

Connect Uploads in the Web2School Portal

We at Web2School try to make state reporting as easy as possible. We create each export in your system and make sure it is up to date with any changes Connect makes.

Your school administration is responsible for data entry into Web2School. Web2School will automatically send data to Connect at scheduled intervals. Information required for Connect is located in four places in Web2School.

The first location is under the **Student General Tab**. To access this location in the Web2School Portal, you must click **Student Search** at the top of the screen. Click on a Student's name to open their **Student General Tab**. Click the **Edit** Button to modify information on this page.

Page 5 of this document details what information from this window is needed for Connect.

The second location is under the **Student Attendance Tab**. To access this location in the Web2School Portal, you must click **Student Search** at the top of the screen. Click the Menu button to the left of a student's name and select **Attendance**.

Pages 6-7 of this document details what information from this window is needed for Connect.

Page 7 covers how to assign Attendance Codes to groups of students.

The third location is under the **Student Guardian Tab**. To access this location in the Web2School Portal, you must click **Student Search** at the top of the screen. Click the Menu button to the left of a student's name and select **Guardian**.

Page 8 of this document details what information from this window is needed for Connect.

The fourth location is under the **Student State Utility Tab**. To access this location in the Web2School Portal, you must click **Student Search** at the top of the screen. Click the Menu button to the left of a student's name and select **State Utility**.

Page 9 of this document details what information from this window is needed for Connect.

Data is sent automatically to Connect, but if you wish to **Export** a report from the Web2School Client, you must click **Reports/Exports** Desk. Click the **State Exports** Tab to view your custom exports. All the Connect exports begin with "Connect – ".

Adding a New Student

To add a new student first navigate to the **Student Desk**. Here you are going to click on **Add Student**. Fill in the new student's full name, gender, year of graduation and homeroom. If you wish to add another student, click the **Add Row** button to create a new row for an additional student.

You can add a Calendar, Entry Date, Entry Code and Residency Code from this window if you wish. If you decide to do so later, you can do so by following the steps on page 3 of this document.

Once you are ready, click the **Add Student(s)** button to create the new students in Web2School.

Student Desk - Add Student

Student Search

Add Student

Delete Student

Student Reports

Setup

Tools

First Name	Middle Name	Last Name	Gender	YOG	Grade	Homeroom
			<input type="radio"/> M <input type="radio"/> F <input type="radio"/> X			Select HR

☐ Add Entry Date for All New Students

Row Count : 1 **Add Row**

Calendar
Select Calendar....

Entry Date
07/31/2023

Entry Code
Select Entry Code....

Residency Code
Select Residency Code....

Add Student(s) **Cancel**

Assigning Entry Dates

This can be done under the **Attendance Desk** by selecting **Assign Entry Dates**.

First you will want to select the calendar you wish to assign students to. In this window you can assign entry dates to multiple students at once. On the right-hand side of the window is a drop-down box that allows you to select a group of students to apply this entry date to. This can be by Year of Graduation, Homeroom, Gender, Category, or All Students. If you wish to select a particular student or a particular filter for a group of students, you can choose Student. A new window will pop up giving you more ways to search for and filter students.

Once you have chosen a student or group of students, you will want to select an entry date that will be applied to all students that fall under the selected option on the right-hand side.

Finally, if you know any of the attendance codes that you wish to apply to the student(s), you can do so here as well. If you choose not to, you can assign attendance categories to them later by following the instructions on page 6-7. Click **Apply** to assign entry dates to the selected students.

Name	Value
Residency Code	
ResidentSAU_ID	
EnrollmentTypeCode	Select EnrollmentTypeCode
FiscalResponsibilityCode	Select FiscalResponsibilityCode
SpecialEdFlag	Select SpecialEdFlag
SpedStartDate	
SpedExitDate	
SpedExitReason	Select SpedExitReason
SchoolLunchElig	Select SchoolLunchElig
GradeLevelCode	Select GradeLevelCode

NOTE: If a student already has an entry date for the selected year, this tool will overwrite the entry date as well as all attendance information

To give a re-entry date to a student who had attended, and then left partway through the year, you must go to the **Attendance Tab** of the student's **Information Page**. Clicking on **Membership** will reveal an **Edit** button. Clicking on that will open a window that will allow you to add a re-entry date without erasing previous attendance information.

