Rhode Island Department of Education Data Collection Specifications – Enrollment

Last Updated on May 18, 2020

About

*Enrollment* data includes information regarding student enrollment in a school including the district of residence, the start and end date of the enrollment period, the reason for ending the enrollment. *Enrollment* data is used frequently including federal reporting, funding formula calculations, student average daily membership (ADM), and State Assessment rosters.

Requirements

The *Enrollment* data submission is an existing submission that LEAs have been submitting to RIDE. *Enrollment* must be submitted daily to RIDE. There are specific dates throughout the year in which enrollment data is pulled for reporting. Prior to these reporting dates, districts must correct all errors within their submission and also resolve all duplicate student records.

Changes for the 2020-21 School Year

The Enrollment Census will now be the source for the Immigrant field. This field will no longer be populated from the ELL census for ELL students. The LANGUAGE_HOME will become a required field. New optional fields have been added for reporting of student’s preferred first and last names. Beginning in 2020-21, when reporting outplaced students with the enrollment_type of O that are assigned to your ‘190’ school code you must report the home school in the SCHCODE_HOME field for these students – this is the school in your district that the student would attend if the student was not outplaced out of district. In addition, O (Other) will be added to the valid listing of values for SEX.

Submission Process

*Enrollment* data can be submitted through eRIDE ([www.eride.ri.gov](http://www.eride.ri.gov)) using the Enrollment Census application or through the Automated Data Transfer (ADT) agent. *Enrollment* is a submission type within the Enrollment Census application.

