

**TOPSpro 5.x**

**Exchanging Data  
With 3<sup>rd</sup> Party Attendance  
And other Information Systems**

**Demographics,  
Attendance Hours,  
Tests,  
Classes,  
Entries,  
Updates,  
Teachers,  
Student Class Statuses**

**Business Requirement Statement and Specifications**

**Revised May 2012**

Document Revision 3.4  
**Updated May 10, 2012**

<b><u>Exchanging Data with 3<sup>rd</sup> Party Attendance and other Information Systems</u></b> .....	4
<b><u>Supported Data Formats/Types:</u></b> .....	5
<b><u>Record Field Definitions</u></b> .....	6
Record 1 - Demographics.....	6
Record 2 - Attendance Hours <b>(Import Only)</b> .....	11
Record 3 – Test Records (Export Only) .....	14
Record 4 – Class Records.....	17
Record 5 - Entry records.....	19
Record 6 - Update records .....	32
Record 7 – Student Class Status.....	49
Record 8 – Teacher .....	50
<b><u>Data Exchange – A Conceptual Topography</u></b> .....	56
<b><u>DBF Table Record Layouts/Column Names</u></b> .....	56
<b><u>DBF Table Record Layouts/Column Names</u></b> .....	57
Structure summary for Teacher Records export table: EDI1050.DBF .....	57
Structure summary for Student Class Status Records export table: EDI2050.DBF .....	57
Structure summary for Class export table: EDI4050.DBF .....	58
Structure summary for Demographic export table: EDI5050.DBF .....	59
Structure summary for Test Record export table: EDI6050.DBF.....	60
Structure summary for Attendance Hours export table: EDI7050.DBF .....	61
Structure summary for Entry Records export table: EDI8051.DBF .....	62
Structure summary for Update Records import table: EDI9051.DBF .....	65
<b><u>Samples of Import/Export-Ready Data Records</u></b> .....	69
Teacher Records .....	69
Student Class Status Records .....	70

**Class Records ..... 70**  
**Demographic Records ..... 72**  
**Test Records ..... 74**  
**Attendance Hours ..... 75**  
**Entry Records ..... 76**  
**Update Records ..... 80**

**TOPSpro 5.x  
Business Requirement Statement**

**Exchanging Data with 3<sup>rd</sup> Party Attendance and other Information Systems**

**Functionality:** Develop capability for exchanging data between TOPSpro and other 3<sup>rd</sup> party application systems in a uniform and standard manner.

**Scope:** Import and Export is limited to 5 categories of data. The categories developed for exchange include (1) learner demographics, (2) attendance hours, (3) test scores, (4) class data, and (5) entry records.

“Learner demographics” refer to the generally unchanging facts about an individual learner (e.g., Gender, Date of Birth, Ethnicity, etc.). “Attendance hours” refer to the amount of instruction received by a particular learner over a specific period of time. “Test scores” refer to the raw score obtained by a learner on a CASAS test form. “Class” data refers to the Agency-Site-Class Code combination that is used to organize learners into meaningful groups. “Entry Records” refers to program information that pertains to a student when they enter a particular class.

Definition of the fields in each data record by category appears in the following tables. This definition is based on the requirements and specification of the CASAS National Consortium and is subject to change.

**Constraints:** TOPSpro will only import and export data records according to the specifications below.  
**Importing duplicates will result in the last duplicate overwriting the previous ones.**

**Assumptions:** The End-User is solely responsible for the accuracy, frequency, and appropriateness of data imported into or exported from TOPSpro. The relational integrity of data originating outside of TOPSpro and imported via the import mechanism is not guaranteed and subject to satisfying all required data relationships.

Definition of the import and export interface of the 3<sup>rd</sup> party application systems that exchange data with TOPSpro is outside the scope of this definition.

## **Supported Data Formats/Types:**

TOPSpro 5.x is able to import data created outside of TOPSpro provided that data is formatted according to these specifications and available in one of the following data types. Use of a file extension that corresponds to the listed data type IS REQUIRED. See specific examples appearing at the end of this document.

<b>Data Type</b>	<b>Definition</b>
CSV	A CSV file (i.e., Comma Separated Variable file) is an ASCII text file in which records have a variable length and end with a carriage return and linefeed. Fields are explicitly delimited with a comma. When using this format, omit leading zeros on numeric fields, and trailing spaces on character fields, unless specified in the table below. The file name extension is assumed to be .CSV for CSV files (e.g., MyExport.CSV).
DBF	A DBF file (i.e., Database File) refers to the non-proprietary and industry common xBase database file/table. Please note that certain older versions of xBase DBF file structures are known to be incompatible with Visual FoxPro. A DBF file that can be imported must be 100% compatible with Microsoft FoxPro Version 2.x and higher, or Microsoft Visual FoxPro 3.0 and higher. DBF files are assumed to have a .DBF extension (e.g., MyExport.DBF).
SDF	An SDF file (i.e., System Data Format file) is an ASCII text file in which records have a fixed length and end with a carriage return and linefeed. Fields are not delimited. When using this format, leading zeroes on numeric fields and trailing spaces on character fields are required. The file name extension is assumed to be .SDF for SDF files (e.g., MyExport.SDF).

## Record Field Definitions

TOPSpro 5.x recognizes five record layouts. Each record layout provides a different category of classroom or learner data:

- (1) Demographic
- (2) Attendance hours
- (3) Tests
- (4) Class
- (5) Entry
- (6) Update
- (7) Student Class Status
- (8) Teacher

The required layout and format of fields for each record appears below. This definition assumes a System Data File (SDF) with a fixed record length. To this end, all values are CHARACTER. The **Format** column in the table below applies to DBF dataset submissions only.

### Record 1 - Demographics

<b>DEMOGRAPHICS Field Number/Name</b>	<b>Required ?</b>	<b>Format (For DBF submissions only)</b>	<b>SDF Max Length</b>	<b>Significant Values for translation or display mask</b>	<b>Comments</b>	<b>Overwrite behavior</b>
<b>D-1. Record Sequence Number</b>	<b>Y</b>	<b>C</b>	<b>10 (1-10)</b>	-	Numeric values only. Physical record sequence number in the file.	-
<b>D-2. Transaction Type</b>	<b>Y</b>	<b>C</b>	<b>4 (11-14)</b>	1050 = Teacher 2050 = Student Class Status 4050 = Class 5050 = Demographics 6050 = Tests 7050 = Attendance Hours 8051 = Entry Records 9051 = Update Records	Use fixed value '5050'.	-
<b>D-3. State</b>		<b>C</b>	<b>2 (15-16)</b>	-	Use standard U.S. Postal State abbreviations	-
<b>D-4. Agency Number</b>	<b>Y</b>	<b>C</b>	<b>8 (17-24)</b>	-	Numeric values only: 1 through 99999999. Any value that evaluates to zero '0' is not allowed. This is a REQUIRED field in TOPSpro and is used to link	Key field - doesn't overwrite

DEMOGRAPHICS Field Number/Name	Required ?	Format (For DBF submissions only)	SDF Max Length	Significant Values for translation or display mask	Comments	Overwrite behavior
					imported demographic information with a TOPSpro student record. SDF and DBF submissions must be left justified.	
<b>D-5. Site Number</b>	Y	C	8 (25-32)		Numeric values only: 1 through 99999999. Any value that evaluates to zero '0' is not allowed. This is a REQUIRED field in TOPSpro and is used to link imported demographic information with a TOPSpro student record. SDF and DBF submissions must be left justified.	Key field - doesn't overwrite
<b>D-6. Student Number</b>	Y	C	9 (33-41)		Numeric values only: 1 through 99999999. Any value that evaluates to zero '0' is not allowed. This is a REQUIRED field in TOPSpro and is used to link imported demographic information with a TOPSpro student record. SDF and DBF submissions must be left justified.	Key field - doesn't overwrite
<b>D-7. Name-First</b>		C	20 (42-61)		Highly desirable but not required as this field is used to link imported demographic information with a TOPSpro student record.	Empty doesn't overwrite existing values.
<b>D-8. Name-Middle</b>		C	20 (62-81)			Empty doesn't overwrite existing values.
<b>D-9. Name-Last</b>		C	30 (82-111)		Highly desirable but not required as this field is used to link imported demographic information with a TOPSpro student record.	Empty doesn't overwrite existing values.
<b>D-10. Address-Street</b>		C	30 (112-141)			Empty doesn't overwrite existing values.
<b>D-11. Address-City</b>		C	30 (142-171)			Empty doesn't overwrite existing values.
<b>D-12. Address-State</b>		C	2 (172-173)			Empty doesn't overwrite existing values.
<b>D-13. Address-Zip</b>		C	5 (174 - 178)		Numeric values only. This is a REQUIRED field in TOPSpro.	Empty doesn't overwrite existing values.
<b>D-14. Sex</b>	Y	N	1 (179)	1 = Male 2 = Female 3 = Unknown/Unspecified	Values 1, 2, or 3 only. This is a REQUIRED field and is used to link imported demographic information with a TOPSpro student record.	Unknown (3) or invalid doesn't overwrite existing values. Male/female(1/2) does.
<b>D-15. Date of Birth</b>	Y	D	8	MMDDYYYY	E.g. June 20, 1957 = '06201957'	Empty or future dates don't

DEMOGRAPHICS Field Number/Name	Required ?	Format (For DBF submissions only)	SDF Max Length	Significant Values for translation or display mask	Comments	Overwrite behavior
			(180-187)		Numeric values representing a valid date only. Future dates or dates rendering a student > 110 years old will be ignored ( <i>depends on the options set under Tools – Options – Edit Options</i> ). This is a REQUIRED field and is used to link imported demographic information with a TOPSpro student record.	overwrite existing values.
<b>D-16. Number of Years of School Completed</b>		C	2 (188-189)	-	Numeric values only 00 through 99. Importing: Any number 00 through 19 will overwrite an existing number.	Empty doesn't overwrite existing values.
<b>D-17. Highest Diploma/Degree Earned</b>		C	4 (190-193)	0002 = None 0003 = GED Certificate 0004 = High School Diploma 0005 = Technical Certificate 0006 = A.A / A.S. Degree 0007 = 4 yr. College Graduate 0008 = Graduate Studies 0009 = Other 0556 = Some college, no degree	Use only the numeric values listed. Include leading zeros.	Empty or invalid doesn't overwrite existing values.
<b>D-18. Ethnicity Code</b>		N	1 (194)	1 = Hispanic 2 = Not Hispanic 3 = Unknown/Unspecified	Values 1, 2, or 3 only.	Unknown (3), empty or invalid doesn't overwrite existing values.
<b>D-19. Race Unknown</b>		L	1 (195)	Y/N = Yes or No Y=Yes, none was specified	Use only when student has no other race designation	Empty or invalid for SDF/CSV and NULL for DBF don't overwrite
<b>D-20. Race White</b>		L	1 (196)	Y/N = Yes or No	See footnote to this table	Empty or invalid for SDF/CSV and NULL for DBF don't overwrite
<b>D-21. Race Asian</b>		L	1 (197)	Y/N = Yes or No	See footnote to this table	Empty or invalid for SDF/CSV and NULL for DBF don't overwrite
<b>D-22. Race Black</b>		L	1 (198)	Y/N = Yes or No	See footnote to this table	Empty or invalid for SDF/CSV and NULL for DBF don't overwrite
<b>D-23. Race Native Hawaiian or Other</b>		L	1 (199)	Y/N = Yes or No	See footnote to this table	Empty or invalid for SDF/CSV and NULL for

DEMOGRAPHICS Field Number/Name	Required ?	Format (For DBF submissions only)	SDF Max Length	Significant Values for translation or display mask	Comments	Overwrite behavior
Pacific Islander						DBF don't overwrite
D-24. Race Filipino		L	1 (200)	Y/N = Yes or No	See footnote to this table	Empty or invalid for SDF/CSV and NULL for DBF don't overwrite
D-25. Race Native American Indian		L	1 (201)	Y/N = Yes or No	See footnote to this table	Unknown, empty or invalid doesn't overwrite existing values.
D-26. Race Alaska Native		L	1 (202)	Y/N = Yes or No	See footnote to this table	Empty or invalid for SDF/CSV and NULL for DBF don't overwrite
D-27. Native Language		C	4 (203-206)	0054 = English 0055 = Spanish 0056 = Vietnamese 0057 = Chinese 0058 = Hmong 0059 = Cambodian 0060 = Tagalog 0061 = Korean 0062 = Lao 0063 = Russian 0064 = Farsi 0065 = Other	Use only the numeric values listed. Include leading zeros. No response does not qualify as Other, no response from student should be blank.	Empty or invalid doesn't overwrite existing values.
D-28. Social Security Number		C	9 (207-215)	-	Numeric values only. Only use to transmit an actual Social Security number. This value may be the same as Student Number (D-6) and does NOT make it's way into TOPS; this cell is available for reference only.	If this field is the same as student_cd SSN in TOPS will become yes. Otherwise will keep the existing status.
D-29. Signed Consent for Social Security Number release		N	1 (216)	1 = Yes 2 = No	If a Signed Consent form was administered and the student signed it, then the value here should be 1. If the student refused to sign it, then the value should be 2. If the student was never administered the form, then the value should be blank.	-
D-30. Multiuse		C	20 (217-236)		No assigned use in TOPS at this time.	-
D-31. Alternate Student Number or ID		C	20 (237-256)		A unique value that the system originating this information uses to track this student, if not using a numeric Student Number or Social Security Number, or student uniqueness	-

DEMOGRAPHICS Field Number/Name	Required ?	Format (For DBF submissions only)	SDF Max Length	Significant Values for translation or display mask	Comments	Overwrite behavior
					is achieved using a compound index/key.	
<b>D-32. Earned diploma or degree outside the U.S.</b>		L	1 (257)	Y/N = Yes or No	See footnote to this table	Empty or invalid for SDF/CSV and NULL for DBF don't overwrite.
<b>D-33. Phone</b>		C	14 (258-271)		Use numeric values, -, (, ), 'blank'.	Empty or invalid doesn't overwrite existing values.
<b>D-34. GED_ID</b>		C	9 (272-280)			Empty or invalid doesn't overwrite existing values.
<b>D-35. CSIS_ID</b>		C	10 (281-290)			Empty or invalid doesn't overwrite existing values.
<b>D-36. Most of schooling was out of US</b>		L	1 (291)	Y/N = Yes or No	See footnote to this table	Empty or invalid for SDF/CSV and NULL for DBF don't overwrite.

Note: DBF submission: use .T., .F. or .NULL. A null value will be discarded if the import updates an existing TOPS record, but will be imported as False if the import creates a new record. CSV, SDF submission: use Y, N or leave blank. A blank value will be discarded if the import updates an existing TOPS record, but will be imported as False if the import creates a new record.

**Record 2 - Attendance Hours (Import Only)**

<b>ATTENDANCE HOURS Field Number/Name</b>	<b>Required ?</b>	<b>Format (For DBF submissions only)</b>	<b>SDF Max Length</b>	<b>Significant Values for translation or display mask</b>	<b>Comments</b>	<b>Overwrite behavior</b>
<b>A-1. Record Sequence Number</b>	<b>Y</b>	<b>C</b>	<b>10 (1-10)</b>	-	Numeric values only. Physical record sequence number in the file.	-
<b>A-2. Transaction Type</b>	<b>Y</b>	<b>C</b>	<b>4 (11-14)</b>	1050 = Teacher 2050 = Student Class Status 4050 = Class 5050 = Demographics 6050 = Tests 7050 = Attendance Hours 8051 = Entry Records 9051 = Update Records	Use fixed value '7050'.	-
<b>A-3. State</b>		<b>C</b>	<b>2 (15-16)</b>	-	Use standard U.S. Postal State abbreviations	-
<b>A-4. Agency Number</b>	<b>Y</b>	<b>C</b>	<b>8 (17-24)</b>	-	Numeric values only: 1 through 99999999. Any value that evaluates to zero '0' is not allowed. This is a REQUIRED field in TOPSpro and is used to link attendance hours to a student's enrollment in a particular agency/site/class/program. SDF and DBF submissions must be left justified.	Key field - doesn't overwrite
<b>A-5. Site Number</b>	<b>Y</b>	<b>C</b>	<b>8 (25-32)</b>	-	Numeric values only: 1 through 99999999. Any value that evaluates to zero '0' is not allowed. This is a REQUIRED field in TOPSpro and is used to link attendance hours to a student's enrollment in a particular agency/site/class/program. SDF and DBF submissions must be left justified.	Key field - doesn't overwrite
<b>A-6. Student Number</b>	<b>Y</b>	<b>C</b>	<b>9 (33-41)</b>	-	Numeric values only: 1 through 99999999. Any value that evaluates to zero '0' is not allowed. This is a REQUIRED field in TOPSpro and is used to link attendance hours to a student's enrollment in a particular agency/site/class/program. SDF and DBF submissions must be left justified.	Key field - doesn't overwrite
<b>A-7. Instructional Program</b>	<b>Y</b>	<b>N</b>	<b>4 (42-45)</b>	0100 = Basic Skills (ABE) 0101 = ESL 0102 = ESL\Citizenship 0103 = Citizenship 0104 = High School Diploma	Use only the numeric values listed. This is a REQUIRED field in TOPSpro and is used to link attendance hours to a student's enrollment in a particular agency/site/class/program. Note: For CA only, SGED will be imported as GED.	Key field - doesn't overwrite

ATTENDANCE HOURS Field Number/Name	Required ?	Format (For DBF submissions only)	SDF Max Length	Significant Values for translation or display mask	Comments	Overwrite behavior
				0105 = GED 0106 = Vocational 0107 = Pre-Employment 0108 = Adults with Disabilities 0109 = Health & Safety 0110 = Home Economics 0111 = Parent Education 0112 = Older Adults 0113 = Other 0212 = ROC/P 0213 = Spanish GED		
A-8. Class or Period Number	Y	C	8 (46-53)	-	Numeric values only: 1 through 99999999. Any value that evaluates to zero '0' is not allowed. This is a REQUIRED field in TOPSpro and is used to link attendance hours to a student's enrollment in a particular agency/site/class/program. SDF and DBF submissions must be left justified.	Key field - doesn't overwrite
A-9. Update Date	Y	D	8 (54-61)	MMDDYYYY	E.g. October 22, 2001 = '10222001' Numeric values representing a valid date only. Future dates are not allowed. This is a REQUIRED field in TOPSpro. It represents the date on which student activity or results occurred.	Key field - doesn't overwrite
A-10. Attendance Hours		N	3 (62-64)	-	The number of hours to record here should be since the last import of hours, or since the start of the program year if this is the first hours import.	Always overwrites the existing values.
A-11. Social Security Number		N	9 (65-73)	-	This field is not currently used by TOPSpro	-
A-12. Signed Consent for Social Security Number release		L	1 (74)	Y/N = Yes or No	This field is not currently used by TOPSpro	-
A-13. Multiuse		C	20 (75-94)	-	No assigned use in TOPS at this time.	-
A-14. Alternate Student Number		C	20 (95-114)	-	A unique value that the system originating this information uses to track this student, if not using a numeric Student Number or Social Security Number, or student uniqueness is achieved using a compound index/key.	-

<b>ATTENDANCE HOURS Field Number/Name</b>	<b>Required ?</b>	<b>Format (For DBF submissions only)</b>	<b>SDF Max Length</b>	<b>Significant Values for translation or display mask</b>	<b>Comments</b>	<b>Overwrite behavior</b>
<b>A-15. Extended Class Identification</b>		C	10 (115-124)		Value storing the extended class identification number. Can contain both characters and numeric values.	Key field - doesn't overwrite

