

# **File Format User Guide**

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# Table of Contents

<b>TABLE OF CONTENTS</b> .....	<b>2</b>
<b>PURPOSE</b> .....	<b>2</b>
<b>DATA MAP</b> .....	<b>3</b>
Row .....	3
Column .....	3
Field name .....	3
Data Element Name .....	4
Width .....	4
Start .....	4
End .....	4
Data Type .....	4
Zero Padded .....	4
Required .....	4
Data Element Description .....	5
<b>CODE TABLES</b> .....	<b>5</b>
Code .....	5
Name .....	5
Description .....	5
Effective .....	5
End .....	6
<b>BUSINESS RULES</b> .....	<b>6</b>
Rule ID .....	6
Field Name .....	6
Rule Type .....	6
Business Rule .....	6
Error Summary .....	6
Error Detail .....	7

## Purpose

The purpose of this document is to assist districts/ESD/vendor staff in how to read and understand file formats in order to create CSV, text, or XML files. Understanding business rules and format structure should minimize errors that may occur when uploading data to ODE.

## Data Map

The Data Map identifies all data elements and their attributes for a data collection. Each data collection has its own unique data map. Each row holds a unique data element for a data collection and each column for the row identifies specific information about the data element that assists in building a CSV template, text, or XML file that can be used to successfully upload data to ODE data collections.

	A	B	C	D
1	Row	Column	Field Name	Data Element Name
2	1	A	ChkDigitStdntID	Secure Student Identifier (SSID)
3	2	B	DistStdntID	District/Local Student Identifier
4	3	C	ResdDistInstID	Resident District Institution Identifier
5	4	D	ResdSchlInstID	Resident School Institution Identifier
6	5	E	AttndDistInstID	Attending District Institution Identifier
7	6	F	AttndSchlInstID	Attending School Institution Identifier
8	7	G	InstFill	Institution Filler
9	8	H	LglLNm	Legal Last Name
10	9	I	InstFirm	Institution Filler

Figure 1-1

### Row

The **Row** column represents the row number in the data map for a data element. This number reflects the position the data element will be located in the file sent to ODE.

### Column

This column is similar to the Row column number as it also represents the order in which the data element needs to be located within the file format. However, this column was created as another means to assist users in insuring data elements are in the proper file location in a CSV or XLM file. For example, if this **Column** has a value of "A" then the letter a will be the location of that column in the CSV file format.

### Field name

The **Field Name** column represents the database name for a data element. It is also the name that needs to be in the header row of CSV or XLM files. A Header row is NOT needed for a TXT file. Header row names need to be accurate or records in files will not post successfully

Example: In **Figure 1-1** above, the first Field Name is "ChkDigitStdntID" and it is located in column "A" so that would mean that in a CSV or XLM file this name would go in cell row 1, column A.

## Data Element Name

The **Data Element** column represents the actual name of the data element. This field is only for reference and is NOT included in a TXT, CSV or XML files.

D	E	F	G	H	I	J	K
Data Element Name	Width	Start	End	Data Type	Zero Padded	Required	Data Element Description
Intellectually Gifted Flag	1	537	537	char	N	N	Indicates that the student scored at or above the 97th percentile on a nationally standardized test of mental ability.
Academically Talented Reading Flag	1	538	538	char	N	N	Indicates that the student scored at or above the 97th percentile on a standardized test of total reading.

**Figure 1-2**

## Width

The **Width** column, if using Text files, number represents the number of spaces/characters allowed in the column. For example: if the width is 10, that means the column can not exceed 10 spaces/characters.

## Start

The **Start** column, if using Text files, represents the starting position number of the data element within the overall file length. For example in **Figure 1-2** above, the "Intellectually Gifted Flag" data element space will start in position 537 of the text file.

## End

The **End** column, If using Text files, represents the ending position number of the data element within the overall file length. The number of spaces between the **Start** and **End** position numbers is the number indicated in the **Width** column.

## Data Type

The **Data Type** column represents the type of characters allowed within that column. For example if the Data Type states "int" then it means that the file can only contain numbers in the column such as 123456.

## Zero Padded

The **Zero Padded** column represents whether the ODE collection system will automatically pad the column with zeros to the left if the full **Width** of the column is not provided in the CSV, or XML files. If the column is "Y" it means the system will pad with zeros, if the column is "N" it means the system will not pad with zeros.

