Attachment Two – File Format Layout

Input and Output File Descriptions

The input and output files will follow a standard format that will be laid out within this document. The file will follow basic ASCII standard, and will use a ".txt" extension. The input and output files will be delimited by a carriage return between records, while a comma will separate fields within those records. All fields containing data should be enclosed in quotes. Blank fields should contain no white space, but all fields should be represented with a comma.

The input and output files should follow the following file name formats:

Input File Name Format: ITC / School District + Date (yyyymmdd)
e.g. NWOCA20020603.txt.
Output File Name Format: ITC / School District + Date (yyyymmdd) + Job ID
e.g. NWOCA20020603 JobID 100.txt.

The input file should contain a header as the first row of the ASCII batch input file. The header row will have the same format as all of the other rows in the file; however, only four of the fields will be populated with information. These four fields will be mandatory to process the batch input file. The information provided should be for the User submitting the Batch Input File. For instance, the District IRN and the Building IRN fields should be populated with the location of that user or that User's primary responsibility. This should be the same data that is initially collected when creating the User's Account profile for the SSID Application. The header row will contain the following fields:

Position #	Field Mapping	Header Field	Example
1	SID	Batch File Type	"B" or "V"
2	FirstName	UserID	"JDoe001"
4	DoB	DateTimeCreated	"02/13/2002 04:18:31"
9	Building_IRN	SourceBuilding_IRN	"016436"
10	IRN_CurrentDistrict	SourceDistrict_IRN	"050633"

The first position indicates the type of batch file being submitted. The first position is optional and if left blank the value defaults to "B" for the normal batch processing and assignment of SIDs. If the value of "V" is in the first position, the system will validate the SIDs provided in the file and will return a result code indicating if the SID is valid or if the SID is inactive, the associated active SID will be returned in the file.

The following is an example of a header row:

,"JDoe001",,"02/13/2002 04:18:31",,,,,"016436","050633",,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,

The Batch Input File should conform to the order and data type listed in the table below with exception to the ResultCode field – the ResultCode field should not be represented in the Batch Input File. The ResultCode field will be appended to each record by the SSID system for the Batch Output File.

Position	Field	Definition	Datatype
1	SID	Statewide Student Identifier	varchar(9)
2	FirstName	Legal First name of the student.	varchar(30)
3	LastName	Legal Last name of the student.	varchar(30)
4	DoB	Date Of Birth (format: mm/dd/yyyy)	smalldatetime
5	Gender	Gender, Male or Female	varchar(1)
6	SSN	Social Security Number (format: xxxxxxxxx or *****xxxx)	varchar(9)
7	MothersMaidenName	Maiden Name of student's mother.	varchar(30)
8	ExistingStudentCode	▪ "N" or Null will be the default. If used the system will search for an existing SID, will create a new SID if no matches exist, or record will be updated ▪ "Y" is used to indicate that the student has already been enrolled in an Ohio public school and likely has an existing SID. If "Y", a new SID will not be created and record will not be updated. ▪ "B" is used to indicate the student is part of Board of Regents (BOR) and system will validate 6 mandatory elements. If used the system will search for an existing SID, will create a new SID if no matches exist, or record will be updated. This code only may be used by BOR.	varchar(1)
9	IRN_CurrentBuilding	Building IRN where the student is currently enrolled.	varchar(6)
10	IRN_CurrentDistrict	District IRN where the student is currently enrolled.	varchar(6)
11	IRN_PreviousDistrict	Identifies the previous district the student moved from if this is a new transfer student into the district.	varchar(6)
12	IRN_OriginalDistrict	Identifies the original district where the student was first enrolled into the public school system in the State of Ohio.	varchar(6)