**Record 3 – Test Records (Export Only)**

<b>TEST RECORDS Field Number/Name</b>	<b>Required ?</b>	<b>Format (For DBF submissio ns only)</b>	<b>SDF Max Length</b>	<b>Significant Values for translation or display mask</b>	<b>Comments</b>	<b>Overwrite Behavior</b>
<b>T-1. Record Sequence Number</b>	Y	C	10 (1-10)	-	Numeric values only. Physical record sequence number in the export file.	N/A
<b>T-2. Transaction Type</b>	Y	C	4 (11-14)	1050 = Teacher 2050 = Student Class Status 4050 = Class 5050 = Demographics 6050 = Tests 7050 = Attendance Hours 8051 = Entry Records 9051 = Update Records	Use fixed value '6050'.	N/A
<b>T-3. State</b>		C	2 (15-16)	-	Use standard U.S. Postal State abbreviations	N/A
<b>T-4. Agency Number</b>	Y	C	8 (17-24)	-	Numeric values only: 1 through 99999999. Any value that evaluates to zero '0' is not allowed. This is a REQUIRED field in TOPSpro and is used to group student test information. <b>SDF and DBF submissions must be left justified.</b>	N/A
<b>T-5. Site Number</b>	Y	C	8 (25-32)	-	Numeric values only: 1 through 99999999. Any value that evaluates to zero '0' is not allowed. This is a REQUIRED field in TOPSpro and is used to group student test information. <b>SDF and DBF submissions must be left justified.</b>	N/A
<b>T-6. Student Number</b>	Y	C	9 (33-41)	-	Numeric values only: 1 through 99999999. Any value that evaluates to zero '0' is not allowed. This is a REQUIRED field in TOPSpro and is used to group student test information. <b>SDF and DBF submissions must be left justified.</b>	N/A
<b>T-7. Instructional Program</b>	Y	N	4 (42-45)	0100 = Basic Skills (ABE) 0101 = ESL 0102 = ESL\Citizenship 0103 = Citizenship 0104 = High School Diploma 0105 = GED 0106 = Vocational	Use only the numeric values listed. This is a REQUIRED field in TOPSpro and is used to link students with their tests within instructional program. Note: For CA only, SGED will be imported as GED.	N/A

TEST RECORDS Field Number/Name	Required ?	Format (For DBF submissions only)	SDF Max Length	Significant Values for translation or display mask	Comments	Overwrite Behavior
				0107 = Pre-Employment 0108 = Adults with Disabilities 0109 = Health & Safety 0110 = Home Economics 0111 = Parent Education 0112 = Older Adults 0113 = Other 0212 = ROC/P 0213 = Spanish GED		
<b>T-8. Class or Period Number</b>	Y	C	8 (46-53)	-	Numeric values only: 1 through 99999999. Any value that evaluates to zero '0' is not allowed. This is a REQUIRED field in TOPSpro and is used to group student test information. <b>SDF and DBF submissions must be left justified.</b>	N/A
<b>T-9. CASAS Form ID</b>	Y	C	5 (54-58)	###SX	See CASAS form catalog for valid values. Format ### is a numeric value from 1 through 999, including leading zeros, 'S' is the subject area (RMLWO), and 'X' is the literal indicating an extended test. Minimum length is C(4), for example, '001R '	N/A
<b>T-10. Test Date</b>	Y	D	8 (59-66)	MMDDYYYY	E.g. October 22, 2001 = '10222001' Numeric values representing a valid date only. Future dates are not allowed. This is a REQUIRED field in TOPSpro.	N/A
<b>T-11. Raw Score</b>	Y	N	2 (67-68)	-		N/A
<b>T-12. Scale Score</b>		N	3 (69-71)	-		N/A
<b>T-13. Hours</b>		N	3 (72-74)	-		N/A
<b>T-14. Accurate</b>		L	1 (75)	-		N/A
<b>T-15. Unskilled</b>		L	1 (76)	-		N/A
<b>T-16. Override</b>		L	1 (77)	-		N/A
<b>T-17. Aux Test1</b>		C	3	-		N/A

TEST RECORDS Field Number/Name	Required ?	Format (For DBF submissions only)	SDF Max Length	Significant Values for translation or display mask	Comments	Overwrite Behavior
			(78-80)			
T-18. Aux Test2		C	3 (81-83)	-		N/A
T-19. Aux Test3		C	3 (84-86)	-		N/A
T-20. Aux Test4		C	3 (87-89)	-		N/A
T-21. Social Security Number		N	9 (90-98)	-	Included for backward compatibility	N/A
T-22. Signed Consent for Social Security Number release		L	1 (99)	Y/N = Yes or No	Included for backward compatibility	N/A
T-23. Multiuse		C	20 (100-119)		No assigned use in TOPS at this time.	N/A
T-24. Alternate Student Number		C	20 (120-139)	-		N/A
T-25. Extended Class Identification		C	10 (140-149)		Value storing the extended class identification number. Can contain both characters and numeric values.	Key field - doesn't overwrite

**Record 4 – Class Records**

<b>CLASS RECORDS Field Number/Name</b>	<b>Required ?</b>	<b>Format (For DBF submissio ns only)</b>	<b>SDF Max Length</b>	<b>Significant Values for translation or display mask</b>	<b>Comments</b>	<b>Overwrite behavior</b>
<b>C-1. Record Sequence Number</b>	Y	C	10 (1-10)	-	Numeric values only. Physical record sequence number in the file.	-
<b>C-2. Transaction Type</b>	Y	C	4 (11-14)	1050 = Teacher 2050 = Student Class Status 4050 = Class 5050 = Demographics 6050 = Tests 7050 = Attendance Hours 8051 = Entry Records 9051 = Update Records	Use fixed value '4050'.	-
<b>C-3. State</b>		C	2 (15-16)	-	Use standard U.S. Postal State abbreviations	-
<b>C-4. Agency Number</b>	Y	C	8 (17-24)	-	Numeric values only: 1 through 99999999. Any value that evaluates to zero '0' is not allowed. This is a <b>REQUIRED</b> field in TOPSpro and is used to group student information. <b>SDF and DBF submissions must be left justified.</b>	Key field - doesn't overwrite
<b>C-5. Site Number</b>	Y	C	8 (25-32)	-	Numeric values only: 1 through 99999999. Any value that evaluates to zero '0' is not allowed. This is a <b>REQUIRED</b> field in TOPSpro and is used to group student information. <b>SDF and DBF submissions must be left justified.</b>	Key field - doesn't overwrite
<b>C-6. Class Number</b>	Y	C	8 (33-40)	-	Numeric values only: 1 through 99999999. Any value that evaluates to zero '0' is not allowed. This is a <b>REQUIRED</b> field in TOPSpro and is used to group student information. <b>SDF and DBF submissions must be left justified.</b>	Key field - doesn't overwrite
<b>C-7. Class Description</b>		C	60 (41-100)	-		Empty doesn't overwrite existing values.
<b>C-8. Course Code</b>		C	10 (101-110)	-		Empty doesn't overwrite existing values.
<b>C-9. Teacher Code</b>		C	10 (111-120)	-		Empty doesn't overwrite. Teachers do not auto create.
<b>C-10. Multiuse</b>		C	20		No assigned use in TOPS at this time.	-

CLASS RECORDS Field Number/Name	Required ?	Format (For DBF submissio ns only)	SDF Max Length	Significant Values for translation or display mask	Comments	Overwrite behavior
			(121-140)			
<b>C-11. Alternate Class Number</b>		C	20 (141-160)	-	A unique value that the system originating this information uses to track this class, if uniqueness is achieved using a compound index/key.	-
<b>C-12. Extended Class ID</b>		C	10 (161-170)		Value storing the extended class identification number. Can contain both characters and numeric values.	Key field - doesn't overwrite
<b>C-13. Transition Focus</b>		C	10 (171-180)	TW - Transitions to work TWT - Transitions to workforce training TPE - Transitions to postsecondary education NT - This class does not focus on transitions	Add either NT for not transition focus, or use a comma separated list of the other codes for multiple focuses.	Empty doesn't overwrite.

**Record 5 - Entry records**

<b>ENTRY RECORDS Field Number/Name</b>	<b>Required ?</b>	<b>Format (For DBF submissions only)</b>	<b>SDF Max Length</b>	<b>Significant Values for translation or display mask</b>	<b>Comments</b>	<b>Overwrite behavior</b>
<b>E-1. Record Sequence Number</b>	Y	C	10 (1-10)	-	Numeric values only. Physical record sequence number in export file.	-
<b>E-2. Transaction Type</b>	Y	C	4 (11-14)	1050 = Teacher 2050 = Student Class Status 4050 = Class 5050 = Demographics 6050 = Tests 7050 = Attendance Hours 8051 = Entry Records 9051 = Update Records	Use fixed value '8051'.	-
<b>E-3. State</b>		C	2 (15-16)	-	Use standard U.S. Postal State abbreviations	-
<b>E-4. Agency Number</b>	Y	C	8 (17-24)	-	Numeric values only: 1 through 99999999. Any value that evaluates to zero '0' is not allowed. This is a <b>REQUIRED</b> field in TOPSpro and is used to Entry Records to a student's enrollment in a particular agency/site/class/program. <b>SDF and DBF submissions must be left justified.</b>	Key field - doesn't overwrite
<b>E-5. Site Number</b>	Y	C	8 (25-32)	-	Numeric values only: 1 through 99999999. Any value that evaluates to zero '0' is not allowed. This is a <b>REQUIRED</b> field in TOPSpro and is used to Entry Records to a student's enrollment in a particular agency/site/class/program. <b>SDF and DBF submissions must be left justified.</b>	Key field - doesn't overwrite
<b>E-6. Student Number</b>	Y	C	9 (33-41)	-	Numeric values only: 1 through 99999999. Any value that evaluates to zero '0' is not allowed. This is a <b>REQUIRED</b> field in TOPSpro and is used to Entry Records to a student's enrollment in a particular agency/site/class/program. <b>SDF and DBF submissions must be left justified.</b>	Key field - doesn't overwrite
<b>E-7. Instructional Program</b>	Y	N	4 (42-45)	0100 = Basic Skills (ABE) 0101 = ESL 0102 = ESL\Citizenship 0103 = Citizenship	Use only the numeric values listed. This is a <b>REQUIRED</b> field in TOPSpro and is used to link <b>Entry Records</b> to a student's enrollment in a particular agency/site/class/program.	Key field - doesn't overwrite

ENTRY RECORDS Field Number/Name	Required ?	Format (For DBF submissio ns only)	SDF Max Length	Significant Values for translation or display mask	Comments	Overwrite behavior
				0104 = High School Diploma 0105 = GED 0106 = Vocational 0107 = Pre-Employment 0108 = Adults with Disabilities 0109 = Health & Safety 0110 = Home Economics 0111 = Parent Education 0112 = Older Adults 0113 = Other 0212 = ROC/P 0213 = Spanish GED	Note: For CA only, SGED will be imported as GED.	
E-8. Class or Period Number	Y	C	8 (46-53)	-	Numeric values only: 1 through 99999999. Any value that evaluates to zero '0' is not allowed. This is a REQUIRED field in TOPSpro and is used to Entry Records to a student's enrollment in a particular agency/site/class/program. <b>SDF and DBF submissions must be left justified.</b>	Key field - doesn't overwrite
E-9. Entry Date	Y	D	8 (54-61)	MMDDYYYY	E.g. October 22, 2001 = '10222001' Numeric values representing a valid date only. Future dates are not allowed. This is a REQUIRED field in TOPSpro and is used to link a student's <b>Entry Record</b> to their enrollment in a particular agency/site/class/program at a particular point in time.	Key field - doesn't overwrite
E-10. Instructional level	N	C	4 (62-65)	Instructional levels before July 1 <sup>st</sup> 2006 0066 - ESL – Beginning Literacy 0067 - ESL - Beginning 0068 - ESL - Intermediate Low 0069 - ESL - Intermediate High 0070 - ESL - Advanced Low 0071 - ESL - Advanced High 0216 - ESL - Completed	Use only the numeric values listed. Use the old codes for instructional level of records before July 1 <sup>st</sup> 2006 and the new codes for later records.	Empty or invalid doesn't overwrite existing values.

ENTRY RECORDS Field Number/Name	Required ?	Format (For DBF submissio ns only)	SDF Max Length	Significant Values for translation or display mask	Comments	Overwrite behavior
				Advanced High 0072 - BS - Beginning Literacy 0073 - BS - Beginning 0074 - BS - Intermediate Low 0075 - BS - Intermediate High 0076 - BS - ASE Low 0077 - BS - ASE High 0217 - BS - Completed ASE High  Instructional levels after July 1 <sup>st</sup> 2006 0466 - ESL – Beginning Literacy 0467 - ESL – Beginning Low 0468 - ESL – Beginning High 0469 - ESL - Intermediate Low 0470 - ESL - Intermediate High 0471 - ESL - Advanced 0478 - ESL - Completed Advanced High 0472 - BS - Beginning Literacy 0473 - BS - Beginning 0474 - BS - Intermediate Low 0475 - BS - Intermediate High 0476 - BS - ASE Low 0477 - BS - ASE High 0479 - BS - Completed ASE High		
<b>E-11.Highest Diploma/Degree Earned</b>	<b>N</b>	C	4 (66-69)	0002 - None 0003 - GED Certificate 0004 - High School Diploma 0005 - Technical/Certificate 0006 - A. A./A.S. Degree	Use only the numeric values listed.	Empty or invalid doesn't overwrite existing values.

ENTRY RECORDS Field Number/Name	Required ?	Format (For DBF submissions only)	SDF Max Length	Significant Values for translation or display mask	Comments	Overwrite behavior
				0007 - 4 yr. College Graduate 0008 - Graduate Studies 0009 - Other Diploma/Degree 0556 = Some college, no degree		
E-12. Speaking skills	N	C	2 (70-71)	Between 0 and 10		Empty or not in range doesn't overwrite existing values.
E-13. Listening skills	N	C	2 (72-73)	Between 0 and 10		Empty or not in range doesn't overwrite existing values.
E-14. Reading skills	N	C	2 (74-75)	Between 0 and 10		Empty or not in range doesn't overwrite existing values.
E-15. Math skills	N	C	2 (76-77)	Between 0 and 10		Empty or not in range doesn't overwrite existing values.
E-16. Writing skills	N	C	2 (78-79)	Between 0 and 10		Empty or not in range doesn't overwrite existing values.
E-17. Technology skills	N	C	2 (80-81)	Between 0 and 10		Empty or not in range doesn't overwrite existing values.
E-18. Primary goal	N	C	4 (82-85)	0012 - Improve basic skills 0017 - Improve English skills 0011 - H.S. Dipl./GED 0013 - Get a Job 0014 - Retain Job 0018 - Enter college or training 0226 - Work-based project 0225 - Family Goal 0016 - U.S. Citizenship 0020 - Military 0015 - Personal Goal 0022 - Other Attainable Goal	Use only the numeric values listed.	Empty or invalid doesn't overwrite existing values.
E-19. Secondary goal	N	C	4 (86-89)	0012 - Improve basic skills 0017 - Improve English skills 0011 - H.S. Dipl./GED 0013 - Get a Job 0014 - Retain Job 0018 - Enter college or training 0226 - Work-based project	Use only the numeric values listed.	Empty or invalid doesn't overwrite existing values. None will be treated as any other value.

<b>ENTRY RECORDS Field Number/Name</b>	<b>Required ?</b>	<b>Format (For DBF submissions only)</b>	<b>SDF Max Length</b>	<b>Significant Values for translation or display mask</b>	<b>Comments</b>	<b>Overwrite behavior</b>
				0225 - Family Goal 0016 - U.S. Citizenship 0020 - Military 0015 - Personal Goal 0021 - None 0022 - Other Attainable Goal		
<b>E-20. Special Program: None</b>	<b>N</b>	L	1 (90)	Y/N = Yes or No	See footnote to this table	Empty or invalid for SDF/CSV and NULL for DBF don't overwrite existing values.
<b>E-21. Special Program: State Corrections</b>	<b>N</b>	L	1 (91)	Y/N = Yes or No	See footnote to this table	Empty or invalid for SDF/CSV and NULL for DBF don't overwrite existing values.
<b>E-22. Special Program: Jail</b>	<b>N</b>	L	1 (92)	Y/N = Yes or No	See footnote to this table	Empty or invalid for SDF/CSV and NULL for DBF don't overwrite existing values.
<b>E-23. Special Program: Homeless Program</b>	<b>N</b>	L	1 (93)	Y/N = Yes or No	See footnote to this table	Empty or invalid for SDF/CSV and NULL for DBF don't overwrite existing values.
<b>E-24. Special Program: Family Literacy</b>	<b>N</b>	L	1 (94)	Y/N = Yes or No	See footnote to this table	Empty or invalid for SDF/CSV and NULL for DBF don't overwrite existing values.
<b>E-25. Special Program: Workplace Ed.</b>	<b>N</b>	L	1 (95)	Y/N = Yes or No	See footnote to this table	Empty or invalid for SDF/CSV and NULL for DBF don't overwrite existing values.
<b>E-26. Special Program: Alternative Ed. [K12]</b>	<b>N</b>	L	1 (96)	Y/N = Yes or No	See footnote to this table	Empty or invalid for SDF/CSV and NULL for DBF don't overwrite existing values.
<b>E-27. Special Program: Tutoring</b>	<b>N</b>	L	1 (97)	Y/N = Yes or No	See footnote to this table	Empty or invalid for SDF/CSV and NULL for

ENTRY RECORDS Field Number/Name	Required ?	Format (For DBF submissions only)	SDF Max Length	Significant Values for translation or display mask	Comments	Overwrite behavior
						DBF don't overwrite existing values.
<b>E-28. Special Program: Distance Learning</b>	N	L	1 (98)	Y/N = Yes or No	See footnote to this table	Empty or invalid for SDF/CSV and NULL for DBF don't overwrite existing values.
<b>E-29. Special Program: Special Needs</b>	N	L	1 (99)	Y/N = Yes or No	See footnote to this table	Empty or invalid for SDF/CSV and NULL for DBF don't overwrite existing values.
<b>E-30. Special Program: Community Corrections</b>	N	L	1 (100)	Y/N = Yes or No	See footnote to this table	Empty or invalid for SDF/CSV and NULL for DBF don't overwrite existing values.
<b>E-31. Special Program: EL Civics</b>	N	L	1 (101)	Y/N = Yes or No	See footnote to this table	Empty or invalid for SDF/CSV and NULL for DBF don't overwrite existing values.
<b>E-32. Special Program: Other</b>	N	L	1 (102)	Y/N = Yes or No	See footnote to this table	Empty or invalid for SDF/CSV and NULL for DBF don't overwrite existing values.
<b>E-33. Special Program: Non-traditional training program</b>	N	L	1 (103)	Y/N = Yes or No	See footnote to this table	Empty or invalid for SDF/CSV and NULL for DBF don't overwrite existing values.
<b>E-34. Special Program: Carl Perkins</b>	N	L	1 (104)	Y/N = Yes or No	See footnote to this table	Empty or invalid for SDF/CSV and NULL for DBF don't overwrite existing values.
<b>E-35. Personal Status: TANF</b>	N	L	1 (105)	Y/N = Yes or No	See footnote to this table	Empty or invalid for SDF/CSV and NULL for DBF don't overwrite existing values.
<b>E-36. Personal Status: Other</b>	N	L	1 (106)	Y/N = Yes or No	See footnote to this table	Empty or invalid for SDF/CSV and NULL for

ENTRY RECORDS Field Number/Name	Required ?	Format (For DBF submissions only)	SDF Max Length	Significant Values for translation or display mask	Comments	Overwrite behavior
						DBF don't overwrite existing values.
<b>E-37. Personal Status: Dislocated Worker</b>	N	L	1 (107)	Y/N = Yes or No	See footnote to this table	Empty or invalid for SDF/CSV and NULL for DBF don't overwrite existing values.
<b>E-38. Personal Status: Single Parent</b>	N	L	1 (108)	Y/N = Yes or No	See footnote to this table	Empty or invalid for SDF/CSV and NULL for DBF don't overwrite existing values.
<b>E-39. Personal Status: Rehabilitation</b>	N	L	1 (109)	Y/N = Yes or No	See footnote to this table	Empty or invalid for SDF/CSV and NULL for DBF don't overwrite existing values.
<b>E-40. Personal Status: Veteran</b>	N	L	1 (110)	Y/N = Yes or No	See footnote to this table	Empty or invalid for SDF/CSV and NULL for DBF don't overwrite existing values.
<b>E-41. Personal Status: Disabled</b>	N	L	1 (111)	Y/N = Yes or No	See footnote to this table	Empty or invalid for SDF/CSV and NULL for DBF don't overwrite existing values.
<b>E-42. Personal Status: Displaced Homemaker</b>	N	L	1 (112)	Y/N = Yes or No	See footnote to this table	Empty or invalid for SDF/CSV and NULL for DBF don't overwrite existing values.
<b>E-43. Personal Status: WIA IB</b>	N	L	1 (113)	Y/N = Yes or No	See footnote to this table	Empty or invalid for SDF/CSV and NULL for DBF don't overwrite existing values.
<b>E-44. Personal Status: Concurrently enrolled in high school/K12</b>	N	L	1 (114)	Y/N = Yes or No	See footnote to this table	Empty or invalid for SDF/CSV and NULL for DBF don't overwrite existing values.
<b>E-45. Personal Status: Other Public</b>	N	L	1 (115)	Y/N = Yes or No	See footnote to this table	Empty or invalid for SDF/CSV and NULL for

ENTRY RECORDS Field Number/Name	Required ?	Format (For DBF submissions only)	SDF Max Length	Significant Values for translation or display mask	Comments	Overwrite behavior
Assistance						DBF don't overwrite existing values.
E-46. Labor Status	N	C	4 (116-119)	0050 - Employed 0051 - Unemployed 0052 - Not employed/not seeking work 0053 - Retired	Use only the numeric values listed.	Empty or invalid doesn't overwrite existing values.
E-47. Income id	N	C	4 (120-123)	0048 - Single person and income below \$7,500 per year 0049 - Married and combined income is below \$15,000 per year	Use only the numeric values listed.	Empty or invalid doesn't overwrite existing values.
E-48. Hourly wage	N	N	6 (124-129)		Numeric value in dollars. Two figures can be used after the decimal point if necessary.	Empty, <=0 or NULL doesn't overwrite existing values.
E-49. Work hours per week	N	N	2 (130-131)			Empty, <=0 or NULL doesn't overwrite existing values.
E-50. Services Received: Assessment/Testing/Counseling	N	L	1 (132)	Y/N = Yes or No	See footnote to this table	Empty or invalid for SDF/CSV and NULL for DBF don't overwrite existing values.
E-51. Services Received: Personal Development Training	N	L	1 (133)	Y/N = Yes or No	See footnote to this table	Empty or invalid for SDF/CSV and NULL for DBF don't overwrite existing values.
E-52. Services Received: Counseling/Career Development	N	L	1 (134)	Y/N = Yes or No	See footnote to this table	Empty or invalid for SDF/CSV and NULL for DBF don't overwrite existing values.
E-53. Services Received: Job Development/Job Search Assistance	N	L	1 (135)	Y/N = Yes or No	See footnote to this table	Empty or invalid for SDF/CSV and NULL for DBF don't overwrite existing values.
E-54. Services Received: Occupational Skills Training (non-OJT)	N	L	1 (136)	Y/N = Yes or No	See footnote to this table	Empty or invalid for SDF/CSV and NULL for DBF don't overwrite existing values.

