K12 FILE SPECIFICATIONS

Version 1.5.0

K12 Attendance

Generated 11/22/2026

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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 Attendance	#####_k12_attendance_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”.

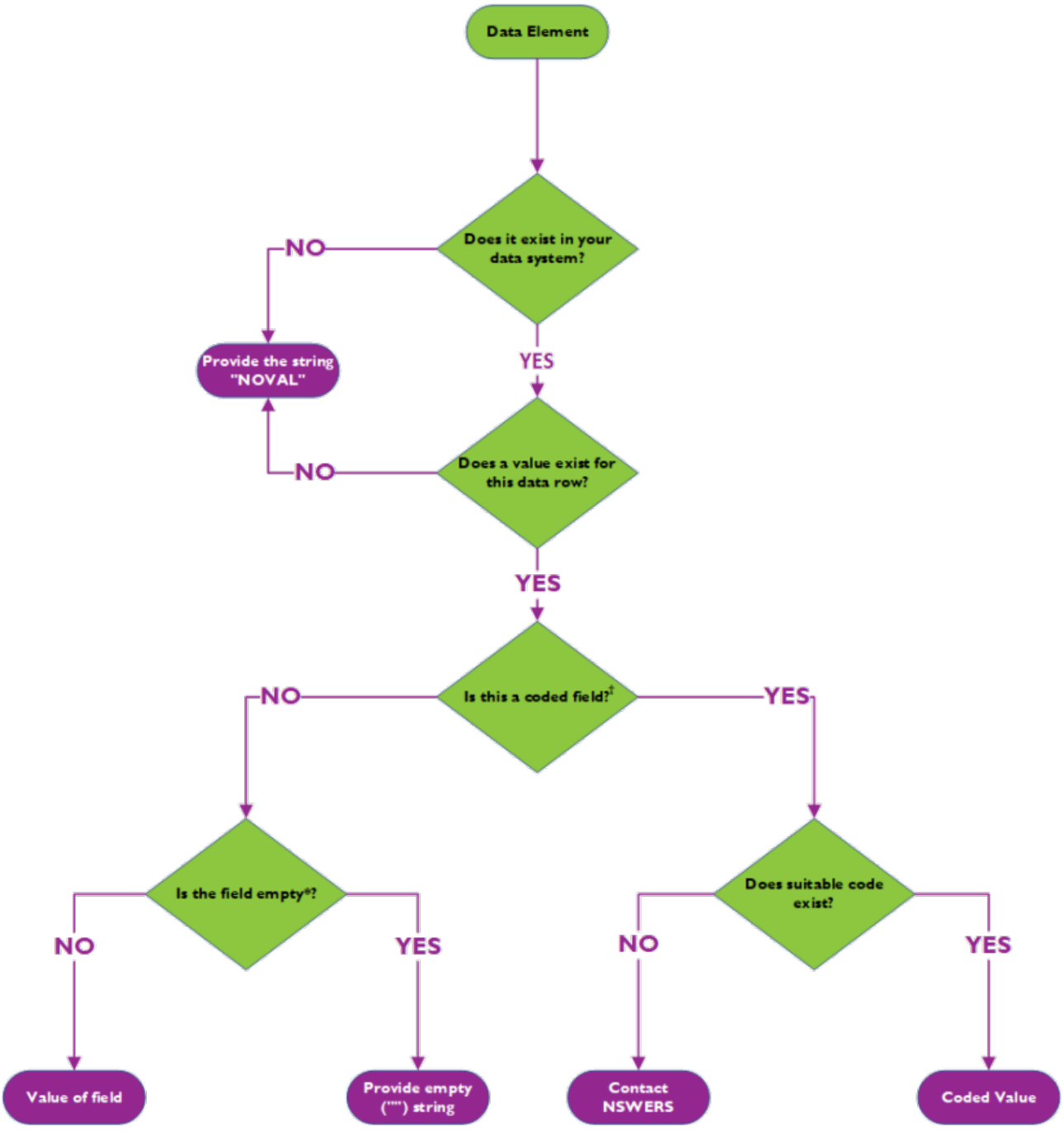
Notes of Importance

- 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.

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 Attendance

The K12 Attendance file is used to collect data about student attendance. A K12 Student record must be submitted for each student appearing in the K12 Attendance file or the data loading process will reject the record.

Scope

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/

*County District Number [K12 Attendance:District Code (1)]

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 Attendance:Location Code (2)]

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 Ending [K12 Attendance:School Year Ending (3)]

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

*NDE Student ID [K12 Attendance:Student ID (4)]

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
##########

*Days Present [K12 Attendance:Days Present (5)]

Provide the total number of days that the student was marked as present at the location/school. If the student transferred to a second school within the same district during the Reporting Period, there should be two Student Summary Attendance records for that student for that Reporting Period – one for each school.

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

*Days Absent [K12 Attendance:Days Absent (6)]

Provide the total number of days that the student was marked as absent at the location/school. This field should be used to summarize all absences –excused and unexcused. If the student transferred to a second school within the same district during the Reporting Period, there should be two Student Summary Attendance records for that student for that Reporting Period – one for each school.

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

K12 Attendance

Key	*Position*	*Name*	*Type*	*Length*	*Format*
	1	County District Number	String	7	##-####
	2	School Number	String	3	###
	3	School Year Ending	Date	4	yyyy
	4	NDE Student ID	String	10	##########
	5	Days Present	Float		
	6	Days Absent	Float		