Regents Student Demographic File Specifications for Districts
2023-2024

File Requirements:

- Send one file of students for each exam OR one complete file containing all exams.

- The file **must** be CSV format with the .csv file extension. **Do not send files with a .txt extension**.

- **The first row of the file is a header row and must contain all field names EXACTLY as shown below, including optional fields**.

- Student Id must be nine digits, zero filled to the left.

- All fields with data must be text format, comma delimited and enclosed in double quotes (" ").

- Required fields are marked with an "*"; all others are optional.

- Optional fields not used must be <u>comma delimited with no spaces or double quotes.</u> The header record must still contain the field names.

- TeacherName and CourseSection must be filled in when sorting by these fields.

- StateCourseCode values and a sample student file are listed on the next page.

- The 'District Name' and 'School' fields will override the DistrictCode and Location Code fields and must be left blank. Do NOT include quotes.

FIELD NAME	Size	DESCRIPTION	Example
* DistrictCode	8	'NY' + DW District Code	"NY261001"
* LocationCode	4	Location Code	"0001"
* Version	10	School Year End Date	"2024-06-30"
* AdminMonth	3	Test Administration Month	"Jan", "Jun", "Aug"
* StudentID	9	Student ID – must be 9 digits; zero filled to the	"012345678"
* LastName	20	Student Last Name	"Smith"
* FirstName	20	Student First Name	"John"
* GradeLevel	2	Grade Level	"09"
CourseSection	20	Course Section: Include if printing by section.	"GL001", "0075-1"
TeacherName	30	Teacher name	"Black, Joe"
* StateCourseCode	5 or 7	State Course Code: include leading zero.	"04052", "02056CC"
DistrictName	30	Not used	, (**Do not include quotes**)
School	30	Not used	, (**Do not include quotes**)

STATE COURSE CODE CHART		ASSOCIATED REGENTS EXAM
01003CC	English/Language Arts III (CC)	ELA CC
02050	Algebra I (CC)	Algebra I CC
02056CC	Algebra II (CC)	Algebra II CC
02072CC	Geometry (CC)	Geometry CC
03001	Earth Science	Earth Science
03051	Biology	Living Environment
03101	Chemistry	Chemistry
04101F	U.S. History - Framework	U.S. History & Government (Framework)
04052NF	World History & Geography (New Framework)	Global History & Geography II (New Framework)
03151	Physics	Physics

Sample Student Demographic File:

DistrictCode,LocationCode,Version,AdminMonth,StudentID,LastName,FirstName,GradeLevel,CourseSection,TeacherName,StateCourseCode,DistrictName,School
"NY261001","0001","2024-06-30","Jun","012345678","Doe","John","09","US_History","Smith, Joe","04052",,"Special ED"

Sample Student Demographic File with no Course Section or Teacher Name:

DistrictCode,LocationCode,Version,AdminMonth,StudentID,LastName,FirstName,GradeLevel,CourseSection,TeacherName,StateCourseCode,DistrictName,School
"NY261001","0001","2024-06-30","Jun","012345678","Doe","John","09",,,"04052",,

Sample Common Core Student Demographic File with no Course Section or Teacher Name:

DistrictCode,LocationCode,Version,AdminMonth,StudentID,LastName,FirstName,GradeLevel,CourseSection,TeacherName,StateCourseCode,DistrictName,School
"NY261001","0001","2024-06-30","Jun","000123456","Doe","John","09",,,"02052CC",,