# K12 FILE SPECIFICATIONS

K12 Students

*Version 1.1.0*

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# General Information

This document describes the data elements collected by the Nebraska Statewide Workforce & Educational Reporting System (NSWERS). Valid values and data validation rules that can be performed prior to data submission are listed where appropriate.

## High-Level Data Collection Workflow

## Scope

All students enrolled in courses (for credit AND/OR noncredit) at the institution for given academic year.

## File Names

| *File Specification* | *File Name* |
|---|---|
| K12 Students | #####_k12_students_YYYY_##.csv |

| Where | Represents |
|---|---|
| ##### | IPEDS Institution ID |
| YYYY | Academic Year Ending |
| ## | Optional sequence Number |

## Data Element Names

The following syntax is used throughout this document when referencing data elements.

Format: *NSWERS Field Name [File Specification: Field Name (Field Number)] where:

- An asterisk (*) indicates the data element is a mandatory field. A non-blank or non-null value must be supplied in all mandatory fields for each record, or the data loading process will reject the record.
- NSWERS Field Name represents the name of the data element commonly used by the Nebraska Statewide Workforce & Educational Reporting System (NSWERS).
- File Specification indicates the formal name of the file specification.
- Field Name indicates the formal name of the field within the file specification.
- Field Number indicates the position of the field within the file specification.

## Academic Year Ending

The academic year is understood as July 1 – June 30. Postsecondary data will be organized by academic year using Academic Year Ending. For example, the

Academic Year Ending field for 2020 – 2021 will simply read: “2021”.

## Notes of Importance

- Any values that contain a comma must be enclosed with quotes.
- Data fields should be ordered in the same sequence as identified in this document.

All files should be submitted in .csv format.

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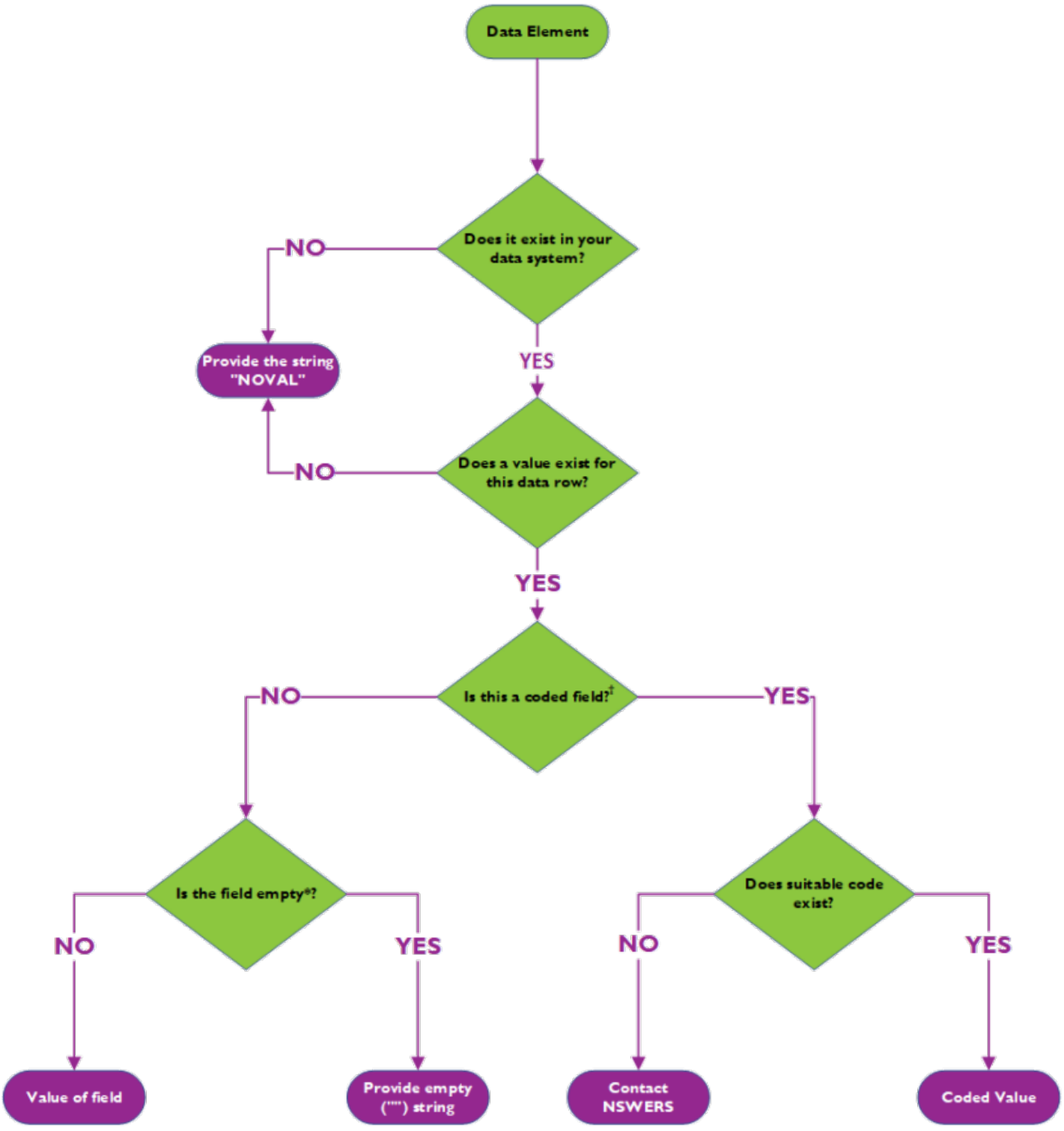
To maintain data privacy and security, and to preserve the informational chain of custody, NSWERS staff cannot edit original source data files. It is the responsibility of each data contributing partner to resolve errors discovered during data submission, validation, and certification processes. Corrected data files should be re-uploaded by partners into the NSWERS data system.