Position	Field	Definition	Datatype
13	Admission Reason	The reason the district is requesting an SID be issued for a newly enrolled student.	varchar(1)
14	Native Language	'Native' or first language of the student.	varchar(20)
15	Ethnicity	Ethnicity of the student.	varchar(20)
16	BirthPlaceCity	"Place / Name" for the geographic location where the student was born. This will typically be a city. County can be placed in this field if County rather than City is placed on the student's Birth Certificate.	varchar(30)
17	BirthPlaceZip	The zip code of the "Place / Name" for the geographic location where the student was born.	varchar(10)
18	PolioImmunizationDate	Date (mm/dd/yyyy) when the student was vaccinated for Polio.	smalldatetime
19	MMRImmunizationDate	Date (mm/dd/yyyy) when the student was vaccinated for MMR.	smalldatetime
20	DTaPImmunizationDate	Date (mm/dd/yyyy) when the student was vaccinated for Ditap.	smalldatetime
21	MiddleName	Legal Middle name of student.	varchar(30)
22	CalledName	Other called name of the student.	varchar(30)
23	GivenName	Other given name of the student.	varchar(30)
24	MothersFirstName	First name of the student's mother.	varchar(30)
25	MothersLastName	Last name of the student's mother.	varchar(30)
26	FathersFirstName	First name of the student's father.	varchar(30)
27	FathersLastName	Last name of the student's father.	varchar(30)
28	StreetNumber	Numeric portion of the street address. For example: 123 Main Street would contain only '123'.	int
29	StreetAptChar	Apartment character of the address, such as an Apartment Letter. For example: Apartment B would contain 'B'.	varchar(3)
30	StreetName	Name portion of the street address. Example: 123 Main Street would contain only 'Main'.	varchar(30)
31	StreetType	Street type, such as Street, Drive, or Avenue.	varchar(20)
32	FullAddress1	Full address of the student (Ex. PO Box).	varchar(50)
33	FullAddress2	Second line for the address.	varchar(50)
34	City	City where the address is located.	varchar(30)

Position	Field	Definition	Datatype
35	State	State where the address is located.	varchar(20)
36	ZipCode	Zip Code where the address is located.	varchar(10)
37	County	County where the address is located.	varchar(20)
38	Country	Country where the address is located.	varchar(30)
39	HomePhone	Home phone number of the Student, Parent, or User.	varchar(20)
40	OtherPhone	Other Phone numbers of the Student, Parent, or User (Work, Cell, Fax, etc.).	varchar(20)
41	VendorID	Unique number generated by the ITCs and School Districts.	varchar(30)
42	ResultCode	Result Code of the batch processing (Created SID, Modified, Invalid, etc.)	varchar(1)

The following are examples of two Batch Input file records separated by a carriage return.

Input File Example

,”John”,”Doe”,”01/01/1997”,”M”,”012234567”,”Sharp”,”Y”,”198”,”123”,”122”,”122”,”1”,”ENG”,”W”,”Columbus”,”423231234”,”01/01/1999”,,”01/01/1999”,”Robert”,”Johnny”,”Johnboy”,”Alexandria”,”Doe”,”Clint”,”Doe”,”123”,,”Anywhere”,”Rd”,,,”Columbus”,”OH”,”432321234”,”Franklin”,”USA”,”6145551234”,”6145554321”,”ie98223”
,”Jane”,”Doe”,”01/01/1995”,”F”,”012237654”,”Sharp”,”N”,”198”,”123”,”122”,”122”,”04”,”ENG”,”W”,”Columbus”,”423231234”,”01/01/2001”,”01/01/2001”,”01/01/2001”,”Marie”,”Jane”,”JayJay”,”Alexandria”,”Doe”,”Clint”,”Doe”,”123”,,”Anywhere”,”Rd”,,,”Columbus”,”OH”,”432321234”,”Franklin”,”USA”,”6145551234”,”6145554321”,”ie98532”

The following are examples of two Batch Output file records separated by a carriage return.

