

Charter School Waitlist Import

Table of Contents

Charter School Waitlist Import 1

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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)

Description	Length	Notes
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



Back Cover