# Decision Tree: Reporting for Nonmandatory Data Elements




†The field is represented by a code in the data specifications (e.g. gender, GED Status, etc)

*The field is blank or represented by a blank placeholder in your data system

# K12 Students

The K12 Students file collects student demographic data for all students enrolled in Nebraska's public school districts for the requested school year(s).

Submissions will include records beginning with the 2012 school year ending until the most recently completed school year. Data for future school years will be submitted on an annual basis in alignment with the NSWERS data submission cycle.

Additional details can be found on our website at https://nswers.orgs/insights/data-dictionary-and-elements/

## *NDE Student ID [K12 Students:Student ID (1)]

Provide the 10-digit Nebraska Department of Education Student Identifier.

*This is a mandatory field; a value must be supplied for each record or the data loading process will reject the record.*

**Format**
**##########**

## *County District Number [K12 Students:District Code (2)]

Provide the number assigned to the school district/system by NDE and should include a hyphen ("-") between county number and district number. The number is based on the county in which the district/system headquarters is located and an assigned district number.

*This is a mandatory field; a value must be supplied for each record or the data loading process will reject the record.*

**Format**
**##-####**

## *School Number [K12 Students:Location Code (3)]

Provide the primary school number for the student or staff.

*This is a mandatory field; a value must be supplied for each record or the data loading process will reject the record.*

**Format**
**###**

## *School Year [K12 Students:School Year Date (4)]

Provide the literal school year ending in the format “YYYY”. The school year is understood as July 1 - June 30. For example, the value of the School Year Ending field for July 1, 2020 – June 30, 2021, would simply read: “2021”.

*This is a mandatory field; a value must be supplied for each record or the data loading process will reject the record.*

**Format**

yyyy

## SSN [K12 Students:Student SSN (5)]

Provide the student’s Social Security Number or Individual Taxpayer Identification Number (9 digits, no dashes, #########).

**Format**

#########

## *First Name [K12 Students:First Name Long (6)]

Provide this student’s name given to this individual at birth, baptism, or during another naming ceremony, or through legal change.

*This is a mandatory field; a value must be supplied for each record or the data loading process will reject the record.*

**Verification Details**

First name cannot be “NULL”. Names must be alpha (a-z) and single quote (‘), dash/hyphen(-), and period (.).