Output File Example

“BB1234569”,”John”,”Doe”,”01/01/1997”,”M”,”012234567”,”Sharp”,”Y”,”198”,”123”,”122”,”122”,”1”,”ENG”,”W”,”Columbus”,”423231234”,”01/01/1999”,,”01/01/1999”,”Robert”,”Johnny”,”Johnboy”,”Alexandria”,”Doe”,”Clint”,”Doe”,”123”,,”Anywhere”,”Rd”,,,”Columbus”,”OH”,”432321234”,”Franklin”,”USA”,”6145551234”,”6145554321”,”ie98223”,”A”
“AA1234144”,”Jane”,”Doe”,”01/01/1995”,”F”,”012237654”,”Sharp”,”N”,”198”,”123”,”122”,”122”,”4”,”ENG”,”W”,”Columbus”,”423231234”,”01/01/2001”,”01/01/2001”,”01/01/2001”,”Marie”,”Jane”,”JayJay”,”Alexandria”,”Doe”,”Clint”,”Doe”,”123”,,”Anywhere”,”Rd”,,,”Columbus”,”OH”,”432321234”,”Franklin”,”USA”,”6145551234”,”6145554321”,”ie98532” ,”B”

Existing Student Code

The Existing Student Code in the Batch Input File is used to indicate if the user presumes that the student has already been enrolled in an Ohio public school and likely has an existing SID. If the field contains 'Y', the record will be used only to query for the SID and the information will not be updated in the SSID application. This will assist SSID users, such as those at JV Schools, from generating a new SID for that student when the student information may be unreliable. The 'Y' records should be placed at the end of each batch file if submitted with other 'N' records. This is to ensure that the 'Y' records will be returned with SIDs in the event that the matching 'N' record is within the same file.

If the Existing Student Code is null (the default will be 'No') or 'N', the information will be updated in the SSID System or a new SID record may be created. If the field contains 'B', the system will validate only six mandatory elements and the information will be updated in the SSID System or a new SID record may be created. The 'B' code only may be used by the Board of Regents.

Admission Reason Code

The Admission Reason Code in the Batch Input File is used to capture reason the district is requesting an SID be issued for a newly enrolled student. Additionally, the code helps minimize the creation of duplicate identifiers. If one of the following Admission Reason Codes is provided and no matching records are found, no SID will be created:

- Admission Reason Code 6 - Transferred from another Ohio public district / community school
- Admission Reason Code 7 - Not newly enrolled in this school district
- Admission Reason Code 9 – Student previously enrolled in an Ohio Early Childhood program administered by a state agency
- Admission Reason Code B – Ohio Student ID exists due to prior enrollment in Ohio Early Childhood – 12 Education System
- Admission Reason Code C – Ohio Student ID Exists due to prior enrollment in Ohio higher Education System

The user will be notified the Admission Reason provided indicates that the student should have an existing SID.

Batch Processing

The batch process will first validate the identifying student attributes contained in the Batch Input File. If all edit checks pass, the system will search for any existing records that match the identifying attributes before creating a new SID. Based on the results of this search, a code will be assigned to each record indicating the result of the batch processing (Created SID, Modified, Invalid, etc.). The result codes are listed below categorized by the processing type.

Result codes returned when requesting a SID

Conditions:

- First Position of Header row is equal to null or 'B'
- Existing Student Code is equal to null, 'N', 'Y', or 'B'
- SID is null

Result Code	Description	Possible Reason for Outcome
A	No Match Exists – New SID Assigned	Attributes provided do not match existing record.
B	One Match Exists – SID Returned	Attributes provided match one existing record.
C	Multiple Matches Exist – New SID Not Assigned	Attributes provided match two or more existing records and uniqueness cannot be determined.
F	Missing or Invalid Data	One or more edit check failures.
P	No Match Exists – SID Not Returned	Attributes provided do not match existing record for those records with an Existing Student Code of "Y".
R	New SID not assigned – Invalid Admission Reason Code.	Attributes provided do not match existing record; however, Admission Reason Code submitted (6, 7, 9, B, or C) indicates an SID should exist.