Copying Attendance Codes from Previous Years

Some Attendance Codes do not get changed from year to year for a student. Rather than having to reinput these codes, you can copy them over from the previous year.

In the **Attendance Desk**, under **Tools**, select **Copy Categories to Attendance Code**. On the right-hand side of the window is a drop-down box that allows you to select a group of students to apply this tool to. This can be by Year of Graduation, Homeroom, Gender, Category, or All Students. If you wish to select a particular student or a particular filter for a group of students, choose Student. A new window will pop up giving you more ways to search for and filter students.

Unless you have been notified of any changes for individual students, the following codes can be selected to be copied from the previous year: **Residency Code, FiscalResponsibilityCode, DateFirstEnrolledESL, Military Code.**

Check off the codes you wish to copy over under status and click **Apply** to finalize the decision.

Copy Categories To Attendance Codes

Select Option: Entry Attendance Code

Assign Data to: - Select Option -

Instance: 1

Status	Name	Category
<input type="checkbox"/>	Residency Code(2)	Residency Code(3)
<input type="checkbox"/>	ResidentSAU_ID(19)	ResidentSAU_ID(2)
<input type="checkbox"/>	EnrollmentTypeCode(20)	EnrollmentTypeCode(01)
<input type="checkbox"/>	FiscalResponsibilityCode(21)	FiscalResponsibilityCode(06)
<input type="checkbox"/>	SpecialEdFlag(22)	SpecialEdFlag(10)
<input type="checkbox"/>	SpedStartDate(23)	SpedStartDate(8)
<input type="checkbox"/>	SpedExitDate(24)	SpedExitDate(9)
<input type="checkbox"/>	SpedExitReason(25)	SpedExitReason(27)
<input type="checkbox"/>	SchoolLunchElig(26)	SchoolLunchElig(02)
<input type="checkbox"/>	GradeLevelCode(27)	GradeLevelCode(04)
<input type="checkbox"/>	DateFirstEnrolledESL(28)	DateFirstEnrolledESL(5)
<input type="checkbox"/>	MedicaidStartDate(29)	MedicaidStartDate(11)
<input type="checkbox"/>	StartStatus(36)	StartStatus(03)

Select All

☒ Overwrite Existing Data

Select All

This tool will update Categories to Membership and MemberCode

Apply Close

Student Window – General Tab

Student General Fields Tracked in Connect		
	Field Name	Connect Field Name
1	Student ID	SchoolStudentID
2	First Name	FirstName
3	Middle Name	MiddleName
4	Last Name	LastName
5	Suffix	NameSuffixCode
6	Sex	Sex
7	State ID	State Student ID
8	Email	Email
9	Birth Date	BirthDate
10	Ethnicity	Choose Hispanic or Non-Hispanic and then choose all races that apply to the student.

John Adams (3) - General

Sys ID: 3 **1** First Name: John **2** Middle Name: Q **3** Last Name: Adams **4** Suffix: **5** Sex: M **6**

YOG: 2021 Grade: 12 Homeroom: 204 DistrictID: 000012343 StateID: 000003 **7**

SS#: 890-09-9876 Email: jdog@mnt.org **8**

☒ Active

[View IEP/504](#) [Medical Alert](#) [Legal Alert](#)

Ethnicity **10** [Edit User](#)

Emergency Information

Name: Sue McMullen Phone: 493 3332 Ext: Birth Information

Date: 12/13/1997 **9** City: PORTLAND State: NH Country: US

Primary Guardian: Mr JOHN ADAMS - Father Physical Address: 1776 INDEPENDENCE RD CONCORD NH 03100 US

Mrs SALLY CONRADI - Stepmother Phone Information: Home: (603) 767-6666 Work: (603) 787-6345

Email: jadamson@hotmail.net Mailing Address: 1776 INDEPENDENCE RD CONCORD NH 03100 US

☒ Has Permission to Pick up

Student Notes

Sue is Grandmother and lives in the home.

