3-9. Enter only 3, 4, 5, 6, 7, 8, and 9. For LEAs that participated in the spring 2014 field testing, <u>this is a change for this field.</u> For high school grades 10, 11 and 12, enter their two digits as normal. Absolutely no alpha-characters can be included. Entering any other information other than this for column I will result in the file being rejected.
J	Local Student Identifier	MOSIS ID
K	State Student Identifier	MOSIS ID
L	Current School Year	2015
N	Attendance School Program Identifier	This is also the building of RESIDENCE. Column N must match Column A. Use the County District Code followed by 4 digit Building Number include leading zeros and no hyphen, i.e. 2012019001.
O	School Entry Date	Format: MM/DD/YYYY The date on which the student enrolls and begins to receive instructional services in the school. If the student should leave and then re-enroll, this date should reflect the most recent enrollment date.
R	Comprehensive Race	General racial category (or categories) that most clearly reflect the individual's recognition of his or her racial background. NOTE: Details about potential values are provided in a separate table in this document.
W	DLM Status	TRUE (This column is case sensitive. Must be capitalized).
X	ESOL Participation Code	The typed of ESOL/Bilingual Program in which the student participates.

		NOTE: Details about potential values are provided in a separate table in this document.
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- Do not include any alpha-characters with the grade entry. It **MUST** be one digit, i.e. 3, 4, 5, etc.
- Column A, B, and N must include the leading zeros in the county district code. Please format cells as "text".

Comprehensive Race			
Entry	Definition	Entry	Definition
1	White	5	American Indian
2	African American	6	Alaska Native
3	Intentionally Blank	7	Two or More Races
4	Asian	8	Native Hawaiian or Pacific Islander

ESOL Participation code	
Entry	Definition
0	Not an ESOL eligible student and not an ESOL monitored student
1	Title III Funded
2	State ESOL/Bilingual Funded
3	Both Title III and State ESOL/Bilingual Funded
4	Monitored ESOL student
5	ESOL program eligible, based on an English language proficiency test, but not currently receiving ESOL program services. Example: Parents that have waived their child out of ESOL services, but the district is still obligated to ESOL support.
6	Receives ESOL services and not funded with Title III and/or State ESOL Funding