

DIRECTIONS FOR FILLING OUT INTERS EXCEL SPREADSHEET

| COLUMN LETTER | COLUMN HEADER | REPORT DATE | INSTRUCTIONS | RULES |
|----------------------|----------------------|--------------------|--|--|
| A | Last Name | Fall | Student Last Name | Must be filled in |
| B | First name | Fall | Student First Name | Must be filled in |
| C | STN | Fall | Student STN Number 9 digits in text format no custom format | Must have a 9 digit number |
| D | SSN | Fall | Student Social Security Number 9 digits in text format no custom format | Must be a 9 digit number, must have a SSN or DOB or both, if you have a SSN then you do not need a DOB |
| E | DOB | Fall | Xx/xx/xx Must be formatted as a date | Must have a SSN or DOB or both, if you have a DOB then you do not need a SSN |
| F | Gender * | Fall | Student Sex – <i>M</i> for male, <i>F</i> for Female | Should only be one character, if Male or Female is spelled out then the import will fail |
| G | address | Fall | Student Address (if you have the SSN this may be left blank) | if they have a SSN then this field can be left blank, if they do not have a SSN then this needs to be filled out |
| H | city | Fall | Student City (if you have the SSN this may be left blank) | if they have a SSN then this field can be left blank, if they do not have a SSN then this needs to be filled out |

| | | | | |
|----------|-----------------|------|--|--|
| I | state | Fall | Student State (if you have the SSN this may be left blank) | if they have a SSN then this field can be left blank, if they do not have a SSN then this needs to be filled out |
| J | Zip | Fall | Student Zip (if you have the SSN this may be left blank) | if they have a SSN then this field can be left blank, if they do not have a SSN then this needs to be filled out |
| K | Home Phone | Fall | Students home phone number- 999-999-9999 or 9999999999 | This field is optional. Either format option will work with the import. |
| L | Emergency Phone | Fall | Emergency phone number for student. Should be different than the home phone number. 999-999-9999 or 9999999999 | This field is optional. Either format option will work with the import |
| M | Email | Fall | Email for the student. Ex...johndoe@yahoo.com | This field is optional. Should be a valid email address |
| N | stud type | Fall | Student Type – <i>a</i> for adult, <i>s</i> for secondary only one character | If this field is spelled out then the import will fail. |
| O | Ethnicity* | Fall | In this field it is either a 1= Other 2= Hispanic | This field is optional, if left blank will be ok |

| | | | | |
|----------|----------------|------|---|---|
| | | | | |
| P | Race * | Fall | <p>Student Race Code – Use the following codes. <i>Enter only the code as text format:</i></p> <p>African American B American Indian I Asian A Pacific Islander P White W</p> | This field is optional, if left blank then it will be ok |
| Q | Grade | Fall | <p>Grade Level Code – Use the following codes. <i>Enter only the code as text format:</i></p> <p style="text-align: center;"><i>Secondary:</i></p> <p>Grade Eight 01 Grade Nine 02 Grade Ten 03 Grade Eleven 04 Grade Twelve 05</p> <p style="text-align: center;"><i>Adult:</i></p> <p style="text-align: center;">Long or Short Term 06</p> <p style="text-align: center;">Apprenticeship 07</p> | This field needs to be collected again, Do NOT leave blank |
| R | Session Name | Fall | Session Name - Course Title | Name of the course- must be filled out |
| S | Session Code | Fall | Session Code- A <u>unique</u> code for each session that is no longer than 12 characters in length. | Code for the course- must be filled out |
| T | Home School | Fall | Home School – School that the student is enrolled at. <i>Use 4 digit school codes entered as text format</i> | Must be the four digit school number- if the name of the school is spelled out then the import will fail |
| U | Cond School | Fall | Conducting School – School where the class is taught. <i>Use 4 digit school codes entered as text format</i> | Must be the four digit code for where the class is being taught- if school name is filled out then the import will fail |
| V | Teacher School | Fall | Teacher School – School teacher teaches at. <i>Use 4 digit school codes entered as</i> | Must be the four digit |

