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.

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

 **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 (“ “).

 Fields with an “\*” are required fields; all others are optional.

 Optional fields not used must be comma delimited with no spaces or double quotes. **The header record must still contain the field names!**

 TeacherName and CourseSection must be filled in if you are choosing to sort 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.

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| --- | --- | --- | --- |
| **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 left | “012345678” |
| **\*** LastName | 20 | Student Last Name | “Smith” |
| **\*** FirstName | 20 | Student First Name | “John” |
| **\*** GradeLevel | 2 | Grade Level | “09” |
| CourseSection | 20 | Course Section: Include if print sort is by section. | “GL001”, “0075-1” |
| TeacherName | 30 | Teacher name: Include if print sort is by teacher. | “Black, Joe” |
| **\*** StateCourseCode | 5 or 7 | State Course Code: include leading zero. | “04052”, “02052CC” |
| 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 |
| 02052CC | 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 |
| 04101 | U.S. History – Comprehensive | U.S. History & Government |
| 04052 | World History and Geography | Trans Global History & Geography |
| 04052NF | World History and Geography- NF | Global Hist & Geog-New Framework |
|  |  |  |
|  |  |  |
|  |  |  |

**Sample Student Demographic File:**

DistrictCode,LocationCode,Version,AdminMonth,StudentID,LastName,FirstName,GradeLevel,CourseSection,TeacherName,StateCourseCode,DistrictName,School

"NY261001","0001","2024-06-30","Jan","012345678","Doe","John","10","US\_History","Smith, Joe","04101",,”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","Jan","012345678","Doe","John","10",,,"04101",,

**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","Jan","000123456","Doe","John","09",,,"02052CC",,