## Middle Name [K12 Students:Middle Name (7)]

Provide the middle name of this student. If full middle name is not available, provide middle initial, where possible.

**Verification Details**

Names must be alpha (a-z) and single quote (‘), dash/hyphen(-), and period (.).

## *Last Name [K12 Students:Last Name Long (8)]

Provide this student’s surname or name borne in common by members of a family.

*This is a mandatory field; a value must be supplied for each record or the data loading process will reject the record.*

**Verification Details**

Names must be alpha (a-z) and single quote (‘), dash/hyphen(-), and

period (.).

## Generation Code [K12 Students:Name Suffix (9)]

Provide an appendage to the name, if any, used to denote this student's generation in the family (e.g., Jr., Sr., III). Leave blank if not applicable or not available.

## First Name Alias [K12 Students:First Name Alias (10)]

Provide an additional first name used by this student as an alias. This field can be used to submit a student nickname or commonly used name that is different from their formal name.

**Verification Details**

Names must be alpha (a-z) and single quote (‘), dash/hyphen(-), and period (.).

## Middle Name Alias [K12 Students:Middle Name Alias (11)]

Provide the alternate middle name if the student has an alternate name.

**Verification Details**

Names must be alpha (a-z) and single quote (‘), dash/hyphen(-), and period (.).

## Last Name Alias [K12 Students:Last Name Alias (12)]

Provide the alternate surname if the student has an alternate name.

**Verification Details**

Names must be alpha (a-z) and single quote (‘), dash/hyphen(-), and period (.).

## Generation Code Alias [K12 Students:Generation Code Alias (13)]

Provide the suffix if this student has an alternate name that includes a suffix. Examples of suffix include “Jr.” and “III”. Leave blank if not applicable or not available.

## *Birthdate [K12 Students:Birth Date (14)]

Use the ISO date format (YYYY-MM-DD)

*This is a mandatory field; a value must be supplied for each record or the data*

*loading process will reject the record.*

**Format**

yyyy-MM-dd

**Verification Details**

The data loading process will check for valid dates (e.g., values of 2004-02-30 and 2004-13-01 would be rejected as invalid). Future dates for birthdates are not allowed. Years in the birthdate more than 100 years in the past are not allowed.

## *Gender [K12 Students:Gender Code (15)]

Provide the code indicating the gender of this student.

| *Code* | *Description* |
|---|---|
| F | Female |
| M | Male |
| X | Intersex and/or non-binary |
| U | Unknown/Undeclared |

*This is a mandatory field; a value must be supplied for each record or the data loading process will reject the record.*

## *Race 1 Code [K12 Students:Race 1 Code (16)]

Race codes of students with multiple races can be provided in any order but those codes must be provided as described below

- If two races are identified:
  - Race 1 Code [Postsecondary Enrollment: Race 1 Code (15)] and Race 2 Code [Postsecondary Enrollment: Race 2 Code (16)].
- If three races are identified:
  - Race 1 Code [Postsecondary Enrollment: Race 1 Code (15)], Race 2 Code [Postsecondary Enrollment: Race 2 Code (16)] and Race 3 Code [Postsecondary Enrollment: Race 3 Code (17)].
- If four races are identified:
  - Race 1 Code [Postsecondary Enrollment: Race 1 Code (15)], Race 2 Code [Postsecondary Enrollment: Race 2 Code (16)], Race 3 Code [Postsecondary Enrollment: Race 3 Code (17)], and Race 4 Code [Postsecondary Enrollment: Race 4 Code (18)].
- If five races are identified:
  - In all five fields.

| *Code* | *Description* | *Explanation of Use* |
|---|---|---|
| DC | Declined to Identify | A person who has not self-identified their race. |
| AM | American Indian/Alaska Native | A person having origins in any of the original peoples of North and South American (including Central America), and who maintains tribal affiliation or community attachment. |
| AS | 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. |
| BL | Black or African American | A person having origins in any of the black racial groups of Africa. |
| PI | Native Hawaiian or Other Pacific Islander | A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands. |
| WH | White | A person having origins in any of the original peoples of Europe, the Middle East, or North Africa. |
| MTO | More than one | A special category for designating that the student has specified having origins in more than one of the above races, but did not specify which. This category can only be used for Race 1, and if it is used the remaining fields Race 2 through Race 5 must be blank. |

*This is a mandatory field; a value must be supplied for each record or the data loading process will reject the record.*

**Verification Details**

A value must be provided for Race 1 Code [K12 Student: Race 1 Code (16)] or the data loading process will reject the record.

