

Below are the file structures to import information into the STARS system for School year 2007-2008. This structure is for a comma delimited format.

**Student Data ShortList Import**

Req	Columns	Data type	Length	Notes	Description
1 Y	StateID	Character	10	xxxxxxxxxx	
2 Y	FirstName	Character	50		Ignored on Import
3 Y	LastName	Character	50		Ignored on Import
4 Y	MiddleName	Character	50		Ignored on Import
5 Y	DOB	Character	8	yyyymmdd	Ignored on Import
6 Y	Gender	Character	1	M – Male, F - Female	
7 Y	EthnicityID	Character	1	1 – Hispanic/Latino 2 – Non Hispanic Latino	
8 Y	IsAmericanIndian	Character	1	False = 0; true = 1	American Indian or Alaskan Native
9 Y	IsAsian	Character	1	False = 0; true = 1	Asian
10 Y	IsBlack	Character	1	False = 0; true = 1	Black or African American
11 Y	IsPacific	Character	1	False = 0; true = 1	Native Hawaiian or Other Pacific Islander
12 Y	IsWhite	Character	1	False = 0; true = 1	White
13 Y	SchoolYear	Character	4	Xxxx ie. 2003	
14 Y	GradeEnrolled	Character	2	xx - (PK, K, 1,2,...12)	
15 Y	PlantBeginDate	Character	8	yyyymmdd	
16 Y	EnrolledStatusID	Character	1	1 – Resident (Default) 2 – Open Enrolled – Must Have Resident District 3 – Tuition Waived 4 – Tuition – Parent 5 – Tuition – District 6 – Tuition – State 7 – Tuition – Out of State 8 – Foreign Exchange Program 9 – Statutory Election 10 – HomeBased – Required in Spring 11 – ND Out of State - Required in Fall & Spring 12 – NonPublic Enrolled - Required in Spring 13 – Other State Child Placement - Required in Spring ***Must have entry, If Out of State, Must also have resident District (indicating State, Minn, Mont, SD)	
17 Y	SendToTenet	Character	1	False = 0; true = 1	Used to mark Special Ed Students being sent to Tienet for evaluation.
18 Y	ServingEducationalEntity	Character	9	xxxxxxxx (County, District,PlantNumber )	
19 Y	ResidentEducationalEntity	Character	5	xxxxx (county, district)	
20 Y	LEP Status	Character	1	False = 0; true = 1	If there is data saying this student is receiving services, you will not be able to set as false.
21 Y	SpecialEdServingSpecialEducationUnit	Character	9	Xxxxx (County District)	Leave Blank if not a special ed student
22 N	AddressLine1	Character	50		The student's address
23 N	AddressLine2	Character	50		The student's address
24 N	City	Character	50		The student's address
25 N	State	Character	2		The student's address
26 N	Zip	Character	10		The student's address

**\*\*If a new pupil has been added we need include all information in spring.**

- Req Key
- Y - Required
- N - Not Required
- O - Optional