<b>ENTRY RECORDS Field Number/Name</b>	<b>Required ?</b>	<b>Format (For DBF submissio ns only)</b>	<b>SDF Max Length</b>	<b>Significant Values for translation or display mask</b>	<b>Comments</b>	<b>Overwrite behavior</b>
<b>E-55. Services Received: On-the-Job Training (OJT)</b>	N	L	1 (137)	Y/N = Yes or No	See footnote to this table	Empty or invalid for SDF/CSV and NULL for DBF don't overwrite existing values.
<b>E-56. Services Received: Work Experience</b>	N	L	1 (138)	Y/N = Yes or No	See footnote to this table	Empty or invalid for SDF/CSV and NULL for DBF don't overwrite existing values.
<b>E-57. Services Received: Pre- Employment Skills/Job Readiness Training</b>	N	L	1 (139)	Y/N = Yes or No	See footnote to this table	Empty or invalid for SDF/CSV and NULL for DBF don't overwrite existing values.
<b>E-58. Services Received: Postsecondary Academic Education</b>	N	L	1 (140)	Y/N = Yes or No	See footnote to this table	Empty or invalid for SDF/CSV and NULL for DBF don't overwrite existing values.
<b>E-59. Supported Services: Transportation</b>	N	L	1 (141)	Y/N = Yes or No	See footnote to this table	Empty or invalid for SDF/CSV and NULL for DBF don't overwrite existing values.
<b>E-60. Supported Services: Health Care and Mental Health Care</b>	N	L	1 (142)	Y/N = Yes or No	See footnote to this table	Empty or invalid for SDF/CSV and NULL for DBF don't overwrite existing values.
<b>E-61. Supported Services: Family/Child Care</b>	N	L	1 (143)	Y/N = Yes or No	See footnote to this table	Empty or invalid for SDF/CSV and NULL for DBF don't overwrite existing values.
<b>E-62. Supported Services: Housing or Rental Assistance</b>	N	L	1 (144)	Y/N = Yes or No	See footnote to this table	Empty or invalid for SDF/CSV and NULL for DBF don't overwrite existing values.
<b>E-63. Supported Services: Personal, Financing, or Legal Counseling</b>	N	L	1 (145)	Y/N = Yes or No	See footnote to this table	Empty or invalid for SDF/CSV and NULL for DBF don't overwrite existing values.

<b>ENTRY RECORDS Field Number/Name</b>	<b>Required ?</b>	<b>Format (For DBF submissions only)</b>	<b>SDF Max Length</b>	<b>Significant Values for translation or display mask</b>	<b>Comments</b>	<b>Overwrite behavior</b>
<b>E-64. Supported Services: Supplementary Instruct. Serv.</b>	N	L	1 (146)	Y/N = Yes or No	See footnote to this table	Empty or invalid for SDF/CSV and NULL for DBF don't overwrite existing values.
<b>E-65. Supported Services: Needs-Based Related Payments</b>	N	L	1 (147)	Y/N = Yes or No	See footnote to this table	Empty or invalid for SDF/CSV and NULL for DBF don't overwrite existing values.
<b>E-66. Supported Services: Emergency Financial Services</b>	N	L	1 (148)	Y/N = Yes or No	See footnote to this table	Empty or invalid for SDF/CSV and NULL for DBF don't overwrite existing values.
<b>E-67. Supported Services: Federal Education Cash Assist.</b>	N	L	1 (149)	Y/N = Yes or No	See footnote to this table	Empty or invalid for SDF/CSV and NULL for DBF don't overwrite existing values.
<b>E-68. Supported Services: Other Supportive Services</b>	N	L	1 (150)	Y/N = Yes or No	See footnote to this table	Empty or invalid for SDF/CSV and NULL for DBF don't overwrite existing values.
<b>E-69. Pre-Employment Work Maturity Skills: Make career decision</b>	N	L	1 (151)	Y/N = Yes or No	See footnote to this table	Empty or invalid for SDF/CSV and NULL for DBF don't overwrite existing values.
<b>E-70. Pre-Employment Work Maturity Skills: Use labor market info.</b>	N	L	1 (152)	Y/N = Yes or No	See footnote to this table	Empty or invalid for SDF/CSV and NULL for DBF don't overwrite existing values.
<b>E-71. Pre-Employment Work Maturity Skills: Prepare a resume</b>	N	L	1 (153)	Y/N = Yes or No	See footnote to this table	Empty or invalid for SDF/CSV and NULL for DBF don't overwrite existing values.
<b>E-72. Pre-Employment Work Maturity Skills: Write a cover letter</b>	N	L	1 (154)	Y/N = Yes or No	See footnote to this table	Empty or invalid for SDF/CSV and NULL for DBF don't overwrite existing values.

<b>ENTRY RECORDS Field Number/Name</b>	<b>Required ?</b>	<b>Format (For DBF submissio ns only)</b>	<b>SDF Max Length</b>	<b>Significant Values for translation or display mask</b>	<b>Comments</b>	<b>Overwrite behavior</b>
<b>E-73. Pre-Employment Work Maturity Skills: Fill out an application</b>	N	L	1 (155)	Y/N = Yes or No	See footnote to this table	Empty or invalid for SDF/CSV and NULL for DBF don't overwrite existing values.
<b>E-74. Pre-Employment Work Maturity Skills: Interview</b>	N	L	1 (156)	Y/N = Yes or No	See footnote to this table	Empty or invalid for SDF/CSV and NULL for DBF don't overwrite existing values.
<b>E-75. Pre-Employment Work Maturity Skills: Being punctual</b>	N	L	1 (157)	Y/N = Yes or No	See footnote to this table	Empty or invalid for SDF/CSV and NULL for DBF don't overwrite existing values.
<b>E-76. Pre-Employment Work Maturity Skills: Regular attendance</b>	N	L	1 (158)	Y/N = Yes or No	See footnote to this table	Empty or invalid for SDF/CSV and NULL for DBF don't overwrite existing values.
<b>E-77. Pre-Employment Work Maturity Skills: Good interpersonal relations</b>	N	L	1 (159)	Y/N = Yes or No	See footnote to this table	Empty or invalid for SDF/CSV and NULL for DBF don't overwrite existing values.
<b>E-78. Pre-Employment Work Maturity Skills: Positive attitude/behaviors</b>	N	L	1 (160)	Y/N = Yes or No	See footnote to this table	Empty or invalid for SDF/CSV and NULL for DBF don't overwrite existing values.
<b>E-79. Pre-Employment Work Maturity Skills: Appropriate appearance</b>	N	L	1 (161)	Y/N = Yes or No	See footnote to this table	Empty or invalid for SDF/CSV and NULL for DBF don't overwrite existing values.
<b>E-80. Pre-Employment Work Maturity Skills: Complete tasks effectively</b>	N	L	1 (162)	Y/N = Yes or No	See footnote to this table	Empty or invalid for SDF/CSV and NULL for DBF don't overwrite existing values.
<b>E-81. Workforce Readiness: Communications</b>	N	L	1 (163)	Y/N = Yes or No	See footnote to this table	Empty or invalid for SDF/CSV and NULL for DBF don't overwrite existing values.

<b>ENTRY RECORDS Field Number/Name</b>	<b>Required ?</b>	<b>Format (For DBF submissio ns only)</b>	<b>SDF Max Length</b>	<b>Significant Values for translation or display mask</b>	<b>Comments</b>	<b>Overwrite behavior</b>
<b>E-82. Workforce Readiness: Thinking Skills</b>	N	L	1 (164)	Y/N = Yes or No	See footnote to this table	Empty or invalid for SDF/CSV and NULL for DBF don't overwrite existing values.
<b>E-83. Workforce Readiness: Learning to Learn</b>	N	L	1 (165)	Y/N = Yes or No	See footnote to this table	Empty or invalid for SDF/CSV and NULL for DBF don't overwrite existing values.
<b>E-84. Workforce Readiness: Personal Qualities</b>	N	L	1 (166)	Y/N = Yes or No	See footnote to this table	Empty or invalid for SDF/CSV and NULL for DBF don't overwrite existing values.
<b>E-85. Workforce Readiness: Resources</b>	N	L	1 (167)	Y/N = Yes or No	See footnote to this table	Empty or invalid for SDF/CSV and NULL for DBF don't overwrite existing values.
<b>E-86. Workforce Readiness: Interpersonal Skills</b>	N	L	1 (168)	Y/N = Yes or No	See footnote to this table	Empty or invalid for SDF/CSV and NULL for DBF don't overwrite existing values.
<b>E-87. Workforce Readiness: Information</b>	N	L	1 (169)	Y/N = Yes or No	See footnote to this table	Empty or invalid for SDF/CSV and NULL for DBF don't overwrite existing values.
<b>E-88. Workforce Readiness: Systems</b>	N	L	1 (170)	Y/N = Yes or No	See footnote to this table	Empty or invalid for SDF/CSV and NULL for DBF don't overwrite existing values.
<b>E-89. Workforce Readiness: Technology</b>	N	L	1 (171)	Y/N = Yes or No	See footnote to this table	Empty or invalid for SDF/CSV and NULL for DBF don't overwrite existing values.
<b>E-90. Provider Use A</b>	N	C	2 (172-173)	Use only values between 0 and 9	Left justified. Use only one character.	Empty, invalid or not in range doesn't overwrite existing values.
<b>E-91. Provider Use B</b>	N	C	2	Use only values between 0 and		Empty, invalid or not in

<b>ENTRY RECORDS Field Number/Name</b>	<b>Required ?</b>	<b>Format (For DBF submissio ns only)</b>	<b>SDF Max Length</b>	<b>Significant Values for translation or display mask</b>	<b>Comments</b>	<b>Overwrite behavior</b>
			(174-175)9		Left justified. Use only one character.	range doesn't overwrite existing values.
<b>E-92. Provider Use C</b>	<b>N</b>	<b>C</b>	2 (176-177)9	Use only values between 0 and	Left justified. Use only one character.	Empty, invalid or not in range doesn't overwrite existing values.
<b>E-93. Provider Use D</b>	<b>N</b>	<b>C</b>	2 (178-179)9	Use only values between 0 and	Left justified. Use only one character.	Empty, invalid or not in range doesn't overwrite existing values.
<b>E-94. Provider Use E</b>	<b>N</b>	<b>C</b>	2 (180-181)9	Use only values between 0 and	Left justified. Use only one character.	Empty, invalid or not in range doesn't overwrite existing values.
<b>E-95. Provider Use F</b>	<b>N</b>	<b>C</b>	2 (182-183)9	Use only values between 0 and	Left justified. Use only one character.	Empty, invalid or not in range doesn't overwrite existing values.
<b>E-96. Supplemental Provider Use A</b>	<b>N</b>	<b>C</b>	2 (184-185)9	Use only values between 0 and	Left justified. Use only one character.	Empty, invalid or not in range doesn't overwrite existing values.
<b>E-97. Supplemental Provider use B</b>	<b>N</b>	<b>C</b>	2 (186-187)9	Use only values between 0 and	Left justified. Use only one character.	Empty, invalid or not in range doesn't overwrite existing values.
<b>E-98. Supplemental Provider Use C</b>	<b>N</b>	<b>C</b>	2 (188-189)9	Use only values between 0 and	Left justified. Use only one character.	Empty, invalid or not in range doesn't overwrite existing values.
<b>E-99. Supplemental Provider Use D</b>	<b>N</b>	<b>C</b>	2 (190-191)9	Use only values between 0 and	Left justified. Use only one character.	Empty, invalid or not in range doesn't overwrite existing values.
<b>E-100. Supplemental Provider Use E</b>	<b>N</b>	<b>C</b>	2 (192-193)9	Use only values between 0 and	Left justified. Use only one character.	Empty, invalid or not in range doesn't overwrite existing values.
<b>E-101. Supplemental Provider Use F</b>	<b>N</b>	<b>C</b>	2 (194-195)9	Use only values between 0 and	Left justified. Use only one character.	Empty, invalid or not in range doesn't overwrite existing values.
<b>E-102. Signed consent</b>	<b>N</b>	<b>L</b>	1 (196)	Use Y or N.	Included for backward compatibility	-
<b>E-103. Multiuse</b>	<b>N</b>	<b>C</b>	20 (197-216)		No assigned use in TOPS at this time.	-

ENTRY RECORDS Field Number/Name	Required ?	Format (For DBF submissions only)	SDF Max Length	Significant Values for translation or display mask	Comments	Overwrite behavior
E-104. Alternative Student Id	N	C	20 (217-236)		A unique value that the system originating this information uses to track this student, if not using a numeric Student Number or Social Security Number, or student uniqueness is achieved using a compound index/key.	-
E-105. Incomplete	N	L	1 (237-238)	T for incomplete records F for complete records	Used for export only. This field contains the Incomplete status in TOPS at the moment of the export. Please note that the Incomplete status may change if the Required Fields or Edit Options change.	-
E-106. Extended Class ID	N	C	10 (238-247)		Value storing the extended class identification number. Can contain both characters and numeric values.	Key field - doesn't overwrite
E-107. Special Program: Even Start	N	L	1 (248-249)	Y/N = Yes or No	See footnote to this table	Empty or invalid for SDF/CSV and NULL for DBF don't overwrite existing values.
E-108. Special Program: CBET	N	L	1 (250-251)	Y/N = Yes or No	See footnote to this table	Empty or invalid for SDF/CSV and NULL for DBF don't overwrite existing values.

Note: DBF submission: use .T., .F. or .NULL. A null value will be discarded if the import updates an existing TOPS record, but will be imported as False if the import creates a new record.

CSV, SDF submission: use Y, N or leave blank. A blank value will be discarded if the import updates an existing TOPS record, but will be imported as False if the import creates a new record.

#### Record 6 - Update records

UPDATE RECORDS Field Number/Name	Required ?	Format (For DBF submissions only)	SDF Max Length	Significant Values for translation or display mask	Comments	Overwrite behavior
U-1. Record Sequence Number	Y	C	10 (1-10)		Numeric values only. Physical record sequence number in export file, include leading zeros, e.g. 0000000001.	-
U-2. Transaction Type	Y	C	4 (11-14)	1050 = Teacher 2050 = Student Class Status 3050 = Test (Import for NV)	Use fixed value '9051'.	-

UPDATE RECORDS Field Number/Name	Required ?	Format (For DBF submissions only)	SDF Max Length	Significant Values for translation or display mask	Comments	Overwrite behavior
				4050 = Class 5050 = Demographics 6050 = Tests (Export) 7050 = Attendance Hours 8051 = Entry Records 9051 = Update Records		
U-3. State		C	2 (15-16)		Use standard U.S. Postal State abbreviations	-
U-4. Agency Number	Y	C	8 (17-24)		Numeric values only: 1 through 99999999. Any value that evaluates to zero '0' is not allowed. This is a REQUIRED field in TOPSpro and is used to group student information. SDF and DBF submissions must be left justified.	Key field - doesn't overwrite
U-5. Site number	Y	C	8 (25-32)		Numeric values only: 1 through 99999999. Any value that evaluates to zero '0' is not allowed. This is a REQUIRED field in TOPSpro and is used to group student information. SDF and DBF submissions must be left justified.	Key field - doesn't overwrite
U-6 Student Number	Y	C	9 (33-41)		Numeric values only: 1 through 999999999. Any value that evaluates to zero '0' is not allowed. This is a REQUIRED field in TOPSpro. SDF and DBF submissions must be left justified.	Key field - doesn't overwrite
U-7 Program	Y	C	4 (42-45)	0100 = Basic Skills (ABE) 0101 = ESL 0102 = ESL\Citizenship 0103 = Citizenship 0104 = High School Diploma 0105 = GED 0106 = Vocational 0107 = Pre-Employment 0108 = Adults with Disabilities 0109 = Health & Safety 0110 = Home Economics 0111 = Parent Education 0112 = Older Adults 0113 = Other	Use only the numeric values listed. This is a REQUIRED field in TOPSpro and is used to link Update Records to an individual's enrollment in a particular agency/site/class/program.	Key field - doesn't overwrite

UPDATE RECORDS Field Number/Name	Required ?	Format (For DBF submissions only)	SDF Max Length	Significant Values for translation or display mask	Comments	Overwrite behavior
				0212 = ROC/P 0213 = Spanish GED		
<b>U-8 Class Number</b>	<b>Y</b>	<b>C</b>	<b>8</b> (46-53)		Numeric values only: 1 through 99999999. Any value that evaluates to zero '0' is not allowed. This is a REQUIRED field in TOPSpro and is used to group student information. SDF and DBF submissions must be left justified.	Key field - doesn't overwrite
<b>U-9. Update date</b>	<b>Y</b>	<b>D</b>	<b>8</b> (54-61)	MMDDYYYY	Eg. October 22, 2001 = '10222001' Numeric values representing a valid date only. Future dates are not allowed. This is a REQUIRED field in TOPSpro.	Key field - doesn't overwrite
<b>U-10. Instructional level</b>	<b>N</b>	<b>C</b>	<b>4</b> (62-65)	Instructional levels before July 1 <sup>st</sup> 2006 0066 - ESL – Beginning Literacy 0067 - ESL - Beginning 0068 - ESL - Intermediate Low 0069 - ESL - Intermediate High 0070 - ESL - Advanced Low 0071 - ESL - Advanced High 0216 - ESL - Completed Advanced High 0072 - BS - Beginning Literacy 0073 - BS - Beginning 0074 - BS - Intermediate Low 0075 - BS - Intermediate High 0076 - BS - ASE Low 0077 - BS - ASE High 0217 - BS - Completed ASE High  Instructional levels after July 1 <sup>st</sup> 2006 0466 - ESL – Beginning Literacy	Use only the numeric values listed. Use the old codes for instructional level of records before July 1 <sup>st</sup> 2006 and the new codes for later records.	Empty or invalid doesn't overwrite existing values.