| | | | | |
|-----------|--------------------|------|--|---|
| | | | <i>text format</i> | code for where the teacher teaches- if the school name is spelled out then the import will fail |
| W | Teacher First Name | Fall | Teacher First Name | Must be filled out |
| X | Teacher Last Name | Fall | Teacher Last Name | Must be filled out |
| Y | Teacher Level | Fall | Teacher Level Adult or Secondary – <i>a</i> for adult, <i>s</i> for secondary only one character. | Must be filled out with a s, S or a, A. any one of these should be ok to use |
| Z | Teacher SPN | Fall | 8 digit SPN for the teacher | Must be filled out in the fall |
| AA | DOE course code | Fall | Course Code – Enter the 4-digit code. Only Course Codes listed on the Secondary Program Inventory and the approved DOE Crosswalk will be accepted. <i>all course codes must be entered as text format</i> | Must be the four digit DOE code- if not filled out then this will cause the import to fail |
| AB | Pathway Code | Fall | All students must have a Pathway, and the code must be entered. Please see DWD website for the Pathway codes. | Must be filled out, if left blank will cause errors |
| AC | Credit Hours | Fall | Credit Hours –enter 01-03 to designate Credits per semester as text | Must be filled out |
| AD | Nonvoced | Fall | Mark the field with an “N” for non-vocational education if the program on the form is not a State approved vocational program at the school. If the class is on your secondary vocational inventory, leave this field blank or “V”. This is for only Tech Prep classes, and if the class is not State approved vocational. *In most cases, leave blank. | If this field is left blank then it will always default to Voced |
| AE | Spec Cons * | Fall | Special Considerations – If applicable, enter the student’s special consideration using the codes on the attached sheet labeled “ Special Considerations ” (Choose Only One). The identifier numbers for each special consideration are listed in this box and complete definitions | This field is optional, if left blank then the import will still work |

| | | | | |
|-----------|--------------------|------|---|---|
| | | | are included in these instructions. This column is extremely important in identifying the special populations which are being served in career-technical education programs. The information is used in monitoring plans for Perkins dollars. | |
| AF | Spec Cons 2 | Fall | Special Considerations – If applicable, enter the student’s special consideration using the codes on the attached sheet labeled “Special Considerations” (Choose Only One) . The identifier numbers for each special consideration are listed in this box and complete definitions are included in these instructions. This column is extremely important in identifying the special populations which are being served in career-technical education programs. The information is used in monitoring plans for Perkins dollars. | This field is optional, if left blank then the import will still work |
| AG | Disadv * | Fall | If <i>Special Consideration</i> is “50”, enter a disadvantaged code of 01 through 10 (only one) as defined on the back of the enrollment form. If the type of disadvantage is known, select one of the codes from 01 through 07, otherwise enter 08, 09, or 10 as appropriate. | This field is optional, if left blank then the import will still work |
| AH | Disadv 2 | Fall | If <i>Special Consideration</i> is “50”, enter a disadvantaged code of 01 through 10 (only one) as defined on the back of the enrollment form. If the type of disadvantage is known, select one of the codes from 01 through 07, otherwise enter 08, 09, or 10 as appropriate. | This field is optional, if left blank then the import will still work |
| AI | Single par | Fall | <p>Single parent/displaced homemaker: Enter an S for Single Parent, H for Displaced Homemaker, or B for Both, if any of your enrollees meet the following descriptions for being a Single Parent and/or Displaced Homemaker.</p> <p>S (Single Parent): An individual who is unmarried or legally separated from a spouse and has a minor child or children for which the parent has either custody or joint custody.</p> <p>H (Displaced Homemaker): An individual who is an adult and has worked as an adult primarily without remuneration to care for the home and family, and for that reason has diminished marketable skills.</p> <p>B (Both): An individual who meets both the Single Parent and Displaced</p> | Is the student themselves a single parent? This field can be left blank and the import will work fine |