### Data Elements (Items in red are changes from the previous year’s collection)

<table>
<thead>
<tr>
<th>FieldName</th>
<th>FieldNameLong</th>
<th>FieldType</th>
<th>FieldLength</th>
<th>Required</th>
<th>ElementDescription</th>
</tr>
</thead>
<tbody>
<tr>
<td>SASID</td>
<td>State Assigned Student Identifier</td>
<td>INT</td>
<td>10</td>
<td>Y</td>
<td>A 10-digit unique numeric ID assigned to each student in R.I. by the State.</td>
</tr>
<tr>
<td>LASID</td>
<td>Locally Assigned Student Identifier</td>
<td>TEXT</td>
<td>16</td>
<td>Y</td>
<td>Unique student ID assigned by LEA or school</td>
</tr>
<tr>
<td>DISTCODE</td>
<td>State Assigned District Code</td>
<td>TEXT</td>
<td>2</td>
<td>Y</td>
<td>The identifier assigned to a local education agency (LEA) by the State Education Agency (SEA). Also known as the State ID.</td>
</tr>
<tr>
<td>DISTCODE_RES</td>
<td>Resident Community Code</td>
<td>TEXT</td>
<td>2</td>
<td>Y</td>
<td>Resident Community Code</td>
</tr>
<tr>
<td>SCHCODE</td>
<td>Reporting School Code</td>
<td>TEXT</td>
<td>5</td>
<td>Y</td>
<td>State Assigned School Code of the Reporting School</td>
</tr>
<tr>
<td>SCHCODE_OUT</td>
<td>School Code If Enrolled out of District</td>
<td>TEXT</td>
<td>5</td>
<td>C</td>
<td>State Assigned School Code of the Out-placed School</td>
</tr>
<tr>
<td>Field</td>
<td>Description</td>
<td>Type</td>
<td>Length</td>
<td>Is Required</td>
<td>Description</td>
</tr>
<tr>
<td>---------------------</td>
<td>-----------------------------------------------------------------------------</td>
<td>-------</td>
<td>--------</td>
<td>-------------</td>
<td>-----------------------------------------------------------------------------</td>
</tr>
<tr>
<td>CTECHCTR</td>
<td>Career and Technical Center Code If Concurrently Enrolled</td>
<td>TEXT</td>
<td>5</td>
<td>C</td>
<td>Career and Technical Center Code If Concurrently Enrolled</td>
</tr>
<tr>
<td>GRADE</td>
<td>Student Grade or Setting</td>
<td>TEXT</td>
<td>2</td>
<td>Y</td>
<td>Student Grade or Setting</td>
</tr>
<tr>
<td>ENROLL_DATE</td>
<td>Date of Enrollment</td>
<td>DATE</td>
<td></td>
<td>Y</td>
<td>Date of Enrollment</td>
</tr>
<tr>
<td>ENROLL_TYPE</td>
<td>Enrollment Type</td>
<td>TEXT</td>
<td>2</td>
<td>Y</td>
<td>Enrollment Type</td>
</tr>
<tr>
<td>EXIT_DATE</td>
<td>Exit/Withdrawal Date</td>
<td>DATE</td>
<td></td>
<td>C</td>
<td>Information concerning a student who exits or withdraws his or her membership in a class, grade, or school during the regular school term or between regular school terms for known or unknown reasons.</td>
</tr>
<tr>
<td>EXIT_TYPE</td>
<td>Exit/Withdrawal Type</td>
<td>TEXT</td>
<td>2</td>
<td>C</td>
<td>The circumstances under which the student exited from membership in an educational institution.</td>
</tr>
<tr>
<td>SCHOOLDAYS</td>
<td>Total School Days for Students</td>
<td>INT</td>
<td></td>
<td>Y</td>
<td>Total # of instructional days for students, typically 180 for all students in district</td>
</tr>
<tr>
<td>LASTNAME</td>
<td>Student’s Last Name</td>
<td>TEXT</td>
<td>50</td>
<td>Y</td>
<td>The full legal name borne in common by members of a family.</td>
</tr>
<tr>
<td>FIRSTNAME</td>
<td>Student First Name</td>
<td>TEXT</td>
<td>50</td>
<td>Y</td>
<td>The full legal name given to an individual at birth, baptism, or through legal change.</td>
</tr>
<tr>
<td>LASTNAME_PREF</td>
<td>Student’s Preferred Last Name</td>
<td>TEXT</td>
<td>50</td>
<td>O</td>
<td>The student’s preferred last name.</td>
</tr>
<tr>
<td>FIRSTNAME_PREF</td>
<td>Student’s Preferred First Name</td>
<td>TEXT</td>
<td>50</td>
<td>O</td>
<td>The student’s preferred first name.</td>
</tr>
<tr>
<td>MIDDLENAME</td>
<td>Student Middle Name</td>
<td>TEXT</td>
<td>50</td>
<td>O</td>
<td>A full legal secondary name given to an individual at birth, baptism, or through legal change.</td>
</tr>
<tr>
<td>SEX</td>
<td>Student Sex</td>
<td>TEXT</td>
<td>1</td>
<td>Y</td>
<td>The concept describing the biological traits that distinguish the males and females of a species.</td>
</tr>
<tr>
<td>DOB</td>
<td>Student Date of Birth</td>
<td>DATE</td>
<td></td>
<td>Y</td>
<td>The month, day, and year on which an individual was born.</td>
</tr>
<tr>
<td>HISPANIC</td>
<td>Student Hispanic or Latino Ethnicity</td>
<td>TEXT</td>
<td>1</td>
<td>Y</td>
<td>An indication that the individual traces his or her origin or descent to Mexico, Puerto Rico, Cuba, Central and South America, and other Spanish cultures, regardless of race. The term, ”Spanish origin,” can be used in addition to ”Hispanic or Latino.”</td>
</tr>
<tr>
<td>NATIVE</td>
<td>American Indian or Alaska native</td>
<td>TEXT</td>
<td>1</td>
<td>Y</td>
<td>A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.</td>
</tr>
<tr>
<td>ASIAN</td>
<td>Asian</td>
<td>TEXT</td>
<td>1</td>
<td>Y</td>
<td>A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.</td>
</tr>
<tr>
<td>BLACK</td>
<td>Black or African American</td>
<td>TEXT</td>
<td>1</td>
<td>Y</td>
<td>A person having origins in any of the black racial groups of Africa. Terms such as ”Haitian” or ”Negro” can be used in addition to ”Black or African American.”</td>
