Student Batch File Layout – Version 1.0
Missouri Department of Elementary and Secondary Education 03/30/2005

This document shall set forth the layout of version 1.0 of the Student Batch File that will be used for feeding student records into the Uniq-ID System for id assignment and/or student information updates. The previous version of the Student Batch File will be known as version 0.0. The filename of the Student Batch File can contain upper/lower case alphanumeric characters, periods, underscores or hyphens. Spaces and any other special characters are not allowed. In addition, the application does not allow a user to submit what it deems to be a "duplicate" Student Batch File. In order for a file to be deemed a duplicate it must:

1. Be for the same school district as a previously submitted file.
2. Have the same filename, including extension, as a previously submitted file.
3. Have the same extract date (as defined in the Header record) as a previously submitted file.
4. Have the same extract time (as defined in the Header record) as a previously submitted file.

The Student Batch File should contain three different types of records. The three types of records are: (1) Header record (2) Detail Record (3) Trailer Record. The Header and Trailer record should be delimited by a single tab or space character. The Detail records can be either tab or comma delimited and the Header record should identify which type is being used (in the delimiter field). All records should be delimited from each by the source operating system's end of line character or character sequence.

In the Uniq-ID System, errors in the Student Batch File will be handled in two different ways. One way is to flag the particular record and allow the user to repair it in the "Fix Errors" stage. The other way is to reject the entire Student Batch File and require that the user resubmit it. Rejection of a Student Batch File will occur if:

1. One or more record types are missing.
2. One or more fields have been omitted from a record.
3. The "Number of Records" field in the trailer record is incorrect.
4. The "Transmission ID" fields in the header and trailer records do not match.
5. The maximum allowable number of detail record errors has been exceeded.
6. The maximum allowable number of records in the entire file has been exceeded.

A. Header Record Layout

The header record should always be the first record in the file and should contain the following fields delimited by a single tab or space character.

Field Name	Required	Data Type	Notes/Format Details
Record Type	Yes	VarChar (2)	Always 'TH'.
Extract Date	Yes	VarChar (10)	Must have a 'mm/dd/yyyy' format.
Extract Time	Yes	VarChar (8)	Must have a 'hh:mm:ss' format.
Transmission ID	Yes	VarChar (10)	An arbitrary number.
Version	Yes	VarChar (10)	Always '1.0'
Delimiter	Yes	VarChar (25)	Should be the character literal or the hex representation of the delimiter that is used in the detail records (either tab or comma). For a comma delimiter, the character literal would be 'delimiter=,' and the hex representation would be 'delimiter=0X2C'. For a tab delimiter, it is recommended that the hex representation be used. In that case, it would be 'delimiter=0X09'.

B. Trailer Record Layout

The trailer record should always be the last record in the file and should contain the following fields delimited by a single tab or space character.

Field Name	Required	Data Type	Notes/Format Details
Record Type	Yes	VarChar (2)	Always 'TT'.
Transmission ID	Yes	VarChar (10)	An arbitrary number. Should match the Transmission ID in the header record.
Number of Records	Yes	VarChar (10)	Number of records in the file, including the 'TH' and 'TT' records. The value should be left aligned and not have any trailing spaces.

C. Detail Record Layout

The detail records should appear between the header and trailer records. These records should represent individual student data and should contain the following fields:

Field Name	Required	Uniq-ID System - Data type	Used for matching student records?	Notes/Format Details
Record Type	Yes	VarChar (2)	Not Applicable	Always 'ID'.
Current School Code	Yes	VarChar (4)		School Code (4 digit DESE assigned code) where the student is currently enrolled. School must be located in the district that the submitting user has set as his/her current location. If not, the System will consider that record invalid upon submission and the user will have to repair the record in the "Fix Errors" stage.
Resident District Code	Yes	VarChar (6)		DESE 6 digit County District Code for the district of residence. For example a K-8 Resident II student attending high school in a different district would have Resident District Code populated with xxxxxx and the "Current District Code" (listed below) populated with yyyyyy representing the district of enrollment.
Legal Last Name	Yes	VarChar (60)	Yes	
Legal First Name	Yes	VarChar (60)	Yes	
Legal Middle Name	No	VarChar (60)	Yes	
Legal Name Suffix	No	VarChar (10)	Yes	
Gender	Yes	VarChar (1)	Yes	Pre-defined Gender Code. – M = (Male) F = (Female)
Date of Birth	Yes	VarChar (10)	Yes	Must have a 'mm/dd/yyyy' format.
Current Grade Level	Yes	VarChar (2)		Pre-defined Grade Level Code. (K, PK, 01, 02, 03, 04, 05, 06, 07, 08, 09, 10, 11, 12, and AD)
Local Student ID	Yes	VarChar (20)	Yes	ID used in the local Student Information System to uniquely identify the student. The primary purpose of this field is to provide a mechanism to import student data from the Uniq-ID System back into the local Student Information System. In addition, this field is used in a limited capacity to match student records within the Uniq-ID System.
Social Security Number	No	VarChar (11)	Yes	xxx-xx-xxxx
Race / Ethnicity	Yes	VarChar (1)	Yes	Pre-defined Race / Ethnic code. -- A = (Asian) B = (Black) H = (Hispanic) I = (Indian) W = (White) M=(Multi-Racial) P=(Hawaiian or Pacific Islander) O=Other/Unknown
State ID	No	VarChar (10)		Can be null if the student has not yet been assigned a State ID via the Uniq-ID System. Once a student has been given a State ID, all subsequent submissions for that student should include this value.
Current District Code	Yes	VarChar (6)	Yes	DESE 6 digit County District Code where the student is currently enrolled. District must be the same as the district that the submitting user has set as his/her current location. If not, the System will consider that record invalid upon submission and the user will have to repair the record in the "Fix Errors" stage.
Current School Year	Yes	VarChar (10)	School Ending Year – '2005' for 2004-2005	Must have a 'yyyy' format.