Currently In Edit Mode [Ok](#) [Cancel](#)

Figure 1

Student Window – Attendance Tab

Figure 2

Click on the **Membership [1]** Tab to view Entry/ Withdrawal information. Click on the **Edit [2]** Button to modify entry membership information
See Figure 2.

Edit data using the drop-down boxes in the **Modify Entry Membership Information window [3]**.
See Figure 3.

Figure 3

Student Window – Attendance Tab (cont.)

Student Entry Codes Tracked in Connect		
Web2School Field Name	Connect Field Name	Required
Residency Code	ResidentTownGeoCode	Yes
FiscalResponsibilityCode	ResidencyStatus	Yes
SpedStartDate	SpedStartDate	No
SpedExitDate	SpedExitDate	No
SpedExitReason	SpedExitReason	No
SchoolLunchElig	Eligibility	No
GradeLevelCode	GradeLevelCode	Yes
DateFirstEnrolledESL	StartDate	No
StartStatus	StartStatus	Yes
Action	Action	No
SchoolLunchDate	StartDate	No
Certified_Type	EndDate	No
Military Code	MilitaryFamilyFlag	Yes

Student Exit Codes Tracked in Connect		
Web2School Field Name	Connect Field Name	Required (On Exit)
ExitTypeCode	ExitTypeCode	Yes

Certain Attendance Codes, like GradeLevelCode, are often common among multiple students. Rather than assigning these codes individually, there is a way to assign groups of students the same field.

To do so in the Web2School Portal, you must click the **Attendance Desk**. In that window click **Tools -> Attendance Codes**

Figure 4

This window (**Figure 4**) can be filled in the same way you would assign Attendance Codes to an individual student (**Figure 3**). However, on the right side of the window is filter option, so you can select a group of students to apply these fields to. You can filter by things like Year of Graduation, Sex, Homeroom and much more.

Student Window – Guardian Tab

Associated Guardians

Guardian Full Name	Relationship
Mr JOHN ADAMS	Father
Mrs SALLY CONRADI	Stepmother

Physical Address
1776 INDEPENDENCE RD
CONCORD NH 03100
US

Mailing Address
1776 INDEPENDENCE RD
CONCORD NH 03100
US

Phone Information

Description	Number	Ext
Home	(603) 767-6666	
Work	(603) 787-6345	

Guardian Notes
WORKS FROM NOON TO 8 P.M.

Linked Students

Priority	Student	Homeroom	YOG	Grade	Portal Access
1	Adams, John(3)	204	2021	12	✓
1	Croisby, Betty(34)	202	2022	11	✓

Figure 5

The first **Guardian [1]** in the list is considered the primary guardian. You can reorder the guardians with the **Priority [2]** Button

Click on the **Add New Guardian [3]** Button to attach a new Guardian to the Student.

Click on the **Add Existing Guardian [4]** Button to attach and existing guardian to the Student

See *Figure 5*.

Highlight a **Guardian [1]** and click the **Edit [5]** Button to modify Guardian information (Figure 6).

Modify Guardian Information

Title: Mr, First Name: JOHN, Last Name: ADAMS, Relationship: Father (33)

Additional Guardian name (Will not be printed on reports or exports): Mrs SALLY CONRADI, Relationship: Stepmother (49)

Email: jadams@hotmail.net

Physical Address
Street: 1776 INDEPENDENCE RD, City: CONCORD, State: NH, Zip: 03100, Country: US

Mailing Address
Street: 1776 INDEPENDENCE RD, City: CONCORD, State: NH, Zip: 03100, Country: US

Phone Numbers

Description	Number	Ext
Home	(603) 767-6666	
Work	(603) 787-6345	

Guardian notes
WORKS FROM NOON TO 8 P.M.

