

Course/Class Data import/export file format

Format Comma delimited
Data Validations See validations document
Changes are denoted in bold.

	Req For SS	Req For Reg SY	Name	Description	Data Type	Length	Format	Import Comments
1	Y	Y	CourseNumber	ND State Course Code Number	char	5	xxxx – State Course Code Number	
2	Y	Y	School	County-District-School	char	11	99-999-9999	
3	N	Y	InstructionHours		char	9	xx.xx	For MIS03, enter 0
4	Y	Y	ClassCreditCode Value		char	5	xx.xxx 0-No Credit 1-(1) Credit .5-(1/2) Credit .125 - (1/8) Credit .25-(1/4) Credit 2.0-(2) Credits 9 - offered but not taught 10 - Other	
5	Y	Y	SchoolYear		char	4	xxxx	If School Year, 2024-2025 enter 2025
6	Y	Y	ClassTypeID		char	2	1-High School Summer School 2-Alt Senior Curriculum 3-Alt Program 4-Remedial Elementary Summer 5-Regular School Year 6-Pre Kindergarten 7-Special Ed 8-Special Ed Extended Year 9-Migrant Summer School 10 - Regular Elementary Summer 5-8	Uploads for a given report will limit which course types can be used. All Types can be used when working with PupilMembership data. For MIS03 use only 1,4 and 10 for Summer School and 5 for Regular school year
7	N	N	Period	Period of Day which the course will be taught.	char	2	0-8	optional
8	Y	Y	TeacherLicense Number	License Number given to teacher by ESPB	char	7	Integer ID for the teacher	
9	Y	Y	SchoolCourseID	Schools course number	char	15	School/District generated	This field is required as it is used to specify the CourseID on the Student Course Table. Use State Course Number if school has none.
10	N	N	SchoolCourse Name	Schools course name	char	50	School/District generated	(optional) If not designated, defaults to state course name
11	Y	Y	SchoolCourse Section	Schools course section	char	15	School/District generated	This field is required as it is used to specify the CourseID on the Student Course Table.
12	O	O	WeeksPerYear	The number of weeks the class is taught during the school year.	char	2	99	Optional starting in the 2017-18 school year.

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13	O	O	MinutesPerWeek	The number of minutes per week the class is taught.	char	4 9999	Optional starting in the 2017-18 school year.
14	N	N	ElectronicMedia TypeCode	The code for the electronic media type of the class.	char	1 Blank-None E-Supervising Teacher T-Teacher of Record	
15	N	N	DeliveryMethod TypeCode	The code for the delivery method of the course.	char	1 Blank-None C-Correspondence Course D-Dual Credit Course G-(GED) General Educational Development Course	
16	N	N	OtherSchool WhereTaught	If the class is taught at a school other than the school reporting the personnel, use the County-District-School number of where the class is taught at.	char	11 99-999-9999	optional
17	N	N	CourseStartDate	The first day of class for the summer school course.	char	8 YYYYMMDD	Blank for Pupilmembership data. Blank for MIS03 Regular School Year. Required for MIS03 Summer School 2011-2012.
18	N	N	CourseEndDate	The last day of class for the summer school course.	char	8 YYYYMMDD	Blank for Pupilmembership data. Blank for MIS03 Regular School Year. Required for MIS03 Summer School 2011-2012.
19	N	N	TotalDaysOf Instruction	The total number of days that the summer school course is taught.	char	3 999	Blank for Pupilmembership data. Blank for MIS03 Regular School Year. Required for MIS03 Summer School 2011-2012.
20	N	N	TotalHoursPerDay	The average total hours per day that the summer school course is taught.	char	6 99.999 (Examples 2.25, 2.5, 2.0, 2)	Blank for Pupilmembership data. Blank for MIS03 Regular School Year. Optional for MIS03 Summer School 2010-2011. Required for MIS03 Summer School 2011-2012.

	Req For SS	Req For Reg SY	Name	Description	Data Type	Length	Format	Import Comments	
21	N	N	CourseStartTime	The start time of the summer school course.	char	8	XX:XX AM (or PM)	Blank for Pupilmembership data. Blank for MIS03 Regular School Year. Required for MIS03 Summer School 2011-2012 except for course numbers 21012, 21013, 21014, 21015, 21016, and 21018.	
22	N	N	CourseEndTime	The end time of the summer school course.	char	8	XX:XX AM (or PM)	Blank for Pupilmembership data. Blank for MIS03 Regular School Year. Required for MIS03 Summer School 2011-2012 except for course numbers 21012, 21013, 21014, 21015, 21016, and 21018.	
23	Y	Y	InstructionalDelivery	The instructional delivery of the course being delivered/presented to the students(s).	char	2		1-Classroom Face-to-Face on School Campus 2-Classroom Face-to-Face on College Campus 3-Online/Computer 4-IVN/Distance Learning 5-Coursework Sent Through Postal Service 6-Special Ed in Home Setting 7-Classroom Face-to-Face on Area CTC/CTE campus	Blank for Pupil Membership data.
24	Y	Y	EnrollCourseDetailsID		char	10			Should be 0 for all Imports.