

## Summary of Data Elements

**Acc Mod Type Code:** Code that indicates the group of accommodations to which a particular accommodation modification belongs.

**Accommodation Modification Code:** Code that indicates the test accommodation(s) used by the student on the reported State assessment.

**Active Indicator:** Indication that the contact is connected to the student for authorization purposes.

**Actual Student Instructional Time:** Total number of minutes of potential student instructional time less the number of minutes the student is absent from the class between the relationship start and end dates.

**Alternate Staff ID:** State unique staff ID from the NYSED TEACH system.

**Alternate Standard Achieved Code:** Standard achieved by the student on a specific assessment for use in accountability calculations. This element is required for all assessments that are reported to SIRS and scored by the school district.

**Assessment Date of Administration:** First day of the testing period for a particular given assessment.

**Assessment Item Response Description:** Number or code that uniquely identifies each item (question) in an assessment. The numbers/codes are provided in separate Item Maps for each assessment, which are provided separately by NYSED.

**Assessment Item Response Value Multiple Choice:** Student's response (e.g., A, B, C, D, etc.) to a multiple-choice question on an assessment.

**Assessment Item Response Value Points Earned:** Number of points earned by a student on a multiple-choice, constructed-response, or essay question on an assessment.

**Assessment Language Code:** Three-character code that identifies the language in which the student took the assessment.

**Assessment Fact Template, Field 16.**

**Assessment Measure Standard Description:** Description of the assessment being reported.

**Assessment School Year Date:** June 30 of the reporting year.

**Assessment Score:** Score the student achieved on the assessment.

**Assessment Standard Met Code:** Standard achieved by the student on a specific assessment for use in annual data reporting aggregations.

**Assessment Status:** Indication of whether a collegial review was performed on a NYSAA datafolio.

**Assignment Code:** Code that indicates staff assignment.

**Assignment Date:** First day of school year or first date of the school year that the staff member was assigned to the "location" as the principal, whichever comes last.

**Assignment Grade Level:** Principals for the entire building should use "All" for the Assignment Grade Level. Otherwise send one record for each grade level.

**Assignment Location Code:** For school districts and charter schools, building code used by the Data Warehouse, uniquely identifying the building to which a principal is assigned.

**Attendance Code Long:** Code that indicates the type of student absence. E indicates excused absence, U indicates unexcused absence, T indicates tardy, ISS indicates in-school suspension, and OSS indicates out-of-school suspension.

**Attendance Code Type:** Indication that the attendance is being kept for students.

**Attendance Date:** Date of student absence or tardy attendance.

**Attendance Description:** Use local attendance code description. If left blank, defaults to Attendance Long value.

**Backmapping BEDS Code:** BEDS code of a school containing no grade 3 or above that the student was enrolled in during a previous school year.

**Building of Enrollment Code:** Code that uniquely identifies the building in which a student is enrolled, typically assigned by the local student management system. For preschool children with disabilities who are not enrolled in PreK or UPK programs, this code identifies the primary special-education service provider, which is typically maintained in the special-education student management system.

**Class Detail Outcome Code:** Code used to indicate the status at the end of a course for a student who was enrolled in the course. Statuses are "P" (pass), "F" (fail), and "N" (student is in the course when it starts but does not complete the course for any reason).

**Completion Date:** Last date of assignment in the building or grade level for a staff member.

**Contact Authorization Code:** Code that indicates adult contact is permitted to access student's educational data.

Contact First Name: First name of contact.

Contact Gender Code: Code that indicates gender of contact (M = Male, F = Female).

Contact Home Address 1: First line of the address of the contact's principal physical residence. Provide number, street, and apartment number but not P.O. Box.

Contact Home Address 2: Second line of the address of the contact's principal physical residence. Provide number, street, and apartment number but not P.O. Box.

Contact Home Address 3: Third line of the address of the contact's principal physical residence. Provide number, street, and apartment number but not P.O. Box.

Contact Home City: City of the contact's principal physical residence.

Contact Home Country Code: Country of the contact's principal physical residence.