</tr>
<tr>
<td>PACIFIC</td>
<td>Native Hawaiian or Other Pacific Islander</td>
<td>TEXT</td>
<td>1</td>
<td>Y</td>
<td>A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.</td>
</tr>
<tr>
<td>WHITE</td>
<td>White</td>
<td>TEXT</td>
<td>1</td>
<td>Y</td>
<td>A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.</td>
</tr>
<tr>
<td>COHORT</td>
<td>Year Student First Enrolled in 9th Grade</td>
<td>TEXT</td>
<td>4</td>
<td>O</td>
<td>Four-digit year identifying the year in which the student first enrolled in the 9th grade.</td>
</tr>
<tr>
<td>LANGUAGE_HOME</td>
<td>HOME LANGUAGE</td>
<td>TEXT</td>
<td>4</td>
<td>Y</td>
<td>Student’s language spoken at home.</td>
</tr>
<tr>
<td>LUNCH</td>
<td>Student Lunch Status</td>
<td>TEXT</td>
<td>1</td>
<td>Y</td>
<td>A student eligible for free or reduced lunch - Free (F), Reduced (R), None (N); include students eligible for free milk if enrolled in 1/2 day KG</td>
</tr>
<tr>
<td>IEP</td>
<td>Student IEP Status</td>
<td>TEXT</td>
<td>1</td>
<td>O</td>
<td>This field will be auto-populated by the source data system.</td>
</tr>
<tr>
<td>Field</td>
<td>Description</td>
<td>Acceptable Values</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>-------------------------------</td>
<td>-----------------------------------------------------------------------------</td>
<td>-----------------------------------------------------------------------------------</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>SEC504</strong> Student SEC504 Status</td>
<td>TEXT 1 Y</td>
<td>Identifies the student’s Sec504 status.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>LEP</strong> Student LEP Status</td>
<td>TEXT 1 O</td>
<td>This field will be auto-populated by the source data system.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>IMMIGRANT</strong> Student Immigrant Status</td>
<td>TEXT 1 Y</td>
<td>Defined in section 3301(6) of Title III, refers to individuals who: (A) are aged 3 through 21; (B) were not born in any State; and (C) have not been attending one or more schools in any one or more States for more than 3 full academic years. The definition of State in Section 3201(13) of the ESEA includes the District of Columbia and Puerto Rico. This field is auto-updated from LEP census for LEP students</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>MIGRANT</strong> Student Migrant Status</td>
<td>TEXT 1 O</td>
<td>Identifies the student’s Migrant status.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>TITLEI</strong> Student Title I Status</td>
<td>TEXT 1 O</td>
<td>This field will be auto-populated by the source data system.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>HOMELESS</strong> Homelessness Status</td>
<td>TEXT 1 O</td>
<td>This field will be auto-populated by the source data system.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>VOCED</strong> Career and Technical Status</td>
<td>TEXT 1 O</td>
<td>This field will be auto-populated by the source data system at the end of the school year.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>SINGLEPARENT</strong> Single Parent</td>
<td>TEXT 1 Y</td>
<td>Is the student a single parent?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>DISPHOMEMAKER</strong> Displaced Homemaker</td>
<td>TEXT 1 Y</td>
<td>Is the student a displaced homemaker? Displaced homemaker means an individual who - has worked primarily without remuneration to care for a home and family, and for that reason has diminished marketable skills; - has been dependent on the income of another family member but is no longer supported by that income; or - is a parent whose youngest dependent child will become ineligible to receive assistance under part A of title IV of the Social Security Act (42 U.S.C. 601 et seq.) not later than 2 years after the date on which the parent applies for assistance under such title;</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>AFACTIVEDUTYPARENT</strong> Parent Armed Forces Active Duty</td>
<td>TEXT 1 Y</td>
<td>Students with a parent who is a member of the Armed Forces on active duty, which includes a parent on full-time National Guard duty.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>ALTASSESSMENT</strong> Alternate Assessment Status</td>
<td>TEXT 1 C</td>
<td>Does the student take the alternate assessment as defined in the student’s IEP? For districts that use the special education census, this field will be auto-populated by the source data system.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>SCHCODE_HOME</strong> School Code of the home school if enrolled out of district</td>
<td>TEXT 5 C</td>
<td>This is a required field when the student’s enrollment type is O. This field is used to report the school code that the student would attend if the student was not being outplaced out of district.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Acceptable Values for ENROLL_TYPE** (Items in red are changes from the previous year’s collection)