Records containing the same race code value in more than one race field will be rejected by the data loading process.

## Race 2 Code [K12 Students:Race 2 Code (17)]

Provide the code indicating this student's second identified race, otherwise leave blank. Refer to the codes listed in [K-12 Students: Race 1 Code (16)].

**Verification Details**

Records containing the same race code value in more than one race field will be rejected by the data loading process.

## Race 3 Code [K12 Students:Race 3 Code (18)]

Provide the code indicating this student's second identified race, otherwise leave blank. Refer to the codes listed in [K-12 Students: Race 1 Code (16)].

**Verification Details**

Records containing the same race code value in more than one race field will be rejected by the data loading process.

## Race 4 Code [K12 Students:Race 4 Code (19)]

Provide the code indicating this student's second identified race, otherwise leave blank. Refer to the codes listed in [K-12 Students: Race 1 Code (16)].

**Verification Details**

Records containing the same race code value in more than one race field will be rejected by the data loading process.

## Race 5 Code [K12 Students:Race 5 Code (20)]

Provide the code indicating this student's second identified race, otherwise leave blank. Refer to the codes listed in [K-12 Students: Race 1 Code (16)].

**Verification Details**

Records containing the same race code value in more than one race field will be rejected by the data loading process.

Records containing the same race code value in more than one race field will be rejected by the data loading process.

## Hispanic Indicator [K12 Students:Hispanic Ethnicity Indicator (21)]

Provide the code indicating if this student is identified with an ethnicity of Hispanic/Latino - a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

| *Code* | *Description* |
|---|---|
| 1 | Yes |
| 2 | No |

## Student Address: Street Number Name [K12 Students:Street Number Name (22)]

Provide the street number and street name of the address.

## Student Address: Apartment Room Suite Number [K12 Students:Apartment Room Suite Number (23)]

Provide the apartment, room, or suite number of the address.

## Student Address: City [K12 Students:City (24)]

## Student Address: State Abbreviation [K12 Students:State Abbreviation (25)]

Provide the abbreviation for the state (within the United States) or outlying area in which an address is located.

## Student Address: Postal Code [K12 Students:Postal Code (26)]

The five- or nine-digit zip code or overseas postal code portion of an address.

## Attended Preschool [K12 Students:Attended Preschool (27)]

An indication that the student attended preschool during his/her early childhood years.

| *Code* | *Description* |
|---|---|
| 1 | Yes |
| 2 | No |

## *Grade Level [K12 Students:Current Grade Level (28)]

Provide the code indicating the grade level to which this student is assigned at the time of reporting. All students, including ungraded students, should be assigned a Grade Level in accordance with local school board policy. Please include in Grade 12 students who have passed typical graduation age but remain enrolled.

| *Code* | *Description* |
|---|---|
| HP | Prekindergarten (Part-day program less thank 6 hours per day) |
| PK | Prekindergarten (Full-day program 6 hours or more per day) |
| HK | Prekindergarten program of < 1032 instructional program hours |
| KG | Kindergarten program >= 1032 instructional program hours |
| 01 | Grade 1 |
| 02 | Grade 2 |
| 03 | Grade 3 |
| 04 | Grade 4 |
| 05 | Grade 5 |
| 06 | Grade 6 |
| 07 | Grade 7 |
| 08 | Grade 8 |
| 09 | Grade 9 |
| 10 | Grade 10 |
| 11 | Grade 11 |
| 12 | Grade 12 |

*This is a mandatory field; a value must be supplied for each record or the data loading process will reject the record.*