Contact Home Phone Number: Home phone number of the contact, including area code.

Contact Home Postal Code: ZIP code of the contact's principal physical residence.

Contact Home State Code: State of the contact's principal physical residence.

Contact Home State County Name: County of the contact's principal physical residence.

Contact ID: Unique identifier assigned to the contact by the Local Education Agency (LEA) reporting the data.

Contact Last Name: Last name of contact..

Contact Mailing Address 1: First line of the address of the contact's principal mailing address. Provide number, street, and apartment number.

Contact Mailing Address 2: Second line of the address of the contact's principal mailing address. Provide number, street, and apartment number.

Contact Mailing Address 3: Third line of the address of the contact's principal mailing address. Provide number, street, and apartment number.

Contact Mailing City: City of the contact's principal mailing address.

Contact Mailing Country Code: Country of the contact's principal mailing address.

Contact Mailing Postal Code: ZIP code of the contact's principal mailing address.

Contact Mailing State Code: State of the contact's principal mailing address.

Contact Mailing State County Name: County of the contact's principal mailing address.

Contact Middle Name: Middle name of contact.

Contact Mobile Phone Number: Mobile phone number of the contact, including area code.

Contact Name Prefix: An appellation, if any, used to denote rank, placement, or status (e.g., Mr., Dr., etc.) of contact.

Contact Name Suffix: An appendage, if any, used to denote an individual's generation in the family (e.g., Jr., Sr., III.) of contact.

Contact Oral Language Code: Code that indicates the language or dialect that the contact uses to communicate orally.

Contact Personal Email Address: Personal e-mail address of the contact.

Contact Relationship Code: Code that identifies the relationship of the contact to the student.

Contact Work Email Address: Work e-mail address of the contact.

Contact Work Phone Number: Work phone number of the contact, including area code.

Contact Written Language Code: Code that indicates the language or dialect that the contact uses to communicate in writing.

Country of Origin: Description of the country from which the student emigrated. Students from American Samoa, Guam, Northern Mariana Islands, Puerto Rico, US Minor Outlying Islands, and US Virgin Islands are not considered immigrants.

Course Code: Local course code that uniquely identifies the course. The local course code must be mapped to a State course code. If the course culminates in a State assessment, please use the subset of State Course Codes for courses leading to a State exam. If the course is aligned to the common core for Algebra I or English/Language Arts III, use the common core course codes. For science courses that culminate in a Regents examination and where the lab is scheduled separately from the course or the teachers for the course and the lab are different, use the science lab course codes. If the lab is scheduled separately, do not report a separate course grade for the lab

Course District Code: See Staff District Code.

**Course Location Code:** Code that uniquely identifies the location where the course is taught. This location must be associated with the principal or BOCES administrator responsible for the course instruction.

**Credit Recovery Code:** Code to identify if the course was taken for credit recovery.

**Credential Type Code:** The code identifying the credential earned by the student.

**Credit GPA Code:** Code that indicates subject for which Grade Point Average (GPA) being reported. Reporting credits and GPA by subject area is optional.

**Credits Attempted:** Indicates the number of credits that may be earned upon completion of a course. This is generally associated with courses that are required for graduation. However, if schools award credits for other courses, those credits should also be reported.

**Credits Earned:** Indicates the actual number of credits earned upon completion of a course.

**CTE Program Intensity:** Program intensity is a measure of the student's progression through his or her CTE program. While CTE programming in BOCES and Technical or CTE high schools (found in the larger districts in the State) is usually predefined or linear in nature, CTE programming in local high schools often crosses content areas and may not be predefined or linear. CTE students at local high schools build meaningful cohesive concentrations based on individual interests (e.g., a program might consist of business courses and technology education courses).

**CTE Program Type:** Indicates that the student is in a career and technical education program.

**Cumulative Credits Attempted:** Total graduation credits attempted to date. Report cumulative credits attempted for any student who has attempted to earn graduation credit.

**Cumulative Credits Earned:** Total graduation credits earned by the student to date. Report cumulative credits earned for any student who has earned graduation credit.

