

Missouri Translation Guide for Educator Portal Uploads

Test, Exit, and Clear (TEC) File Template Required Fields

COLUMN Heading		Description
A	Record Type	Only use "EXIT"
B	State Student Identifier	MOSIS ID
C	Attendance School Program Identifier	County District Code followed by 4 digit Building Number, MUST include leading zeros and no hyphen, i.e. 2012019001
D	Exit Reason	MUST be 1 or 2 digit number; See Exit Reason Field codes below.
E	Exit Date	MUST be in format MM/DD/YYYY Date on which this change is effective.
F	Test Type	Leave blank. This column not a required field
G	Subject	Leave blank This column not a required field
H	School Year	MUST be four digit number – 2015

- Do not delete any columns even if the field is not required
- Please format cells as "text".

Column D: Exit Reason Field

These values are used in a TEC file for the EXIT Reason. Twenty-three (23) exit reasons are available for use. The most common reasons are listed below. For additional reason codes, see a complete list on page 66 of the Data Steward Manual.

Entry	Definition	Entry	Description
1	Transfer to public school, same district	10	Student death
2	Transfer to public school, different district, same state	11	Student illness
3	Transfer to public school, different state	13	Reached maximum age for services
4	Transfer to an accredited private school	16	Moved within the United States, not known to be enrolled in school
6	Transfer to home schooling	17	Unknown
8	Graduated with regular diploma	18	Student data claimed in error/student no longer eligible for the alternate assessment/never attended
9	Completed/will complete school with other credentials (e.g., district-awarded GED)	21	Student moved to another country, may or may not be continuing enrollment