Linked Students

Priority	Student	Homeroom	YOG	Grade	Portal Access
1	Adams, John(3)	204	2021	12	✓
1	Croisby, Betty(34)	202	2022	11	✓

Figure 6

Fields Tracked in Connect		
	Field Name	Connect Field Name
6	First Name	ParentGuardian1FirstName
7	Last Name	ParentGuardian1LastName
8	Physical Address 1	PhysicalAddressLine1
9	Physical Address 2	PhysicalAddressLine2
10	Physical City	PhysicalCityTown
11	Physical State	PhysicalState
12	Physical Zipcode	PhysicalZipCode
13	Mailing Address 1	MailingAddressLine1
14	Mailing Address 2	MailingAddressLine2
15	Mailing City	MailingCityTown
16	Mailing State	MailingState
17	Mailing Zipcode	MailingZipcode

State Utility

Figure 7

The State Utility Tab is where any state reporting information that is not already covered by the Student General or Student Attendance tab is stored. Information stored in State Utility fields gets carried over from year to year, unlike Attendance Code fields.

State Categories are broken down into two categories. Descriptive Categories and User Defined Categories. Descriptive Categories are filled in by selecting an option from a Dropdown Menu. User Defined Categories are filled in by typing in the necessary information.

Attendance Code fields you fill in update their respective State Utility fields by default.

The following table details the State Utility fields (that are not already covered by Attendance Codes) that Connect State Reporting tracks

State Descriptive Categories Tracked in Connect		
Web2School Field Name	Connect Field Name	Required
Title1AFlagMath	Title1AFlagMath	No
Title1AFlagELA	Title1AFlagELA	No
AlternativeEdFlag	AlternativeEdFlag	No
HomeSchoolFlag	HomeInstructionFlag	No
FTE	FTPTStatus	No
Chapter504StatusFlag	Chapter504StatusFlag	No
GiftedTalentedAcademic	GiftedTalentedAcademic	No
GiftedTalentedArtist	GiftedTalentedArtist	No
HomelessCode	HomelessCode	No
UnaccompaniedYouth	UnaccompaniedYouth	No
TransitionBilingualEarlyExit	TransitionBilingualEarlyExit	No
DualLanguageTwoWayImmersion	DualLanguageTwoWayImmersion	No
ESLELD	ESLELD	No
ContentClasses	ContentClasses	No
Newcomer	Newcomer	No
ImmigrantFlag	ImmigrantFlag	No
SpedSetting	SpedSetting	No
SpecialEdAlternateAssessment	SpecialEdAlternateAssessment	No
ExceptionalityCode	DisabilityCode	No
CTEAction	Action	No
CTEExitStatus	ExitStatus	No
Out-Of-WorkInd	Out-Of-WorkInd	No
SingleParent	SingleParent	No
700InstHrs	700InstHrs	No
SatelliteProgram	SatelliteProgram	No

State User Defined Categories Tracked in Connect		
SAUID	SAUID	Yes
School_ID	School ID	Yes
NativeLanguage (1-5)	NativeLanguage (1-5)	No
NativeLanguageInterpreter (1-5)	NativeLanguageInterpreter (1-5)	No
DateFirstEnrolledESL	StartDate	No
USSchoolDate	USSchoolDate	No
CTECode	CTECode	No
CTEStartDate	StartDate	No
CTEEndDate	EndDate	No

Student Daily Attendance Upload

Element Name	Description	Required Field	Number of Characters	W2S Location
SAUID	NEO Organization ID for the attending SAU	YES	1 to 4	State User Defined
StateStudentID	The student's state ID	YES	9	Student
School ID	NEO Organization ID for the attending school	YES	1 to 4	State User Defined
Year Code	Description: School year designation. Data Type: alpha numeric	YES	9	Default Value
Date	The attendance status date.	YES	8	Daily Attendance
Attendance Status	The status of the reported date.	YES		Daily Attendance
Modality	The instructional delivery model for the student on the reported date	YES	6 or 9	Daily Attendance

The 'Attendance Categories' in Web2School need to be appropriately labeled for 'Attendance Status' and 'Modality'. For the 'Attendance Status' field (Row 6), 'Present' is set as the default, so you only need to flag categories that are considered 'Excused Absence' or 'Unexcused Absence'. For the 'Modality' field (Row 7), 'In-Person' is set as default, so you only need to flag categories considered 'Remote'.