**Cumulative GPA:** Total cumulative Grade Point Average (GPA) earned by the student to date. Report cumulative GPA only on records with a Credit GPA Code of "TOTAL." Report cumulative GPA for any student who has earned graduation credit.

**Date of Birth:** Date of the student's birth derived from a certificate of birth issued by an appropriate government authority or, if a birth certificate does not exist, an official source as directed by district policy. The source document must be the same as that used to document when the child is of school age.

**Date of Entry into United States:** Date the student immigrated to the United States for the first time.

**Day Type:** Type of day in the day calendar, designating whether or not the date is an instructional day or non-instructional day.

**District Code of Residence:** District where the student resides on BEDS day of the reporting school year or, for students who enroll after BEDS day, the district where the student resides at the time of enrollment. Students who reside outside of New York State should be reported with 80034366 as their District of Residence code.

**District of Responsibility Code:** Eight-digit code used to identify a public school district, charter school, or nonpublic school.

**Enrollment Entry Date:** Date that a student enrolls in a building or a grade level. There must be at least one enrollment entry record for each student for each year, including students who re-enroll (or are continuously enrolled). Each Enrollment Entry Date must also have a Reason for Beginning Enrollment Code. If a student changes grade level within a school year in the same building or changes buildings, schools, or grade levels within a school year, enter an enrollment exit record and create a new enrollment entry record for the new grade level, building, or school. For the first year of enrollment in an LEA, use the actual enrollment date, not a default date such as September 1 or July 1. For a student who is continuously enrolled in the LEA for a second or subsequent year, the enrollment entry date for the second or subsequent year should be July 1.

**Enrollment Exit Date:** Last date of enrollment for a student who changes grade level during the school year (i.e., July 1 – June 30) or leaves a school building, or when the enrollment record for a student who was enrolled solely as a walk-in for assessment purposes is being ended. Each Enrollment Exit Date must also have a Reason for Ending Enrollment Code.

**Evaluation Criteria Code:** Code associated with the description of a particular evaluation criterion. This code must be defined in the dimension table for the evaluation criteria rating template.

**Evaluation Criteria Rating Code:** Code from the dimension table defined in evaluation criteria rating template. This field must be populated with the value "NA".

**Evaluation Criteria Rating Points:** Score received by an evaluated teacher for a particular component of the evaluation or the overall evaluation score. The score for each component is reported on a separate record. An additional record containing the composite score for the overall evaluation is reported.

**Event Date:** Date that a student was referred, parent consent to evaluate was received, CPSE or CSE meeting to discuss evaluation results to determine special-education eligibility was held, or IEP was implemented as indicated in the Event Type Code field. One date must be entered for each Event Type Code. Event dates are actual dates when events occurred, not when they are anticipated to occur. Event dates may not be "future dates" and may not exceed August 31, 2014, since the status of students is to be reported as of August 31, 2014.

**Event Outcome Code:** Code used to indicate whether the student with an Event Type Code was determined to be eligible for special education. This code is reported on the first record in the series of Event Type Codes.

**Event Type Code:** Code that refers to a single event in a series of events for referring, evaluating, and implementing IEPs for students who may require special-education services.

**Exclude From Evaluation Indicator:** Flag used to indicate that the student should be excluded from the evaluation of this teacher for a particular course section.

**Exit Date:** Date staff member is no longer employed by reporting entity.

**First Date of Entry into Grade 9:** Month, day, and year on which the student first entered grade 9 anywhere. Do not enter this information until the student first enrolls in grade 9. Students with a disability who are coded as ungraded for enrollment purposes, must be assigned a grade 9 entry date no later than, whichever comes first, (1) the first school year during which the student enters a school where the earliest grade is grade 9; or (2) when the school of attendance has grades earlier than grade 9, the first school year during which the student participates in a grade 9 program, using criteria similar to those applied to non-disabled students when making such determinations; or (3) the school year in which the student turns 17.