| H | Home Schooled | Use #900 for Schcode_out in State Reporting |
| O | Enrolled in Outplacement Program | Enrolled in independent schools by district. |
| R | Enrolled in Regular Public School | Enrolled in regular public schools, Charter and State operated schools |
| S | Privately Enrolled w/ IEP and/or Service Plan | Attends a private school and district provides only Special Education services according to IEP and/or Service Plan |
| T | Temporary State Custody Waiting for Adjudication | For DCYF use only. |
| A | Enrolled in an Alternate Learning program | Enrolled in an alternate learning program by district. |
| G | Enrolled in a GED program | Enrolled in an approved GED program by district. |
| N | Enrolled in a Transition program | Enrolled in a transition program by district (applicable only to students with an IEP who are 18+) |
Acceptable Values for SEX (Items in red are changes from the previous year’s collection)

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>F</td>
<td>Female</td>
<td>Female</td>
</tr>
<tr>
<td>M</td>
<td>Male</td>
<td>Male</td>
</tr>
<tr>
<td>O</td>
<td>Other</td>
<td>Other</td>
</tr>
</tbody>
</table>

**Validations**

**DISTCODE** – This field must be a valid LEA in the RIDE master directory and must also be the district associated with the user that is submitting the data.

**SCHCODE** – This field must be a valid school in the RIDE master directory and must also be a school within the DISTCODE.

**SASID** – This field must be a valid SASID in the RIDE student master directory.

**ENROLL_DATE** – This field must be a valid date between the first and last day of school for the SCHCODE. This date cannot occur after the EXIT_DATE.

**EXIT_DATE** – This field must be a valid date between the first and last day of school for the SCHCODE. When there is an EXIT_TYPE, the EXIT_DATE is required.

**EXIT_TYPE** – When there is an EXIT_DATE, the EXIT_TYPE is required.

**SCHCODE_NEXT** – This field must be a valid school in the RIDE master directory.

**SCHCODE_OUT** – This field must be a valid school in the RIDE master directory. Generic school codes that end in 990 and 998 are not valid.

**SCHCODE/ENROLL_TYPE** – When ENROLL_TYPE is A, R or E, then the SCHCODE cannot end in 190.

**SCHCODE/ENROLL_TYPE** – When ENROLL_TYPE is O, H, S, G or N then the SCHCODE must end in 190.

**SCHCODE_OUT/ENROLL_TYPE** – When ENROLL_TYPE is O, H, S, A, G or N then the SCHCODE_OUT is required. When ENROLL_TYPE is H, then the SCHCODE_OUT must end in 900.

**GRADE** – Student grade must fall within the grade range for the school.

**SINGLEPARENT/DOB** – Student must be at least 13 when SINGLEPARENT is Y.

**ENROLL_TYPE/SCHCODE_HOME** – When ENROLL_TYPE is O then the HOMESCHOOL is required.
ENROLL_TYPE/SCHCODE_HOME – When ENROLL_TYPE is not O then the HOMESCHOOL must be blank.

SCHCODE_HOME – This field must be a valid school in the RIDE master directory, cannot be the 190 code and must be a school within the DISTCODE.