To set a flag, you will need to go Reports/Exports -> Exports. Scroll and find this report (Connect – Student Daily Attendance).

Highlight it and click the Modify button. In the window that opens, highlight the row you wish to set flags for and click the Modify button. In that window, click the Edit Selected Categories button. In this window, you can set the 'Display Name' to be the appropriate flag. Remember, if the 'Attendance Code' should be flagged as one of the default values described above, the 'Display Name' field can be blank for that code. Once the appropriate display names have been set, click OK on that window. Click OK on the next two windows to save the changes you made.

CTE Upload

Element Name	Description	Required Field	Number of Characters	W2S Location
SAUID	NEO Organization ID for the attending SAU	Yes	1 to 4	State User Defined
StateStudentID	The student's state ID	Yes	9	Student
SchoolID	NEO Organization ID for the attending school	Yes	1 to 4	State User Defined
Year	Description: School year designation. Data Type: alpha numeric	YES	9	Default Value
Action	Value to define if this is an Add/Update of a student CTE record or a delete.	NO	0 or 1	Default Value
CTECode	CTE program code	YES	15	State User Defined
StartDate	CTE Start Date	Yes	8	Attendance
EndDate	CTE End Date	No	8	Attendance
ExitStatus	The reason for exiting or ending CTE program	Required when EndDate is populated	5	State Category
EarlyCollegeLD	The student is early college LD.	No	1	State Category
Out-of-WorkInd	The student is an out-of-work individual.	No	1	State Category
SingleParent	The student is single parent.	No	1	State Category
700InstHrs	The student is receiving at least 700 instructional hours in the CTE program in one year.	No	1	State Category
SatelliteProgram	The student is enrolled in a program at a satellite location	No	1	State Category

CTE Credit Bearing Upload

Element Name	Description	Required Field	Number of Characters	W2S Location
SAUID	NEO Organization ID for the attending SAU	Yes	1 to 4	State User Defined
StateStudentID	The student's state ID	Yes	9	Student
SchoolID	NEO Organization ID for the attending school	Yes	1 to 4	State User Defined
Year	Description: School year designation. Data Type: alpha numeric	Yes	9	Default Value
CTECode	CTE program code	Yes	15	State User Defined
StartDate	CTE Start Date	Yes	8	State User Defined
Institution	Institution identification number.	Yes	4	State User Defined
Credit Type	The type of credits or units of value available for the completion of a course in addition to Carnegie Units.	Yes		State Category
Credit Amount	The amount of credit earned by the student.	Yes	4	State User Defined

Economic Status Upload

Element Name	Description	Required Field	Number of Characters	W2S Location
SAUID	NEO Organization ID for the attending SAU	Yes	1 to 4	State User Defined
StateStudentID	The student's state ID	Yes	9	Student
School ID	NEO Organization ID for the attending school	Yes	1 to 4	State User Defined
Year Code	Description: School year designation. Data Type: alpha numeric	Yes	9	Default Value
Action	Value to define if this is an Add/Update of a student Economic Status record or a delete.	No	255	State Category
Eligibility	the student's eligibility status	Yes	15	Attendance
StartDate	EligibilityStartDate	Yes	8	Attendance
EndDate	EligibilityEndDate	No	0 or 8	Default Value

English Language Learners Upload

Element Name	Description	Required Field	Number of Characters	W2S Location
SAUID	NEO Organization ID for the attending SAU	Yes	1 to 4	State User Defined
StateStudentID	The student's state ID	Yes	9	Student
School ID	NEO Organization ID for the attending school	Yes	1 to 4	State User Defined
Year Code	Description: School year designation. Data Type: alpha numeric	Yes	9	Default Value
StartDate	Definition: Date when student first enrolled in English Learner program	Yes	8	State User Defined
USSchoolDate	Definition: Date of first US school enrollment of EL student.	Yes	0 or 8	State User Defined