**Gender Description:** Gender of the student being reported, as identified by the parent/guardian.

**Grade Detail Code:** Code used to identify the type of grade that is being reported. This code must exist in the GRADE\_DETAIL\_CODE table for the reporting year. For State reporting, use the final course grade. The code used for State reporting is "FG".

**Grade Level:** Instructional level for the student, as determined by the school district. Grade level reporting has specific rules for NYSSIS and student status.

**Hispanic/Latino Ethnicity Indicator:** Indication of whether the student is Hispanic/Latino.

**Home Language Description:** Language or dialect routinely spoken in the student's home. This language or dialect may or may not be the student's native language.

**Homeless Indicator:** Code that indicates whether the student met the definition of homeless at some point during the academic year or was never homeless during the academic year, as determined by the LEA's homeless liaison. If at any time during the academic year the student is homeless, this "Homeless Indicator" must be "Y", the data element Homeless Primary Nighttime Residence must be populated, and the program service "Homeless Unaccompanied Youth Status" must be reviewed and nonnullated, as applicable.

**Homeless Primary Nighttime Residence:** Code that indicates where students identified as homeless in the Homeless Indicator field have their primary nighttime residence (PNR). The LEA's homeless liaison determines the PNR at the time the student is identified as homeless. The USED realizes that a homeless family or youth may be mobile during their homelessness. If the PNR is not known at the time of enrollment but a PNR is subsequently identified, the LEA must indicate the PNR as soon as it becomes known.

**Immigrant Indicator:** Indication of whether the student is or is not an immigrant, as identified by the parent/guardian.

**Immunization Date for First Polio Vaccination:** Date the student was first immunized against poliomyelitis, regardless of whether the immunization was provided orally (OPV) or intravenously (IPV).

**Initial Event Date:** Date of the first event in the required sequence of events. The Initial Event Codes are CPSE01, CSE01, EI01, and CSENP01. See "Event Type Code" above. The Initial Event Date is the date that corresponds to the Initial Event Type Code (see below). Include the same Initial Event Date on each record in the sequence of events.

**Initial Event Type Code:** Code used to report the first event in the required sequence of events for the following:

For completing the timely evaluation of preschool and school-age students for special-education eligibility determination.

The first event for this sequence is CPSE01 or CSE01 (SPP Indicator 11).

For implementing a child's IEP by their third birthday for preschool children transitioning from Early Intervention to preschool special education. The first event for this sequence is EI01 (SPP Indicator 12).

**Instructional Responsibility Weight:** Percent allocation of responsibility a teacher has for a particular student's learning in a subject or course with aligned performance measures.

**Least Restrictive Environment Code:** Code that indicates the least restrictive environment in which students with disabilities are enrolled.

**Local Course Code:** Local course code used in the local course scheduling system. This code must map to a State course code.

**Location Code:** Typically the building code (assigned by local student management system and used by L1 Data Warehouse) that uniquely identifies the building in which a student is receiving a service. If the staff person works in more than one building within the LEA, use "0000". If not "0000", local building code must map to a valid State building code.

**Location Grade Level:** Grade level of students to which the "Day Type" for a particular date in the day calendar pertains.

**Marking Period Code:** Code from the Marking Period Number Table in Chapter 5: Codes and Descriptions that represents the marking period within the school year, semester, or summer school session for which a grade is being reported. For example, when reporting the final grade for a full year course for a school where the school year has four marking periods, use the marking period number "4". This is the number that corresponds to the last marking period for a full year course in a school where there are four marking periods per year.

**Migrant Indicator:** Indication of whether the student met the definition of migrant at some point during the academic year or was never a migrant during the academic year

**Neglected or Delinquent Indicator:** Indication of whether the student met the definition of neglected or delinquent at some point during the academic year or was never considered neglected or delinquent during the academic year.

**Number of Days:**

**Indicator 11 for preschool children:** Number of Days is the number of calendar days from the date of receipt (in writing) of parent consent to evaluate to the date that the CPSE meeting occurs to discuss evaluation results. The date of receipt of parent consent to evaluate is counted as "day 1."