UPDATE RECORDS Field Number/Name	Required ?	Format (For DBF submissions only)	SDF Max Length	Significant Values for translation or display mask	Comments	Overwrite behavior
				0467 - ESL – Beginning Low 0468 - ESL – Beginning High 0469 - ESL - Intermediate Low 0470 - ESL - Intermediate High 0471 - ESL - Advanced 0478 - ESL - Completed Advanced High 0472 - BS - Beginning Literacy 0473 - BS - Beginning 0474 - BS - Intermediate Low 0475 - BS - Intermediate High 0476 - BS - ASE Low 0477 - BS - ASE High 0479 - BS - Completed ASE High		
<b>U-11. Hours of instruction</b>	N	C	3 (66-68)	Between 0 and 999	Numeric values only 0 through 999. Importing: Any number 0 through 999 will overwrite an existing number.	Empty or invalid does not overwrite existing values
<b>U-12. Status</b>	N	C	4 (69-72)	0218 - Retained in program 0219 - Left Program 0220 - No show or did not attend at least 12 hours	Use only the numeric values listed.	Empty or invalid does not overwrite existing values
<b>U-13. Progress</b>	N	C	4 (73-76)	0221 - Progressed within level or program 0222 - Completed level or program 0223 - Advanced to a higher level or program	Use only the numeric values listed.	Empty or invalid does not overwrite existing values
<b>U-14. Speaking Skills</b>	N	C	2 (77-78)	Between 0 and 10		Empty, invalid or not in range doesn't overwrite existing values.
<b>U-15. Listening Skills</b>	N	C	2 (79-80)	Between 0 and 10		Empty, invalid or not in range doesn't overwrite existing values.

UPDATE RECORDS Field Number/Name	Required ?	Format (For DBF submissions only)	SDF Max Length	Significant Values for translation or display mask	Comments	Overwrite behavior
U-16. Reading Skills	N	C	2 (81-82)	Between 0 and 10		Empty, invalid or not in range doesn't overwrite existing values.
U-17. Math Skills	N	C	2 (83-84)	Between 0 and 10		Empty, invalid or not in range doesn't overwrite existing values.
U-18. Writing Skills	N	C	2 (85-86)	Between 0 and 10		Empty, invalid or not in range doesn't overwrite existing values.
U-19. Technology Skills	N	C	2 (87-88)	Between 0 and 10		Empty, invalid or not in range doesn't overwrite existing values.
U-20. Work Results - Got a job	N	L	1 (89)	Y/N = Yes or No	See footnote to this table	Empty or invalid for SDF/CSV and NULL for DBF doesn't overwrite existing values.
U-21. Work Results - Retained job	N	L	1 (90)	Y/N = Yes or No	See footnote to this table	Empty or invalid for SDF/CSV and NULL for DBF doesn't overwrite existing values.
U-22. Work Results - Met work-based project goal	N	L	1 (91)	Y/N = Yes or No	See footnote to this table	Empty or invalid for SDF/CSV and NULL for DBF doesn't overwrite existing values.
U-23. Work Results - Entered job training	N	L	1 (92)	Y/N = Yes or No	See footnote to this table	Empty or invalid for SDF/CSV and NULL for DBF doesn't overwrite existing values.
U-24. Work Results - Entered apprenticeship	N	L	1 (93)	Y/N = Yes or No	See footnote to this table	Empty or invalid for SDF/CSV and NULL for DBF doesn't overwrite existing values.
U-25. Work Results - Entered military	N	L	1 (94)	Y/N = Yes or No	See footnote to this table	Empty or invalid for SDF/CSV and NULL for DBF doesn't overwrite existing values.

<b>UPDATE RECORDS Field Number/Name</b>	<b>Required ?</b>	<b>Format (For DBF submissions only)</b>	<b>SDF Max Length</b>	<b>Significant Values for translation or display mask</b>	<b>Comments</b>	<b>Overwrite behavior</b>
<b>U-26. Work Results - Acquired workforce readiness skills</b>	N	L	1 (95)	Y/N = Yes or No	See footnote to this table	Empty or invalid for SDF/CSV and NULL for DBF doesn't overwrite existing values.
<b>U-27. Work Results - Reduced public assistance</b>	N	L	1 (96)	Y/N = Yes or No	See footnote to this table	Empty or invalid for SDF/CSV and NULL for DBF doesn't overwrite existing values.
<b>U-28. Work Results - Other Work-related result</b>	N	L	1 (97)	Y/N = Yes or No	See footnote to this table	Empty or invalid for SDF/CSV and NULL for DBF doesn't overwrite existing values.
<b>U-29. Personal Results - Increased involvement in child's education</b>	N	L	1 (98)	Y/N = Yes or No	See footnote to this table	Empty or invalid for SDF/CSV and NULL for DBF doesn't overwrite existing values.
<b>U-30. Personal Results - Increased involvement in child's literacy activities</b>	N	L	1 (99)	Y/N = Yes or No	See footnote to this table	Empty or invalid for SDF/CSV and NULL for DBF doesn't overwrite existing values.
<b>U-31. Personal Results - Met other family goal</b>	N	L	1 (100)	Y/N = Yes or No	See footnote to this table	Empty or invalid for SDF/CSV and NULL for DBF doesn't overwrite existing values.
<b>U-32. Personal Results - Met personal goal</b>	N	L	1 (101)	Y/N = Yes or No	See footnote to this table	Empty or invalid for SDF/CSV and NULL for DBF doesn't overwrite existing values.
<b>U-33. Personal Results - Other Personal/Family related goal</b>	N	L	1 (102)	Y/N = Yes or No	See footnote to this table	Empty or invalid for SDF/CSV and NULL for DBF doesn't overwrite existing values.
<b>U-34. Community Results - Achieved U.S. Citizenship skills</b>	N	L	1 (103)	Y/N = Yes or No	See footnote to this table	Empty or invalid for SDF/CSV and NULL for DBF doesn't overwrite existing values.

<b>UPDATE RECORDS Field Number/Name</b>	<b>Required ?</b>	<b>Format (For DBF submissions only)</b>	<b>SDF Max Length</b>	<b>Significant Values for translation or display mask</b>	<b>Comments</b>	<b>Overwrite behavior</b>
<b>U-35. Community Results - Registered to vote or voted for first time</b>	N	L	1 (104)	Y/N = Yes or No	See footnote to this table	Empty or invalid for SDF/CSV and NULL for DBF doesn't overwrite existing values.
<b>U-36. Community Results - Increased involvement in community activities</b>	N	L	1 (105)	Y/N = Yes or No	See footnote to this table	Empty or invalid for SDF/CSV and NULL for DBF doesn't overwrite existing values.
<b>U-37. Community Results - Other Community related result</b>	N	L	1 (106)	Y/N = Yes or No	See footnote to this table	Empty or invalid for SDF/CSV and NULL for DBF doesn't overwrite existing values.
<b>U-38. Education Results - Returned to K-12</b>	N	L	1 (107)	Y/N = Yes or No	See footnote to this table	Empty or invalid for SDF/CSV and NULL for DBF doesn't overwrite existing values.
<b>U-39. Education Results - Passed GED</b>	N	L	1 (108)	Y/N = Yes or No	See footnote to this table	Empty or invalid for SDF/CSV and NULL for DBF doesn't overwrite existing values.
<b>U-40. Education Results - Earned certificate</b>	N	L	1 (109)	Y/N = Yes or No	See footnote to this table	Empty or invalid for SDF/CSV and NULL for DBF doesn't overwrite existing values.
<b>U-41. Education Results - Earned high school diploma</b>	N	L	1 (110)	Y/N = Yes or No	See footnote to this table	Empty or invalid for SDF/CSV and NULL for DBF doesn't overwrite existing values.
<b>U-42. Education Results - Entered college</b>	N	L	1 (111)	Y/N = Yes or No	See footnote to this table	Empty or invalid for SDF/CSV and NULL for DBF doesn't overwrite existing values.
<b>U-43. Education Results - Entered training program</b>	N	L	1 (112)	Y/N = Yes or No	See footnote to this table	Empty or invalid for SDF/CSV and NULL for DBF doesn't overwrite existing values.

UPDATE RECORDS Field Number/Name	Required ?	Format (For DBF submissions only)	SDF Max Length	Significant Values for translation or display mask	Comments	Overwrite behavior
U-44. Education Results - Gained computer or technical skills	N	L	1 (113)	Y/N = Yes or No	See footnote to this table	Empty or invalid for SDF/CSV and NULL for DBF doesn't overwrite existing values.  Empty or invalid for SDF/CSV and NULL for DBF doesn't overwrite existing values.  Empty or invalid for SDF/CSV and NULL for DBF doesn't overwrite existing values.  Empty or invalid for SDF/CSV and NULL for DBF doesn't overwrite existing values.  Empty or invalid for SDF/CSV and NULL for DBF doesn't overwrite existing values.  U-47 through U-62: If <b>all</b> fields are FALSE or <b>only one</b> is TRUE, the existing values will be overwritten.
U-45. Education Results - Mastered course competencies / educational plan	N	L	1 (114)	Y/N = Yes or No	See footnote to this table	
U-46. Education Results - Other Education related result	N	L	1 (115)	Y/N = Yes or No	See footnote to this table	
U-47. Reason for Exiting - Changed class or program	N	L	1 (116)	Y/N = Yes or No	See footnote to this table	
U-48. Reason for Exiting - Completed Program	N	L	1 (117)	Y/N = Yes or No	See footnote to this table	
U-49. Reason for Exiting - Met Goal	N	L	1 (118)	Y/N = Yes or No	See footnote to this table	
U-50. Reason for Exiting - End of program year	N	L	1 (119)	Y/N = Yes or No	See footnote to this table	
U-51. Reason for Exiting - Got a job	N	L	1 (120)	Y/N = Yes or No	See footnote to this table	
U-52. Reason for Exiting - Moved	N	L	1 (121)	Y/N = Yes or No	See footnote to this table	
U-53. Reason for Exiting - Schedule conflict	N	L	1 (122)	Y/N = Yes or No	See footnote to this table	
U-54. Reason for Exiting - Lack of transportation	N	L	1 (123)	Y/N = Yes or No	See footnote to this table	
U-55. Reason for Exiting - Lack of child care	N	L	1 (124)	Y/N = Yes or No	See footnote to this table	

UPDATE RECORDS Field Number/Name	Required ?	Format (For DBF submissions only)	SDF Max Length	Significant Values for translation or display mask	Comments	Overwrite behavior
U-56. Reason for Exiting - Family problems	N	L	1 (125)	Y/N = Yes or No	See footnote to this table	
U-57. Reason for Exiting - Own health problems	N	L	1 (126)	Y/N = Yes or No	See footnote to this table	
U-58. Reason for Exiting - Lack of interest	N	L	1 (127)	Y/N = Yes or No	See footnote to this table	
U-59. Reason for Exiting - Public safety	N	L	1 (128)	Y/N = Yes or No	See footnote to this table	
U-60. Reason for Exiting - Administratively separated	N	L	1 (129)	Y/N = Yes or No	See footnote to this table	
U-61. Reason for Exiting - Unknown reason	N	L	1 (130)	Y/N = Yes or No	See footnote to this table	
U-62. Reason for Exiting - Other known reason	N	L	1 (131)	Y/N = Yes or No	See footnote to this table	
U-63. Services Received - Assessment/Testing/Co unseling	N	L	1 (132)	Y/N = Yes or No	See footnote to this table	Empty or invalid for SDF/CSV and NULL for DBF doesn't overwrite existing values.
U-64. Services Received - Personal Development Training	N	L	1 (133)	Y/N = Yes or No	See footnote to this table	Empty or invalid for SDF/CSV and NULL for DBF doesn't overwrite existing values.
U-65. Services Received - Counseling/Career Development	N	L	1 (134)	Y/N = Yes or No	See footnote to this table	Empty or invalid for SDF/CSV and NULL for DBF doesn't overwrite existing values.
U-66. Services Received - Job Development/Job	N	L	1 (135)	Y/N = Yes or No	See footnote to this table	Empty or invalid for SDF/CSV and NULL for DBF doesn't overwrite

UPDATE RECORDS Field Number/Name	Required ?	Format (For DBF submissions only)	SDF Max Length	Significant Values for translation or display mask	Comments	Overwrite behavior
Search Assistance						existing values.
U-67. Services Received - Occupational Skills Training (non-OJT)	N	L	1 (136)	Y/N = Yes or No	See footnote to this table	Empty or invalid for SDF/CSV and NULL for DBF doesn't overwrite existing values.
U-68. Services Received - On-the-Job Training (OJT)	N	L	1 (137)	Y/N = Yes or No	See footnote to this table	Empty or invalid for SDF/CSV and NULL for DBF doesn't overwrite existing values.
U-69. Services Received - Work Experience	N	L	1 (138)	Y/N = Yes or No	See footnote to this table	Empty or invalid for SDF/CSV and NULL for DBF doesn't overwrite existing values.
U-70. Services Received - Pre- Employment Skills/Job Readiness Training	N	L	1 (139)	Y/N = Yes or No	See footnote to this table	Empty or invalid for SDF/CSV and NULL for DBF doesn't overwrite existing values.
U-71. Services Received - Postsecondary Academic Education	N	L	1 (140)	Y/N = Yes or No	See footnote to this table	Empty or invalid for SDF/CSV and NULL for DBF doesn't overwrite existing values.
U-72. Supportive Services Received - Transportation	N	L	1 (141)	Y/N = Yes or No	See footnote to this table	Empty or invalid for SDF/CSV and NULL for DBF doesn't overwrite existing values.
U-73. Supportive Services Received - Health Care and Mental Health Care	N	L	1 (142)	Y/N = Yes or No	See footnote to this table	Empty or invalid for SDF/CSV and NULL for DBF doesn't overwrite existing values.
U-74. Supportive Services Received - Family/Child Care	N	L	1 (143)	Y/N = Yes or No	See footnote to this table	Empty or invalid for SDF/CSV and NULL for DBF doesn't overwrite existing values.
U-75. Supportive Services Received - Housing or Rental	N	L	1 (144)	Y/N = Yes or No	See footnote to this table	Empty or invalid for SDF/CSV and NULL for DBF doesn't overwrite

<b>UPDATE RECORDS Field Number/Name</b>	<b>Required ?</b>	<b>Format (For DBF submissions only)</b>	<b>SDF Max Length</b>	<b>Significant Values for translation or display mask</b>	<b>Comments</b>	<b>Overwrite behavior</b>
<b>Assistance</b>						existing values.
<b>U-76. Supportive Services Received - Personal, Financing, or Legal Counseling</b>	N	L	1 (145)	Y/N = Yes or No	See footnote to this table	Empty or invalid for SDF/CSV and NULL for DBF doesn't overwrite existing values.
<b>U-77. Supportive Services Received - Supplementary Instruct. Serv.</b>	N	L	1 (146)	Y/N = Yes or No	See footnote to this table	Empty or invalid for SDF/CSV and NULL for DBF doesn't overwrite existing values.
<b>U-78. Supportive Services Received - Needs-Based Related Payments</b>	N	L	1 (147)	Y/N = Yes or No	See footnote to this table	Empty or invalid for SDF/CSV and NULL for DBF doesn't overwrite existing values.
<b>U-79. Supportive Services Received - Emergency Financial Services</b>	N	L	1 (148)	Y/N = Yes or No	See footnote to this table	Empty or invalid for SDF/CSV and NULL for DBF doesn't overwrite existing values.
<b>U-80. Supportive Services Received - Federal Education Cash Assist.</b>	N	L	1 (149)	Y/N = Yes or No	See footnote to this table	Empty or invalid for SDF/CSV and NULL for DBF doesn't overwrite existing values.
<b>U-81. Supportive Services Received - Other Supportive Services</b>	N	L	1 (150)	Y/N = Yes or No	See footnote to this table	Empty or invalid for SDF/CSV and NULL for DBF doesn't overwrite existing values.
<b>U-82. Work Skills - Make career decision</b>	N	L	1 (151)	Y/N = Yes or No	See footnote to this table	Empty or invalid for SDF/CSV and NULL for DBF doesn't overwrite existing values.
<b>U-83. Work Skills - Use labor market info.</b>	N	L	1 (152)	Y/N = Yes or No	See footnote to this table	Empty or invalid for SDF/CSV and NULL for DBF doesn't overwrite existing values.
<b>U-84. Work Skills - Prepare a resume</b>	N	L	1 (153)	Y/N = Yes or No	See footnote to this table	Empty or invalid for SDF/CSV and NULL for DBF doesn't overwrite

UPDATE RECORDS Field Number/Name	Required ?	Format (For DBF submissions only)	SDF Max Length	Significant Values for translation or display mask	Comments	Overwrite behavior
						existing values.
U-85. Work Skills - Write a cover letter	N	L	1 (154)	Y/N = Yes or No	See footnote to this table	Empty or invalid for SDF/CSV and NULL for DBF doesn't overwrite existing values.
U-86. Work Skills - Fill out an application	N	L	1 (155)	Y/N = Yes or No	See footnote to this table	Empty or invalid for SDF/CSV and NULL for DBF doesn't overwrite existing values.
U-87. Work Skills - Interview	N	L	1 (156)	Y/N = Yes or No	See footnote to this table	Empty or invalid for SDF/CSV and NULL for DBF doesn't overwrite existing values.
U-88. Work Skills - Being punctual	N	L	1 (157)	Y/N = Yes or No	See footnote to this table	Empty or invalid for SDF/CSV and NULL for DBF doesn't overwrite existing values.
U-89. Work Skills - Regular attendance	N	L	1 (158)	Y/N = Yes or No	See footnote to this table	Empty or invalid for SDF/CSV and NULL for DBF doesn't overwrite existing values.
U-90. Work Skills - Good interpersonal relations	N	L	1 (159)	Y/N = Yes or No	See footnote to this table	Empty or invalid for SDF/CSV and NULL for DBF doesn't overwrite existing values.
U-91. Work Skills - Positive attitude/behaviors	N	L	1 (160)	Y/N = Yes or No	See footnote to this table	Empty or invalid for SDF/CSV and NULL for DBF doesn't overwrite existing values.
U-92. Work Skills - Appropriate appearance	N	L	1 (161)	Y/N = Yes or No	See footnote to this table	Empty or invalid for SDF/CSV and NULL for DBF doesn't overwrite existing values.
U-93. Work Skills - Complete tasks effectively	N	L	1 (162)	Y/N = Yes or No	See footnote to this table	Empty or invalid for SDF/CSV and NULL for DBF doesn't overwrite

UPDATE RECORDS Field Number/Name	Required ?	Format (For DBF submissions only)	SDF Max Length	Significant Values for translation or display mask	Comments	Overwrite behavior
						existing values.
U-94. Workforce readiness - Communications	N	L	1 (163)	Y/N = Yes or No	See footnote to this table	Empty or invalid for SDF/CSV and NULL for DBF doesn't overwrite existing values.
U-95. Workforce readiness - Thinking Skills	N	L	1 (164)	Y/N = Yes or No	See footnote to this table	Empty or invalid for SDF/CSV and NULL for DBF doesn't overwrite existing values.
U-96. Workforce readiness - Learning to Learn	N	L	1 (165)	Y/N = Yes or No	See footnote to this table	Empty or invalid for SDF/CSV and NULL for DBF doesn't overwrite existing values.
U-97. Workforce readiness - Personal Qualities	N	L	1 (166)	Y/N = Yes or No	See footnote to this table	Empty or invalid for SDF/CSV and NULL for DBF doesn't overwrite existing values.
U-98. Workforce readiness – Resources	N	L	1 (167)	Y/N = Yes or No	See footnote to this table	Empty or invalid for SDF/CSV and NULL for DBF doesn't overwrite existing values.
U-99. Workforce readiness - Interpersonal Skills	N	L	1 (168)	Y/N = Yes or No	See footnote to this table	Empty or invalid for SDF/CSV and NULL for DBF doesn't overwrite existing values.
U-100. Workforce readiness – Information	N	L	1 (169)	Y/N = Yes or No	See footnote to this table	Empty or invalid for SDF/CSV and NULL for DBF doesn't overwrite existing values.
U-101. Workforce readiness - Systems	N	L	1 (170)	Y/N = Yes or No	See footnote to this table	Empty or invalid for SDF/CSV and NULL for DBF doesn't overwrite existing values.
U-102. Workforce readiness - Technology	N	L	1 (171)	Y/N = Yes or No	See footnote to this table	Empty or invalid for SDF/CSV and NULL for DBF doesn't overwrite