New State Student ID Upload

Element Name	Description	Required Field	Number of Characters	W2S Location
SAUID	NEO Organization ID for the attending SAU	YES	1 to 4	State User Defined
SchoolStudentID	Definition: School Student identification number.	NO	0 to 10	Student
LastName	Definition: Legal last name of student (no suffix). Type of Data: varchar	YES	2 to 50	Student
FirstName	Definition: Legal first name of student (no alias or suffix) . Type of Data: varchar	YES	2 to 50	Student
MiddleName	Definition: Middle name of student. Type of Data: varchar	NO	0 to 50	Student
Gender	The student legal gender	YES	1	Student
Birthdate	The student birthdate	YES	8	Student
Grade	Grade of student. The key grade here would be of PK, KG type.	YES	2	Attendance
StartStatus	Reason student started school.	YES	5	Attendance

Student Special Education Upload

Element Name	Description	Required Field	Number of Characters	W2S Location
SAUID	NEO Organization ID for the attending SAU	Yes	1 to 4	State User Defined
StateStudentID	The student's state ID	Yes	9	Student
School ID	NEO Organization ID for the attending school	Yes	1 to 4	State User Defined
Year Code	School year designation	Yes	9	Default Value
SpedStartDate	Definition: Date when student began a special education program.	Yes	8	Attendance
SpedExitDate	Definition: Date when student exited a special education program.	No	0 or 8	Attendance
SpedExitReason	Description: Reason student exited special education.	No	20	Attendance
SpedSetting	Description: Educational setting of special education student.	Yes	10	State Category
SpecialEdAlternateAssessment	Description: Indicator that the student will be taking an alternate assessment for state assessment purposes	Yes	1	State Category
DisabilityCode	Description: Choose appropriate disability for student receiving special education services.	Yes	3	State Category

If a student's DisabilityCode changes midway through the year, you must first modify the student's entry date and fill in the 'Sped Exit Date' field with the date the change in their DisabilityCode occurred. Then, you must set the 'Sped Exit Reason' to '08- Change in either Disability or Placement/ Setting'. Click OK to save this info.

Next, you must give the student a withdrawal date of the same date the change in their DisabilityCode occurred. For the ExitTypeCode, select '03503- Not enrolled, eligible to return'. Click ok to apply this withdrawal date.

Finally, you must add a new entry date. Set the date as the day after the previous withdrawal date. You can copy over all the info from the previous entry code, but make sure to remove the SpedExitDate and SpedExitReason as well as changing the SpedStartDate to be one day after the change to their DisabilityCode occurred (The same as this entry date). Click ok to apply this new entry date.

Student Enrollment Upload

Element Name	Description	Required Field	Number of Characters	W2S Location
SAUID	NEO Organization ID for the attending SAU	Yes	1 to 4	State User Defined
StateStudentID	The student's state ID	Yes	9	Student
School ID	NEO Organization ID for the attending school	Yes	1 to 4	State User Defined
Year Code	School year designation	YES	9	Default Value
ResidentTownGeoCode	Definition: ID of student's resident town.	Yes (primary enrollments only)	3	Attendance
StartStatus	Definition: Reason student started in the school.	Yes	5	Attendance
GradeLevelCode	Definition: The grade the student is in.	Yes	2	Attendance
EffectiveDate	Description: Start date of the enrollment or the date of change in status for the following fields: ResidentTownCode, ResidentSAU_ID, FiscalResponsibilityCode	Yes if it is the first enrollment of the school year or If data is changed in fields listed under Description to the left.	NULL or 8	Attendance
ExitTypeCode	Definition: Reason student left the school. Through graduation, expulsion, transfer, etc.	(if applicable)	5	Attendance
ExitDate	Definition: Date when student exits a school.	(If Exit Type selected)	NULL or 8	Attendance
ResidencyStatus		Yes (primary enrollments only)	1	Attendance

