K12 FILE SPECIFICATIONS

K12 Enrollment

Version 1.5.0

Generated 11/23/2026

Table of Contents

Table of Contents ..... p. 2
General Information ..... p. 3
Data Decision Tree ..... p. 5
K12 Enrollment ..... p. 6
- County District Number ..... p. 6
- School Number ..... p. 6
- School Year Ending ..... p. 6
- NDE Student ID ..... p. 7
- Enrollment Date ..... p. 7
- Enrollment Code ..... p. 7
- Grade Level ..... p. 12
- Residence Status ..... p. 13

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 Enrollment	#####_k12_enrollment_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”.

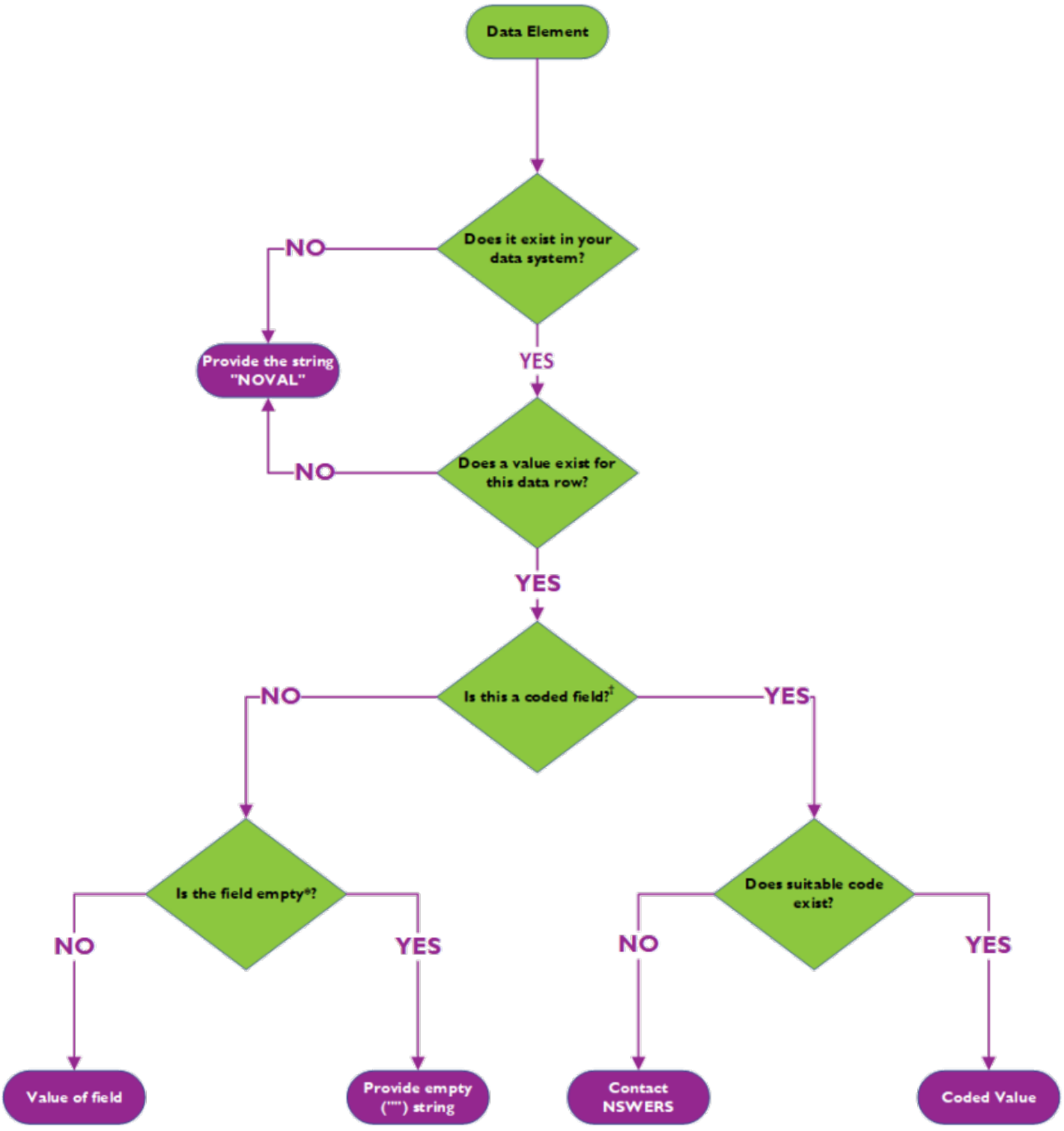
Notes of Importance

- 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 Enrollment

The K12 Enrollment file collects information on student enrollment events. A K12 Student record must be submitted for each student appearing in the K12 Enrollment file or the data loading process will reject the record.