UPDATE RECORDS Field Number/Name	Required ?	Format (For DBF submissions only)	SDF Max Length	Significant Values for translation or display mask	Comments	Overwrite behavior
						existing values.
<b>U-103. Provider Use A</b>	N	C	2 (172-173)	Between 0 and 9	Left justified. Use only one character.	Empty, invalid or not in range doesn't overwrite existing values.
<b>U-104. Provider Use B</b>	N	C	2 (174-175)	Between 0 and 9	Left justified. Use only one character.	Empty, invalid or not in range doesn't overwrite existing values.
<b>U-105. Provider Use C</b>	N	C	2 (176-177)	Between 0 and 9	Left justified. Use only one character.	Empty, invalid or not in range doesn't overwrite existing values.
<b>U-106. Provider Use D</b>	N	C	2 (178-179)	Between 0 and 9	Left justified. Use only one character.	Empty, invalid or not in range doesn't overwrite existing values.
<b>U-107. Provider Use E</b>	N	C	2 (180-181)	Between 0 and 9	Left justified. Use only one character.	Empty, invalid or not in range doesn't overwrite existing values.
<b>U-108. Provider Use F</b>	N	C	2 (182-183)	Between 0 and 9	Left justified. Use only one character.	Empty, invalid or not in range doesn't overwrite existing values.
<b>U-109. Supplemental Provider Use A</b>	N	C	2 (184-185)	Between 0 and 9	Left justified. Use only one character.	Empty, invalid or not in range doesn't overwrite existing values.
<b>U-110. Supplemental Provider Use B</b>	N	C	2 (186-187)	Between 0 and 9	Left justified. Use only one character.	Empty, invalid or not in range doesn't overwrite existing values.
<b>U-111. Supplemental Provider Use C</b>	N	C	2 (188-189)	Between 0 and 9	Left justified. Use only one character.	Empty, invalid or not in range doesn't overwrite existing values.
<b>U-112. Supplemental Provider Use D</b>	N	C	2 (190-191)	Between 0 and 9	Left justified. Use only one character.	Empty, invalid or not in range doesn't overwrite existing values.
<b>U-113. Supplemental Provider Use E</b>	N	C	2 (192-193)	Between 0 and 9	Left justified. Use only one character.	Empty, invalid or not in range doesn't overwrite existing values.
<b>U-114. Supplemental Provider Use F</b>	N	C	2 (194-195)	Between 0 and 9	Left justified. Use only one character.	Empty, invalid or not in range doesn't overwrite existing values.

UPDATE RECORDS Field Number/Name	Required ?	Format (For DBF submissions only)	SDF Max Length	Significant Values for translation or display mask	Comments	Overwrite behavior
						existing values.
U-115. High school credits earned	N	N	5 (196-200)		Numeric value. One figure can be used after the decimal point if necessary. High school credits earned must be entered in increments of 0.5 (Import rounds to the next increment of 0.5)	Empty, invalid or out of range doesn't overwrite existing values
U-116. Met Instructional Intensity	N	N	1 (201-201)	1 – Yes 2 – No 3 – Unknown	Use only the numeric values listed.	Empty or invalid doesn't overwrite existing values
U-117. Hourly wage	N	N	6 (202-207)		Numeric value in dollars. Two figures can be used after the decimal point if necessary.	Empty or invalid doesn't overwrite existing values
U-118. Work hours per week	N	N	2 (208-209)		Numeric values only (0 through 69)	Empty, invalid or out of range doesn't overwrite existing values
U-119. GED - Language Arts, Writing	N	L	1 (210-210)	Y/N = Yes or No	See footnote to this table	Empty or invalid for SDF/CSV and NULL for DBF doesn't overwrite existing values.
U-120. GED - Science	N	L	1 (211-211)	Y/N = Yes or No	See footnote to this table	Empty or invalid for SDF/CSV and NULL for DBF doesn't overwrite existing values.
U-121. GED - Social Studies	N	L	1 (212-212)	Y/N = Yes or No	See footnote to this table	Empty or invalid for SDF/CSV and NULL for DBF doesn't overwrite existing values.
U-122. GED - Language Arts, Reading	N	L	1 (213-213)	Y/N = Yes or No	See footnote to this table	Empty or invalid for SDF/CSV and NULL for DBF doesn't overwrite existing values.
U-123. GED - Math	N	L	1 (214-214)	Y/N = Yes or No	See footnote to this table	Empty or invalid for SDF/CSV and NULL for DBF doesn't overwrite existing values.
U-124. GED - Non-English	N	L	1 (215-215)	Y/N = Yes or No	See footnote to this table	Empty or invalid for SDF/CSV and NULL for DBF doesn't overwrite

UPDATE RECORDS Field Number/Name	Required ?	Format (For DBF submissions only)	SDF Max Length	Significant Values for translation or display mask	Comments	Overwrite behavior
						existing values.
U-125. Annual Income	N	C	4 (216-219)	0048 - Single person and income below \$7,500 per year 0049 - Married and combined income is below \$15,000 per year	Use only the numeric values listed.	Empty or invalid does not overwrite existing values.
U-126. Creation date	Y	D	8 (220-227)	MMDDYYYY	E.g. October 22, 2001 = '10222001' Numeric values representing a valid date only. Future dates are not allowed. <b>This is a REQUIRED field. If this field is blank or invalid the record is not imported.</b>	Invalid dates not overwrite existing records.
U-127. User that created the record	Y	C	10 (228-237)		<b>This is a REQUIRED field.</b> Character values representing the name of the user that created the record. <b>If this field is blank the record is dropped</b>	Valid names overwrite existing records.
U-128. Extended Class ID	N	C	10 (238-247)		Value storing the extended class identification number. Can contain both characters and numeric values.	Key field - doesn't overwrite
U-129. CAHSEE_rea	N	N	3 (248-250)		California specific value	
U-130. CAHSEE_mat	N	N	3 (251-253)		California specific value	
U-131. CAHSEE_rda	N	D	8 (254-261)	MMDDYYYY	California specific value Eg. October 22, 2001 = '10222001' Numeric values representing a valid date only. Future dates are not allowed.	
U-132. CAHSEE_mda	N	D	8 (262-269)	MMDDYYYY	California specific value Eg. October 22, 2001 = '10222001' Numeric values representing a valid date only. Future dates are not allowed.	
U-133. GED_WRITIS	N	N	3 (270-272)		Score for GED Writing subsection	Empty, invalid or out of range doesn't overwrite existing values
U-134. GED_SCIENS	N	N	3 (273-275)		Score for GED Science subsection	Empty, invalid or out of range doesn't overwrite existing values

UPDATE RECORDS Field Number/Name	Required ?	Format (For DBF submissions only)	SDF Max Length	Significant Values for translation or display mask	Comments	Overwrite behavior
U-135. GED_SOCIAS	N	N	3 (276-278)		Score for GED Social Studies subsection	Empty, invalid or out of range doesn't overwrite existing values
U-136. GED_LITERS	N	N	3 (279-281)		Score for GED Reading subsection	Empty, invalid or out of range doesn't overwrite existing values
U-137. GED_MATHS	N	N	3 (282-284)		Score for GED Math subsection	Empty, invalid or out of range doesn't overwrite existing values
U-138. GED_NONENS	N	N	3 (285-287)		Included for backward compatibility. Please ignore.	
U-139. GED_WRITID	Y	D	8 (288-295)	MMDDYYYY	Eg. October 22, 2001 = '10222001' Numeric values representing a valid date only. Future dates are not allowed.	See GED Note at the end of this table.
U-140. GED_SCIEND	Y	D	8 (296-303)	MMDDYYYY	Eg. October 22, 2001 = '10222001' Numeric values representing a valid date only. Future dates are not allowed.	See GED Note at the end of this table.
U-141. GED_SOCIAD	Y	D	8 (304-311)	MMDDYYYY	Eg. October 22, 2001 = '10222001' Numeric values representing a valid date only. Future dates are not allowed.	See GED Note at the end of this table.
U-142. GED_LITERD	Y	D	8 (312-319)	MMDDYYYY	Eg. October 22, 2001 = '10222001' Numeric values representing a valid date only. Future dates are not allowed.	See GED Note at the end of this table.
U-143. GED_MATHD	Y	D	8 (320-327)	MMDDYYYY	Eg. October 22, 2001 = '10222001' Numeric values representing a valid date only. Future dates are not allowed.	See GED Note at the end of this table.

Note: DBF submission: use .T., .F. or .NULL. A null value will be discarded if the import updates an existing TOPS record, but will be imported as False if the import creates a new record.

CSV, SDF submission: use Y, N or leave blank. A blank value will be discarded if the import updates an existing TOPS record, but will be imported as False if the import creates a new record.

GED Note: There are 3 fields related to GED for each subsection: Passed (GED\_<<SECTION>>), Date (GED\_<<SECTION>>D) and Score (GED\_<<SECTION>>S).

The newly introduced Date fields (GED\_<<SECTION>>D) are considered mandatory for entering any GED related information.

Leave Date empty if you don't have any information about GED subsections scores or passed.

Export a valid date in the corresponding GED section Date field to signify the section was attempted (regardless whether Score or Passed information is known or not).

For backward compatibility, if Date is empty but Score is greater than 0 or Passed is true, Update Date will be used as Date for the corresponding section.

**Record 7 – Student Class Status**

<b>Student Class Status Field Number/Name</b>	<b>Required ?</b>	<b>Format (For DBF submissions only)</b>	<b>SDF Max Length</b>	<b>Significant Values for translation or display mask</b>	<b>Comments</b>	<b>Overwrite behavior</b>
<b>A-1. Record Sequence Number</b>	<b>Y</b>	<b>C</b>	<b>10 (1-10)</b>	-	Numeric values only. Physical record sequence number in the file.	-
<b>A-2. Transaction Type</b>	<b>Y</b>	<b>C</b>	<b>4 (11-14)</b>	1050 = Teacher 2050 = Student Class Status 4050 = Class 5050 = Demographics 6050 = Tests (Export) 7050 = Attendance Hours 8051 = Entry Records 9051 = Update Records	Use fixed value '2050'.	-
<b>A-3. State</b>		<b>C</b>	<b>2 (15-16)</b>	-	Use standard U.S. Postal State abbreviations	-
<b>A-4. Agency Number</b>	<b>Y</b>	<b>C</b>	<b>8 (17-24)</b>	-	Numeric values only: 1 through 99999999. Any value that evaluates to zero '0' is not allowed. This is a REQUIRED field in TOPSpro and is used to link attendance hours to a student's enrollment in a particular agency/site/class. SDF and DBF submissions must be left justified.	Key field - doesn't overwrite
<b>A-5. Site Number</b>	<b>Y</b>	<b>C</b>	<b>8 (25-32)</b>	-	Numeric values only: 1 through 99999999. Any value that evaluates to zero '0' is not allowed. This is a REQUIRED field in TOPSpro and is used to link attendance hours to a student's enrollment in a particular agency/site/class. SDF and DBF submissions must be left justified.	Key field - doesn't overwrite
<b>A-6. Class or Period Number</b>	<b>Y</b>	<b>C</b>	<b>8 (33-40)</b>	-	Numeric values only: 1 through 99999999. Any value that evaluates to zero '0' is not allowed. This is a REQUIRED field in TOPSpro and is used to link attendance hours to a student's enrollment in a particular agency/site/class/program. SDF and DBF submissions must be left justified.	Key field - doesn't overwrite
<b>A-7. Extended Class Identification</b>		<b>C</b>	<b>10 (41-50)</b>	-	Value storing the extended class identification number. Can contain both characters and numeric values.	Key field - doesn't overwrite
<b>A-8. Student Number</b>	<b>Y</b>	<b>C</b>	<b>9 (51-59)</b>	-	Numeric values only: 1 through 99999999. Any value that evaluates to zero '0' is not allowed. This is a REQUIRED field in TOPSpro and is used to link status	Key field - doesn't overwrite

Student Class Status Field Number/Name	Required ?	Format (For DBF submissions only)	SDF Max Length	Significant Values for translation or display mask	Comments	Overwrite behavior
					to a student's enrollment in a particular agency/site/class. SDF and DBF submissions must be left justified.	
A-9. Class Status	Y	C	4 (60-63)	0503 = Active 0504 = Completed 0505 = Inactive	Use only the numeric values listed. Include leading zeros.	Always overwrites the existing values.
A-10. Last Updated	Y	D	8 (64-71)	MMDDYYYY	The date when the student class status is exported. This is used as a timestamp to avoid overwriting a newer status with an older one. This field is REQUIRED. TOPSpro will not import the status if this field is missing or invalid. E.g. October 22, 2001 = '10222001' Numeric values representing a valid date only. Future dates are not allowed.	Always overwrites the existing values.
A-11. Start Date in class	Y	D	8 (72-79)	MMDDYYYY	The date the student first attended the class. This field is REQUIRED. TOPS will not import the status if this field is missing or invalid. E.g. October 22, 2001 = '10222001' Numeric values representing a valid date only. Future dates are not allowed.	Always overwrites the existing values.
A-12. Exit Date from class	Y	D	8 (80-87)	MMDDYYYY	The date when the student status became Completed or Inactive. Leave blank when the student is Active. E.g. October 22, 2001 = '10222001' Numeric values representing a valid date only. Future dates are not allowed.	Always overwrites the existing values.

Note: DBF submission: use .T., .F. or .NULL. A null value will be discarded if the import updates an existing TOPS record, but will be imported as False if the import creates a new record.

CSV, SDF submission: use Y, N or leave blank. A blank value will be discarded if the import updates an existing TOPS record, but will be imported as False if the import creates a new record.

### Record 8 – Teacher

Teacher Field Number/Name	Required ?	Format (For DBF submissions only)	SDF Max Length	Significant Values for translation or display mask	Comments	Overwrite behavior
D-1. Record Sequence Number	Y	C	10 (1-10)	-	Numeric values only. Physical record sequence number in the file.	-

Teacher Field Number/Name	Required ?	Format (For DBF submissions only)	SDF Max Length	Significant Values for translation or display mask	Comments	Overwrite behavior
<b>D-2. Transaction Type</b>	Y	C	4 (11-14)	1050 = Teacher 2050 = Student Class Status 4050 = Class 5050 = Demographics 6050 = Tests (Export) 7050 = Attendance Hours 8051 = Entry Records 9051 = Update Records	Use fixed value '1050'.	-
<b>D-3. State</b>		C	2 (15-16)	-	Use standard U.S. Postal State abbreviations	-
<b>D-4. Agency Number</b>	Y	C	8 (17-24)	-	Numeric values only: 1 through 99999999. Any value that evaluates to zero '0' is not allowed. This is a REQUIRED field in TOPSpro and is used to link imported teacher information with a TOPSpro teacher record. SDF and DBF submissions must be left justified.	Key field - doesn't overwrite
<b>D-5. Site Number</b>	Y	C	8 (25-32)	-	Numeric values only: 1 through 99999999. Any value that evaluates to zero '0' is not allowed. This is a REQUIRED field in TOPSpro and is used to link imported teacher information with a TOPSpro teacher record. SDF and DBF submissions must be left justified.	Key field - doesn't overwrite
<b>D-6. Teacher Number</b>	Y	C	10 (33-42)	-	Numeric values only: 1 through 999999999. Any value that evaluates to zero '0' is not allowed. This is a REQUIRED field in TOPSpro and is used to link imported demographic information with a TOPSpro student record. SDF and DBF submissions must be left justified.	Key field - doesn't overwrite
<b>D-7. Name-First</b>		C	20 (43-62)	-		Empty doesn't overwrite existing values.
<b>D-8. Name-Middle</b>		C	20 (63-82)	-		Empty doesn't overwrite existing values.
<b>D-9. Name-Last</b>		C	20 (83-102)	-		Empty doesn't overwrite existing values.
<b>D-10. Teacher Certificates</b>		C	15 (103-117)	AE - Adult Education Certificate K12 - K-12 Certification SE - Special Education	List all codes for known certificates separated by comma.	Empty doesn't overwrite existing values.

Teacher Field Number/Name	Required ?	Format (For DBF submissions only)	SDF Max Length	Significant Values for translation or display mask	Comments	Overwrite behavior
				Certification TESOL - TESOL Certification		
<b>D-11. Years of Experience</b>		N	2 (118-119)	0 – 99		Null, empty or invalid doesn't overwrite existing values.

Note: DBF submission: use .T., .F. or .NULL. A null value will be discarded if the import updates an existing TOPS record, but will be imported as False if the import creates a new record.

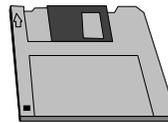
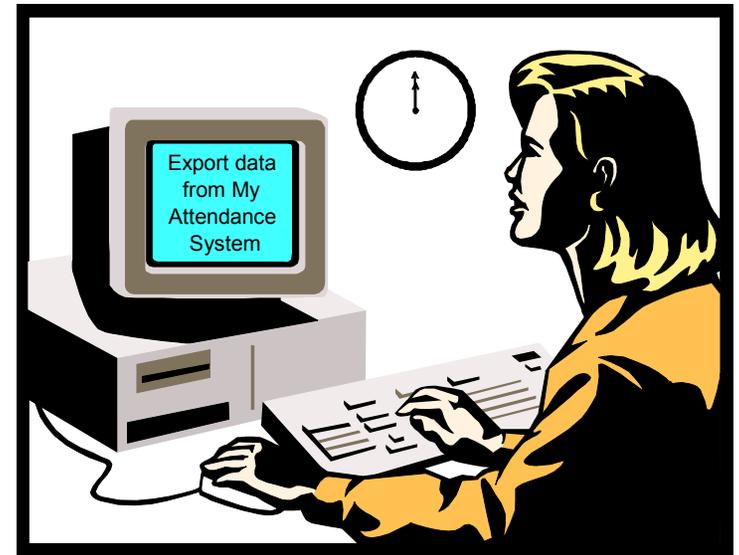
CSV, SDF submission: use Y, N or leave blank. A blank value will be discarded if the import updates an existing TOPS record, but will be imported as False if the import creates a new record.

## **Description of User Interface and Exchange Process**

The diagram on the following page conceptually illustrates the user interface and data flow process when completing a data exchange.

### Attendance System Side

1. Conceptually, users would continue to maintain demographic, entry, class and attendance hours on an attendance or information keeping system of their choosing.
2. At some user-defined interval, they would request an export of demographic or attendance hours information for TOPS to import. For example, at the end of each quarter, semester, or as needs be. Users will need to think through their export objectives, understand how TOPS will use this information and procedurally determine when this capability should be used.
3. Conceivably, a wizard or some other interface developed by the vendor of the attendance system will guide them through the necessary steps to determine what should be selected for export, as well as collect any additional information it needs to make the export record complete.
4. Once accomplished, the attendance system export program would yield a file on the hard disk or a diskette that TOPSpro can then import. If the attendance system and TOPSpro reside on the same machine, there would be no need to physically transport files between machines as shown.