Title1AFlagMath	Description: Applies if the child is considered at risk and is eligible for Title IA services by virtue of their status.	(if applicable)	NULL or 1	State Category
Title1AFlagELA	Description: Applies if the child is considered at risk and is eligible for Title IA services by virtue of their status.	(if applicable)	NULL or 1	State Category
HomeInstructionFlag	Description: Students who are home instructed and attend local school districts part time or home instruction students receiving only Special Education services. If yes then FTE value if required (see FTE below).	(if applicable)	NULL or 1	State Category
FTPStatus	Description: The percent of time spent at school by a home instructed student. Also an option to designate only Special Education services received at school. Data Type: varchar	(if Home School Education checked)	0-5	State Category
Chapter504StatusFlag	Description: Applies if student participates in a Chapter 504 program. Data Type: char	(if applicable)	NULL or 1	State Category
GiftedTalentedAcademic	Description: Applies if student participates in an Intellectual/Academic based Gifted and Talented program.	(if applicable)	NULL or 1	State Category
GiftedTalentedArtistic	Description: Applies if student participates in an Artistic based Gifted and Talented program.	(if applicable)	NULL or 1	State Category
MilitaryFamilyFlag	Description: Applies if student returns the annual form sent home to parents stating yes to the following question: Are one or both of this student's parents in the uniformed service of the United States (including members of the National Guard and Reserve), or, within one year of medical discharge or retirement from active-duty uniformed services.	Yes	<=22	State Category

HomelessCode	Description: Choose the appropriate "Homeless Night-time Residence Code".	(if applicable)	<=11	State Category
UnaccompaniedYouth	Description: An unaccompanied youth is a student who is not in the physical custody of a parent or guardian; this includes youth who have run away from home, been kicked out of their homes, or been abandoned by parents.	(if applicable)	NULL or 1	State Category
TransitionBilingualEarlyExit	Description: Student is eligible or receiving services in an EL program for Transitional Bilingual Education or Early Exit Bilingual Education	(if applicable)	NULL or 1	State Category
DualLanguageTwoWayImmersion	Description: Student is eligible or receiving services in an EL program for Dual Language or Two-way Immersion.	(if applicable)	NULL or 1	State Category
ESLELD	Description: Student is eligible or receiving services in an EL program for English as a Second Language (ESL) or English Language Development (ELD).	(if applicable)	NULL or 1	State Category
ContentClasses	Description: Student is eligible or receiving services in an EL program in Content Classes with Integrated ESL Support	(if applicable)	NULL or 1	State Category
Newcomer	Description: Student is eligible or receiving services in an EL program for Newcomer Programs.	(if applicable)	NULL or 1	State Category
ParentsRefuseMLServices	Students identified as English learners whose parents opted their child out of participation in a language instruction educational program (LIEP)	(if applicable)	NULL or 1	State Category

Student Exit Upload

Element Name	Description	Required Field	Number of Characters	W2S Location
SAUID	NEO Organization ID for the attending SAU	Yes	1 to 4	State User Defined
StateStudentID	The student's state ID	Yes	9	Student
School ID	NEO Organization ID for the attending school	Yes	1 to 4	Student
Year Code	School year designation	Yes	9	Default Value
Effective Date	Start date of the enrollment or date after the last reported Effective Date.	Optional	NULL or 8	Attendance
ExitTypeCode	Reason student left the school. Through graduation, expulsion, transfer, etc.	Yes	5	Attendance
ExitDate	Date when student exits a school.	Yes	8	Attendance

