Rhode Island Department of Education Data Collection Specifications – Charter School Applicant Report

Last Updated on March 21, 2025

About

Charter School Applicant Report is the application used by RIDE to collect information regarding individuals that apply for enrollment to a charter school.

Requirements

Each year, after collecting applications from prospective students and managing enrollment lotteries, Rhode Island charter schools must submit their application data to RIDE. The submission provides data on all students who applied to the school, and whether they are offered a seat, a waitlist spot, or were invalid applicants. Although this data is collected during the 2024-25 school year, the school year for which the lottery applicant data is being submitted is the **2025-26 school year**.

Changes for April 2025 Submission

For this year's submission, a new field named SCHOOLNAME has been added. In most cases, this would be the school name associated with the school code. However, for schools with multiple programs/tracks, this would be the school name plus the identifying program/track name.

Submission Process

Charter School Applicant Data can be submitted through RIDE's portal (https://portal.ride.ri.gov) using the Charter School Applicant Report application.

Data Elements *(Items in red are changes from the previous year's collection)*

FieldName	FieldNameLong	FieldType	FieldLength	Required	ElementDescription
GRADE	STUDENT GRADE	INT	10	Y	The grade the student is applying for.
YEAR		TEXT	7	Y	The school year for which the lottery applicant data is being submitted.
SCHCODE	REPORTING SCHOOL CODE	TEXT	5	Y	State Assigned School Code of the Reporting School
DISTCODE	REPORTING DISTRICT CODE	TEXT	2	Y	The identifier assigned to a local education agency (LEA) by the State Education Agency (SEA). Also known as the State ID.
LASTNAME	STUDENT LAST NAME	TEXT	200	Y	Last Name of the Applicant
FIRSTNAME	STUDENT FIRST NAME	TEXT	200	Y	First Name of the Applicant
MIDDLENAME	STUDENT MIDDLE NAME	TEXT	200	O	Middle Name of the Applicant
DOB	STUDENT DATE OFBIRTH	DATE		Y	Date of Birth of the Applicant

ADDRESS_D_L1	STUDENT DWELLING ADDRESS LINE 1	TEXT	50	Y	The dwelling address – line 1 of the applicant
ADDRESS_D_L2	STUDENT DWELLING ADDRESS LINE 2	TEXT	50	O	The dwelling address – line 2 of the applicant
ADDRESS_D_CITY	STUDENT DWELLING ADDRESS CITY/TOWN	TEXT	50	Y	The dwelling address – city of the applicant
ADDRESS_D_STATE	STUDENT DWELLING ADDRESS STATE	TEXT	2	Y	The dwelling address – state of the applicant
ADDRESS_D_ZIP	STUDENT DWELLING ADDRESS ZIP	TEXT	5	Y	The dwelling address – zip of the applicant
ADDRESS_D_ZIP4	STUDENT DWELLING ADDRESS ZIP 4	TEXT	4	O	The dwelling address – zip4 of the applicant
DISTCODE_RES	RESIDENT COMMUNITY CODE	TEXT	2	Y	District code for the school district this student is a resident of.
SIBLINGCURR	CURRENT SIBLING ENROLLED	TEXT	1	Y	Is this applicant a sibling of a student currently enrolled in your LEA?
SIBLINGCONCURR	CONCURR SIBLING APPL	TEXT	1	Y	Is this applicant a sibling of another applicant applying for admission during the same year?
SCHOOLFOUNDER	SCHOOL FOUNDER	TEXT	1	Y	Is this applicant the child of a school founder, a teacher, or a staff member?
SEATOFFERED		TEXT	1	Y	Was the applicant was offered a spot in the school by being selected through the lottery?
WAITLISTED		TEXT	1	Y	Was the applicant not offered a spot in the school but placed instead on the waiting list?
INVALIDAPPLICANT		TEXT	1	Y	Was the applicant determined to be invalid by your LEA?
PERMISSION		TEXT	1	Y	Has the applicant agreed to share data for research purposes?
ENROLLRIAPPSCHOOLCHOICEID	EnrollRI 18 Digit Application School Choice ID	TEXT	18	O	If the lottery record was submitted through EnrollRI, then provide the 18 digit Application School Choice ID. If this record was not submitted through EnrollRI, then this field should be blank.
SCHOOLNAME	SCHOOL NAME	TEXT	200	O	The school name for the school code reported. In some cases, this school name has additional identifying information for the specific program the student is applying to within the school. For example, for the ICS school, the name would also include the track of the ICS school the student selected.