| | | | | |
|-----------|------------------------|--------|---|---|
| | | | Homemaker definitions. | |
| AJ | Enroll Stat | Spring | <p>This is the student's enrollment status.</p> <p>Codes are:</p> <p>A: Active C: Completed D: Dropped I: Incomplete X: Dropped not in Form 30A</p> | This field is optional and should be filled in during the spring reporting. |
| AK | Withdrawl Date | Spring | <p>This is the date the student withdrew from the session.</p> <p>xx/xx/xxxx</p> | This is an optional field. Please use the format in the example |
| AL | Completion | Spring | <p>Completion Status – Use the attached codes for student's completion status.</p> <ol style="list-style-type: none"> 1. Expected to Continue 2. Completed 3. Transferred 4. Left | This field is only filled out in the spring |
| AM | Concentrator | Spring | <p>A CONCENTRATOR is:</p> <p>A secondary student who has earned six (6) or more credits in a single CTE program sequence (could be one full year of a 3 credit course), OR four (4) credits (could be one full year of a 2 credit course) in a single CTE program sequence which is only 8 credits (2 full years of 2 credit courses) in length.</p> <p>This definition would include the following:</p> <ul style="list-style-type: none"> * A student who takes three year-long 1 credit per semester courses within a program – totaling 6 credits earned. * A student who takes one year-long 3 credit per semester course – totaling 6 credits earned. * A student takes a combination of 1 credit and multi credit courses within a program and reaches the credit hour threshold outlined in the above definition. <p>The definition would include the following if your district/school has 2 credit course sequences:</p> <p>This definition would NOT include the following:</p> <ul style="list-style-type: none"> * A student who takes one year-long 1 credit course. | This field is only filled out in the spring |
| AN | Dual Cred Trans | Spring | Dual Credits Transcribed - Enter the | This filed is |

| | | | | |
|-----------|------------------------|--------|---|--|
| | | | number of dual credits that are earned for that course. Transcribed credits can be transferred to any college or university that accepts credits from the granting college or university. | filled out only in the spring |
| AO | Dual Cred PostSec Crse | Spring | This field is the course name and is made up of letters and digits and is limited to 20 characters | This field is optional, and is collected during the spring |
| AP | Dual Cred Inst | Spring | The name of the institution where the student is receiving the dual credits form needs to be listed in this column. | This field is optional, and is collected during the spring |
| AQ | Assessment Taken | Spring | Enter the assessment exam that the student completed. Use the attached codes for the assessment exam. | This field is filled out only in the spring |
| AR | Assessment Passed | Spring | Enter a 1 if the student passed the exam. Enter a 0 or leave blank if student did not pass the exam | This field is filled out only in the spring. |
| AS | Assessment Taken 2 | Spring | Enter the assessment exam that the student completed. Use the attached codes for the assessment exam. | This field is filled out only in the spring |
| AT | Assessment Passed 2 | Spring | Enter a 1 if the student passed the exam. Enter a 0 or leave blank if student did not pass the exam | This field is filled out only in the spring. |
| AU | Earned credits | Spring | Did the student earn the credits? How many credits did they earn? Codes are on the DWD website. | This field is filled out only in the spring |
| | | | Green = Field is optional, DWD will get these fields from DOE Blue = These fields are for spring data collection No color = These fields are for fall data collection | |
| | | | Special Considerations Codes: 01=Mental Health 02=Hearing Impairment 03=Autism 04=Communication Disorder 05=Visual Impairment 06=Emotional Handicap 07=Orthopedic Impairment 08=Other health Impairment 09=Dual Sensory Impairment 10=Multiple Handicap 11=Learning Disabilities 12=Traumatic Brain Injury 50=Disadvantaged | |

| | | | |
|--------------|--|--|--|
| | | | 51=Limited English Proficiency and Disadvantaged |
| | | | Disadvantaged Codes: 01=Family income is at or below national poverty level 02=Participant, parent(s), or guardian of the participant is unemployed 03=Participant or parent of participant is the recipient of public assistance 04=participant is institutionalized or under state guardianship 05=Lacks reading and writing skills 06=Lacks mathematical skills 07=Performs below grade level 08=Academically disadvantaged 09=Economically disadvantaged 10=Both academically and economically disadvantaged |
| | | | |
| | Key: | | |
| | All data that is not green or blue needs to be filled out | | |
| Blue | This means that the data is only reported in the Spring | | |
| Green | This means that the data is optional and you do not have to fill it out. | | |