Student Personal Upload

Element Name	Description	Required Field	Number of Characters	W2S Location
SAUID	NEO Organization ID for the attending SAU	Y	4	State User Defined
SchoolStudentID	Definition: School Student identification number.	N	0 to 10	Student
StateStudentID	Definition: Student ID provided by State Student Information System.	Y	0 or 9	Student
SSN	Definition: Social security number.	N	0 or 9	Default Value
LastName	Definition: Legal last name of student (no suffix).	Y	2 to 50	Student
FirstName	Definition: Legal first name of student (no alias or suffix) .	Y	2 to 50	Student
MiddleName	Definition: Legal middle name of student.	N	0 to 50	Student
Alias	Definition: Alias or nickname if it exists.	N	0 to 50	Default Value
NameSuffixCode	Definition: A suffix representing the student following the name, such as Jr, III, etc.	N	0 to 10	Student
HispanicLatino	Definition: Is the ethnicity of the student Hispanic/Latino?	Y	1	Student
AmericanIndianAlaskaNative	Definition: Is the race of the student American Indian or Native Alaskan?	Y	1	Student
Asian	Definition: Is the race of the student Asian?	Y	1	Student
BlackAfricanAmerican	Definition: Is the race of the student Black or African American?	Y	1	Student
NativeHawaiianPacificIslander	Definition: Is the race of the student Native Hawaiian or other Pacific Islander?	Y	1	Student
White	Definition: Is the race of the student White/Caucasian?	Y	1	Student
Sex	The sex identified on the student's birth certificate	Y	1	Student
BirthDate	Definition: Date of birth of student.	Y	8	Student
PhysicalAddressLine1	Definition: First line of student's address.	Y	0 to 50	Primary Guardian
PhysicalAddressLine2	Definition: Second line of student's address.	N	0 to 50	Primary Guardian
PhysicalCityTown	Definition: Name of town in address.	Y	0 to 25	Primary Guardian
PhysicalState	Definition: Name of state in address.	Y	0 or 2	Primary Guardian
PhysicalZipCode	Definition: Zip code of town. Use numbers only. No dashes or other characters.	Y	0 or 5 or 9	Primary Guardian
MailingAddressLine1	Definition: First line of student's address.	N	0 to 50	Primary Guardian
MailingAddressLine2	Definition: Second line of student's address.	N	0 to 50	Primary Guardian

MailingCityTown	Definition: Name of town in address.	N	0 to 25	Primary Guardian
MailingState	Definition: Name of state in address.	N	0 or 2	Primary Guardian
MailingZipCode	Definition: Zip code of town. Use numbers only. No dashes or other characters.	N	0 or 5 or 9	Primary Guardian
HomePhone	Definition: Home Telephone number with area code. Numbers only.	N	0 or 10	Default Value
Email	Definition:E-mail address of contact.	N	0 to 100	Student
ParentGuardian1LastName	Guardian 1 Last Name	N	50	Primary Guardian
ParentGuardian1FirstName	Guardian 1 First Name	N	50	Primary Guardian
ParentGuardian2LastName	Guardian 2 Last Name	N	50	Secondary Guardian
ParentGuardian2FirstName	Guardian 2 First Name	N	50	Secondary Guardian
ImmigrantFlag	Definition: Indicator that student is an immigrant	Y-If student is an Immigrant	0 or 1	State Category
NativeLanguage	The language normally used by students or normally used by parents of students.	Y-If Immigrant or EL Student	3	State User Defined
NativeLanguageInterpreter	Indicator that an interpreter in the reported Native Language is needed.	N	0 or 1	State Category
NativeLanguage2	Additional language normally used by students or normally used by parents of students.	N	3	State User Defined
NativeLanguage2Interpreter	Indicator that an interpreter in the reported Native Language 2 is needed.	N	0 or 1	State Category
NativeLanguage3	Additional language normally used by students or normally used by parents of students.	N	3	State User Defined
NativeLanguage3Interpreter	Indicator that an interpreter in the reported Native Language 3 is needed.	N	0 or 1	State Category
NativeLanguage4	Additional language normally used by students or normally used by parents of students.	N	3	State User Defined
NativeLanguage4Interpreter	Indicator that an interpreter in the reported Native Language 4 is needed.	N	0 or 1	State Category
NativeLanguage5	Additional language normally used by students or normally used by parents of students.	N	3	State User Defined
NativeLanguage5Interpreter	Indicator that an interpreter in the reported Native Language 5 is needed.	N	0 or 1	State Category