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 Enrollment: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 Enrollment:Location Code (2)]

Provide the School of Membership for the student.

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 Enrollment: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 Enrollment: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
##########

*Enrollment Date [K12 Enrollment:Enrollment Date (5)]

Provide the date on which the enrollment information becomes effective. This applies to both enrollment and withdrawal information

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

*Enrollment Code [K12 Enrollment:Enrollment Code (6)]

Provide the enrollment code that indicates the type of enrollment record. This applies to both enrollment and withdrawal information.

Code	*Description*	*Explanation of Use*
100	Still Enrolled	(or intra-district transfer in) - A student/receiving education services and funding in the district/system. - A student who had previously entered any class in a school and then continues his or her membership in the same school from one term to the next because of a promotion or demotion, or who transfers from one homeroom or class to another during a regular school session.
101	Original Entry	A student enters a school for the first time. For example, a student enrolling in Kindergarten or Prekindergarten.

Code	*Description*	*Explanation of Use*
102	Transfer In	(from another district, nonpublic system, state-operated system, institution or home school setting) - A student transferring from a private school. - A student transferring from an institution. - A student transferring from a home-school setting. - A student transferring from another public district. NOTE: Do not include if transferring between schools within the same district/system.
103	Re-entry	(after a withdrawal, whether voluntary or involuntary) - A student who had previously entered any class in a school and then re-enters the same school after he or she has left school for any reason whether voluntary or involuntary. - Use of this code indicates the student has not received educational services in the interval after the withdrawal and before re-entering his/her school.
200	Transfer out – intra-district	(within the same district) A student who transfers between schools within the same district/system. Do not use for end-of-year grade advancement. - An entry enrollment code of 100 Still Enrolled should accompany or follow any exit enrollment code of 200 Transfer out – intra-district within the same school year. - Only use the 200 code if the district has more than one school offering the same grade.
201	Transfer Out	(out of district/system) - A student known to be receiving services in another district/system. - A home-schooled student completing course work (done at the time of exit or at year-end). - A non-public student completing course work (done at the time of exit or at year-end). - A foreign-exchange student returning to his/her homeland (done at the time of exit or at year-end) if the student did not receive a regular high school diploma as determined by the district.

Code	*Description*	*Explanation of Use*
202	Drop Out	- A student who withdrew for personal or academic reasons and does not have a signed Withdrawal from Mandatory Attendance form pursuant to Nebraska Revised Statue 79-202 on file with the district. - A student removed from the education system for other than health reasons, and whose return is not anticipated. - A student enrolled in adult education or some type of program whose education services do not lead to a diploma or other credential recognized by the state. - A student who has not graduated or completed an approved program and is not enrolled and whose status is unknown; this includes a student withdrawn from the rolls for excessive absence. - A student who moved out of the district, out of state, or out of U.S. and is not known to be in school (includes any student whose education status cannot be confirmed either through a parent or other responsible adult or through some formal notification of transfer.) - A student in an institution that is not primarily educational (Army, or vocational program) and not considered a special school district/system. - A student who is disenrolled by a parent and does not enroll in another district/system. - A student who was suspended or expelled and the disciplinary period has expired and student has not returned. - A student who was expelled and chose not to participate in a district approved alternative education program.
205	Not Enrolled, Eligible to Return	A student not attending for disciplinary or other eligibility reasons, but is eligible to enroll at a later date. - A student experiencing a long-term medical condition that prevents him or her from receiving services, or is in drug treatment or rehabilitative centers, but is eligible to return to school. - A student enrolled in a foreign student exchange program and is eligible to return to school in the United States. - A student enrolled in a college program (early admission) but is eligible to return to graduate (such students often re-enroll one day and graduate on the next day).