Acceptable Values for DISTCODE_RES

Item Value	Value Name
BA	Town of Barrington
BR	Town of Bristol
BU	Town of Burrillville
CF	City of Central Falls
CH	Town of Charlestown
CO	Town of Coventry
CR	City of Cranston
CU	Town of Cumberland
EG	Town of East Greenwich
EP	City of East Providence
EX	Town of Exeter
FO	Town of Foster
GL	Town of Glocester
HK	Town of Hopkinton
JA	Town of Jamestown
JO	Town of Johnston
LC	Town of Little Compton
LN	Town of Lincoln
MI	Town of Middletown
NA	Town of Narragansett
NE	City of Newport
NH	Town of New Shoreham
NK	Town of North Kingstown
NP	Town of North Providence
NS	Town of North Smithfield
OS	Out of State Municipality
PA	City of Pawtucket
PO	Town of Portsmouth
PV	City of Providence
RM	Town of Richmond
SC	Town of Scituate
SF	Town of Smithfield
SK	Town of South Kingstown
TV	Town of Tiverton
WE	Town of Westerly
WG	Town of West Greenwich
WK	City of Warwick
WO	City of Woonsocket
WR	Town of Warren
WW	Town of West Warwick

Acceptable Values for GRADE

Item Value	Value Name
PF	Pre-K Full Day
PK	Pre-K 1/2 Day
KF	KG Full Day
KG	KG 1/2 Day
01	1st Grade
02	2nd Grade
03	3rd Grade
04	4th Grade
05	5th Grade
06	6th Grade
07	7th Grade
08	8th Grade
09	9th Grade
10	10th Grade
11	11th Grade
12	12th Grade

Acceptable Values for SIBLINGCURR

Item Value	Value Name
Y	Yes
N	No

Acceptable Values for SIBLINGCONCURR

Item Value	Value Name
Y	Yes
N	No

Acceptable Values for SCHOOLFOUNDER

Item Value	Value Name
Y	Yes
N	No

Acceptable Values for SEATOFFERED

Item Value	Value Name
Y	Yes
N	No

Acceptable Values for WAITLISTED

Item Value	Value Name
Y	Yes
N	No

Acceptable Values for INVALIDAPPLICANT

Item Value	Value Name
Y	Yes
N	No

Acceptable Values for PERMISSION

Item Value	Value Name
Y	Yes
N	No

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. The school code provided must be a charter school.

GRADE – Must be a valid grade (PK, PF, KF, KG, 01, 02, 03, 04, 05, 06, 07, 08, 09, 10, 11, 12)

ADDRESS_D_STATE – Charter school applicants must be residents of RI so the only acceptable value is RI.

ADDRESS_D_ZIP – This field must be exactly 5 characters and include only numbers.

ADDRESS_D_CITY – This field must be a valid city/town in the state of Rhode Island.

ADDRESS_D_CITY /ADDRESS_D_ZIP –The zip code provided must be associated with the city/town and state reported.

DOB – Must be a valid date format and this date must be a date earlier than today. The date of birth must be at least 3 years from the date of reporting.

YEAR –The YEAR must be in a school year format (ex: 2015-16) and must be the next school year.

SIBLINGCURR – Must be Y or N

SIBLINGCONCURR – Must be Y or N

SCHOOLFOUNDER – Must be Y or N

SEATOFFERED – Must be Y or N

WAITLISTED – Must be Y or N

INVALIDAPPLICANT – Must be Y or N

PERMISSION – Must be Y or N

SEATOFFERED/WAITLISTED /INVALIDAPPLICANT – Only 1 of these values can be Y.

SEATOFFERED/WAITLISTED /INVALIDAPPLICANT – One of these values must be Y.