**Indicator 11 for school-age students:** The Number of Days is the number of calendar days from the date of receipt (in writing) of parent consent to evaluate and the date that the CSE meeting occurs to discuss evaluation results. The date of receipt of parent consent to evaluate is counted as "day 1."

**Indicator 12 for preschool children referred from Early Intervention:** For a child found eligible for preschool special education, the Number of Days is the number of calendar days past the child's third birthday when the IEP is implemented. The first day past the child's third birthday is "day 1." If the IEP is not implemented by August 31, 2014, the Number of Days is the number of calendar days that August 31, 2014 is past the child's third birthday. For a child who is determined to be not eligible for preschool special education, the Number of Days is the number of calendar days past the child's third birthday when the CPSE meeting to determine eligibility was held. For a child whose eligibility is undetermined as of August 31, 2014, the Number of Days is the number of calendar days that August 31, 2014 is past the child's third birthday. If the child's third birthday is ON August 31, 2014, the Number of Days is "1" for the following scenarios:

**Numeric Grade:** Numeric grade within the range of 0 to 100. If the grade detail code is "FG" and the local grade is alpha, the grade must be converted to a numeric within the range of 0 to 100. The conversion used is at the discretion of the school. Leave blank if grade is not yet known. All other grade types, local use. Required for secondary-level courses; optional for all other courses.

**Numeric Score:** Numeric score for assessment administered to student.

**Phone at Primary Residence:** Telephone number at the student's principal residence, the residence where the student typically resides.

**Postgraduate Plan Description:** Postgraduate activity planned by the student.

**Potential Student Instructional Time:** Total instructional time in minutes that the course is scheduled to meet between the relationship start and end dates.

**Primary Contact ID:** Unique identifier assigned to the contact by the Local Education Agency (LEA) reporting the data.

**Primary Placement Type:** Code used to indicate the primary placement type (residential placement (PLC02), or day placement by a district (PLC03), the court, social services, or a State agency placement (PLC01)) of students with disabilities.

**Primary Service Code:** Code that represents the primary service provided to preschool students with disabilities. This information will be reported by school districts and will include information on all preschool students with disabilities who received special-education programs and/or services on the October 2, 2013 snapshot date and also at any time during the school year in the end of year special-education snapshot.

**Primary Service Provider:** BEDS code or Institution ID that represents the coordinating special-education service provider, as designated by the CPSE, for preschool students with disabilities who receive special-education services.

**Principal Hire Date:** The effective date of the first board appointment the staff person received as a principal in this LEA.

**Principal Tenure Date:** The effective date of the first tenure the staff person received as a principal in this LEA. If the principal has never been tenured, leave blank.

**Principal Title:** If the staff person is or has ever been appointed by the school board as a principal in this LEA, populate with "PRINCIPAL." Otherwise, leave blank.

**Program Service Code:** Code that indicates the program service in which a student participates.

**Program Service Entry Date:** Date a student begins a specific program service. There must be one Program Service Entry Date record for each program service a student begins. Each academic year, every Program Service Code applicable to a student must be recorded and must also have a Program Service Entry Date. Program Services that were not exited in the previous academic year must be recorded with a July 1 entry date. A student cannot have program service records without an active enrollment record.

**Program Service Exit Date:** Date a student left a specific program service. A Program Service Exit Date is required only when a student either completes a program service or leaves the service without completing the program. Some program services that require an exit date also require a Reason for Ending Program Service Code. Program Services continuing into the following academic year should not have an ending date in the current year. A student cannot have program service records without an active enrollment record.

**Program Service Provider BEDS Code:** BEDS Code of the organization or institution that provides the program service. School-level program services require an eligibility determination each time the student enrolls in a new building within the school district or in an out-of-district placement. If the service continues in the new building, a new program service record must be reported. For school-level services, the BEDS code to be provided is defined below:

**Race Code (1–5):** Code that indicates the race or races with which the student primarily identifies as indicated by the student or the parent/guardian. Race designations do not denote scientific definitions of anthropological origins. For reporting purposes, a student should be reported using the race or races designation for the group to which he or she appears to belong, identifies with, or is regarded in the community as belonging. If the student or the parent/guardian will not designate race or races, a school administrator should select the race or races. LEAs may institute their own local practices and procedures for identifying the race or races.