### TOPSpro Side

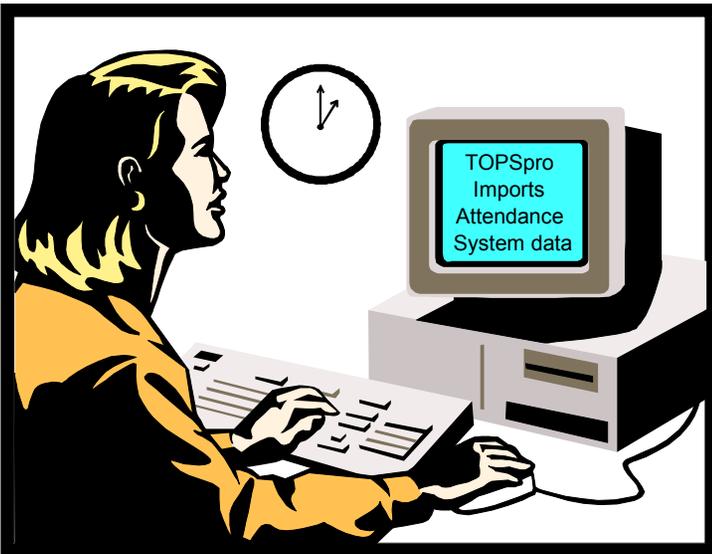
5. In TOPSpro, the user selects the import option from the Tools-Database menu. A wizard appears and guides the user through each step of the import process. When finished, here's what's TOPS will have done:

#### **Importing Demographics**

- a. TOPS evaluates each import record and determines whether it is structurally complete. If so, it next determines whether its Agency and Site IDs already exist. If not, TOPS will skip and not import that student record.
- b. Next, TOPS looks up the student id in the imported record and determines whether it already exists. If a record does NOT already exist, TOPS will create a new STUDENT record. Otherwise, TOPS will update an existing record with any information in the import record. This process includes replacing existing values with those from the import. The overwrite behavior is detailed in the tables above.

#### **Importing Attendance Hours**

- a. TOPS evaluates each import record and determines whether it is structurally complete. If so, it next determines whether its Agency, Site, Class, and Student IDs already exist. If not, TOPS will not import these records. In contrast to scanning or manual data entry, the import function does not "autocreate" a student record.
- b. If all required information is present, TOPS will create an UPDATE record for the student containing the imported instructional hours. These hours are then included as a part of TOPSpro's regular reporting. Note that if the imported record duplicates an update record already on file, the imported instructional hours will replace the instructional hours that may already be on record.



## **TOPSpro Side (continued)**

### **Importing Classes**

- a. TOPS evaluates each import record and determines whether it is structurally complete and in the expected format. If so, it next determines whether the Agency and Site IDs in the record already exist on the destination system. If not, TOPS will skip and not import that Class record.
- b. If all required information is present, passes validation and the Class ID from the imported class record does not already exist on the destination system, TOPS will create a new class record. If the class record already exists, TOPS will update the existing record with information from the imported record.

In either case, TOPS will attempt to preserve the Teacher Code that accompanies an imported Class record. However, if a Teacher Code cannot be found, one will NOT be created, nor will that cause the Class record to be rejected from import.

### **Importing Entries**

- a. TOPSpro evaluates each import record and determines whether it is structurally complete and in the expected format. If so, it next determines whether the Agency, Site, Class, and Student ID's in the imported record already exist on the destination system. If not, TOPSpro will skip and not import that entry record. In contrast to scanning or manual data entry, the import function does not "autocreate" a student record if that record did not already exist.
- b. If all required information is present and the record passes validations, the program determines the destination system's internal keys for the Agency, Site, Class and Student Code of the record being imported. Next, the program looks up the new key value in the destination. If an entry record with identical keys already exists, TOPS will update the destination system's existing record with what's being imported. Otherwise, if one does not exist, internal keys are generated and a new record is created.

### **Exporting Tests**

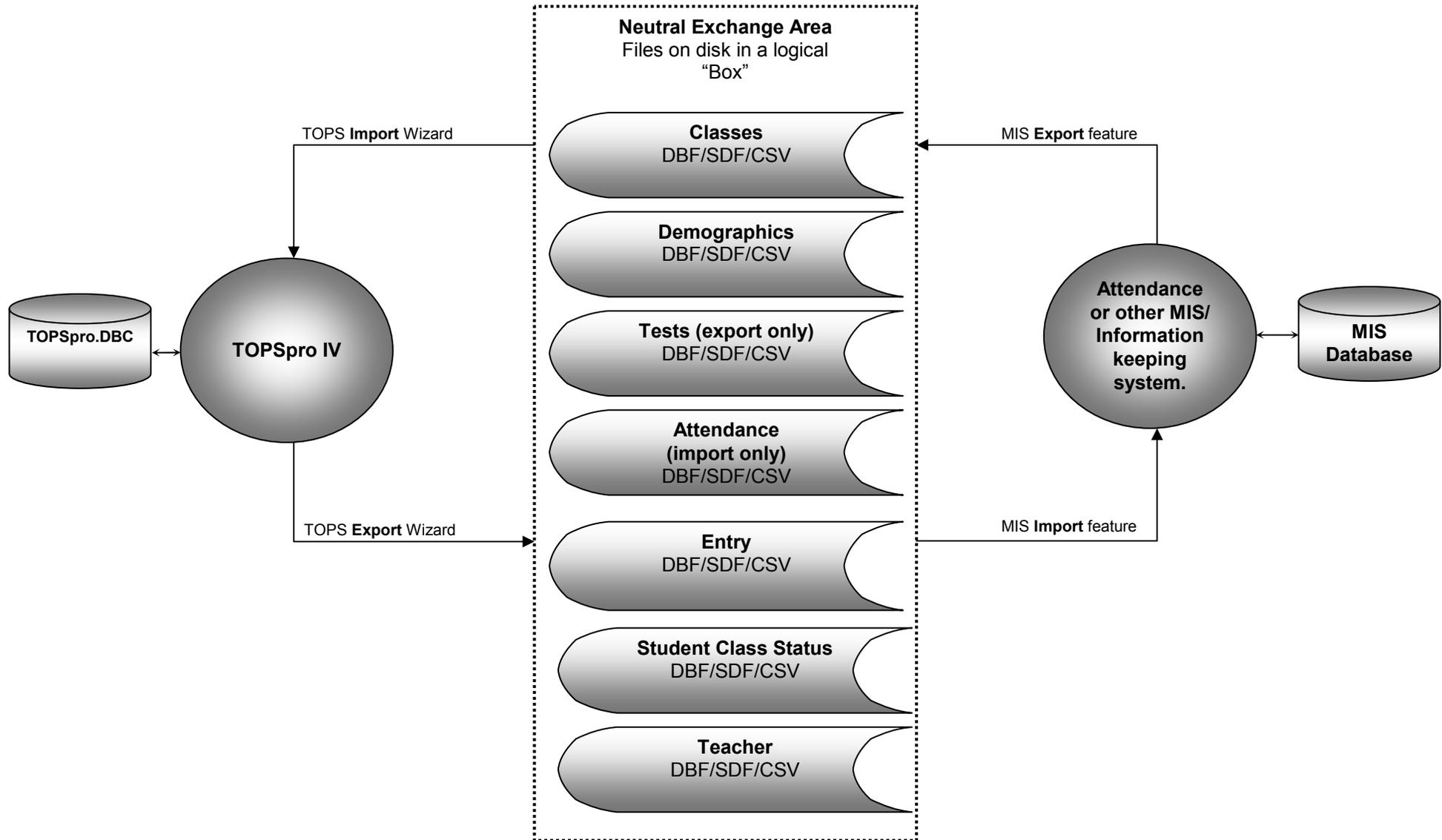
TOPSpro does not import test records from a 3<sup>rd</sup> party system but does export test related information except item responses.

### **Note: When a record in TOPSpro is updated by import information, the following rules apply:**

1. For Character, Number or Date fields, an empty, blank or invalid value does not overwrite TOPSpro data.
2. For Logical Type fields, and empty or invalid value for SDF/CSV, and a .Null. for DBF fields (**not files**) does not overwrite existing values.

## Data Exchange – A Conceptual Topography

The following diagram conceptually illustrates the boundaries and assumptions about data exchange partners. Files are put into or pulled in from an installation's storage device as applicable (i.e., hard disk, data cartridge, 3.5" floppy, network drive, CD-ROM, etc.).



## DBF Table Record Layouts/Column Names

### Structure summary for Teacher Records export table: EDI1050.DBF

Field	Field Name	Type	<u>SDF Column Position</u>		
			Width	Start	Stop
1	SEQ_NO	Character	10	1	10
2	TRAN_CD	Character	4	11	14
3	STATE_CD	Character	2	15	16
4	AGENCY_CD	Character	8	17	24
5	SITE_CD	Character	8	25	32
6	TEACHER_CD	Character	10	33	42
7	FNAME	Character	20	43	62
8	MNAME	Character	20	63	82
9	LNAME	Character	20	83	102
10	TEACH_CERT	Character	15	103	117
10	YEARSOFEXP	Numeric	2	118	119
**TOTAL**					119

### Structure summary for Student Class Status Records export table: EDI2050.DBF

Field	Field Name	Type	<u>SDF Column Position</u>		
			Width	Start	Stop
1	SEQ_NO	Character	10	1	10
2	TRAN_CD	Character	4	11	14
3	STATE_CD	Character	2	15	16
4	AGENCY_CD	Character	8	17	24
5	SITE_CD	Character	8	25	32
6	CLASS_CD	Character	8	33	40
7	ECLASS_CD	Character	10	41	50
8	STUDENT_CD	Character	9	51	59
9	STATUS_ID	Character	4	60	63
10	LASTEDITED	Date	8	64	71
11	START_DATE	Date	8	72	79
12	EXIT_DATE	Date	8	80	87

\*\*TOTAL\*\*

87

**Structure summary for Class export table: EDI4050.DBF**

Field	Field Name	Type	Width	<u>SDF Column Position</u>	
				Start	Stop
1	SEQ_NO	Character	10	1	10
2	TRAN_CD	Character	4	11	14
3	STATE_CD	Character	2	15	16
4	AGENCY_CD	Character	8	17	24
5	SITE_CD	Character	8	25	32
6	CLASS_CD	Character	8	33	40
7	DESC	Character	60	41	100
8	COURSE_CD	Character	10	101	110
9	TEACHER_CD	Character	10	111	120
10	MULTIUSE	Character	20	121	140
11	ALT_ID	Character	20	141	160
12	ECLASS_CD	Character	10	161	170
13	TRAN_FOCUS	Character	10	171	180
**	Total	**	180		

**Structure summary for Demographic export table: EDI5050.DBF**

Field	Field Name	Type	Width	SDF Column Position	
				Start	Stop
1	SEQ_NO	Character	10	1	10
2	TRAN_CD	Character	4	11	14
3	STATE_CD	Character	2	15	16
4	AGENCY_CD	Character	8	17	24
5	SITE_CD	Character	8	25	32
6	STUDENT_CD	Character	9	33	41
7	FNAME	Character	20	42	61
8	MNAME	Character	20	62	81
9	LNAME	Character	30	82	111
10	STREET	Character	30	112	141
11	CITY	Character	30	142	171
12	STATE	Character	2	172	173
13	ZIP	Character	5	174	178
14	SEX	Numeric	1	179	179
15	DOB	Date	8	180	187
16	YEARSOFSCH	Character	2	188	189
17	EARNED_ID	Character	4	190	193
18	ETHNIC_CD	Numeric	1	194	194
19	RACE_UNAVA	Logical	1	195	195
20	RACE_WHITE	Logical	1	196	196
21	RACE_ASIAN	Logical	1	197	197
22	RACE_BLACK	Logical	1	198	198
23	RACE_PACIF	Logical	1	199	199
24	RACE_FILIP	Logical	1	200	200
25	RACE_NATIV	Logical	1	201	201
26	RACE_ALASK	Logical	1	202	202
27	LANG_CD	Character	4	203	206
28	SSN	Character	9	207	215
29	CONSENT	Numeric	1	216	216
30	MULTIUSE	Character	20	217	236
31	ALT_ID	Character	20	237	256
32	OUTSIDE_US	Logical	1	257	257
33	PHONE	Character	14	258	271
34	GED_ID	Character	9	272	280
35	CSIS_ID	Character	10	281	290
36	SCH_OUT_US	Logical	1	291	291
** Total **			291		

**Structure summary for Test Record export table: EDI6050.DBF**

Field	Field Name	Type	Width	SDF Column Position	
				Start	Stop
1	SEQ_NO	Character	10	1	10
2	TRAN_CD	Character	4	11	14
3	STATE_CD	Character	2	15	16
4	AGENCY_CD	Character	8	17	24
5	SITE_CD	Character	8	25	32
6	STUDENT_CD	Character	9	33	41
7	PROGRAM_ID	Character	4	42	45
8	CLASS_CD	Character	8	46	53
9	FORM_CD	Character	5	54	58
10	TESTDATE <sup>1</sup>	Date	8	59	66
11	RAWSCR	Numeric	2	67	68
12	SCALESCR	Numeric	3	69	71
13	ACCURATE	Logical	1	72	72
14	HOURS	Numeric	3	73	75
15	UNSKILLED	Logical	1	76	76
16	OVERRIDE	Logical	1	77	77
17	TEST1	Character	3	78	80
18	TEST2	Character	3	81	83
19	TEST3	Character	3	84	86
20	TEST4	Character	3	87	89
21	SSN	Character	9	90	98
22	CONSENT	Logical	1	99	99
23	MULTIUSE	Character	20	100	119
24	ALT_ID	Character	20	120	139
25	ECLASS_CD	Character	10	140	149
** Total **			149		

<sup>1</sup> The format of *testdate* in the physical export table is DATE (8); for import purposes, *testdate* in the EDI6050.DBF table itself is defined as CHARACTER (8) by design.

**Structure summary for Attendance Hours export table: EDI7050.DBF**

Field	Field Name	Type	Width	<u>SDF Column Position</u>	
				Start	Stop
1	SEQ_NO	Character	10	10	10
2	TRAN_CD	Character	4	11	14
3	STATE_CD	Character	2	15	16
4	AGENCY_CD	Character	8	17	24
5	SITE_CD	Character	8	25	32
6	STUDENT_CD	Character	9	33	41
7	PROGRAM_ID	Character	4	42	45
8	CLASS_CD	Character	8	46	53
9	UPDATEDATE	Date	8	54	61
10	HOURS	Numeric	3	62	64
11	SSN	Character	9	65	73
12	CONSENT	Logical	1	74	74
13	MULTIUSE	Character	20	75	94
14	ALT_ID	Character	20	95	114
15	ECLASS_CD	Character	10	115	124
** Total **			124		

**Structure summary for Entry Records export table: EDI8051.DBF**

Field	Field Name	Type	<u>SDF Column Position</u>		
			Width	Start	Stop
1	SEQ_NO	Character	10	1	10
2	TRAN_CD	Character	4	11	14
3	STATE_CD	Character	2	15	16
4	AGENCY_CD	Character	8	17	24
5	SITE_CD	Character	8	25	32
6	STUDENT_CD	Character	9	33	41
7	PROGRAM_ID	Character	4	42	45
8	CLASS_CD	Character	8	46	53
9	ENTRY_DATE	Date	8	54	61
10	LEVEL_ID	Character	4	62	65
11	EARNED_ID	Character	4	66	69
12	SKILL_S	Character	2	70	71
13	SKILL_L	Character	2	72	73
14	SKILL_R	Character	2	74	75
15	SKILL_M	Character	2	76	77
16	SKILL_W	Character	2	78	79
17	SKILL_T	Character	2	80	81
18	ENROLL1_ID	Character	4	82	85
19	ENROLL2_ID	Character	4	86	89
20	SP_NONE	Logical	1	90	90
21	SP_STATECO	Logical	1	91	91
22	SP_JAIL	Logical	1	92	92
23	SP_HOMELES	Logical	1	93	93
24	SP_FAMILYL	Logical	1	94	94
25	SP_WORKPLA	Logical	1	95	95
26	SP_ALTED	Logical	1	96	96
27	SP_TUTORIN	Logical	1	97	97
28	SP_DISTANC	Logical	1	98	98
29	SP_SPECIAL	Logical	1	99	99
30	SP_CC	Logical	1	100	100
31	SP_ELCIVIC	Logical	1	101	101

32	SP_OTHER	Logical	1	102	102
33	SP_NTTP	Logical	1	103	103
34	SP_CARLPER	Logical	1	104	104
35	PSTAT_TANF	Logical	1	105	105
36	PSTAT_OTHE	Logical	1	106	106
37	PSTAT_DISL	Logical	1	107	107
38	PSTAT_SING	Logical	1	108	108
39	PSTAT_REHA	Logical	1	109	109
40	PSTAT_VETE	Logical	1	110	110
41	PSTAT_DISA	Logical	1	111	111
42	PSTAT_DISP	Logical	1	112	112
43	PSTAT_WIA	Logical	1	113	113
44	PSTAT_CONC	Logical	1	114	114
45	PSTAT_OPA	Logical	1	115	115
46	LABORSTAT	Character	4	116	119
47	INCOME_ID	Character	4	120	123
48	HOURLYWAGE	Numeric	6	124	129
49	WORKHOURSP	Numeric	2	130	131
50	SRECD_ATC	Logical	1	132	132
51	SRECD_PDT	Logical	1	133	133
52	SRECD_CCD	Logical	1	134	134
53	SRECD_JDJS	Logical	1	135	135
54	SRECD_OST	Logical	1	136	136
55	SRECD_OJT	Logical	1	137	137
56	SRECD_WE	Logical	1	138	138
57	SRECD_PESJ	Logical	1	139	139
58	SRECD_PAE	Logical	1	140	140
59	NEEDS_TRAN	Logical	1	141	141
60	NEEDS_HEAL	Logical	1	142	142
61	NEEDS_FAMI	Logical	1	143	143
62	NEEDS_HOUS	Logical	1	144	144
63	NEEDS_PERS	Logical	1	145	145
64	NEEDS_SIS	Logical	1	146	146
65	NEEDS_NBRP	Logical	1	147	147
66	NEEDS_EFS	Logical	1	148	148
67	NEEDS_FEDC	Logical	1	149	149

68	NEEDS_OTHE	Logical	1	150	150
69	PES_CAREER	Logical	1	151	151
70	PES_MARKET	Logical	1	152	152
71	PES_PREPAR	Logical	1	153	153
72	PES_COVER_	Logical	1	154	154
73	PES_FILL_A	Logical	1	155	155
74	PES_INTERV	Logical	1	156	156
75	PES_PUNCTU	Logical	1	157	157
76	PES_ATTEND	Logical	1	158	158
77	PES_INTERP	Logical	1	159	159
78	PES_ATTITU	Logical	1	160	160
79	PES_APPEAR	Logical	1	161	161
80	PES_COMPLE	Logical	1	162	162
81	WFR_COMMUN	Logical	1	163	163
82	WFR_THINKI	Logical	1	164	164
83	WFR_LEARNI	Logical	1	165	165
84	WFR_PERSON	Logical	1	166	166
85	WFR_RESOUR	Logical	1	167	167
86	WFR_INTERP	Logical	1	168	168
87	WFR_INFORM	Logical	1	169	169
88	WFR_SYSTEM	Logical	1	170	170
89	WFR_TECHNO	Logical	1	171	171
90	PROV_A	Character	2	172	173
91	PROV_B	Character	2	174	175
92	PROV_C	Character	2	176	177
93	PROV_D	Character	2	178	179
94	PROV_E	Character	2	180	181
95	PROV_F	Character	2	182	183
96	PROVSUP_A	Character	2	184	185
97	PROVSUP_B	Character	2	186	187
98	PROVSUP_C	Character	2	188	189
99	PROVSUP_D	Character	2	190	191
100	PROVSUP_E	Character	2	192	193
101	PROVSUP_F	Character	2	194	195
102	CONSENT	Logical	1	196	196
103	MULTIUSE	Character	20	197	216

104	ALT_ID	Character	20	217	236
105	INCOMPLETE	Logical	1	237	238
106	ECLASS_CD	Character	10	238	247
107	SP_EVENSTA	Logical	1	247	248
108	SP_CBET	Logical	1	248	249
**	Total	**	249		