Code	*Description*	*Explanation of Use*
206	Deceased	A student who died.
208	Maximum Age	- A student who passed the age for which the state guarantees a free, appropriate public education and subsequently exited school. - Students reported as 208 Maxim
209	Withdraw from Mandatory Attendance	A student who has withdrawn from attendance pursuant to Nebraska Revised Statue 79-202. A signed withdrawal form must be on file at the district before this code is used. - Students reported as 209 Withdrawal from Mandatory Attendance will be treated the same as 202 Dropout for Graduation Cohort and Dropout purposes.
210	Completer: Graduated with a regular or advanced Diploma	A student who completed the district requirements for a regular or advanced high school diploma (see definition of regular high school diploma below). 34 C.F.R. §200.19(b)(1)(iv) A "regular high school diploma" means the standard high school diploma awarded to students in a District that is fully aligned with the State's academic content standards and district diploma requirements. Does not include a GED credential, certificate of attendance, or any alternative award. The term "regular high school diploma" also includes a "higher diploma" that is awarded to students who complete requirements above and beyond what is required for a regular diploma. A student with disabilities may be included in this category through receipt of a high school diploma based on regular diploma requirements identical to that for which students without disabilities are eligible. DOES NOT INCLUDE: Students that completed their IEP but did not meet regular diploma requirements (see code 211).

Code	*Description*	*Explanation of Use*
211	Completer with an Alternative/Modified Diploma	- A student that received a high school diploma based on alternative graduation requirements that are not fully aligned with a State's academic content standards or district requirements. This may include students that complete their IEP but do not meet the district's regular diploma requirements (see definition of regular high school diploma in code 210). - GED recipients are not counted as high school completers UNLESS the school board formally recognizes GED recipients (i.e. a school district/system awards a local high school diploma based on a student's successful completion of the GED tests).
212	Noncompleter	- A student who did not complete an approved program of study for high school completion and did not meet district/system requirements for a diploma. Students identified as noncompleters, may have received a certificate of attendance, certificate of achievement or some alternative certificate. - DOES NOT INCLUDE persons receiving a diploma or high school equivalency from the state (a student must be officially withdrawn from membership in order to take the GED tests). - See Enrollment Code 208 (Maximum Age) if the student passed the age for which the state guarantees a free, appropriate public education and subsequently exited school.
213	Transfer Out to NE Public School	(out of district) - A student known to be receiving services in other Nebraska Public district
214	Transfer Out to a NE Special Purpose School	(out of district) - A student known to be receiving services at one of the following: - YRTC West Kearney School - YRTC West Hastings School - Pine Ridge Job Corps - Nebraska Correctional Youth Facility - University of NE High School
215	Transfer Out to a NE Nonpublic School	(out of district) - A student known to be receiving services in a Nebraska Nonpublic district/system - A Nonpublic student completing course work (done at the time of exit or at year end)

Code	*Description*	*Explanation of Use*
216	Transfer Out to an Exempt (Home) School	(out of district) - A student attending an exempt school (whose parent/legal guardians have filed in accordance with Rule 13) - An exempt school student completing course work (done at the time of exit or at year end)
217	Transfer Out to Another State or Country	(out of district) - A student known to be receiving services in a district/system within another United State or Territory - A student, where district has been informed the student has moved out of the United States or emigrated to another country - A foreign-exchange student returning to his/her homeland (done at the time of exit or year end) if the student did not receive a regular high school diploma, as determined by the district.

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

*Grade Level [K12 Enrollment:Enrollment Grade Level (7)]

Provide the grade level to which this student is assigned at the time of the enrollment event. 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 than 6 hours per day)
PK	Prekindergarten (Full day program 6 hours or more per day)
HK	Kindergarten program of <1032 instructional program hours
KG	Kindergarten 1032 or more instructional program hours
01	Grade 01

Code	*Description*
02	Grade 02
03	Grade 03
04	Grade 04
05	Grade 05
06	Grade 06
07	Grade 07
08	Grade 08
09	Grade 09
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.

*Residence Status [K12 Enrollment:Residence Status Code (8)]

Provide the code indicating the circumstances applicable to this enrollment event.

Code	*Description*
0	Not applicable
1	Contracted in from another Nebraska public school district
2	Contracted in from nonpublic school
3	Contracted in from another state
4	School Choice Student
5	Contracted out to another Nebraska public school district
6	Optioning in from another Nebraska public school district
7	Contracted out to another state

Code	*Description*
8	Open Enrollment Option Student
9	Ward of the State or Court assigned to a Residential setting

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

K12 Enrollment

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	Enrollment Date	Date	10	yyyy-MM-dd
	6	Enrollment Code	Integer	3	(one of set)
	7	Grade Level	String	2	(one of set)
	8	Residence Status	Integer	1	(one of set)