## *EL Eligibility [K12 Students:EL Eligibility (29)]

Provide the code indicating if this student has been identified as an English Learner (EL). The term 'English Learner', when used with respect to an individual, mean an individual –

(A) who is aged 3 through 21;

(B) who is enrolled or preparing to enroll in an elementary school or secondary

school;

(C)(i) who was not born in the United States or whose native language is a language other than English; (ii)(I) who is a Native American or Alaska Native, or a native resident of the outlying areas; and (II) who comes from an environment where a language other than English has had a significant impact on the individual's level of English language proficiency; or (iii) who is migratory, whose native language is a language other than English, and who comes from an environment where a language other than English is dominant; and

(D) whose difficulties in speaking, reading, writing, or understanding the English language may be sufficient to deny the individual — (i)the ability to meet the State's proficient level of achievement on State assessments described in 20 U.S.C. 6311 § 1111(b)(3); (ii)the ability to successfully achieve in classrooms where the language of instruction is English; or (iii)the opportunity to participate fully in society.

| *Code* | *Description* |
|---|---|
| 1 | Yes |
| 2 | No |

*This is a mandatory field; a value must be supplied for each record or the data loading process will reject the record.*

## *EL Participation [K12 Students:EL Participation (30)]

Provide the coding indicating if this student's participation in an English Learner (EL) program.

| *Code* | *Description* |
|---|---|
| 1 | Yes |
| 2 | No |

*This is a mandatory field; a value must be supplied for each record or the data loading process will reject the record.*

## EL Duration [K12 Students:Duration of EL (31)]

Provide the code indicating the length of time, as of the last Friday in September of the current school year, this student is eligible for English Learner (EL) services and has participated in an EL program and/or in the mainstream/regular classroom.

| *Code* | *Description* |
|---|---|
| 0 | Less than one year |
| 1 | More than one year and less than two years |
| 2 | More than two years and less than three years |
| 3 | More than three years and less than four years |
| 4 | More than four years and less than five years |
| 5 | More than five years |
| 6 | Not an EL student |

**Verification Details**

EL Duration should be = “6” if EL Eligibility = “2” (No).

## *Redesignated as English Fluent [K12 Students:English Proficiency (32)]

Provide the code indicating if this student has been redesignated as English Fluent.

| *Code* | *Description* |
|---|---|
| 0 | Not Applicable |
| 1 | Redesignated as English Fluent |

*This is a mandatory field; a value must be supplied for each record or the data loading process will reject the record.*

## *SPED Participation [K12 Students:SPED Participation (33)]

Provide an indication of this student’s participation in an a SPED program.

| *Code* | *Description* |
|---|---|
| 1 | Yes |
| 2 | No |

*This is a mandatory field; a value must be supplied for each record or the data loading process will reject the record.*

## Expected Graduation Year [K12 Students:Expected Graduation Timeframe (34)]

Provide the student's Expected Graduation Year as determined by adding four years to the school year in the fall in which the student enters grade nine for the first time.

For example, the Expected Graduation Year is 2021 for students who entered grade nine for the first time during the 2017-2018 school year and are therefore members of the 2021 Cohort.

**Format**
yyyy

**Verification Details**
Students that have a grade code of "09", "10", "11", or "12" must have an expected graduation year.

**Examples Details**
The Expected Graduation Year is 2021 for students who entered grade nine for the first time during the 2017-2018 school year and are therefore members of the 2021 Cohort.

## *Foreign Exchange Student [K12 Students:Foreign Exchange Student (35)]

Provide the code indicating if this student has entered the United States on a (usually two-year) student visa and is not intending to remain in the United States permanently.

| *Code* | *Description* |
|---|---|
| 1 | Yes |
| 2 | No |

*This is a mandatory field; a value must be supplied for each record or the data loading process will reject the record.*

## *High Ability Learner Eligibility [K12 Students:Gifted Eligibility Code (36)]

Provide the code indicating if this student is identified as a High Ability Learner. Rule 3 definition: "Learner with high ability means a student who gives evidence of high-performance capability in such areas as intellectual, creative, or artistic capacity or in specific academic fields and who requires accelerated or differentiated curriculum programs in order to develop those capabilities fully."(Nebraska Revised Statute Sec. 79-1107(3)). A High Ability Learner Eligibility value of “1” (Yes) indicates this student is identified but not necessarily participating.