**Structure summary for Update Records import table: EDI9051.DBF**  
SDF Column Position

Field	Field Name	Type	Width	Start	Stop
1	SEQ_NO	Character	10	1	10
2	TRAN_CD	Character	4	11	14
3	STATE_CD	Character	2	15	16
4	AGENCY_CD	Character	8	17	24
5	SITE_CD	Character	8	25	32
6	STUDENT_CD	Character	9	33	41
7	PROGRAM_ID	Character	4	42	45
8	CLASS_CD	Character	8	46	53
9	UPDATEDATE	Date	8	54	61
10	LEVEL_ID	Character	4	62	65
11	HRSINSTR	Character	3	66	68
12	STATUS_ID	Character	4	69	72
13	PROG3_ID	Character	4	73	76
14	SKILL_S	Character	2	77	78
15	SKILL_L	Character	2	79	80
16	SKILL_R	Character	2	81	82
17	SKILL_M	Character	2	83	84
18	SKILL_W	Character	2	85	86
19	SKILL_T	Character	2	87	88
20	RWORK_GOTJ	Logical	1	89	89
21	RWORK_RETA	Logical	1	90	90
22	RWORK_METG	Logical	1	91	91
23	RWORK_TRAI	Logical	1	92	92
24	RWORK_APPR	Logical	1	93	93
25	RWORK_MILI	Logical	1	94	94
26	RWORK_EXPE	Logical	1	95	95

27	RWORK_OFF_	Logical	1	96	96
28	RWORK_OTHE	Logical	1	97	97
29	RPERS_INC2	Logical	1	98	98
30	RPERS_INCR	Logical	1	99	99
31	RPERS_METF	Logical	1	100	100
32	RPERS_METG	Logical	1	101	101
33	RPERS_OTHE	Logical	1	102	102
34	RCOMM_RECE	Logical	1	103	103
35	RCOMM_VOTE	Logical	1	104	104
36	RCOMM_INVO	Logical	1	105	105
37	RCOMM_OTHE	Logical	1	106	106
38	REDU_K12	Logical	1	107	107
39	REDU_GED	Logical	1	108	108
40	REDU_CERTI	Logical	1	109	109
41	REDU_DIPLO	Logical	1	110	110
42	REDU_POSTS	Logical	1	111	111
43	REDU_TRAIN	Logical	1	112	112
44	REDU_COMPU	Logical	1	113	113
45	REDU_MASTE	Logical	1	114	114
46	REDU_OTHER	Logical	1	115	115
47	EXIT_CHANG	Logical	1	116	116
48	EXIT_COMPL	Logical	1	117	117
49	EXIT_METGO	Logical	1	118	118
50	EXIT_ENDOF	Logical	1	119	119
51	EXIT_GOTJO	Logical	1	120	120
52	EXIT_MOVED	Logical	1	121	121
53	EXIT_CONFL	Logical	1	122	122
54	EXIT_TRANS	Logical	1	123	123
55	EXIT_CHILD	Logical	1	124	124
56	EXIT_FAMIL	Logical	1	125	125
57	EXIT_OWN_H	Logical	1	126	126
58	EXIT_LACK_	Logical	1	127	127
59	EXIT_PUBLI	Logical	1	128	128
60	EXIT_ADMIN	Logical	1	129	129
61	EXIT_UNKNO	Logical	1	130	130
62	EXIT_OTHER	Logical	1	131	131

63	SRECD_ATC	Logical	1	132	132
64	SRECD_PDT	Logical	1	133	133
65	SRECD_CCD	Logical	1	134	134
66	SRECD_JDJS	Logical	1	135	135
67	SRECD_OST	Logical	1	136	136
68	SRECD_OJT	Logical	1	137	137
69	SRECD_WE	Logical	1	138	138
70	SRECD_PESJ	Logical	1	139	139
71	SRECD_PAE	Logical	1	140	140
72	NEEDS_TRAN	Logical	1	141	141
73	NEEDS_HEAL	Logical	1	142	142
74	NEEDS_FAMI	Logical	1	143	143
75	NEEDS_HOUS	Logical	1	144	144
76	NEEDS_PERS	Logical	1	145	145
77	NEEDS_SIS	Logical	1	146	146
78	NEEDS_NBRP	Logical	1	147	147
79	NEEDS_EFS	Logical	1	148	148
80	NEEDS_FEDC	Logical	1	149	149
81	NEEDS_OTHE	Logical	1	150	150
82	PES_CAREER	Logical	1	151	151
83	PES_MARKET	Logical	1	152	152
84	PES_PREPAR	Logical	1	153	153
85	PES_COVER_	Logical	1	154	154
86	PES_FILL_A	Logical	1	155	155
87	PES_INTERV	Logical	1	156	156
88	PES_PUNCTU	Logical	1	157	157
89	PES_ATTEND	Logical	1	158	158
90	PES_INTERP	Logical	1	159	159
91	PES_ATTITU	Logical	1	160	160
92	PES_APPEAR	Logical	1	161	161
93	PES_COMPLE	Logical	1	162	162
94	WFR_COMMUN	Logical	1	163	163
95	WFR_THINKI	Logical	1	164	164
96	WFR_LEARNI	Logical	1	165	165
97	WFR_PERSON	Logical	1	166	166
98	WFR_RESOUR	Logical	1	167	167

99	WFR_INTERP	Logical	1	168	168
100	WFR_INFORM	Logical	1	169	169
101	WFR_SYSTEM	Logical	1	170	170
102	WFR_TECHNO	Logical	1	171	171
103	PROV_A	Character	2	172	173
104	PROV_B	Character	2	174	175
105	PROV_C	Character	2	176	177
106	PROV_D	Character	2	178	179
107	PROV_E	Character	2	180	181
108	PROV_F	Character	2	182	183
109	PROVSUP_A	Character	2	184	185
110	PROVSUP_B	Character	2	186	187
111	PROVSUP_C	Character	2	188	189
112	PROVSUP_D	Character	2	190	191
113	PROVSUP_E	Character	2	192	193
114	PROVSUP_F	Character	2	194	195
115	HSCREDEARN	Numerical	5	196	200
116	METINSTRUC	Numerical	1	201	201
117	HOURLYWAGE	Numerical	6	202	207
118	WORKHOURS	Numerical	2	208	209
119	GED_WRITIN	Logical	1	210	210
120	GED_SCIENC	Logical	1	211	211
121	GED_SOCIAL	Logical	1	212	212
122	GED_LITERA	Logical	1	213	213
123	GED_MATH	Logical	1	214	214
124	GED_NONENG	Logical	1	215	215
125	INCOME_ID	Character	4	216	219
126	INS_DATE	Date	8	220	227
127	INS_USR	Character	10	228	237
128	ECLASS_CD	Character	10	238	247
129	CAHSEE_rea	Numerical	3	248	250
130	CAHSEE_mat	Numerical	3	251	253
131	CAHSEE_rda	Date	8	254	261
132	CAHSEE_mda	Date	8	262	269
133	GED_WRITIS	Numerical	3	270	272
134	GED_SCIENS	Numerical	3	273	275

135	GED_SOCIAS	Numerical	3	276	278
136	GED_LITERS	Numerical	3	279	281
137	GED_MATHS	Numerical	3	282	284
138	GED_NONENS	Numerical	3	285	287
139	GED_WRITID	Date	8	288	295
140	GED_SCIEND	Date	8	296	303
141	GED_SOCIAD	Date	8	304	311
142	GED_LITERD	Date	8	312	319
143	GED_MATHD	Date	8	320	327

\*\*TOTAL\*\*

327 .

### Samples of Import/Export-Ready Data Records

#### Teacher Records

Field	Table Name	Format	Case 1	Case 2	Case 3	Case 4	Case 5
Sequence Number	SEQ_NO	C(10)	0000000001	0000000002	0000000003	0000000004	0000000005
Transaction Code	TRAN_CD	C(4)	1050	1050	1050	1050	1050
State	STATE_CD	C(2)	CA	CA	CA	CA	CA
Agency Code	AGENCY_CD	C(8)	901253	901253	901253	901253	901253
Site Code	SITE_CD	C(8)	5210	5210	5210	6600	6600
Teacher Code	TEACHER_CD	C(10)	0201233	1244	55	10	20
First Name	FNAME	C(20)	Mary <i>Morning ESL – MWF</i>	Katerina <i>Evening ESL – TTh</i>	John <i>Learning Lab</i>	Michael <i>SKILL CENTER Session 1</i>	George <i>Skill Center Session 2</i>
Middle Name	MNAME	C(20)			K.	I. <i>ENG101</i>	J. <i>MATH101</i>
Last Name	LNAME	C(20)	Smith	Tok		JOHNSTON	
Teacher Certificates	TEACH_CERT	C(15)	AE	K12,SE	TESOL,AE,K12,SE		SE
Years of Experience	YEARSOFEXP	N(2)	5	0	20	99	10

Case	Format	Class Import Record (Line length wrapped for display purposes only. Leading and trailing blanks are represented by [ ] for place keeping, counting, and illustration purposes only.)
		.....1.....2.....3.....4.....5.....6.....7.....8.....9.....0.....12 x10 1 11
1	SDF	00000000011050CA901253` 5210` `0201233` `Mary` `Smith` `AE` ` `5` <CR><LF>
2	SDF	00000000021050CA901253` 5210` `1244` `Katerina` `Tok` `K12,SE` ` `0` <CR><LF>
3	SDF	00000000031050CA901253` 5210` `55` `John` `K.` `TESOL,AE,K12` `,`SE20<CR><LF>

4	SDF	00000000041050CA901253` 6600` 10` Michael` I.` JOHNSTON` `99<CR><LF>
5	SDF	00000000051050CA901253` 6600` 20` George` J.` SE` `10<CR><LF>
1	CSV	0000000001,1050,CA,901253,5210,0201233,Mary,,Smith,"AE",5<CR><LF>
2	CSV	0000000002,1050,CA,901253,5210,1244,Katerina,,Tok,"K12,SE",0<CR><LF>
3	CSV	0000000003,1050,CA,901253,5210,55,John,K.,,"TESOL,AE,K12,SE",20<CR><LF>
4	CSV	0000000004,1050,CA,901253,6600,10,Michael,I.,JOHNSTON,,99<CR><LF>
5	CSV	0000000005,1050,CA,901253,6600,20,George,J.,,"SE",10<CR><LF>

### Student Class Status Records

Field	Table Name	Format	Case 1	Case 2	Case 3	Case 4	Case 5
Sequence Number	SEQ_NO	C(10)	0000000001	0000000002	0000000003	0000000004	0000000005
Transaction Code	TRAN_CD	C(4)	2050	2050	2050	2050	2050
State	STATE_CD	C(2)	CA	CA	CA	CA	CA
Agency Code	AGENCY_CD	C(8)	901253	901253	901253	901253	901253
Site Code	SITE_CD	C(8)	5210	5210	5210	6600	6600
Class Code	CLASS_CD	C(8)	0201233	1244	55	10	20
Extended Class ID	ECLASS_CD	C(10)		111		145335	
Student Code	STUDENT_CD	C(9)	511223344	1250	35021	112454576	112233
Class Status	STATUS_ID	C(4)	0503	0504	0505	0503	0504
Last Updated	LASTEDITED	D(8)	06032007	06032007	06032007	06042007	06052007
Start date	START_DATE	D(8)	06032007	06032007	06042007	03022007	04052007
Exit Date	EXIT_DATE	D(8)		07012007	06202007		06302007

Case	Format	Class Import Record (Line length wrapped for display purposes only. Leading and trailing blanks are represented by [ ] for place keeping, counting, and illustration purposes only.)
		.....1.....2.....3.....4.....5.....6.....7.....8.....9.....0.....12 x10 1 11
1	SDF	00000000012050CA901253` 5210` 0201233` 511223344050306032007<CR><LF>
2	SDF	00000000022050CA901253` 5210` 1244` 111` 1250` 0504060320070603200707012007<CR><LF>
3	SDF	00000000032050CA901253` 5210` 55` 35021` 0505060320070604200706202007<CR><LF>
4	SDF	00000000042050CA901253` 6600` 10` 145335` 11245457605030604200703022007` <CR><LF>
5	SDF	00000000052050CA901253` 6600` 20` 112233` 0504060520070405200706302007<CR><LF>
1	CSV	0000000001,2050,CA,901253,5210,0201233,,511223344,0503,06032007,06032007,<CR><LF>
2	CSV	0000000002,2050,CA,901253,5210,1244,111,1250,0504,06032007,06032007,07012007<CR><LF>
3	CSV	0000000003,2050,CA,901253,5210,55,,35021,0505,06032007,06042007,06202007<CR><LF>
4	CSV	0000000004,2050,CA,901253,6600,10,145335,112454576,0503,06042007,03022007,<CR><LF>
5	CSV	0000000005,2050,CA,901253,6600,20,,112233,0504,06052007,04052007,06302007<CR><LF>

### Class Records

Field	Table Name	Format	Case 1	Case 2	Case 3	Case 4	Case 5
-------	------------	--------	--------	--------	--------	--------	--------



## Demographic Records

Field	Table Name	Format	Case 1	Case 2	Case 3	Case 4	Case 5
Sequence Number	SEQ_NO	C(10)	0000000001	0000000002	0000000003	0000000004	0000000005
Transaction Code	TRAN_CD	C(4)	5050	5050	5050	5050	5050
State	STATE_CD	C(2)	FL	FL	FL	FL	
Agency Code	AGENCY_CD	C(8)	03002	901253	901253	901253	
Site Code	SITE_CD	C(8)	7705211	7210	12	6	
Student Code	STUDENT_CD	C(9)	511-22-3344	1250	35021	112-45-4576	
First Name	FNAME	C(20)	Harold	Como	G.	Mildred	
Middle Name	MNAME	C(20)	Lyle		Heather	La Fern	
Last Name	LNAME	C(30)	Levine	Albondigas	LaLocke	Bautista-McCabe	
Street	STREET	C(30)	P. O. Box 4532			8838 "G" Street South	
City	CITY	C(30)	Ft. Lauderdale			Key West	
State	STATE	C(2)	FL			FL	
ZIP	ZIP	C(5)	30212			30212	
Sex	SEX	N(1,0)	Male (1)	Male (1)	Female (2)	Unknown (3)	
Date of Birth	DOB	D(8)	06-20-1955	12-25-1960	07-15-75	09-09-1911	
Years of Schooling	YEARSOFSCH	C(2)	10		12	16	
Highest Diploma	EARNED_ID	C(4)	High School (0004)			Grad Studies (0008)	
Hispanic Ethnicity	ETHNIC_CD	N(1)	Not Hispanic (2)	Unknown (3)		Hispanic (1)	
Race Unavailable	RACE_UNAVA	L(1)		Yes			
White	RACE_WHITE	L(1)	Yes			Yes	
Asian	RACE_ASIAN	L(1)				Yes	
Black	RACE_BLACK	L(1)			Yes		
Pacific Islander	RACE_PACIF	L(1)					
Filipino	RACE_FILIP	L(1)					
Native American	RACE_NATIV	L(1)				Yes	
Alaska Native	RACE_ALASK	L(1)					
Native Language	LANG_CD	C(4)	English (0054)			Spanish (0055)	
SSN	SSN	C(9)	511-22-3344		401-32-3211	112-45-4576	
Signed Consent	CONSENT	N(1)	1		2	1	
Multiuse	MULTIUSE	C(20)				(707) 942-8811	
Alt ID	ALT_ID	C(20)			301212579A	3BAUTISTAKEY88	
Outside US	OUTSIDE_US	L(1)	Yes		No	Yes	
Phone Number	Phone	C(14)	(123)123-1234		0231236578		
GED_ID	GED_ID	C(9)	A12345678			B88723425	
CSIS_ID	CSIS_ID	C(10)	1234567890			0987654321	
Most of schooling was out of US	SCH_OUT_US	L(1)	Y	N		Y	

Case	Format	Demographic Import Record (Line length wrapped for display purposes only. Leading and trailing blanks are represented by [ ` ] for place keeping, counting, and illustration purposes only.)
		.....1.....2.....3.....4.....5.....6.....7.....8.....9.....0.....12 x10
1	SDF	00000000015050FL03002` 7705211` 511223344Harold` ..... Lyle` ..... Levine` ..... P. O. Box 4532` ..... Ft. Lauderdale` ..... FL302121062019551000042NYNNNNNNN00545112233441 ..... Y (123) 123-1234A123456781234567890Y<CR><LF>
2	SDF	00000000025050FL901253` 7210` ..... 1250` ..... Como` ..... Albondigas` ..... ..... 112251960` ..... 3YNNNNNNN` ..... ..... N<CR><LF>

Case	Format	Demographic Import Record (Line length wrapped for display purposes only. Leading and trailing blanks are represented by [ ` ] for place keeping, counting, and illustration purposes only.)
		.....1.....2.....3.....4.....5.....6.....7.....8.....9.....0.....12 x10 1 11
3	SDF	00000000025050FL901253`12`35021`G. Heather LaLocke 20715199512`3NNNNYNNNN`4013232112 301212579A`N01231231235`<CR><LF>
4	SDF	00000000025050FL901253`6`112454576Mildred La Fern Bautista-McCabe 8838 `G` Street South`Key West`FL302123090919111600081NYNNNNYN00551124545761 (707) 942-8811`3BAUTISTAKEY88`Y`B887234250987654321Y<CR><LF>
1	CSV	0000000001,5050,FL,03002,7705211,511223344,Harold,Lyle,Levine,P. O. Box 4532,Ft. Lauderdale,FL,30212,1,06201955,10,0004,2,N,Y,N,N,N,N,N,0054,511223344,1,,,Y,(123)123- 1234,A12345678,1234567890,Y,<CR><LF>
2	CSV	0000000002,5050,FL,901253,7210,1250,Como,,Albondigas,,,,,1,12251960,,,3,Y,N,N,N,N,N,N,,,,,,N,<CR><LF>
3	CSV	0000000003,5050,FL,901253,12,35021,G.,Heather,LaLocke,,,,,2,07151975,12,,3,N,N,N,Y,N,N,N,N,,401323211,2,,301212579 A,N,(023)123-6578,,,,<CR><LF>
4	CSV	0000000004,5050,FL,901253,6,112454576,Mildred,La Fern,Bautista-McCabe,8838 `G` Street South,Key West,FL,30212,3,09091911,16,0008,1,N,Y,Y,N,N,N,Y,N,0055,112454576,1,(707) 942- 8811,3BAUTISTAKEY88,Y,,B88723425,0987654321,Y,<CR><LF>

**Test Records**

Field	Table Name	Format	Case 1 (all values)	Case 2	Case 3
Sequence Number	SEQ_NO	C(10)	0000000001	0000000002	0000000003
Transaction Code	TRAN_CD	C(4)	6050	6050	6050
State	STATE_CD	C(2)	TX	TX	TX
Agency Code	AGENCY_CD	C(8)	501221	501221	501221
Site Code	SITE_CD	C(8)	7815	7815	7815
Student Code	STUDENT_CD	C(9)	511-22-3344	1250	35021
Instructional Program	PROGRAM_ID	C(4)	Vocational (0106)	Vocational (0106)	Vocational (0106)
Class Code	CLASS_CD	C(8)	76	76	76
Form Code	FORM_CD	C(5)	032M	032MX	033R
Test Date	TESTDATE	D(8)	07-15-98	10-10-98	12-25-98
Raw Score	RAWSCR	N(2)	12	21	15
Scale Score	SCALESCR	N(3)	189		0
Hours of Instruction	HOURS	N(3)	15	16	22
Accurate	ACCURATE	L(1)	No	Yes	No
Unskilled	UNSKILLED	L(1)	No	No	Yes
Override	OVERRIDE	L(1)	No	No	Yes
Aux Test 1	TEST1	C(3)	12A		23
Aux Test 2	TEST2	C(3)	3		
Aux Test 3	TEST3	C(3)	132		
Aux Test 4	TEST4	C(3)	225		
SSN	SSN	C(9)	511-22-3344		
Signed Consent	CONSENT	L(1)	Yes	No	Yes
Multiuse	MULTIUSE	C(20)			ABFD
Alt_ID	ALT_ID	C(20)			90907654321
Extended Class ID	ECLASS_CD	C(10)			TTE010

