



# Charter School Waitlist Import



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# 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  |        |   |
| Ethnicity Hispanic                                   | 1      | 0 or 1 (0 = No, 1 = Y)  |

| <b>Description</b>                            | <b>Length</b> | <b>Notes</b>                           |
|---|---------------|--|
| 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 (0 = No, 1 = Y)                 |
| Preferred time of day is P.M.                 | 1             | 0 or 1 (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 |

Example: TBD



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