| *Code* | *Description* |
|---|---|
| 1 | Yes |
| 2 | No |

*This is a mandatory field; a value must be supplied for each record or the data loading process will reject the record.*

## *High Ability Learner Participant [K12 Students:Gifted Participation Code (37)]

Provide the code indicating if this student participated in a High Ability Learner program. A High Ability Learner Participant value of “1” (Yes) indicates this student is not only identified but also participated.

| *Code* | *Description* |
|---|---|
| 1 | Yes |
| 2 | No |

*This is a mandatory field; a value must be supplied for each record or the data loading process will reject the record.*

## *District of Residence [K12 Students:District Code of Residence (38)]

Provide the County District number corresponding to this student's District of Residence as defined in Nebraska Revised Statute Sec. 79-215 and Rule 19. The District of Residence should include a hyphen ("-") between county number and district number (example: XX-XXXX). For students that are NOT residents of Nebraska, report 00-0000.

*This is a mandatory field; a value must be supplied for each record or the data loading process will reject the record.*

**Format**
**##-####**

## School of Residence [K12 Students:Location of Resident (39)]

Provide the three-digit code indicating this student's school of residence in the student's resident district based on the student's "residence address" and school boundaries within the district. Use 000 for students that are not residents of Nebraska. Leave blank if not applicable.

**Format**
**###**

## *Single Parent [K12 Students:Student Is A Single Parent (40)]

Provide the code indicating if this student is a single parent. The term "single parent" is described as an individual who: a) is unmarried, divorced, or legally separated from a spouse; and b) (i) has a minor child or children for which the parent has either custody or joint custody; or (ii) is pregnant.

| *Code* | *Description* |
|---|---|
| 0 | Unknown |
| 1 | Yes |
| 2 | No |

*This is a mandatory field; a value must be supplied for each record or the data loading process will reject the record.*

**Examples Details**
NEEDS CODES ADDED

## *Home Language Code [K12 Students:Language Code (41)]

Provide the code indicating the specific language or dialect this student uses to communicate or the language of choice within the home or the non-English language considered the student's native language (e.g., the native language of a student adopted by a family that speaks English within the home).

View Language codes

*This is a mandatory field; a value must be supplied for each record or the data loading process will reject the record.*

**Format**
####

## *Full-Time Equivalency [K12 Students:FTE Percent (42)]

Provide the full-time equivalent for this student's assignment to a school for services or instruction in whole numbers. A full-time student would have an FTE value of 100.

*This is a mandatory field; a value must be supplied for each record or the data loading process will reject the record.*

## *Military Family Code [K12 Students:Military Family Code (43)]

Provide the code indicating this student has a parent or guardian that is a member of the Armed Forces on active duty or on full-time National Guard duty. The terms "Armed Forces", "active duty" and "full-time National Guard duty" have the same meanings as defined in 10 U.S.C. 101(a)(4), 101(d)(1), and 101(d)(5).

| *Code* | *Description* | *Explanation of Use* |
|---|---|---|
| 0 | N/A or Not available | |

| *Code* | *Description* | *Explanation of Use* |
|---|---|---|
| 1 | Yes | Student is a dependent of a member of the Active-Duty Forces (full-time) Army, Navy, Air Force, Marine Corps, Cost Guard or National Guard or Reserve Forces. |
| 2 | No | The student's parent or guardian is not a member of the Armed Forces on active duty or is not on full-time National Guard duty. |

*This is a mandatory field; a value must be supplied for each record or the data loading process will reject the record.*

## *Immigrant Indicator [K12 Students:Immigrant Indicator (44)]

Provide the code that best describes the student's immigrant status:

| *Code* | *Description* |
|---|---|
| 0 | Not an Immigrant |
| 1 | Immigrant <1 year (new immigrant) |
| 2 | Immigrant >=1 year but <=3 complete school years |
| 3 | Immigrant > 3 years |