Case	Format	Test Import Record (Line length wrapped for display purposes only. Leading and trailing blanks are represented by [ ` ] for place keeping, counting, and illustration purposes only.)
		.....1.....2.....3.....4.....5.....6.....7.....8.....9.....0......12 x10 <div style="text-align: right; margin-right: 100px;">1 11</div>
1	SDF	00000000016050TX501221`7815`511223344010676`032M`0715199812189015NNN12A3`132225551223344Y ~~~~~<CR><LF>
2	SDF	00000000026050TX501221`7815`1250`010676`032MX1010199821000016YNN`N ~~~~~<CR><LF>
3	SDF	00000000036050TX501221`7815`35021`010676`033R`1225199815000022NYY23`Y ABFD`90907654321`TTE010`~<CR><LF>
1	CSV	0000000001,6050,TX,501221,7815,511223344,0106,76,032M,07151998,12,189,15,N,N,N,12A,3,132,225,511223344,Y,,,<CR><LF>
2	CSV	0000000002,6050,TX,501221,7815,1250,0106,76,032MX,10101998,21,,16,Y,N,N,,,,,N,,,<CR><LF>
3	CSV	0000000003,6050,TX,501221,7815,35021,,0106,76,033R,12251998,15,0,22,N,Y,Y,23,,,,,Y,ABFD,90907654321,TTE010<CR><LF>



## Entry Records

Field	Table Name	Format	Case1	Case2	Case3
Sequence Number	SEQ_NO	C(10)	0000000001	0000000002	0000000003
Transaction Code	TRAN_CD	C(4)	8051	8051	8051
State	STATE_CD	C(2)	CA	CA	CA
Agency Code	AGENCY_CD	C(8)	01001	01001	01001
Site Code	SITE_CD	C(8)	333	333	333
Student Code	STUDENT_CD	C(9)	209260001	209260003	209260005
Instructional Program	PROGRAM_ID	C(4)	0101	0101	0101
Class Code	CLASS_CD	C(8)	2099726	2099825	2099827
Entry Date	ENTRY_DATE	D(8)	08/02/1997	08/02/2000	08/03/2001
Instructional Level	LEVEL_ID	C(4)	0067	0068	0069
Highest Diploma/Degree Earned	EARNED_ID	C(4)	0003	0005	0004
Speaking skills	SKILL_S	C(2)	6	9	7
Listening skills	SKILL_L	C(2)	6	9	7
Reading skills	SKILL_R	C(2)	6	9	7
Math skills	SKILL_M	C(2)	6	9	7
Writing skills	SKILL_W	C(2)	6	9	7
Technology skills	SKILL_T	C(2)	6	9	7
Primary goal	ENROLL1_ID	C(4)	0012	0015	0016
Secondary goal	ENROLL2_ID	C(4)	0013	0013	0013
None	SP_NONE	L(1)	F	F	T
State corrections	SP_STATECO	L(1)	F	F	F
Jail	SP_JAIL	L(1)	F	F	T
Homeless program	SP_HOMELES	L(1)	F	F	F
Family literacy	SP_FAMILYL	L(1)	T	F	T
Workplace Ed.	SP_WORKPLA	L(1)	F	F	F
Alternative Ed.[K12]	SP_ALTED	L(1)	T	F	T
Tutoring	SP_TUTORIN	L(1)	F	F	F
Distance learning	SP_DISTANC	L(1)	F	T	T
Special needs	SP_SPECIAL	L(1)	F	F	F
Community corrections	SP_CC	L(1)	F	F	T

EL civics	SP_ELCIVIC	L(1)	F	F	F
Other	SP_OTHER	L(1)	F	F	T
Non-traditional training	SP_NTTP	L(1)	F	F	F
Carl Perkins	SP_CARLPER	L(1)	F	F	T
TANF	PSTAT_TANF	L(1)	F	T	F
Other	PSTAT_OTHE	L(1)	F	T	F
Dislocated worker	PSTAT_DISL	L(1)	F	T	T
Single parent	PSTAT_SING	L(1)	T	T	F
Rehabilitation	PSTAT_REHA	L(1)	F	T	T
Veteran	PSTAT_VETE	L(1)	F	T	F
Disabled	PSTAT_DISA	L(1)	F	T	T
Displaced Homemaker	PSTAT_DISP	L(1)	F	T	F
WIA IB	PSTAT_WIA	L(1)	F	T	T
Enrolled in high school/K12	PSTAT_CONC	L(1)	T	T	F
Other public assistance	PSTAT_OPA	L(1)	F	T	T
Labor Status	LABORSTAT	C(4)	0050	0051	0053
Income ID	INCOME_ID	C(4)	0048	0048	0049
Hourly Wage	HOURLYWAGE	N(6)	0.00	11.00	16.00
Work per hours per week	WORKHOURSP	N(2)	40	45	40
Assessment /Testing/ Counseling	SRECD_ATC	L(1)	T	T	T
Personal development training	SRECD_PDT	L(1)	F	T	F
Counseling/Career Development	SRECD_CCD	L(1)	F	T	T
Job development/Job Search Assistance	SRECD_JDJS	L(1)	F	T	F
Occupational Skills Training	SRECD_OST	L(1)	F	T	T
On-the-Job Training	SRECD_OJT	L(1)	T	T	F
Work Experience	SRECD_WE	L(1)	F	T	T
Pre-Employment Skills/Job Readiness Training	SRECD_PESJ	L(1)	F	T	F
Postsecondary Academic Education	SRECD_PAE	L(1)	T	T	T
Transportation	NEEDS_TRAN	L(1)	F	T	F
Health Care and Mental Health Care	NEEDS_HEAL	L(1)	F	T	T
Family/child care	NEEDS_FAMI	L(1)	F	T	F
Housing or Rental Assistance	NEEDS_HOUS	L(1)	T	T	T
Personal, Financing or Legal	NEEDS_PERS	L(1)	T	T	F

Counseling					
Supplementary Instruct. Serv	NEEDS_SIS	L(1)	T	T	T
Needs-based related payments	NEEDS_NBRP	L(1)	T	T	F
Emergency financial services	NEEDS_EFS	L(1)	T	T	T
Federal education cash Assist.	NEEDS_FEDC	L(1)	T	T	F
Other supportive services	NEEDS_OTHE	L(1)	T	T	T
Make career decision	PES_CAREER	L(1)	T	T	F
Use labor market info	PES_MARKET	L(1)	T	T	T
Prepare a resume	PES_PREPAR	L(1)	T	T	F
Write a cover letter	PES_COVER	L(1)	T	T	T
Fill out an application	PES_FILL_A	L(1)	T	T	F
Interview	PES_INTERV	L(1)	T	T	T
Being punctual	PES_PUNCTU	L(1)	T	T	F
Regular attendance	PES_ATTEND	L(1)	T	T	T
Good interpersonal relations	PES_INTERP	L(1)	T	T	F
Positive attitude/behaviors	PES_ATTITU	L(1)	T	T	T
Appropriate appearance	PES_APPEAR	L(1)	T	T	F
Complete tasks effectively	PES_COMPLE	L(1)	T	T	T
Communications	WFR_COMMUN	L(1)	T	T	F
Thinking skills	WFR_THINKI	L(1)	T	T	T
Learning to learn	WFR_LEARNI	L(1)	T	T	F
Personal qualities	WFR_PERSON	L(1)	T	T	T
Resources	WFR_RESOUR	L(1)	T	T	F
Interpersonal skills	WFR_INTERP	L(1)	T	T	T
Information	WFR_INFORM	L(1)	T	T	F
Systems	WFR_SYSTEM	L(1)	T	T	T
Technology	WFR_TECHNO	L(1)	F	T	F
Provider use A	PROV_A	C(2)	0		9
Provider use B	PROV_B	C(2)	1		8
Provider use C	PROV_C	C(2)	2		7
Provider use D	PROV_D	C(2)	3		6
Provider use E	PROV_E	C(2)	4		5
Provider use F	PROV_F	C(2)	5		4
Provider use (supplemental) A	PROVSUP_A	C(2)	6		3



## Update Records

Field	Table Name	Format	Case1	Case2	Case3
Sequence Number	SEQ_NO	C(10,0)	0000000001	0000000002	0000000003
Transaction Code	TRAN_CD	C(4,0)	9051	9051	9051
State	STATE_CD	C(2,0)	NV	CA	IA
Agency Code	AGENCY_CD	C(8,0)	01001	01001	01001
Site Code	SITE_CD	C(8,0)	333	333	333
Student Code	STUDENT_CD	C(9,0)	209260001	209260003	209260005
Instructional Program	PROGRAM_ID	C(4,0)	0100	0100	0100
Class Code	CLASS_CD	C(8,0)	2099726	2099825	2099827
Update Date	UPDATEDATE	D(8,0)	08/02/2001	08/02/2002	08/03/2002
Instructional Level	LEVEL_ID	C(4,0)	0067	0068	0069
Hours of Instruction	HRSINSTR	C(3,0)	1		12
Status	STATUS_ID	C(4,0)	0218	0218	0218
Progress	PROG3_ID	C(4,0)	0221	0221	0221
Speaking Skills	SKILL_S	C(2,0)	6	7	8
Listening Skills	SKILL_L	C(2,0)	6	7	8
Reading Skills	SKILL_R	C(2,0)	6	7	8
Math Skills	SKILL_M	C(2,0)	6	7	8
Writing Skills	SKILL_W	C(2,0)	6	7	8
Technology Skills	SKILL_T	C(2,0)	6	7	8
Work Results - Got a job	RWORK_GOTJ	L(1,0)	Y	Y	Y
Work Results - Retained job	RWORK_GOTJ	L(1,0)	Y	Y	Y
Work Results - Met work-based project goal	RWORK_METG	L(1,0)	Y	Y	Y
Work Results - Entered job training	RWORK_TRAI	L(1,0)	Y	Y	Y
Work Results - Entered apprenticeship	RWORK_APPR	L(1,0)	Y	Y	Y
Work Results - Entered military	RWORK_MILI	L(1,0)	Y	Y	Y
Work Results - Acquired workforce readiness skills	RWORK_EXPE	L(1,0)	Y	Y	Y
Work Results - Reduced public assistance	RWORK_OFF_	L(1,0)	Y	Y	Y
Work Results - Other Work-related result	RWORK_OTHE	L(1,0)	Y	Y	Y

Personal Results - Increased involvement in child's education	RPERS_INC2	L(1,0)	Y	Y	Y
Personal Results - Increased involvement in child's literacy activities	RPERS_INCR	L(1,0)	Y	Y	Y
Personal Results - Met other family goal	RPERS_METF	L(1,0)	Y	Y	Y
Personal Results - Met personal goal	RPERS_METG	L(1,0)	Y	Y	Y
Personal Results - Other Personal/Family related goal	RPERS_OTHE	L(1,0)	Y	Y	Y
Community Results - Achieved U.S. Citizenship skills	RCOMM_RECE	L(1,0)	Y	Y	Y
Community Results - Registered to vote or voted for first time	RCOMM_VOTE	L(1,0)	Y	Y	Y
Community Results - Increased involvement in community activities	RCOMM_INVO	L(1,0)	Y	Y	Y
Community Results - Other Community related result	RCOMM_OTHE	L(1,0)	Y	Y	Y
Education Results - Returned to K-12	REDU_K12	L(1,0)	Y	Y	Y
Education Results - Passed GED	REDU_GED	L(1,0)	Y	Y	Y
Education Results - Earned certificate	REDU_CERTI	L(1,0)	Y	Y	Y
Education Results - Earned high school diploma	REDU_DIPLO	L(1,0)	Y	Y	Y
Education Results - Entered college	REDU_POSTS	L(1,0)	Y	Y	Y
Education Results - Entered training program	REDU_TRAIN	L(1,0)	Y	Y	Y
Education Results - Gained computer or technical skills	REDU_COMPU	L(1,0)	Y	Y	Y
Education Results - Mastered course competencies / educational plan	REDU_MASTE	L(1,0)	Y	Y	Y
Education Results - Other Education related result	REDU_OTHER	L(1,0)	Y	Y	Y
Reason for Exiting - Changed class or program	EXIT_CHANG	L(1,0)	N	N	N
Reason for Exiting - Completed Program	EXIT_COMPL	L(1,0)	N	N	N
Reason for Exiting - Met Goal	EXIT_METGO	L(1,0)	N	N	N
Reason for Exiting - End of program year	EXIT_ENDOF	L(1,0)	N	N	N
Reason for Exiting - Got a job	EXIT_GOTJO	L(1,0)	N	N	N
Reason for Exiting – Moved	EXIT_MOVED	L(1,0)	N	N	N

Reason for Exiting - Schedule conflict	EXIT_CONFL	L(1,0)	N	N	Y
Reason for Exiting - Lack of transportation	EXIT_TRANS	L(1,0)	N	N	N
Reason for Exiting - Lack of child care	EXIT_CHILD	L(1,0)	N	N	N
Reason for Exiting - Family problems	EXIT_FAMIL	L(1,0)	N	Y	N
Reason for Exiting - Own health problems	EXIT_OWN_H	L(1,0)	N	N	N
Reason for Exiting - Lack of interest	EXIT_LACK_	L(1,0)	N	N	N
Reason for Exiting - Public safety	EXIT_PUBLI	L(1,0)	N	N	N
Reason for Exiting - Administratively separated	EXIT_ADMIN	L(1,0)	N	N	N
Reason for Exiting - Unknown reason	EXIT_UNKNO	L(1,0)	N	N	N
Reason for Exiting - Other known reason	EXIT_OTHER	L(1,0)	N	N	N
Services Received - Assessment/Testing/Counseling	SRECD_ATC	L(1,0)	Y	Y	Y
Services Received - Personal Development Training	SRECD_PDT	L(1,0)	Y	Y	Y
Services Received - Counseling/Career Development	SRECD_CCD	L(1,0)	Y	Y	Y
Services Received - Job Development/Job Search Assistance	SRECD_JDJS	L(1,0)	Y	Y	Y
Services Received - Occupational Skills Training (non-OJT)	SRECD_OST	L(1,0)	Y	Y	Y
Services Received - On-the-Job Training (OJT)	SRECD_OJT	L(1,0)	Y	Y	Y
Services Received - Work Experience	SRECD_WE	L(1,0)	Y	Y	Y
Services Received - Pre-Employment Skills/Job Readiness Training	SRECD_PESJ	L(1,0)	Y	Y	Y
Services Received - Postsecondary Academic Education	SRECD_PAE	L(1,0)	Y	Y	Y
Supportive Services Received - Transportation	NEEDS_TRAN	L(1,0)	Y	Y	Y
Supportive Services Received - Health Care and Mental Health Care	NEEDS_HEAL	L(1,0)	Y	Y	Y
Supportive Services Received - Family/Child Care	NEEDS_FAMI	L(1,0)	Y	Y	Y
Supportive Services Received - Housing or Rental Assistance	NEEDS_HOUS	L(1,0)	Y	Y	Y

Supportive Services Received - Personal, Financing, or Legal Counseling	NEEDS_PERS	L(1,0)	Y	Y	Y
Supportive Services Received - Supplementary Instruct. Serv.	NEEDS_SIS	L(1,0)	Y	Y	Y
Supportive Services Received - Needs-Based Related Payments	NEEDS_NBRP	L(1,0)	Y	Y	Y
Supportive Services Received - Emergency Financial Services	NEEDS_EFS	L(1,0)	Y	Y	Y
Supportive Services Received - Federal Education Cash Assist.	NEEDS_FEDC	L(1,0)	Y	Y	Y
Supportive Services Received - Other Supportive Services	NEEDS_OTHE	L(1,0)	Y	Y	Y
Work Skills - Make career decision	PES_CAREER	L(1,0)	Y	Y	Y
Work Skills - Use labor market info.	PES_MARKET	L(1,0)	Y	Y	Y
Work Skills - Prepare a resume	PES_PREPAR	L(1,0)	Y	Y	Y
Work Skills - Write a cover letter	PES_COVER	L(1,0)	Y	Y	Y
Work Skills - Fill out an application	PES_FILL_A	L(1,0)	Y	Y	Y
Work Skills - Interview	PES_INTERV	L(1,0)	Y	Y	Y
Work Skills - Being punctual	PES_PUNCTU	L(1,0)	Y	Y	Y
Work Skills - Regular attendance	PES_ATTEND	L(1,0)	Y	Y	Y
Work Skills - Good interpersonal relations	PES_INTERP	L(1,0)	Y	Y	Y
Work Skills - Positive attitude/behaviors	PES_ATTITU	L(1,0)	Y	Y	Y
Work Skills - Appropriate appearance	PES_APPEAR	L(1,0)	Y	Y	Y
Work Skills - Complete tasks effectively	PES_COMPLE	L(1,0)	Y	Y	Y
Workforce readiness - Communications	WFR_COMMUN	L(1,0)	Y	Y	Y
Workforce readiness - Thinking Skills	WFR_THINKI	L(1,0)	Y	Y	Y
Workforce readiness - Learning to Learn	WFR_LEARNI	L(1,0)	Y	Y	Y
Workforce readiness - Personal Qualities	WFR_PERSON	L(1,0)	Y	Y	Y
Workforce readiness - Resources	WFR_RESOUR	L(1,0)	Y	Y	Y
Workforce readiness - Interpersonal Skills	WFR_INTERP	L(1,0)	Y	Y	Y
Workforce readiness - Information	WFR_INFORM	L(1,0)	Y	Y	Y
Workforce readiness - Systems	WFR_SYSTEM	L(1,0)	Y	Y	Y
Workforce readiness - Technology	WFR_TECHNO	L(1,0)	Y	Y	Y

Provider Use A	PROV_A	C(2,0)	1	1	1
Provider Use B	PROV_B	C(2,0)	1	1	1
Provider Use C	PROV_C	C(2,0)	1	1	1
Provider Use D	PROV_D	C(2,0)	1	1	1
Provider Use E	PROV_E	C(2,0)	1	1	1
Provider Use F	PROV_F	C(2,0)	1	1	1
Supplemental Provider Use A	PROVSUP_A	C(2,0)	1	1	1
Supplemental Provider Use B	PROVSUP_B	C(2,0)	1	1	1
Supplemental Provider Use C	PROVSUP_C	C(2,0)	1	1	1
Supplemental Provider Use D	PROVSUP_D	C(2,0)	1	1	1
Supplemental Provider Use E	PROVSUP_E	C(2,0)	1	1	1
Supplemental Provider Use F	PROVSUP_F	C(2,0)	1	1	1
High school credits earned	HSCREDEARN	N(5,1)	10.5	9	1
Met Instructional Intensity	METINSTRUC	N(1,0)	1	2	3
Hourly wage	HOURLYWAGE	N(6,2)	0	7	6.25
Work hours per week	WORKHOURS	N(2,0)	40	45	40
GED - Language Arts, Writing	GED_WRITIN	L(1,0)	Y	Y	Y
GED - Science	GED_SCIENC	L(1,0)	Y	Y	Y
GED - Social Studies	GED_SOCIAL	L(1,0)	Y	Y	Y
GED - Language Arts, Reading	GED_LITERA	L(1,0)	Y	Y	Y
GED - Math	GED_MATH	L(1,0)	Y	Y	Y
GED - Non-English	GED_NONENG	L(1,0)	Y	Y	Y
Annual Income	INCOME_ID	C(4,0)	0049	0048	0049
Creation date	INS_DATE	D(8,0)	01/02/2002	01/02/2002	01/02/2002
User that created the record	INS_USR	C(10,0)	JOHN DOE	JOHN DOE	JOHN DOE
Extended Class ID	ECLASS_CD	C(10)	123456	NNE010	
CAHSEE Reading Score	CAHSEE_rea	N(3,0)	124	250	350
CAHSEE Math Score	CAHSEE_mat	N(3,0)	530		150
CAHSEE Reading Date	CAHSEE_rda	D(8,0)	08/02/2001	08/02/2001	08/03/2002
CAHSEE Math Date	CAHSEE_mda	D(8,0)	08/02/2001		08/03/2002
GED - Language Arts, Writing Score	GED_WRITIS	N(3,0)	530		150
GED - Science Score	GED_SCIENS	N(3,0)	530		150
GED - Social Studies Score	GED_SOCIAS	N(3,0)	530		150
GED - Language Arts, Reading Score	GED_LITERS	N(3,0)	530		150