Result codes returned when updating a SID record (SID provided in file)

Conditions:

- First Position of Header row is equal to null or 'B'
- Existing Student Code is equal to null, 'N', 'Y', or 'B'
- SID is provided

Result Code	Description	Possible Reason for Outcome
D	SID and 4 attributes Do Not Exist – No Records Updated	Attributes provided do not match existing record.
E	One Match Exists – SID Record Updated (optional only)	Attributes provided match one existing record and optional attributes are updated.
F	Missing or Invalid Data	One or more edit check failures.
Y	Existing Student Code of Y – No records updated	No update made for record with an Existing Student Code of "Y"

Result codes returned when validating a SID

Conditions:

- First Position of Header row is equal to 'V'
- Existing Student Code is equal to null, 'N', 'Y', or 'B'
- SID is provided

Result Code	Description	Possible Reason for Outcome
F	Missing or Invalid Data	One or more edit check failures.
G	Submitted SID is invalid - Existing valid SID returned	SID submitted is invalid but attributes match one existing record and valid SID is returned
H	Submitted SID is invalid - Multiple matches exist and existing valid SID not returned	SID submitted is invalid, attributes provided match two or more existing records and uniqueness cannot be determined
I	Submitted SID is invalid – No matches exist and existing valid SID not returned	SID submitted is invalid and attributes do not match any existing records. No valid SID is returned
M	SID Inactive – Correct SID Returned	SID submitted is inactive and valid SID is returned.
N	Attributes of the Valid SID do not match the Inactive SID	SID submitted is inactive and valid SID exists; however, last name, first name, date of birth or gender in the file do not match the attributes of the active (Valid SID).

System Code Sets

The SSID Application will use the codes provided by ODE to validate Native Language, Ethnicity, Admission Reason, Building, and District IRNs. The IDs are what will be used in the Batch Process for the respective fields. The Native Language, Ethnicity, and Admission Reason IDs and descriptions are shown in the following three tables:

Native Language

- Refers to the primary or home language of the student.

Native Language ID	Description
ENG	English
ALB	Albanian
AMH	Amharic

Native Language ID	Description
ARA	Arabic
CAM	Cambodian
CAN	Cantonese
CRE	Creole (French)
GER	German
HMG	Hmong
JPN	Japanese
KOR	Korean
LAO	Laotian
NAV	Navajo
PTG	Portuguese
ROM	Romanian
RUS	Russian
SBC	Serbo Croat
SOM	Somali
SPN	Spanish
TAG	Tagalog
TRI	Trigriyan
UKR	Ukrainian
VTM	Vietnamese
OTH	Other

Racial/Ethnicity

- Racial/ethnic group to which the student belongs or with which the student identifies.

Ethnicity ID	Description
W	**White:** People who have origins in any of the original peoples of Europe, North Africa, or the Middle East
B	**Black or African American:** Persons having origins in any of the black racial groups in Africa
A	**Asian**: Persons having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent. This area includes, for ex-ample, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam
I	**American Indian or Alaskan Native**: Persons having origins in any of the original peoples of North and South America (including Central America) and who maintain tribal affiliation or community attachment

Ethnicity ID	Description
P	**Native Hawaiian or Other Pacific Islander:** Persons having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands
H	**Hispanic:** Persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin regardless of race.
M	**Multiracial:** Persons having origins in two or more of the above options.

Admission Reason

- The reason the district is requesting an SID be issued for a newly enrolled student.

Reason ID	Description
1	Student transferred from Home School in Ohio.
2	Student transferred from out of state/out of country.
3	Student transferred from a nonpublic school in Ohio.
4	Student enrolling for first time in Ohio public school/community school because of age (Preschool/Kindergarten).
5	Not enrolled in an Ohio public district or community school since 2003 for a reason other than listen above.
6	Transferred from another Ohio public district / community school.
7	Not newly enrolled in this school district.
8	Early Childhood (Only used by state agencies for children in early childhood programs)
9	Student previously enrolled in an Ohio Early Childhood program administered by a state agency
A	Board of Regents
B	Ohio Student ID exists due to prior enrollment in Ohio Early Childhood – 12 Education System
C	Ohio Student ID Exists due to prior enrollment in Ohio higher Education System

Note: Records submitted with Reason ID of 6, 7, 9, B or C will NOT be assigned a new SID as one should already exist. If a user submits one of these reason codes and an existing SID is not found, a Result Code of ‘R’ will be returned.