*This is a mandatory field; a value must be supplied for each record or the data loading process will reject the record.*

## *Homeless Youth Indicator [K12 Students:Homeless Youth Indicator (45)]

Provide the code indicating if a student is eligible for Homeless Education services at any time during the school year.

| *Code* | *Description* |
|---|---|
| 1 | Yes |
| 2 | No |

*This is a mandatory field; a value must be supplied for each record or the data*

*loading process will reject the record.*

## *Highly Mobile Indicator [K12 Students:Highly Mobile Indicator (46)]

Provide the code indicating whether the student is considered highly mobile by NDE.

| *Code* | *Description* |
|---|---|
| 1 | Yes |
| 2 | No |

*This is a mandatory field; a value must be supplied for each record or the data loading process will reject the record.*

## K12 Students

| *Key* | *Position* | *Name* | *Type* | *Length* | *Format* |
|---|---|---|---|---|---|
| Yes | 1 | NDE Student ID | String | 10 | ########## |
| Yes | 2 | County District Number | String | 7 | ##-#### |
| Yes | 3 | School Number | String | 3 | ### |
| Yes | 4 | School Year | Date | 4 | yyyy |
| Yes | 5 | SSN | String | 9 | ######### |
| | 6 | First Name | String | 25 | |
| | 7 | Middle Name | String | 25 | |
| | 8 | Last Name | String | 50 | |
| | 9 | Generation Code | String | 25 | |
| | 10 | First Name Alias | String | 25 | |
| | 11 | Middle Name Alias | String | 25 | |
| | 12 | Last Name Alias | String | 25 | |
| | 13 | Generation Code Alias | String | 25 | |
| | 14 | Birthdate | Date | 10 | yyyy-MM-dd |
| | 15 | Gender | String | 1 | (one of set) |
| | 16 | Race 1 Code | String | 3 | (one of set) |
| | 17 | Race 2 Code | Set | 3 | (one of set) |
| | 18 | Race 3 Code | Set | 3 | (one of set) |
| | 19 | Race 4 Code | Set | 3 | (one of set) |
| | 20 | Race 5 Code | Set | 3 | (one of set) |
| | 21 | Hispanic Indicator | String | 1 | (one of set) |
| | 22 | Student Address: Street Number Name | String | 25 | |
| | 23 | Student Address: Apartment Room Suite Number | String | 25 | |
| | 24 | Student Address: City | String | 25 | |
| | 25 | Student Address: State Abbreviation | String | 25 | |
| | 26 | Student Address: Postal Code | String | 25 | |
| | 27 | Attended Preschool | Integer | 1 | (one of set) |
| | 28 | Grade Level | String | 2 | (one of set) |

| *Key* | *Position* | *Name* | *Type* | *Length* | *Format* |
|---|---|---|---|---|---|
| | 29 | EL Eligibility | Integer | 1 | (one of set) |
| | 30 | EL Participation | Integer | 1 | (one of set) |
| | 31 | EL Duration | Integer | 1 | (one of set) |
| | 32 | Redesignated as English Fluent | Integer | 1 | (one of set) |
| | 33 | SPED Participation | Integer | 1 | (one of set) |
| | 34 | Expected Graduation Year | Date | 4 | yyyy |
| | 35 | Foreign Exchange Student | Integer | 1 | (one of set) |
| | 36 | High Ability Learner Eligibility | Integer | 1 | (one of set) |
| | 37 | High Ability Learner Participant | Integer | 1 | (one of set) |
| | 38 | District of Residence | String | 7 | ##-#### |
| | 39 | School of Residence | String | 3 | ### |
| | 40 | Single Parent | String | 1 | (one of set) |
| | 41 | Home Language Code | String | 4 | #### |
| | 42 | Full-Time Equivalency | Integer | 3 | |
| | 43 | Military Family Code | Na | 1 | (one of set) |
| | 44 | Immigrant Indicator | Integer | 1 | (one of set) |
| | 45 | Homeless Youth Indicator | Integer | 1 | (one of set) |
| | 46 | Highly Mobile Indicator | Integer | 1 | (one of set) |