**American Indian or Alaska Native** — A person having origins in any of the original peoples of North and South America (including Central America) and who maintains cultural identification through tribal affiliation or community recognition.

**Asian** — A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent, including Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

**Black or African American** — A person having origins in any of the black racial groups of Africa.

**Native Hawaiian/Other Pacific Islander** — A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

**White** — A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.

**Reason Code:** Code used to indicate the reason for delay in completing the evaluation, determining eligibility, or implementing the IEP by the child's third birthday for Indicators 11 and 12.

**Reason for Beginning Enrollment Code:** Code that indicates the reason the student's enrollment began or the type of enrollment begun. Each Reason for Beginning Enrollment Code must also have an Enrollment Entry Date. Each student must have at least one enrollment record. Enrollment information is used to determine district and school accountability cohort membership and the school/district to which annual assessment results, dropouts, and credentials are attributed.

**Reason for Ending Enrollment Code:** Code that indicates the reason the student's enrollment ended. Each Reason for Ending Enrollment Code must also have an Enrollment Exit Date. Each student must have at least one enrollment record. If a student leaves during the school year or finishes the school year but is not expected to return for the next school year, the student's enrollment record must have an Enrollment Exit Date and an appropriate Reason for Ending Enrollment Code.

**Reason for Ending Program Service Code:** Code that indicates the reason a student no longer participates or is enrolled in a specific program service. Not all program services require a Reason for Ending Program Service Code.

**Relationship End Date:** Last day that the teacher is assigned to or student enrolled in the course section. For evaluation records, this value can be no later than the reporting date.

Relationship Start Date: First day that both the student was enrolled in and the teacher was assigned to the course section.

Reporting Date: In Student Class Grade Detail, Staff Evaluation Rating, Student Contact Fact, and Student Credit GPA templates, June 30 of the reporting year (i.e., YYYY-06-30). In Staff Student Course template, the first day of the assessment period for the State assessment associated with the course or, if the record is for roster purposes, June 30 of the reporting year.

School Date: Calendar date during school year.

School District Student ID: Local unique identifier assigned to the student by the LEA in which the student is enrolled. The ID must be unique within an LEA.

School Year Date: School year that encompasses the data being collected/reported. The school year is reported as June 30 of the academic school year (e.g., 2014-06-30 for academic school year 2013–14).

School-Age Indicator: Indication of whether a student with a disability is of school age.

Scoring Modeling Key: Type of scoring model used to score an assessment. For NYSAA, this field is used for the Scoring Institute Code.

Section Code: Local section code that uniquely identifies the section of the course.

Snapshot Date: For Field 35 in Special Education Snapshot, the date on which a “snapshot” of certain special-education data elements are captured. This date is either October 2 of the reporting period (2013-10-02) or July 1 (End of Year) of the reporting year (2013-07-01). For Field 50 in Staff Snapshot Template, the last day of the school year for which the record is being reported (2014-06-30).

Staff District Code: District code for the entity that employs the staff member.

Staff ID: Local education agency staff member identifier. This must be a unique number within the district (or, for New York City staff, unique within New York City) and must also map to a State staff identifier.

State Assessment Included Indicator: Indicates whether or not the calculation to determine the final course grade includes a Regents assessment score.

State Attendance Code: State attendance code used to indicate student is excused (E), unexcused (U), tardy (T), in-school suspension (ISS), or out-of-school suspension (OSS).

State Attendance Description: Description of the code that indicates state attendance (excused, unexcused, tardy, in-school suspension, and out-of-school suspension)..

State Contact ID: Contact ID generated by the NYSED web application and provided by the contact at the time of proof of identify.

State Course Code: Code from the list of State course codes table that identifies the course in which a student is enrolled.

Student Credit GPA Comment: Information the LEA would like to provide related to how the Grade Point Average (GPA) was calculated or what was included in the calculation.

