



Charter School Waitlist Import

Table of Contents

| | |
|---|----------|
| Charter School Waitlist Import | 1 |
|---|----------|

Charter School Waitlist Import

Use this record layout to import Charter School Waitlist data into ASCENDER. The import file is a comma-delimited text file.

NOTE: Each field has a fixed length, except the name fields. The name fields are truncated, so no additional spaces are needed.
Each field needs to be accounted for in the input record.

| Description | Length | Notes |
|--|--------|---|
| Student Last Name | 60 | |
| Student First Name | 60 | |
| Student Middle | 60 | Add a space if no middle initial. |
| Generation | 1 | 1 = JR, 2 = SR, 3 = II, 4 = III, 5 = IV, 6=V, 7 = VI, 8=VII, 9 = VIII, A = I, B = IX, C = X |
| Date of Birth | 8 | YYYYMMDD |
| Sex | 1 | F or M |
| Grade Level | 2 | EE, PK, KG, or 01-12 |
| Student ID | 10 | Parent provided number. |
| Unique Student ID | 10 | |
| Other Child(ren) Attending Charter School | 1 | Y or N |
| Child of Staff or Board Member | 1 | Y or N |
| Guardian Last Name | 60 | |
| Guardian First Name | 60 | |
| Street Number | 6 | |
| Street Name | 19 | |
| Apartment Number | 7 | |
| City | 17 | |
| State | 2 | Use abbreviation |
| Zip Code | 5 | |
| Zip Code 4 | 4 | Plus-four digits |
| Contact Area Code | 3 | |
| Contact Phone Number | 7 | |
| Email Address | 64 | |
| Last 4 digits SSN | 4 | Parent provided number. |
| Name(s) of Other Child(ren) Attending Charter School | 300 | |
| Name of Staff or Board Member | 300 | |
| Campus ID | 3 | Ex. 001 |
| State Student ID | 9 | Social Security or S-Number |
| Application Date | 8 | YYYYMMDD |
| DTS | | |

| Description | Length | Notes |
|---|--------|---|
| Ethnicity Hispanic | 1 | 0 or 1 (0 = No, 1 = Y) |
| Race American Indian | 1 | 0 or 1 (0 = No, 1 = Y) |
| Race Asian | 1 | 0 or 1 (0 = No, 1 = Y) |
| Race Black | 1 | 0 or 1 (0 = No, 1 = Y) |
| Race Pacific Islander | 1 | 0 or 1 (0 = No, 1 = Y) |
| Race White | 1 | 0 or 1 (0 = No, 1 = Y) |
| Campus of Residence Name | 300 | |
| Campus of Residence Address | 9 | |
| Never enrolled in a public school | 1 | 0 or 1 (0 = No, 1 = Y) |
| Another child applying to charter school | 1 | 0 or 1 (0 = No, 1 = Y) |
| Name of child(ren) applying to charter school | 300 | |
| Preferred time of day is A.M. | 1 | 0 or 1 must be entered. (0 = No, 1 = Y) |
| Preferred time of day is P.M. | 1 | 0 or 1 must be entered. (0 = No, 1 = Y) |
| Child qualifies for free PK | 1 | 0 or 1 (0 = No, 1 = Y) |
| Preferred method of contact | 1 | 1 = Phone, 2 = Text Message, 3 = Email |



Back Cover