## Required

The **Required** column represents whether the column requires data to be in the file format when data is received at ODE. If the column is "Y" it means data **MUST** be included in the file format for the data element, If the column is "N" it means data does not need to be in the file format for the data element. If districts populate data in for the data element, it will be retained in the database and will be included in production downloads. If the column is "X" it means that the information in the data

element will not be validated and the information that was entered will not be saved as it does not pertain to the collection and not be included in production downloads.

## Data Element Description

The **Data Element Description** column represents a definition of the data element. This will help determine the data that will be inputted for that column.

## Code Tables

The Code Tables are part of the business rules. If the "Table Lookup" is under the Rule Type column of the business rules tab, then the column will have a lookup section for the codes table. The Code Tables will explain what types of codes are allowed for each column when filling out the submission file.

	A	B	C	D	E
1			<b>CumEnrTimeTyp Lookup Table</b>		
2	<b>Code</b>	<b>Name</b>	<b>Description</b>	<b>Effective</b>	<b>End</b>
3	1	<2 Weeks	Less than 2 weeks	07/01/2004	
4	2	2-8 Weeks	2 weeks	07/01/2004	
5	3	2-12 Months	2 months	07/01/2004	
6	4	1-5 Years	1 year	07/01/2004	
7	5	5+ Years	5 years or more	07/01/2004	
8					
9			<b>ELGrades Lookup Table</b>		
10	<b>Code</b>	<b>Name</b>	<b>Description</b>	<b>Effective</b>	<b>End</b>
11	UE	UE	Unclassified Elementary	07/01/2003	06/30/2007
12	07	Seventh Grade	Student enrolled in seventh grade; or an ungraded student who is 12 years old on September 1 of the reporting year.	07/01/2003	
13	08	Eighth Grade	Student enrolled in eighth grade; or an ungraded student who is 13 years old on September 1 of the reporting year.	07/01/2003	

Figure 1-3

### Code

The **Code** refers to the code that will need to be inputted in the submission file. The

### Name

The **Name** is what the **Code** is referring to. For example in **Figure 1-3** for the ELGrades Lookup Table it has a code of "07" as the **Code** which for this table means "Seventh Grade"

### Description

The **Description** explains what the **Code** means.

### Effective

The **Effective** column is to let everyone know when that code was put in place.

## End

The **End** column is used to display the date that the code was end-dated for that table.

## Business Rules

The business rules are a way to let everyone know what it is that ODE is checking to validate in the file uploads. This will help everyone understand why an error occurred and how to fix the error.

	A	B	C	D	E	F
1	Rule ID	Field Name	Rule Type	Business Rule	Error Summary	Error Detail
2		ALL	Invalid Character Check	Error if (Any Field Contains "," or TAB)	Disallowed Characters	The value provided may not contain delimiters or qualifiers (commas, quotes, tabs).
3	1167	ChkDigitStdntID	Required Check	Error if (ChkDigitStdntID is Blank)	Blank Required Field	Missing value in a required field for this collection.
	546	ChkDigitStdntID	Cross Row	Error if (ChkDigitStdntID / ResdDistInstID /	Key Fields Duplicated in	Submission contains records with matching key

### Rule ID

The ID is for internal use and helps identify which of the rules is causing the error within the file that was uploaded.

### Field Name

The field name is the name of the column that the business rule applies to. There may be more than one rule for each column.

### Rule Type

The Rule Type is to identify what the rule is checking for. For example if it indicates "Invalid Character Check" this means that the system is going to be checking the column that is indicated by "Field Name" to name sure there is no characters listed on the "Business Rule" column.

### Business Rule

The Business Rule column indicates what the rule is going to be checking within that column(s). Example if it says "Error if ((Age < 14) or (Age > 21)) AND (EnrGrdCd = 10)" then the system is going to check to make sure that the column does not have anyone under the age of 14 or anyone over the age of 21 and that have an enroll grade code of 10. If it finds a record that falls under that criteria then it will give an error.

Note that if it indicates "cross column" it means that the validation is depended on other columns.

### Error Summary

The Error Summary is a brief description of what the error was per the business rule. The summary will also show up on the district web page under review errors, review warnings, or review suggestions.

## **Error Detail**

The Error Details is an explanation of the error. The details will display why the individual record failed. This column will also be shown on the district web page under review errors, review warnings, or review suggestions.