Student District Code: See Staff District Code.

Student GPA Range Maximum: Maximum possible Grade Point Average (GPA) value.

Student GPA Range Minimum: Minimum possible Grade Point Average (GPA) value.

Student’s Address City: City of the student’s principal residence.

Student’s Address Line 1: First line (number, street, and apartment number) of the address of the student’s principal residence.

Student’s Address Line 2: Second line of the address of the student’s principal residence.

Student’s Address State Code: Two-character United States Postal Service (USPS) code for the state of the student’s principal residence.

Student’s Address Zip Code: Official United States Postal Service (USPS) zip code of the student’s principal residence.

Student’s First Name: First name given to an individual at birth, baptism, or during another naming ceremony or through legal change. Local districts may determine their own policies and procedures for obtaining the student’s first name. For students who have only one name, use either “NoFirstName” in this field or “NoLastName” in the last name field.

Student’s Guardian One Name: Full name of the parent, primary guardian, or legal guardian who enrolled the student. If the student has two primary guardians, enter the first guardian in Guardian One Name and enter the second guardian in Guardian Two Name.

**Student's Guardian Two Name:** Full name of a second parent, primary guardian, or legal guardian who enrolled the student.

**Student's Last Name:** Legal last name borne in common by members of a family and used by the student (i.e., the last name given to an individual at birth or through legal change).

**Student's Middle Initial:** First letter of a middle name given to an individual at birth, baptism, or during another naming ceremony or through legal change. Local districts may determine their own policies and procedures for obtaining the student's middle initial.

**Student's Place of Birth:** City, State/Province/Region, and Country in which the student was born. If the student was born in the United States, country is optional. However, if included, use USA. If the student was born outside of the United States, record the city, province, state, or region, and the country of birth. If all of these data elements are not available, record as many elements as possible.

**Supplementary Course Differentiator:** The code used for state reporting is "NA."

**Teacher Hire Date:** The effective date of the first board appointment the staff person received as a teacher in this LEA. This field must be populated if the staff person has ever been appointed as a teacher in this LEA, otherwise, leave blank. If Teacher Title is populated, Teacher Hire Date must also be populated..

**Teacher Title:** Indicates that a staff person is or has ever been appointed by the school board as a teacher in the reporting LEA. If staff person has never been a teacher in this LEA, leave blank. In Staff Snapshot template, either Teacher Title or Principal Title must be populated. Both fields can be populated. If Teacher Hire Date is populated, Teacher Title must also be populated. The code used for state reporting is "TEACHER."

**Teacher Tenure Date:** First date tenure was granted for teacher by the LEA.

**Term Code:** Code used to identify the school calendar term for which a course grade is being reported.

**Test Booklet ID:** Identification of the form (A, B, C, or D) used by a student for the Grades 3–8 English Language Arts (ELA) and Mathematics New York State Testing Program (NYSTP) operational tests.

**Test Group:** Short description of the test type being reported for the student (e.g., ALTREG, CTE, NYS, NYSAA, Regents, etc.).

**Total Planned Class Time:** Total number of instructional minutes in the course from the beginning of the course to the Reporting Date.

**Version:** June 30 of the school year of test administration (e.g., 2014-06-30).

**Years Enrolled in a Bilingual or English as a Second Language (ESL) Program:** Cumulative number of years in which a LEP-eligible student (Program Service Code 0231 — LEP Eligible) has been enrolled in a bilingual or ESL program in New York State, including the current academic year. Note: These data are used for research on the relationship between length of service and NYSESLAT performance and for federal reporting. This data element is not used to identify LEP students who are not required to take grades 3–8 English language arts (ELA) assessments. Students eligible to take the NYSESLAT in lieu of the ELA assessment to meet the participation requirement for accountability must be identified using the Program Service Code 0242 — Eligible to take the NYSESLAT for grades 3–8 ELA Accountability.

**Years in United States Schools:** Number of full consecutive academic years an immigrant student has been enrolled in schools anywhere in the United States.